

Engage. Enrich. Empower.



Academic Catalogue

2008–2009



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

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Methodist University 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 University does not discriminate on the basis of age, race, gender, national or ethnic origin, religion, sexual orientation or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university-sponsored or advertised program.

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2008-2009 ACADEMIC YEAR CALENDAR

Fall Semester

August 2008

Thursday-Monday	August 14-18	New students arrive/Orientation
Sunday	August 17	Returning students arrive
Monday	August 18	Registration (Day and Evening classes begin)
Tuesday	August 19	Day classes begin
Friday	August 22	Advisee group meetings 11:00am
Tuesday	August 26	Last day to drop/add without record

September 2008

Friday	September 5	Last day to submit Intent for May Graduation
Monday	September 8	Opening Convocation
Friday-Saturday	October 26-27	Family Weekend

October 2008

Friday	October 10	Midterm grades due
Monday-Tuesday	October 13-14	Fall Break
Monday	October 20	Advisee group meetings 11:00am
Monday	October 27	Senior Early Registration
Tuesday	October 28	Junior Early Registration
Wednesday	October 29	Sophomore Early Registration
Thursday	October 30	Freshman Early Registration

November 2008

Saturday	Oct. 31-Nov 1	Homecoming
Monday	November 24	Last day to WP/WF
Wednesday-Sunday	November 26-30	Thanksgiving Holiday

December 2008

Tuesday	December 2	Last day of class
Wednesday	December 3	Reading Day/Last day to adjust Spring Schedule
Thursday-Thursday	December 4-11	Exams
Monday	December 8	Senior grades due
Saturday	December 13	Graduation Day
Monday	December 15	Final grades due

MU at Night

Autumn Term 1

Friday	<i>August 18-October 11, 2008</i>	
	August 22	Last day to drop/add without record Evening classes
Friday	August 29	Last day to drop/add without record Weekend classes
Friday	October 3	Last day to WP/WF
Wednesday-Saturday	October 8-11	Final Exams
Tuesday	October 14	Final grades due

Autumn Term II

Friday	October 24	Last day to drop/add without record Evening Classes
Friday	October 31	Last day to drop/add without record Weekend Classes
Friday	December 5	Last day to WP/WF
Wednesday-Saturday	December 10-13	Final Exams
Tuesday	December 16	Final grades due

MU Online

Tuesday
Monday
Monday
Friday

October 20-December 13, 2008

October 24	Last day to drop/add without record Evening Classes
October 31	Last day to drop/add without record Weekend Classes
December 5	Last day to WP/WF
December 10-13	Final Exams
December 16	Final grades due

August 19-November 10, 2008

August 26	Last day to drop/add without record
November 3	Last day to WP/WF
November 10	Last day of classes
November 14	Final grades due

Spring Semester

January 2009

Sunday	January 4	Students arrive/Orientation
Monday	January 5	Registration (Day and Evening)
Tuesday	January 6	Day classes begin
Friday	January 9	Advisee group meetings
Tuesday	January 13	Last day to drop/add without record
Monday	January 19	Martin Luther King, Jr. Holiday (no classes)

February 2009

Monday	February 2	Spring Convocation
Friday	February 27	Midterm grades due

March 2009

Monday-Friday	March 2-6	Spring Break
Monday	March 16	Advisee group meetings
Monday	March 23	Senior Early Registration
Tuesday	March 24	Junior Early Registration
Wednesday	March 25	Sophomore Early Registration
Thursday	March 26	Freshman Early Registration
Monday	March 30	Awards Day

April 2009

Friday	April 10	Good Friday (no classes)
Friday	April 10	Submit intent to Grad for Dec 09
Monday	April 13	Last day to WP/WF
Tuesday	April 21	Last day of day classes
Wednesday	April 22	Reading Day
Thursday-Thursday	April 23-April 30	Exams
Monday	April 27	Senior grades due

May 2009

Saturday	May 2	Graduation Day
Monday	May 4	Final grades due

MU at Night

Spring Term I

Friday	January 9	Last day to drop/add without record Evening Classes
Friday	January 16	Last day to drop/add without record Weekend Classes
Friday	February 20	Last day to WP/WF
Wednesday-Saturday	February 25-28	Final Exams
Tuesday	March 3	Final grades due

Spring Term II

Friday	March 13	Last day to drop/add without record Evening Classes
Friday	March 20	Last day to drop/add without record Weekend Classes
Friday	April 24	Last day to WP/WF
Wednesday-Saturday	April 29-May 2	Final Exams
Tuesday	May 5	Final grades due

MU Online

Tuesday	January 13	Last day to drop/add without record
Monday	March 30	Last day to WP/WF
Monday	April 6	Last day of classes
Friday	April 10	Final grades due

January 6-April 6, 2009

Summer School 2009

Term I

Tuesday	May 12	Last day to drop/add without record
Wednesday	June 3	Last day to WP/WF
Friday	June 5	Last day of class, Final Exams

Term II

Tuesday	June 9	Last day to drop/add without record
Wednesday	July 1	Last day to WP/WF
Friday	July 3	Last day of class, Final Exams

Term III

Tuesday	July 7	Last day to drop/add without record
Wednesday	July 29	Last day to WP/WF
Friday	July 31	Last day of class, Final Exams

Term IV (Evening)

Friday	May 15	Last day to drop/add without record Evening Classes
Friday	May 22	Last day to drop/add without record Weekend Classes
Tuesday	June 23	Last day to WP/WF
Wednesday-Friday	July 1-3, 2009	Final Exams

MU Online

Friday	May 15	Last day to drop/add without record
Friday	July 24	Last day to WP/WF
Friday	August 7	Final grades due

May 11-June 5, 2009

June 8-July 3

June 9	(July 4 Holiday)
July 1	Last day to drop/add without record
July 3	Last day to WP/WF
July 3	Last day of class, Final Exams

July 6-31

July 7	Last day to drop/add without record
July 29	Last day to WP/WF
July 31	Last day of class, Final Exams

May 11-July 3, 2009

May 11- July 31 2009

Fall 2009

Thursday-Monday	August 13-17	New students arrive/Orientation
Sunday	August 16	Returning students arrive
Monday	August 17	Registration (Day and Evening)
Tuesday	August 18	Day classes begin

INTRODUCTION TO THE UNIVERSITY

Mission Statement

Methodist University, 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 University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally-educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist University 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 University 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 of the University

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 University 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 University 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 University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Methodist University.

Methodist University, through its Reeves School of Business, is 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 Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The Legal Studies Program is accredited by the North Carolina State Bar.

The Social Work Program is 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 (NCDPI), 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; Special Education: General Curriculum; Secondary Education (9-12): Mathematics, history; Special Subjects (K-12): Art, music, physical education; with add-on licensure programs in reading and academically and intellectually gifted (AIG).

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

Associations and Other Endorsements

The University is also a member of the North Carolina Association of Colleges and Universities, the North Carolina Association of Independent Colleges and Universities, and the National Council for Accreditation 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.

Founding

Methodist University was chartered in 1956 as Methodist College. The school was founded by the people of Cumberland County and the North Carolina Conference of the United Methodist Church for the purpose of Christian higher education and the extension of the influence of science, art, and Christian culture.

The school 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 school motto is *Veritas et Virtus*, “Truth and Virtue.”

While the University is deeply committed to The United Methodist Church, its primary function is to provide a liberal arts education for all. In October 2006, on the eve of the 50th anniversary of the founding of Methodist College, the school’s Board of Trustees voted to rename the school Methodist University to reflect Methodist’s ongoing expansion into graduate education.

Location and Facilities

The University is located in Fayetteville, North Carolina, 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 thirty-eight 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. Classes are held principally in the Trustees Building, Science Building, D. Keith Allison Hall, Richard L. Player Golf and Tennis Learning Center, Walter and Margaret Clark Hall, Medical Science Building in the University Center, March F. Riddle Center, and Reeves Auditorium/Fine Arts Building (a community center for the arts). Other campus facilities include eight residence halls, Berns Student Center, Nimocks Fitness Center, Horner Administration Building, O’Hanlon Amphitheater, Joe W. Stout Hall (housing Admissions, Financial Aid, Veterans Affairs), 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 at the top of this ninety-five-foot structure is symbolic of our religious origin. Hensdale Chapel, located on 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, which dates to 1778, was donated to the campus by the Florence Rogers Foundation, which also assisted with its conversion to an art gallery. Computing facilities available to students include the Computer Science, Business, Education, and Computer-Assisted Composition Laboratories.

Davis Memorial Library

Davis Memorial Library, a vital component of Methodist University, 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 library houses over 127,000 book volumes, video-recordings and many other formats. For electronic full-text sources students can select from over 20,000 journals and 35,000 e-books. 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 various databases for journal article searching including *Academic Search Premier*, *Project Muse*, *Lexis-Nexis* and many others. A password is needed for off-campus access.

Services available include: research assistance, interlibrary loan, and information literacy classes. There are computers for student use as well as wireless service for laptops.

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 University and the United Methodist Women of the North Carolina Conference.

Faculty, staff, and students may register with the library by presenting a current Methodist University IDS card in order to check out library materials and to reserve study rooms. More information is available at the library homepage at www.methodist.edu/library/davis.htm.

Academics

The academic area has the following five schools: Arts and Humanities, Reeves School of Business, Public Affairs, Science and Human Development, and the School of 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 University to friends and family members. Numerous faculty members have 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 Southern Writers Symposium brings to campus contemporary authors as well as scholars from across the country.

Methodist University is committed to both tradition and progress. 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: Reeves School of Business concentrations in Health Care Administration, Professional Golf Management, Professional Tennis Management, and Resort and Club Management; Physician Assistant Studies; Sport Management; Athletic Training; Justice Studies; Graphic Design; and Writing. Many alumni enroll in graduate or professional school programs.

Diversity of the Student Body

Methodist University is remarkable for the diversity of its student population. The student body includes traditional residential students, commuters of all ages, a large evening student population, 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.

Religious Life

Methodist University is committed to helping each student grow toward wholeness—physically, mentally, socially, spiritually, and academically. Because the University recognizes that spiritual well-being is essential to wholeness, a diverse religious life program is offered to help students along this journey. Ongoing opportunities for such sharing include weekly worship services, Holy Communion, fellowship meals, spiritual growth retreats, forums and open discussions, Bible Study, and community service projects. The various Christian faith families are encouraged to explore their individual identities as well as to share faith together as one body.

Athletics

A primary goal of the Department of Intercollegiate Athletics at Methodist University is to provide positive enriching programs that complement and reinforce the educational

pursuits of our student-athletes. Methodist University subscribes to the NCAA Division-III philosophy statement, regarding 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 University 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 University encourages and promotes good sportsmanship by both our student-athletes and spectators.

Methodist University 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 2007-2008 athletic year, Methodist University participated in five NCAA Division III National Tournaments at the team level — men's golf, women's golf, women's soccer, softball, and women's tennis. The women's tennis team won the most matches in school history while the men's golf team finished fourth in Division III. The women's golf team won its 11th consecutive Division III National Championship. The Monarchs have won 21 in the last 23 years.

On the individual side, sophomore Susan Martin became the 11th player in the history of women's golf at Methodist University to win the individual NCAA Division III National Championship. Martin won the championship with a three stroke lead over the field of 111 golfers. Martin and senior Katie Dick earned All-American honors on the way to the team championship by 37 strokes. Men's tennis player, Chris Fletcher finished in the top eight in the country at the NCAA Singles Championships while junior Tazz Petty earned All-American honors in Indoor Track (55 meter dash) and Outdoor Track (100 meter dash).

In the USA South Athletic Conference, Methodist University won conference regular season championships in men's basketball, women's soccer and women's tennis. During conference tournament play, men's golf, women's soccer and women's tennis teams took home trophies. Overall, 58 Methodist athletes earned All-Conference honors.

As an athletic department, our student-athletes and coaches also participated in over 20 community service projects on campus and within the Fayetteville community in 2007-2008.

Honor Code

In the pursuit of academic studies at Methodist University, 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 University 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 University 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 University community resulting from a hearing process.
- 3— More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
- 4— A fair and 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 University 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 University 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). In cases involving graduate students, the Board consists of two graduate students (designated by the Graduate Studies Council 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 University 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 University. 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 University 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 University 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.

ACADEMIC REGULATIONS

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible for learning the content of the course of study for which they are enrolled. The professor in the classroom should encourage free discussion, inquiry, and expression.

Student Responsibility for Requirements and Registration

Every full-time student admitted to Methodist University is enrolled in a degree program that is normally completed in four academic years. The Professional Golf Management programs requires an additional semester. The University 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 this *Academic Catalogue* and the satisfactory completion of all graduation requirements.** Students must consult with their advisors before making changes in their academic programs.

Dates for registration are published in the academic calendar. A late registration fee 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.

Early-Registration

In order to register for classes, a student first early-registers. The early-registration period is commenced by advisor-advisee meetings, the dates of which are listed in the calendar. **Student's schedules are entered electronically by the Academic Advisor in consultation with the student.** Students receive mid-semester grades from their advisors at this time as well.

Classification of Students

- 1— Full-Time Students: Those enrolled for 12 s.h. or more per semester (an Evening University semester consists of two terms)
- 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 University for specific courses
- 4— Class Standings: Students are classified according to s.h. completed:
Freshmen—0 to 29.5 s.h. completed Juniors—62 to 93.5 s.h. completed
Sophomores—30 to 61.5 s.h. completed Seniors—94 s.h. or more completed

Academic Standing

All students at Methodist University must demonstrate continuous satisfactory progress toward graduation. A minimum GPA of 2.00 in the major, the concentration; the minor, overall, and residency is required for graduation. However, a few specialized major fields and concentrations require a higher minimum GPA. Students should study the requirements for graduation and consult regularly with their advisors.

Course Load

An undergraduate student's standard course load is 12 to 18 semester hours. In some cases, students find it necessary to take a nineteenth hour for reasons of laboratory course work, performance ensembles, instructional seminars, and similar academic requirements. No undergraduate student may take more than 19 semester hours unless he or she has a) already completed a minimum of 30 semester hours and b) a

cumulative GPA of 3.0. Students not meeting both standards must petition the Vice President for Academic Affairs for permission to register for a heavier course load, but under no circumstances can a student take more than 24 semester hours (including all combinations of day, evening, or online courses) in any fall or spring semester. A student denied permission to take more than 19 semester hours by the Vice President for Academic Affairs may appeal that decision to the Academic Standards committee. An additional fee per semester hour may be charged for each academic semester hour over 18.

Due to the intense nature of day summer school classes, the faculty strongly advises that no student take more than two day classes during any day term and no more than three summer classes (day, evening, or online) at one time. A student's total course load during the summer (day, evening, or online) may not exceed 18 semester hours.

A student whose academic course load drops below 12 semester hours during the fall or spring semesters may lose eligibility for Financial Aid and for 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.

A residential student whose academic load drops below 12 semester hours is not eligible for continued residence unless authorized by the Vice President for Student Services.

Dropping/Changing Courses

Day Fall/Spring Semesters

- 1— A student cannot add 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*, *WF*, or *WD*.

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*, *WF*, or *WD*.

MU at Night

- 1— A student cannot add 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*, *WF*, or *WD*.

All changes to academic programs or schedules must be properly submitted to the Office of the Registrar and receive the approval of the student's academic advisor and instructors.

Withdrawal from the University

A student withdrawing from the University 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 properly withdraw from the University may result in failing grades for the semester.

Medical Withdrawal

If a student leaves the University for medical reasons and wishes to return, she must reapply to the Admissions Office. A full report from the student's physician and a personal interview may be required before an application for readmission is considered. The Admissions Office will also take the student's academic record into consideration in the admissions process.

Attendance Policy for 100 Level Classes

Credit will not be awarded for any 100 level course in which a student is absent for whatever reason (sickness, family emergencies, University athletic events, etc.) for more than 20% of the first thirteen weeks of classes. When absences, for whatever reason, exceed 20% during the first thirteen weeks of classes, the registrar will drop the student from the class and notify the student, the faculty member, and the faculty advisor. (In the day program this is a total of eight absences for MWF classes and a total of five absences for TR classes.) A student dropped for excessive absences will receive a grade of *WF*.

A student dropped for excessive absences may appeal to the Office of the Vice President for Academic Affairs for reinstatement to the class. Appeals must be in writing and be received within five days of notification of the removal. The Office of the Vice President for Academic Affairs will consult with the professor of the class regarding reinstating a student who has appealed.

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. Student-athletes must consider absences due to athletic events when considering their class schedules. Student-athletes who expect to miss classes due to scheduled athletic events should plan not to be absent from class for other reasons. Freshmen, sophomores, juniors, and seniors enrolled in 100 level courses must adhere to the attendance policy.

Faculty members may enforce a more rigorous attendance policy for the 100 level classes. These policies should be stated in the syllabus provided at the beginning of the semester. The attendance policy for 200-, 300-, and 400-level courses are at the discretion of the faculty member and should be stated in the course syllabus.

Internships

Schools in the university formulate internship policy with respect to individual programs and departments. The policy allows departments and programs within each school to meet accreditation requirements.

Grading System

Letter Grade	Quality Points per semester hour	Letter Grade	Quality Points per semester hour
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Good

Satisfactory

Failure

- 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 University Academic Grievance Form. Forms can be obtained from the Registrar's 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 should meet to resolve the issue. If no resolution of the issue can be made at this stage, the student should meet with the faculty member's immediate supervisor(s). If these conferences do 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 Office of the Vice-President for Academic Affairs.

Quality Points

To graduate, a student must complete a minimum of 124 s.h. The minimum grade point average (GPA) is 2.0; the GPA is obtained by dividing the total number of quality points by the total number of hours attempted. Pass/fail and the first three repeated courses are not included in the calculation of the GPA. 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 University. The GPA is computed separately for each category.

Cancellation of Courses

The University 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 University reserves the right to cancel or discontinue any course because of insufficient enrollment or for other reasons. In order to assure quality education, the University reserves the right to limit further registrations when the maximum number

set by the department has been reached. The University 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 a more recent catalogue. Requirements from the two catalogues cannot be mixed. A student wishing to switch to a more recent catalogue must notify the Registrar in writing. No student can graduate under the terms of any catalogue dated more than six years prior to the graduation date. (This catalogue expires in August, 2014.)

Institutional Effectiveness

Methodist University strives to maintain excellence in its academic programs and services. Students in IDS 110 will be given the College Base test to assess their basic skills and competencies. Students may also be required to take subject-area examinations for their particular academic program. Additionally, there are various surveys such as the Entering Student Survey, Student Evaluation of Instruction, the Noelle-Levitz Student Satisfaction Inventory, and the Graduating Senior Survey where students will be asked to assess the quality of the University's programs and services.

Computing Resources Policy Computer Use Policy

The University reserves the right to modify and/or expand this policy at any time. You may also get the latest updates at: <http://www.methodist.edu/oic/index.htm>

1. All users shall respect the privacy of other users. This means that no users will attempt to access, copy, or disrupt the use of information that belongs to others. This includes email files. Proscribed behavior includes any attempt to hack or any hacking behavior. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.
2. All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. If you don't own a copy of a program, you cannot load it on your computer. You cannot load multiple copies of programs for which you don't own multiple licenses. If computer software is loaded on a Methodist University computer and no license can be produced for the software, the computer staff will remove the software from the computer.
3. All users who are authorized to use the Methodist University Student Information System are required to exercise diligence and discretion to ensure that confidential information contained within the Methodist University Student Information System is protected against unauthorized disclosure. This means safeguarding passwords, as well as informing the Computer Services staff immediately when a user suspects that security has been compromised. Each user is required to obtain a unique account and password and use only that account and password. Users are also required to log off of any terminal when they are physically away from the keyboard. Each user must confine the use of the information contained in the Methodist University Student Information System to official needs. Individual users must not allow unauthorized parties to load software on their systems, and they must not download information onto removable media without proper authorization.

4. All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication. This means that all users will identify themselves and restrain from any behavior or communication that might be considered harassing, discriminatory, or in any way calculated to cause discomfort or embarrassment to readers or users of the communication.
5. All users shall use Methodist University computing resources for college-related work consistent with the stated mission of the college. This means that no one shall use college resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the college. The college will not be responsible for unauthorized debts or obligations incurred by users.
6. All users will realize that, although there is no set bandwidth, CPU time, or other limit applicable to all users of Methodist University computing resources, Methodist University may require users of these resources to limit or refrain from specific uses in accordance with the principles stated elsewhere in this policy. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances at the time.
7. All users shall abide by all applicable state and federal law pertaining to communications. This includes the sending of chain letters on the Internet, which is a violation of federal law.
8. All violations of the above policies will be investigated by the university authorities and/or law enforcement agencies. At such time that a violation is discovered, the Computer Services staff will take the appropriate action to immediately curtail the activity. This includes, but is not limited to, the immediate revocation of all rights on computer systems at Methodist University. In carrying out an investigation pertaining to the violation of any of the above policies, or the violation of any university policy, it may become necessary for university authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the university reserves the right to monitor all communications on the university systems. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the university disciplinary system, as well as used as evidence in a court of law.
9. Penalties for the violations of the above provisions may include, but are not limited to, expulsion, suspension, discharge from employment, and possible prosecution by state and federal authorities.
10. Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

Mandatory Student Email Policy

For Undergraduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

For Graduate Students

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst and Methodist University, and the M.M.S. in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators.

ALTERNATIVES TO TRADITIONAL CLASSROOM CREDIT

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. 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.

Auditing a Course

Any Methodist University course can be audited without credit by completing the "Request to Audit a Course" form obtained in the Registrar's Office. 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 University, or who are enrolled in MU at Night and wish to audit a Day course, must make formal admission to the University as outlined in the section on special students.

Directed Study Policy

Directed Studies cannot be used to replace previously earned academic grades. Only in unusual circumstances can a student register for a non-scheduled course as a directed study. Any non-scheduled course in the Methodist University Catalogue, with the exception of courses numbered 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, the department chair and the Vice President for Academic Affairs. Directed studies are offered by full-time faculty members only.

Directed study fees and contact hours are the same for students enrolled in the day program, MU at Night, or a summer term. A student registered for a directed study must pay a directed study credit hour fee in addition to the regular tuition rate. Directed studies have a minimum of seven contact hours per semester hour credit. Students cannot take more than two directed studies at Methodist University. Exceptions to any of these policies can be made only by the Vice President for Academic Affairs.

Independent Study Policy

Independent Studies cannot be used to replace previously earned academic grades. 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 University Catalogue are not offered as Independent Studies. Independent studies must be approved by the faculty advisor, the faculty supervisor, the Department Chair and the Vice President for Academic Affairs. Independent studies are supervised by full-time faculty members only.

Independent study fees and contact hours are the same for students enrolled in the day program, MU at Night, or a summer term. A student registered for an independent study must pay a per independent study credit hour fee in addition to the regular tuition rate. Independent Studies have a minimum of three contact hours per semester hour credit. Exceptions to any of these policies can be made only by the Vice President for Academic Affairs.

Challenge Examination

Some Methodist University 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 \$140.00 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 months before retaking the challenge examination for that course. In addition, the student must pay the challenge examination fee again.

Credit by Examination

Students may earn up to 45 s.h. of credit by examinations endorsed by the American Council on Education.

Foreign Language Credit: 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 University; nor can they be used to fulfill residency requirements. All testing fees will be paid by the student.

International Baccalaureate (IB) Credit: 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 (A1 or A2 exams are required for English). 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 University is 30 semester hours.

Other Credit by Examination: Upon initial receipt of official ACTFL, CLEP/DANTES grade reports or transcripts acceptable to the Registrar, credit may 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), and DANTES Subject Standardized Tests (DSST's).

Transfer Credit

The Registrar is responsible for determining the acceptability of academic credit from other institutions into Methodist University. In determining the transferability of academic credit, the following minimum guidelines will be followed, with the understanding that Methodist University 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 University 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, including 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 University. For degree completion, at least

25% of the semester credit hours must be earned through instruction by Methodist University.

- D. Courses taught as 100/200 level courses at any institution will not be transferred as equivalent to 300/400 level courses at Methodist University.
- 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 University.
- F. Academic credit from post-secondary institutions will be evaluated as follows:
A course with a grade of C- or higher may be accepted if it meets the following criteria:
 - 1) The institution awarding the grade was accredited by a regional accrediting agency at the time the grade was earned; and
 - 2) Methodist University has an equivalent course or the course is applicable as elective credit.

Course grades of less than C- will not be accepted. Courses taken on an audit or pass/fail basis will not be accepted.

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 University, he/she is considered, for enrollment purposes, a Methodist University student. In order to receive subsequent academic credit at Methodist University 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 University 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 University 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 University service area. Online course credit will not be accepted if Methodist University 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 University.

GUIDELINES FOR STUDENTS WITH ACADEMIC DIFFICULTIES

A student at MU may have one of five official standings: Good Standing, Academic Warning, Academic Probation, Academic Suspension, or Academic Expulsion. For the purposes of the following policies, the Fall semester included the day program and the corresponding Fall evening terms and online program. Likewise, the Spring semester includes the day program and the corresponding Spring evening terms and online program. The summer session includes the day and evening terms and the online program.

Academic standing is assessed at the end of the Fall and Spring semester. A student in Good Standing has a cumulative GPA of 2.00 or higher. A student with a cumulative GPA of 1.999 or lower will be placed on of the following standings: Academic Warning, Academic Probation, Academic Suspension, or Academic Expulsion.

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 higher grade will be the grade of record. Only the higher graded 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 University transcript. CLEP, DANTES, Challenges, 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 University.

Students receiving veteran benefits may be prevented from repeating a class that has been passed. Students are advised to contact the University Veteran Services Office for exceptions to this policy.

Academic Warning and Probation Policy

The status of Academic Warning and Academic Probation is applied in accordance with the following student performance levels:

Hours Attempted	Academic Warning	Academic Probation
12 s.h. to 29.5 s.h.	Cumulative GPA 1.500 GPA to 1.999 GPA	Cum. GPA 1.000 -1.499
30 s.h. to 61.5 s.h.	Cumulative GPA 1.600 GPA to 1.999 GPA	Cum. GPA 1.000 -1.599
62 s. h. to 93.5 s.h.	Cumulative GPA 1.800 GPA to 1.999 GPA	Cum. GPA 1.000 -1.799
94 s.h. and higher	Cumulative GPA 1.900 GPA to 1.999 GPA	Cum. GPA 1.000 -1.899

In relation to the table above, please note the following:

- The heading hours attempted in the table above includes all hours attempted at Methodist University
- In the event a student achieves a GPA of 0.999 or less at the end of a fall or spring semester and has amassed 24 hours or more semester hours, the student will be placed on Academic Suspension even so the student has not been placed on Academic Warning or Academic Probation.

Students who are on academic warning must adhere to the following:

1. Enroll in no more than 13 semester hours.
2. Repeat all failed courses that are core requirements for their degree or required for their major.
3. If students have not already done so, enroll in and earn a minimum grade of C in Interdisciplinary Studies (IDS) 115—Study Skills.
4. Maintain regular contact with their academic faculty advisor and the Advisor for Academic Probation.

Students on academic probation must adhere to all of the following:

1. Enroll in no more than 13 semester hours.
2. Repeat all failed courses that are core requirements for their degree or required for their major.
3. If students have not already done so, enroll in and earn a minimum grade of C in Interdisciplinary Studies (IDS) 115—Study Skills.
4. Maintain regular contact with their academic faculty advisor and the Advisor for Academic Probation.

Academic Suspension

The Vice President for Academic Affairs executes the status of Academic Suspension and this status is reflected on a student's transcript. The Academic Suspension will be for one academic Fall or Spring semester. Academic Suspension will result if either two of the criteria is met:

1. A student who has attempted 24 semester hours or more (to include courses assigned a *WF* grade) and has a cumulative GPA of 0.0999 or less at the end of a Fall or Spring semester will be placed on Academic Suspension.
2. A students placed on Academic Probation for any two Fall or Spring semesters will be placed on Academic Suspension unless the GPA for the most recent semester is 2.0 or higher.
4. Maintain regular contact with their academic faculty advisor and the Advisor for Academic Probation

A student can appeal the status of Academic Suspension. The appeal process for Academic Suspension is as follows:

1. Any student who is on Academic Suspension may appeal the suspension in writing to the Vice President for Academic Affairs. The letter of appeal should state in detail any extenuating circumstances that may have affected the student's academic performance.
2. The letter of appeal must be received by the Office for Academic Affairs no later than the Thursday prior to the start of the semester following the placing of a student on Academic Suspension. The following are examples for the Fall and Spring semester.
 - a. A student placed on Academic Suspension for the Fall semester must submit a written appeal to the Vice President for Academic Affairs by no later than the Thursday prior to the start of the Spring semester.
 - b. A student placed on Academic Suspension for the Spring semester must submit a written appeal to the Vice President for Academic Affairs by no later than the Thursday prior to the start of the Fall semester.
3. The Vice President for Academic Affairs will submit the student's appeal to the Academic Standards Committee. The Academic Standards Committee will meet no later than the Friday prior to the start of the Fall or Spring semester. If the appeal

is approved, the readmitted student will be allowed to resume attending classes with the standing of Academic Probation. If the appeal is denied, the Academic Suspension will stand.

While on Academic Suspension from Methodist University a student is governed by the following criteria:

1. The student on Academic Suspension cannot enroll in Methodist University classes the Fall or Spring semester following the suspension. For example, a student suspended the Spring semester cannot enroll the Fall semester. A student suspended for the Fall semester cannot enroll for the Spring semester. As an exception to this rule, the student can enroll in a Summer session, but is governed by the stipulations of criterion 2 below.
2. The student must successfully complete six semester hours of courses approved by the Registrar and receive a cumulative GPA of 2.0 or higher with no single course grade less than C-. These courses may be taken at Methodist University during the Summer Session only or at another accredited and approved college or university during any session.

After completing the Academic Suspension period, a student can reapply for admission the following process.

1. The student must apply to the Office of the Vice President for Academic Affairs for readmission to Methodist University by no later than two weeks prior to the beginning of the semester or evening term in which the student wishes to re-enroll.
2. The student must submit an application for readmission to the Office of Admissions and be formally admitted before enrolling in the Fall or Spring day program, evening terms or online program.
3. The student must accept the status and adhere to the policies of Academic Probation.

If a student's academic performance (GPA) leads to a second Academic Suspension, the student will be expelled rather than placed on second Academic Suspension.

Academic Expulsion

The Vice President for Academic Affairs executes the status of Academic Expulsion and this status is reflected on a student's transcript. Academic Expulsion will result if the following criterion is met. **If a student is placed on a second Academic Suspension at the end of any subsequent Fall or Spring semester, the student will be expelled from Methodist University.**

The appeal process for Academic Expulsion is as follows:

1. Any student who is expelled may appeal the expulsion in writing to the Vice President for Academic Affairs. The letter of appeal from the student should state in detail extenuating circumstances that might have affected the student's academic performance.
2. The letter of appeal must be received by the Office for Academic Affairs by no later than the Thursday prior to the start of the semester following the placing of student been on Academic Expulsion. The following are examples for the Fall and Spring semester.
 - a. A student expelled for a second Academic Suspension for a Fall semester must submit a written appeal letter to the Vice President for Academic Affairs by no later than Thursday prior to the start of the Spring semester.

- b. A student expelled for a second Academic Suspension for a Spring semester must submit a written appeal letter to the Vice President for Academic Affairs by no later than the Thursday prior to the start of the Spring semester.
3. The Vice President for Academic Affairs will submit the student's appeal letter to the Academic Standards Committee. If the appeal is approved, the readmitted student will be allowed to resume attending classes on Academic Probation for the next semester, but the student remains subject to expulsion if the following conditions occur:
 - a. at the end of the next semester if the student's GPA falls below a 2.0 for the immediate semester following readmission, the student will be expelled.
 - b. If the student is placed on Academic Suspension any subsequent semesters following readmission the student will be expelled.
4. If a student is readmitted, the student must accept the status and adhere to the policies of Academic Probation.
5. If the appeal is denied, the Academic Expulsion will stand. The decision of the of the Academic Standards Committee is final.

Academic Aids and Disability Services

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 Tutoring Services located in the North Administration Building.

Disability Services

Methodist University 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 Director will decide upon the modifications to be implemented. Accommodations cannot be instituted 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 University community—students, faculty, and staff. Trained professional writing consultants are available to assist writers with all aspects of writing. The Center is located in the Trustees' Building, room 101, and is open fifty-five hours per week. Tutoring is by appointment, which can be made online through the Writing Center's webpage.

MU AT NIGHT

MU at Night Programs

Bachelor's degrees available in their entirety through MU at Night are Business Administration, Business Administration with a concentration in Health Care Administration, Justice Studies, History, Occupational Environmental Management, Political Science, Sociology, and Spanish. Elementary Education, Global Studies, and Social Work may require some day classes. Also, many associate degrees are available. Contact the MU at Night Office or the Fort Bragg Office (Room 104, Building 2-1105, on the corner of Macomb Street and Reilly Road) open from 8:00 a.m. until 5:00 p.m. Monday through Friday for more information. Additionally, Methodist University is 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.

Academic Advising

Academic advising for MU at Night students is available at two locations: The MU at Night Office in the Trustees Building (T-305), open from 12:00-8:00 p.m. Monday through Thursday and 9:00 a.m.- 6:00 p.m. on Friday, and the Fort Bragg Office (Room 104, Building 2-1105, on the corner of Macomb Street and Reilly Road), open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Formal evaluations of all transfer credit are provided for students who have earned a minimum of 6 semester hours with a GPA of 2.00 or higher at Methodist University.

Registration

Students register for or drop/add an MU at Night class Monday through Friday at the Fort Bragg office or in the MU at Night Office on the main campus. The University reserves the right to cancel a class through its first scheduled meeting. Published class schedules are tentative and are not contractual in nature. Students must consult with their academic advisor before making changes in their academic program.

Registration for Current Military Students

Active-Duty Army: Students using tuition assistance (TA) must register for classes through the *www.GoArmyEd.com* portal. The portal must be used for all application, registration, and add/drop TA procedures. Students using the TOP-UP program are still required to complete a paper-based process.

Active-Duty Air Force, Navy, Marines: Active-duty services other than Army must provide a TA form authenticated signed by the applicant and the education service officer. TA forms must be turned in at time of registration or FAXed to the Fort Bragg Office at (910) 436-2004.

Military Reserves: All Reservists will register for classes by completing a Data Schedule and a Promissory Note at the Fort Bragg office. It is the student's responsibility to provide the Fort Bragg office a completed TA form, signed by the applicant and education services representative (from the student's unit). The TA form must include a control number. The student must initiate the TA form at the Fort Bragg office and the final TA form, which will include a control number, will be provided by the student's Education Services Officer.

National Guard: The Methodist University Business Office will provide assistance. Students will register for classes at the MU at Night Office and fill out a Data Schedule.

Tuition

Tuition for MU at Night is payable at the time of registration either by cash, charge card, or personal check.

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

Financial Aid

Tuition-assistance forms must be initiated before the student can enter class; the University will aid in this process. 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 if they carry 12 s.h. per semester (6 s.h. per MU at Night term). Those carrying at least 9 s.h. per semester may receive the NCLTG, but the award will be reduced by 25%. In addition, the Army and the Air Force pay 100% of the tuition, including books, for eligible service members. Interested students should contact the Methodist University Financial Aid Office or the Fort Bragg Office (436-3624) for details. For Veterans Educational Benefits, contact the Director of Veteran Services (630-7174).

Student Activity Fee for MU at Night Students

MU at Night students, by paying a fee in addition to other charges, can 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 the use of the facilities at the Riddle Center (PAC) and the Nimocks Fitness Center, 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.

Mandatory Student Email Policy

An email account (ending in @student.methodist.edu) will be created for all Methodist University students by the Computer Services Staff. Students will receive their email account information in a letter from the Admissions Office. If you do not receive your email account, you will need to contact the Computer Assisted Composition (CAC) Lab attendant in one of the following three ways; physically go the CAC lab in the Trustees Classroom building, room 375, call the CAC lab attendant at extension 910-630-7300, or email, help@methodist.edu for assistance. All students are responsible for checking their email daily for messages from the University. All Official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Policy on Combining Day, Evening, and Online Classes

See page 268.

SUMMER SESSION

Methodist University conducts a summer semester that includes both day, evening, and online classes. The academic calendar should be consulted for the exact dates of the summer terms. Full details, including dates, course listings, policies and schedules, can be obtained from the MU at Night Office, the Fort Bragg Office, or the Office of the Registrar.

METHODIST UNIVERSITY ONLINE

Methodist University Online, Methodist University's online learning program, allows qualified students from around the globe to earn college credit over the Internet. Class size is limited so that we can provide the same quality of interaction found in our traditional Methodist University classrooms. Methodist University Online courses use the World Wide Web, email, threaded discussion, and other online interactive methods to foster the meaningful exchange of ideas, both professor-to-student and student-to-student.

Class Size/Enrollment

Methodist University online courses are capped at 25 students (day and evening combined). Methodist University reserves the right to cancel an online class due to limited enrollment, if the enrollment falls below five students.

Course Offerings/Descriptions

Online course offerings and descriptions are published on the MU Online web site: www.methodist.edu/academics/online.shtml.

Course Schedule

Internet-delivered courses are 12 weeks in length with daily 24-hour, 7-day a week access. The beginning of online courses is synchronized with the beginning of regular day courses each semester. The online course schedule, including holidays and deadlines for adding, dropping, and withdrawing from courses, is published on our Web site at www.methodist.edu/Academics/online_schedule.shtml.

Tuition/Payment for Online Courses

Tuition for online classes 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.

Registration for Current Non-Military Students

To register for Methodist University Online courses, the procedure varies depending on whether you have been admitted to the Day Program or the MU at Night program.

- **Day Students:** Make an appointment with your advisor to pre-register for course during the pre-registration period. Your advisor and you will use the Advisor-Assisted Online Registration program to pre-register for your online and traditional classes all at the same time.
- **MU at Night Students** taking traditional evening Classes: Current MU at Night students may register for Methodist University Online courses by adding them to their Data Schedule in the MU at Night Office at the same time they register for traditional MU at Night courses.

Registration for Current Military Students

Military students will register for online courses through the www.GoArmyEd.com portal, and the Fort Bragg Office will assist as needed.

Registration as a Special Student

Students who have not been admitted previously to Methodist University and wish to take online courses may complete an application for admission as a special student (see page 264). Applications are available on the MU Online Web site.

Obtaining a Username and Password to Access Methodist University's Blackboard Site

Beginning in the Fall 2008 semester, the username and password for logging into Methodist University's Blackboard site will be the same username and password that are used for logging into your Methodist University email account. This information can be obtained during registration (printed on your class card), or if you are a Distance Education student and will not be on campus, you can follow the instructions below under "Email Setup for Distance Education Students".

This information includes your default password. If you have changed your password in the past, you should use the password that you previously set. The system will not print any user-defined passwords, **only** the default password.

Because students can add and drop during the first week of an online course, a student should not be alarmed if his or her course does not appear when first logging in. Usually, Computer Services generates enrollment data once per day during drop/add periods, so it may be up to 24 hours until your course is showing on Blackboard.

Mandatory Student Email Policy

For Undergraduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. All students are responsible for obtaining a password for that account at the CAC Lab in the Trustees Building (T-375). All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

For Graduate Students

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst, and the M.M.S. in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators.

Email Setup for Distance Education Students

For distance education (off-campus) students, Computer Services can set up an email account; students should send their request along with their full name and student ID number to help@methodist.edu.

For information on checking email and how to use the GroupWise WebAccess email system, please visit our GroupWise user guides Web page (www.methodist.edu/oic/groupwise.htm).

Policy on Combining Day, Evening, and Online Classes

See page 268.

Purchasing Textbooks and Materials

If you live in the Fayetteville area, visit the Methodist University Student store, located in the Berns Student Center, to purchase your books. If you do not live in the Fayetteville area, you may order textbooks for Methodist University Online courses by calling the book store manager at (910) 630-7227.

Library Access

Online students have access to Davis Memorial Library, through which they may access electronic resources and online catalog remotely. Librarians are available via email at reference@methodist.edu or phone at 910-630-7123. Each online course has a link on its menu to the Davis Memorial Library.

Technical Requirements

In order to enroll in a Methodist University Online course, you will need a suitable computer, a word processing program, an email account, access to the World Wide Web, Adobe Acrobat Reader, and a Web browser the equivalent of Netscape 4.x or higher, Internet Explorer 4.x or higher, or Firefox 2.x. **The web browser should be updated to include the most recent version of the Java Runtime Environment.**

The following computer hardware specifications are the minimum requirements:

- Processor Speed: 100mhz Pentium or equivalent for IBM-compatible PC; or Macintosh Power PC
- Memory: 16MB RAM
- Modem: 28.8k or faster
- Printer: Not required but highly recommended

Although Netscape is an acceptable browser for this course, Internet Explorer works more efficiently with Methodist University Online courseware (see caution above concerning Internet Explorer 7). Firefox is another browser that works effectively with the course software, and is a very secure browser. **The browser built into the AOL software does not work well with Blackboard and is strongly discouraged.**

Caution: Users of Internet Explorer 7 and/or Windows Vista may need to set up their browser in order to access certain objects, such as fields for discussion forum responses and essay question submissions. Setup is quick and easy; instructions can be found on our Web site at www.methodist.edu/academics/online.shtml.

Other Requirements

Particular courses may have further requirements for both hardware and software. **Please refer to the course descriptions for specifications.** Besides the technological requirements, each of our Methodist University Online courses has its own requirements. You may need textbooks and other print sources, and you may also be required to access material in electronic format over the Internet. Generally, you will complete written assignments and projects, collaborate in discussion forums, and take quizzes and exams. Please refer to the course descriptions (and course syllabi once classes are underway) for specifications.

Technical Support

Methodist University is unable to provide technical assistance to students who enroll in Methodist University Online courses. If you have difficulty with your Internet connection, contact your Internet service provider. If you have difficulty with your equipment, contact your service representative. Some links to basic computer skills tutorials are provided on our Web site (www.methodist.edu/Academics/computer_skills.shtml) if you need assistance with those skills. These links are not administered or endorsed by Methodist University; rather, they are just a sample of what is available on the Internet.

Withdrawing from an Online Course

Email the Assistant Dean for Distance Education at mcmolter@methodist.edu with your intentions to withdraw, so that he can contact your professor and the Registrar to complete the withdrawal. On-campus students taking an online course may use the drop forms in the Registrar's office, as with any other course. Consult the Course Calendar, available on the Methodist University Online Web site, for appropriate deadlines.

Attendance Policy for 100-Level courses

Methodist University's attendance policy (see page 21) for 100 level courses also applies to 100-level courses taken online. The minimum expected attendance (logging into the course) is three days per seven-day course week, in order to ensure active participation in discussion forums and any other course activities requiring participation. An "absence" will be accrued for each day less than three that the student has not entered the course. A student may accumulate no more than eight (8) "absences" from weeks 2-12 of the online course; otherwise, he or she will be withdrawn failing (*WF*) from the course. Instructors may require a more strict attendance policy, which will be stated in their course syllabus.

No Show Policy

Students who have not hit the course at least once during the drop/add period (the first week of classes) will be withdrawn without record from the course and are eligible for a full refund of tuition for the course in question. Late registrants to the course (adding the course in the final two working days of the week) may receive additional time to hit the course, at the discretion of the Assistant Dean for Distance Education. Students who are unable to hit the course during the first week for personal or professional reasons must make a written request to the Assistant Dean for Distance Education asking for exemption from this policy. Students who choose this option will not be withdrawn as a no show at a later date, even if they do not hit the course.

Online Course Etiquette

Students are expected to interact with other students, the instructor, and any teaching assistants or technical support staff enrolled in the course, just as they would be expected to do in a traditional classroom setting. Because online courses contain a combination of communication channels, some public and some private, such as email, instant messaging, discussion forums, and chat rooms, inappropriate conduct in these channels is not allowed. Examples of inappropriate conduct that are **never** permitted include sexually harassing language, racially or ethnically degrading language, profanity, and verbally abusive language. Evidence of any of these is grounds for dismissal from the course by the Assistant Dean for Distance Education. In general, the discussion of personal matters, such as questioning a grade, is inappropriate for public forums. These matters may be addressed privately through email, provided none of the conduct listed above occurs in that communication. Students withdrawn from a course by the Assistant Dean for Distance Education may appeal for reinstatement to the Office of the Vice President for Academic Affairs.

ORGANIZATIONS AND HONOR SOCIETIES

Campus Government and Leadership

Omicron Delta Kappa
(national leadership society)
Residence Hall Association

ROTC-Raider Team
Student Government Association

Student Publications

Carillon—the student annual
small TALK—the campus newspaper

Tapestry—the literary and art magazine

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 Education)
American Marketing Association
Collegiant Chapter
American College of Health Care Executives
Beta Beta Beta (Science Honorary)
Chi Delta Chi (Veterans/Family Members
Honor Society)
Commuter Student Association
Computer Science and Mathematics Club
Crime Stoppers
Criminal Justice Association
Delta Mu Delta (National Business
Honor Society)
Dr. Harvey Estes Student Society
(PA Student Organization)
Fellowship of Christian Athletes
Global Studies/Political Science/History Club
Health Occupations Society
International Club
Iota Tau Alpha (Athletic Training
Honor Society)
Kappa Delta Pi (International Education
Honorary Society)

Methodist University Democratic Party
Marketing Club
Methodist University Golf Association
Methodist University Hockey Club
Methodist University Investment Club
Methodist University Men's Volleyball Club
Methodist University Model United
Nations Club
Methodist University
Professional Tennis Association
Methodist University Republican Club
Methodist University Sport
Management Club
Methodist University Student Athletic
Training Association
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 Honor Society)
Psychology Club
Resort Management 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

Chamber Music Ensemble
Concert Band
Concert Choir
Guitar Ensemble
Jazz Ensemble
Student Music Educators National Conference

Monarch Playmakers
National Association of Teachers of Singing
Scholarship Vocal Ensemble
Orchestra
Synergy (Show Choir)

ACADEMIC HONORS AND RECOGNITIONS

The President's List

Students who achieve a 3.90 GPA with at least 46.8 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* (Incomplete) 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 3.50 or better GPA with at least 42.0 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* (Incomplete) 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 **Monarch Theatre Award** is given to the students who have contributed the most during the season to Methodist University Theatre Department productions, either in performance on stage or as technical support staff backstage.

The **American Institute of Chemists Student 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 William "Bill" Bailey Memorial Marketing Award. This award is established by Professors Mark and Sharon Kendrick in honor of a long-time resident of Fayetteville who was the owner of Murchison-Bailey Advertising Company in Fayetteville. During his lifetime, Mr. Bailey spear-headed several communitywide improvement projects through his advertising firm that made Fayetteville a better place for all to live and work. This award will be presented to the Most Outstanding Student in the Marketing Program and will recognize a student who is majoring in Marketing, has 3.2 or better GPA in Marketing, shows leadership skills, and who is an active member of the American Marketing Association Collegiate Chapter here at Methodist University. The faculty of

the Marketing Department will make the selection of this award. The award consists of a \$100 honorarium, a certificate, and inscription of the recipient's name on a memorial plaque permanently displayed in the Reeves School of Business.

The **Samuel J. Clark Award** in Accounting was established in 1990 by Lynn G. Clark to honor Samuel J. Clark, Director of Institutional Computing at Methodist University and a previous Registrar and Director of Extension Services. He came to the University as an Instructor of Accounting. The \$250 award is given based on a vote of the faculty of the Accounting Department and is awarded to a returning junior (who will be a senior in the fall). It is designated for the purchase of books in the Methodist University Bookstore for the Fall Semester

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 University 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 University 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 University Concert Choir 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 an outstanding level of service to their non-University community. 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 University 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 University, 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 University 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 University 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 **Iota Tau Alpha (Mu Chapter)** — “We heal those contending for the prize” The purpose of the Iota Tau Alpha national honor society is to function as an honor and professional society for students in athletic training education programs. The activities of Iota Tau Alpha are designed to stimulate interest, scholarly attainment, and investigation in athletic training education. To be eligible for membership, a student must be in his or her second semester of the Methodist University athletic training education program and have obtained at least a 3.3 GPA in athletic training courses and a 3.0 GPA overall.

The **Wenda D. Johnson Physical Education Major of the Year Award** was established in 2006 and is presented to the student who demonstrates the enviable traits that mirror her career and life. The recipient each year will be the student who demonstrates high academic performance, professionalism at all times, and service to the community.

The **Coach Larry Kirchner Gold Medal Award** was established in 2006 by Dr. Mary Kirchner, her husband, Charles, and her four sons to honor her father, Lawrence Wayne Kirchner (1937 – 2002), for his lifelong contributions to inner-city athletic programs. Coach K. coached several Detroit area baseball players who went on to play professional baseball, as well as countless young men who benefited from his example of generosity and sportsmanship. This award is given to the most outstanding junior or senior in the Sport Management program, as determined by the Sport Management faculty. The award consists of a \$100 honorarium, a certificate, and a memorial plaque, located in the Reeves School of Business and inscribed with the recipient's name.

The **Ronald P. Kirchner Award in Resort Management** was established in 2006 by Dr. Mary Kirchner to honor her uncle, Ronald Paul Kirchner (1936 – 2004), for his contributions to the resort industry. Mr. Kirchner was a founder and owner of the Hartland Glen Golf Club and maintained an interest in golf and resorts throughout his life. This award is given to the most outstanding junior or senior in the Resort and Club Management program, as determined by the Resort and Club Management faculty. The award consists of a \$100 honorarium, a certificate, and a memorial plaque, located in the Reeves School of Business and inscribed with the recipient's name.

The **Pauline Longest Education Award** is presented 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 University 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 University 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 University 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 University 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 **George and Lillian Miller Award**, established by Methodist University'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 University 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.

Phi Alpha is a national honor society for social work majors chartered in 1962. The Methodist University 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 University 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 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 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 Legal Studies Student Award** was established in 2007 to recognize an outstanding student in the field of Legal Studies. The student must have completed the minor in Legal Studies and have a demonstrated record of campus leadership and academic excellence. The award recipient is chosen by the Legal Studies faculty.

The **Outstanding Environmental and Occupational Management Award** was established in 2007 to recognize an outstanding student in the field of Environmental and Occupational Management. The student must be majoring in ENM and have a demonstrated record of campus leadership and academic excellence. The award recipient is chosen by the ENM 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 usually consists of a \$250 honorarium 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 University'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 minoring 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 usually 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 University's first President, is an engraved plaque presented to an outstanding member of each graduating class for academic excellence, spiritual development, leadership, and service.

The **Writing Center Achievement Award** will be given by the Methodist University Writing Center to the student who has shown the greatest progress in his or her writing during the current academic year. The recipient will receive a Certificate of Achievement and a \$50 gift card from Barnes and Noble Booksellers.

PROGRAM AND DEGREE REQUIREMENTS

Degrees Awarded

Methodist University confers ten 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 University in an acceptable manner. Baccalaureate degrees are conferred upon completion of a course of study with a minimum of 124 approved semester hours. However, 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 semester hours. Courses numbered below 100 cannot be counted toward the semester-hour minimum for an associate or a baccalaureate degree.

The **Master of Business Administration (M.B.A.)** degree is awarded in 1 field.

The **Master of Justice Administration (M.J.A.)** degree is awarded in 1 field.

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

Bachelor of Arts (B.A.) degrees are awarded in 54 fields.

The **Bachelor of Fine Arts (B.F.A.)** degree is awarded in 1 field.

Bachelor of Science (B.S.) degrees are awarded in 46 fields.

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

Bachelor of Music (B.M.) degrees are awarded in 2 fields.

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

The **Associate of Science (A.S.)** degree is 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 University 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 total s.h. of course work of the following:

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

—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 University offers 46 majors:

Major Program

Accounting

Applied Exercise Science

Art

Athletic Training

Biology

Degrees Offered

AA, BA, BS

BA, BS

AA, BA

BA, BS

AS, BA, BS

Business Administration	AA, BA, BS
Business Administration with a focus in Golf, Tennis, and Resort/Club Management	MBA
Cardiac Rehabilitation †	BA, BS
Chemistry	AS, BA, BS
Computer Information Technology	BS
Computer Science	AS, BA, BS
Elementary Education	BA, BS
English	AA, BA
Exercise Science	BA, BS
Financial Economics	AA, BA, BS
French †	AA, BA
German †	AA
Global Studies	BA
Graphic Design	BFA
Health Care Administration	AS
History	AA, BA, BS
Journalism	BA, BS
Justice Administration	MJA
Justice Studies	AA, BA, BS
Marketing	AA, BA, BS
Mass Communications	BA, BS
Mathematics	AA, AS, BA, BS
Middle Grades Education	BA, BS
Music	AA, BA
Music Education (K-12)	BM
Music Performance	BM
Environmental and Occupational Management	BS
Organizational Communication and Leadership	BA, BS
Physical Education	BA, BS
Physician Assistant Studies	MMS
Political Science	AA, BA, BS
Psychology	BA, BS
Religion	BA
Science	AS
Social Work	BSW
Sociology	AA, BA, BS
Spanish	AA, BA
Special Education: General Curriculum K-12	BA, BS
Theatre	AA, BA
Writing	AA, BA

† *Temporary inactive status — No longer accepting students to the program*

Academic Minors

For the baccalaureate degree, a minor is a secondary area of academic specialization involving courses in one or more academic disciplines. The University offers 33 minors:

Accounting	German†	Philosophy
Art History	Gerontology	Physical Education
Biology	History	Political Science
Business Administration	Journalism	Psychology
Cardiac Rehabilitation†	Justice Studies	Religion
Chemistry	Leadership Studies	Social Work
Computer Science	Legal Studies	Sociology
Education	Mass Communication	Spanish
English	Marketing	Theatre
Exercise Science	Mathematics	Women's Studies
Financial Economics	Music	Writing
French†	Organizational Communication and Leadership	

† *Temporary inactive status — No longer accepting students to the program*

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. The majors listed below have the following concentrations available:

Accounting, Business Administration, Financial Economics, or Marketing: Health Care Administration, Professional Golf Management, Professional Tennis Management, Resort and Club Management, Sport Management

Art: Ceramic Sculpture, Painting, Printmaking

Biology: Conservation Biology, Ecology and Natural History of Plants, Health Occupations Science, Microbiology/Cell Biology, Zoology

Chemistry: Forensic Science

Computer Science: Business Information Systems; Interactive Multimedia Application Development

English: Writing

Justice Studies: Applied Forensic Science, Human Services

Middle Grades Education: Language Arts, Mathematics, Science, Social Studies

Music (B.A.): Arts Management

Environmental and Occupational Management: Regulatory Compliance

Psychology: Counseling/Clinical, Human Performance

Required Courses and Curriculum Patterns

To avoid serious course scheduling difficulties, all entering freshmen must enroll in available and appropriate core/general education courses. 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 checksheets for each major are available at www.methodist.edu/academic_services and from the student's academic advisor.

Writing Across the Curriculum

To enhance the writing skills of our students, the following guidelines are established: 1—Core/general education requirements described in the Department of English and Writing section of this *Academic Catalogue* must be followed.

- 2—Each student, day or evening, must take at least one writing-enrichment course in his/her major field.
- 3—Faculty teaching courses designated by their departments as writing-enrichment courses will inform their classes of this requirement.
- 4—ENG 320 will not be considered a writing-enrichment course for Accounting and Business majors.

General Education/Core Competencies

The faculty has identified and approved three goals for the General Education/Core Curriculum (core): students will 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. Within these overarching goals are ten more specific competencies, as listed below.

Wellness: A healthy lifestyle includes physical as well as mental agility. Wellness courses provide knowledge of cardiopulmonary resuscitation, the benefits of regular physical exercise, and the elements of personal fitness.

Humanities: The human condition is influenced by multiple cultures, belief systems, and traditions. Courses in the humanities provide students with a rich variety of ways to interpret and understand the world.

Mathematics: To be engaged as a responsible citizen requires mathematical reasoning skills and a basic knowledge of mathematics. Courses in mathematics enable students to use, interpret, and draw sound conclusions from quantitative information.

Social Science: The human experience is shaped by a variety of social forces, ideas, cultures, and institutions. Courses in the social sciences enable students to appreciate the diversity of the social issues faced in the past, present, and future.

Fine Arts: Human creativity, as expressed through artistic works, has been a fundamental component of all world cultures throughout history. Fine arts courses provide students with the opportunity to attain a basic knowledge and appreciation of human artistic expression.

Computer Skills: Twenty-first century life is increasingly driven by technology. Courses that focus on fundamental computer skills develop students' ability to integrate computer technology into their professional and personal lives.

Critical Thinking: The development of active thinking skills and the ability to evaluate and analyze complex subjects is imperative for an educated person. Courses that emphasize an informed approach to critical thinking provide students with the opportunity to articulate and support opinions about a wide range of subjects.

Writing: The abilities to write clear, thoughtful, logical prose and to present the results of research in writing are necessary for professional success, personal enrichment, and civic engagement. Writing courses develop students' ability to write grammatically accurate, coherent, substantive, and logical essays and to incorporate secondary sources appropriately.

Oral Communication: Oral communication lies at the heart of all human interactions. The ability to express oneself effectively through speech has value in personal, professional, and civic life. Courses emphasizing oral presentations develop students' ability to research, analyze, organize, and present information, either informatively or persuasively.

Natural Sciences: Courses in the natural sciences develop students' knowledge of the discovery process in science and introduce them to fundamental concepts in the various scientific disciplines. Understanding of these concepts provides the capabilities needed to help students make informed decisions in a complex society faced with environmental challenges.

Computer Competency Requirement

A student must pass CSC 100 (or BUS 225 for Reeves School of Business Majors ONLY) prior to completing 60 semester hours in order to satisfy the Computer Competency Requirement.

Library Competency Requirement

Students at Methodist University are required to complete a Library Competency class in order to graduate. A student must pass the Library Competency with a grade of 70 or higher prior to completing 60 semester hours. Any student not completing the requirement will not be allowed to register for classes for the following semester or term.

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.F.A., 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.

M.M.S., M.B.A., M.J.A. degrees: satisfactory completion of all courses in the respective program curricula.

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 military (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 minimum semester hours are as follows:

English Composition and Literature	12 s.h.
Philosophy (history, content and method)	3 s.h.
Speech	3 s.h.
Psychology	3 s.h.
History (ancient, modern European, American)	6 s.h.
Other Social Sciences	9 s.h.
Religion	6-12 s.h.

Pre-Dentistry, Pre-Medicine, Pre-Nursing, Pre-Physician Assistant—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 and Exercise Science Departments.

Pre-Engineering—Interested students are advised to contact the Pre-Engineering Advisor in the School of Science and Human Development.

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, a 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, 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

Declaration of Intent to Graduate

Any candidate for a Methodist University 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 must be paid no later than one month prior to the date of graduation. The University assumes no responsibility for making special adjustments for students who fail to file graduation applications by

the designated time. All financial obligations must be satisfied before a student can participate in graduation ceremonies.

Requirements for Graduation

For the requirements for the **master degree**, please see the specific master's program in the School of Graduate Studies section of this catalogue.

Methodist University 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, and (5) the concentration.
- 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.
- 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 University. (The student's final semester must be completed in residency unless waived by the Vice President of Academic Affairs, or in those cases where military S.O.C. contractual arrangements prevail.)
- 5—Is in good standing in character, conduct, and financial obligations to the University and has been recommended by the faculty.

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 that time.

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

- 1—Is in good standing in character, conduct, and financial obligations to the University.
- 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 in all courses taken at Methodist University.
- 3—Has satisfactorily completed the general education/core requirements for the degree.
- 4—Has completed all requirements for a concentration or for the general studies program. He/she 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 University.
- 5—Has earned a minimum of 16 s.h. in residence at Methodist University.
- 6—Has at least a C average (2.00 or better GPA) in all courses taken at Methodist University in the subject concentration.
- 7—Has been recommended by the faculty.
- 8—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 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. If a candidate fails to file his/her intent by the deadline, a 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.

Graduation Exercises

The University conducts formal graduation exercises in December and May. Special features are the presentation of the bachelor's hood to each graduate, the presentation of their countries' flags to the University by international students, and the honor cordon formed by the faculty to honor the graduates.

International Students and the Ceremony of the Flags

The Ceremony of the Flags has been a custom of Methodist University since 1985. Graduates from foreign countries whose flags have not yet been given to the University 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 University 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>	3.50

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

Closing of Records

When a student graduates with a bachelor's 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 University utilizes the following standardized listing of three-letter abbreviations to indicate courses and programs on the official transcript:

ACC	Accounting	LAN	Foreign Language
AGD	Art – Graphic Design	LAW	Legal Studies
ARH	Art History	LSS	Leadership
ARS	Aerospace Studies	MAT	Mathematics
ART	Art	MBA	Master of Business Administration
ATP	Athletic Training	MKT	Marketing
BHC	Health Care Administration	MSC	Military Science (ROTC)
BIO	Biology	MUS	Music
BUS	Business Administration	OCL	Organizational Communication and Leadership
CHE	Chemistry	PGM	Professional Golf Management
CIT	Computer Information Technology	PHA	Physician Assistant
COM	Communication	PHI	Philosophy
CSC	Computer Science	PHY	Physics
ECO	Financial Economics	PSC	Political Science
EDU	Education	PSY	Psychology
EFL	English as a Foreign Language	PTM	Professional Tennis Management
ENG	English	PXS	Physical Education & Exercise Science
ENM	Environmental and Occupational Management	REL	Religion
FRE	French	RMT	Resort Management
GEO	Geography	SCI	Science
GER	German	SMA	Sport Management
GLY	Geology	SOC	Sociology
GLS	Global Studies	SPA	Spanish
GRN	Gerontology	SPE	Special Education
HIS	History	SWK	Social Work
HUM	Humanities	THE	Theatre
IDS	Interdisciplinary Studies	WEL	Wellness
INF	Information Science	WRI	Writing
JUS	Justice Studies	WST	Women's Studies

Course Numbering

100-199—primarily for freshmen
 300-399—primarily for juniors
 500-699—graduate

200-299—primarily for sophomores
 400-499—primarily for seniors

General Education/Core Requirements Bachelor of Arts and Bachelor of Social Work

(Students should consult the portions of this Academic Catalogue relating to their preferred majors/minors/concentrations to ensure completion of specific core requirements.)

	S.H.
INTERDISCIPLINARY STUDIES	
Interdisciplinary Studies 110	3
	3
COMPUTER COMPETENCY	
Computer Science 100 (or BUS 225 for Reeves School of Business Majors ONLY)	3
Must be satisfied before completing 60 semester hours	
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102	6-9
(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.)	
Organizational Communication and Leadership 151	3
Foreign Language courses in one language through the 202 level or demonstration of competence	0-14
	9-26
HUMANITIES	
Any literature course in the department of English except English 361 or 362	3
Religion, 2 courses (See Religion, core requirements)	6
Philosophy 211, 212, or 220	3
	12
FINE ARTS	
Art 151, Music 151 or 152, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	3
MATHEMATICS AND NATURAL SCIENCE	
Mathematics 105 or higher	3
1 physical and 1 biological science (See Science, core requirements)	6-8
	9-11
SOCIAL SCIENCE	
History 104 and one additional course offered by a History Department	6
Economics 261 or 262*, Geography 252, Political Science 151, Psychology 101, Sociology 151	6
* A maximum of 3 s.h. of Economics may apply to the general education core.	
	12
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	2-3
Total Semester Hours	50-73

General Education/Core Requirements Bachelor of Science and Bachelor of Social Work

(Students should consult the portions of this *Academic Catalogue* relating to their preferred majors/minors/concentrations to ensure completion of specific core requirements.)

INTERDISCIPLINARY STUDIES	S.H.
Interdisciplinary Studies 110	3
	3
COMPUTER COMPETENCY	
Computer Science 100 (or BUS 225 for Reeves School of Business Majors ONLY)	3
Must be satisfied before completing 60 semester hours	
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102	6-9
(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.)	
Organizational Communication and Leadership 151	3
	9-12
HUMANITIES	
Religion, 2 courses (See Religion, core requirements)	6
2 literature courses in the department of English (except English 361 and 362) OR	
2 philosophy courses OR a combination from each area OR 2 courses in one foreign language at the level in which the student places	6-8
	12-14
FINE ARTS	
Art 151, Music 151 or 152, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	3
MATHEMATICS AND NATURAL SCIENCE	
2 math courses	
OR 1 math and 1 computer science course, as follows:	
Mathematics 105 (or higher) and Computer Science 201 or (higher)	6
Science, 3 courses (See Science, core requirements)	9-12
	15-18
SOCIAL SCIENCE	
History 104 and one additional course offered by a History Department	6
Economics 261 or 262, Geography 252, Political Science 151,	
Psychology 101, or Sociology 151	3
	9
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	2-3
Total Semester Hours	50-65

General Education/Core Requirements Bachelor of Music and Bachelor of Fine Arts

INTERDISCIPLINARY STUDIES	S.H.
Interdisciplinary Studies 110	3
	3
COMPUTER COMPETENCY	
Computer Science 100	3
Must be satisfied before completing 60 semester hours	
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102	6-9
(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.)	
Foreign language through the 202 level (or demonstration of competence)	
Vocal Performance majors must take two languages (chosen from French, German, and Italian) 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 220	3
	9
FINE ARTS	
Fulfilled within the major	0
	0
MATHEMATICS AND NATURAL SCIENCE	
Mathematics 105 or higher	3
1 Physical and 1 Biological science (See Science, core requirements)	6-8
	9-11
SOCIAL SCIENCE	
History 104 and one additional course offered by a History Department	6
Economics 261 or 262*, Geography 252, Political Science 151, Psychology 101, or Sociology 151*	6
* A maximum of 3 s.h. of Economics may apply to the general education core.	
	12
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	2-3
Total Semester Hours	41-66

Associate of Arts in General Studies

	S.H.
INTERDISCIPLINARY STUDIES	3
Interdisciplinary Studies 110	3
	3
COMPUTER COMPETENCY	
Computer Science 100	3
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102	6-9
(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.)	
Organizational Communication and Leadership 151	3
Foreign language or Computer Science 201 or above	3-4
	12-16
HUMANITIES AND FINE ARTS	
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 220	3
Art 151, Music 151 or 152, Theatre 162 or 163	
or 3 hours in applied music/ensemble or theatre ensemble	3
	15
MATHEMATICS AND NATURAL SCIENCE	
Mathematics 105 or higher (Entry level determined by scores attained on standardized ACT/SAT and/or placement testing)	3
Science (See Science, core requirements)	6-8
	9-11
SOCIAL SCIENCE	
History 104 and one additional course offered by a History Department	6
Economics 261 or 262, Geography 252, Political Science 151,	
Psychology 101, or Sociology 151 (Choose 2 from 2 areas.)	6
	12
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	2-3
ELECTIVES	0-10
	0-10
Total Semester Hours	minimum 62
Total hours required in residence—16	

Associate of Arts with a Subject Concentration

A—General Education/Core Requirements

INTERDISCIPLINARY STUDIES	S.H.
Interdisciplinary Studies 110	3
	<hr/>
	3
COMPUTER COMPETENCY	
Computer Science 100 (or BUS 225 for Reeves School of Business Majors ONLY)	3
	<hr/>
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102 (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
	<hr/>
	9-12
HUMANITIES AND FINE ARTS	
Any literature course in the English Department except English 361 and 362	3
Religion (See Religion, core requirements)	3
Philosophy 211, 212, or 220	3
Art 151, Music 151 or 152, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	<hr/>
	12
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
	<hr/>
	9-11
SOCIAL SCIENCE	
History 104 and one additional course offered by a History Department	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, or Sociology 151 (Choose 1 from 2 areas.)	6
	<hr/>
	12
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	<hr/>
	2-3
	<hr/>
Core Semester Hours	44-51

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

Accounting	French †	Political Science
Art	German †	Sociology
Business Administration	History	Spanish
Justice Studies	Mathematics	Theatre
English	Music	Writing
Financial Economics		

† *Temporary inactive status — No longer accepting students to the program*

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

Methodist University 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	Romanian
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 with a Subject Concentration

A—General Education/Core Requirements

INTERDISCIPLINARY STUDIES	S.H.
Interdisciplinary Studies 110	3
	3
COMPUTER COMPETENCY	
Computer Science 100 (or BUS 225 for Reeves School of Business Majors ONLY)	3
	3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102	6-9
(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.)	
Organizational Communication and leadership 151	3
	9-12
HUMANITIES AND FINE ARTS	
Any literature course in the English Department except English 361 and 362	3
Religion (See Religion, core requirements, page 125.)	3
Philosophy 211, 212, or 220	3
Art 151, Music 151 or 152, Theatre 162 or 163	
or 3 hours in applied music/ensemble or theatre ensemble	3
	12
SOCIAL SCIENCE	
History 104 and one additional course offered by the History Department	6
Economics 261 or 262, Geography 252, Political Science 151,	
Psychology 101, or Sociology 151	3
	9
WELLNESS	
Wellness 101 and either 201 or 235; or 218	2-3
	2-3
	34-41
Core Semester Hours	

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.

Computer Science: CSC 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.; 36 s.h. for the concentration.

Health Care Administration: Core requirements for the A.S. degree; ACC 251 and 253; BUS 225; SCI 141, 142, and 143; MAT 105 or higher; and 18 s.h. of Health Care Administration classes. Requirements; 39 s.h. for the concentration.

Mathematics: 231 and 232, 250, and 312 plus 9 additional s.h. beyond 250 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, GLY 160, 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.

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



INTERDISCIPLINARY PROGRAMS

INTERDISCIPLINARY PROGRAMS

HONORS PROGRAM

Dr. P. Jennifer Rohrer-Walsh and Dr. Richard Walsh Co-directors

Mission

The Honors Program is a reading and discussion program that immerses students in the Great Books as a supplement to the University's cores and majors. This interdisciplinary program fosters critical thinking, models ethical decision-making, promotes awareness of the liberal arts tradition, and broadens awareness of culture. Completion of the program distinguishes students for further education and employment.

Goals

Students who complete honors seminars will have a reading knowledge of the texts assigned for the course.

Students who complete honors seminars will develop critical reading and discussion skills.

Description

The Honors Program is a Great Books reading program for students with high academic credentials. The program includes a 5-semester reading series, optional special topics classes, and an optional senior project. The reading courses meet once a week in a small seminar format to discuss one of the texts from the semester's list. The program's students are an eclectic group of traditional and non-traditional students from many majors and countries. The program affords students stipends (as appropriate), early course registration, credit toward 2 classes in the core, club opportunities, better discussion and reading skills, and small seminar environment.

Admission

Entering freshmen with a high school GPA of 3.2 (on 4.0 scale) and an SAT of 1000 (or comparable ACT score) may apply to the program. In addition, all UWC students may apply. Further, faculty, administrators, staff, and Honors Program students may nominate already enrolled students for the program. Interested students may also seek admission by contacting one of the directors of the program.

Requirements

Students must pass each reading seminar. In addition, students must maintain a 3.0 cumulative GPA to remain active in the program. Students with a lower GPA may continue in the program for one semester on probation at the discretion of the Co-directors. Students dismissed from the program may appeal in writing to the Honors Program Advisory Board.

The program requires completion of the five reading seminars and a personal capstone project. 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).

Grading in Honors Program 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 the calculation of GPA

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 200 SPECIAL TOPICS 1-3 s.h.
An elective course enriching the five-semester reading seminar program through selected events or additional readings. The precise content varies. The course can be repeated as the content changes. This course is offered as needed.

**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.

INTERDISCIPLINARY COURSES

IDS 110 THE METHODIST UNIVERSITY EXPERIENCE 3 s.h.

This course is designed to develop freshmen students' reading comprehension and critical thinking skills. It is also intended to assist freshmen in the transition to college life. The subject matter of the Freshman Reading Program selection is deliberately chosen for its thought-provoking potential. The textbook related to college transition topics is presented in a case study format in order to facilitate class discussion and analysis of various relevant issues. A student who is over 21 years of age or who has successfully completed 12 semester hours or more of transfer credit at an accredited college or university before entering Methodist University may waive this requirement.

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 Associate Vice President for Academic Affairs 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. Cross listed as LSS 300.

LIBRARY SERVICES

Mrs. Tracey Pearson, Director

Mission

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

COURSES OFFERED

LIBRARY COMPETENCY No Credit

This class provides participants with an orientation to library services and instruction on using the library's Online Catalog, electronic resources, and on the fundamentals of information literacy. This class satisfies the library competency graduation requirement. The class is offered multiple times per semester.

INF 231 INTRODUCTION TO SPATIAL ANALYSIS 3 s.h.

A systematic approach to spatial analysis and geographic information science (GIS) skills in an applied learning environment. Introduces students to the application of GIS in marketing, local government, political science, demographics, criminology,

epidemiology, physical sciences, natural resource management, and many other domains.
Prerequisite: CSC 100.

INF 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. Prerequisites: sophomore standing; fulfilled library competency requirement. This course is offered even spring semesters and odd summer sessions.

INF 301 BIOMEDICAL INFORMATION 2 s.h.

This course is an online research class using readings, case scenarios, and problem-based learning. The students will learn effective searching strategies for PubMed, CINAHL, and other medical/health databases. Strategies would include using controlled vocabularies and thesauri. Other topics would include evidence-based medicine, consumer health information, information ethics, evaluation of information, and more.

WOMEN'S STUDIES

Professor Robin Greene, Coordinator

Degree awarded: none

Requirements for the minor in Women's Studies: 18 s.h. including WST 200, ENG 342, and HIS 382; plus 9 s.h. from the following courses: JUS 382; SOC 372, 383, 392; WST 202, 485.

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.

WST 485 SPECIAL TOPICS 3 s.h.

Topics will vary, focusing on interdisciplinary work arising from feminist scholarship. Permission of the director.

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.

HIS 382 HISTORY AND GENDER**3 s.h.**

Investigates the historical meanings and practices of womanhood and manhood in diverse cultures. Topics include family relationships, sexuality, morals, politics and society.

JUS 382 WOMEN AND THE CRIMINAL JUSTICE SYSTEM**3 s.h.**

This course provides students with a survey of the variety of ways in which females come into contact with the criminal justice system, looking at women as victims, as offenders, as prisoners, and as professionals working in the criminal justice system. Historically, the study of criminal justice has focused on male offending and deviant behavior. This course will examine the distribution of crimes affecting women, how female offenders differ from male offenders, survey the historical development of theories that explain or have not explained female offenders, and how the criminal justice system deals with female offenders. The focus throughout this course will be on special issues and special problems associated with adult and juvenile females and the criminal justice system and how these contrast with the experiences of males in the criminal justice system. Students should note this is a writing intensive class. Prerequisites: JUS 241, SOC 151, JUS 309, SOC 309 or permission of the instructor. This course is offered every fall semester odd years.

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 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 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.



SCHOOL OF ARTS AND HUMANITIES

Dr. Emily Wright, 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. 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 are taking core, elective, or major courses, your experiences in the School of Arts and Humanities will expose you to interesting perspectives, stimulate you to think critically, and challenge you to discover new insights about yourself and your world.

FINE ARTS

DEPARTMENT OF ART

Professor Silvana Foti, Chair

The art department serves the University 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.

Degrees awarded: B.A., A.A., B.F.A. in Graphic Design

Requirements for the major:

Areas of concentration

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

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

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

Requirements for teacher licensure in Art (P-12): Coordinator, 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) ARH 151, ART 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); EDU 142, EDU 200, EDU 240, EDU 242, EDU 251, SPE 255, EDU 330, EDU 342., Student teaching block courses: EDU 407, EDU 417, EDU 420, and EDU 421.

Graphic Design: 77 s.h.—AGD 200, 201, 202, 203, 204, 300, 301, 302, 303, 304, 305, 400, 401, 402, ARH 151, ART 101, 102, 203, 205, 215, 300, 301, 309, 401, and 3 of these 4 art history courses: ARH 352, 353, 354, 355.

Requirements for the minor: 18-24 s.h.—ARH 151, 353, or 354, plus twelve hours (not to be taken in the same area) of 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.—ARH 151, 353, or 354, plus twelve 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): ARH 353, 354

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

Additional Requirements: 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.

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 Art Department programs: 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 \$500 or more.

Requirements for transfer students: Anyone seeking college transfer credit for Art or Art Education courses 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 HISTORY COURSES

ARH 151 LANGUAGE OF ART

3 s.h.

Introduction to art: study and critical analysis of a wide range of visual art forms and the language of art relating to the history of painting, sculpture and architecture. The student gains a developed vocabulary of and exposure to the formal elements of art, principles of design, major studio processes and learns to apply concepts to artworks in their historical and cultural contexts. This course is offered every fall and spring semester.

ARH 352 MEDIEVAL ART HISTORY:

ART AND ARCHITECTURE: 400-1500

3 s.h.

What can the visual culture of a specific region in a specific period tell us about the intellectual cultural and social history of that place and time? Can we better understand the meaning and significance of individual objects (for example, a painting, a church, a mosaic) by learning more about the intellectual, cultural and social history of the society that produced them? The central work of this class will be to consider how to answer these two questions in relation to Medieval Europe, Byzantium and the Mediterranean World between the 5th and the 16th centuries. The central method will be to analyze and place into historical context objects and buildings representing specific moments in time and place. We will review the place of art in Jewish, Christian and Islamic cultures, including cross-cultural influences. We will also read primary source texts that deal specifically with the production of works of art and architecture across these regions in this period. Lecture and discussion are an integrated part of the course. This course is offered on demand.

ARH 353 RENAISSANCE AND BAROQUE: HISTORY AND THEORY

3 s.h.

Major developments of western painting, sculpture and architecture from early fourteenth through mid eighteenth centuries, with emphasis on stylistic trends and developments. A research paper is required. Prerequisite: ARH 151 or permission of the art faculty.

ARH 354 NINETEENTH- AND TWENTIETH-CENTURY:

HISTORY AND THEORY

3 s.h.

Major developments of modern art from the late eighteenth century to the early 20th century, with emphasis on stylistic trends and developments of major European and American art movements in painting, sculpture, and architecture. A research paper is required. Prerequisite: ARH 151 or permission of the art faculty.

ARH 355 CHINA AND ASIA ART HISTORY

3 s.h.

The trade route known as the “Silk Road” connected the vibrant cultures of China with those of Europe from Roman times to the Middle Ages. Besides silk, this East/West trade included luxury goods such as jade, tea, spices, glass, horses and porcelain as well as religions, customs, cultures, languages and ideas. This course will examine the artistic cultural transference that occurred along the road and its local and wider spread impact. Practical course goals are to develop thoughtful understanding of historical causation and pattern as well as accomplishment in historical interpretation and analysis. Students will also gain an appreciation of the arts of China, Central Asia, and Persia from 200 BCE to the decline of overland trade in the 1500s. Lecture and discussion are an integrated part of the course.

ART 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 FOUNDATIONS I DESIGN 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 FOUNDATIONS II DESIGN 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 FOUNDATIONS IV DRAWING I 3 s.h.

The drawing fundamentals, introducing various media and techniques, with emphasis on the relationships and vocabulary of the formal elements of design in the organization of pictorial composition and critiquing process. Creative exploration is encouraged.

ART 205 FOUNDATIONS PAINTING I 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 207, 307, 407 FIGURATIVE SCULPTURE I, II, AND III 3 s.h. each

Sculptural design with fundamental hand building techniques and properties of clay, concentrating on creative concepts based on the human figure; may include exploration of abstract forms. Students are encouraged to interpret their visual definition of the figure. Course emphasizes development of the relationships and vocabulary of three-dimensional design and the critiquing process. Includes techniques of relief, glazing, decoration, firing, and experimentation with added materials. Prerequisites: ART 101, 203 or permission of the art faculty.

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 215 CERAMIC HAND BUILDING 3 s.h.

Fundamental hand building techniques and properties of clay with emphasis on the visual vocabulary of formal elements during the investigation of three-dimensional forms and critiquing process. Includes techniques of relief, glazing, decoration, firing, and creative experimentation with added materials. Prerequisites: ART 101, 203 or permission of the art faculty.

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 300 INTERMEDIATE DRAWING II 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 301 PHOTOGRAPHIC MEDIA I 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) film-based camera required. This course is offered as needed.

ART 302 PHOTOGRAPHIC MEDIA II 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 303 ADVANCED DRAWING I: 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 305, 306 INTERMEDIATE PAINTING I AND II 3 s.h. each
Further study of and experimentation with application of media and techniques: emphasis on personal expression, color theory, the relationships and vocabulary of the formal elements of design, and critiquing process. Enhanced development toward the student's personal style. Prerequisites: ART 101, 102, 203, 205, or permission of the art faculty.

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 drypoint, 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, 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 315, 415 ADVANCED CERAMIC HAND BUILDING 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 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 BUSINESS AND MARKETING IN ART 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 403 ADVANCED DRAWING II 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 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 499 INDEPENDENT STUDY IN ART TBD
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 school dean 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 a textbook, paint, brushes, paper and other miscellaneous art supplies, which will be in the range of \$500 or more. Prerequisite: For all students, junior status and successful completion of EDU 142 and 242 are required. Elementary Education majors must also have successfully completed or be concurrently enrolled in EDU 346. This course is offered every fall semester.

BACHELOR OF FINE ARTS IN GRAPHIC DESIGN PROGRAM

Introduction

The Bachelor of Fine Arts in Graphic Design degree is designed to train graduates to be professional graphic designers or to study at the graduate level in studio art.

B.F.A. in Graphic Design

Career opportunities: *Graphic Designer, Illustrator, Art Director, Freelance Designer, Web Designer, Graphic Artist, Production Artist*

Graphic design is the process of communicating visually using color, text and/or images to present information or promote a message. As a Graphic Design student you must be competent with a wide range of aesthetic skills including typography, image development and page layout. You must also have an extensive knowledge of various media including print, web and digital design. As a graphic design graduate, you will be prepared to create printed and electronic communication that includes: identity design (logos, stationery systems, packaging, etc.), promotional design (posters, brochures, album covers, etc.), exhibition/environmental design (informational signage, banners, tradeshow displays, etc.), and interactive design (website planning/design/programming and multimedia programs which may include animation and video).

Our B.F.A. in Graphic Design program gives you a strong background in not only the traditional studio arts (drawing, painting and sculpture are given particular emphasis) but also exposure to and training in graphic design software products including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Dreamweaver and others as class projects dictate. The Bachelor of Fine Arts degree is designed to train graduates to be professional artists and is also great preparation for graduate study in studio art. You will learn your trade in a lab featuring Macintosh computers dedicated to Graphic Design students. The Methodist University program is one of just a handful in the southeast that offer a Bachelor of Fine Arts degree in Graphic Design.

Expectations

The Bachelor of Fine Arts in Graphic Design degree is a highly selective program that is designed for students with a comprehensive degree opportunity consisting of a majority of credits in visual art courses. Successful candidates for this degree must be

practitioners who possess exceptional talent and who exhibit: a high level of: 1. technical skills; 2. broad knowledge of art and art history; 3. artistic sensitivities; 4. insight into the cultural role of art and design, and above all, a strong sense of commitment.

Evidence of these characteristics and potential for their continuing development is essential for the awarding of the Bachelor of Fine Arts degree. Studio experiences are of prime importance in the preparation of the student for a professional career in art or design and are emphasized with **project critiques and discussion throughout all of the studio courses.**

Laptop Requirements (Hardware and Software)

Graphic Design integrates computers in virtually every step of the design process from ideation to distribution and in a wide range of media from print to screen.

The B.F.A. in Graphic Design degree program will require each student in his/her sophomore year to purchase an Apple laptop computer (the industry standard computing platform for graphic design) and the recommended Adobe and Apple resource software. Each *sophomore* graphic design student entering the fall semester must plan his or her purchases to ensure delivery of the hardware and software prior to the first day of class. It is highly recommended that prior to any purchase, students consult with the graphic design faculty.

Adobe and Apple—the sources for most requirements—routinely release updated and new products. This can and most likely will occur close to the beginning of school or at the time of purchase. Please review delivery dates on anything you plan to purchase. New products may have a delivery date well past the beginning of the semester. This would leave a student without a computer and/or software in required courses.

ADMISSION TO THE B.F.A. IN GRAPHIC DESIGN PROGRAM

Rationale

The B.F.A. degree program is a highly selective and intense program specifically developed for students seeking a professional career as a practicing visual artist. To begin to identify candidates for this program, the art department has developed an admission procedure that allows a committee to review important information about an applicant through quantitative measures, such as, class ranking, high school grades, and SAT scores, while also supplementing these measures heavily through the student's creative work.

This review allows the B.F.A. in Graphic Design Review Committee (to consist of art faculty and faculty from other institutions and/or graphic artists within the field) to more directly understand the student's creative and/or problem-solving processes, ways in which candidates observe and describe the world visually through a variety of media, ways in which candidates show independent thinking, and initiative.

APPLICATION PROCESS

Eligibility

1. Candidate must first officially declare an Art Major and be accepted into the B.A. (Bachelor of Art degree program).
 - Must have a minimum of 3.0 GPA or above in all required art courses.
 - Completed ARH 151: Language of Art with grade of *B* or above
 - Completed ART 101: Foundations I Design, ART 102: Foundations II Design, AGD 203: Foundations III 3-D Design, and ART 203: Foundations IV Drawing I with grades of *B* or above

- Completed or simultaneously enrolled in ART 300: Intermediate Drawing II with grade of *B* or above
 - Completed AGD 200: Graphic Design Studio I with a grade of *B* or above
 - Currently enrolled in the first or second 300 level offering in graphic design with a grade of *B* or above
2. Candidate must be enrolled in AGD 301: B.F.A. Portfolio Review (1 s.h.) in the same semester as the first 300 level course. This class will help students create a portfolio packet for submission to the B.F.A. degree program which is an *entirely separate degree* from the B.A. in Art.
 3. Students passing AGD 301: B.F.A. Portfolio Review will need to complete a *Change of Major Form* to officially change the program of study from the B.A. degree to the B.F.A. degree.

Those denied may apply again. A second denial means that the candidate must continue with the B.A. program.

Transfer Students are eligible to apply for the B.F.A. in Graphic Design program provided they fulfill admissions standards for the B.A. degree program in Art and those for the B.F.A. degree program. This includes a review of a completed transfer course evaluation by the B.F.A. Program Review Committee.

The Evaluation Process

The candidate has two opportunities to pass AGD 301: B.F.A. Portfolio Review (1 s.h.). A portfolio packet submission will be reviewed by a committee of at least three faculty members. If the portfolio does not pass the review, explanations and specific suggestions for corrective action will be provided. The candidate may attempt the review process again. If the candidate does not pass the second review, he/she will not be permitted to earn a B.F.A. degree and will continue with the B.A. degree.

Most 300 and all 400 level classes are available only to students who have passed AGD 301: B.F.A. Portfolio Review. You may request a permit from the instructor to enroll in these courses even if you do not pass AGD 301.

Portfolio Declined

If the candidate meets all the B.F.A. Portfolio Review class requirements, but receives a failing score on the portfolio packet itself, he/she will receive a grade of *I* Incomplete in the B.F.A. Portfolio Review course. The candidate will not need to take the course again, but must resubmit the portfolio at a later date. When the portfolio is accepted into the program, the *I* grade will be changed to an appropriate letter grade of *C* or better. If the candidates' second portfolio submission is declined, or if he/she fails to resubmit he/she will receive a grade of *F*. All grades of *I* automatically turn to *F* by the end of the next fall or spring semester.

If the candidate submits his/her portfolio packet receiving a score of *C* or better but did not complete the B.F.A. Portfolio Review course requirements he/she receives a grade of *I*. The candidate will need to retake the course, attend all classes, complete all the assignments as specified, and resubmit the portfolio packet. He/she will then receive a grade *C* or better as appropriate. This will be the final chance for acceptance.

Application Evaluation Criteria

- Is the application well-crafted and well-organized as instructed?
- Are all the required components included?

- Did you complete all assignments and attend all sessions of the B.F.A. Portfolio Review class.
- Does the work reflect appropriate knowledge of tools, materials, and processes relevant to your concentration?

Deadlines

You will be advised of portfolio submission dates, return dates, and a letter informing you of the results of your submission.

CONTENT SUBMISSION:

B.F.A. GRAPHIC DESIGN DEGREE APPLICATION OVERVIEW

1. **PORTFOLIO of 10-12 IMAGES:** Presentation is crucial
 - 10-12 original works
 - Slides must be numbered and labeled in appropriate format, and must correspond with the portfolio list. Slides must be presented in standard archival slide page, or
 - Work submitted on CD or DVD must follow same presentation criteria as slides
2. **PORTFOLIO LIST:** Include name, current address, telephone, and email address. Each work in the portfolio must include:
 - Title
 - Media (list all materials for mixed media)
 - Size (height x width x depth)
 - Date of completion
3. **DESCRIPTIVE TEXT:** Describe each piece. Include:
 - a brief explanation of the concept and process,
 - a detailed description of the work including a source of inspiration, and
 - conclude with a short self-evaluation.
4. **ESSAY:** Address the following questions, in order, using essay format. Write approximately 500-600 words.
 - Why do you wish to pursue the B.F.A. degree in your chosen concentration?
 - Reflect on 2-3 artists and other ideas and experiences that have influenced your artistic interests.
 - Identify your creative strengths and areas which need further development.
5. **UNIVERSITY TRANSCRIPT:** Include an official transcript. If you are a second degree student, also include an official transcript from the first institution.

B.F.A IN GRAPHIC DESIGN COURSES

AGD 200 GRAPHIC DESIGN STUDIO I

3 s.h.

Introductory studio in fundamental two-dimensional concepts of graphic design. Basic design principles and invention of form within contexts relevant to communication of information, concepts and/or emotions. Project assignments will coincide with lectures and tutorials, and will enable students to develop critical thinking and visual problem solving skills. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, and AGD 203: Foundations III 3-D Design, or permission of the art faculty.

AGD 201 TYPOGRAPHY

3 s.h.

Typography as a medium of visual communication. Student exercises focus on type as image and the relationship between visual and verbal language, the expressive characteristics of letter forms and type design classifications. Course covers type terminology, typographic design and production history, and current methods/tutorials for professional typography. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, and AGD 203: Foundations III 3-D Design, or permission of the art faculty.

AGD 202 IMAGING FOR GRAPHIC DESIGN I

3 s.h.

Introduction to the technical and formal issues of photography and photomechanical processes as they relate to visual communications; terminology, photographic history within the context of graphic design. Introduction to raster images/manipulation for print and screen. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, and AGD 203: Foundations III 3-D Design, or permission of the art faculty.

AGD 203 FOUNDATIONS III 3-D DESIGN

3 s.h.

Emphasis on experimentation with design and materials as related to the exploration of volume and space in three dimensions. Projects involve sculptural objects and architectural and environmental design. Studio projects will be completed outside of class. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, and ART 203: Foundations IV Drawing I, or permission of the art faculty.

AGD 204 HISTORY OF GRAPHIC DESIGN

3 s.h.

Survey of the inventions, movements, designs, and individuals that have international historical significance and influence in the development of visual communications. Concentration on late 19th and 20th centuries. Prerequisites: ARH 151: Language of Art, or permission of the art faculty.

AGD 300 GRAPHIC DESIGN STUDIO II

3 s.h.

Intermediate course in the principles and vocabulary of graphic design and visual communications. Builds on AGD 200 in project complexity and develops analytical and intuitive approaches to problem solving based on needs/desires of audience. Oral presentation and design vocabulary reinforced with project critiques. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, AGD 203: Foundations III 3-D Design, ART 203: Foundations IV Drawing I, AGD 200: Graphic Design Studio I, and AGD 202: Imaging for Graphic Design I.

AGD 301 B.F.A. PORTFOLIO REVIEW

1 s.h.

Six seminar style classes provide guidance with written statements, documentation of artwork and presentation format. Guest speakers present information related to the portfolio packet, eventual career paths and exhibition issues. Portfolio is due during the 7th week of the semester. Prerequisites: ART 101: Foundations I Design, ART 102: Foundations II Design, AGD 203: Foundations III 3-D Design, ART 203: Foundations IV Drawing I, ARH 151: Language of Art, and one other art history course (must be AGD 204: History of Graphic Design, for graphic design majors).

AGD 302 IMAGING FOR GRAPHIC DESIGN II

3 s.h.

Intermediate photography and introduction to digital imaging as they relate to visual communication design. Studio lighting techniques explored for portraits and products. Prerequisites: ART 301: Photographic Media I, AGD 200: Graphic Design Studio I, and AGD 202: Imaging for Graphic Design I.

AGD 303 GRAPHIC DESIGN STUDIO III

3 s.h.

Advanced design problems with emphasis on design systems and experimentation with various media/vehicles for the communication of creative solutions. Projects focus on appropriateness to specific audiences through the role of context in the interpretation of form. Prerequisites: ART 300: Intermediate Drawing II, AGD 300: Graphic Design Studio II, and AGD 302: Imaging for Graphic Design II.

AGD 304 INTERNSHIP IN THE ARTS

3 s.h.

The internship is designed as a seminar while providing an experiential learning opportunity to integrated graphic design theory and practice through **on-the-job experience**. The intern will be placed in a professional setting for observation and supervised design-related duties. The intern will average ten (10) hours per week for twelve weeks for a total of 120 hours. The seminar component of the course will provide opportunities to meet, discuss, and share topics of the work place experiences.

This internship is a non-salaried opportunity for students to observe, examine, and participate in the creative dynamics and procedural operations of an art organization, arts-related business, professional studio, agency, or with an expert crafts worker. Sponsor supervised. (6-12 hours per week.) Can be up to two sponsors. Prerequisites: AGD 301: B.F.A. Portfolio Review, Junior status in Graphic Design or any area within the B.F.A. major, 3.0 GPA or better, and written consent of instructor, department chair and the sponsor.

AGD 305 IMAGING FOR GRAPHIC DESIGN III

3 s.h.

Introduction to the visual design and structuring of information in interactive design. Topics include animation, motion graphics, and websites as narrative and media approaches to the organization of content. Prerequisites: AGD 300: Graphic Design Studio II, and AGD 302: Imaging for Graphic Design II.

AGD 400 GRAPHIC DESIGN STUDIO IV

3 s.h.

Advanced level of graphic design problem-solving that concentrates on the relationship between message and media, and the exploration of both digital and traditional production techniques. Studio projects include problems integrating typographic, photographic, and historical concepts in graphics communication. Videography/video editing introduced. Prerequisites: AGD 303: Graphic Design Studio III, and AGD 305: Imaging for Graphic Design III.

AGD 401 GRAPHIC DESIGN WORKSHOP

3 s.h.

The primary mission of the Graphic Design Workshop is twofold; first, to provide students with professional experience and business knowledge, second, to perform a community service to local, regional and national non-profit organizations. Under the guidance of faculty, students are responsible for direct client contact, design, illustration, photography, market research, media placement, and/or production schedules. (In most cases, these organizations economically would be unable to utilize the resources of ad agencies and design firms.) This is an advanced-level studio requiring independent solving of “real-world” design problems. Prerequisites: AGD 303: Graphic Design Studio III, and AGD 305: Imaging for Graphic Design III.

AGD 402 B.F.A. SENIOR EXHIBIT

1 s.h.

B.F.A. candidates will prepare, install, and exhibit a body of work to fulfill the B.F.A. exit requirement. Prerequisites: Senior status, past portfolio reviews, and concurrently enrolled in the final courses in the major area.

DEPARTMENT OF MUSIC

Dr. Keith Dippre, Chair

The music department provides training in music, music education and performance. A Concentration in Arts Management is also offered in conjunction with the B.A. in Music. The objective is to produce graduates who are prepared to teach music, perform, conduct, further advance their study of music in graduate school, and/or promote the arts in the larger community.

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 no later than the end of the second semester. To be accepted as a candidate for a B.M. in Music Education, the student must audition no later than the end of the fourth semester.

Music majors must earn a C or higher in all music courses required for their music degree. For each semester a full-time student is enrolled as a music major, a passing grade must be earned in MUS 071 (Concert Attendance).

All music majors whose main applied field is not piano and are seeking a B.A. in Music with a concentration in Arts Management, B.M. in Music Education, or a B.M. in Performance are required to pass the piano proficiency exam. Non-music majors can enroll in music courses for which they are qualified, including private instruction in applied music and ensemble.

Degrees awarded:

B.A. in Music

B.A. in Music with a concentration in Arts Management

B.M. in Music Education

B.M. in Performance

A.A. with a concentration in Music

Requirements for the major in Music (B.A.): 31 s.h. of MUS 107, 108, 161, 162, 207, 208, 260, 261, 262, 311, 313, 361, 419, and 465. Continuous enrollment in applied music is required. Continuous enrollment in ensemble is required. Continuous enrollment in MUS 071 (with a passing grade). MUS 167-468 does not fulfill the ensemble requirement.

Requirements for the major in Music Performance (B.M.): 31 s.h. of MUS 107, 108, 161, 162, 207, 208, 260, 261, 262, 311, 313, 361, 419, and 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. MUS 167-468 does not fulfill the ensemble requirement. Continuous enrollment in MUS 071 (with a passing grade).

Requirements for the major in Music Education (B.M.):

- 1- Requires 34 s.h. of MUS 107, 108, 161, 162, 207, 208, 260, 261, 262, 301, 303, 304, 311, 313, 361, and 465.
- 2- Continuous enrollment in MUS 071 (with a passing grade). However, during the student teaching semester, enrollment in applied music, MUS 071 (Concert Attendance), and an ensemble is not required.
- 3- 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.
- 4- Continuous enrollment in the major instrument is required.
- 5- For students whose major instrument is not piano, satisfactory completion of the Piano Proficiency Exam is required. The Piano Proficiency Exam must be successfully completed prior to the student teaching semester.
- 6- For students whose major instrument is not voice, a minimum of two semesters of voice lessons or participation in a choral ensemble is required.
- 7- For students whose major instrument is not voice a minimum of two semesters of instrumental lessons or participation in an instrumental ensemble is required.
- 8- Continuous enrollment in ensemble in your major instrument or voice is required.
- 9- A half recital in the major instrument (prior to the student teaching semester).
- 10- MUS 267-268 does not fulfill the ensemble requirement.
- 11- Enrollment in upper 300-400 level courses is predicated on successful completion of 100-200 level classes.
- 12- EDU 142, 242, 342, 410 and 418 plus additional requirements of the Teacher Education Program

Requirements for the major in Music with a Concentration in Arts Management (B.A.): 31 s.h. of MUS 107, 108, 161, 162, 207, 208, 260, 261, 262, 311, 313, 361, 419, and 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. Continuous enrollment in MUS 071 (with a passing grade). MUS 167-468 does not fulfill the ensemble requirement.

Requirements for the minor: 20 s.h. in music courses, including MUS 107, 108, 161, 162, plus nine hours in applied music and/or ensemble, selected in consultation with the Department Chair. Four semesters of MUS 071 (with a passing grade). MUS 167-468 does not fulfill the ensemble requirement.

Requirements for the A.A. Concentration in Music: 20 s.h. in music courses, including MUS 107, 108, 161, 162, plus nine hours in applied music and/or ensemble, selected in

consultation with the Department Chair. Four semesters of MUS 071 (with a passing grade). MUS 167-468 does not fulfill the ensemble requirement.

Writing-Enrichment Course: MUS 313

Requirements for Teacher Licensure Only:

- 1- Students will be granted licensure only when they have at least a bachelor's degree and have met the licensure-only requirements in the Education Department section (page 249);
- 2- competency equal to a grade of C or better in the following courses: MUS 208, 262, 311, 313, 465, 301, 303, and 304.
- 3- study in applied music until the piano proficiency exam is passed and presentation of a half-recital.
- 4- Students must also have ensemble experience equal to at least seven semesters. MUS 167-468 does not fulfill this requirement.
- 5- Continuous enrollment in MUS 071 (with a passing grade) is required.

THEORETICAL MUSIC COURSES

MUS 107 AURAL SKILLS 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 AURAL SKILLS 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 AURAL SKILLS 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 AURAL SKILLS 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 COURSES

MUS 071 CONCERT ATTENDANCE No Credit
Music majors must attend a specified number of live musical performances each semester to successfully complete this course. Pass/fail course.

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 152 JAZZ AND POPULAR CULTURE 3 s.h.
This course fulfills the general education requirement. A survey course which examines the major style eras of jazz in America as well as musical/societal trends in popular culture. Listening skills are highly emphasized.

MUS 260 SURVEY OF MUSIC LITERATURE 1 s.h.
A survey course that concentrates on select pieces of literature from the European Classical tradition. Particular emphasis is placed on score reading and listening skills. Also stressed is an understanding of key terminology as it relates to the various periods in Western musical history. Important biographical information about composers will also be discussed. Survey of Music Literature is designed as a prerequisite for MUS 311, and is intended to be taken at the should be taken in the spring semester of the sophomore year. Prerequisite for Survey of Music Literature is successful completion of MUS 162 (theory).

MUS 311 MUSIC HISTORY: ANCIENT THROUGH BAROQUE 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, 264; ENG 101, 102.

MUS 313 MUSIC HISTORY: CLASSICISM THROUGH ROMANTIC 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 162, 264, 311; ENG 101, 102.

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, 311, and 313. This course is offered periodically.

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 419 20th - 21st CENTURY AND NON-WESTERN MUSICAL STYLES 2 s.h.
 This course will identify and analyze the various musical and compositional styles throughout the 20th century (Post WWI), including prominent composers, compositional styles, and analysis of specific works. This course will also survey various jazz as well as non-western styles- especially those of the Far East and Asiatic countries. This course is designed as the final segment of the Music History component, and is intended to be taken in the senior year. Prerequisites for this course include successful completion of MUS 311 and 313.

CONDUCTING COURSE

MUS 361 CONDUCTING 3 s.h.
 The techniques of conducting and score-reading in vocal and instrumental music. Prerequisite: MUS 262 and MUS 208 or permission of instructor. This course is offered every spring semester.

MUSIC EDUCATION COURSES

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 as needed.

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 as needed.

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 as needed.

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 AND METHODS IN ELEMENTARY AND SECONDARY EDUCATION I 2 s.h.

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. (See EDU 410-418 in the Education Department section, page 258).

EDU 418 MUSIC MATERIALS AND METHODS IN ELEMENTARY AND SECONDARY EDUCATION II 2 s.h.

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. (See EDU 410-418 in the Education Department section, page 258).

APPLIED MUSIC COURSES

An additional fee is charged for all private music lessons (see Basic Expenses, page 267). 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. All music majors are required to perform in one student recital per semester.

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 Performance. Candidates for the B.M. in Music Education are required to present a half-recital.

MUS 105-406 OPERA WORKSHOP 1 s.h.
Study through rehearsal and performance of operatic literature and other works for the musical stage. Prerequisite: permission of instructor. These courses are offered periodically.

MUS 111-112 CLASS VOICE FOR NON-MUSIC MAJORS 2 s.h.
This course is intended for students with no previous voice instruction, other than perhaps high school or church choir experience. Through vocal exercises, demonstrations, videos, aural skills development, and other means, students will develop their own singing abilities, musical understanding and performance skills.

MUS 125 INTRODUCTION TO CLASSICAL GUITAR TECHNIQUE AND LITERATURE 2 s.h.
In a classroom setting, students will be introduced to beginning technique for the classical guitar. Purchase or rental of a guitar and foot stool are required.

MUS 175-478 PIANO PROFICIENCY 1-2 s.h.

MUS 114-416 APPLIED PIANO 2 s.h.

MUS 117-418 VOICE PROFICIENCY 1-2 s.h.

MUS 131-433 APPLIED VOICE 2 s.h.

MUS 121-422 APPLIED ORGAN 2 s.h.

MUS 165 DICTION FOR SINGERS: ITALIAN AND ENGLISH 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.

MUS 265 DICTION FOR SINGERS: GERMAN AND FRENCH 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.

MUS 141-443 APPLIED STRINGS (orchestral and guitar) 2 s.h.

MUS 144-446 APPLIED STRINGS (orchestral and guitar) 1 s.h.

MUS 154-456 APPLIED WOODWINDS 2 s.h.

MUS 171-473 APPLIED PERCUSSION 2 s.h.

MUS 181-483 APPLIED BRASS 2 s.h.

ENSEMBLE COURSES

MUS 326-327 GUITAR ENSEMBLE

(CLASSICAL and JAZZ/CONTEMPORARY)

1 s.h.

Rehearsal and performance of guitar literature of various periods, meeting twice weekly. Days and times of the rehearsals are arranged at the beginning of each semester. As enrollment allows, there will be a Jazz and Contemporary Guitar section. Each student is responsible for appropriate performance attire. Prerequisite: MUS 125 or permission of the instructor. Open to non-music majors. This course is offered every fall and spring semester.

MUS 228-229 MEN'S CHORUS

1 s.h.

The Men's Chorus is open to all men in the university community from all disciplines that love to sing and enjoy camaraderie through great music. Music from every music epoch will be performed from serious to more pop/contemporary a cappella forms. This course is offered every fall and spring semester.

MUS 286-287 WOMEN'S CHORUS

1 s.h.

The Methodist University Women's Chorus is open to all women of the University community with students from all disciplines that love to sing and enjoy camaraderie through great music. It is intended to provide a foundation in area of vocal technique while achieving a high standard of excellence in repertoire selected from all periods and musical styles. This course is offered every fall and spring semester.

MUS 267-268 SHOW CHOIR ("SYNERGY")

1 s.h.

Rehearsal and performance of various styles of popular music, with appropriate choreography. Members of this elective musical ensemble may be required to purchase performance outfits. This course is open to vocalists and instrumentalists. This course does not fulfill ensemble requirements for music majors. Open to non-music majors.

MUS 348-349 CONCERT BAND

1 s.h.

This ensemble plays a variety of concert band/wind band literature from throughout the 20th century. The band will perform at least two concerts and the MU Graduation ceremony each term. This group is available for credit, and each semester enrolled fulfills one (1) credit toward the MU Arts and Humanities requirements.

MUS 390-391 CHAMBER MUSIC

1 s.h.

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

MUS 394-395 ORCHESTRA

1 s.h.

Rehearsal and performance of ensemble works for orchestra and smaller chamber ensembles. Performances may occur on or off campus. Open to non-music majors.

MUS 398-399 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 University 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.

Degrees awarded: B.A., A.A.

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

18 s.h. of fundamental courses: THE 162, 163, 308, 309, 365, 467; plus 24 s.h. chosen from among the following:

Performance Orientation (suggested choices): Stage Performance Ensemble sequence (THE 101-102, THE 201-202, THE 301-302, THE 401-402); THE 366, 370, 468, 485, 490, 499, COM 366, ENG 326, ENG 374, ENG 407, MUS 161.

Technical Orientation (suggested choices): Stagecraft Ensemble sequence (THE 103-104, THE 203-204, THE 303-304, THE 403-404); THE 230, 361, 362, 368, 369, 370, 485, 490, 499, MUS 161; ART 101; ART 203.

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 A.A. Concentration: 21 s.h.—THE 162, 163, 308, 309, 365, plus 6 s.h. chosen from COM 366; ENG 326, 374, or 407 or any combination of Theatre Department courses.

Writing-Enrichment Courses: THE 308, 309, 485

THEATRE COURSES

THE 101-102, 201-202, 301-302, 401-402

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. These courses are offered every spring and fall semester. Fulfills the Fine Arts requirement in the Core Curriculum.

THE 103-104, 203-204, 303-304, 403-404 STAGECRAFT ENSEMBLE

1 s.h. each

A minimum of thirty hours of work as a technician on Theatre Department productions. 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. These courses are offered every spring and fall semester. Fulfills the Fine Arts requirement in the Core Curriculum.

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 at least two theatrical productions. This course is offered in the fall and spring semesters. Fulfills the Fine Arts requirement in the Core Curriculum.

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 at least two theatrical productions. This course is offered in the fall and spring semesters. Fulfills the Fine Arts requirement in the Core Curriculum.

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. Offered as needed.

THE 311 THEATRICAL HISTORY AND LITERATURE I

3 s.h.

The development of theatre and drama from the Greeks to the Seventeenth Century. Emphasis will be placed on dramatic texts as an integral component of theatrical production and how the relationship between text and production has developed over time. Prerequisite: THE162 and completion of core requirements in English. This course is offered every Fall semester in even-numbered years.

THE 312 THEATRICAL HISTORY AND LITERATURE II 3 s.h.
The development of theatre and drama from the Eighteenth Century to the present. Emphasis will be placed on dramatic texts as an integral component of theatrical production and how the relationship between text and production has developed over time. Prerequisite: THE 162 and completion of core requirements in English. This course is offered every Fall semester in even-numbered years.

THE 361 COSTUMING LABORATORY 3 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 in odd-numbered years.

THE 362 MAKE-UP LABORATORY 3 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 in even-numbered years.

THE 365 ACTING 3 s.h.
Acting crafts with emphasis on performance. Prerequisite: THE 162 or 163 or permission of the instructor. This course is offered every spring semester in even-numbered years.

THE 366 ADVANCED ACTING 3 s.h.
Advanced acting with an emphasis on acting styles. Prerequisite: THE 365 or permission of the instructor. This course is offered every spring semester in even-numbered years.

THE 368 SCENE DESIGN LABORATORY 3 s.h.
A laboratory course devoting equal time to studying scene design theories and their practical applications. Prerequisite: THE 163 or permission of the instructor. A computer-intensive course. This course is offered every fall semester in odd-numbered years.

THE 369 LIGHTING DESIGN LABORATORY 3 s.h.
A laboratory course devoting equal time to theories and work on lighting for current productions. Prerequisite: THE 163 or permission of the instructor. A computer-intensive course. This course is offered every fall semester in even-numbered years.

THE 370 STAGE MANAGEMENT LABORATORY 3 s.h.
Study of the production process of stage management for theatrical enterprises and managing current productions. Prerequisite: THE 163 or permission of the instructor. This course is offered every spring semester in 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 or permission of the instructor. This course is offered every spring semester in 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 or permission of the instructor. This course is offered every spring semester in odd-numbered years.

THE 485 SPECIAL STUDY IN THEATRE

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 department chair. 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

HUMANITIES

DEPARTMENT OF ENGLISH AND WRITING

Dr. Kelly Walter Carney, Chair

The English and Writing department has three goals — one for the composition program, one for the Writing major, and one for the English major.

Goal 1: Students who complete core requirements will demonstrate that they have an understanding of basic principles of grammar and composition and that they have had an exposure to literature and to analysis and interpretation of literature.

Goal 2: Graduates who have majored in Writing will have become acquainted with major forms, rhetorical structures, and styles that govern contemporary work in at least three of the following genres: Business, Drama, Advanced Expository/Nonfiction, Feature, Fiction, Poetry, and Technical. Students also will have had experience in three genres with editing, revising, and submitting their work for publication.

Goal 3: Graduates who have majored in English will demonstrate basic knowledge of British, American, and world literature and the ability to analyze literature logically and persuasively in well written, researched essays.

ENGLISH

Degrees awarded: B.A., A.A.

Requirements for the major: 36 s.h. of English at the 200 level or above (excluding 207, 260, 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. 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, 260, 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, 260, 361, and 362 and including at least two 300- or 400-level English courses.

Requirements for Teacher Licensure (Coordinator: Vickie Erben)

The teacher licensure program in English is on temporary inactive status and no new students are being accepted at this time.

Students seeking licensure to teach English in secondary schools must include ENG 222, 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, plus any 200, 300, or 400 level literature course(s) (except 361 and 362). Note: ENG 207 and ENG 260 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 207), either on the basis of SAT or ACT scores, high school English grades or an English Placement Test. Entering freshmen who place into ENG 100 must take and pass that course before attempting English 101. Transfer students who have received credit for English 101 and who place into ENG 207 must take and pass that course before attempting any other English or Writing course. 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; and ENG 102 is a prerequisite for all other English courses. Only students who earn A's and B's in ENG 102 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 English, American, or world literature. Students must take English courses every semester until they have passed ENG 100 (if needed), 101, and 102; 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 University has a unique Computer-Assisted Composition (CAC) approach emphasized in many writing courses.

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 to the English major or 6 s.h. to the English minor: ENG/WRI 204, 321, 324, 325, 326, 327.

ENGLISH COURSES

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 204 GENRES OF CREATIVE WRITING 3 s.h.

An introduction to creative writing in four genres: fiction, poetry, drama, and creative nonfiction. This course has as its prerequisites both ENG 101 and 102 (which the student needs to have taken at Methodist University and passed with a grade of C or higher) and is itself an additional prerequisite for all upper level creative writing courses unless a writing sample is submitted and special permission of the instructor to enter those upper-level classes is sought and granted. For transfer students or for those students who CLEP ENG 101 and/or 102, a writing sample and permission of the instructor is required. Offered fall semester. Cross listed as WRI 204. Can only be counted toward one program.

ENG 207 REVIEWING WRITING 3 s.h.

A course in writing, stressing standard English and competence in expository prose, required of transfer students who have received transfer credit for ENG 101 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 may be included. 232 is offered every spring semester.

**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 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: 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.
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. Cross listed as WRI 321. Can be counted toward only one program.

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 in 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 in odd-numbered years.

ENG 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. Can be counted toward only one program. Cross listed as WRI 324. This course is offered as needed.

ENG 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. Can be counted toward only one program. Cross listed as WRI 325. This course is offered as needed.

ENG 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. Can be counted toward only one program. Cross listed as WRI 326. This course is offered as needed.

ENG 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. Can be counted toward only one program. Cross listed as WRI 327. 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 in the spring semester of alternate years.

- ENG373 LITERATURE OF MEDIEVAL ENGLAND** 3 s.h.
This course will explore the writings of major authors of medieval England, with a focus on the major themes including feudalism, Arthurian legend, romances, the Catholic Church, heresy, mysticism, medieval drama, and/or love poetry. This will also expose students to the major work outside of those of Chaucer, and may discuss connections to be made between the middle ages and our own culture today. This course is offered in the fall semester of alternate years.
- 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 410-418 (page 258). 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 300 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

WRITING

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 ENG 207, ENG 260, ENG 361, and ENG 362, with ENG 374 strongly recommended; plus six of the following courses: WRI 204, either COM 257 or COM 258, WRI 320, WRI 321, WRI 324, WRI 325, WRI 326, WRI 327, WRI 353, WRI 485, WRI 499.

Requirements for the minor in Writing: 9 s.h. of English at the 200 level or above, excluding ENG 207, ENG 260, ENG 361, and ENG 362; plus three of the following courses: WRI 204, either COM 257 or COM 258, WRI 320, WRI 321, WRI 324, WRI 325, WRI 326, WRI 327, WRI 353, WRI 485, WRI 499.

Requirements for the A.A. Concentration: 8 s.h. of English at the 200 level or above, excluding ENG 207, ENG 260, ENG 361, and ENG 362; plus three of the following courses: WRI 204, either COM 257 or COM 258, WRI 320, WRI 321, WRI 324, WRI 325, WRI 326, WRI 327, WRI 353, WRI 485, WRI 499.

Writing-enrichment courses recommended for majors in Writing: ENG/WRI 323

Prerequisites: ENG 101 and 102, plus three hours in a survey of British, American, or world literature

WRITING COURSES

WRI 204 GENRES OF CREATIVE WRITING 3 s.h.

An introduction to creative writing in four genres: fiction, poetry, drama, and creative nonfiction. This course has as its prerequisites both ENG 101 and 102 (which the student needs to have taken at Methodist University and passed with a grade of C or higher) and is itself an additional prerequisite for all upper level creative writing courses unless a writing sample is submitted and special permission of the instructor to enter those upper-level classes is sought and granted. For transfer students or for those students who CLEP ENG 101 and/or 102, a writing sample and permission of the instructor is required. Offered every fall semester. Cross listed as ENG 204. Can only be counted toward one program.

WRI 257 WRITING FOR COMMUNICATIONS MEDIA I 3 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. Either WRI 257 or 258 (but not both) is creditable toward either the major or minor in Writing. Not creditable toward either the major or minor in English. Prerequisites: Passing grades in ENG 101 and 102 or special permission of the instructor. Cross listed as COM 257. This course is offered every fall semester.

WRI 258 WRITING FOR COMMUNICATIONS MEDIA II 3 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 special permission of the instructor. Either WRI 257 or 258 (but not both) is creditable toward either the major or minor in Writing. Not creditable toward either the major or minor in English. Cross listed as COM 258. This course is offered every spring semester.

WRI 320 BUSINESS WRITING 3 s.h.

Offered by the English department. Counted as a business administration elective. May be counted toward the major in English or Business Administration, but not both. Cross listed as ENG 320. This course is offered every spring semester.

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. Cross listed as ENG 321. This course is offered as needed.

WRI 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. Required for writing majors. Cross listed as ENG 322. This course is offered every spring semester in even-numbered years.

WRI 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. Required for writing majors. Cross listed as ENG 323. This course is offered every spring semester in odd-numbered years.

- 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. Cross listed as ENG 324. Can be counted toward only one program. 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. 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 (page 174). Can be counted toward only one program.
- WRI 416 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 300 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF HISTORY

Dr. Rebecca Woodward Wendelken, 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. This course does not satisfy the History requirement under Social Science in the General Education/Core Curriculum.

GLOBAL STUDIES

Dr. Rebecca Woodward Wendelken, Coordinator

In an increasingly interconnected world the Global Studies major provides an interdisciplinary background for students interested in governmental service, working abroad in non-governmental organizations (NGOs), pursuing a career in the military or working in other fields requiring an understanding of global culture, economics, politics and business.

Global Studies students at Methodist University take courses in economics, foreign language and political science and then concentrate their studies in one or more areas including language, political science, business and economics, or history. Students take additional courses in geography, anthropology and world literature to provide a balanced background in global culture.

Recent graduates are employed in governmental organizations such as the FBI and CIA, in the United States military as members of the officer corps, and in NGOs. Many Global Studies majors continue their education by pursuing Masters and Ph.D. degrees.

Degrees awarded: B.A.

Requirements for the major: 48 s.h.:

ECO 261 and 262; ECO 452 or PSC 451; PSC 151, 227 and 351; 3 s.h. of foreign language at the 300 or above level; GEO 252; ENG 231 or 232; SOC 256; 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), PSC 425 (with the permission of the coordinator)

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 385 (with the permission of the coordinator), HIS 411.

* HIS 455 or PSC 460 may be substituted for GLS 460 with the permission of the coordinator.

No minor or A.A. 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.

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.

All Methodist University students take two semesters of history to enhance their understanding and appreciation of other cultures and to develop critical thinking and analysis 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 careers both in the private and public sectors of the economy. Teaching on the secondary level is a common career path for history majors, but they are also well qualified for a number of graduate programs, including law school, public administration, and M.B.A. programs.

Degrees awarded: B.A., B.S., A.A.

Requirements for the major: 30 s.h. in history at the 200 level or above, including 201, 202, 210 and 455

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 Global History minor: 18 s.h. in History at the 200 level or above, including 210, form the following courses-HIS 215, 216, 217, 301, 311, 312, 313,322, 325, 331, 370, 381, 382, 411, and 385 (with permission of the department chair).

Requirements for the A.A. concentration: 18 s.h. in History at the 200 level or above, including 210 and either 201 or 202.

Requirements for licensure in Social Studies (9-12): Coordinator, Dr. Karen M. Kletter. Completion of the requirements for a History major plus; ECO 261, GEO 252, PSC 151, SOC 151, and three more semester hours from any social sciences besides history (economics, political science, psychology, geography, or sociology); EDU 142, 200, 240, 242, 251, 330, 342, 407, 412, 420, 421; SPE 255.

Writing-enrichment courses: HIS 210 and 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 on 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.

HIS 104 WORLD HISTORY II

3 s.h.

This course explores the human past from 1500 A.D. to the present with an emphasis on 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. This course is a core requirement.

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 215 BARBARIAN INVASIONS

3 s.h.

This course addresses the impact of historical invasions on both the invader and the invaded in terms of culture, economics, warfare, social organization and government.

HIS 216 HISTORY OF SCIENCE

3 s.h.

This course traces the history of science, scientific method, technology and science education from the ancient Greeks to the achievements of modern science.

HIS 217 RACE AND ETHNICITY IN GLOBAL PERSPECTIVE

3 s.h.

Topics in the global history of racial and ethnic groups and theories of race and ethnicity.

HIS 301 TOPICS IN MODERN ASIAN HISTORY

3 s.h.

Survey of traditional Asian culture and development since 1600, with an alternating geographic focus at the discretion of the instructor.

HIS 311 ANCIENT HISTORY

3 s.h.

Ancient Near-Eastern civilization and/or the Hellenic, Hellenistic, and Roman worlds.

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 EARLY MODERN HISTORY 3 s.h.

This course explores the emergence of modernity in Europe and the world from the 16th to 18th centuries. 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 MODERN HISTORY 3 s.h.

This course examines the consequences and corollaries of modernity in Europe and the world during the 19th and 20th centuries, including war, revolution, genocide, colonization and decolonization, social, political, and cultural instability, and global networks.

HIS 331 TOPICS IN LATIN AMERICAN HISTORY 3 s.h.

This course covers various topics and time periods in Central American, South American, and Caribbean history.

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, or permission of the instructor. Every spring semester.

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.

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.
Investigates the historical meanings and practices of womanhood and manhood in diverse cultures. Topics include family relationships, sexuality, morals, politics and society.
- 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.
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 MSC 421. This course is offered every fall semester.
- 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 including 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 University 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF MODERN LANGUAGES AND LITERATURE

Dr. Cristina Francescon, Chair

Degrees 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 courses through the 102 level in two languages chosen from French, German, and Italian. Bachelor of Fine Arts: one course in foreign language or CSC 201 or above.

Requirements for the A.A. 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 satisfied 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, Chinese, Italian, Portuguese, and Russian. 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. Instruction in English. Presupposes some knowledge of world geography and history. This course is offered as needed.

ENGLISH AS A SECOND 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 ESL program. International students who test out of ESL 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 s.h. of English as a Foreign Language during their first two semesters at Methodist University. The required courses are ESL 096 and 097 Writing Skills in the English Language (6 s.h.) and ESL 121 and 122 English Conversation (6 s.h.). ESL 091, 092, 096, and 097 do not count toward graduation requirements or the awarding of

honors. Upon completion of the ESL courses the student is required to enroll sequentially in ENG 100 (if required), ENG 101 and ENG 102 to meet the core requirements for any of the degree programs.

ENGLISH AS A SECOND LANGUAGE COURSES

ESL 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. ESL 091 and ESL 092 are offered as needed.

ESL 096, 097 WRITING SKILLS IN THE ENGLISH LANGUAGE I, II

3, 3 s.h.

Students will learn 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. ESL096 is offered in the fall semester; ESL 097 is offered in the spring semester.

ESL 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. ESL 121 is offered in the fall semester; ESL 122 is offered in the spring semester.

ESL 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. This course is pass/fail and is offered as needed.

CERTIFICATE PROGRAM IN TEACHING ENGLISH AS A SECOND LANGUAGE

Professor Jan Turner, Coordinator

The Department of Modern Languages and Literature, in cooperation with the Department of Education, offers a program of four courses designed to acquaint the student 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 courses listed below will serve to satisfy the competencies as set forth by the State Department of Public Instruction (SDPI) for an add-on in ESL .

The required courses (offered at least once a year) are as follows: LAN 320 Introduction to Linguistics, 3 s.h.; LAN 330 Second Language Acquisition, 3 s.h.; EDU 416 Teaching Methods for Foreign Languages and TESL, 3 s.h.; OCL 360 Intercultural Communication, 3 s.h. These courses, considered electives with any major or minor, may be taken in any sequence. Upon successful completion of the entire sequence of 12 s.h., the Department

of Modern Languages and Literature will award the official certificate; however; there will be no record of this program on the student's transcript.

This certificate will serve many purposes. Interested students should discuss this program with the TESL coordinator.

LAN 320 INTRODUCTION TO LINGUISTICS 3 s.h.

The primary purpose of the course is to provide a framework for the formal study of language. As language is one of the most basic of human abilities and activities, the study of language overlaps with many other disciplines and areas of human interaction. The course includes general introductions to the fields of morphology, syntax, semantics, phonology, historical and comparative linguistics, sociolinguistics, and psycholinguistics.

LAN 330 SECOND LANGUAGE ACQUISITION 3 s.h.

This course will provide the student with an in-depth study of both theoretical issues in second language acquisition and the practical application of theories in the ESL or Foreign Language classroom. Included will be an overview of the historically important and current theoretical models of second language acquisition. In addition, the course will cover affective and socio-cultural factors in language learning, contrastive analysis, and error analysis.

EDU 416 TEACHING METHODS FOR FOREIGN LANGUAGES AND TESL 3 s.h.

This course will focus on a broad range of pedagogical methods for anyone teaching a foreign language or ESL. Attention will be given to the foundational theories that build to the methods and materials chosen in teaching foreign languages.

OCL 360 INTERCULTURAL COMMUNICATION 3 s.h.

This course examines the complex relationship between communication and culture including major domains such as recognition of cross-cultural dynamics, broadening of cultural experiences, cultural sensitizing, and skill building for effective communication with people of diverse cultures as well as a variety of sub-cultural groups in the United States. Attention is also given to the formation of one's worldview. Prerequisites are OCL 151 or permission of instructor. This course is offered as needed.

FRENCH

The French major and minor are on temporary inactive status. All 100-200 level courses will continue to be offered.

Degrees 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 A.A. 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/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 regions: Europe, Africa, North America, the Far East and the Caribbean. Conducted primarily in French, using current periodicals, audio-visual materials, Internet resources, databases, 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 two 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: one 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 multiple 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

GERMAN

The German minor and Associate of Arts concentration are on temporary inactive status. All 100-200 level courses will continue to be offered.

Degree awarded: A.A.

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

Requirements for the A.A. 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. Email 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

Degrees 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. All upper level classes taught in Spanish.

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. All upper level classes taught in Spanish.

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

Writing-Enrichment Course: SPA 402

SPANISH COURSES

A student may not enroll for any 100 or 200 level course if he or she is a native or heritage speaker of the target language. Some exceptions to the 200 level may apply with permission of the department chair.

SPA 101, 102 ELEMENTARY SPANISH I, II 4, 4 s.h.
Development of the four language skills: listening, speaking, reading, and writing. Emphasis on verbal and written 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. No native speakers or Spanish heritage speakers may take this course.

SPA 104 CONVERSATIONAL SPANISH I FOR BUSINESS 3 s.h.
The emphasis of this introductory class is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying business with no or little knowledge of the language. This class may be taken in conjunction with but not in lieu of SPA 101 and/or 102. This course is closed to native or heritage speakers. Class is offered as needed.

SPA 106 CONVERSATIONAL SPANISH FOR CRIMINAL JUSTICE 3 s.h.
The emphasis of this introductory class is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying criminal justice with no or little knowledge of the language. This class may be taken in conjunction with but not in lieu of SPA 101 and/or 102. This course is closed to native or heritage speakers. Class is offered as needed.

SPA 108 CONVERSATIONAL SPANISH FOR GOLF 3 s.h.
The emphasis of this introductory class is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying professional golf management with no or little knowledge of the language. This class may be taken in conjunction with but not in lieu of SPA 101 and/or 102. This course is closed to native or heritage speakers. Class is offered as needed.

SPA 110 CONVERSATIONAL SPANISH I FOR SOCIAL SERVICES 3 s.h.
The emphasis of this introductory class is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying social services with no or little knowledge of the language. This class may be taken in conjunction with but not in lieu of SPA 101 and/or 102. This course is closed to native or heritage speakers. Class is offered as needed.

SPA 112 CONVERSATIONAL SPANISH FOR TEACHERS 3 s.h.
The emphasis of this introductory class is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying education with no or little knowledge of the language. This class may be taken in conjunction with but not in lieu of SPA 101 and/or 102. This course is closed to native or heritage speakers. Class is offered as needed.

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 two 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. May be taken more than once for credit.

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.
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.
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 CIVILIZATION AND CULTURE OF HISPANIC MERICA** 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 Calderon, 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, culture and civilization, or linguistics as 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF PHILOSOPHY AND RELIGION

Dr. Steven P. Brey, 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., B.M., or A.A.: PHI 211, 212, or 220; B.S.: 6 s.h. of any course listed in philosophy (or see B.S. core requirements, page 69, for alternatives).

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 SYMBOLIC LOGIC

3 s.h.

This course is an introduction to basic deductive logic. Topics covered include symbolization, truth tables, and proofs in both propositional and predicate logic. Some modal logic may also be covered. This class is offered every spring semester.

PHI 220 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 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 340 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. This course does not meet the medical ethics requirement for the Methodist University Physician Assistant Program. This course is offered every fall semester.

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 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 JUS 420.

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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

RELIGION

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.

Core/General Education requirements in Religion: For the B.A., B.S., B.S.W., and A.A. in General Studies, 6 s.h., at least 3 of which must deal primarily with the Hebrew-

Christian tradition. For the B.M., B.F.A., A.S., and A.A. with a Subject Concentration, core requirement in Religion, the 3 s.h. must deal primarily with the Hebrew-Christian tradition. Neither 103 (Introduction to Religion) nor REL 150 (Eastern Religious Traditions) may be used to fulfill the 3 s.h. Hebrew-Christian tradition requirement.

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 PHI 330.

Requirements for the minor in Religion: 15 s.h., including 6 s.h. of upper-division courses

Writing-Enrichment Courses: According to University policy, each student, day or evening, must take at least one writing-enriched course in his/her major field. REL 352, REL 405, and REL 406 can be used to meet this requirement. Other courses can be used with special permission from the instructor.

COURSES IN RELIGION

REL 103 INTRODUCTION TO RELIGION 3 s.h.
Introduction to religion as a human experience. An 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.
A historical survey from colonial times to the present of the diversity of religious groups in America. The course examines the relationships that develop between particular religious groups and the larger American culture with particular attention given to the emergence of a "common Protestant religious culture" and the challenges to that Protestant culture. This course is offered every spring 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 150 EASTERN RELIGIOUS TRADITIONS** 3 s.h.
This course will survey the major religious traditions of the East, including Hindu, Buddhist, Confucian and Taoist thought. This course is offered every fall semester.
- REL 151 WESTERN RELIGIONS AND VIOLENCE** 3 s.h.
This course will introduce students to Judaism, Christianity, and Islam, focusing on their commitment to ethical monotheism and how such a commitment relates to their positions on the role of violence. This course is offered every other academic year.
- 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 in odd-numbered years.
- 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 as needed.
- 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 322 RELIGIOUS LITERATURE**
A study of the theological significance of selected religious works, as grouped around particular themes. This course can be repeated for credit as the topic varies. Depending upon topic, may be cross-listed as PHI 322. Examples of possible foci include *Spiritual Autobiography*, *How to See God in Literature*, the "Inklings" (the works of Lewis and Tolkien), *Roads to God*, *Creation Narratives*, *Eastern Religious Myth*, and the *Philosophy and Theology of Horror*. In addition to examining the theology of the selective texts, time will be spent exploring the relationship between theology and literature—that is, why did these authors choose these particular forms to relate their religious convictions and theological insights?
- REL 352 RELIGION IN AMERICA** 3 s.h.
Where is "religious truth" found? In the teachings of the church, in the Bible, in the world, in the inspiration of the heart? And is religion primarily about what we think, what we feel, or what we do? This seminar uses selected primary readings from American theologians to discuss competing views of the task of the theologian and of what religion in America should be about. This course is offered in the fall in the 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. Can be repeated for credit.

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 one program only: English or Religion. 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, the department chair, and the school dean 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.

Degrees 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 204, 340, 361, 370, 395, 405, and 431.

Requirements for the Counseling/Clinical concentration: 43 s.h., to include PSY 101, PHI 212, PSY 250, 204, 330, 341, 347, 355, 361, 395 or 431, 405, and 485.

Requirements for the Human Performance concentration: 43 s.h., to include PSY 101, PHI 212, PSY 250, 310, 320, 330, 340, 347, 355, 361, 370, 395, and 485.

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

Additional Requirements: Majoring in psychology requires completing both PSY 101 and PSY 250 with a grade of C or better. Also, one prerequisite for PSY 355 is that a student has received a grade of C or better in PHI 212; this requirement may be waived by the instructor. 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 204 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 are emphasized. Prerequisite: PSY 101. This course is offered every fall 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 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 or permission of instructor. 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 or permission of instructor. This course is offered every third or fourth semester.

PSY 330 PSYCHOLOGICAL COUNSELING 3 s.h.

Development of basic skills used in all helping relationships and those used specifically in psychological counseling, an attainment of a general understanding of the major theoretical approaches to counseling and knowledge concerning the interventions associated with each of the major theoretical approaches. Prerequisites: PSY 101 and one of the following: PSY 341 and PSY 405, or permission of the instructor. This course is offered every spring semester.

PSY 336 HEALTH PSYCHOLOGY 3 s.h.

Study of the psychosocial factors promoting health enhancing and health destructive behaviors. The course will survey the field of health psychology, including the psychology-healthcare relationship; methods of investigation; personality, lifestyle, and/or affective/cognitive correlates of health status; the role of social support; and interventions to promote resilience and to improve wellness habits. Prerequisite: PSY 101. The course is offered every third or fourth 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 or permission of instructor. 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, all with a grade of C or higher. A prerequisite may be waived by permission of instructor. 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. Cross listed as SOC 361. 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 or permission of instructor. 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined. Prerequisite: PSY 101.

DEPARTMENT OF SOCIOLOGY

Professor Marilyn Vital, Chair

SOCIOLOGY

SOC 151 or consent of the instructor is a prerequisite for all other sociology courses except 220, 256 and 361. SOC 151 may be used to meet the Social Science core requirements.

Degrees awarded: B.A., B.S., A.A.

Requirements for the major: 42 s.h.—SOC 151, 253, 332, and 431; SOC 450 or 470; Statistics (SOC 220, PSY 250, MAT 220 or ECO 216); plus 24 additional s.h. in Sociology.

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 SOC 151.

Requirements for the A.A. Concentration in Sociology: 18 s.h. in sociology, including SOC 151 and 253.

Writing Enrichment Courses: SOC 253 and 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 or consent of the instructor is a prerequisite for all higher numbered Sociology courses except SOC 220, 256 or 361. This course is offered every fall and spring semester.

SOC 220 APPLIED STATISTICS **3 s.h.**

This course will include descriptive and inferential statistics, the logic of probability and hypothesis testing with emphasis on applications in social research. Statistics covered include measures of central tendency, variability, association and tests of significance. This course is an introduction to SPSS for Windows (comprehensive software for data analysis). The student will gain theoretical knowledge and critical thinking skills, as well as, hands on data analysis experience. This course is offered every fall and summer 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. This course is designated as a Writing Enrichment course.

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 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 as needed.

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. Cross listed as JUS 332 or SWK 332. This course is offered every fall semester.

SOC 345 PHYSIOLOGY OF AGING 3 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. Cross listed as GRN 345 and SWK 345. This course is offered as needed.

SOC 360 RACE AND ETHNIC RELATIONS 3 s.h.

All racial, ethnic and religious groups, particularly in the United States, will be analyzed. As well as, emphasis on current patterns in intergroup relations, dynamics and patterning of prejudice, discrimination, and majority/minority relations. This course will be offered in the fall Semester.

SOC 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. Cross listed as PSY 361. 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 381 WORK AND LEISURE 3 s.h.

The study of social aspects of work and leisure. The sociology of work includes consideration of such topics as work roles and subcultures, types of occupations, occupational prestige, job satisfaction, unemployment, work and family, career patterns, and retirement. The study of leisure includes leisure styles and experiences, leisure throughout the life course, economic and political aspects, media, deviant leisure, sport, art, outdoor and community recreation, travel and tourism.

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 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/SOC 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: 12 s.h. 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 will develop an actual study by conducting a literature review, a theoretical framework, methodology (collection of original data), data analysis (analyze findings), seeking a conclusion of findings, and indicating the significance of study. The student will present an oral and written report on their report. Prerequisites: senior standing, Sociology major, SOC 220 and SOC 332. This course is offered every fall and spring semester.

SOC 470 INTERNSHIP

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirement of 100 hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, Sociology major, and consent of instructor. This course is offered every fall and spring 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, the supervising professor, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

GERONTOLOGY

Professors Marilyn Vital and Deborah Murray, Coordinators

Requirements for the minor in Gerontology: 18 s.h. including GRN 301 and 345; SWK 235, GRN 450 or 470; and 6 s.h. from one of the following: SWK 302, SOC 305, SWK 315, SWK 380, or SOC 388

A student doing a senior level internship in social work may substitute that course for GRN 450 or 470 if it focuses on senior adults and meets the approval of the Coordinator 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 and SWK 301. This course is offered as needed.

GRN 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. Cross listed as SOC 305 and SWK 305.

GRN 345 PHYSIOLOGY OF AGING**3 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. Cross listed as SOC 345 and SWK 345. This course is offered as needed.

GRN 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. Cross listed as 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. Cross listed as SOC 450. This course is offered as needed.

GRN 470 INTERNSHIP**3 s.h.**

Student placement in an approved community setting for supervised learning experience. Minimum requirements of 100 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. Cross listed as SOC 470. This course is offered as needed.



THE CHARLES M. REEVES SCHOOL OF BUSINESS AND ECONOMICS

Dr. Jeffrey A. Zimmerman, Dean

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 conduct themselves 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, and Marketing. A student may attach to these majors various concentrations providing focus on specific professional careers such as Health Care Administration, Professional Golf Management, Profession Tennis Management, Resort and Club Management, and Sport Management. Also, the Reeves School of Business offers The Professional MBA at Pinehurst, and The Professional MBA at Methodist University. For details of that program, please see page 287.

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 University. 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.

Accreditation

The Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer majors in Accounting, Business Administration, Financial Economics, Marketing, and concentrations in Business Healthcare Administration, Business Professional Golf Management, Business Professional Tennis Management, Business Resort and Club Management, and Business Sport Management

THE REEVES SCHOOL OF BUSINESS OFFERINGS AND REQUIREMENTS

Majors: Accounting, Business Administration, Financial Economics, and Marketing

All students in the majors offered by the RSB must complete the foundation core, the professional core, and all major specific courses.

Foundation Core: 18 s.h. of Reeves School of Business foundation courses (ACC 251, ACC 253, BUS 225, ECO 216, ECO 261, and ECO 262);

Professional Core: 15 s.h. of Reeves School of Business upper level requirements (BUS 332, BUS 343, BUS 352, BUS 470, and MKT 351)

See the specific major for additional required courses.

Concentrations: Business Health Care Administration, Business Professional Golf Management, Business Professional Tennis Management, Business Resort and Club Management, and Business Sport Management.

See the specific concentration for additional required courses.

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.

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Carolina Imaging, Inc.

International Business Studies/Exchange Opportunities. Methodist University, through the Reeves School of Business, has an affiliation and an exchange program with the following Business School: Sup De Co in Rennes, France, one of the Grandes Écoles of France, where Methodist University students can spend a semester taking business courses taught in English for credit.

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 15 hour minor in Computer Information Technology (CIT) as offered by the Department of Computer Science (see Computer Information Technology, page 231).

Institutes: The Reeves School of Business also houses two separate institutes: The Center for Entrepreneurship and The Institute for Golf and Tennis Management. Those organizations offer community and recognition programs and in some cases non-academic courses to serve specific needs of professionals in southeastern North Carolina.

ACCOUNTING

Dr. Mary Kirchner, Department Chair

Accounting is one of the fastest growing professions in the United States and is expected 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, and the chance to make a difference.

The Accounting major prepares students for careers as professional accountants in industry, government, non-profit organizations, and financial institutions. The course of study emphasizes both a conceptual and applied understanding of business information and accounting. Graduates will be qualified to sit for the Certified Public Accountant exam in North Carolina as well as many other states. Students may choose either a Bachelor of Arts in Accounting or a Bachelor of Science in Accounting. Both degrees require 124 semester hours.

The Reeves School of Business offers its majors an opportunity to participate in professional internship programs. The Accounting faculty strongly encourages Accounting majors to participate in an Accounting internship.

Degrees awarded: B.A., B.S., A.A.

Accreditation: Methodist University, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in accounting.

Requirements for the major in Accounting: In addition to the foundation core and the professional core courses required of all majors in the Reeves School of Business, the following courses are required for a degree in accounting with a C or better in all accounting courses:

Required Courses: ACC 254, ACC 341, ACC 342, ACC 345, ACC 385, ACC 386, ACC 490 **Plus 6 s.h. of accounting electives and a 3 s.h. elective from BUS 353 or BUS 375.** (Note: For those planning to take the Certified Public Accountant exam, ACC 463 and ACC 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 minor in Accounting: Required courses: ACC 251, ACC 253, ACC 254, ACC 341, and ACC 342 and 6 s.h. of accounting electives.

Requirements for the A.A. Concentration:

Required courses: ACC 251, ACC 253, ACC 254, ACC 341, and ACC 342 and 6 s.h. of accounting electives.

Writing-Enrichment Courses: ACC 490, BUS 352

Computer Intensive Courses: ACC 254, BUS 225

Ethics Course: ACC 490

Several concentrations are also available to attach to the major in Accounting:

- **Accounting with a concentration in Business Health Care Administration:** For specific requirements, see page 149.
- **Accounting with a concentration in Business Professional Golf Management:** For specific requirements, see page 154.
- **Accounting with a concentration in Business Professional Tennis Management:** For specific requirements, see page 159.
- **Accounting with a concentration in Business Resort and Club Management:** For specific requirements, see page 161.
- **Accounting with a concentration in Business Sport Management:** For specific requirements, see page 165.

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. Prerequisites: completion of 12 s.h. 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 is usually taken in the sophomore year. Prerequisites: ACC 251, MAT 105 or higher, or permission of the instructor. 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, or permission of the instructor. The course is offered every fall and spring semester. This is a computer intensive course.

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 251; co-requisite: ACC 254; or permission of the instructor. 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 or permission of the instructor. This course is offered every spring semester.

ACC 345 COST ACCOUNTING I 3 s.h.
Introductory cost accounting course which emphasizes cost behavior, budgeting, cost management in a manufacturing environment, using costing systems in strategic decision making, and profit planning. Prerequisites: ACC 253 and MAT 105 or higher; or permission of the instructor. This course is offered every fall semester.

ACC 346 COST ACCOUNTING II 3 s.h.

A study of cost allocations, analysis of variances, and making decisions using cost information decisions. Current topics in cost accounting will also be studied. Prerequisites: ACC 345 and ECO 216; co-requisite: ACC 254; or permission of the instructor. 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 251, or permission of the instructor. This course is offered every fall semester.

ACC 386 FEDERAL INCOME TAXATION II 3 s.h.

Federal income tax law with emphasis on the taxation of businesses and the tax consequences of business decisions. The course will study partnership, corporation, Subchapter S, taxation of non-profits and fiduciary returns. Prerequisite: ACC 385, or permission of the instructor. 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 University 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 as needed. 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-requisites: ACC 254 and BUS 225, or permission of the instructor. This course is offered as needed. This is a computer intensive course.

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-requisites: ACC 254 and ACC 341; or permission of the instructor. 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; or permission of the instructor. 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, or permission of the instructor. 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, or 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, or permission of the instructor. This course is offered every fall semester. This is a writing enrichment course.

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, or permission of the instructor. This course is offered as needed.

ACC 499 INDEPENDENT STUDY IN ACCOUNTING

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, and the school dean before approval by the Vice President for Academic Affairs. Prerequisite: ACC 342, or permission of the instructor. Credit to be determined.

BUSINESS ADMINISTRATION

Professor Pam Strickland, Department Chair

Graduates of this degree program will have the analytical skills to identify and solve complex business problems, a highly-valued skill in today's volatile job market. They will also have the ability to analyze the numbers and make effective business decisions. Methodist University prepares its graduates with a major in business administration to begin graduate study or for entry level positions with large and small corporations or businesses.

Degree(s) awarded: B.A., B.S., A.A.

Accreditation: Methodist University, through the Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in business administration.

Requirements for the major in Business Administration: In addition to the foundation core and the professional core courses required of all majors in the RSB, the following courses are required:

Required courses: BUS 315, BUS 450, and ECO 311

Plus any 9 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 including Business Health Care Administration, Business Professional Golf Management (PGM 304 and PGM 404 only), Business Professional Tennis Management (PTM 330 only), Business Resort and Club Management, and Business Sport Management. Note that English 320, Business Writing, can be counted as a Business

Administration elective. A required course in any Reeves School Business major may not be used as an elective for another Reeves School of Business major.

Requirements for the minor in Business Administration: 18 s.h.—12 s.h. of foundation core courses (ACC 251, ACC 253, ECO 261, and ECO 262); and 6 s.h. of upper-level accounting, marketing, financial economics, or business courses.

Requirements for the AA Concentration: 18 s.h.—12 s.h. of foundation core courses (ACC 251, ACC 253, ECO 261, and ECO 262); and 6 s.h. of upper-level accounting, marketing, financial economics, or business courses.

Writing-Enrichment Course: BUS 352

Computer Intensive Course: BUS 225

Ethics course: BUS 315

Several concentrations are also available to attach to the major in Business Administration:

- **Business Administration with a concentration in Business Health Care Administration:** For specific requirements, see page 149.
- **Business Administration with a concentration in Business Professional Golf Management:** For specific requirements, see page 154. Note that only the required courses PGM 304 and PGM 404 can be counted as Business Administration major elective courses for those adding this concentration.
- **Business Administration with a concentration in Business Professional Tennis Management:** For specific requirements, see page 159. Note that only the required course PTM 330 can be counted as one to the Business Administration major elective course for those adding this concentration.
- **Business Administration with a concentration in Business Resort and Club Management:** For specific requirements, see page 161.
- **Business Administration with a concentration in Business Sport Management:** For specific requirements, see page 165.

Internships: Reeves School Business Administration 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.

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. Prerequisite: ENG 102 Course is offered as needed.

BUS 225 MICROCOMPUTER BUSINESS APPLICATIONS 3 s.h.

This course covers the utilization of microcomputers to solve problems in business. Topics to be covered include intermediate application of word processing, spreadsheet analysis and development, database management and report creation, and presentation software application. The course includes student completion of independent projects. This course is offered every fall and spring semester. Prerequisite: Major within the Reeves School of Business or permission of the instructor. 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 students with the skills needed to manage their 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 viable businesses. 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 315 BUSINESS AND SOCIETY 3 s.h.

Using a managerial framework this course is a study of the relationship between business and economic policy, social responsibility, and political influence on a global level. As an intensive writing course it uses case studies to study business ethics and corporate responsibility while recognizing management's traditional obligations to shareholders. The course spotlights current examples of business ethical issues which are relevant for stakeholders, corporate governance, accounting, and regulation of business. Prerequisites: ACC 251, 253; ECO 261, 262. This course is offered every fall and spring semester.

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, whistle blowing, 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. May be counted toward the major in English or Business Administration, but not both. 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 ECO 262 or permission of the instructor. This course is offered every fall and spring 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 used to study course content through case studies and to experience the dynamics of team membership. This 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 University instructor and onsite 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, Financial Economics, or Marketing. This course is offered in the spring semester or as needed.

BUS 346 STUDENTS IN FREE ENTERPRISE I**2 s.h.**

A special course under the auspices of Students in Free Enterprise (SIFE). It 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 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 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 parts of the Uniform Commercial Code and its provisions concerning sales, the law of agency, and employment law. This course is offered every fall and spring semester. Prerequisites: ENG102

BUS 353 BUSINESS LAW II**3 s.h.**

The Uniform Partnership Act, relevant corporate law, government regulation negotiable instruments, commercial paper, parts of the Uniform Commercial Code, banking and securities law, the law of secured transactions, and labor law. Prerequisite: BUS 352 or permission of the instructor. 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. 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, personnel planning, employee morale and the impact of legislation upon the personnel process. Prerequisite: BUS 343. This course is offered in the fall semester.

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 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 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 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 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. Offered as needed.

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, ACC 253, ECO 261, and ECO 262. This course as needed.

BUS 446 STUDENTS IN FREE ENTERPRISE III 2 s.h.

A special course under the auspices of Students in Free Enterprise (SIFE). It involves the formation of project groups, training, and project design. Taken during the third semester of SIFE participation. Prerequisites: BUS 346 and Bus 347. This course is offered every 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, BUS 347, and BUS 446. This course is offered every 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 BUS 343. This 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 University instructor and on-site trainer. Weekly class contact, journal or written reports are required. Prerequisites: 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. This course includes administration of a major field test in business as the required exit exam

for all seniors in the Reeves School of Business. Prerequisites: BUS 332, BUS 343, BUS 315 or ACC 341 and BUS 352, and MKT 351 or permission of instructor. 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. This 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

FINANCIAL ECONOMICS

Dr. Mary Kirchner, Department Chair

A student of Financial Economics will have the opportunity to explore the fundamentals of economic theory, especially the theory pertaining to the operations and workings of financial markets and financial institutions. Students in Financial Economics will learn about financial asset markets (including stocks, bonds, and exchange rates), and various financial institutions (including commercial banks, the Federal Reserve System, and the International Monetary Fund). During their studies, students will also gain an understanding of other sectors of the economy, including business economics, labor economics, and the global economy. The broad goal of the Financial Economics program is to produce a graduate who can apply economic theory to decision-making, both as a citizen in this democracy and as a member of the business community.

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 corporate finance, investment management, commercial and retail banking, management of financial institutions, financial analysis, business economics, and economic analysis. Career opportunities are found with corporations, financial institutions, public utilities, nonprofit organizations, and government agencies. Financial Economics students also have an excellent background for graduate studies in economics, business, law, and related fields.

Degree(s) awarded: B.A., B.S., A.A.

Accreditation: Methodist University, through the Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in Financial Economics.

Requirements for the major in Financial Economics: In addition to the foundation core and professional core courses required of all majors in the Reeves School of Business, the following courses are required for a degree in financial economics:

Required courses: BUS 315, BUS 412, ECO 311, ECO 313, and ECO 316;

Plus 6 s.h. from: BUS 437, BUS 415, or any 300/400 level economics course. (Note: 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 minor in Financial Economics: 18 s.h.—12 s.h. of required courses (ECO 261, ECO 262, and ECO 311; BUS 332) and 6 s.h. of electives (from BUS 412, BUS 415, BUS 437, or any 300/400 economics course).

Requirements for the A.A. Concentration: 18 s.h.—15 s.h. of required courses (ECO 261, ECO 262, and ECO 311; BUS 332 and BUS 412) and a 3 s.h. elective from BUS 415, BUS 437, or any 300/400-level Economics course.

Several concentrations are also available to attach to the major in Financial Economics:

- **Financial Economics with a concentration in Business Health Care Administration:** For specific requirements, see page 149.
- **Financial Economics with a concentration in Business Professional Golf Management:** For specific requirements, see page 154.
- **Financial Economics with a concentration in Business Professional Tennis Management:** For specific requirements, see page 159.
- **Financial Economics with a concentration in Business Resort and Club Management:** For specific requirements, see page 161.
- **Financial Economics with a concentration in Business Sport Management:** For specific requirements, see page 165.

Writing-Enrichment Course: BUS 352, ECO 452

Computer Intensive Course: BUS 225

Ethics Course: BUS 315

FINANCIAL 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 and spring.

ECO 261 PRINCIPLES OF MACROECONOMICS 3 s.h.
Aggregate income measurement and analysis, fiscal and monetary policy, inflation, unemployment, and other current issues. This course is offered every fall and spring.

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. This course is offered every fall and spring.

ECO 301 ENTREPRENEURSHIP 3 s.h.
Emphasis on business formation: feasibility studies, legal and financial aspects of startup, 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 and spring.

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 or permission of instructor. This course is offered in the fall semester, 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 as needed.

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 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 as needed.

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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

BUSINESS HEALTH CARE ADMINISTRATION

Professor Michael H. Sullivan, Co- Director

Dr. Warren G. McDonald, Co-Director

BUSINESS HEALTH CARE ADMINISTRATION ADVISORY BOARD

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Graduates of the Business Health Care Administration program are prepared to pursue graduate study or enter the management profession as medical office managers, physician office staff, long-term care administrators, public health officials, government health care officials, insurance representatives, hospital officers, and administrative

officials in health systems, the American Red Cross, home health agencies, senior citizen centers, day care agencies, and rehabilitative health care centers, etc.

For specific requirements in the Accounting major: See page 136.

For specific requirements in the Business Administration major: See page 140.

For specific requirements in the Financial Economics major: See page 146.

For specific requirements in the Marketing major: See page 151.

Requirements for the concentration in Business Health Care Administration: 24 s.h. — BHC 230, BHC 300, BHC 305, BHC 330, BHC 350, BHC 410, BHC 450 and BHC 480

Requirements for the A.S. concentration in Business Health Care Administration: 39 s.h.—core requirements for the A.S. degree; BUS 225; SCI 141, 142, and 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

Ethics Course: See the major requirements.

BUSINESS 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 fall and spring semester.

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. 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: 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. Prerequisites: BHC 300 or permission of the instructor. 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 managing a medical group practice and concepts/practices of managed care in health care delivery systems to include evaluating Managed Care Contracts and CPT Coding. Prerequisites: BHC 300, or permission of instructor. This course is offered every spring semester.

BHC 440 CPT/ICD-9 Medical Coding 3 s.h.
A course focusing on the managed health care arena in terms of the translation of diagnoses, procedures, services, and supplies into numeric and/or alphanumeric components for statistical reporting and reimbursement purposes. Emphasis is on the integrating concepts with assessment of billing options for a solid claims process to ensure the appropriate compensation for services rendered. Prerequisites: BHC 230. This course is offered every spring semester.

BHC 450 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 program director. Supervision and evaluation is conducted by the University instructor and on-site preceptor. Weekly classroom contact with the instructor and written reports are required. Placement involves discussions with student, faculty, and site coordinator. The intern develops managerial skills through varied experiences in the performance of administrative tasks and participation in the problem-solving process. Prerequisites: BHC 300 or permission of the instructor. 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 program director. 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. This course is offered as needed. Credit to be determined.

MARKETING

Professor Pam Strickland, Department Chair

Marketing majors from Methodist University graduate prepared to begin graduate study or for entry-level positions in areas such as marketing management, advertising, product promotion, public relations and sales.

Degree(s) awarded: B.A., B.S., A.A.

Accreditation: Methodist University, through the Reeves School of Business is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in Marketing.

Requirements for the major in Marketing: In addition to the foundation core and the professional core courses required of all majors in the Reeves School of Business, the following courses are required for a degree in Marketing:

Required Courses: BUS 315, MKT 390, MKT 400, and MKT 470
Plus any 9 s.h. from the following electives: MKT 345, MKT 360, MKT 380, MKT 384, MKT 410, MKT 420, MKT 430, MKT 460, MKT 485, MKT 499, and SMA 421. Note: An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required course in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

Requirements for the minor in Marketing:

Required courses: BUS 343, MKT 351, MKT 390, and MKT 470
Plus any 6 s.h. from the following electives: MKT 345, MKT 360, MKT 380, MKT 384, MKT 400, MKT 410, MKT 420, MKT 430, MKT 460, MKT 485, MKT 499, and SMA 421.

Requirements for A.A. Concentration in Marketing:

Required courses: MKT 351, MKT 380, MKT 390, and MKT 400
Plus any 6 s.h. from the following electives: MKT 345, MKT 360, MKT 380, MKT 384, MKT 410, MKT 420, MKT 430, MKT 460, MKT 485, MKT 499, and SMA 421.
Writing-Enrichment Course: BUS 352

Computer Intensive Course: BUS 225

Ethics course: BUS 315

Several concentrations are also available to attach to the major in Marketing:

- **Marketing with a concentration in Business Health Care Administration:** for specific requirements, see page 149. Note that the required course BHC 330 can be counted as one of the marketing major elective courses for those adding this concentration.
- **Marketing with a concentration in Business Professional Golf Management:** For specific requirements, see page 154. Note that the required courses PGM 304 and PGM 404 can be counted as marketing major elective courses for those adding this concentration.
- **Marketing with a concentration in Business Professional Tennis Management:** For specific requirements, see page 159. Note that the required course PTM 330 can be counted as a marketing major elective course for those adding this concentration.
- **Marketing with a concentration in Business Resort and Club Management:** For specific requirements, see page 161. Note that the required course RMT 350 can be counted as a marketing major elective courses for those adding this concentration.
- **Marketing with a concentration in Business Sport Management:** For specific requirements, see page 165.

MARKETING COURSES

MKT 345 INTERNSHIP 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 University instructor and onsite 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 standing, and a minimum GPA of 2.5 in the major, or permission of the instructor. See BUS 345 and ACC 416. Applicable to one major only: Business or Marketing. This course is offered as needed.

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 conducting business on the World Wide Web. Prerequisite: MKT 351. This course is offered as needed.

MKT 380 ADVERTISING AND PROMOTION 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 as needed.

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 or permission of instructor. 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 marketing variables and strategies 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, and building consumer following. Prerequisite: MKT 351. This course is offered as needed.

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. Prerequisite: 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 implement an E-Business site. Prerequisites: MKT 351, MKT 360, and COM 341. This course is offered as needed.

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, BUS 343, and MKT 351. This course is offered as needed.

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, the department chair, and the school dean, before approval by the Vice President for Academic Affairs.

BUSINESS PGA/PGM PROGRAM AT METHODIST UNIVERSITY

Professor Jerry Hogge, Director

A Reeves School of Business major with a concentration in Business PGA/PGM Program at Methodist University prepares students to secure entry-level positions in the golf industry. It provides a student the opportunity to pursue a career as a golf professional in the private or public sector, in a resort or in the corporate golf structure. Careers are also available in golf administration, club management, turf management or in sales as an industry representative. Future study in graduate school is possible in accounting, business administration, financial economics, marketing, and related fields.

Accreditation: The Business PGA/PGM Program at Methodist University 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 Business PGA/PGM Program at Methodist University. A student must stay with his/her cohort as they progress through the PGA/PGM Program. A cohort is defined as a group of students who successfully matriculate through the PGA/PGM requirements as a cohesive group.

For specific requirements in the Accounting major: See page 136.

For specific requirements in the Business Administration major: See page 143. Only PGM 304 and 404 can be counted as both Business Administration electives and PGM concentration courses.

For specific requirements in the Financial Economics major: See page 146.

For specific requirements in the Marketing major: See page 151. Only PGM 304 and 404 can be counted as both Marketing major elective courses and PGM concentration requirement courses.

The Business PGA/PGM Program at Methodist University concentration: 38.5 s.h. — 21 s.h. of PGM foundation courses (204, 240, 304, 330, 400, 404 and 430); 2.5 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 WEL 101. Any PGM student who has not passed their Playing Ability Test by the beginning of their junior year must take WEL 201 in addition to WEL 101. Any PGM student who withdraws from the Business PGA/PGM Program must complete WEL 201 prior to graduation.

PGA/Playing Ability Test (PAT) Requirement: A requirement for graduation with a concentration in Business 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/PGM Internship Requirement: Any student who is ineligible for two (2) internships due to academics or other reasons will be dismissed from the program. A student will not be allowed to attempt more than ten (10) months of internship at the end of his/her senior year.

PGA Membership: Successful completion of the Business PGA/PGM Program at Methodist University by a student 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 University does not actively recruit students who are not eligible for PGA membership.**

No minor or A.A. subject concentration is available.

Writing-Enrichment Courses: BUS 352, PGM 304

Computer Intensive Course: BUS 225

Ethics Course: See the major requirements.

BUSINESS PGA/PGM PROGRAM 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 internship director 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 internship director in consultation with the student. A minimum cumulative GPA of 2.0 is required for each internship. This course is offered every summer. 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. Housing and health insurance are not the responsibility of the University. Prerequisite for PGM 170 is PGM 204; Prerequisite for PGM 270 is PGM 170; Prerequisite for PGM 370 is PGM 270. Seniors who have a GPA of 2.5 may be eligible to participate in a five-month extended PGM 370 internship. This must be approved by the Internship Director.

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, and successful completion of Level 2 checkpoint 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. Housing and health insurance are not the responsibility of the University. Pass/fail course.

PGM 195 SEMINAR**1 s.h.**

Required course for all incoming first year PGA/PGM students. Supervised participation in formal seminars taught jointly by University instructors, PGA officials and CEO's of leading businesses. This course is offered every fall semester.

PGM 196, 295, 296, 395, 396, 495, 496 SEMINAR**.5 s.h. each**

Supervised participation in formal seminars taught jointly by University instructors, PGA officials and CEO's of leading businesses. 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 is required for graduation. A minimum of four seminars are required for graduation. Prerequisite PGM 195. 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, 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 240 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; the fundamentals of calligraphy, budgets, organizing staff and volunteers, tournament promotion and evaluation; and 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 rules 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 250 FITNESS, NUTRITION and PSYCHOLOGY for GOLF 3 s.h.

The course is designed for students to develop an understanding of fitness, nutrition and psychological factors as they directly relate to playing and teaching the game of golf. Students will learn to assess themselves and others in order to form a plan to improve the areas named above. More specifically, students will discuss and research theories relating to self efficacy, practice techniques, performance enhancement and using the body as an efficient energy system for golf. Furthermore, in the class students will participate in psychological assessments, fitness workouts and nutritional documentations.

PGM 304 FACILITY MANAGEMENT 3 s.h.

An introduction to the overall management of the golf business. Golf management principles, marketing a golf facility, and 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 spring. 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 other sciences 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 turf grasses 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, turf grass 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 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 series of lessons 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. Laboratory component may include previewing, buying and tracking sell through of product for actual golf shops associated with the PGA/PGM Program. This course is offered every fall. 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 to 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 and preparation for PGA Checkpoints. 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, the supervising professor, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

BUSINESS PROFESSIONAL TENNIS MANAGEMENT

Professor Stephen J. Petersen, Director

The Business Professional Tennis Management program offers a wide range of career opportunities in the tennis industry and general business, and serves as a basis for graduate study. 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 317, International Teaching Methods, is substituted for PTM 315, Teaching Methods II; and MKT 410, Global Marketing, is required.

In addition to the entrance requirements of Methodist University, 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 laboratory fee each semester which includes internship tuition. Students in the PTM program are exempt from the Wellness activity core requirement; however, they must complete WEL 101.

For specific requirements in the Accounting major: See page 136.

For specific requirements in the Business Administration major: See page 143. Only PTM 330 can be counted as a Business Administration major elective and a PTM concentration requirement course.

For specific requirements in Financial Economics major: See page 146.

For specific requirements in the Marketing major: See page 151. Only PTM 330 can be counted as a Marketing major elective and a PTM concentration requirement course.

Requirements for the concentration in Business Professional Tennis Management: 23 s.h. – PTM 101, 120, 215, 315, 330, and 430; four Professional Seminars; and PTM 170, 270 and 370 (internship experiences).

No minor or A.A. subject concentration is available.

Writing Enrichment Course(s): BUS 352

Computer Intensive Course: BUS 225

Ethics Course: See the major requirements.

BUSINESS 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 120 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 spring semester.

PTM 125, 126, 225, 226, 325, 326, 425, 426

PROFESSIONAL SEMINARS

.5 s.h. each

Experts from the tennis industry conduct educational seminars on topics such as teaching, pro shop operations, and club management. Four workshops are required for graduation. Courses are taught on a pass/fail basis. These courses are offered every semester.

PTM 170, 270, 370 INTERNSHIP I, II, III

1 s.h. each

Learning operational aspects of the tennis industry through a minimum 400-hour paid work experience. Good academic standing is required. Supervision and evaluation are conducted by a faculty member and on site professional. An internship notebook and employer evaluation are required at the completion of the internship. Requirements for each internship must be met before registering for the next internship. These courses are offered every 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 215 TEACHING METHODS I

3 s.h.

An introduction to sports science and tennis instructional techniques and materials, including developing lesson plans and programs. Prerequisite PTM 170 or permission of the instructor. This course is offered every spring semester.

PTM 315 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 USPTA teaching professionals, including an understanding of USPTA certification. Prerequisites: PTM 170, 215, 270, or permission of the instructor. This course is offered every fall semester.

PTM 317 INTERNATIONAL TEACHING METHODS

3 s.h.

This course will introduce the student to the Professional Tennis Registry and its international teaching methods used in coaching, stroke production, and programming. Prerequisites: PTM 170, 270, 315, or permission of the instructor. This course is offered every spring semester.

PTM 330 TENNIS FACILITY MANAGEMENT AND CONSTRUCTION

3 s.h.

The management of tennis facilities as a business is covered, including planning, programming, financial management, marketing, and risk management. This course is offered every spring semester. Prerequisite is junior standing.

PGM 430 FOOD AND BEVERAGE MANAGEMENT

3 s.h.

An introduction to 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.

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, the supervising professor, PTM Director, the school dean and the Vice President for Academic Affairs. Credit is to be determined.

BUSINESS RESORT AND CLUB MANAGEMENT

Dr. Sharon Kendrick, Director

The concentration in Business Resort and Club Management provides students with opportunities to pursue careers in the management of a resort or club 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 graduates entry level positions. The ManageFirst Program (approved by the NRAEF – National Restaurant Association Education Foundation) offers national certification for successful completion of professional seminar exams in RMT classes 310-314. Future study in graduate school is possible in business administration, marketing, financial economics, accounting, and related fields.

For specific requirements in the Accounting major: See page 136.

For specific requirements in the Business Administration major: See page 143.

For specific requirements in the Financial Economics major: See page 149.

For specific requirements in the Marketing major: See page 155. PGM 304 and 404 can be counted as marketing major elective courses and PGM concentration requirement courses.

Requirements for the concentration in Business Resort and Club Management: Select Pathway I: 24.5 s.h.—RMT 300, RMT 315; RMT 345, RMT 350, RMT 340 or RMT 360; LSS 300 or BUS 301; BUS 360; PGM 430; Professional Seminars RMT 310, RMT 311, RMT 312, RMT 313, and RMT 314; RMT 170 and RMT 270 or RMT 370.

Or select Pathway II: 25 s.h.—RMT 300, RMT 315; RMT 345, RMT 350, RMT 340 or RMT 360; LSS 300 or BUS 301; BUS 360; PGM 430; RMT 450 Capstone Course; RMT 170 and RMT 270 or RMT 370.

Note that RMT 170 and 270 are internships which should be taken during the summer at the end of the freshman, sophomore, and/or junior years (or substitute RMT 370 during the junior or senior year). BUS 375 should be taken by Business Administration and Financial Economics majors as the business elective and must be taken as an additional required course by those seeking a Marketing major with a concentration in Resort Management.

The NRAEF (The National Restaurant Association Education Foundation) ManageFirst program expands options for students wishing to pursue a more focused study of food/beverage options. The program covers essential content focused on Hospitality and Restaurant Management, plus learning activities, case studies, professional profiles, and research topics specifically developed to prepare students to pass national certification exams. These competencies are defined by the restaurant, hospitality, and foodservice industry as those needed for success. The NRAEF course material will be covered in Pathway I with the RMT Professional Seminar classes of RMT 310, RMT 311, RMT 312, RMT 313, and RMT 314. Should students opt not to pursue national certification through the professional seminar courses, students may select select Pathway II which will substitute the professional seminar series with the Resort/Club Management Capstone Course, RMT 450.*These classes will begin fall, 2010.

The **AH&LA (American Hotel & Lodging Association) Certificate** will be offered to students upon successful completion of certain courses in the Resort and Club Management program. This certificate recognizes the student's hospitality knowledge and is awarded for a grade of 69% or better. Students with a grade of 90% or better earn a certificate "with honors." A permanent record is also kept on file at the national office of the Educational Institute. For details on which courses offer these certificates, contact the Resort and Club Management Director.

No minor or A.A. subject concentration is available.

Writing Enrichment Course(s): BUS 352

Computer Intensive Course: BUS 225

Ethics Course: See the major requirements.

BUSINESS RESORT AND CLUB MANAGEMENT COURSES

RMT 170, 270 INTERNSHIP I AND II

1 s.h. each

Students are introduced to supervised work experiences in the hospitality industry. Resort communities are the primary beneficiaries of student internships. 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 fall and spring semesters and as needed in summer semesters.

RMT 370 INTERNSHIP III

3 s.h.

Students will have the option of replacing RMT 170 1 s.h. and RMT 270 1 s.h. with an extended internship that will begin either in January and extend through the summer or begin in May/June and extend through December. This extended internship option will allow students the chance to work at locations that require a longer internship period for five to seven months. Students on this internship should also register for a full class load to equal at least 12 semester hours during the spring or fall semester (as depending on the internship). These classes will be online at full tuition. Upon completion of the internship, students will return to on-campus classes and remain on-track to complete the remaining semesters needed for graduation. *Special note: Students should verify scholarship and financial aid receipt and status before registering for the extended internship. Prerequisite: RMT 300. This course is offered fall and spring semesters as needed.

LSS 300 INTRODUCTION TO LEADERSHIP

3 s.h.

Examines the keys to effective leadership in both personal and interpersonal contexts. Uses group exercises, case analysis, role-playing, lecture, multimedia methods, and out-of-class research. Students develop practical skills in trust building, goal setting, time management, team building, communication, and group process. Students complete the Franklin Covey *7 Habits of Highly Effective People* curriculum and receive certificates widely respected throughout corporate America. Emphasizes ethical leadership, personal responsibility, and community service. Provides significant benefits for all career fields, including business, government, and the non-profit sector. Open to all students. No prerequisites. Offered all semesters. Cross listed as IDS 301.

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 growth aspects and financing of these industries. International issues are included. Current topics in the industry and internship opportunities will be discussed. In appreciation of the huge impact and infusion of golf and tennis in the resort industry, students will have the opportunity to take a half-day survey of golf and tennis as well as five lessons of both in order to have a foundation of knowledge to apply to their resort experiences. This course is offered every fall and spring semester.

RMT 310 SEMINAR I CUSTOMER SERVICE

.5 s.h.

NRAEF Core Foundation Topic. Designed to provide students essential content focused on Customer Service in the hospitality industry through the use of a competency guide that uses learning activities, case studies, professional profiles, and relevant research topics to prepare students to pass national certification exams. Although not required, it would be appropriate for students to take these classes as companion courses to RMT 300, RMT 170, RMT 270, LSS 300, RMT 350, RMT 340, or RMT 360. The Professional Seminar courses are offered as needed.

**RMT 311 SEMINAR II HUMAN RESOURCE
MANAGEMENT AND SUPERVISION**

.5 s.h.

NRAEF Core Credential Topic. Designed to provide students essential content focused on Human Resource Management and Supervision in the hospitality industry through the use of a competency guide that uses learning activities, case studies, professional profiles, and relevant research topics to prepare students to pass a national certification exam. Appropriate to take with BUS 375, RMT 340, or RMT 360. This course is offered as needed.

**RMT 312 SEMINAR III HOSPITALITY AND
RESTAURANT MANAGEMENT**

.5 s.h.

NRAEF Core Credential Topic. Designed to provide students essential content focused on Hospitality and Restaurant Management through the use of a competency guide that uses learning activities, case studies, professional profiles, and research topics to prepare students to pass a national certification exam. Appropriate to take with RMT 300, RMT 340, BUS 301, or RMT 360. This course is offered as needed.

RMT 313 SEMINAR IV CONTROLLING FOOD SERVICE COSTS

.5 s.h.

NRAEF Core Credential Topic. Designed to provide students essential content focused on Controlling Foodservice Costs through the use of a competency guide that uses learning activities, case studies, professional profiles, and relevant research topics to prepare students to pass a national certification exam. Appropriate to take with PGM 430, RMT 340, BUS 332, BUS 343, or RMT 360. This course is offered as needed.

RMT 314 SEMINAR V SERVSAFE

.5 s.h.

NRAEF Core Credential Topic. Designed to provide students essential content focused on attaining ServSafe certification through the use of a competency guide that uses learning activities, case studies, professional profiles, and relevant research topics to prepare students to pass a national certification exam. Appropriate to take with PGM 430, RMT 340, or RMT 360. This course is offered as needed.

RMT 315 UNDERSTANDING HOSPITALITY LAW

1 s.h.

This one-hour course is best taken when studying BUS 352 Business Law and is constructed to compliment material with a specific focus on hospitality/tourism law readings. The course is offered in an effort to expand student understanding of the specialty of hospitality/tourism law as it directly relates to business law and is designed to mirror course content by providing selected objectives and cases that will coincide directly with business law material being studied in the applicable semester. It is recommended but not required that students register for this course concurrently with BUS 352. This course is offered as needed.

RMT 340 CONTEMPORARY CLUB MANAGEMENT

3 s.h.

This course is for students desiring to focus more on club management. Career opportunities are expanded for students by examining the world of private club management through club boards of directors, service excellence in clubs, leadership in club operations, quality management systems for clubs, strategic management in clubs, club marketing, managing human resources in clubs, food and beverage operations in clubs, club financial management, club computer systems, golf operations in clubs, and club fitness operations. This course may be taken in place of RMT 360 Resort and Management Operations. Prerequisite: RMT 300 and BUS 343; or permission of instructor or department chair. This course is offered in spring semester as needed.

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 and job-related letters, practice interviewing skills, and learn job hunting skills including company research, methods of portfolio building, job-related negotiations and networking skills. Cross-listed as MKT 345, BUS 345, ACC 416. This course is offered every fall and spring semester.

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 learned. Extensive use of case studies and discussions include the use of market planning. Prerequisite: RMT 300 and MKT 351; or permission of instructor or department chair. This course is offered every fall 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 to utilization of other appropriate software in the industry. Resort operations are analyzed including guest relations, and design of amenities such as golf courses, tennis facilities, water sports, spas, and the importance of conference/meeting events in the resort industry. This course may be taken in place of RMT 340 Contemporary Club Management if students desire to focus more on the resort industry. Prerequisite: RMT 300 and BUS 343. This course is offered every spring semester.

BUS 360 PRINCIPLES OF REAL ESTATE 3 s.h.
A survey of legal, economic, and accounting principles applied to real property. 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 chair. This course is offered as needed.

BUS 375 HUMAN RESOURCES MANAGEMENT 3 s.h.
Traditional functions of personnel administration: recruitment, selection, development, compensation, personnel planning, employee morale and the impact of legislation upon the personnel process. International human resource management practices are also examined. Prerequisite: BUS 343. This course is offered every fall semester.

PGM 430 FOOD AND BEVERAGE MANAGEMENT 3 s.h.
An introduction to 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.

RMT 450 RESORT/CLUB MANAGEMENT CAPSTONE COURSE 3 s.h.
Students will review and examine major topics such as strategy, marketing, the use of the Internet and IT, pricing, managing staff, and studies of specific sectors of the industry. Through the use of case studies, article analysis, and research on current topics, students will focus on specific aspects in the management and operation of resorts and clubs through examining the marketing of resorts and clubs, hospitality law, quality control, development of the leisure real estate industry, international resorts, human resource management, and advanced food & beverage cost control issues. Prerequisites: RMT 300, RMT 340 or 360, BUS 375, MKT 350, BUS 360; or permission of instructor or department chair. This course is offered as needed beginning spring 2012.

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, 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 school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

BUSINESS SPORT MANAGEMENT

Dr. Gregory Combs, Coordinator

The Business Sport Management concentration is designed to prepare students for entry level management and administrative positions in businesses related to sport and entertainment. Students who choose a concentration in Business Sport Management are qualified for entry level management positions in marketing and sales for professional and minor league sport teams, sales and management for sporting goods companies, event management and marketing for sport facilities and arenas. Previous Business Sport Management majors have completed internships with organizations such as the New Orleans Saints (NFL), Fayetteville Fire Antz (professional hockey), the Fayetteville Swamp Dogs (professional baseball), Fayetteville Patriots (professional basketball), Fayetteville Guard (arena football), Florida Marlins, Dartfish USA, Cheer Limited, Fayetteville Area Sports Authority, New England Sports Network, Special Olympics, Hall of Fame Productions, and North Carolina State Games.

For specific requirements in the Accounting major: See Accounting major page 136.

For specific requirements in the Business Administration major: See page Business Administration major 140.

For specific requirements in the Financial Economics major: See page Financial Economics major page 146.

For specific requirements in the Marketing major: See Marketing major page 151.
Requirements for the concentration in Business Sport Management: 22 s.h. — SMA 101, 170, 270, 280, 321, 322, 370, 421, 422; BUS 354.

Writing-Enrichment Courses: BUS 352

Computer Intensive Course: BUS 225

Ethics Course: See the major requirements.

BUSINESS SPORT MANAGEMENT COURSES

SMA 101 INTRODUCTION TO SPORT MANAGEMENT 3 s.h.

Investigation of career opportunities in the Sport Management industry and the qualifications and responsibilities associated with them. Attention will be given to the issues facing sport organizations and to the use of management techniques to solve business-related problems with a major focus on sales and marketing strategies. The development of effective communication skills, both written and oral will be emphasized through class presentations and written assignments. This course is offered every fall semester.

SMA 170, 270, 370 INTERNSHIP I, II, III 1 s.h. each

Experiential learning in all aspects of Sport Management is acquired through these internships at a sport facility, organization, or businesses affiliated with sport and entertainment. The student is assigned duties and responsibilities approved by the faculty member and the assigned field site supervisor that focus on marketing, sales, personnel management, budgeting, public relations, and risk management. Supervision and evaluation is conducted by the faculty member and the field site supervisor. Written reports and evaluations are required at the completion of each phase of instruction. A minimum cumulative GPA of 2.5 is required. This course is offered every 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. PGM and PTM 170, 270, and 370 internships will be accepted for students changing their concentration to sport management.

SMA 280 SPORT MANAGEMENT OBSERVATIONS 1 s.h.

This course is designed to give students an opportunity to investigate management and marketing operations of sport-related businesses. This course is designed for sport management students only. Prerequisite: permission of the instructor. This course is offered as needed.

SMA 321 SPORT SOCIOLOGY 3 s.h.

With particular emphasis on business ethics and American culture, the study of sport from a social perspective taking into account factors of corporate influence and other forms of dominant ideology over race, gender, religion, nationalism, history, and philosophy as they relate to the growth and development of the sport experience. This course is offered every fall.

SMA 322 EVENT/FACILITY MANAGEMENT 3 s.h.

The management of sports events and facilities as a business is covered, including construction, final management, and risk management. Other topics include the importance of and steps involved in business planning, financial forecasting, and budgeting. Marketing events and facilities will be the main focus of the course. This course is offered every spring semester.

BUS 354 SPORT 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.

SMA 421 SPORT MARKETING**3 s.h.**

Requires the student to investigate existing marketing practices of business related to sports and conduct themselves as marketing consultants. The student will investigate these companies by marketing audits to assess the effectiveness of the organization's marketing, marketing objectives, strategic planning processes, target markets, products and services, promotions, planning, pricing, and distribution methods. Prerequisite: MKT 351. This course is offered every fall semester.

SMA 422 SPORT ADMINISTRATION**3 s.h.**

The course is an in-depth analysis of the relationship of sport and management. Attention will be given to understand how managers seek and obtain funding for their sport organizations, their influence on decision-making and action in sport related business. This course is based on the four functions of management (planning, organizing, leading, and controlling). Prerequisite: BUS 343. This course is offered every spring.

SMA 485 SPECIAL TOPICS: SPORT MANAGEMENT**1-3 s.h.**

Study of special topics of critical, contemporary concern in Sport Management. Prerequisite: permission of the instructor. This course is offered as needed.

SMA 499 INDEPENDENT STUDY IN SPORT 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.



SCHOOL OF PUBLIC AFFAIRS

Dr. Bonita Belcastro, Dean

The School of Public Affairs consists of programs having their foundations in the traditional liberal arts and applications in the real world. The School offers programs in Justice Studies, Leadership, Legal Studies, Environmental and Occupational Management, 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 society. 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 build upon a student's foundation in the liberal arts by offering specialized study in a major or minor designed to improve our quality of life.

DEPARTMENT OF COMMUNICATION

Professor Paul Joseph, Department Chair

Mass Communications and Journalism Program Goals

Goal 1: Graduates will be competent and ready for entry-level employment in their respective fields.

Goal 2: Graduates will be knowledgeable in the area of computer-based communications and will have competency in computer graphics, multimedia design, computer-based video production, and interactive communications.

Goal 3: Graduates will be competent in written, oral, and visual communication as well as in critical thinking.

Goal 4: Students will become more critical consumers of information and information technologies, and will become more aware of the planning process and techniques involved in the production of a variety of media products.

JOURNALISM (PRINT MEDIA)

Journalism (print media) is a growth area in the workplace, thus giving students an opportunity to gain employment. The major provides a collaborative opportunity for students to successfully participate in the yearbook and school newspaper as well as an online departmental magazine. The major allows students to work in a "community journalism" oriented program that supports the interests and needs of the North Carolina Press Association by allowing students to specialize in hometown, local journalism.

With approval from the academic advisor, department chair, school dean, and vice president for academic affairs, comparable or substitute courses may be used to fulfill major and minor requirements for the B.A. and B.S. degrees.

Degrees awarded: B.A., B.S.

Requirements for the major: 30 s.h.

Mass Communications (18 s.h.): COM 105, 257, 258, 311, 312, 341 or 353

English (3 s.h.): ENG 320

Additional courses (9 s.h.): COM 255, 256, 280, 331, 335; OCL 354.

Requirements for the minor: 18 s.h. – Required 15 s.h.: COM 105, 257, 258, 311 or 312, 341 or 353; plus 3 s.h. from COM 255, 256, 280, 331, 335; ENG 320.

Writing-enrichment courses: COM 312; ENG 320

Computer-intensive courses: COM 255, 256, 303, 304, 305, 306, 321, 331, 341, 353, 406, 441

MASS COMMUNICATIONS

Mass Communications is a broadly-based, interdisciplinary major designed to prepare graduates for a variety of careers involving the mass media including radio, television, and the Internet. Entering freshmen with strong writing skills should take ENG 101 and COM 105 simultaneously.

With approval from the academic advisor, department chair, school dean, and vice president for academic affairs, comparable or substitute courses may be used to fulfill major and minor requirements for the B.A. and B.S. degrees.

Degrees awarded: B.A., B.S.

Requirements for the major: 36 s.h.

Mass Communications (27 s.h.): COM 105, 280, 303, 311, and 353; plus at least four of the following courses: COM 255, 256, 257, 258, 302, 304, 305, 306, 312, 321, 331, 341, 364, 366, 406, 423, 441, 485

Additional Requirements (9 s.h.): ENG 320, OCL 354, and 3 s.h. OCL 160 or above

Requirements for the minor: 21 s.h. – 18 s.h. in Mass Communications; 3 s.h. in Organizational Communication and Leadership at the 160 level or higher.

Writing-enrichment courses: COM 312; ENG 320

Computer-intensive courses: COM 255, 256, 303, 304, 305, 306, 321, 331, 341, 353, 406, 441

COURSES IN MASS COMMUNICATIONS AND JOURNALISM

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 255 JOURNALISM PRACTICUM I 3 s.h.
A CAC (computer-assisted composition) writing laboratory which may be taken for credit by students who wish to receive college credit beyond COM 257 and COM 258 for work on the college newspaper and/or online magazine. Prerequisites: COM 257 or COM 258 or permission of the instructor. This course is offered every fall semester.

COM 256 JOURNALISM PRACTICUM II 3 s.h.

A CAC (computer-assisted composition) writing laboratory which may be taken for credit by students who wish to receive college credit beyond COM 257 and COM 258 for work on the college newspaper and/or online magazine. Prerequisites: COM 257 or COM 258 or permission of the instructor. This course is offered every spring semester.

COM 257 WRITING FOR MASS COMMUNICATIONS MEDIA I 3 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. Prerequisites: Completion of ENG 101 and 102 or permission of the instructor. This course is offered every fall semester.

COM 258 WRITING FOR MASS COMMUNICATIONS MEDIA II 3 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: Completion of ENG 101 and 102 or permission of the instructor. This course is offered every spring semester.

COM 280 COMMUNICATION THEORY 3 s.h.

Investigates the theoretical, physical and mental effects of the mass media. This course covers the various media theories and impacts the media has on individuals and society as well as introduces students to research in the field and how it is conducted. This course is offered as needed.

COM 302 BASIC RADIO PRODUCTION 3 s.h.

This course introduces students to the basic processes and techniques of radio production. Specifically, this course will help the student to understand specific production techniques, writing for the radio, radio careers, and how radio operates as a business.

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 DVD or as streaming content on 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 or with permission of the instructor. 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 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 COMMUNICATIONS 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 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 social change, and the media's reactions to political, social, and economic pressures. 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 335 PUBLIC RELATIONS 3 s.h.
Course examines theories and practices relevant to public relations. It offers an examination of communication channels and media used for writing in public relations. Students focus on journal writing that involves the creation, development, planning, and processes affecting organizations and public opinion. Ethics and laws affecting the practice of public relations are examined. Prerequisites: COM 257 or COM 258 or permission of the instructor. This course is offered as needed

COM 341 HTML PUBLISHING AND WEB PAGE DESIGN 3 s.h.
Focuses on Internet-based communication and new applications of online 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 filmmaking. 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. This course is offered as needed.

COM 421-425 INTERNSHIP**1-5 s.h.**

Experiential learning through placement with local media and other community agencies. The student is assigned duties and responsibilities approved by the department chair. Joint direction, supervision, and evaluation by the college instructor and an on-site trainer. Weekly written reports and contact with the instructor are required. The student must spend at least 30 hours on the job for each one hour credit. Prerequisites: COM 105 and department chair approval. These courses are offered as needed. COM 421 and COM 422 do not count toward the major requirements. COM 423, 424, or COM 425 can be used toward the major as one of the five optional courses.

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 COMMUNICATIONS**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 COMMUNICATIONS

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in the major. Requires approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by the vice president for academic affairs. Credit to be determined.

ORGANIZATIONAL COMMUNICATION AND LEADERSHIP

Dr. Willis M. Watt, Program Director

Organizational Communication and Leadership Program Goals

Goal 1: Students will understand the nature and dynamics of communication.

Goal 2: Students will learn the importance of open, honest, and ethical communication.

Goal 3: Students will be proficient in the preparation, research, organization, and delivery of public speeches and presentations.

Goal 4: Students will be proficient in demonstrating effective listening skills.

Goal 5: Students will know and demonstrate effective interpersonal communication skills in the initiation, development, and maintenance of relationships at play, home, and work.

DEBATE PROGRAM

Professor Greg Thomas, Coach

In a democracy such as ours, the use of reasoning is an important way to ensure the peaceful resolution of disputes. Argumentation is concerned with the use of principles by which beliefs and policies are evaluated. Through its course work and team competitions, the debate program trains students in the principles of argumentation, which allows them to develop the use of those principles and expose them to real-world uses of argumentation principles. Courses prepare students for competition and they may receive credit for participation.

ORGANIZATIONAL COMMUNICATION AND LEADERSHIP

The Organizational Communication and Leadership major requires a minimum of 30 hours. Students may opt for a minor (minimum 18 hours) in OCL.

With approval from the academic advisor, department chair, school dean, and vice president for academic affairs, comparable or substitute courses may be used to fulfill major and minor requirements for the B.A. and B.S. degrees.

Degrees awarded: B.A., B.S.

Requirements for the Major in Organizational Communication and Leadership: 30 s.h. – Required 12 s.h. OCL470, LSS 300, 320, 340; plus 18 s.h. selected from: BUS 200; COM 105, 280; OCL 120; 220 or 221 (1 s.h. only); 270; 271; 320 or 321 (1 s.h. only); 340; 354; 360; 370; 390; 420 or 421 (1 s.h. only); 485; 490; 499; SOC 384.

Requirements for the Minor in Organizational Communication and Leadership: 18 s.h. – from OCL 120; 220 or 221 (1 s.h. only); 270; 271; 320 or 321 (1 s.h. only); 340; 354; 360; 370; 390; 420 or 421 (1 s.h. only); 470; 485; 490; 499; LSS 300, 320, 340.

Writing-enrichment course: OCL 360

ORGANIZATIONAL COMMUNICATION AND LEADERSHIP AND DEBATE COURSE OFFERINGS

OCL 120 INTRODUCTION TO ARGUMENTATION AND DEBATE 3 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, including building an affirmative case, refutation, and cross-examination. Students will research and debate the annual NDT/CEDA resolution, NFA Lincoln Douglas resolutions, parliamentary and public debate-style resolutions. This course is offered in the fall semester.

OCL 151 SPEECH COMMUNICATION 3 s.h.

This course focuses on idea development, organization of thought language, and 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, spring, and summer semesters

OCL 220, 221 COMPETITIVE INTERCOLLEGIATE DEBATE 1 s.h. each

Participation on the debate team including weekly meetings, research, practice debates, and intercollegiate tournaments under the supervision of the debate coach. Prerequisites: OCL 120 or permission of the instructor. Courses are offered every fall and spring semesters.

OCL 270 PARLIAMENTARY PROCEDURE 1 s.h.

Training in formal leadership of organizations with emphasis on Robert's Rules of Order. 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. Prerequisites are OCL 151 or permission of instructor. This course is offered in the fall semester..

OCL 320, 321 COMPETITIVE INTERCOLLEGIATE DEBATE 1s.h. each

Participation on the debate team including weekly meetings, research, practice debates, and intercollegiate tournaments under the supervision of the debate coach. Prerequisites: OCL 120 or permission of the instructor. Courses are offered every fall and spring semesters.

OCL 340 LISTENING 3 s.h.

This course increases understanding of listening through an examination of attitudes and behaviors in appreciative, comprehensive, critical, discriminative, and therapeutic listening situations. Students will develop an individualized program for the improvement of listening. Prerequisites are OCL 151 or permission of instructor. This course is offered in the spring semester.

OCL 354 BUSINESS AND PROFESSIONAL SPEAKING 3 s.h.

This course is designed to improve recognition, adaptation, and performance in the modern business/professional environment, with emphasis on cultural and context specific speaking elements. Prerequisites are OCL 151 or permission of instructor. This course is offered in the fall semester

OCL 360 INTERCULTURAL COMMUNICATION 3 s.h.

This course examines the complex relationship between communication and culture including major domains such as recognition of cross-cultural dynamics, broadening of cultural experiences, cultural sensitizing, and skill building for effective communication with people of diverse cultures as well as a variety of sub-cultural groups in the United States. Attention is also given to the formation of one's worldview. Prerequisites are OCL 151 or permission of instructor. This course is offered in the spring semester.

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. Prerequisites are OCL 151 or permission of instructor. This course is offered in the spring semester.

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. Prerequisites are OCL 151 or permission of instructor. This course is offered in the fall semester.

OCL 420, 421 COMPETITIVE INTERCOLLEGIATE DEBATE 1s.h. each

Participation on the debate team including weekly meetings, research, practice debates, and intercollegiate tournaments under the supervision of the debate coach. Prerequisites: OCL 120 or permission of the instructor. Courses are offered every fall and spring semesters.

OCL 470 ORGANIZATIONAL COMMUNICATION AND LEADERSHIP 3 s.h.

This is a senior-level capstone course for the Organizational Communication and Leadership major. It offers a theory-based study of typical ways of making sense of organizational behavior and leadership principles from a communication perspective. Prerequisites are OCL 151 and completion of the OCL major or permission of instructor. This course is offered in the spring semester.

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. Prerequisites are 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 students of organizational communication and leadership. Students intern in government, business, ministry, recreation, and not-for-profit agencies with a minimum of 100 contact hours. Students demonstrate their understanding of and the application of organizational communication and leadership via journal writing and response papers to assigned readings. Prerequisites are OCL 151 and major core courses or permission of instructor. In some cases other internship courses may substitute for OCL 490. 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, department chair, and school dean before approval by the Vice President for Academic Affairs. Credit to be determined. This course is offered as needed.

DEPARTMENT OF JUSTICE STUDIES

Dr. Eric S. See., 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.

Degrees 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; SOC 220**; SOC 151, PSY 101 and PSC 151 (these are prerequisite courses that must be completed before the junior year); OCL 271, JUS 332; and any five courses with a JUS prefix.

* Under special circumstances and with the permission of the department chair an appropriate 300-400 level course may replace JUS 470.

**PSY 250 or MAT 220 may be substituted with the permission of the department chair.

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 (all requirements listed above for the major except the four elective courses), PHI 212, JUS 242, JUS 389, JUS 390, JUS 396, JUS 397, JUS 401, JUS 410, JUS 415.

Requirements for a Concentration in Human Services: completion of the Justice Studies core requirements (all requirements listed above for the major except the four elective courses), JUS 311, JUS 321, JUS 382, SWK 231, SWK 315, SWK 350, SWK340, PSY 341, PSY 330.

Requirements for the minor: 18 s.h. including JUS 241, 309 and any other four courses with a JUS prefix.

Requirements for the A.A. Concentration: 18 s.h. including JUS 241, 309 and any other four courses with a JUS prefix.

Residency: Students who major in Justice Studies must meet all the residency requirements of the University. In addition, the student must take a minimum of 12 s.h. in justice studies courses (JUS) at Methodist University.

Prerequisite courses: PSC 151, PSY 101, and SOC 151

Writing-Enrichment Courses: JUS 309 and 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 or permission of instructor. 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. This course is offered every semester, as well as evenings and on-line as needed.

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 permission of instructor. This course is offered as needed. 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 permission of instructor. This course is offered as needed.

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.

The course explores the scientific method, research design, 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. Cross listed as SOC 332 and SWK332.

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. This course is offered as needed.

JUS 382 WOMEN AND THE CRIMINAL JUSTICE SYSTEM 3 s.h.

This course provides students with a survey of the variety of ways in which females come into contact with the criminal justice system, looking at women as victims, as offenders, as prisoners, and as professionals working in the criminal justice system. Historically, the study of criminal justice has focused on male offending and deviant behavior. This course will examine the distribution of crimes affecting women, how female offenders differ from male offenders, survey the historical development of theories that explain or have not explained female offenders, and how the criminal justice system deals with female offenders. The focus throughout this course will be on special issues and special problems associated with adult and juvenile females and the criminal justice system and how these contrast with the experiences of males in the criminal justice system. Students should note this is a writing intensive class. Prerequisites: JUS 241, SOC 151, JUS 309, SOC 309 or permission of the instructor. This course is offered every fall semester odd years.

JUS 389 CRIMINAL EVIDENCE AND PROCEDURE 3 s.h.

A study of criminal law and various theories of criminal evidence available to prosecutors. Emphasis is placed on legal principles governing forensic analysis and the handling of evidence during a criminal investigation. 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 classroom , as well as evenings and on-line as needed.

JUS 397 CRIME SCENE INVESTIGATION

3 s.h.

A course designed for specialized forensic training for students interested in the forensic science concentration and justice studies major. The student will conduct hands-on training in a laboratory setting with state-of-the-art alternate light sources, imaging devices, fingerprint developing techniques, and other forensic science devices and instruments. The student will be provided an overview of impression evidence, evidence collection, and crime scene processing. An off-campus trip to the State Bureau of Investigation Laboratory will be planned during the semester. This course will be offered every spring semester and summer as needed.

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 permission of instructor. This course is offered every semester and summer on-line as needed.

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: JUS 241 or permission of instructor. This course is offered in the fall semester 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 in the spring semester and every summer online.

JUS 415 FORENSIC FIREARMS IDENTIFICATION 3 s.h.

A specialized forensic science course designed for students interested in a forensic science concentration and justice studies major. This course is designed to provide the student an overview of how firearms and ammunition differ by design, manufacturer, load, and caliber, and how the design impacts lethality, wound pattern, and deposition of forensic evidence. Students will be exposed to real firearms of different calibers and will be allowed to attend a firearms range with an emphasis on studying different effects of different caliber weapons. This course will be offered every fall semester, as well as summer as needed.

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 425-435 SPECIAL TOPICS IN CRIMINAL JUSTICE 3 s.h.

Courses will be offered, as needed, in areas of special interest such as forensic science, crime prevention, criminal justice administration, organized crime, judicial process, private security, and criminal justice planning. Prerequisite: permission of the instructor.

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 visual presentation. Prerequisites: JUS 241, JUS/SOC 309, (SOC 220, MAT 220, or PSY 250), SOC 282, and JUS/SOC 332 or permission of the department chair. This course is offered every fall and spring semester.

JUS 455 TERRORISM AND THE HOMELAND SECURITY RESPONSE 3 s.h.

A study of the terrorist threat in America and the creation of the Office of Homeland Security to address that threat. Emphasis will be placed on examining the attack on September 11, 2001 and the government's response via creation of the Office of Homeland Security. The nature of the terrorist threat, organization of the Office of Homeland Security, risk assessment models, and special programs and legislation created to address the terrorist threat will be discussed. This course is offered every 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 early-registration prior to taking the course. Prerequisites: senior standing, permission of department chair, and a cumulative GPA of 2.3 or higher. This course is offered every fall, spring semester, and summer semester.

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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF MILITARY SCIENCE/ ARMY RESERVE OFFICER TRAINING CORPS (ROTC)

Lieutenant Colonel (Retired) John Robbins, Chair

Objectives

The objective of Methodist University's Army ROTC Program is to motivate and prepare selected students to serve as leaders in the U.S. Army. The course of instruction provides a practical understanding of the concepts and principles of military science and aids in developing a strong sense of duty, honor, country, and citizenship. Our program promotes individual fitness as well as teamwork and provides numerous leadership opportunities. Students will also gain an understanding of, and appreciation for, international relations and national security. Attainment of these objectives prepares students for commissioning and establishes a solid foundation for their professional development and effective performance in the uniformed services or in a civilian enterprise.

Scope

The Army ROTC Program is progressive in nature and is composed of a Basic and Advanced Course. Enrollment in the Basic Course is open to all full time freshmen and sophomores. Completion of the Basic Course is a prerequisite for Advanced Course application. A student who enrolls in the Basic Course does not incur any obligation to serve in the Army. Prior military service or high school JROTC experience may result in direct Advanced Course placement. Entrance into the Advanced Course is selective and is based upon demonstrated performance and leadership potential. Students who satisfactorily complete the Advanced Course are commissioned Second Lieutenants upon graduation.

BASIC ROTC PROGRAM COURSES

LEADERSHIP LAB

No Credit

Leadership lab and physical fitness training is for all students enrolled in a Military Science class (101/102, 201/201, 301/302, 401/402) and is conducted in a non-classroom environment that includes freshmen, sophomores, juniors and seniors. This lab is designed to provide a program of leadership application in a structured developmental process. Lab is mandatory for all contracted Cadets.

MSC 101 LEADERSHIP AND PERSONAL DEVELOPMENT

1 s.h.

Introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big-picture understanding of ROTC, its purpose in the Army, and its advantages for the student. One (1) lecture hour per week. This course is offered every fall semester.

MSC 102 INTRODUCTION TO TACTICAL LEADERSHIP

1 s.h.

Overviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Continued emphasis is placed on recruitment and retention of Cadets. Cadre role models and the building of stronger relationships among the Cadets through common experience and practical interaction are critical aspects of the MSC 102 experience. One (1) lecture hour per week. This course is offered every spring semester.

MSC 201 INNOVATIVE TEAM LEADERSHIP

2 s.h.

Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in Leadership Labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE). Two (2) lecture hours per week. This course is offered every fall semester.

MSC 202 FOUNDATIONS OF TACTICAL LEADERSHIP

2 s.h.

Examines the challenges of leading tactical teams in the complex COE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. MSC 202 provides a smooth transition into MSC 301. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Two (2) lecture hours per week. This course is offered every spring semester.

MSC 250 LEADERS TRAINING COURSE

3 s.h.

An intensive practical application of leadership and military skills to satisfy basic course prerequisite for enrollment into the Advanced ROTC Program Courses leading to commissioning as an officer in the U.S. Army upon graduation. Four week summer program at Fort Knox, KY for students from universities and colleges throughout the nation.

ADVANCED ROTC PROGRAM COURSES

Only contracted Army ROTC Cadets may enroll in the advance course of military science. Cadets in the advanced courses are required to participate in leadership labs and physical training sessions. 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 ADAPTIVE TEAM LEADERSHIP**3 s.h.**

Challenges Cadets to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of preparing for the ROTC Leadership Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self awareness and critical thinking skills. Cadets receive systematic and specific feedback on their leadership abilities. Cadets at the MSC III level begin to analyze and evaluate their own leadership values, attributes, skills, and actions. Primary attention is given to preparation for LDAC and the development of leadership abilities. Three (3) lecture hours and one (1) laboratory hour per week. This course is offered every fall semester.

MSC 302 LEADERSHIP IN CHANGING ENVIRONMENTS**3 s.h.**

Uses increasingly intense situational leadership challenges to build Cadet awareness and skills in leading tactical operations. Having learned squad-level tactics in MSC 301, Cadets now learn to lead up to platoon level. Cadets review aspects of combat, stability, and support operations. They also conduct military briefings and develop proficiency in garrison operation orders. The focus is on exploring, evaluating, and developing skills in decision making, persuading, and motivating team members in the COE. MSC 302 Cadets are evaluated on what they know and do as leaders as they prepare to attend LDAC. Three (3) lecture hours and one (1) laboratory hour per week. This course is offered every spring semester.

MSC 350 APPLIED MILITARY LEADERSHIP**3 s.h.**

The ROTC Leader Development and Assessment Course (LDAC) or operation WARRIOR FORGE is the most important training event for an Army ROTC Cadet or National Guard Officer Candidate. The 33-day training event at Fort Lewis, WA, incorporates a wide range of subjects designed to develop and evaluate leadership ability. The challenges are rigorous and demanding, both mentally and physically. WARRIOR FORGE tests intelligence, common sense, ingenuity and stamina. These challenges provide a new perspective on an individual's ability to perform exacting tasks and to make difficult decisions in demanding situations. WARRIOR FORGE places each Cadet and officer candidate in a variety of leadership positions, many of which simulate stressful combat situations. In each position, Cadets will receive evaluations from platoon tactical and counseling (TAC) officers and noncommissioned officers. In addition to proving their leadership ability, Cadets and officer candidates must meet established standards in physical fitness, weapons training, communication, combat patrols and demonstrate their proficiency in many other military skills. Cadets and officer candidates must excel at WARRIOR FORGE to be considered competitive for a commission as an Army officer.

MSC 401 DEVELOPING ADAPTIVE LEADERS**3 s.h.**

Develops student proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership-performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSC IV Cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSC IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSC III Cadets while simultaneously considering their own leadership skills. Attention is given to preparation for BOLC II and the development of leadership abilities. Three (3) lecture hours and one (1) laboratory hour per week. This course is offered every fall semester.

MSC 402 LEADERSHIP IN A COMPLEX WORLD

3 s.h.

Explores the dynamics of leading in the complex situations of current military operations in the COE. Cadets examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. They also explore aspects of interacting with nongovernmental organizations, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing Cadets for their first unit of assignment. It uses case studies, scenarios, and “What Now, Lieutenant?” exercises to prepare Cadets to face the complex ethical and practical demands of leading as commissioned officers in the United States Army. Three (3) lecture hours and one (1) laboratory hour per week. 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 Evangeline Cheeks, Coordinator

Methodist University 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 University for additional information about these programs.

Air Force Reserve Officer Training Corps (AFROTC) at Detachment 607 is a voluntary educational program designed to provide University 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

The Department of Government Studies consists of four dynamic programs that prepare students for many exciting career opportunities. The four programs are: Leadership Studies, Environmental and Occupational Management, Legal Studies, and Political Science. These distinct programs of study give students the skills and information necessary to become successful professionals, effective members of the community, and active participants in civic life.

The mission of the Department of Government Studies is to provide high quality, specialized study leading to a major or minor in four program areas. The specific degrees and requirements for each program are presented in the pages that follow.

ENVIRONMENTAL AND OCCUPATIONAL MANAGEMENT

Professor Carla Raineri Padilla, Program Director

Environmental and Occupational 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.

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 two other sciences for the Bachelor of Science degree.

Requirements for Majors in ENM: The major consists of 42 or 43 hours beyond the 16-hour core. Students are required to take ENM 490, Internship. Under special circumstances and with the permission of the program director an appropriate 300-400 level course may replace ENM 490.

ENM Core: ENM 101, 170, 201, 250, 301.

Concentration:

ENM Regulatory Compliance: 16 hour ENM core; ENM 351, 371, 460, 490; CHE 151, 152, 321; GLY 160 or SCI 141; BUS 343; JUS 455; LAW 200, 390; PSC 333; OCL 370.

Minor: There is no ENM minor. Students are encouraged to minor in business administration, political science, a natural science, or legal studies.

Designated Writing Enrichment Courses: ENM 351 and 460

The Southeastern Center For Environmental Excellence (SECEE)

SECEE provides university students and community professionals the educational and training experiences necessary for the management of environmental and occupational concerns. The Center is organized into four components: University Curriculum, Fieldwork, Environmental Simulation Center, and Community Outreach. The Curriculum Paradigm is based on the following: Regulatory Compliance, Incident Prevention, Incident Management, and Site/Incident Mitigation.

Mission: To produce knowledgeable graduates capable of the interpretation and implementation of governmental policies, regulations, and laws covering worker safety and environmental protection, to ensure business and industry function in a manner both legal and profitable, while safeguarding their employees, the general public, and the environment.

Goals: (1) ENM majors will be prepared to enter either graduate school or the workforce following their graduation from Methodist University. (2) ENM majors will be able to assimilate scientific information and to demonstrate a thorough knowledge of it through case studies, research papers, and oral presentations.

ENVIRONMENTAL AND OCCUPATIONAL MANAGEMENT COURSES:

ENM 101 ENVIRONMENTAL SCIENCE

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. This course is offered every semester.

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. This course is offered every spring semester.

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. This course is offered every fall semester.

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. Cross listed as LAW 250. This course is offered in the fall semester, even numbered years.

ENM 301 POLLUTION SCIENCE, TREATMENT AND 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. This course is offered every spring semester.

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. This course is offered every fall semester.

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. This course is offered every spring semester.

ENM 460 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. This course is designed as a capstone course and as such should be taken after all other ENM courses have been completed or with permission of the ENM director. This course is offered every fall semester.

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, 491, 492, AND 493 INTERNSHIP

3-12 s.h.

A practical application done in an industrial setting. Students may take more than one ENM 490 series for credit, depending on the industries the student cycles through. Prerequisites: Permission of the ENM director. This course is offered every semester.

ENM CERTIFICATES

Any five of the following certificate courses will be required of all Methodist University ENM majors and will be taught on the Methodist University campus. Appropriate Federal, State, or International courses/certifications may be substituted. Substitution is contingent upon approval by the ENM program director.

1 30 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.

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.

4 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.

5 CONFINED SPACE ENTRY (Permit required)

Complies with 29 CFR 1910.146. Emphasizes assessment of confined space hazards and atmospheric monitoring for hazards, self-rescue and attendant rescue.

6 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.

7 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.

8 LOTO (LOCKOUT-TAGOUT)

9 OSHA REPORTING AND RECORDING

LEADERSHIP STUDIES (THE LURA S. TALLY CENTER FOR LEADERSHIP DEVELOPMENT)

Dr. Andrew H. Ziegler, Jr., Director

TALLY CENTER ADVISORY BOARD

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The Leadership Studies Program fulfills an important role in the Methodist University curriculum. The Tally Center for Leadership Development was founded in 1995 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*. This, 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 300, 320, 340, 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, WEL 308, PHI 220, 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.) With the approval of the program director: other appropriate courses may be substituted as electives, and other internship experiences may be substituted for LSS 470 or LSS 471.

Mission: To prepare Methodist University students for effective leadership by equipping them with the knowledge, skills, and abilities necessary to achieve positive change in community life and in the workplace.

LEADERSHIP COURSES

LSS 300 PRINCIPLES OF LEADERSHIP 3 s.h.
Examines the keys to effective leadership in both personal and interpersonal contexts. Uses group exercises, case analysis, role-playing, lecture, multimedia methods, and out-of-class research. Students develop practical skills in trust building, goal setting, time management, team building, communication, and group process. Students complete the Franklin Covey *7 Habits of Highly Effective People* curriculum and receive certificates widely respected throughout corporate America. Emphasizes ethical leadership, personal responsibility, and community service. Provides significant benefits for all career fields, including business, government, and the non-profit sector. Open to all students. No prerequisites. Offered all semesters. Cross listed as IDS 301.

LSS 320 THEORIES AND TECHNIQUES OF LEADERSHIP 3 s.h.
Examines 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, and effective presentation techniques. Designed to provide leadership practice and confidence. Open to all students. No prerequisites. Offered every spring semester.

LSS 340 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. Open to all students. No prerequisites. Offered every fall 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 300, 320, 340. These courses are offered as needed. Approval by the Program Director is needed prior to registration. Prerequisites can be waived with the approval of the Program Director.

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 300.

LEGAL STUDIES

Professor Wendy Vonnegut, Esq., Program Director

The Legal Studies minor at Methodist University is designed to prepare students for jobs in the legal and business fields. When completed, the minor includes 21 s.h. of Legal Studies, including three electives. Students in the Legal Studies minor are prepared to sit for the certification examination offered by the National Federation of Legal Associations. This minor can be taken with any major.

Degree awarded: None

Requirements for the minor: 21 s.h. to include LAW 200, 310, 320, 470; and three electives from Legal studies

Accreditation: This program is accredited by the North Carolina Bar Association. The North Carolina Bar Association has accredited the Legal Studies program for students to take the North Carolina Paralegal Certification exam.

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.

Mission: To prepare students in the Legal Studies program for careers in the legal profession.

Goals: (1) To substantially improve students' knowledge about the law and the legal system. (2) To ensure students demonstrate the skills and abilities needed to enter the workforce as a paralegal professional.

Note: A legal assistant may not practice law, give legal advice, or represent clients in a court of law; to do so would be the Unauthorized Practice of Law and a violation of the Code of Ethics for the American Bar Association.

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. 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 filing 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. Past topics include Sport and Entertainment Law and Employment Law. 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 major. Requires approval by the faculty advisor, the supervising professor, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

POLITICAL SCIENCE PROGRAM

Dr. Frank Trapp, Director

Political science is the study of governments, public policies, and political action. 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.

At Methodist University, 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.

Graduates in political science are qualified to enter many different career fields. Specific opportunities include business, the law, state, local, and federal government, journalism, international organizations and finance, political campaigns, the military, 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.

Degrees awarded: B.A., B.S., A.A.

Requirements for the major: PSC151, plus 30 s.h. in Political Science at the 200 level or above, including 210, 227, 333, 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 courses: PSC 210 and PSC 460

Model United Nations (MUN) and Model Arab League (MAL)

The Political Science program sponsors a Collegiate Model United Nations/Arab League Club and a High School Model United Nations Conference. The Club competes at collegiate MUN and MAL events at the state, national, and international levels. Participation in

the Club improves critical thinking skills, verbal abilities, and leadership. Membership is open to all majors. The Club is a Methodist University Student Government Association approved organization. The High School Model United Nations Conference is held each May. It is a departmental and MUN Club outreach activity to promote greater awareness of international issues among North Carolina high school students.

Washington D.C. Internships

Qualified Methodist University students can participate in internships and/or symposia in Washington D.C. with various sponsoring organizations, earning up to 15 s.h. for a semester's internship. Washington interns gain valuable career experience and are exposed to national experts in academic seminars and lectures. Most agencies provide placement, housing, and full-time support services. See the Political Science Program Director for more information.

Monarchs in D.C. Program

Each spring semester, selected students who are majoring in Political Science spend three days in Washington D.C. involved in various activities. They met with members of Congress, interest groups, lobbyists, and government agencies to discuss the issues of importance for Cumberland County and North Carolina. As available, they attend congressional committee meetings, sessions of Congress, the Supreme Court, and other gatherings.

Professional Partnerships

The Political Science program maintains institutional memberships with the American Political Science Association (APSA) and the North Carolina Political Science Association (NCPASA). Each year the Political Science program sponsors student attendance at the Student Conference on United States Affairs (SCUSA) at West Point, NY. The program also has an active chapter in Pi Sigma Alpha, the national Political Science honor society. Students and faculty benefit from a range of services and professional opportunities through these and other partnerships.

Mission:

To educate students in American political thought, governance, and citizenship, and to inspire them to participate in the political process; to prepare Political Science majors for professional employment and/or advanced study, and to stimulate them in anticipating their future careers.

Program and General Education Core Student Learning Goals:

To achieve its mission, the Political Science program utilizes two student learning outcome goals that are assessed annually.

1. *Program Student Learning Goal:* Students who graduate with a major in Political Science will demonstrate essential knowledge in four sub-disciplines to include comparative government and international politics, normative and empirical theory, public administration, and the United States government.
2. *General Education Core Student Learning Goal:* Students who complete the PSC 151 American Government course will meet the objectives of the General Education core requirement for social sciences. Students will demonstrate an understanding of the dimensions of social sciences to include constitutional foundations, political institutions, public policy, and politics and society.

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 171-178 MODEL UNITED NATIONS/ARAB LEAGUE PRACTICUM

1 s.h. each

The Model United Nations/Arab League Practicum is a one hour course designed to prepare students participating in Model United Nations and Model Arab League conferences. Course of study includes effective debate tactics, policy paper writing, resolution writing, parliamentary rules of procedures, the United Nations'/Arab League principal and subsidiary organs, and research strategies for country assignments. One or more offered each semester.

PSC 201 STATE AND LOCAL GOVERNMENT

3 s.h.

Can a Mississippi lobbyist working in Vermont expect to encounter the same political opponents and friends that he or she would encounter back home? Why do superstars like the Terminator get elected to office? How do politics shape public policy? This course is designed to take up these questions and more. Students will be introduced to theories and empirical work related to state and local politics and will apply this knowledge in an American state research paper. The course will take a comparative approach to study, examining variation in governing methods, political culture and other political phenomena. This course is offered fall semesters in odd numbered years.

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.

One of the most fascinating topics within the realm of political science is the interpretations of democracy held by people around the globe and throughout modern history. This course begins with an examination of the concept of democracy held by the ancient thinkers such as Plato and Aristotle and then fast-forwards to modernity to investigate modern conceptions of democracy through the lens of ideologies. Students will investigate the assumptions of these ideologies regarding human nature and freedom and will have the opportunity to apply their knowledge in interpreting current American policy debates surrounding hot-button issues. 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 every fall semester.

PSC 341 CONGRESS AND THE PRESIDENCY 3 s.h.

The U.S. Congress and its relationship with the Oval Office can be challenging to comprehend, even for the close follower of national politics. This course is designed to provide students a thorough background on the character of these two institutions and introduce them to contemporary legislative research. Beginning with an examination of Congress as both a representative body and a carefully designed political institution, the course proceeds to an examination of the actors and influences in congressional policy-making and the relationship between Congress and the President. The course also introduces students to online legislative resources. This course is offered in the spring semester, even-numbered years.

PSC 345 POLITICAL PARTIES AND INTEREST GROUPS IN THE U.S. 3 s.h.

Faction checking faction! This principle was constitutional framer James Madison's ideal for the new American republic, but in contemporary politics does representative governance fall prey to "special interests" and elitist political parties? Do moneyed interests and ideological parties so dominate the political arena that the voice of the commoner goes unheard? This course will introduce students to the history and contemporary state of political parties and interest groups in the United States, scholarly debates surrounding parties and interest groups, and these organizations' roles in elections and in governing. This course is offered in the spring semester, odd 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 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 spring 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 AREA STUDIES 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. 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. |
| 408 POLITICS IN DEVELOPING COUNTRIES | 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. This course is offered as needed.

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. This course is offered fall 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. Prerequisites can be waived with the permission of the instructor. This course is offered every fall semester.

PSC 470 INTERNSHIP**TBD**

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

TBD

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, the department chair, and the school dean before approval is sought from the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF SOCIAL WORK

Professor George Hendricks, Department Chair

The Social Work Program is accredited by the Council on Social Work Education (CSWE). This national accreditation and a strong academic BSW foundation provide advanced standing admission to MSW graduate programs. With advanced standing the MSW takes one year to complete. The Department offers quality preparation for entry-level generalist practice with individuals, families, groups, communities, and organizations. You will graduate prepared to work with many types and sizes of client systems. You will graduate with professional knowledge, values, and skills and advocate for social and economic justice.

Social Workers are employed in public, non-profit, and private agencies such as nursing homes, hospice, hospitals, centers serving children and older persons, domestic violence programs, mental health centers, schools, residential treatment programs, government agencies, substance abuse, rehabilitation, and treatment agencies, courts, and many other settings. Some Social Workers take jobs in private industry, employee assistance programs, or enter fields such as the ministry or law. Over one-half of our graduates have gone on to obtain advanced degrees in Social Work. Our graduates are now working in many states and foreign countries.

Mission

The mission of the Social Work Program at Methodist University is to pursue human well-being and the alleviation of oppression and poverty through the education of competent entry level professional generalist social workers for service to individuals, families, groups, organizations, and communities, with special attention to the people of Cumberland County, North Carolina and its adjacent areas.

Goals

- To prepare graduates for competent entry-level generalist practice (with individuals, families, groups, organizations, and communities) grounded in the profession's history, purposes and philosophy and based upon the knowledge, values, and skills of generalist social work practice.
- To prepare graduates for practice with diverse populations, with special attention to the people of Cumberland County, North Carolina and its adjacent areas with an emphasis on the strengths as well as the challenge of diversity.
- To prepare graduates for continuing education and further personal and professional development for the betterment of the profession and the community.
- To prepare graduates who are committed to the ethics and values of the profession, to social and economic justice, and service to oppressed and at-risk populations.

Objectives

- Apply critical thinking skills to professional social work practice.
- Practice within the context of social work's professional values, ethics, and principles.
- Practice without discrimination related to age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Understand the forms and mechanisms of oppression and discrimination and apply strategies of social change that promote social and economic justice.
- Understand and be able to discuss the history of the social work profession and its contemporary structures and issues.
- Apply knowledge and skills of generalist social work practice with systems of all sizes, with special attention to the people of Cumberland County, North Carolina and its adjacent areas.
- Apply knowledge of bio-psychosocial factors that affect individual development and behavior across the lifespan, and use empirically supported theoretical frameworks to understand the interactions among individuals and between individuals and social systems.
- Analyze the effects of social policy and understand methods to influence policy decisions.
- Evaluate research studies and apply findings to practice and be able to evaluate one's own practice.
- Use communication skills appropriately and effectively to interact with clients, colleagues, and members of the community.
- Use supervision effectively to enhance generalist social work practice.
- Function within the structure of organizations and seek appropriate organizational change.

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, 372, 420, 424, 475, and 480. 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 University core requirements with a GPA of 2.0 or better in all work attempted and maintain a 2.5 in the major.

Requirements for a minor in Social Work: SWK 231 and 15 s.h. of other SWK courses. (Please note that SWK 420, 424, 475, and 480 may be taken only by Social Work majors and may not be taken as part of the minor.)

Requirements for the licensure in School 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.

Requirements for the minor in Gerontology with certification: 18 s.h., including GRN 301 and 345; SWK 235 or BIO 306; GRN 450 or 470; and 6 s.h. from SWK 300, SWK 305, SWK 315, or 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 are normally approved by the Admissions and Academic Standards Committee based on their meeting the following criteria:

1. A grade point average of 2.0 or better on all work completed.
2. Fifty percent of the core requirements must be completed before application to the program can be made.
3. A grade of C or better in ENG 101 and ENG 102 or by equivalent test scores.
4. Completion of SWK 231, 235, 240 and 315 with a grade of C or better and a GPA of 2.5 or higher within the major
5. Completion of a written application to the Social Work Program after the above requirements have been met. Applications are due to the department on either the first Friday in September or the first Friday in February. Application packets can be obtained from the department secretary.
6. Interview with 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. Acceptance to Field Internship is not automatic
2. Formal admission to the social work program.
3. Submission of completed written application.
4. Completion of all other graduation requirements or approval by the Field Coordinator.
5. 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 University.
6. Approval of the Coordinator of Field Instruction and acceptance by the assigned agency.

SOCIAL WORK COURSES

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 requires a service learning component and 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 biological processes and environmental systems have upon behavior and health, especially mental health. Health care, underserved populations and the role of social work will be explored. Prerequisite: SWK 231. This course is offered every semester.

SWK 240 PROFESSIONAL WRITING AND CRITICAL THINKING 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 role of the Internet and the information it provides in writing professional papers. It 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: ENG 101. This course is offered every semester.

SWK 300 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I 3 s.h.

Systems theory and the ecological perspective applied to the bio-psycho-social development of the individual and the family from the pre-natal stage through early adolescence. Prerequisites: SWK 231, SWK 235, SWK 240, 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 applies systems theory and the ecological perspective to the 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 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. Cross listed as GRN 305 and SOC 305. This course is offered as needed.

SWK 310 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, the communication process, the helping relationship, the problem-solving model, and various intervention concepts and theories. This is a pre-practice course open to all majors. This course is offered every semester.

SWK 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: SOC 220, MAT 220, or PSY 250. 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 as needed.

SWK 345 PHYSIOLOGY OF AGING 3 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. Cross listed as GRN 345 and SOC 345. This course is offered as needed.

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: women, gay and lesbian persons, people with disabilities, African Americans, Latinos, 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 or permission of instructor. 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 372 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 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 with micro and mezzo client populations. It includes the development of skills in interviewing, assessment, planning, intervention, termination and evaluation of practice. This course requires a service learning component. Prerequisites: SWK 231, 235, 300, 315, 332, 350, 370, and admission to the Social Work Program. This course is offered every semester.

SWK 424 PRACTICE METHODS II 3 s.h.
This course provides an overview of theories, concepts, and practice skills, including evaluation, relating to work with groups, organizations, and community based program planning. Entry-level generalist social work practitioners work not only with individuals and families, but also with groups, organizations and communities. It is important to develop a wide range of skills and strategies for interventions with diverse and oppressed populations including women, minorities of color, gays, and lesbians, the poor, military and rural populations. This course is 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 University Social Work Program Field Practicum Handbook for exceptions and requirements of students enrolled in Field Practicum

SWK 475 FIELD EDUCATION SEMINAR 9 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: 2.0 overall GPA; 2.5 major GPA; senior class standing; admission to the social work program; approval of Field Coordinator; acceptance by agency; SWK 231, SWK 235, SWK 240, 300, 302, 315, 332, 350, 370, 372, 420, 424; SOC 151; PSY 101; PSC 151; CSC 100, PSY 341; and a course in statistics. Offered every semester.

SWK 480 SOCIAL WORK CAPSTONE SEMINAR 3 s.h.
The Social Work Capstone Seminar runs concurrently with the Field Education component of the Social Work curriculum. It meets for 2.5 hours weekly every Monday at a designated time. It is an academic course in Social Work Education which is focused on the synthesis of knowledge, values, and skills from earlier courses. Prerequisites: 2.0 GPA overall; 2.5 GPA in the major; senior class standing; admission to the Social Work program; approval of Field Coordinator, acceptance by agency; SWK 231, SWK 235, SWK 240, SWK 300, 302, 332, 350, 370, 372, 420, 424, SOC151, PSY 101, PSC151, CSC100, PSY341 and a course in statistics. Offered every semester.

SWK 499 INDEPENDENT STUDY IN SOCIAL WORK 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

GERONTOLOGY

Professors Marilyn Vital and Deborah Murray, Coordinators

Requirements for the minor in Gerontology: 18 s.h. including GRN 301 and 345; SWK 235, GRN 450 or 470; and 6 s.h. from one of the following: SWK 302, SOC 305, SWK 315, SWK 380, or SOC 388

A student doing a senior level internship in social work may substitute that course for GRN 450 or 470 if it focuses on senior adults and meets the approval of the Coordinator 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 and SWK 301. This course is offered as needed.

GRN 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. Cross listed as SOC 305 and SWK 305.

GRN 345 PHYSIOLOGY OF AGING 3 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. Cross listed as SOC 345 and SWK 345. This course is offered as needed.

GRN 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. Cross listed as SWK 380.

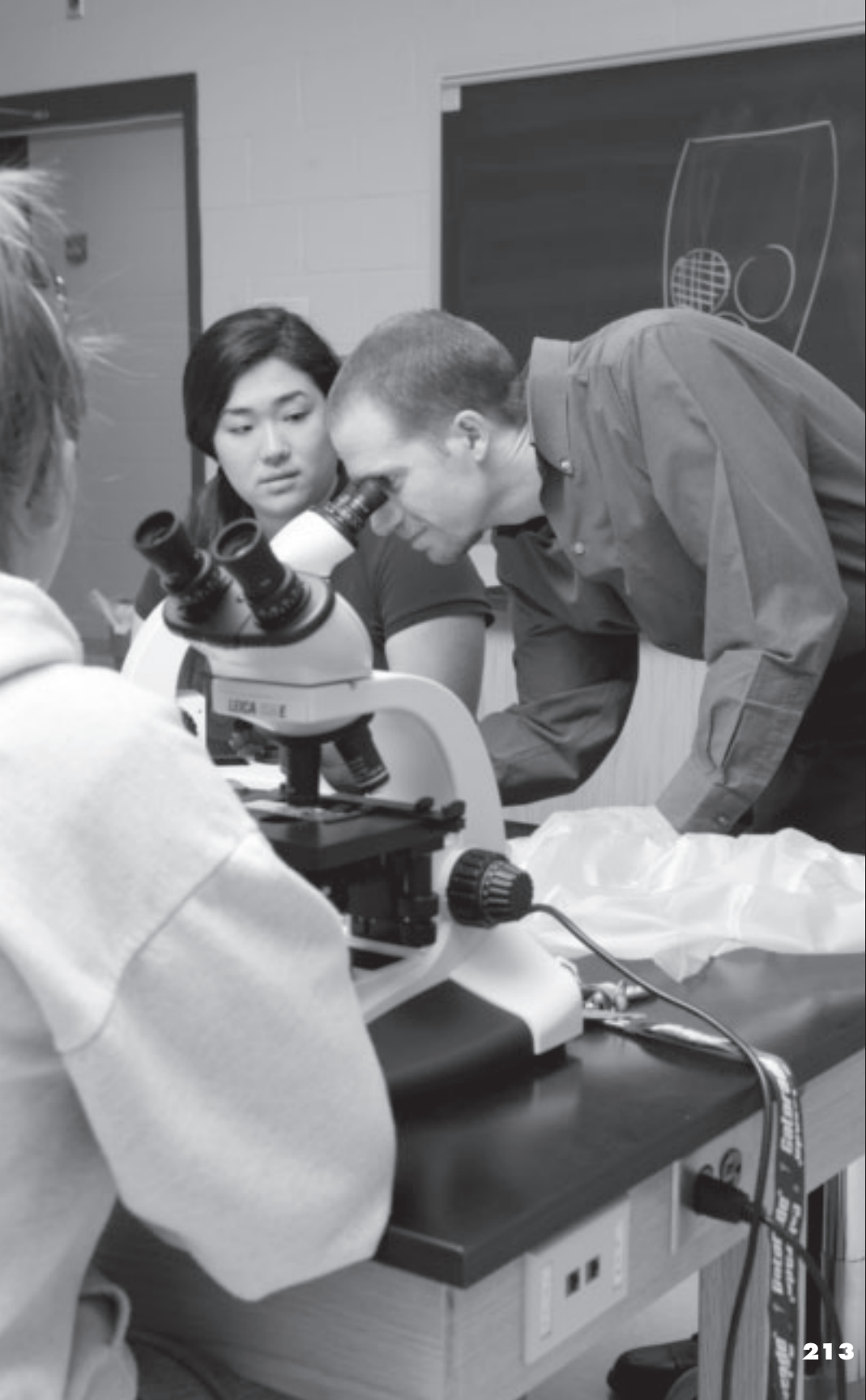
GRN 450 RESEARCH SEMINAR 3 s.h.

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. Cross listed as SOC 450. This course is offered as needed.

GRN 470 INTERNSHIP

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirements of 100 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. Cross listed as SOC 470. This course is offered as needed.



SCHOOL OF SCIENCE AND HUMAN DEVELOPMENT

Dr. Lori Brookman, 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 Certified Athletic Trainers (ATC). Students will gain experience in the collegiate, high school, and physical therapy clinical settings. The program is accredited by Commission on Accreditation of Athletic Training Education (CAATE).

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 and concentrations includes Applied Exercise Science, General Biology, Zoology, Ecology and the Natural History of Plants, Health Occupations Science, Conservation Biology, Microbiology/Cell Biology, and Chemistry.

Each major in the **Physical Education and Exercise Science** department includes courses which address the content or knowledge base for its professions and an introduction to related professional organizations and employment venues. An especially attractive component of each major is the opportunity provided to students to be in “real world” settings working in cooperation with, and under the direct supervision of, professionals in their chosen fields of study.

One of the primary opportunities for service is in the field of **Teacher Education**. Recognizing teacher education as an institution-wide responsibility, the University 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).

Our **Master of Medical Science in Physician Assistant Studies** program is geared toward preparing individuals to be health care professionals licensed to practice medicine with physician supervision. Physician Assistants provide primary care as well as medical care in specialty fields. Our master's degree program is accredited by the Accreditation Review Commission on the Education of the Physician Assistant, Inc. (ARC-PA). For details of this program, please see the School of Graduate Studies (page 275).

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.

DEPARTMENT OF ATHLETIC TRAINING

Hugh Harling, Ed.D., LAT, ATC, Director

Students who choose a major in Athletic Training and successfully complete the Athletic Trainers Board of Certification (BOC) examination will have the opportunity to work with the physically active as a certified athletic trainer (ATC) in a variety of settings including: school-based athletic programs, sports medicine clinics, professional teams or other health care providers. Athletic Training is an outstanding major for students desiring to develop hands-on clinical skills during their undergraduate studies. Athletic Training students are required to fulfill academic and time demanding clinical education components. This major can be combined with other majors or minors to fulfill academic pre-requisite requirements for graduate education programs in the fields of medicine, physical therapy, occupational therapy, physician assistant or other graduate allied health professions.

Degrees awarded: B.A., B.S.

Writing-Enrichment Courses: ATP 484, PXS 300

Computer Intensive Course: ATP 484

Major in Athletic Training: 68 s.h., including ATP 111, 112, 220, 230, 231, 232, 285, 286 (or BIO 306 & 308), 318, 319, 320, 331, 332, 381, 382, 383, 412, 484, PSY 101, PXS 240, 290, 300, 312, 404. 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 340, PSY 341, CHE 151, 152, PHY 151, 152.

Requirements for a minor: No minor is available in Athletic Training.

The Methodist University Athletic Training Program (ATP) promotes the education of future athletic trainers and the development and improvement of the Athletic Training profession. The Methodist University Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The ATP is designed to be a limited enrollment program. 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 successfully completed a minimum of 12 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 University. The minimum application requirements for Admission into the Methodist University Athletic Training Program include successful completion of or current enrollment in:

1. ATP 111, 112, 220 and 285, with a C (not a C-) or better in each course
2. ATP 111, 112, 220 and 285 with a minimum 2.75 average
3. A minimum overall GPA of 2.25
4. A completed application form including 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, on-line at the program's website and is provided to students

during their enrollment in ATP 111 as part of the Overview and Program Application booklet

5. An interview with the ATP Admissions Committee.

All application materials must be submitted to the Athletic Training Program Director by March 31st. 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. If space in the program is available after reviewing the initial applicants then applications to the program will continue to be accepted and processed. After the initial applicants have been reviewed, if space is available, the program will continue to accept and process applications. Students who anticipate completing pre-requisite courses after the deadline may petition the Athletic Training Program Director prior to the deadline for an extension through the summer session. Agreement by the Athletic Training Program Director does not guarantee a position as an entering student nor will decisions regarding other qualified candidates be delayed due to 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 Interview Committee. The ATP Admissions Interview Committee will be composed of the Athletic Training Program Director and at least two of the Athletic Training Program's faculty.

Once all interviews and final spring semester grades are completed, the Admissions Committee will meet to make a final decision regarding each student's admittance, rejection, or alternate status. Students will be notified through their Methodist University email account by May 31st of their status in relation to the ATP. As soon as students are notified of their admittance, they will have seven days from receiving the notification to contact the Program Director by email and confirm their acceptance. If a student withdraws their application or fails to contact the Program Director within this time period, the student's admittance to the ATP will be revoked. Qualifying students not initially accepted are notified through their Methodist University email account 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 University for a minimum of one semester, prior to applying for admission to the Methodist University Athletic Training Program. If accepted, the students must 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 University in place of ATP/PXS 286, BIO 306 and 308, PXS 240, 290, 300, 312, and 404 and PSY 101 will be at the discretion of the Methodist University Registrar and/or the appropriate Department Head(s). Courses similar in content to ATP 112 Clinical Methods in Athletic Training or ATP 220 Basic Athletic Training taken at other institutions will be reviewed by the Athletic Training Program Director. Students seeking transfer credit will be asked to

demonstrate the appropriate cognitive and psychomotor knowledge, skills, and abilities by passing a comprehensive exam. ATP 111, 230, 231, 232, 285, 318, 319, 320, 331, 332, 381, 382, 383, 412, 484 and the required field experience courses must be taken at Methodist University.

Following acceptance into the Athletic Training Program, all students must have a physical exam and immunization records on file in the Student Health Services Office that have been completed within the last 12 months by a physician medically clearing the individual prior to the start of fall classes.

Athletic Training Program students are responsible for any additional expenses related to the physical exams and immunizations as well as other program related costs, including but not limited to clothing, transportation to clinical sites, or memberships.

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 BIO 306 & 308 must complete the courses with a grade of C or better.

As a future healthcare service provider it is important for athletic training students to develop their knowledge, skills and abilities. In order for students to be able to practice their skills in a supervised manner, each clinical experience course requires the athletic training student to complete at least 50 clinical hours in the day-to-day care and management of injuries during the semester and at least 300 clinical hours annually under the guidance of a supervising athletic trainer. In addition, as part of each of the field experience course, athletic training students are required to complete a variety of written comparison assignments and to utilize their knowledge, skills, abilities in the day-to-day care and management of injured individuals at various off-campus sites for at least 150 clinical hours under the guidance of a supervising allied health professional.

ATHLETIC TRAINING COURSES

ATP 111 INTRODUCTION TO ATHLETIC TRAINING AND 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, requires students to observe practices and games with a variety of supervising athletic trainers for 50 observation hours, 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

3 s.h.

This course is designed to provide students with the methods and practical experiences to perform emergency first aid and CPR, basic taping methods, fitting of equipment, crutches, protective padding, setting up various therapeutic modality applications and other essential beginning clinical skills. This course is offered every fall and spring.

ATP 159 CONCEPTS OF ATHLETIC TRAINING

3 s.h.

This course is designed for introducing non-athletic training majors to the basic concepts and techniques available to prevent, care for and manage various athletic injuries. The course will address topics such as emergency care planning, environmental risk factors, common injury mechanisms, recognition of common athletic injuries and taping and wrapping techniques. Prerequisite: None. This course is offered every fall.

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**3 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: PSY 101. This course is offered every spring.

ATP 231 CLINICAL EXPERIENCE I**3 s.h.**

This course is designed to challenge students through the use of competency based modules related to basic athletic training clinical skills. In addition to completing competency modules, students are required to complete at least 150 clinical hours of experience to assist students' in their development of professional knowledge, skills and abilities. Prerequisite: Admittance into the Athletic Training Program. This course is offered every fall.

ATP 232 CLINICAL EXPERIENCE II**3 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. In addition to completing competency modules, students are required to complete at least 150 clinical hours of experience to assist students' in their development of professional knowledge, skills and abilities. Prerequisite: ATP 231, 318. 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. This course is offered every spring.

ATP 286 SURVEY OF HUMAN PHYSIOLOGY AND DISEASE**3 s.h.**

This course is designed to prepare athletic training and wellness and exercise science students with basic knowledge of human physiology and body systems. It will also prepare athletic training, wellness and exercise science students to recognize symptoms of common human diseases, factors which can contribute to abnormalities, and the resultant complications and dysfunctions. 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 environmental factors, general medical conditions, and legal issues and fundamentals of pharmacology. Prerequisites: ATP 319. This course is offered every fall.

ATP 331 CLINICAL EXPERIENCE III**3 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. In addition to completing competency modules, students are required to complete at least 150 clinical hours of experience to assist students' in their development of professional knowledge, skills and abilities. Prerequisite: ATP 319, 383. This course is offered every fall.

ATP 332 CLINICAL EXPERIENCE IV**3 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. Students will also complete competency modules related to knowledge, skills and abilities developed during the General Medicine & Pharmacology course. In addition to completing competency modules, students are required to complete at least 150 clinical hours of experience to assist students' in their development of professional knowledge, skills and abilities. Prerequisite: ATP 320, 382. 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. Prerequisite: Admittance into the Athletic Training Program. 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 318, 319, 381, 383. 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. This course requires students to complete a variety of written comparison assignments and to utilize their knowledge, skills, abilities in the day-to-day care and management of injuries at various off-campus sites for at least 150 clinical hours. 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. This course requires students to complete a variety of written comparison assignments and to utilize their knowledge, skills, abilities in the day-to-day care and management of injuries at various off-campus sites for at least 150 clinical hours. 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. This course requires students to complete a variety of written comparison assignments and to utilize their knowledge, skills, abilities in the day-to-day care and management of injuries at various off-campus sites for at least 150 clinical hours. 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 Athletic Training Board of Certification's examination. Prerequisite: Completion of all didactic courses required in the Athletic Training Program or be currently enrolled in final semester of courses. This course is offered every spring and on an as needed basis during fall and summer.

ATP 484 ORGANIZATION AND 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. This course is offered every spring.

ATP 485 SPECIAL TOPICS IN ATHLETIC TRAINING

1 - 3 s.h.

This course will include the study of special topics of critical, contemporary concern to Athletic Training. Prerequisite: Permission of the Department Head. 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. Margaret Folsom, Chair

Degrees awarded: B.A., B.S., A.S.

Core/General Education requirements: Students can combine BIO 153 with CHE 151, GLY 160, 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; GLY 160

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 GLY 160, 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.

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 340, PSY 101 and one of the following from PSY 204, 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. This concentration is recommended for pre-medical students majoring in biology; for pre-veterinary students, and for students preparing for the Methodist University Physician Assistant Program.

Zoology: BIO 153, 299, 302, 312, 401; 253 or 254; 317 or 321; BIO 399 or 440; two classes chosen from 303, 319, and 398, and either 488 and 489 or 490 and 491.

Requirements for the minor in Biology: 19-20 s.h.: BIO 153 plus 15-16 s.h. of Biology electives

Requirements for the A.S. Concentration: See page 74.

Writing-Enrichment Courses: BIO 307, 309, 401, 440, 489, and 491

APPLIED EXERCISE SCIENCE

Dr. Margaret Folsom, Coordinator

Degrees awarded: B.A., B.S.

Major in Applied Exercise Science: 64 s.h., including BIO 306 and 308; BIO 401; CHE 151 and 152; PHY 151 and 152; MAT 220; PXS 217, 240, 285, 290, 312, 404, and 306; ATP 159 or ATP 112 and 220); PSY 204; PXS 400 or ATP 484; One of BIO 309, 398, or 440

Writing Enrichment courses: BIO 309,401, and 440; PXS 400; ATP 484

BIOLOGY COURSES

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.

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 299 EVOLUTIONARY BIOLOGY 2 s.h.

Neo-Darwinian evolution with emphasis on the role of selection, mutation, and genetic drift as fundamental forces of change. Attention will also be given to discussion of notable writings in evolutionary research. Two hours of lecture each week. Prerequisite: BIO 153 with a grade of C or higher; BIO 253 or 254. This course is offered as needed.

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 303 ICHTHYOLOGY AND HERPETOLOGY

3 s.h.

Fishes, amphibians and reptiles with particular focus on their classification, physiological, morphological and behavioral adaptations, and the niches they occupy within biological communities. Three hours of lecture each week. Prerequisite: BIO 153 with a grade of C or higher, BIO 253 or 254, and BIO 299. This course is offered as needed.

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 or permission of the instructor. 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 or permission of the instructor. This course is offered spring semester, even years.

BIO 319 MAMMALOGY AND ORNITHOLOGY 3 s.h.

Mammals and birds with particular focus on their classification, physiological, morphological, and behavioral adaptations, and the niches they occupy within biological communities. Three hours of lecture each week. Prerequisite: BIO 153 with a grade of C or higher, BIO 253 or 254, and BIO 299. This course is offered as needed.

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 or permission of the instructor. 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. This course is offered every spring semester.

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 399 COMPARATIVE ANIMAL PHYSIOLOGY 3 s.h.

An examination of the various methods and mechanisms animals, both invertebrate and vertebrate, have adopted to maintain physiological conditions necessary for life. Although phylogenetic changes will be discussed, the major emphasis will be on the adaptation interaction between animals and their environments. Prerequisite BIO 299, BIO 302. This course is offered as needed.

BIO 400 MEDICAL MICROBIOLOGY

4 s.h.

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 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 (300 level or higher), and CHE 321 or permission of the instructor. 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 DNA isolation, gel electrophoresis, restriction mapping, molecular hybridization techniques, polymerase chain reaction, and DNA fingerprinting techniques. There will be three hours of lecture and three hours of lab per week. Prerequisites: BIO 307, 309 or 396 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 as needed.

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 1-4 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF CHEMISTRY AND PHYSICAL SCIENCE

Dr. John Fields, Chair

Degrees awarded: B.A., B.S., A.S.

General Education/Core Requirements: 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: CHE 151, 152, 311, 312, 321, 322, 450, either 486 or 487; and an additional Chemistry elective at the 300 level or higher; MAT 220, 231 and 232; PHY 151 and 152; BIO 153, BIO 307 or 396, BIO 317 or 321; JUS 242, 309, 389, 401, 420 and 470*.

* Under special circumstances and with the permission of the Justice Studies and Chemistry department chairs, an appropriate course may replace JUS 470.

Requirements for the minor in Chemistry: 16 s.h., in 300-level chemistry courses

Requirements for the A.S. Concentration: See page 74.

Writing-enrichment courses: CHE 421, 450, 486, 487

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. Pre/corequisite: completion of MAT 105 or higher, or concurrent enrollment in MAT 113 or 231. 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.

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.

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 and 422 are offered as needed. CHE 421 is a prerequisite for CHE 422.

CHE 440 ADVANCED ORGANIC CHEMISTRY 4 s.h.
Recent advances in organic chemistry, such as “green” (environmentally benign) chemistry, host-guest chemistry, and forensic chemistry. Photochemistry, heterocyclic chemistry and a continued exploration of reaction mechanisms. The laboratory project is a multi-step synthesis of a bioactive molecule and testing its efficacy against various microbes. Three hours of lecture and three hours of laboratory each week. Prerequisites: CHE 321 and 322. This course is offered every spring semester.

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. 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

GEOLOGY

GLY 160, 200, 300 and 400 can be used toward fulfillment of the core/general education requirement for science in the Bachelor of Science degree. GLY 160 cannot be combined with SCI 141 toward fulfillment of these requirements.

GLY 160 PHYSICAL GEOLOGY 4 s.h.
A laboratory-based geology class centered on the study of introductory mineralogy, petrology, geomorphology, and historical and structural geology. Laboratories concentrate on mineral and rock identification, topographic and geologic map use and interpretation, geologic structures, and geologic interrelations with the environment. Prerequisites: MAT 105.

GLY 200 PHYSICAL OCEANOGRAPHY AND METEOROLOGY 4 s.h.
 An introductory geoscience class exploring introductory oceanic and atmospheric science with required laboratory. Laboratories will concentrate on general oceanographic and meteorological concepts. A field trip may be required. Prerequisites: MAT 105 and instructor's permission.

GLY 300 PLANETARY GEOLOGY AND ASTRONOMY 4 s.h.
 An introductory geoscience course exploring planetary geology, solar astronomy, stellar astronomy, and cosmology with required laboratory. Laboratories concentrate on remote sensing, image analysis, comparative planetology, and astronomy. Prerequisites: MAT 105 and instructor's permission.

GLY 400 ADVANCED GEOLOGY 4 s.h.
 An advanced laboratory-based course concentrating on mineralogy, petrology, stratigraphy, structural geology, and tectonics. The geologic framework of North America is the basis for the course. A required field trip and term paper are part of the curriculum. Prerequisites: GLY 160.

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 or higher (except MAT 220) or permission of instructor. 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.

SCIENCE

Degrees awarded: A.S.

Core/General Education requirements: Students meet the science requirements for the Bachelor of Arts or Associate of Arts in General Studies 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 GLY 160 or BIO 153 courses; or with an introductory course and advanced courses in the same field.

Important Note: Students will not receive Core/General Education credit for both or SCI 141 and GLY 160; SCI 142 and BIO 153; SCI 143 and CHE 151; or SCI 143 and PHY 151.

No minor in science is available.

Requirements for the A.A.: Same as for the Bachelor of Arts Core/General Education requirements described above.

Requirements for the A.S. Concentration: See page 60.

SCIENCE COURSES

SCI 141 EARTH SCIENCE 3 s.h.
Major concepts of geology, hydrogeology, oceanography, meteorology, and planetary science. Relationships between earth systems are emphasized. A survey course for non-science majors. 150 minutes of lecture and 90 minutes of laboratory each week. (Not to be used for the 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 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.

DEPARTMENT OF COMPUTER SCIENCE

Dr. Tat Chan, Chair

The purpose of the Department of Computer Science (CSC) is to promote computer science, information technology, and to ensure that every Methodist University student acquires the necessary computer skills to succeed in his or her chosen field.

CSC offers majors in the fields of Computer Science (degrees: B.A. and B.S.) and Computer Information Technology (CIT) (degree: B.S.). CSC offers an A.S. degree in Computer Science. CSC offers minors in Computer Science and Computer Information Technology.

Computer Science Department Goals

Goal 1: Graduates who major in Computer Science (CSC) will be prepared to pursue successful careers in computing or a related field.

Goal 2: Graduates with majors in Computer Science (CSC) will be prepared to pursue advanced degrees in graduate school.

Goal 3: Students who complete the introductory course (CSC 100) in Computer Science will be able to function as computer literate individuals.

Goal 4: Graduates with majors in Computer Information Technology (CIT) will be prepared to pursue successful careers in computing or a related field.

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 Interactive Multimedia Application Development concentration prepares students for work in businesses that produce computer applications containing interactive multimedia components. Graduates with this concentration will work with (or produce) computer technology products such as graphical user interfaces, web-based applications, computer-based training programs, kiosks, computer graphics, and computer games.

Degree awarded: B.S.

Requirements for the Major in Computer Information Technology: CIT Core, Concentration, and a Senior Project

Requirements for the CIT minor: 21 s.h.— CSC 201, 202, 220, 301, 305; MAT 105 (or higher), 110 (or higher).

CIT Core: 15 s.h.—CSC 201, 202, 220; MAT 105 (or higher), 110 (or higher).

CIT Concentration in Business Information Systems: 46 s.h.—ACC 251, 253; BUS 200, 332, 343; ECO 261, 262; COM 306; CSC 301, 305, 309, 310, 410, 411, 417, 420

CIT Concentration in Interactive Multimedia Application Development: 42 s.h.— COM 304, 306, 331, 341, 353; CSC 301, 305, 309, 310, 350, 417, 420, 440, 450.

Senior Project: 3 s.h.—CSC 490

Writing-enrichment course: CSC 305

Course Failure: If a student receives a grade of *D* or *F* in any of the major or minor courses listed above 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.

Degrees 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

Writing-enrichment course: CSC 305

Course Failure: If a student receives a grade of *D* or *F* in any of the major courses listed above then that course must be repeated as soon as possible (usually the next time it is offered).

COMPUTER SCIENCE COURSES

CSC 100 COMPUTER LITERACY: INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY 3 s.h.

This course is an introduction to computers and their uses in the electronic office. The course assumes no prior computer experience. Topics will include history of computers, organization and structure of the typical computer, simple troubleshooting 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, databases, spreadsheets, telecommunications, etc. 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. Some of the problem solving techniques include top-down design, stepwise refinement, structured programming, and object-oriented design. Prerequisite: CSC 201 or permission of the instructor. 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 or permission of the instructor. 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 a modern object-oriented 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 or permission of the instructor. 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 or permission of instructor. This course is offered every spring semester.

CSC 309 WEB TECHNOLOGIES AND PROGRAMMING 3 s.h.
Students study a broad spectrum of Web programming technologies. Materials include markup languages, cascading style sheets, document object model, client-side scripting, server-side application development, and multi-tier Internet database application development. Prerequisites: CSC 301 with a grade of C or better. This course is offered as needed.

CSC 310 DATA STRUCTURES AND ALGORITHMS 3 s.h.
Complexity, data structures, searching and sorting not covered in 301, graphs, and mathematical algorithms. Prerequisites: CSC 301 or permission of instructor. 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. This course is offered as needed.

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 as needed.

CSC 350 COMPUTER GRAPHICS

This course provides a broad overview of the basic concepts of computer graphics. It introduces techniques for 2D and 3D computer graphics, including modeling and representation, illumination and shading, rendering, texturing, and advanced software tools. The student will learn fundamental algorithms and techniques and gain the basic knowledge necessary to understand computer graphics. In addition the general features of graphics hardware will be covered. Prerequisites: CSC 310. This course is offered as needed.

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. This course is offered as needed.

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, and 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. This course is offered as needed.

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. This course is offered as needed.

CSC 440 HUMAN COMPUTER INTERFACE DESIGN AND DEVELOPMENT

A survey of the issues, tools, and techniques involved in the design of a modern interactive multimedia-computer application. Lecture will consist of selected topics from the field of Human-Computer Interaction (HCI) and applied application development. Typical application tools will be examined. An individual or group project will be part of the course grade. Prerequisites: CSC 310. This course is offered as needed.

CSC 450 GAME PROGRAMMING

This course covers the principles of designing and implementing computer games. Different aspects of computer game development such as user interfaces, artificial intelligence, multimedia components, networking, databases in games and game ethics are discussed. Prerequisites: CSC 350. This course is offered as needed.

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. This course is offered as needed.

CSC 490 SENIOR PROJECT

3 s.h.

The CIT senior project must be a significant body of works representative of the student's abilities and knowledge. Students are advised to choose a project in their junior 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF MATHEMATICS

Dr. Shivappa Palled, Chair

Small classes and personal attention make Methodist University an excellent choice for the study of mathematics. A most demanding major, mathematics challenges you to open your mind, think in abstract terms, and put it all back together in a practical application. The emphasis is on concepts, and professors work one-on-one with you to ensure you understand and are able to take what you learn to the next level. Independent studies are available. Many mathematics majors opt for teacher licensure. The department is a member of the Mathematical Association of America.

Mission

The mission of the Department of Mathematics is to promote the field of Mathematics and to ensure that every Methodist University student acquires the necessary mathematical skills to succeed in his/her chosen career.

Goals

- Students who complete the General Education/Core courses in Mathematics will be adept in basic mathematical skills and reasoning.
- Students who graduate with a major in Mathematics or Mathematical Education will be prepared to pursue advanced degrees in graduate school or pursue careers in teaching, industries, or a related field.

Degrees awarded: B.A., B.S., A.A., A.S.

Requirements for the major in Mathematics: 50 s.h.: MAT 231, 232, 250, 260, 305, 309, 310, 312, 316, 411, 414, CSC 201 or 202, and six additional s.h. above MAT 250 (excluding 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: 50 s.h.:

- (a) MAT 231, 232, 250, 260, 305, 309, 310, 312, 315, 316, 320, EDU 414, CSC 201 or 202, and three additional s.h. above MAT 250 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 (See Teacher Education Program Requirements.)

Concentration in Mathematics (Middle Grades Education 6-9)

Coordinator: Dr. Lewis Walston, Mathematics Education

Requirements:

- (a) MAT 220, 231, 232, 250, 315, and choose 1 course from the following: MAT 305, 309, 310, 312, and 320
- (b) EDU 447
- (c) CSC 201 or 202

Requirements for the A.A. with a subject concentration in Mathematics: 18 s.h.

MAT 231, 232, 250, 309, 310, and 312

Requirements for the A.S. with a subject concentration in Mathematics: See page 61.

Writing-Enrichment Course: MAT 305

MATHEMATICS COURSES

MAT 103 INTRODUCTION TO COLLEGE MATHEMATICS 3 s.h.

This is a preparatory course for MAT 105 College Algebra and the basic algebra concepts are discussed. The following topics are covered in this course: Real numbers, exponents, factoring, linear and quadratic equations, linear inequalities, rational expressions, radicals, and word problems. This course is offered every fall, spring, and summer semesters

MAT 105 COLLEGE ALGEBRA 3 s.h.

Real numbers, exponents, radicals, factoring, rational expressions, linear and quadratic equations/inequalities, equations with radicals, equations/inequalities with absolute values, applications, functions, graphing, exponential and logarithmic functions, and systems of equations. 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 elementary or special 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 or permission of the instructor. 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 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, passing a placement test, or permission of the instructor. 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 or permission of the instructor. 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 or permission of the instructor. 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 or permission of the instructor. 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 or permission of the instructor. This course is offered every fall semester.

MAT 305 THE HISTORY OF MATHEMATICS 3 s.h.
Mathematical thought from ancient to modern times, major theorems of mathematics, problems of different periods, and the context in which mathematics developed. Prerequisites: MAT 232 and 250, or permission of the instructor. This course is offered as needed.

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 or permission of the instructor. 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 or permission of the instructor. This course is offered as needed.

MAT 314 NUMERICAL ANALYSIS 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 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 232 and 250 or permission of the instructor. 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 232 and 260 or permission of the instructor. 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 or permission of the instructor. 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 or permission of the instructor. This course is offered as needed.

MAT 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 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 or permission of the instructor. 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, the department chair, and the school dean before approval by the Vice President for Academic Affairs. Credit to be determined.

DEPARTMENT OF PHYSICAL EDUCATION AND EXERCISE SCIENCE

Professor John Herring, Chair

Mission

The mission of the Department of Physical Education and Exercise Science is to prepare professionals at the undergraduate level through excellence in teaching, research and service so that they may encourage enhanced performance and quality of life of all citizens through active lifestyles and lifetime physical activity.

Goals

I. The purposes of the CORE requirement in Wellness and Exercise Science 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 major in Applied Exercise Science 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. Students who earn a major in physical education, with teacher licensure, are qualified to teach physical education in grades K-12 in North Carolina and many 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 sport management or recreation.

IV. Graduates with a major in Cardiac Rehabilitation will have the skills and knowledge necessary to enter graduate school or gain an entry level position working with individuals with coronary risk factors or who have been diagnosed with established heart disease. The goals of cardiac rehabilitation program are to improve an individual's functional capacity, alleviate or lessen activity-related symptoms, reduce disability, and identify and modify coronary risk factors in an attempt to reduce subsequent morbidity and mortality due to cardiovascular illness. The ultimate goal of cardiac rehabilitation is to restore and maintain an individual's optimal physiological, psychological, social, and vocational status. Cardiac rehabilitation exercise prescription programs enable individuals to manage hypertension, improve functional capacity, retard the progression and foster the reversal of coronary atherosclerosis, and reduce the risk of further coronary events. Students will have the opportunity to sit for the ACSM Exercise Specialist examination. *This program is currently suspended.*

V. Graduates with a major in Exercise Science will have the skills and knowledge to become personal trainers or strength and conditioning coaches. As fitness professionals, graduates will be involved in developing and implementing individualized approaches to exercise leadership in healthy populations and/or for those individuals with medical clearance to exercise. Graduates of the program will be proficient in writing appropriate exercise recommendations, leading and demonstrating safe and effective methods of exercise, and motivating individuals to begin and to continue with their healthy behaviors. Students will have the opportunity to sit for the NSCA Certified Strength and Conditioning and/ or Personal Trainer examination.

Degrees awarded: B.A., B.S.

Writing-Enrichment Courses: EDU251, PXS 300, 400

Computer Intensive Courses: EDU240, PXS 300, 312, 400

APPLIED EXERCISE SCIENCE

Dr. Margaret Folsom, Coordinator

Degrees awarded: B.A., B.S.

Writing Enrichment courses: BIO 309, 401, and 440; PXS 400; ATP 484

Major in Applied Exercise Science: 64 s.h., including BIO 306 and 308; BIO 401; CHE 151 and 152; PHY 151 and 152; MAT 220; PXS 217, 240, 285, 290, 312, 404, and 306; ATP 159 or ATP 112 and 220; PSY 204; PXS 400 or ATP 484; one of BIO 309, 398, 440

CARDIAC REHABILITATION

Dr. Andrew Jameson, Coordinator

Degrees awarded: B.A., B.S.

Writing Enrichment courses: PXS 300

Computer Intensive courses: PXS 300, 400, 312

Major in Cardiac Rehabilitation: 54 semester hours, including ATP 220, 230, BIO 153, 306, 307, 308, 400 PXS 217, 240, 290, 300, 312, 376, 377, 378, 400, 400, 404, 405, 306, 412, and 493.

This program is currently inactive. No students are currently being accepted into the program.

EXERCISE SCIENCE

Dr. Andrew Jameson Coordinator

Degrees awarded: B.A., B.S.

Requirements for the major: 48 semester hours, including ATP 159, or 112 and 220; PXS 111, 217, 240, 285, 286, 290, 300, 306, 308, 312, 373; 400 or ATP 484, PXS 404, 405 and 492. Additional courses (optional) PXS 410, 411 and 485.

Requirements for the minor: 27 semester hours, including ATP 159, PXS 111, 217, 240, 285, 286, 290, 312, 404 and 492.

Writing Enrichment Courses: PXS 300 and PXS 400

Computer Intensive Courses: PXS 300, 400, and 312

PHYSICAL EDUCATION

Professor John Herring, Coordinator

Degrees awarded: B.A., B.S.

Major in Physical Education: 46 s.h., including PXS 203,209, 217, 240, 285, 286, 290, 300, 306, 310, 312, 340, 341, 400, 404, 405 and 415. Students seeking teaching licensure must complete additional course work and other requirements, as listed below. Throughout the program there are opportunities for observation, participation, assisting “mini-teaching” with public school students, including students with disabilities.

Teacher Licensure (K-12) in Physical Education (Coordinator: Mr. John Herring) Completion of the requirements for the Physical Education major; and Education 142, 200, 240, 242, 251, 330, 342, 407, 413, 420, 421. For additional requirements, refer to requirements for admission to the Teacher Education Program and Student Teaching.

Requirements for a minor: 15 semester hours beyond PXS 240, including PXS 400. A minor does not qualify students for physical education teacher-licensure.

Writing Enrichment Courses: EDU 251,300, and 400

Computer Intensive Courses: PXS 240, 300, 312, and 400

PHYSICAL EDUCATION AND EXERCISE SCIENCE COURSES

PXS 111 INTRODUCTION TO EXERCISE SCIENCE 1 s.h.

This course introduces students to the field of Exercise Science and the department of Physical Education and Exercise Science at Methodist University. Classroom and Laboratory experiences will familiarize the student with the Exercise program and its specific academic components and career or graduate school opportunities. Advisement issues and basic computer competencies will be addressed. This course is offered both fall and spring semester.

PXS 203 INTRODUCTION TO PHYSICAL EDUCATION 1 s.h.

A basic introduction to Physical Education, including the philosophical and historical foundations of physical education. Emphasis is also placed on helping to familiarize the students with the majors and in becoming professionals in physical education. This course is offered both Fall and Spring semesters.

PXS 209 SPORT PEDAGOGY I 3 s.h.

The first of three courses in the pedagogy sequence is designed to explore the teaching-learning process and develop teaching skills. This course focuses specifically on the planning and the implementation of developmentally appropriate physical education programs in the elementary school. The course is aligned with the NC Healthful Living curriculum. Prerequisite: PXS 203 or permission of the instructor. This course is offered every Spring.

PXS 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.

PXS 240 HUMAN NUTRITION 3 s.h.

The course discusses the fundamental biochemical and physiological rationale for optimal nutrient intake for exercise. Applications include exercises of varying intensity and duration, training and recovery periods, and various sports. This course is offered in the fall and spring semester.

PXS 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 various structures, functions and mechanics of the human body. Prerequisite: None. This course is offered both fall and spring semester.

PXS 286 SURVEY OF HUMAN PHYSIOLOGY AND DISEASES 3 s.h.

This course is designed to prepare athletic training, physical education, and sports management students with the basic knowledge of human physiology and body systems. It will also prepare athletic training, physical education, and sports 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 both fall and spring semester.

PXS 290 PRINCIPLES OF PHYSICAL CONDITIONING**3 s.h.**

Introduction to basic physical conditioning and fitness concepts. Attention will be given to the development of individual fitness programs based on a needs analysis; emphasizing such topics as aerobic and anaerobic exercises, resistance training techniques, specificity, safety and the associated assessment methods and procedures. This course is a combination of lecture and laboratory activities. This course is offered every fall and spring semester.

PXS 300 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. Designated writing enrichment course for Physical Education and Exercise Science majors. This course is offered every fall.

PXS 306 ADAPTED PHYSICAL EDUCATION AND EXERCISE FOR SPECIAL POPULATIONS**3 s.h.**

The nature of physical education services, administration and instructional processes for specific disabilities, including modification of activities, facilities, equipment, and the development of I.E.P.s. This course is offered every fall semester.

PXS 308 SPORT PSYCHOLOGY**3 s.h.**

Overview of psychological and sociological problems of leadership, coaching, and motivation in competitive athletics, including professional, intercollegiate, youth sport, character, aggression, gender, race, class, and media. This course is offered every fall.

PXS 310 SCHOOL HEALTH**3 s.h.**

Designed to prepare students to be competent teachers of comprehensive health education topics to school-age children. Students will learn to plan, implement, and evaluate a comprehensive health education program for children in grades K-12. The course is aligned with the NC Healthful Living curriculum. Prerequisite: PXS 300. This course is offered every spring.

PXS 311 HEALTH AND PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL**3 s.h.**

This course familiarizes the student with the major concepts of Healthful Living, including the foundations of good health, benefits of a healthy lifestyle, and awareness of major health issues related to children. Designed for elementary education majors only. This course is offered every spring.

PXS 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: ATP/PXS 285 or BIO 306 and MAT 105. This course is offered every fall.

PXS 340 SPORT PEDAGOGY II**3 s.h.**

This is the second course in the pedagogy sequence and is designed to explore the teaching-learning process and develop teaching skills. This course focuses specifically on the planning and implementation of developmentally appropriate physical education programs in the middle school. The course is aligned with the NC Healthful Living curriculum. Prerequisites: PXS 209 or permission of the instructor. This course is offered every fall semester.

PXS 341 SPORT PEDAGOGY III 3 s.h.

This is the third course in the pedagogy sequence and allows teacher candidates to refine their teaching skills prior to student teaching. The course focuses on the high school level of physical education grades (9-12). In high school physical education students develop the skills necessary to become physically active for a lifetime. The course is aligned with the NC Healthful Living curriculum. Prerequisite: PXS 209 and PXS 340 or permission of the instructor. This course is offered every spring semester.

PXS 373 EXERCISE SCIENCE OBSERVATION 1 s.h.

Observe professionals in fitness and/or healthcare industries to gain experience working with members at accredited fitness facilities, medical centers or school systems. Student will be responsible for assuming an interactive role during the field experience. A minimum of 40 hours in the field will be required.

PXS 376 CARDIAC REHABILITATION OBSERVATION I 1 s.h.

Observe professionals in Physical Education and/or healthcare industries to gain experience working with members at accredited fitness or facilities, medical centers or assisted living facilities. Student will be responsible for assuming an interactive role during the field experience. A minimum of 30 hours in the field will be required.

PXS 377 CARDIAC REHABILITATION OBSERVATION II 1 s.h.

Observe professionals in Physical Education and/or healthcare industries to gain experience working with members at accredited fitness facilities, medical centers or assisted living facilities. Student will be responsible for assuming an interactive role during the field experience. A minimum of 40 hours in the field will be required.

PXS 378 CARDIAC REHABILITATION OBSERVATION III 1 s.h.

Observe professionals in Physical Education and/or healthcare industries to gain experience working with members at accredited fitness facilities, medical centers or assisted living facilities. Student will be responsible for assuming an interactive role during the field experience. A minimum of 40 hours in the field will be required.

PXS 400 ORGANIZATION AND ADMINISTRATION 3 s.h.

Philosophical and methodological bases for organizing and administering physical education, exercise science, 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 Exercise Science majors. Prerequisite: PXS 203 or PXS 111 or ATP 111. This course is offered every spring.

PXS 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 of physical activity. Prerequisites: PXS 285. This course is offered every spring.

PXS 405 MEASUREMENT AND EVALUATION 3 s.h.

The development of competencies needed for evaluation in Physical Education and Exercise Science 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.

PXS 410 INSTRUCTOR TRAINING IN PERSONAL TRAINING 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. Prerequisite: PXS 290

PXS 411 INSTRUCTOR TRAINING IN STRENGTH AND CONDITIONING 3 s.h.
This course involves evaluation of health behaviors at 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. Prerequisites: PXS 240, 290. This course is offered every fall.

PXS 412 EXERCISE PRESCRIPTION 3 s.h.
Scientific foundations of conditioning, a life-span approach with specific attention to exercise prescription for all populations.

PXS 415 SEMINAR IN PHYSICAL EDUCATION 1 s.h.
This course will serve as a culminating course with emphasis on examining each student's educational program and experiences and charting a path into their professional future. This course will be offered both fall and spring semesters.

**PXS 485 SPECIAL TOPICS: PHYSICAL EDUCATION
AND EXERCISE SCIENCE** 1-3 s.h.
Study of special topics of critical, contemporary concern in Physical Education and Exercise Science. Prerequisite: permission of the Department Chair. This course is offered as needed.

PXS 492 EXERCISE SCIENCE INTERNSHIP 3 s.h.
Each student, in consultation with the Department Chair or Program Coordinator will arrange an internship at a departmentally approved venue. 150 hours in the field will be required. (Juniors or above). This course will be offered every spring.

PXS 493 CARDIAC REHABILITATION INTERNSHIP 3 s.h.
Each student, in consultation with the Department Chair or designee, will arrange a cardiac rehabilitation internship. Options include working in a Physical Education facility, assisted living facility or healthcare setting. 150 hours in the field will be required.

**PXS 499 INDEPENDENT STUDY IN PHYSICAL EDUCATION
AND EXERCISE SCIENCE** 1-3 s.h.
An opportunity for an 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 Dean of the School of Sciences and Human Development, before approval by the Vice-President of Academic Affairs. Credit to be determined. This course is offered as needed.

WELLNESS COURSES

WEL 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.

WEL 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.

WEL 218 CONCEPTS OF FITNESS AND NUTRITION

3 s.h.

Introduction to basic health and fitness concepts and related topics. 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.

WEL 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 Wellness and Exercise Science major. Must be taken in the semester the sport is in season. Pass/fail credit. Prerequisite: Permission from the department head. This course is offered both fall and spring semesters.

TEACHER EDUCATION PROGRAM

Dr. Yvonne Nolan

Chair, Teacher Education Committee

One of the primary opportunities for service for the University is in the field of teacher education. The University 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. Facilitative teachers are knowledgeable, communicative, attentive, and understanding.

Mission

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.

Accreditation

The Teacher Education Program, accredited by the National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction, provides courses of study for the following teaching licenses:

Elementary Education (K-6): Dr. Jaunita Heyward, Coordinator

Middle Grades Education (6-9) concentrations: language arts, mathematics, social studies, science: Dr. Elizabeth Belford Horan, Coordinator

Special Education: General Curriculum: Dr. Yvonne Nolan, Coordinator

Secondary Education (9-12):

English: Vickie Erben, Coordinator

Mathematics: Dr. Lewis Walston, Coordinator

Social Studies: Dr. Karen Kletter, Coordinator

Special Subjects (K-12):

Art: Silvana Foti, Coordinator

Music: Dr. Michael Martin, Coordinator

Physical Education, John Herring: Coordinator

School of Social Work, George Hendricks, Coordinator

Add-on Licenses (K-12):

Reading: Vickie Erben, Coordinator

Academically and Intellectually Gifted: Dr. Elizabeth Belford Horan, Coordinator

Note: We are currently seeking temporary authorization to offer programs in Secondary English, and Reading.

Title II

The Teacher Education Program at Methodist University is in compliance with Title II of the Higher Education Act. 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 National Association of State Directors of Teacher Education and Certification (NASDTEC).

Field Experience Requirements

Candidates seeking licensure in Elementary Education must complete a Field Experience at each of three levels: K-1, 2-3, 4-5.

Candidates seeking Special Education: General Curriculum licensure must complete Field Experience at each of three levels (K-6, 7-9, and 10-12) and across three different exceptionalities.

Candidates seeking licensure in K-12 specialty areas must complete Field Experience at each of three levels: K-5, 6-8, 9-12.

Candidates seeking licensure in secondary programs must complete three Field Experiences at the secondary level.

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 licensure 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 secretary for test dates and costs.
- 3—The student must have successfully completed a minimum of 60 academic hours to include HIS 103 and 104; 6 s.h Social Sciences required for Middle Grades; ENG 101 and 102; MAT 105 or higher; 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 (PXS 306 is required for physical education majors.)
- 4—Three recommendations from faculty. Of the three recommendations, one 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 interview with the Chair of the Teacher Education Committee, the Director of Student Teaching and Field Experiences, and the Subject Area Program Coordinator.
- 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 licensure sequence or student teaching block (EDU 330, 342, 402, 403, 404, 407, 410-418, 419, 420, 421, and 447).
- 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 Chair of the Teacher Education Committee 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—Accepted into the Teacher Education Program at least one full semester (excluding the summer) prior to the teaching semester.
- 2—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.
- 3—Completion of all major and professional licensure requirements (except PXS 415) except the Student Teaching Block courses.

- 4—An application on file in the education office no later than the date specified by the Director of Field Experience and Student Teaching the semester prior to student teaching.
- 5—Remediation of any identified weaknesses.
- 6—Receipt of letter from the Chair, Teacher Education Committee, acknowledging approval for student teaching.

Requirements for Licensure

- 1—Completion of all degree requirements.
- 2—Completion of all licensure requirements.
- 3—A satisfactory score on the Specialty Area Test(s) of the Praxis Series Examination
- 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.

Requirements for Licensure Only

Licensure-only candidates follow the requirements for admission to Teacher Education as described earlier in the catalogue. Persons with a baccalaureate degree wishing to obtain licensure through Methodist University must submit transcripts for evaluation and have an IEP prepared by the appropriate Subject Area Program Coordinator and signed by the Chair of the Teacher Education Committee. All courses the candidate will be required to complete will be listed on the IEP. All courses on the IEP must be taken at Methodist University.

Requirements for Lateral Entry

The Department of Education follows two program plans for lateral entry students.

- 1—Students seeking teacher licensure through Methodist University 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 University. (See requirements for admission to Teacher Education.)
- 2—Students seeking lateral entry licensure through the State Department of Public Instruction Regional Alternative Licensing Centers (RALC) may take any course(s) offered at Methodist University recommended by the RALC. The Methodist University Department of Education works very closely with the Regional Centers to facilitate lateral entry teacher licensure. (Note: The Methodist University Teacher Education Program does not offer a program for teachers working under the Emergency Permit to Practice. However, the Teacher Education Program 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 when possible.)

Major and Licensure Requirements

Please refer to the appropriate section of the catalogue for major and licensure requirements for specific program areas as follows:

School of Science and Human Development

Elementary Education

Middle Grades

Special Education: General Curriculum

Education Department

Education Department

Education Department

Academically or Intellectually Gifted (Add-on)
Reading (Add-on)
Mathematics
Physical Education

Education Department
Education Department
Mathematics Department
Physical Education and Exercise
Science Department

School of Arts and Humanities

Art
Music
English
Social Studies

Art Department
Music Department
English Department
History Department

DEPARTMENT OF EDUCATION

Dr. Yvonne Nolan, Chair

Degrees awarded: The Education Department offers teaching licensure programs (B.A. or B.S.) for Elementary Education, Middle Grades Education, and Special Education: General Curriculum. Add-on licensure programs in Reading and Academically and Intellectually Gifted are also offered.

Requirements for the minor in Education : EDU 200 and 251, EDU 331, EDU 361, ENG/EDU 260, SPE 255, and WEL 311.

Writing-enrichment courses: EDU 251 and SPE 255

Computer intensive course: EDU 240

ELEMENTARY EDUCATION K-6

Dr. Jaunita Heyward, Coordinator

In order to satisfy the NCDPI standards for Elementary Education and the general education/core requirements, Elementary Education majors must complete the following general education, major, and professional licensure courses:

Elementary Education Major: EDU 361; GEO252; HIS103; HIS 201 or 202, 362; MAT 106; PSC151; PSY101 or SOC151; PXS 311; EDU 246, 260, 317, 331, 341, 402, 403, 404, 419.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 421.

MIDDLE GRADES EDUCATION 6-9

Dr. Elizabeth Belford Horan, Coordinator

Candidates seeking Middle Grades licensure must choose **TWO** concentrations from: Mathematics, Science, Social Studies, and Language Arts. In order to satisfy the NCDPI standards for Middle Grades Education and the general education/core requirements, Middle Grades Education majors must complete the concentration-specific general education, major, and professional licensure courses:

B.A. with Mathematics and Science Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG 362; PHI 211, 212, or 220; ART 151 or MUS 151 or THE 162 or 163; MAT 113; BIO 153; SCI 143; 6 s.h. HIS 104 and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, SOC 151 or 256; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; SCI 143; GLY 160 and 301; BIO 153, 253, 254 and one of the following: BIO 301, 306, 312, 317, or 321.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.A. with Mathematics and Social Studies Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG 362; PHI 211, 212, or 220; ART 151 or MUS 151 or THE 162 or 163; MAT 113; BIO 153; SCI 143; HIS 104 and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, SOC 151 or 256; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional 300/400 level HIS course.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.A. with Mathematics and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG 362; PHI 211, 212, or 220; ART 151 or MUS 151 or THE 162 or 163; MAT 113; BIO 153; SCI 143; HIS 104 and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.A. with Science and Social Studies Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG 362; PHI 211, 212, or 220; ART 151 or MUS 151 or THE 162 or 163; MAT 105 or higher; BIO 153; SCI 143; HIS 104

and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: SCI 143; GLY 160 and 301; BIO 153, 253, 254, and one from BIO 301, 306, 312, 317, or 321; ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional HIS at the 300/400 level.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.A. with Social Studies and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG LIT; PHI 211, 212, or 220; ART 151 or MUS 151 or THE 162 or 163; MAT 105 or higher; BIO 153; SCI 143; HIS 104 and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional HIS at the 300/400 level; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.A. with Science and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; Foreign Language through the 200 level; 6 s.h. REL; 3 s.h. ENG LIT; PHI 211, 212, or 220; ARH 151 or MUS 151 or THE 162 or 163; MAT 113; BIO 153; SCI 143; HIS 104 and one additional HIS course; 6 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: SCI 143; GLY 160 and 301; BIO 153, 253, 254, and one from BIO 301, 306, 312, 317, or 321; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Mathematics and Science Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; ENG 362 and another ENG or PHI course; or two units of Foreign Language; ARH 151 or MUS 151 or THE 162 or 163; MAT 113 and 114; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; SCI 143; GLY 160 and 301; BIO 153, 253, 254 and one of the following: BIO 301, 306, 312, 317, or 321.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Mathematics and Social Studies Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; ENG 362 and another ENG or PHI course; or two units of Foreign Language; ARH 151 or MUS 151 or THE 162 or 163; MAT 113 and 114; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional 300/400 level HIS course.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Mathematics and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; two ENG Lit./ PHI courses or two units of Foreign Language; ARH 151 or MUS 151 or THE 162 or 163; MAT 113 and 114; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: MAT 113, 114, 220, 231, 232, 250, 315, and one from the following: MAT 305, 309, 312, or 320; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Science and Social Studies Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; ENG 362 and another LIT/PHI courses or two units of Foreign Language; ART 151 or MUS 151 or THE 162 or 163; MAT 105 or higher; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: SCI 143; GLY 160 and 301; BIO 153, 253, 254, and one from BIO 301, 306, 312, 317, or 321; ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional HIS at the 300/400 level.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Social Studies and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; two ENG LIT/PHI courses or two units of Foreign Language; ART 151 or MUS 151 or THE 162 or 163; MAT 105 or higher; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: ECO 261 or 262; GEO 252; HIS 103, 104, 201, 202, 362, 370, and one additional HIS at the 300/400 level; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

B.S. with Science and Language Arts Concentrations:

General Education/Core: IDS 110, CSC 100; ENG 101 and 102; OCL 151; 6 s.h. REL; two ENG LIT/PHI courses or two units of Foreign Language; ARH 151 or MUS 151 or THE 162 or 163; MAT 105 or higher; BIO 153; GLY 160; SCI 143; HIS 104 and one additional HIS course; 3 s.h. ECO 261 or 262, GEO 252, PSC 151, PSY 101, or SOC 151; WEL 101 and either 201 or 235, or WEL 218.

Major Requirements: SCI 143; GLY 160 and 301; BIO 153, 253, 254, and one from BIO 301, 306, 312, 317, or 321; ENG 101, 102; ENG LIT (9 s.h.); ENG 322, 323, 362, and two of the following: ENG 342, 350, 371, 374, 391, 394, 404, 405, 407, 409, 411, 412, or 414.

Professional Licensure Requirements: SPE 255; EDU 142, 200, 240, 242, 251, 330, 342, 407, 419, 420, 421, and 447.

SPECIAL EDUCATION: GENERAL CURRICULUM

Dr. Yvonne Nolan, Coordinator

Subject area (major): SPE 255, 260, 345, 348, 351, 358, 385, EDU 260; 317, 331; PXS 306, SPE 419, HIS103,GEO252,PSC151,SOC151, or PSY101.

Professional Licensure Requirements: EDU 142, 200, 240, 242, 251, 330, 342, 402, 403 or 420 or 447; 404, 407, 421

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) and Academically and Intellectually Gifted (K-12). 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 appropriate Add-on License Coordinator, who will then complete an IEP. If approved, the teacher must submit a copy of their current certificate, official transcript, and agree that all courses listed on the IEP will be taken at Methodist University.

A student who wishes to add-on the reading licensure to the existing or proposed initial licensure must meet the following requirements:

1. Prerequisites: EDU 404 and EDU 361.
2. Additional requirements: EDU 420, 331, 345, and 442.
3. Satisfactory score on the Specialty Area section of the Praxis Series Examination.
4. Conference with the Reading Coordinator for more detailed information.

Academically or Intellectually Gifted, K-12 (Coordinator: Dr. Elizabeth Belford Horan)

A student who wishes to add the academically and intellectually gifted licensure to the existing or proposed initial licensure must meet the following requirements:

1. Prerequisites: conference with and consent of AIG program coordinator.
2. Additional requirements: EDU 448, 451, 455, and 465.

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 directed observation. Supervised by a cooperating teacher and a member of the Education Department faculty. Recommended for the freshman or sophomore year. Formal application for a Field Experience Placement required at the time of pre-registration. This course is offered every fall and spring semester.

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. This course is offered every fall and spring semester.

EDU 240 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. Courses taken at other institutions will not be accepted in lieu of this course, except on review and agreement by the course professor and Chair of the Education Department. Prerequisites: CSC 100 or permission of the instructor.

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, a member of the Education Department faculty, and a faculty member from the candidate's content area. Recommended for the sophomore or junior year. Formal application for a Field Experience Placement is required at the time of pre-registration. Students enrolled in this course are expected to complete the requirements for passing PRAXIS I (reading, writing, and math). Candidates who have not passed PRAXIS I by the end of this course will meet with their advisor and the Chair 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. Courses taken at other institutions will not be accepted in lieu of this course.

EDU 246 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. Courses taken at other institutions will not be accepted in lieu of this course, except on review and agreement by the course professor and Chair of the Education Department. This course is offered every fall and spring semester.

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. Prerequisite: Sophomore status. This course is offered every fall and spring semester.

**EDU 260 REVIEW AND 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, or Writing. This course is offered spring semester. Prerequisite: Second semester sophomore.

EDU 317 METHODS OF ELEMENTARY SCIENCE 3 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. This course is offered every fall and spring semester. There is a one hour Lab session each week.

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. Formal acceptance to Teacher Education program is required for admission. With permission of the instructor this course is open to licensed teachers and lateral entry candidates. 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 programs 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 by the course professor and Chair of the Education Department. This course is offered fall and spring semester. Prerequisites: EDU 142, 242.

EDU 341 INTEGRATING THE ARTS IN ELEMENTARY CLASSROOM: 4 s.h.
The course provides learning and exploratory experiences for prospective classroom teachers to comprehend basic principles and elements of the arts (art, music, and drama). Emphasis is on techniques and strategies that integrate the arts with the teaching of other subject areas in the elementary classroom. Will be offered in the fall and spring semesters. Prerequisites: EDU 142 and 242.

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. Supervised by a cooperating teacher, a member of the Education Department faculty, and a faculty member from the candidate's content area. Recommended the semester before student teaching. Formal application for a Field Experience Placement is required at the time of pre-registration. 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 345 REMEDIAL READING DIAGNOSIS AND REMEDIATION**4 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. Cross listed as SPE 345. Prerequisites: EDU 331, SPE 335. This course is offered during the spring semester.

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. This course is offered spring semester. Prerequisites: EDU 142, 242.

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. Not credited toward either the 3 s.h. major or 18 s.h. minor in English. This course is offered as needed.

EDU 402 MATHEMATICS FOR ELEMENTARY TEACHERS**(K-6 , K-12 SPECIAL EDUCATION: GENERAL CURRICULUM)****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. For admission, the student candidate must fulfill one of the following requirements: formal acceptance to student teaching by the Teacher Education Committee; be a graduate seeking licensure, or have received written permission from both the department chair, and course professor. Courses taken at other institutions will not be accepted in lieu of this course.

EDU 403 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL**(K-6 , K-12 SPECIAL EDUCATION: GENERAL CURRICULUM)****2 s.h.**

Curriculum, unit, and lesson planning; materials and activities for social studies instruction. For admission, the student candidate must fulfill one of the following requirements: formal acceptance to student teaching by the Teacher Education Committee; be a graduate seeking licensure, or have received written permission from both the department chair, and course professor. Courses taken at other institutions will not be accepted in lieu of this course.

EDU 404 LITERACY FOR THE 21ST CENTURY**(K-6 , K-12 SPECIAL EDUCATION: GENERAL CURRICULUM)****2 s.h.**

Methods for promoting communication skills among young learners with emphasis on the inter-relatedness of listening, speaking, reading, and writing skills. For admission, the student candidate must fulfill one of the following requirements: formal acceptance to student teaching by the Teacher Education Committee; be a graduate seeking licensure, or have received written permission from both the department chair, and course professor. 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. Formal acceptance to Teacher Education program by the Teacher Education Committee is required for admission. This course is offered during the student-teaching semester each fall and spring.

EDU 410-418 TEACHING METHODS FOR SECONDARY**AND 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 is required for admission. Courses taken at other institutions will not be accepted in lieu of these courses. These courses are offered every fall and spring semester as needed.

EDU 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 inclusion classrooms and social and emotional needs of individuals with disabilities. Requires a minimum of ten observation hours in an accredited school. Formal acceptance to Teacher Education Program is required. Courses taken at other institutions will not be accepted in lieu of this course except upon review and agreement by the course professor and Chair of the Education Department. This course is offered every spring semester and as needed.

EDU 420 READING AND WRITING IN THE CONTENT AREAS**(6-8, 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 is required for admission.

EDU 421 STUDENT TEACHING (ALL LICENSES)**12 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 University faculty. Formal application for a Student Teaching Placement is required at the time of pre-registration. Formal acceptance to Student Teaching by the Teacher Education Committee is required for admission. Courses taken at other institutions will not be accepted in lieu of this course. This course is offered in the fall and spring. Elementary Education, Special Education, and candidates seeking Physical Education licensure are required to take this course during the fall semester.

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 is 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 447 EDUCATION IN THE MIDDLE SCHOOLS (6-9)**3 s.h.**

Curriculum, activities, and techniques for middle grades education. Formal acceptance to Teacher Education program is required for admission. 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 by the course professor and Chair of the Education Department.

EDU 448 CURRICULUM DEVELOPMENT FOR GIFTED**(Add-On License course)****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. This course is offered Spring Term II 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 and Chair of the Education Department.

EDU 451 METHODS OF TEACHING THE GIFTED AND TALENTED**(Add-On Licensure course)****3 s.h.**

Design, development, and implementation of methods; materials and teaching models relevant to the needs of the gifted and talented. This course is offered Summer Term IV 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 and chair of the Education Department.

EDU 455 NATURE AND NURTURE OF GIFTED AND TALENTED**(Add-On Licensure Course)****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 Spring Term I 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 and Chair of the Education Department.

EDU 465 ISSUES AND TRENDS IN GIFTED EDUCATION**(Add-on Licensure Course)****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. This course is offered Fall Term II 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 and Chair of the Education Department.

EDU 485 SPECIAL TOPICS 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 is required for admission. Prerequisite: permission of the Chair, 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 is required for admission. Requires approval by the faculty advisor, the supervising professor, the department head, and the school dean 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 (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 spring semester and one summer session.

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 in spring. Prerequisite SPE 255. With permission of the instructor this course is open to licensed teachers and lateral entry candidates.

SPE 335 TESTING AND ASSESSING SPECIAL EDUCATION STUDENTS 3 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. This course is offered every fall semester.

SPE 345 REMEDIAL READING DIAGNOSIS AND REMEDIATION 4 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. Cross listed as EDU 345. Prerequisite: EDU 331 and SPE 335. This course is offered during the spring semester. With permission of the instructor this course is open to licensed teachers and lateral entry candidates.

**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. Requires a minimum of ten observation hours in an accredited school. This course is offered every Fall semester. Prerequisites: SPE 255 and SPE 260. With permission of the instructor this course is open to licensed teachers and lateral entry candidates.

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. Requires a minimum of ten observation hours in an accredited school. This course is offered every Spring semester. Prerequisites: SPE 255 and SPE 260. With permission of the instructor this course is open to licensed teachers and lateral entry candidates.

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 fall semester as needed.

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 inclusion classrooms and social and emotional needs of individuals with disabilities. Requires a minimum of ten observation hours in an accredited school. This course is offered every Spring semester and as needed. Formal acceptance to Teacher Education Program is required. Courses taken at other institutions will not be accepted in lieu of this course except upon review and agreement by the course professor and Chair of the Education Department.

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, the department head, and the school dean 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.

Title II NC Institution Level Survey

Please complete the following questions about your institute of higher education.
Your answers can be edited anytime up to the state deadline.

- 1.) Please complete the following demographic questions about yourself and institution (*).

Institution Name:	Methodist University
Respondent Name:	Dr. Gillie Benstead
Respondent Title:	Title II Coordinator
Respondent Phone Number:	910/630-7057
Respondent Fax Number:	910/630-7679
Respondent Email Address:	benstead@methodist.edu
Respondent Address 1:	Dept. of Education
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:	2005
Cohort End Year:	2006

- 3.) Please complete the following questions as accurately as possible.

a) Number of students enrolled in teacher preparation programs:	28
b) Total # of regular and alternative students in programs of supervised student teaching:	9

- 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.

a) Total # of full-time faculty in professional education that supervise student teachers:	5
b) Total # of part-time faculty, employed full-time by IHE, that supervise student teachers:	3
c) Total # of part-time faculty, not otherwise employed by IHE, that supervise student teachers:	1
d) Total # of supervising faculty for the teacher preparation program:	9
e) Student to faculty ratio (divide 3b by 4d; may use a decimal):	1.0

- 5.) Please complete the following questions as accurately as possible.

a) Average # of hours per week required of student participation in supervised teaching:	40
b) Total # of required weeks of supervised student teaching:	10
c) 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

ADMISSIONS POLICY

Methodist University 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, transfer students, re-admitted students, special (non-admitted) students, or visiting students.

APPLICATION PROCESS

The Regular Academic (Day) Program

- 1—Submit a completed 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) to the Admissions Office.
- 5—Arrange an interview with the Admissions Office (optional but recommended for all applicants).

MU at Night (Evening) Program

- 1—Submit a completed MU at Night 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 MU at Night Office of Admissions.
- 4—Arrange an interview with the Assistant Dean for MU at Night and Summer School, Room T-305, Trustees Building (630-7074).
- 5—Students withdrawing from MU at Night on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the University after the last day to drop classes will not be eligible for a refund.

Students entering the MU at Night program have until the end of their initial semester to meet all admission requirements. However, the English Placement Test must be completed before the initial registration, and if applicable, verification of completion of ENG101 and/or ENG102 must be provided prior to registration. Students, who do not complete the above requirements, are not fully admitted to the University and are not eligible for Financial Aid, Veteran Benefits, or a Methodist University transcript.

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 University to admit those students who, in the professional judgment of the admissions staff and the University faculty, appear to be prepared academically for success at the University. 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. Home schooled students must submit official transcripts from a state approved home school and meet all other freshman admissions requirements.

Transfer Students

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.

Students Seeking Re-admission

Students seeking re-admission to the University must make a formal application through the Office of Admissions. They 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 MU at Night 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. Note: Students who are currently on academic warning, probation, or suspension in MU at Night are not eligible to take courses in the day program.

SPECIAL STUDENTS, INTERNATIONAL STUDENTS, AND PROFESSIONAL GOLF MANAGEMENT STUDENTS

Admission of Special Students

Special students at Methodist University 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 groups: 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. 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 financial assistance or utilize veteran's benefits.

Visiting Students

An applicant seeking admission as a visiting student must have a letter of permission from his or her resident college forwarded to the Admissions Office.

High School Dual Enrollment

High school-age students who possess outstanding academic potential and who would benefit by attending Methodist University may do so under the following circumstances:

- A. The student should be at least sixteen years of age and classified as a junior based on high school courses completed.
- B. High school-age students may attend Methodist University 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 may be required to submit a letter from his/her guidance counselor or home school administrator.

Tuition for Special Students

Special students will be charged the standard per hour tuition as described in the Finances section (page 267).

International Student Admission Requirements

- A. Complete and submit an international application with \$25.00 application fee to the International Programs Office. The application can be found at www.methodist.edu/int.
- B. Provide the Director of International Programs with an official copy of the student's secondary school transcript translated into English, 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 description of each completed course translated into English.
- 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 not your first/native language, have the testing agency provide us with official copies of the results of the Test of English as a Foreign Language (TOEFL) or SAT. If the paper-based TOEFL is used, a minimum score of 500 is required. If the computer-based TOEFL is used, a minimum score of 173 is required. If the Internet-based TOEFL is used, a minimum score of 60 is required.
- F. A fully completed Methodist University 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 University, including personal expenses. If the student is funding attendance at Methodist University, the student should complete and sign this form. If a financial aid grant from Methodist University is received, only those costs not covered by the grant are to be paid.
- G. A completed Methodist University 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. All students are expected to comply with these requirements prior to enrollment.
- H. Two passport-style color photographs of the student must be provided.

As soon as the University has received items *A* through *F* above, a letter of acceptance and an Immigration Form I-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.

Professional Golf Management (PGM) Admission Requirements

PGM applicants will be evaluated based on the quality of SAT or ACT scores, Grade Point Average, golf handicap, letters of recommendation and campus visit/interview. PGM applicants must comply with the following policies and procedures:

1. Students must be accepted to Methodist University 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, golf handicap and campus visit. This procedure will be used for early, regular, and late admission (see below). There are 100 spaces available (subject to change).
3. All applicants must have submitted a PGM application.
4. All applicants must submit a golf handicap of twelve (12) or less verified by the United States Golf Association (USGA), Professional Golfers' Association of America (PGA) member, or high school golf coach, or must 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 with more than thirty-six (36) credit hours will not 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 the PGM staff to be considered for early admission.
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. Students must make a campus visit and meet with the PGM staff to be considered for regular 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 that 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 2008-2009 Rates per semester unless otherwise specified:

Undergraduate Program

	Commuting Student	Residential Student	
Tuition ¹	\$10,735.00	\$10,735.00	(Alternate Meal Plans will be available at registration) (Includes local telephone, basic cable, Internet, double occupancy in Cumberland, Sanford)
Meals	—	1,980.00	
Room Rent	—	2,015.00	
TOTALS	\$10,735.00	\$14,730.00	

¹ Full time day tuition; 12–18 credit hours (see policy on combining day, evening, and online classes, page 268)

Carte Blanche Meal Plan (includes \$125 credit in Monarch Dollars).....	1,980.00
14 Meal Plan (includes \$250 credit in Monarch Dollars)	1,980.00
10 Meal Plan (includes \$500 credit in Monarch Dollars)- for non-freshmen...	1,980.00
5 Meal Plan2 (includes \$125 credit in Monarch Dollars)	950.00

² Meal Plan for The Pines, Cape Fear Commons, Creek Side residents and Commuters.

Residence Hall Cost (including computer network access):	
Cumberland/Sanford	2,015.00
Garber/Weaver.....	2,100.00
Pearce/West.....	2,345.00
The Pines (includes \$100.00 in Declining Balance Meal Dollars)	2,250.00
Cape Fear Commons (includes \$100.00 in Declining Balance Meal Dollars) ..	3,300.00
Creek Side (includes \$100.00 in Declining Balance Meal Dollars)	3,450.00
Private room fee (Cumberland, Sanford, Weaver and Garber, if available)	1,060.00
Residential hall dues	32.00
Residential hall dues (per summer session).....	14.00
Key, mattress, and damage deposit (residential students only).....	100.00
Room charge—summer (per day term)	470.00
Tuition per day s.h. in excess 3 of 18 s.h. or below 12 s.h. (Does not apply to master's programs.)	695.00

³ (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 or by a Model UN Practicum or by the Honors 200 course)

Tuition per s.h. for Evening/Online classes	215.00
Tuition per s.h. including book charges for Evening/Online classes.....	250.00
Tuition per s.h. for Summer School	215.00

Student activity and entertainment fee for Day University students – optional for Audits and Evening University students (includes admission to cultural events, use of the PAC and Nimocks Fitness Center, and student body elections)	110.00
Directed study.....	370.00 per s.h. in addition to regular tuition fee
Independent study	215.00 per s.h. in addition to regular tuition fee
Auditing a course.....	110.00
Graduation fee	120.00
Course challenge fee or CLEP Testing fee.....	140.00
PGM Specialty Fee for PGM Certified students (yearly fee due fall semester / non-refundable)	2,000.00
Golf fee- all services including golf course usage (yearly)	2,000.00
Tennis laboratory fees	340.00
ROTC summer camp credit.....	150.00
Transcripts—first two copies free; subsequent price per copy	12.00
Proficiency and/or applied music lessons (music majors and minors)	
one half-hour lesson per week.....	190.00
two half-hour lessons per week	355.00
three or more half-hour lessons per week	450.00
Late registration for class	35.00
Application fee.....	25.00
Room reservation fee (returning students).....	130.00
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-fall	260.00
International student insurance-spring and summer	365.00
International student insurance-summer only.....	156.00
Mandatory Student Health Insurance Fee (full time day students).....	55.00
Mandatory Student Health Insurance Fee (full time day students)-summer	28.00
Auto registration (Day Program – per year).....	150.00
Auto registration (Day Program)	80.00
Auto registration-summer.....	34.00
Auto registration (Evening Program - per year)	56.00
Auto registration (Evening Program).....	34.00
Second Car (regardless of initial registration type)	15.00
Methodist University 10 payment Plan Fee (annual)	60.00
Methodist University 2 payment Plan Fee (per semester)	35.00
Late Payment Fee.....	45.00
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 University.

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 Day, Evening, and Online Classes

A student who qualifies as a full-time day student (12 or more semester hours of day classes) will be charged the full-time day tuition. Additional day, evening, or online classes can be taken for a total of 18 semester hours with no additional tuition charge.

Enrollment in more than 18 semester hours is considered an overload and students will be assessed the appropriate per hour tuition charge for day, evening, or online classes over the 18 semester hours.

A student enrolled in at least 9 semester hours of day classes, may enroll in additional evening or online classes to total between 12 and 18 semester hours as a total course load and will be assessed the full-time day tuition.

A student enrolled in less than 9 semester hours in day classes and additional semester hours in evening or online classes will be charged the appropriate per hour tuition charge for all of the day, evening, and online classes taken.

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 University 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 MU at Night enrollment to Day Program enrollment, students receiving some military and Veterans benefits and students who are dependents of Methodist University 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 University to: Office of Admissions, Methodist University, 5400 Ramsey Street, Fayetteville, NC 28311-1420.

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. Financial aid awards are based on both the direct and indirect costs of attending college. Scholarship/grants are gift aid and do not need to be repaid. Any loans borrowed must be repaid to the lender not Methodist University, with the exception of the Federal Perkins Loan. Methodist University bases its consideration of financial aid on two criteria: qualifications of financial need (in accordance with the guidelines of the Free Application for Federal Student Aid (FAFSA) and qualifications of academic ability or achievement. Financial aid is determined by confidential information provided by the student and/or parents which includes family income, assets, number of dependents, and in some cases, unusual or special circumstances. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record that is not considered 'directory' information. Therefore students wanting to release any financial information to a third party, including parents and/or spouse, MUST complete a FERPA form, which is located in the Office of Financial Aid. To insure maximum consideration for ALL types of financial assistance, the student must be in the process of receiving his/her first bachelor's degree, enrolled in at least 12 semester hours in the Day program (charged as full-time day) and have completed the FAFSA. Visiting students are not eligible for any financial aid from Methodist University.

The Office of Financial Aid is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00am-5:00pm. Methodist University offers a variety of institutional financial aid based on academic excellence, financial need and other considerations. All institutional money, to include Endowed Scholarships, is awarded to Full-time degree seeking Day students, who are charged as full-time day ONLY. The amount of institutional money an individual student can be awarded varies, however Methodist University has established an institutional cap for residential (on campus) students and an institutional cap for commuter (off campus) students for the 2007-08 academic year and may change each academic year. Contact the Office of Financial Aid for the 2007-08 institutional cap amounts. Most institutional 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 Office of Financial Aid has a listing of the various scholarships and number of years or semesters the scholarships can be renewed. **Scholarship guidelines are subject to change from one academic year to the next. Students should contact the Office of Financial Aid regarding their particular scholarship(s) for any changes.** Methodist University reserves the right to reduce or cancel any scholarships due to gpa, changes in a student's financial need, changes in enrollment status or changes in housing status (on/off campus). Generally, students living on campus as opposed to off campus are awarded more financial aid to help with the cost of room and board. Therefore, if the student moves from on campus to off campus his/her financial aid must be reevaluated and institutional money may be reduced. The university also participates in the following financial aid programs: Federal Title IV (grants, loans, student employment), state (grants, scholarships and loans) 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 program, limited Federal and state funds are available. **All students MUST maintain satisfactory academic progress, listed in the next section, to be eligible for any financial aid.**

All institutional scholarships and some Federal and State 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, some state and federal financial aid and the scholarship(s)/grant(s) previously awarded may 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 University also has an Institutional refund policy in which institutional money may have to be returned. Methodist University's withdrawal policy, Title IV and Institutional Refund calculations and how financial aid would be affected are located in the academic catalogue.

METHODIST UNIVERSITY OFFICE OF FINANCIAL AID POLICY OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress for Undergraduate Students Revised August 2007

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). Methodist University makes these standards applicable to all financial aid offered at Methodist University. This includes Federal (Title IV), State (North Carolina) and Institutional (Methodist

University) funding. Federal regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Cumulative Hours Earned; and (3) Maximum Time Frame. In addition the school's SAP policy must include the student's total academic history.

Programs administered by agencies other than Methodist University, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine what those requirements are.

Cumulative GPA

The cumulative number of credits attempted in the undergraduate schools of the university includes those credits attempted as of the last day to drop a course. Multiple attempts of the same course will be counted for each attempt for financial aid purposes.

Credits Attempted	Minimum Cumulative GPA
1 – 48	1.4
49 – 77	1.6
78 – 109	1.8
110 – 129	1.9
130 – 186	2.0

In addition, any student with a quality point deficit of 40 or more as calculated by the Registrar, will be deemed academically ineligible, and therefore, will be placed directly on Financial Aid Cancellation without a probation period.

Cumulative Hours Earned

A student must pass (earn) at least 70% of their credits attempted (excluding non-credit courses and pass/fail courses).

To earn hours at Methodist University, a student must receive a grade of *A*, *B*, *C*, or *D*. Any other grade does not earn hours.

Classes in which a student receives a grade of Withdrew Passing (*WP*) or Withdrew Failing (*WF*) will be counted as hours attempted but not hours earned, therefore, ***will negatively impact*** a student's ability to satisfy SAP.

Classes in which a student receives a grade of Incomplete (*I*) count as hours attempted but not as hours earned, therefore, will negatively impact a student's ability to satisfy SAP.

When a student repeats a course, the total **attempted** hours will increase with each repeat, but the student will only **earn** hours for a completed course once. Therefore, repeating classes ***will negatively impact*** a student's ability to satisfy the 70% passage rate, but may significantly increase a student's cumulative GPA.

Maximum Time Frame

Undergraduate students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for financial aid. At Methodist University, students must complete the requirements for a bachelor's degree within a maximum number of credits attempted (including transfer credits) of 186.

Therefore, students will be allowed to receive Federal and State financial aid for a **MAXIMUM of twelve (12) semesters or six (6) 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. A student can not have more than 150 percent of the published length of the education program to graduate. For most students, 12 semesters is the maximum time frame allowable for degree completion (standard 8 semesters or 100 percent plus an additional 4 semesters or 50 percent). **Students will be allowed to receive 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.** The Office of Financial Aid has a listing of these particular scholarships.

Failure to Meet Satisfactory Academic Progress

Students who fail to meet the Satisfactory Academic Progress standards will be placed on Financial Aid Probation (FAP) for a period of up to one academic year. Students can use the summer sessions toward progress. During the FAP period, a student will be eligible to receive financial aid.

At the end of the FAP period, students who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state and institutional financial aid. This includes any alternative loans that require certification by Methodist University.

Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Methodist University while they are on financial suspension must meet Methodist's SAP policy in order to regain eligibility for financial aid.

Appeals

Students on Financial Aid Probation or Suspension may make a written appeal to the Financial Aid Director. Financial aid may be reinstated by the Director upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a written letter of appeal from the student. Examples of mitigating circumstances and appropriate documentation include, but are not necessarily limited to:

1. Serious illness of student—statement from physician that illness interfered with student's ability to meet SAP along with written letter of appeal from student.
2. Serious illness of immediate family member—statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member—statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
4. Disruptive internal family problems—legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student.

Satisfactory Academic Progress for Graduate Students

A graduate student must maintain "Satisfactory Academic Progress" (SAP) toward graduation to receive eligible financial aid under the Federal Title IV programs. SAP as defined at Methodist University is as follows:

Master of Medical Science in Physician Assistant Studies (MMS)

Maintain a Cumulative Grade Point Average of 3.0 (B)

A student must achieve and maintain a Cumulative Grade Point Average of 3.0.

Cumulative Hours Earned

A student must pass (earn) at least 70% of their credits attempted (excluding non-credit courses and pass/fail courses).

Maximum Time Frame

MMS students will be allowed a maximum of 46.5 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

Master of Business Administration (MBA) or Criminal Justice (MJA)

Maintain a Cumulative Grade Point Average of 3.0 (B)

A student must achieve and maintain a Cumulative Grade Point Average of 3.0.

Cumulative Hours Earned

A student must pass (earn) at least 70% of their credits attempted (excluding non-credit courses and pass/fail courses).

Maximum Time Frame

MBA students will be allowed a maximum of 56 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

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.

Veteran's education benefits will be terminated if a student fails to maintain the Standards of Academic Progress as defined on page 207.

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, AND INTEREST POLICY

It is the policy of Methodist University 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 2008 and December 1 for Spring 2009) are two weeks prior to the start of classes:

Fall 2008: August 5, 2008

Spring 2009: December 23, 2008

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

The University 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 University, 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 initial billing statement. There is a \$35 enrollment fee. Payments not received within 2 weeks of the required due date indicated on the billing statement will result in the students' immediate dismissal from the University, 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 billing statement. The enrollment fee is \$35 per semester. Evening University 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 \$45 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 student's 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 University.

- 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 University 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

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. 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

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 Meals—Charges for room and meals 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. No refunds can be issued until all charges are posted to all accounts

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 a specific 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.

Check Pick-up—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 2008 are:

September 11, 2008 — Day & Evening Term I Students

November 13, 2008 — Evening Students/Term II

The earliest scheduled pick-up dates for Spring 2009 are:

January 29, 2009 — Day & Evening Term I Students

April 2, 2009 — Evening Students/Term II

The earliest scheduled pick-up dates for Summer 2009 are:

June 4, 2009 — Day Students/Term I and Evening Students

July 2, 2009 — Day Students/Term II

July 30, 2009 — 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 the University

Effective August 1, 2000, Methodist University 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 University 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 University will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the University. 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 University, 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—MU at Night 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 University after the last day to drop classes will not be eligible for a refund.

2—Regular Academic (Day) Program

Students withdrawing from the University 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 University will be refunded the following percentages of tuition and room expenses:

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

Meal (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 University 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 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 available after the fourth week of classes. Meals (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last date of occupancy. Residence hall dues will not be prorated.

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 meals on a prorated weekly basis. Residential hall dues are not prorated. Summer terms are not prorated.

UNIVERSITY 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 University does not assume financial or supervisory responsibilities for students during periods when it is closed but often assists 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 University 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 University: 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 University assumes that the absence of such a request indicates student approval of disclosure.

Any student who is currently enrolled at Methodist University or who has been previously enrolled has the right to review and request the amendment and/or correction of all records pertaining to him/her maintained by the University. The institutional policy statement concerning these and other privacy rights is the Methodist University Student Educational Records Privacy Policy (MUSERPP), 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 University to abide by the provisions of FERPA and the enabling regulations.

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

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 University Information System Data Correction Form obtained in the Registrar's Office.

Student Right to Know Act and Campus Security 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. The Student Right to Know Information is located at www.methodist.edu/ir/GraduationRate.htm.



SCHOOL OF GRADUATE STUDIES

Dr. Donald L. Lassiter, Dean

Purpose of the Methodist University School of Graduate Studies

The purpose of the Methodist University School of Graduate Studies is to provide a 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 of the University; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

Graduate Level Goals

1. To graduate master's level students who are competent in their academic disciplines.
2. To graduate master's level students who are prepared for the job market and equipped to pursue further graduate education.

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 University 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 School of Graduate Studies is effectively accomplishing its purpose.

Assessment of Goals

The School of Graduate Studies assessed the above goals in the following manner:

Graduate Level Goal 1 is assessed via the student learning outcomes as defined by the learning objectives for graduate courses, and program outcomes provided by each graduate program, including board and other certification exams.

Graduate Level Goal 2 is assessed via results obtained from the University's Graduate Exit Survey and Employer Survey. Also, individual graduate programs may use their own instruments in addition to these.

Other Goal 1 is assessed via documentation and review of faculty curricula vitae, faculty credentials such as academic transcripts, other professional credentials and experience, and documentation of graduate faculty selection procedures.

Other Goal 2 is assessed by documentation of services provided by graduate faculty, students, and staff; plus programs/agendas and attendance of meetings of groups which use facilities of the graduate program.

Other Goal 3 is assessed by the development and use of an assessment system that addresses each of the above goals. Products of such assessment are annual reports of each graduate program, which include assessment sections presenting results, and decisions based upon those results, for actions to be carried out to address aspects of each program that need improvement. The assessment system not only addresses current graduate programs, but also the feasibility of additional graduate programs.

Graduate Degrees Offered

The School of Graduate Studies offers Master degrees in three different programs. The first is the Master of Medical Science (MMS) in Physician Assistant (PA) Studies. This degree program is offered on the main campus, primarily in the Medical Science Building. The second Master degree is a Master of Business Administration, which can either focus on golf, tennis, and resort and club management (The Professional MBA at Pinehurst), or focus on organizational management and leadership (The Professional MBA at Methodist University). The Professional MBA at Pinehurst is offered at the world-renowned Pinehurst Resort in nearby Pinehurst, NC. The Professional MBA at Methodist University is offered on the main campus at Reeves School of Business in Clark Hall. The third Master degree program is the Master of Justice Administration (MJA). This program is offered at the North Carolina Justice Academy campus in nearby Salemburg, NC. The MJA Program is a blend of justice studies and public administration curricula, providing students with a unique program that prepares them for careers as leaders in the justice field.

Mandatory Student Email Policy for Graduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. For graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst, The Professional MBA at Methodist University, and the MMS in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Grading System for the School of Graduate Studies

All programs in the School of Graduate Studies follow the grading policy below for course grades:

Letter Grade	Quality Points per semester hour	Letter Grade	Quality Points per semester hour
A	<i>Excellent</i> 4.0	C+	2.3
A-	3.5	C	2.0
B+	3.3	F	<i>Failure</i> 0.0
B	<i>Good</i> 3.0		
B-	2.7		

- I* Incomplete. 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 term; otherwise, the *I* becomes an *F*.
- WD* Withdrew, no grade awarded
- P* Pass. Course taken on pass/fail basis. No quality points awarded.
- F* Fail. Course taken on pass/fail basis. No quality points awarded.

Note: A course letter grade of C corresponds to a percentage score of 75%. Any course grade below 75% is considered failure (F) for the course.

FACILITIES FOR GRADUATE PROGRAMS

Facilities for the Master of Medical Science in Physician Assistant Studies Program

The facilities for this program are located in the Medical Science Building on the main campus. The upper floor of this two-story building houses classrooms, media and computer equipment, and offices for the program. The first floor includes laboratory science facilities, physical examination laboratory, clinical skills laboratory, student library, student computer area with four desktop computers, student lounge, student kitchen and break area, men's and women's locker rooms, additional restrooms, faculty lounge, four faculty offices, and a faculty conference room. Another facility for this program is the Human Anatomy Laboratory located at the Veterans' Administration Hospital about two miles south of the main campus. This facility contains eight tables for human cadaver dissection and is equipped with necessary instruments and other equipment and supplies.

Facilities for The Professional Master of Business Administration at Methodist University

The facilities for The Professional MBA Program at Methodist University are located in Clark Hall at the Reeves School of Business on the main campus. Classrooms are equipped with audio-visual equipment plus wireless Internet capability.

Facilities for The Professional Master of Business Administration at Pinehurst

The facilities for The Professional MBA Program at Pinehurst are located in nearby Pinehurst, NC, about an hour from the main campus. Classes for this program are held in the Carolina Hotel at the Pinehurst Resort. Meeting rooms in the Carolina Hotel serve as classrooms and all are equipped with audio-visual equipment plus wireless Internet (WIFI) capability.

Facilities for the Master of Justice Administration Program

The facilities for the MJA Program are located in nearby Salemburg, NC, at the campus of the North Carolina Justice Academy (NCJA). Classes are held in the new 20,000 square-foot Classroom/Learning Resource Center which houses three large classrooms with audio/visual equipment and the NCJA Library. The library contains computers both in the library proper and in a multimedia classroom. During the four weekends of residency each term, students stay in one of the NCJA residence halls.

LIBRARY RESOURCES

Davis Memorial Library

Davis Memorial Library is located on the main campus of Methodist University in Fayetteville. 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 Premier*, *Lexis-Nexis*, and *Project MUSE*. No special software is required, but a password, available from the Library, is needed for off-campus access. Students can renew books, place holds, and request Interlibrary Loans (ILL) online both on- and off-campus. Graduate students should see their respective program coordinators for detailed information on databases and other material available from the Library.

Library Facilities at the North Carolina Justice Academy (NCJA)

These facilities located in Salemburg, NC, are available for the use of all Methodist University graduate students enrolled in the Master of Justice Administration (MJA) program. MJA students will use the NCJA library during their weekends of residency. Unlike the Davis Memorial Library, the NCJA library does not provide remote access to its holdings. The library is housed in the Classroom/Learning Resource Center and contains a comprehensive collection of education and training resources, including numerous criminal justice, criminology, and legal journals and books, as well as specialized collections. For example, over forty Policy and Procedure Manuals from North Carolina police, sheriff, and campus police departments are available for research. Also available are over 600 vertical files of materials on criminal justice topics. The library maintains the archives of the North Carolina Criminal Justice Association, an association of criminal justice educators. The library also has on hand the John Grice Collection on Terrorism and over 1,455 videotapes and cassette/slide programs relevant to criminal justice issues.

COMPUTER FACILITIES

Main Campus

Methodist University provides graduate students with access to the Internet via campus computer laboratories and wireless (WIFI) routers located in the Medical Science Building, Davis Memorial Library, and Clark Hall, home of the Reeves School of Business. Instructions to enable WIFI-equipped laptops to access services are available through the graduate program coordinator. For further information see the Computing Resources Policy (page 23).

Clark Hall

For the Professional MBA at Methodist University program, all classrooms in Clark Hall are equipped for WIFI connections with a local server. Although it is not required, it is strongly recommended that all Professional MBA at Methodist University students bring their own laptop computers with WIFI capabilities to each class session.

Medical Science Building

The Medical Science Building has two classrooms on the second floor for students in the M.M.S. in Physician Assistant Studies program. The main classroom contains a complete multimedia suite, connected to the University's network and the Internet, which includes a desktop computer, LCD projector, document projector, satellite receiver (a large satellite dish is located outside next to the parking lot), DVD and VCR players, and a large auxiliary wall-mounted video monitor. This suite is used for most classroom presentations, and the satellite hookup allows for live teleconferencing with other institutions. Also in this classroom is an electronic whiteboard with printing capability. The other classroom contains three desktop computers connected to the network and Internet and a laser printer. Also, there are two large wall-mounted video monitors connected via closed circuit to the multimedia suite in the main classroom. On the first floor there is a computer area with four desktop computers connected to the network and Internet. The Medical Science Building's computer facilities include a WIFI router/antenna connected to the network node in the building. Students are strongly advised to have WIFI-equipped laptops when entering the program.

Pinehurst

For The Professional MBA at Pinehurst, all classrooms at Pinehurst are equipped for WIFI connections with a local server. All Professional MBA at Pinehurst students are expected to bring their own laptop computers with WIFI capabilities to each class session.

North Carolina Justice Academy

There are twelve computers with Internet access in the NCJA library for the use of MJA students during their weekends of residency. An additional twenty computers are available in the library's multi-media classroom. These computers are configured to allow student interaction with the instructor and access to the Internet.

APPLICATION PROCESS AND ADMISSION REQUIREMENTS

Candidates apply directly to the graduate program in which they are interested. Please consult the specific graduate program later in this section of the catalogue for details on that program's application process and admission requirements.

International Students

In addition to the application procedures and admission requirements specified by a particular graduate program, candidates who are international students are required to follow the admission requirements listed under the International Students entry in the Admissions Policy section.

FINANCIAL AID

Institutional, state and federal grants/scholarships are not available to graduate students. However, federal and alternative loans are. Graduate students interested in applying for these loans must first complete the *Free Application for Federal Student Aid (FAFSA)*. The FAFSA can be completed by paper or online at www.fafsa.ed.gov. Completion on line is preferred. However, if completing the FAFSA by paper is preferred, you will need to contact Student Financial Aid at 1-800-433-3243 and request a paper application. Our school code is 002946.

The results of a student's processed FAFSA (Student Aid Report (SAR)) will be emailed to the student within two weeks: if corrections need to be made, the student should contact Methodist University's Office of Financial Aid. Methodist University will also receive the results electronically, if the school code is included: 002946.

Financial aid for graduate students consists of loans (federal and alternative). Federal Stafford Loan eligibility for graduate students can total up to \$20,500 depending upon cost of attendance. There is no credit check for a Stafford Loan. However, the student cannot currently be in default on a federal loan. The Stafford Loan, with its lower interest rate, should be the first option. However, if additional money is needed beyond what the Stafford loan can cover and what the student's total budget will allow, then the GradPLUS loan should be considered. This loan is a federal loan and is based upon credit worthiness. The amount borrowed can go up to the cost of attendance minus any other financial aid already awarded i.e. outside aid, tuition remissions or Stafford Loan. Alternative Loans are another option. Alternative Loans are also based upon credit worthiness and are at a higher interest rate than the Stafford Loan and GradPLUS. Loan applications can be completed by paper or on line at our website. Once the Financial Aid Office has received all of the paperwork needed to determine loan eligibility, the student

can then be awarded. The status/disbursement dates of all loans can be viewed at www.elmresources.com.

***Note:** Students are encouraged to check with their employers/agency to see if there are continuing education incentives offered.

Deduction of financial aid monies from a graduate student's outstanding account balance follows the same policy presented earlier in the main Methodist University catalogue. Likewise, refunding of excess financial aid to graduate students follows the same policy presented in the Refund of Excess Financial Aid Policy earlier in the main catalogue.

THE PROFESSIONAL MBA AT METHODIST UNIVERSITY

Warren G. McDonald, Ph.D., Director

Anne Way, Coordinator

FACULTY

Mark Kendrick, MS, Assistant Professor of Marketing

Sharon Kendrick, Ph.D., Assistant Professor of Business Administration

Mary Kirchner, Ph.D., Professor of Accounting

Donald L. Lassiter, Ph.D., Dean, School of Graduate Studies; Professor of Psychology

Jen-Hsiang Lin, Ph.D., Professor of Business Administration and Economics

Warren McDonald, Ph.D., MBA Director; Professor of Health Care Administration

Wendy Vonnegut, J.D., Associate Professor of Legal Studies

Jeffrey A. Zimmerman, Ph.D., Dean, Reeves School of Business; Professor of Financial Economics

The Professional MBA at Methodist University offers a Master of Business Administration degree with a focus on Organizational Management and Leadership. The mission of the program is to provide a graduate education that develops further knowledge of modern American business with an appreciation of its power and institutional structure. We seek to develop within our students an expertise in business skills at a level that will enable graduates to serve and lead their enterprises effectively.

The Professional MBA at Methodist University is focused on filling advanced educational needs of business leaders.

Degree awarded: M.B.A., Master of Business Administration with a focus in Organizational Management and Leadership.

FINANCES

Tuition, Fees and Expenses

Annual charges for students entering August 2008

2008-09 First Academic Year (Five Terms)	\$ 7,500.00
2009 Second Academic Year (Final Two Terms)	\$ 1,500.00
Total Tuition Cost*	\$ 9,000.00

2008-2009 Academic Year

Fall Term I	Fall Term II	Spring Term I	Spring Term II	Summer Term
\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00

2009

Fall Term I	Fall Term II
\$750.00	\$750.00

*Total tuition includes class fees, but does not include textbooks and additional class materials, travel, accommodations if needed, or purchase of a laptop computer with WIFI capability.

Tuition/fees for 2009-2010 are subject to change.

Non-refundable Fees

The \$100 graduate application fee and \$120 graduation fee are nonrefundable. A fee of \$35 is imposed for late registration.

Payment and Billing Policy for The Professional MBA at Methodist University

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the MBA program are 30 days prior to the start of classes:

Fall Term I and Term II 2008—July 15, 2008
Spring Term I and Term II 2009—December 2, 2008
Summer Term 2009—April 8, 2009

Fall Term I and Term II 2009 —July 14, 2009

Refund/Repayment Policy on Withdrawals from The Professional MBA at Methodist University

Fees for the program include tuition. Because non-refundable costs must be paid in advance of classes starting, a full refund of fees paid can only be made prior to six weeks before the first weekend of a term. Those students withdrawing from the program after this date will be refunded the following percentages of the fees for the term, according to the University's MBA program institutional refund policy based upon the date of receipt of the written withdrawal notice:

31-42 days prior to the first week-end session	90%
1-30 days prior to the first week-end session	75%
Between the first and second week-end sessions	66%
After the second week-end session	0%

Students withdrawing from the University 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 monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Financial Aid Office.

Financial Aid

Please see the Financial Aid Section in the Introduction to the School of Graduate Studies section. Also, MBA program applicants can consult The Professional MBA at Methodist University Web site, www.methodist.edu/mba/tuition.htm, for financial aid information.

ACADEMIC REGULATIONS

Application Material

An application packet can be downloaded from The Professional MBA at Methodist University Web site at www.methodist.edu/mba/application.htm or by contacting the Program Coordinator directly at (910) 630-7493.

Requirements for Admission

1. **Bachelor's Degree** – from a four-year accredited college or university with a recommended overall GPA of 3.0 or better before the start of the first term of the program.
2. **Demonstrated competencies** – If the undergraduate degree is not in business, competencies may be demonstrated by college credit or passing grades on CLEP exams in management & organization, marketing, statistics, economics, and financial & managerial accounting. See program coordinator for specific pre-requisite course requirements.
3. **The preferred candidate will have three years of professional experience** – Professional experience in fields other than business will be considered on an individual basis.
4. **GMAT or MAT** – Completion of the GMAT or Miller Analogies Test (MAT) within five years prior to admission. Acceptable scores in conjunction with past educational and work experiences will be considered (scores required by the interview date).
5. **Three letters of recommendation** – One letter of the three must be from the applicant's immediate supervisor at work.

Selection Process

The application review committee will screen all applicants. Those determined to be the most qualified candidates will be offered an interview at Methodist University. Criteria used by the interviewers in their evaluations include the amount and quality of professional experience, emotional and intellectual maturity, ability to communicate verbally and in written form, specific motivation toward pursuit of a career in business, management potential, interpersonal skills, and evidence of strong study skills.

Student Responsibility

Each student accepts full responsibility for reading all materials and information included in this catalogue and the satisfactory completion of all graduation requirements. Dates and deadlines for registration are published in the MBA program academic calendar.

Mandatory Student Email Policy for Graduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. For graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst, The Professional MBA at Methodist University, and the MMS in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Classification of The Professional MBA at Methodist University Students

1. **Full-Time Students:** Those enrolled in any term for 6 s.h. or more.
2. **Part-Time Students:** Those enrolled in fewer than 6 s.h. per term.

Academic Standing

All students in The Professional MBA at Methodist University program must demonstrate continuous satisfactory progress toward graduation. A maximum of one grade of C+/C is allowed to maintain acceptable academic standing. If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission. Suspensions and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.

Course Load

The standard course load each term is 6 s.h. per term.

Dropping/Adding Courses

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

1. A student may drop or add a class during the first two class days of the term.
2. A student dropping a class after two class days as specified in the MBA program academic calendar will be awarded a grade of *W*.
3. A student properly withdrawing from the institution after two days as specified in the MBA program academic calendar will receive a grade of *W*.

Grading System

Effective with the 2007-08 Academic Year, The Professional MBA at Methodist University has adopted a grading scale for course grades as follows:

Letter Grade	Quality Points per semester hour	
A	4.0	<i>Excellent</i>
A-	3.5	
B+	3.3	
B	3.0	<i>Good</i>
B-	2.7	
C+	2.3	
C	2.0	
F	0.0	<i>Failure</i>

I Incomplete. 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 term; otherwise, the *I* becomes an *F*.

WD Withdrew, no grade awarded.

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

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

Note: Lowest C attainable is 75%. Anything less than 75% is considered failure (F).

STUDENT OPTIONS

Pass/Fail Option

If a student wishes to exercise a pass/fail option for one (and only one) course in the program, the student must notify the instructor and the Registrar after receiving permission from the Director of the MBA program.

Transfer Credit

Nine credits of graduate classes for courses equivalent to those in The Professional MBA at Methodist University program will be considered for credit, and must be approved by the Program Director and the Registrar. Each of these classes must have been taken at an accredited institution within the five years immediately prior to admission to The Professional MBA at Methodist University with a minimum grade of B in each course. A transfer grade cannot replace a grade earned at Methodist University.

All students are expected to take two courses offered each term. The only exception will be a student who has transfer credit for one of the courses offered in a specific term. An appropriate adjustment will be made in the term tuition for a student who has been granted transfer credit for one of the courses offered during a term.

Visiting Student Letters

At the time a student completes his/her first class at Methodist University, he/she is considered, for enrollment purposes, a Methodist University student. In order to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Program Director and the Office of the Registrar in the form of a visiting student letter. A total of six semester hours of credit may be awarded in this fashion.

Online course credit will not be accepted if The Professional MBA at Methodist University is offering an equivalent course online.

A visiting student letter will not be issued to replace the grade of a course previously taken at this institution.

GUIDELINES/AIDS FOR STUDENTS WITH ACADEMIC DIFFICULTIES OR DISABILITIES

Disability Services

If a student requires accommodations due to one or more disabilities recognized under the Americans with Disabilities Act, he or she must bring the appropriate documentation to the Director of The Professional MBA no later than the first week of classes during which the accommodations are required. The student and the Director, in consultation with the Methodist University Director of Disability Services, will decide on the modifications to be implemented. The University cannot make accommodations or modifications retroactively.

Requirements for Degree Completion

Core Courses: MBA 500, MBA 505, MBA 510, MBA 520, MBA 535, MBA 540, MBA 545, MBA 550, MBA 555, MBA 570, and MBA 599 (36 semester hours)

Requirements for Graduation

1. Completion of all course requirements with a minimum GPA of 3.0.
2. Good standing in character, conduct and financial obligation to the University and recommended by the faculty for graduation.
3. Filing a Declaration of Intent to Graduate form in the Office of the Registrar before the deadline specified in the academic calendar and paying the graduation fee. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but qualifies at some later time, he/she must submit another application for graduation. If a candidate fails to file his/her intent by the deadline, a late filing fee will be charged.

MASTER OF BUSINESS ADMINISTRATION COURSES

MBA 500 ADVANCED MANAGERIAL ACCOUNTING **3 s.h.**

This course emphasizes the use of accounting information for internal planning and control purposes. Participants learn how to evaluate business performance and make strategic decisions in management. Major topics include cost behavior, concepts of opportunity costs, cost-volume-profit models, cost allocation, budgeting, and cost variance analysis. Course activities include lecture, problem sets using computer applications where applicable, and industry-specific case studies.

MBA 505 BUSINESS ETHICS **3 s.h.**

This course surveys applied topics relating to business ethics, and provides a conceptual framework for thinking about and discussing these topics. This framework has three parts or “themes”: (1) Corporate Social Responsibility; (2) Relationship of Law and Ethics; and (3) Individual Ethical Decision-Making. Class time will be used to explore applied topics with reference to these three themes.

MBA 510 MANAGERIAL ECONOMICS **3 s.h.**

This course covers efficient resource allocation and the application of the analytical tools of economic theory to decision making by managers. The curriculum is designed to show students how to use various tools comprising the economics of effective management for the profit-maximizing firm. Upon successful completion of the course, students will be able to calculate and apply price elasticity, employ a statistical regression analysis, perform cost analyses, and display competency in other areas of managerial economics.

MBA 520 ADVANCED FINANCIAL MANAGEMENT **3 s.h.**

This course provides a working knowledge of the tools and analytical conventions used in the practice of corporate financial decision-making. Students will analyze fundamental decisions that financial managers face in capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management. Course activities include lecture, problem sets, and case studies.

MBA 535 BUSINESS LAW **3 s.h.**

This course surveys the organization and theory of the American legal system and its relationship to business, including contracts, agency, tort and criminal law, employment law and the ethical dilemma facing businesses in today's environment.

MBA 540 ORGANIZATION AND LEADERSHIP**3 s.h.**

Students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

MBA 545 ORGANIZATIONAL BEHAVIOR**3 s.h.**

Students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations associated with the focus industries will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentation of cases.

MBA 550 MARKETING MANAGEMENT**3 s.h.**

Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

MBA 555 OPERATIONS MANAGEMENT/GLOBAL BUSINESS**3 s.h.**

Conducting business outside the United States involves a unique set of challenges. Diverse cultures, laws, languages, and currencies add to the complexity of putting together and managing international business ventures. This course will help you prepare for these type of activities by exploring a number of questions which focus on various aspects of international business. The primary vehicle for accomplishing this will be class discussions built around presentations by both the instructor and students as well as cases dealing with a range of issues, countries, and industries.

MBA 570 APPLIED BUSINESS STATISTICS**3 s.h.**

The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.

MBA 599 CAPSTONE**6 s.h.**

This course will be individually tailored to each student, considering the student's career goals and academic interests. Students will be required to take the Master of Business Administration Major Field Test developed by the Educational Testing Service (ETS) as part of the Capstone course.

2009 Fall Term II Dates: October 16-December 11

2009 Fall Term II On-Campus Instruction Dates:

TBD Dec 4-6
Dec. 4 Spring 2010 payments due to Business Office
Dec 12 Graduation 2:00 p.m.

THE PROFESSIONAL MBA AT PINEHURST

Warren G. McDonald, Ph.D., Director
Anne Way, Coordinator

FACULTY

Robert Bruns, M.B.A., Associate Director, PGM Education
Mark Kendrick, M.S., Assistant Professor of Marketing
Sharon Kendrick, Ph.D., Assistant Professor of Business Administration
Mary Kirchner, Ph.D., Professor of Accounting
Donald L. Lassiter, Ph.D., Dean, School of Graduate Studies; Professor of Psychology
Jen-Hsiang Lin, Ph.D., Professor of Business Administration and Economics
Warren G. McDonald, Ph.D., MBA Director, Professor of Health Care Administration
Stephen J. "Pete" Petersen, J.D., Director of Professional Tennis Management
R. Mark Smith, Ph.D., Associate Professor of Marketing (Retired)
Wendy Vonnegut, J.D, Associate Professor of Legal Studies
Jeffrey A. Zimmerman, Ph.D., Dean, Reeves School of Business; Professor
of Financial Economics

The Professional MBA at Pinehurst offers a Master of Business Administration degree with a focus on Golf, Tennis, and Resort and Club Management. The mission of the program is to provide a graduate education that develops further knowledge of modern American business with an appreciation of its power and institutional structure. We seek to develop within our students an expertise in business skills at a level that will enable graduates to serve and lead their enterprises in the golf, tennis, and resort/club industries effectively.

The Professional MBA at Pinehurst is focused on filling advanced educational needs of golf, tennis and resort and club leaders. The program capitalizes on the strong symbiotic relationship between Methodist University and Pinehurst Resort, and all classes are held in the facilities of Pinehurst.

Degree awarded: M.B.A., Master of Business Administration with a focus in Golf, Tennis, and Resort and Club Management

FINANCES

Tuition, Fees and Expenses

Annual charges for students entering August 2008	
2008-09 First Academic Year*	\$20,500.00
2009-10 Second Academic Year**	\$19,500.00
Total Tuition Cost***	\$40,000.00

	Fall Term	Spring Term	Summer Term
2008-2009 First Academic Year	\$7,500	\$6,500	\$6,500
2009-2010 Second Academic Year**	\$6,500	\$6,500	\$6,500

* Tuition for the first academic year includes a \$1,000 fee for the Executive Speaker Series in which each student is enrolled throughout the two-year program.

**Tuition/fees for 2009-2010 are subject to change.

***Total tuition includes class fees, textbooks and additional class materials, and accommodations for two nights and six meals per residency weekend (9 weekends per year) at Pinehurst each year, but does not include travel to and from Pinehurst or purchase of a laptop computer with WIFI capability.

Non-refundable Fees

The \$100 graduate application fee, \$120 graduation fee, and \$1,000 Executive Speaker Series fee are nonrefundable. A fee of \$35 is imposed for late registration.

Payment and Billing Policy for The Professional MBA at Pinehurst

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the MBA program are 30 days prior to the start of classes:

Fall Term 2008—July 25, 2008
 Spring Term 2009—December 19, 2008
 Summer Term 2009—April 17, 2009

Refund/Repayment Policy on Withdrawals from The Professional MBA at Pinehurst

Fees for the program include the student's books as well as room and board for most students during the residency week-ends. Because these non-refundable costs must be paid several weeks in advance of classes starting, a full refund of fees paid can only be made prior to six weeks before the first residency weekend of a term. Those students withdrawing from the program after this date will be refunded the following percentages of the fees for the term, according to the University's MBA program institutional refund policy based upon the date of receipt of the written withdrawal notice:

31-42 days prior to the first week-end session	90%
1-30 days prior to the first week-end session	75%
Between the first and second week-end sessions	66%
After the second week-end session	0%

Students withdrawing from the University 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 monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Financial Aid Office.

Financial Aid

Please see the Financial Aid Section in the Introduction to the School of Graduate Studies section. Also, MBA program applicants can consult The Professional MBA at Pinehurst Web site, www.methodist.edu/mba/tuition.htm, for financial aid information.

ACADEMIC REGULATIONS

Application Material

An application packet can be downloaded from The Professional MBA at Pinehurst Web site at www.methodist.edu/mba/application.htm or by contacting the Program Coordinator directly at (910) 630-7493.

Requirements for Admission

1. **Bachelor's Degree** – from a four-year accredited college or university with a recommended overall GPA of 3.0 or better before the start of the first term of the program.
2. **Demonstrated competencies** – If the undergraduate degree is not in business, competencies may be demonstrated by college credit or passing grades on CLEP exams in management and organization, marketing, statistics, economics, and financial & managerial accounting. See program coordinator for specific pre-requisite course requirements.
3. **The preferred candidate will have three to five years of post graduate professional experience in one of the focus industries** – Professional experience in other fields will be considered on an individual basis.
4. **GMAT or MAT** – Completion of the GMAT or Miller Analogies Test (MAT) within five years prior to admission. Acceptable scores in conjunction with past educational and work experiences will be considered (scores required by the interview date).
5. **Three letters of recommendation** – One letter of the three must be from the applicant's immediate supervisor at work.

Selection Process

The application review committee will screen all applicants. Those determined to be the most qualified candidates will be offered an interview at Methodist University. Criteria used by the interviewers in their evaluations include the amount and quality of professional experience, emotional and intellectual maturity, ability to communicate verbally and in written form, specific motivation toward pursuit of a career in one of the focus industries, management potential, interpersonal skills, and evidence of strong study skills.

Student Responsibility

Each student accepts full responsibility for reading all materials and information included in this catalogue and the satisfactory completion of all graduation requirements. Dates and deadlines for registration are published in the MBA program academic calendar.

Mandatory Student Email Policy for Graduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. For graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst, The Professional MBA at Methodist University, and the MMS. in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Classification of The Professional MBA at Pinehurst Students

1. Full-Time Students: Those enrolled in any term for 6 s.h. or more.
2. Part-Time Students: Those enrolled in fewer than 6 s.h. per term.

Academic Standing

All students in The Professional MBA at Pinehurst program must demonstrate continuous satisfactory progress toward graduation. A maximum of one grade of C+/C is allowed to maintain acceptable academic standing. If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission. Suspensions and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.

Course Load

The standard course load for the fall, spring and summer terms is 7 s.h. per term (including the Executive Speaker Series).

Dropping/Adding Courses

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

1. A student may drop or add a class during the first two class days of the term.
2. A student dropping a class after two class days as specified in the MBA program academic calendar will be awarded a grade of *WD*.
3. A student properly withdrawing from the institution after two days as specified in the MBA program academic calendar will receive a grade of *WD*.

Grading System

Effective with the 2007-08 Academic Year, The Professional MBA at Pinehurst has adopted a grading scale for course grades as follows:

Letter Grade	Quality Points per semester hour	
A	4.0	<i>Excellent</i>
A-	3.5	
B+	3.3	
B	3.0	<i>Good</i>
B-	2.7	
C+	2.3	
C	2.0	
F	0.0	<i>Failure</i>

I Incomplete. 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 term; otherwise, the *I* becomes an *F*.

WD Withdrew. No grade awarded.

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

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

Note: Lowest C attainable is 75%. Anything less than 75% is considered failure (*F*).

STUDENT OPTIONS

Pass/Fail Option

MBA students will be graded on a pass/fail basis for MBA 501, The Executive Speaker Series, a program-long course that will be credited to successful students after the last term of the program. If a student wishes to exercise this pass/fail option for one (and only one) other course in the program, the student must notify the instructor and the Registrar after receiving permission from the Director of the MBA program.

Transfer Credit

Nine credits of graduate classes for courses equivalent to those in The Professional MBA at Pinehurst program will be considered for credit, and must be approved by the Program Director and the Registrar. Each of these classes must have been taken at an accredited institution within the five years immediately prior to admission to The Professional MBA at Pinehurst with a minimum grade of *B* in each course. A transfer grade cannot replace a grade earned at Methodist University.

All students are expected to take two courses offered each term. The only exception will be a student who has transfer credit for one of the courses offered in a specific term. An appropriate adjustment will be made in the term tuition for a student who has been granted transfer credit for one of the courses offered during a term. However, certain expenses are incurred for all students each term, and these expenses will be charged to each student whether the student is taking both courses offered or only one.

Visiting Student Letters

At the time a student completes his/her first class at Methodist University, he/she is considered, for enrollment purposes, a Methodist University student. In order to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Program Director and the Office of the Registrar in the form of a visiting student letter. A total of six semester hours of credit may be awarded in this fashion.

Online course credit will not be accepted if The Professional MBA at Pinehurst is offering an equivalent course online.

A visiting student letter will not be issued to replace the grade of a course previously taken at this institution.

GUIDELINES/AIDS FOR STUDENTS WITH ACADEMIC DIFFICULTIES OR DISABILITIES

Disability Services

If a student requires accommodations due to one or more disabilities recognized under the Americans with Disabilities Act, he or she must bring the appropriate documentation to the Director of The Professional MBA at Pinehurst thirty days prior to the first week of classes during which the accommodations are required. The student and the Director, in consultation with the Methodist University Director of Disability Services, will decide on the modifications to be implemented. The University cannot make accommodations or modifications retroactively.

Requirements for Degree Completion

Core Courses: MBA 500, MBA 501, MBA 510, MBA 520, MBA 530, MBA 540, MBA 550, MBA 560, MBA 570, and MBA 599 (28 semester hours)

Emphasis Courses: MBA 591, MBA 593, and MBA 594 (9 semester hours)

Requirements for Graduation

1. Completion of all course requirements with a minimum GPA of 3.0.
2. Good standing in character, conduct and financial obligation to the University and recommended by the faculty for graduation.
3. Filing a Declaration of Intent to Graduate form in the Office of the Registrar before the deadline specified in the academic calendar and paying the graduation fee. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but qualifies at some later time, he/she must submit another application for graduation. If a candidate fails to file his/her intent by the deadline, a late filling fee will be charged.

MASTER OF BUSINESS ADMINISTRATION COURSES

MBA 500 ADVANCED MANAGERIAL ACCOUNTING 3 s.h.

This course emphasizes the use of accounting information for internal planning and control purposes. Participants learn how to evaluate business performance and make strategic decisions in management. Major topics include cost behavior, concepts of opportunity costs, cost-volume-profit models, cost allocation, budgeting, and cost variance analysis. Course activities include lecture, problem sets using computer applications where applicable, and industry-specific case studies.

MBA 501 EXECUTIVE SPEAKER SERIES 1 s.h.

A series of lectures by industry leaders. Students are expected to relate these lectures to other classes throughout the curriculum. Each student will enroll in this class during the first term of study. Attendance is required for a minimum of 20 of the 24 Sunday lecture sessions. Offered pass/fail only.

MBA 510 MANAGERIAL ECONOMICS 3 s.h.

This course covers efficient resource allocation and the application of the analytical tools of economic theory to decision making by managers. The curriculum is designed to show students how to use various tools comprising the economics of effective management for the profit-maximizing firm. Upon successful completion of the course, students will be able to calculate and apply price elasticity, employ a statistical regression analysis, perform cost analyses, and display competency in other areas of managerial economics.

MBA 520 ADVANCED FINANCIAL MANAGEMENT 3 s.h.

This course provides a working knowledge of the tools and analytical conventions used in the practice of corporate financial decision-making. Students will analyze fundamental decisions that financial managers face in capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management. Course activities include lecture, problem sets, and industry-specific case studies.

MBA 530 LEGAL ENVIRONMENT OF GOLF, TENNIS, AND RESORT/CLUB INDUSTRIES 3 s.h.

This course will highlight the importance of the legal and regulatory environment as it relates to the focus industries. Through case analysis, critical thinking exercises, hypothetical situations, role playing, and team activities, the student will explore legal issues that involve contracts, torts, business organizations, real estate development, environmental regulation, employment and labor law, risk management and insurance, safety and security, and litigation as it relates to the golf, tennis, and resort industries.

MBA 540 ORGANIZATION AND LEADERSHIP 3 s.h.
Students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

MBA 550 MARKETING MANAGEMENT 3 s.h.
Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

MBA 560 INFORMATION MANAGEMENT AND E-BUSINESS 3 s.h.
Students will examine how organizations use technology and innovative business models to effectively adapt to rapid changes in the marketplace. The course provides a framework for evaluating various information technology alternatives and managing information technology resources within the organization, including the development of websites to strategically enhance corporate profit and further serve customers through the e-business process.

MBA 570 APPLIED BUSINESS STATISTICS 3 s.h.
The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.

MBA 591 GOLF, TENNIS AND RESORT/CLUB OPERATIONS 3 s.h.
Students will be introduced to a service industry orientation designed to attract and retain customers. This orientation requires the development of planning, programming, construction, financial management, promotion, marketing, and risk management skills.

MBA 592 AGRONOMY AND ENVIRONMENT 3 s.h.
Agronomy & Environment is designed to help students learn to plan, organize, lead, and control the various aspects of facility and turf management in the focus industries. Students will develop an understanding of the issues encountered in scientifically and environmentally appropriate management of golf, tennis, and resort facilities. Pinehurst Course Number 8 and other industry examples will serve as case studies.

MBA 593 REAL ESTATE DEVELOPMENT 3 s.h.
This course is designed to prepare students to become adept in planning, organizing, leading, and controlling the various aspects of real estate development. Students will develop an understanding of the issues involved in the effective management of real estate associated with golf, tennis, and resort/club management, including real estate legal issues.

MBA 594 ADVANCED FOOD AND BEVERAGE MANAGEMENT 3 s.h.
Advanced Food and Beverage Management is designed to train students to become adept in planning, organizing, leading, and controlling food and beverage management. Students will develop an understanding of the managerial issues encountered in the introduction, operation, and maintenance of food and beverage entities within their organizations. Food, beverage, and labor controls will be considered within the context of the golf, tennis and resort industries.

MBA 599 CAPSTONE EXPERIENCE 3 s.h.
This course will be individually tailored to each student, considering the student's career goals and academic interests. Students will be required to take the Master of Business Administration Major Field Test developed by the Educational Testing Service (ETS) as part of the Capstone course.

The Professional MBA at Pinehurst Academic Calendar 2008 – 2010

2008 Fall Term Class Dates:

Aug 31-Sep 1	Oct 12-13	Nov 16-17
Aug 31	Deadline for dropping a class	
Sept 5	Last day to submit Intent to Graduate Form for 2006–2008 students for December graduation.	
Oct 27	Registration deadline for Spring 2009 classes	
Dec 13	Graduation 2:00 p.m.	
Dec 11	Spring 2009 payments due to Business Office	

2009 Spring Term Class Dates:

Jan 11-12	Mar 1-2	Apr 19-20
Jan 11	Deadline for dropping a class	
Feb	Last day to submit Intent to Graduate Form for May graduation	
Mar 23	Registration deadline for Summer 2009 classes	
Apr 17	Summer Term payments due to Business Office	
May 2	Graduation, 2:00 p.m.	

2009 Summer Term Class Dates:

May 17-18	June 28-29	Aug 2-3
May 17	Deadline for dropping or adding a class	
May 19	Application deadline for 2009 – 2011 students (applications must be postmarked by May 19)	
May 26-29	Admission telephone interviews of candidates by admissions committee	
Jun 8	Admission acceptance/rejection letters sent from committee	
Jun 26	Intent letters & reservation fees due from 2009 – 2011 students	
Jul 7	Registration deadline for Fall 2009 classes (2009 – 2011 students)	
July 30	Fall 2009 payments due to Business Office	

2009 Fall Term Class Dates:

Aug 30-31	Oct 11-12	Dec 6-7
Aug 30	Deadline for dropping a class	
Sep	Last day to submit Intent to Graduate Form for 2007-2009 students for December graduation	
Oct 26	Registration deadline for Spring 2010 classes	
Dec 12	Graduation 2:00 pm	
Dec 24	Spring 2010 payments due to Business Office	

2010 Spring Term Class Dates:

Jan 24-25	Mar 7-8	Apr 18-19
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2010 Summer Term Class Dates:

May 16-17	June 27-28	Aug 1-2
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MASTER OF JUSTICE ADMINISTRATION (MJA) PROGRAM

Dr. Darl H. Champion, Sr., Director
Professor Kristine A. Thomas, Coordinator

FACULTY

Darl H. Champion Sr., Ed.D., Director, MJA Program
Michael Potts, Ph.D., Professor of Philosophy
Eric S. See, Ph.D., Assistant Professor of Justice Studies and Chair,
Department of Justice Studies
Frank Trapp, Ph.D., Professor of Government Studies

The MJA Program provides a graduate education to further a knowledge and understanding of criminal justice organizations within the context of the criminal justice system in North Carolina; to develop knowledge, skills, and abilities that will allow graduates to lead and manage criminal justice organizations more effectively; and to encourage ethical decision-making for the purpose of improving the quality of life and justice in North Carolina. The program residency weekends are held at the North Carolina Justice Academy in Salemburg, NC.

Degree awarded: M.J.A., Master of Justice Administration

FINANCES

Tuition, Fees and Expenses

2008-09 Academic Year (three semesters)

Tuition	\$673.00	(Per course)
Fee	<u>\$100.00</u>	(Per course ; See note below)
	\$773.00	

OR

Tuition	\$1346.00	(Per two courses)
Fee	<u>\$ 200.00</u>	(Per two courses; See note below)
	\$1546.00	

2009-10 Academic Year (three semesters)

Tuition \$673.00 (Per course)
Fee \$100.00 (Per course; See note below)
\$773.00
OR

Tuition \$1346.00 (Per two courses)
Fee \$ 200.00 (Per two courses; See note below)
\$1546.00

*The cost for registering for two courses per semester for one year (three semesters) is \$4638.00 (includes tuition and fees). Total cost of the program is \$9276.

Note: The \$100 fee per course consists of: Technology Fee \$25; Speaker Fee \$25; Part-time Librarian Fee \$32; Maid Service Fee \$10; and Photocopying/Mailing Fee \$8. When taking two courses multiply each individual fee by 2.

Masters of Justice Administration Fees

There is a \$50 graduate application fee (non-refundable) and a \$120 graduation fee

Additional Expenses for the Master of Justice Administration

Major additional costs for the MJA will include travel to and from the North Carolina Justice Academy at Salemburg, NC, textbooks, and additional class materials. Students are asked to pay a nominal donation to the program coordinator for the snack and beverage fund.

Payment and Billing Policy for the MJA Program

It is the policy of Methodist University that all charges for previous terms must be paid before new charges can be processed. Deadlines for paying new charges are 30 days prior to the start of classes, as follows:

Fall Term 2008—July 13, 2008
Spring Term 2008—December 12, 2008
Summer Term 2009—April 12, 2009

Refund/Repayment Policy on Withdrawals from the MJA Program

Students withdrawing from the program prior to six weeks before the first weekend session of the term will receive a refund of the refundable amount paid. Those students withdrawing from the program after this date will be refunded the following percentages of term tuition, according to the University's MJA program institutional refund policy based upon the date of receipt of the written withdrawal notice:

31-42 days prior to the first weekend session	85%
1-30 days prior to the first weekend session	75%
Between the first and second weekend sessions	50%
After the second weekend session	0%

Students withdrawing from the University or those reducing their course loads may be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received. According to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds, any remaining funds are returned to the student. For details, contact the Financial Aid Office.

Financial Aid

Please see the Financial Aid Section in the Introduction to the School of Graduate Studies section (page 286). Also, MJA Program applicants can consult the financial aid information on the MJA Program web site at www.methodist.edu/mja.

ACADEMIC REGULATIONS

Minimum Requirements for Admission

1. Must have completed a Bachelors Degree from a regionally accredited institution in criminal justice, public administration, or a related discipline. Related disciplines are sociology, political science, social work, or psychology. A recommended undergraduate GPA of 3.00 on a 4.00 scale.
2. Must have three letters of recommendation: one letter must be from a current superior from the applicant's workplace supporting the application, two from University professors. If these academic references are not available, individuals who can speak to the applicant's ability to complete graduate work will suffice.
3. Must have interviewed with a member of the MJA Admission Committee either in person or via telephone conference call.
4. Must have no history of drug abuse or conviction of a felony.
5. Must submit a written personal statement detailing professional aspirations.
6. Must submit a current resume.

Note: The Graduate Record Examinations (GRE) or Millers Analogy Test (MAT) are not required for admission into the MJA Program; however, students who submit either a GRE or MAT score will be considered for unconditional acceptance into the program. A combined score of at least 1000 is recommended for the GRE or a minimum recommended Miller Analogies Test (MAT) score at the 50th percentile obtained within the last five years.

Applying to the MJA Program

An application packet can be downloaded from the MJA Program web site at www.methodist.edu/mja/application.htm. Or, prospective applicants can contact the Program Coordinator directly at (910) 630-7268 to receive an application packet in the mail.

Selection Process for the MJA Program

The MJA Admissions Committee will screen all applicants meeting the minimum requirements, and those determined to be the most qualified candidates will be considered for acceptance into the program.] Criteria used by the review committee include undergraduate GPA, work experience, 3 letters of recommendation, personal essay, personal interview if GPA is less than 3.0, and evidence of ability to handle the demanding curriculum. Applicants **marginally** meeting the criteria will be admitted into the MJA Program on a probationary status and required to enroll in 6 credit hours of coursework during which time they must maintain at least a 3.0 GPA with no course grade lower than a B-. For example, 2 B-'s would average to less than a 3.0 GPA, but a B- and B+ would allow the student to maintain a 3.0 average. Once students have successfully completed the first six hours of coursework with an average of 3.0 **or better**, a review of their academic performance will be conducted and, if merited, the probationary status removed. Although not required for admission into the MJA Program, an applicant may submit **strong GRE and MAT scores for consideration by** the MJA Admissions Committee. **Note: All students entering the program will be administered the Watson-Glaser Critical Thinking Appraisal (WGCTA) the first semester of their enrollment as part of the overall program assessment process.**

Student Responsibility

Each student accepts responsibility for reading all materials and information included in this catalogue and the satisfactory completion of all graduation requirements. Students are not permitted to attend any classes until they have registered, nor can they register after the cut-off date for entering classes as designated in the academic calendar (see page 310).

Mandatory Student Email Policy for Graduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. For graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst The Professional MBA at Methodist University, and the MMS. in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

Classification of MJA Program Students

1. Full-Time Students: Those enrolled in any term for 6 s.h. or more
2. Part-Time Students: Those enrolled in fewer than 6 s.h. per term

Academic Standing

All students in MJA program must demonstrate continuous satisfactory progress toward graduation. Students accepted unconditionally into the program are allowed a maximum of one grade of *C* to maintain acceptable academic standing. If a student receives a second grade of *C*, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two *C*s in the program receives a third *C*, that student will be dismissed from the program without opportunity for readmission. Students admitted on a probationary basis, however, cannot receive a *C* in any course while on probation. If a student receives one grade of *F*, that student is automatically dismissed from the program, without opportunity for readmission. Suspensions and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.

Course Load

The standard course load for the fall, spring and summer terms is 6 s.h. per term.

Dropping/Adding Courses

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

1. A student may drop or add a class during the first two class days of the term
2. A student dropping a class after two class days as specified in the MJA program academic calendar will be awarded a grade of *WD*.
3. A student properly withdrawing from the institution after two days as specified in the MJA program academic calendar will receive a grade of *WD*.

Grading System

Letter Grade	Quality Points per semester hour	
A	4.0	Excellent
A-	3.5	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	
F	0.0	Failure

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 term; otherwise, the *I* becomes an *F*.

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

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

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

Note: Lowest *C* attainable is 75%. Anything less than 75% is considered failure (*F*).

STUDENT OPTIONS

Transfer Credit

Nine credits of graduate classes for courses equivalent to those in the MJA program will be considered for credit, and must be approved by the Program Director and the Registrar. Each of these classes must have been taken at an accredited institution within the five years immediately prior to admission to the MJA program with a minimum grade of *B* in each course. A transfer grade cannot replace a grade earned at Methodist University.

GUIDELINES/AIDS FOR STUDENTS WITH ACADEMIC DIFFICULTIES OR DISABILITIES

Disability Services

If a student requires accommodations due to one or more disabilities recognized under the Americans with Disabilities Act, he or she must bring the appropriate documentation to the Director of the MJA program no later than the first week of classes during which the accommodations are required. The student and the Director, in consultation with the Methodist University Director of Disability Services, will decide on the modifications to be implemented. The University cannot make accommodations or modifications retroactively.

Requirements for Degree Completion 36 semester hours

Core Courses: JUS 600, 610, 620, 625, 630, 635, 640, 645, 699 (27 s.h.)

Electives – three courses from the following list: JUS 660, 670, 675, 680, 690, 695 (9 s.h.)

Requirements for Graduation

1. Completion of all course requirements with a minimum GPA of 3.0 and no grades below a C.
2. Good standing in character, conduct and financial obligation to the University and recommended by the faculty for graduation.
3. Filing a Declaration of Intent to Graduate form in the Office of the Registrar before the deadline specified in the academic calendar and paying the graduation fee. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but qualifies at some later time, he/she must submit another application for graduation. If a candidate fails to file his/her intent by the deadline, a late filing fee will be charged.

MASTER OF JUSTICE ADMINISTRATION COURSES

JUS 600 FOUNDATIONS OF JUSTICE ADMINISTRATION 3 s.h.

This course introduces students to endemic and emerging administrative problems confronting the criminal justice system. Examination of the major components necessary to effective justice administration will include an overview of organizational thought and theory, executive leadership challenges, human resource management, policy development and implementation, and the importance of developing ethical models.

JUS 610 CRIMINAL BEHAVIOR ISSUES 3 s.h.

This course focuses on historical and contemporary perspectives of criminal behavior. Various social, psychological, and economic theories and correlates of criminal behavior will be examined and analyzed. Typologies of offenders will be studied.

JUS 620 JUSTICE POLICY AND PLANNING 3 s.h.

This course combines traditional and non-traditional methods of learning. Students will be expected to critically analyze a range of issues related to the process of justice policymaking and will focus on local, state, and federal processes that create and change criminal justice policies.

JUS 625 RESEARCH METHODS AND PROGRAM EVALUATION 3 s.h.

This course covers the scientific methods of conducting research in criminal justice and criminology. Additionally, this course will present students the techniques of conducting and assessing evaluative research (i.e., program evaluation). Where appropriate, methods of statistical analysis will be incorporated. Students will learn skills necessary for conducting their own research and for critically evaluating research done by others.

JUS 630 LEGAL ISSUES IN JUSTICE ADMINISTRATION 3 s.h.

This course will cover major legal issues facing the administration of the 21st Century criminal justice system—from investigation through the corrections process. The course will be primarily taught through the Socratic Method as well as by lecture and discussion. Emphasis will be placed on advanced constitutional as well as North Carolina statutory concerns and on personnel management issues.

JUS 635 THE BUDGETARY PROCESS AND JUSTICE ORGANIZATIONS 3 s.h.

This course provides a general overview of budgeting procedures in the criminal justice system. Fundamental budgeting concepts and practices applicable to state and local criminal justice organizations are studied. Emphasis is placed on policy development and decision-making as it relates to budget decisions.

JUS 640 ORGANIZATIONAL BEHAVIOR**3 s.h.**

This course examines the behavioral aspects of management with emphasis on leadership, motivation, and decision-making. Special attention is given to communication, conflict management, group dynamics, and organizational change and ethics within criminal justice organizations.

JUS 645 ETHICAL FOUNDATIONS OF JUSTICE ADMINISTRATION**3 s.h.**

This course will acquaint students with the basic concepts, arguments, and methods of ethics as these relate specifically to the field of criminal justice. Students will be prepared to make rational and philosophically informed decisions in the face of some very perplexing choices. Though this course concentrates largely on those moral issues most likely to be encountered by the police and other agents of law enforcement, it specifically addresses the needs of all students specializing in criminal justice, criminology, law, or cognate fields.

JUS 660 MEDIA AND PUBLIC RELATIONS FOR JUSTICE ORGANIZATIONS**3 s.h.**

This course examines theories and practices for effective public relations focusing on writing for public relations, factors affecting public opinion, ethics and laws, communication channels, and use of media. Tactics and techniques will be explored using case studies to evaluate effective campaigns and crisis management situations to develop skills through the development, organization, preparation, and administration of public relations campaigns.

JUS 670 HUMAN RESOURCE DEVELOPMENT**3 s.h.**

The 21st Century manager in the criminal justice field must understand and apply human resource management and development principles to meet increasing needs with diminishing resources. The theoretical foundation and practices of human resource development including motivation, organizational learning and change, needs assessment, orientation, training, and evaluation will be thoroughly explored.

JUS 675 PROBLEM SOLVING MODELS FOR JUSTICE ORGANIZATIONS**3 s.h.**

This course will examine the application of effective problem-solving strategies to the solution of complex problems within criminal justice organizations. Emphasis will be placed on the experiential learning model, creative problem-solving strategies, problem-based learning, and benchmarking. A case study approach will be utilized in the course.

JUS 680 JUSTICE FUTURES**3 s.h.**

This course is a study of future from the prospective of criminal justice management officials responsible for making criminal justice organizations, both public and private, ready for the future. Emphasis will be placed on applying established predictive techniques in the field of futures research to improve decision-making within the context of strategic planning.

JUS 690 LEADERSHIP AND CHANGE IN THE 21ST CENTURY**3 s.h.**

The course will focus on how effective leadership and collaboration are essential to criminal justice organizations in accomplishing their mission and achieving their goals in the 21st Century. The course will review and build upon basic knowledge of leadership theory and principles as applied in an environment of collaboration. Topics discussed include visionary leadership, situational leadership, transformational leadership, and team building. Students will be afforded the opportunity to assess their leadership styles.

JUS 695 SPECIAL TOPICS IN JUSTICE ADMINISTRATION

3 s.h.

Courses will be offered, as needed, in areas of interest such as emergency and disaster planning, homeland security, racial profiling, labor relations, forensic science, new technologies, correctional rehabilitation, and community policing.

JUS 699 CAPSTONE COURSE

3 s.h.

This course will provide the student with an opportunity to demonstrate, under faculty supervision, the ability to conduct a problem-solving management project as a demonstration of skill in administration techniques. Students will demonstrate their ability to present a program evaluation of a problem, issue, or dilemma in their organization by (1) organizing a research project that answers a particular question or set of questions specific to the needs of their organization; (2) completing an analysis, using program evaluation criteria, that answers their specific research questions; and (3) presenting an oral defense of the research and findings to the faculty.

Master of Justice Administration Academic Calendar 2008-2010

2008

Fall Term

Aug 13 – Classes open on Blackboard students must log in to begin course work

Fall Term Residency Weekends

Aug 22-24; Sep 19-21; Oct 24-26; Nov 21-23

Aug 25 – Last day to drop/add classes

Sep 5 – Last day to submit Intent to Graduate Form

Oct 27 – Registration for Spring 2008 (continuing students)

Dec 5 – Graduating MJA student grades due

Dec 13 – Graduation 2:00 pm

Dec 17 – Payment due to Business Office for Spring 2008 (continuing students)

Dec 15 – Fall 2007 grades due (continuing students)

2009

Spring Term

Jan. 6 - Classes open on Blackboard. Students must log in to begin coursework.

Spring Term Residency Weekends

Jan. 23 - 25, Feb 20 - 22, Mar 27 - 29, Apr 24 - 26

Jan. 13 – Last day to drop/add classes

Mar 30 – Registration for Summer Term 2009

Apr. 17 – Payment due to the Business Office for Summer Term 2009

May 15 – Application deadline for Fall 2009 admissions.

Summer Term

May 11 – Classes open on Blackboard. Students must log in to begin coursework.

Summer Residency Weekends

May 22 - 24, Jun. 19 - 21, Jul. 17 - 19, Jul. 31 - Aug. 2

May 26 – Last day to drop/add classes

Jun. 15 – Application deadline for Fall 2009 (applications must be postmarked by June 1)

Jul. 6 – Registration Fall Term 2009

Jul. 24 – Payment due to the Business Office for Fall Term 2009 (continuing students)

Fall Term

Aug. 17 – Classes open on Blackboard. Students must log in to begin coursework.

Fall Residency Weekends

Aug. 21 - 23, Sep. 18 - 20, Oct. 23 - 25, Nov. 20 - 22.

Sep. 18 – Last day to submit Intent to Graduate form.

Oct 25 – Application deadline for Spring 2010 (applications must be postmarked by 10/25)

Nov. 10 – Registration for Spring 2010 (continuing Students)

Dec. 4 – Graduating MJA student grades due.

2010

Spring Term Residency Weekends

Jan. 22 - 24, Feb. 19 - 21, Mar. 19 - 21, Apr. 16 - 18

Summer Residency Weekends

May 14 - 16, Jun. 11 - 13, Jul. 9 - 11, Jul. 30 - Aug. 1

Fall Residency Weekends

Aug. 27 - 29, Sep. 24 - 26, Oct. 22 - 24, Nov. 19 - 21

MASTER OF MEDICAL SCIENCE IN PHYSICIAN ASSISTANT STUDIES (PHYSICIAN ASSISTANT PROGRAM)

E. Ronald Foster, M.A., M.P.A.S., PAC, Director

DEPARTMENT OF MEDICAL SCIENCE

E. Ronald Foster, M.A., M.P.A.S., PAC, Program Director

James F. Hull, Jr., M.P.A.S., PAC, Director of Didactic Studies (Academic Coordinator)

Belina Avner, B.S., PAC, Director of Clinical Studies

Lana Smith VanStory, M.P.A.S., PAC, Clinical Coordinator

Barry P. Avner, Ph.D., PAC, Faculty

Bruce C. Steffes, M.D., M.B.A. Surgeon-in-Residence

Christopher Aul, M.D., Medical Director

Jennifer Mish, B.S. Director of PA Admissions

Jeannie M. Benson, A.S., Administrative Assistant to the Program Director

Martha Elena McClelland, B.S., Administrative Assistant to the Clinical Coordinator

Rochelle Florance, B.A. Psychology Academic Secretary

Degree awarded: M.M.S., Master of Medical Science in Physician Assistant Studies

Physician Assistant Studies are geared toward preparing individuals who will be healthcare 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. The Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

Minimum Requirements for Admissions to the M.M.S. in Physician Assistant Studies Program (PA Program)

- 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 higher.
- Satisfactory completion of the following **Medical Core Prerequisites** with a recommended GPA of 3.2 or higher:

Biology-16 s.h. to include:

Microbiology with lab (4 s.h.)

Anatomy and Physiology with lab (4 s.h.)

Other human or animal life sciences (8 s.h.), (no classes in ecology, botany, or physical education will be accepted).

Chemistry- 19 s.h. to include:

General Chemistry I and II with labs (8 s.h.)

Organic Chemistry I and II with labs (8 s.h.)

Biochemistry (3 s.h.)

Note: courses entitled "Intro to ...", "Survey of ...", or "... for non-Science Majors" as well as courses that combine Organic and Biochemistry into one, are not acceptable.

Mathematics -6 s.h. to include:

College Algebra or higher

Applied Statistics

Both courses must contain a MATH or STAT prefix

Psychology- 6 semester hours

- All science, math, and psychology courses must be taken at a four-year regionally accredited college or university, or at a community college through a college transfer program within the United States. To benefit the applicant upon matriculation and to make an application more competitive, it is strongly recommended all prerequisite coursework be taken at a four-year institution.
- If coursework is completed at the community college level, although strongly discouraged, it must be taken at the highest course number of the class offered to count for the prerequisite requirement (i.e. BIO 165 Anatomy and Physiology I will count to fulfill the requirement rather than BIO 163 Basic Anatomy and Physiology).
- Coursework does not have to be complete at the time you apply to the program. However, applicants must have a plan in place to successfully complete all coursework before the start date in mid-August. Grades below C for any course will not be accepted.
- Applicants may not substitute other classes for any of the required medical core prerequisites. All course work listed must be completed. No exceptions will be made.
- No history of drug abuse or conviction of a felony. Due to the PA program's clinical affiliates, National Security and Criminal Background checks will be employed for each accepted student.

- No history of dismissal from another Physician Assistant school, medical, or nursing school for either academic or disciplinary reasons.
- Completion of a minimum of 500 hours of clinical experience with direct patient contact. Hours must be completed by July 15 preceding the start of classes in the fall semester.
- Completion of the GRE with a recommended GRE Verbal and Quantitative combination is 1050. Official scores must be received by the program to make an admission decision. GRE scores beyond 6 years old will not be accepted. MU institutional code is 5426.
- The program does not accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted into the PA program must satisfy all requirements of the didactic and clinical years as well as the clinical preceptorship in residence.
- All non US citizens and applicants whose first language is not English must complete the TOEFL examination, (Test of English as a Foreign Language, www.toefl.org), and submit their college transcripts to the World Education Services for translation, and complete all science medical core (biology and chemistry), prerequisites courses in the United States. No exceptions will be made.

Application and Selection Process for the M.M.S. in Physician Assistant Studies Program

All applicants to the Methodist University PA Program must apply through CASPA, the centralized application service; www.caspaonline.org. CASPA applications for entrance in August 2009 may be submitted as early as April 17, 2008 and no later than March 1, 2009. Applications and GRE scores received after March 1, 2009 will not be accepted.

The MUPAP does not have a supplemental application unless he/she is a Methodist University graduate or is completing coursework at MU. MU applicants applying for entrance in August 2009 may officially submit their supplemental application to the Physician Assistant program as early as **Monday, June 2, 2008** and no later than **Thursday, July 3rd, 2008** (Supplemental applications is available for download at <http://www.methodist.edu/paprogram/supplemental.pdf>). **No exceptions will be made after this date.** Should a student fail to meet the deadline for the supplemental application, he/she must apply through regular channels (CASPA). They will be given first consideration with all other outside applicants at the time their CASPA application is received.

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 University. First consideration will be given to Methodist graduates or persons who have completed coursework at MU and Admissions Preference candidates will be given first selection overall. Only those students, Methodist and outside applicants, who meet the recommendations of the program will be granted an interview.

Criteria used by the interviewers in their evaluations include: academic performance, GRE scores, extracurricular activities, work experience, amount and quality of healthcare experiences, interest in serving in medically underserved areas, applicant's concept of the role of the physician assistant, 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.

Admission Preference Program

Admission Preference candidacy is a unique opportunity to have first priority consideration for admission into the Methodist University PA Program at the completion of undergraduate coursework. Students who satisfactorily complete the course of study leading to a Bachelor of Science or Arts degree in Biology, Chemistry, Athletic Training, or Exercise Science at Methodist University, and who successfully complete all Admission Preference requirements and program requirements will have a space *reserved* in the graduate PA program. This program applies only to high school senior or entering college freshmen (transfer students are not eligible) who declare one of the above majors on their Application for Undergraduate Admission. Applicants must meet the following initial requirements in order to be considered for Admission Preference candidacy:

1. High School graduate or current senior with a minimum cumulative GPA of 3.5 on a 4.0 scale.
2. *Minimum* SAT score of 1000 or minimum ACT score of 22 (1150/25 or higher recommended).

Additional information about the Admission Preference Program may be found at <http://www.methodist.edu/paprogram/admission.htm> or by contacting the Undergraduate Admissions Office.

Transfer Credit

The PA Program does not accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted into the PA program must satisfy all requirements of the didactic and clinical years as well as the preceptorship.

Requirements for Degree Completion

Didactic Studies: PHA 500, 501, 502, 504, 505, 506, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 519, 521, 522, 524, 525, 528, 529, 530, and 541.

Clinical Studies: PHA 500, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 565, and 566.

Clinical Preceptorship: PHA 570, 571

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 University.
4. Recommended by the faculty for graduation.
5. Has met all other graduation requirements for the Master of Medical Science Degree.

Recommendation for the Master of Medical Science in Physician Assistant Studies is a discretionary right residing with the faculty and administration of the Methodist University Physician Assistant Program, but shall not be withheld arbitrarily. There is no contract, stated or implied, between the Methodist University Physician Assistant Program, School of Graduate Studies, School of Science and Human Development or Methodist University and the students, guaranteeing that a degree or certificate will be conferred at any stated time, or at all.

Students who have satisfactorily completed all requirements for the MMS in Physician Assistant Studies degree and graduation requirements are eligible to sit for the Physician Assistant National Certifying Examination (PANCE).

Due to the PA Program's clinical affiliates, National Security and Criminal Background checks will be employed for each student.

ACADEMIC STANDARDS

It is essential to their development that students adopt and exhibit self-directed responsibility for their mastery of knowledge and skills. It is the policy of the Methodist University PA Program that a student maintains a minimum score of 75% on each examination or written assignment. Any performance less than a 75% is interpreted as not obtaining competency. In addition, the PA Program follows the grading system for course grades as stated in the School of Graduate Studies section of this catalogue. Specific policies regarding academic standards and remediation are presented in the Didactic Year and Clinical Year manuals. It is the student's responsibility to maintain the required academic standards and to initiate the necessary interventions to resolve deficiencies in any area of study. The physician assistant program faculty and staff will offer guidance to a physician assistant student experiencing academic difficulties, but it remains the responsibility of the student to achieve competency.

PROFESSIONAL AND TECHNICAL STANDARDS

Technical Standards for the Methodist University Physician Assistant Program

Any applicant who plans to enter the physician assistant program at Methodist University must possess certain skills that will enable them to master the educational and clinical content of the program within a reasonable time frame. These skills are required by a practicing clinician to improve patient health, prevent morbidity and mortality and improve and expand treatment goals that encourage the greatest patient motivation and cooperation within their resources. These skills also provide for periodic revision and appropriate discontinuation of treatment plans once goals have been achieved. Methodist University welcomes specific inquiries from potential students with disabilities regarding required technical skills and how completion of those skills might apply to their unique situation. A determination will be, however, made by the physician assistant staff as to whether the individual is qualified for admission to the program and if reasonable accommodations can be made. Federal law prohibits programs from making inquiries about specific disabilities prior to admission. Applicants who are selected for admission must be prepared to meet the educational and technical performance standards in order to complete the program. Students who are unable to accomplish these skills will not be allowed to continue in the program.

Minimum Technical (Performance) Standards

- **Critical Thinking.** All students must possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The ability to solve problems, a skill that is critical to the practice of medicine, requires the intellectual abilities of measurement, calculation, reasoning, analysis, and synthesis. Candidates for the program must be able to perform demonstrations and experiments in the basic sciences.
- **Communication Skills.** A candidate should also be able to speak, to hear, and to observe patients in order to elicit information; to describe changes in mood, activity, and posture; and to perceive nonverbal communications. The candidate must be able to communicate effectively and efficiently in oral and written forms.

- **Visual Ability.** Candidates must also be able to observe a patient accurately, both at a distance and close at hand. This ability requires the functional use of vision and somatic sensation.
- **Hearing and Tactile Abilities.** Candidates should have sufficient motor function to elicit information from patients by palpitation, auscultation, percussion, and other diagnostic techniques.
- **Motor and Fine Skills.** A candidate should be able to execute movements reasonably required to move from area to area, maneuver in small places, calibrate and use large and small equipment, position and move patients, and provide patients with general care and emergency treatment.
- **Interpersonal Abilities.** A candidate for the PA Program must possess (1) the emotional health required for full utilization of his or her intellectual abilities; (2) the exercise of good judgment; (3) the prompt completion of all responsibilities required for the diagnosis and care of patients; and (4) the development of mature, sensitive, and effective relationships with patients, families, and colleagues. The Methodist University Physician Assistant Program considers for admission those students who possess the academic and professional promise necessary to become outstanding healthcare professionals. Methodist University and the PA Program do not discriminate on the basis of sex, age, race, color, national and ethnic origin, or disability.

FINANCES

Physician Assistant Program Fees

The annual tuition for the Physician Assistant Program is \$29,400.00 (2008-2009)/Didactic year; \$29,400.00 (2009-2010)/Clinical year, and \$790.00 (2009 Preceptorship.)* There is a \$500.00 student reservation fee (non-refundable) due upon acceptance. There is also a \$110 Student Activity Fee (includes admission to cultural events, use of the PAC and Nimocks Fitness Center, and voting in student body elections) a \$55 Mandatory Student Health Insurance Fee, and a \$120 graduation fee.

*Fees subject to change.

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.), computer, computer software and printer, medical malpractice insurance and travel expenses during the didactic and clinical year for clinical assignments or rotations. These additional costs are estimated to be in the range of \$2,000.00 to \$4,000.00. Residential PA students will incur additional charges for meals and room rent, as specified in the regular tuition section of the Methodist University catalogue (page 17). Cost for living expenses may vary for each student.

Payment and Billing Policy for The Physician Assistant Program

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the Physicians Assistant Program are 30 days prior to the start of classes.

Refund/Repayment Policy on Withdrawals from the Physician Assistant Program

Students withdrawing from the Physician Program will be responsible for payment of tuition as follows:

Time of Withdrawal (15 week semester)

Week	Refund Amount
1-4	90%
5-8	60%
7-12	30%
>12	0%

Students withdrawing from the University 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 monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Financial Aid Office.

Financial Aid

Loan, scholarship and other financial aid information is available through the Office of Financial Aid. It is the student's responsibility to seek out that information. Please see Financial Aid in the Introduction to the School of Graduate Studies section (page 286).

PA Program Student Organization: *Dr. Harvey Estes Student Society*

Students within the program are eligible for membership in the Student Association of the American Academy of Physician Assistants and the North Carolina Academy of Physician Assistants.

Information Technology and Online Instruction

Students should be proficient with the use of email and Internet services as well as basic software programs such as Microsoft Word, PowerPoint, and Excel. Students will need to access instructional websites and be able to download course material as well as communicate via online discussion boards.

All students are required to have Internet and email access, without exception. Some Web site instruction may be employed in the classroom. Thus, it is highly recommended that laptops be used in the classroom. The program has a dedicated PA classroom with wireless Internet and satellite capabilities. Clinical students are required to have a PDA at the beginning of their second clinical year.

Mandatory Student Email Policy for Graduate Students

An email account (ending in @student.methodist.edu) will be created for all Methodist University students. For graduate students in the Master of Justice Administration, The Professional MBA at Pinehurst, and the M.M.S. in Physician Assistant Studies programs, email addresses and passwords will be issued to students by their program coordinators. All students are responsible for checking their email daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, 288 attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other email address.

DIDACTIC COURSES

PHA 500 MEDICAL ETHICS SEMINAR

No Credit

The purpose of this seminar is to integrate the learning of medical ethics, morality and the legal issues surrounding medical ethics, beginning with the didactic phase of PA education through the clinical phase of PA education. The goal is to provide topics relevant to the PA student's area of training and expand those topics as the student's understanding and experience in medicine matures.

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. Students will also be introduced to the various roles in which Physician Assistants practice to include rural health, obstetrics and gynecology, pediatrics, and the military PA. Several topics such as sponsoring and governing professional organizations, state licensing, national accrediting boards, hospital staff credentialing, home health care, care of the homeless, inner city health care, and North Carolina laws governing physician assistants 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. Students' critical interpretation of the medical literature begins with participation in the Prescriber's Letter journal club. The course also explores stress management, time management, PA organizations (AAPA, NCCPA, PAEA, and NCAPA), and the PA as a life-long learner.

PHA 502 PHYSICIAN ASSISTANT ORIENTATION II

2 s.h.

Continuation of PHA 501. This course introduces students to and encourages the exploration of medical practice issues. In addition to practice issues, major "hot topics" in healthcare are reviewed. Topics to be discussed 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; the medical chart as a legal document; billing and coding, the impaired practitioner, drug enforcement administration (DEA), and organ donor services. Genetics in Primary Care, Complementary and Alternative medicine (CAM), as well as Healthy People 2010 issues will also be reviewed. Students will have the opportunity to enhance professional skills to include medical record dictation. Within the course, students are encouraged to continue to integrate learning from other courses within the curriculum as they add to their knowledge of the role of physician assistant in healthcare. Time is allotted in this course to cover other relevant topics dependant on curricular needs.

PHA 504 CLINICAL MEDICINE I

5 s.h.

This course is designed to provide an understanding of the diagnostic process. Each major body system is 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 II 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. Students will continue to develop their skills in critical thinking and patient care assessment applying them to obtaining and documenting a comprehensive history and physical exam. Students will be expected to spend additional time outside of class practicing physical examination skills and conducting assigned history and physical exams in the clinical setting.

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.). Student will become familiar with normal ranges of lab studies and concentrate on the interpretation of abnormal values and causes for such 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 510 is designed to provide an introduction to pharmacy 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 Doctor of Pharmacy.

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 a continuation of PHA 511 and provides integration into the body systems being taught in Clinical Medicine. 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 application 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 of body systems and their interpretation. A pathophysiological basis for laboratory medicine data interpretation will be provided.

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 & 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 illness/ 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 board certified emergency medicine physicians and emergency medicine physician assistants.

PHA 516 EMERGENCY MEDICINE II

2 s.h.

This course is a continuation of PHA 515.

PHA 517 HISTORY AND PHYSICAL EXAMINATION I

2 s.h.

The student will be provided with fundamental methods, skills and techniques for eliciting, organizing, documenting and presenting a comprehensive health history and performing, documenting and presenting a comprehensive physical examination. Presented in lecture and laboratory format, instructional methods include lecture, group activities and discussion, role-playing, case presentations and take-home assignments. Initially, medical interviewing/history taking and physical examination skills practice are conducted in a structured classroom setting allowing the student to gain skill and confidence. Students will be expected to spend additional time outside of class conducting medical interviews with patients in a clinical practice setting under PA/ MD supervision and preparing the interview document. Additional topics to be covered include learning how to approach cultural diversity in medical practice, and the art of effective communication with patients and members of the healthcare team. Students will also begin the process of critical thinking and reasoning in the concept of patient assessment and plan skill building.

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 preoperatively and post-operatively. Surgical courses are taught by board certified surgeons.

PHA 521 HEALTH PROMOTION / DISEASE PREVENTION

2 s.h.

This course is designed to familiarize the student with methods and concepts of community and public health issues and the principles and guidelines of preventive health practices. A wide range of variables will be discussed to include lifestyles, nutrition, cultural diversity and socioeconomic factors. In addition, students will be provided basic skills and knowledge in epidemiology. Students will also review the U.S. Surgeon General's report, Healthy People 2010 in order to become familiar with the department of Health Human Services population health initiatives. The course will emphasize the role of the physician assistant as a health educator.

PHA 522 PSYCHOPATHOLOGY**2 s.h.**

The purpose of this course is to establish an understanding of psychotic illness, affective disorders, characterological 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 524 CLINICAL SKILLS I**1 s.h.**

Presented in laboratory, workshop, video demonstration, and lecture formats, this course focuses on acquiring the skills necessary to function as a Physician Assistant in diverse medical settings. Various skills will be taught, including those needed for sterile technique, giving injections, performing and interpreting electrocardiograms, performing phlebotomy, and other diagnostic and/or therapeutic procedures required in the office and hospital settings.

PHA 525 CLINICAL SKILLS II**1 s.h.**

This course is a continuation of PHA 524, but is expanded to include the reading and interpretation of various imaging studies, and performing such functions as establishing and maintaining a sterile field, suturing, wound care, scrubbing, gowning and gloving for surgery, endotracheal intubation, ACLS, etc.

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 disease and disorders from younger patients is discussed.

PHA 529 HUMAN GROSS ANATOMY/CADAVER DISSECTION**4 s.h.**

This course is designed to give the Physician Assistant 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 AND STATISTICS**2 s.h.**

This course provides students with an overview of the major kinds of research methods, research design, internal and external validity of research findings and the research process (including review of the medical literature on a topic and preparation of a research manuscript). Emphasis will be placed on the actual work involved in writing a research review. Student participation is mandatory in this class.

CLINICAL COURSES

PHA 500 MEDICAL ETHICS SEMINAR – continued.

No Credit

The purpose of this seminar is to integrate the learning of medical ethics, morality and the legal issues surrounding medical ethics, beginning with the didactic phase of PA education through the clinical phase of PA education. The goal is to provide topics relevant to the PA student's area of training and expand those topics as the student's understanding and experience in medicine grows.

PHA 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 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 assess the obstetrical and gynecological patient. Outpatient gynecology care, 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 included in this rotation. Students will be involved with both inpatient and outpatient care. **This rotation is offered contingent upon availability of suitable OB/GYN training sites. If such sites are unavailable, a family medicine site offering supervised clinical practice experience in gynecology may be substituted for an OB/GYN site.**

PHA 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 inpatient rounds the primary emphasis is in the outpatient setting. This rotation is four weeks in length.

PHA 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 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 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 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 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 559 ORTHOPEDICS

4 s.h.

Orthopedics is a four-week rotation, during which the student has the opportunity to work with 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. The student will also scrub in for orthopedic surgeries during the course of the rotation.

PHA 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 561 COMMUNITY/RURAL HEALTH

4 s.h.

Clinical rotations in the community health centers and rural health clinics allow the students to become more familiar with the role these health care entities play in the maintenance of health in the community. Students are involved with the various functions for the community health centers/rural health clinics including assessment and management of patients in the areas of prenatal health, gynecology, infectious disease, immunization, and preventive health care screening in the adult and pediatric patient populations. In addition, the students will gain exposure to health care issues which are especially relevant to the rural/medically underserved areas. This rotation is interchangeable with the Family Medicine rotations, and can thus be used to fulfill a Family Medicine I, II, and/or III rotation. It is 4 weeks in length.

PHA 565 ELECTIVE I

2 s.h.

Students will be able to select from the following medical specialties and sub-specialties, to include: Allergy/Immunology, Alternative/Complementary Medicine, Cardiology, Dermatology, Gastroenterology, Hematology-Oncology, Neonatology, Neurology, Ophthalmology, Otolaryngology, Pulmonology, Radiology, Rheumatology, and Urology. Additional specialties may be selected for approval by the Program. It is recommended that this 2-week rotation be combined with PHA 566, to create one 4-week elective rotation, to allow a more complete immersion in the selected specialty field. The minimum permissible length of an elective rotation is two weeks.

PHA 566 ELECTIVE II

2 s.h.

Students will be able to select from the following medical specialties and sub-specialties, to include: Allergy/Immunology, Alternative/Complementary Medicine, Cardiology, Dermatology, Gastroenterology, Hematology-Oncology, Neonatology, Neurology, Ophthalmology, Otolaryngology, Pulmonology, Radiology, Rheumatology, and Urology. Additional specialties may be selected for approval by the Program. It is recommended that this 2-week rotation be combined with PHA 565, to create one 4-week elective rotation, to allow a more complete immersion in the selected specialty field. The minimum permissible length of an elective rotation is two weeks.

PHA 570 CLINICAL PRECEPTORSHIP

12 s.h.

Students become eligible to take this twelve-week course following their successful completion of all 12 of the required clinical rotations. This course allows the student to further develop and refine his or her clinical skills in primary or specialty care. With prior approval from the Program Director, the student may choose to stay at a single site for the entire 12 weeks, or may divide to the 12 weeks into shorter segments to allow more diversification of experience.

PHA 571 CLINICAL RESEARCH

6 s.h.

This course requires that students complete a clinical research project and/or a research paper in a selected aspect of primary care medicine. The project and paper topic must be pre-approved by the Program Director and be consistent with the guidelines as directed by the program. For this purpose, students are assigned to a core faculty member, or to a clinician, who will mentor them during the preparation and completion of their clinical research project and/or paper. The completed project/paper must be submitted to the PA Program faculty no later than the deadline date designated in the Clinical Year Manual.

PA Program Academic Calendar for the Class of 2010

Didactic Year Class of 2010 (Subject to change for curricular purposes)

Fall Semester 2008	September 2 – December 19, 2008
September 2 & 3	New Student Orientation
November 27 & 28	Thanksgiving Holiday Break
December 15-19	Final Exam Week
December 22- January 2:	Winter Break

Spring Semester 2009	January 5 – April 24, 2009
January 19	MLK Holiday
April 10	Good Friday Holiday
April 20-24	Final Exam Week
April 27-May 1	Spring Break

Summer Semester 2009	May 4 – August 21, 2009
May 25	Memorial Day Holiday
July 3	Independence Day Observed
August 17-21	Final Exam Week

Clinical Year Class of 2009 (Subject to change for curricular purposes)

Fall Semester 2008	September 01 – December 14, 2009
Winter Break	December 22, 2008 –January 2, 2009
Spring Semester 2009	January 05 – April 24, 2009
Summer Semester 2009	April 27 – August 28, 2009
Summer Break	August 31 – September 4, 2009

Clinical Year Class of 2008 (Subject to change for curricular purposes)

Preceptorship	September 15 – December 5, 2008
Anticipated Graduation	December 13, 2008



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Keith Criscoe, B.S.	Head Men's Tennis Coach
Wylie Crisanti, B.A.	Head Women's Lacrosse Coach
Jennifer Cuchna, B.S., M.Ed.	Assistant Athletic Trainer
Dave Eavenson, B.S., M.Ed.	Associate Head Football Coach
Nicole Ferrenberg	Administrative Assistant
Carl Funderburk, B.S.	Assistant Football Coach
Charles J. Goss, B.S.	Assistant Football Coach
Melissa Hay, B.S., M.A.	Cheerleading and Dance Coach
Jennifer R. Hoenig, B.A., M.A.	Assistant Athletic Trainer
DeeDee M. Jarman, B.A., M.S.A.	Associate Director of Athletics
	Senior Woman Administrator
	Head Women's Basketball Coach

Tyrone Jones, B.S., M.S.
 Michael Maraschiello, B.S.
 Edward Matthews, B.S.
 Vici Pate, B.S., M.S.S.
 Brandon Reynolds, B.S., M.Ed.
 Tim Ryerson, B.S., M.Ed.
 Ron Simpson, B.A., M.A., M.S.S.
 David G. Smith, B.A.
 James C. Sypult, B.S., M.S.
 Justin Terranova, B.S.
 J. Nicole Yard, B.S., M.S.

Assistant Football Coach
 Assistant Football Coach
 Head Women's Volleyball Coach
 Head Women's Golf Coach
 Head Athletic Trainer
 Head Cross Country Coach
 Head Softball Coach
 Head Men's Basketball Coach
 Head Football Coach
 Head Men's Soccer Coach
 Assistant Athletic Trainer

BUSINESS AFFAIRS

Gene T. Clayton, B.A., M.Ed.
 Dawn Ausborn, B.A., M.S.A., CPA
 Linda Autry, A.A.S.
 William Billings, B.A., M.A.
 Jennifer Butler
 Mytrinh Dang
 James Darden, B.S., M.Ed.
 Thomas Daughtrey
 Steven Dockery, A.S.
 Dottie Earwood
 Nicole Ferrenberg
 Warren Goodman
 Rhonda Harris, A.A.S.
 Michael Harrison
 Vonda Howell, B.S.
 Pam Klingelsmith
 Marvin McGathy, III
 Melba McLemore, A.A.
 Mary L. Mercer, B.S.
 Mark Miller
 Sigrid Nuckolls, B.A.S.
 Deborah Riley, B.S.
 Rick Rode, B.S., M.B.A.
 Leslie Serrano-Torres, B.S.
 John D. Shaw, B.S., M.A.
 Larry Smith
 Julie Strickland
 S. Mason Sykes, B.A., M.A.
 Tiffany Vital
 Gina Thornton, B.S.
 Katherine A. Watt
 Debra Yeatts B.S.
 Crystal Yost, A.A., B.S.

Vice President for Business Affairs
 Controller
 Accounts Receivable Specialist/Collections Clerk
 University Historian/Director, Monarch Press
 Accounts Payable Specialist
 Secretary, Maintenance
 Horticulturalist
 Assistant Superintendent, Buildings and Grounds
 Golf Course Superintendent
 Manager, Mail Center
 Coordinator of Campus Telephone Systems
 Director of Housekeeping
 Bookkeeper/Staff Accountant
 University Printer
 Perkins Loan Coordinator
 Business Office Cashier
 Assistant Director of Housekeeping
 Accounts Payable Supervisor
 Staff Accountant
 Assistant Supervisor of Golf Course
 Payroll Administrator
 Purchasing Agent
 Treasurer
 Assistant, Bookstore
 Business Office Manager
 Manager, Book Store
 Accounts Receivable Specialist
 Superintendent, Buildings and Grounds
 Assistant, Bookstore
 Assistant Controller
 Secretary, Vice President for Business Affairs
 Human Resource Director
 Assistant, Mail Center

DEVELOPMENT AND ALUMNI AFFAIRS

Robin P. Davenport, B.S.
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Vice President for Institutional Advancement
 Director of Grants and Research/
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Michaela N. Brown, B.A.	Associate Director of Annual Fund and Alumni Affairs
Martha W. Davis	Gift Records Specialist
Krista J. Lee, A.S.	Assistant Director of Development
Lauren Cook Wike, B.A.	Director of Annual Fund and Alumni Affairs

ENROLLMENT SERVICES

Rick Lowe, B.A.	Vice President for Enrollment Services
Bonnie Adamson, B.S.	Director, Financial Aid
Shirley A. Autry, B.S.	Evening Admissions Administrative Assistant
Leighton Bull, B.S.	Admissions Counselor
Denice Carter, B.S.	Loan Coordinator/Assistant Director, Financial Aid
Shasta Culbreth, B.A.	Associate Director, Admissions
Patricia Douthit, B.S.	Associate Director, Financial Aid
Megan Friend, B.S.	Assistant Counselor of Admissions
Marilyn Harris, B.S.	Financial Planning Counselor
Jamie Legg, B.S.	Director, Admissions
Paula Leonard, B.S.W.	Assistant Loan Coordinator/Financial Aid Planner
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Christine Regan	Receptionist
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Carole Samperton	Office Assistant, Admissions
Kathy Schuber	Financial Aid Secretary/Counselor
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PLANNING AND EVALUATION

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STUDENT DEVELOPMENT AND SERVICES

George J. Blanc, B.A.	Vice President for Student Development/Dean of Students
Kabrina Bolling	Administrative Assistant, International Programs
Magda Baggett, B.A., M.A.	Director, International Programs
Earlene Bass	Administrative Assistant for Housing and Residence Life
Janet Bird, B.S.	Campus Safety Officer
Clifton Bobbitt, B.A.	Residential Coordinator
Derek Collier, B.A.	Residential Coordinator
Sandra S. Combs, R.N.	Director of Health Services
Tanya Davis, B.A., M.A.	Associate Dean of Student Development and Services
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Lois DeVico, A.A.S.	Assistant Director for Student Development and Services
Peggy Dill	Director of Food Services
Carl Douglas	Assistant Director of Public Safety
Lori French	Student Insurance Coordinator
Kimberly Genova, B.S., M.B.A.	Director of Career Services and Parent's Program Coordinator

Dawn Hamerla, A.A.	Director of Public Safety
Joey Harris, B.S.	Residential Coordinator
Tiffany Helfgott	Secretary, Public Safety
Darlene Hopkins, B.A., M.S.	Director of Counseling and Psychological Services
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Doris Jackson, B.S.	Director of Student Activities
Ashley James, B.S., M.Ed.	Residential Coordinator
Frances Peters, B.S.	Residential Coordinator
Roxana Ross, B.A.	Director of Student Media/University Photographer
J. Michael Sinkovitz, B.A.	Director of Campus Recreation and Intramurals
Darlene Singelton	Career Development Director
Katie Smith, B.S.	Associate Director of Counseling Services
Katrina Stanley-Blue, B.A., M.P.A.	Associate Director of Career Services
Linda Szulc, B.S.	Director of Disability Services
Annette Thompson	Campus Crime Prevention Officer
Chun Tien, B.S., M.B.A.	Assistant Director of Campus Recreation and Intramurals
Taurean TJ Johnson, B.A., M.A.	Senior Associate Dean for Student Development and Services
Jean-Marie Weaver, B.S., M.A.	Residential Coordinator

UNIVERSITY RELATIONS AND CAMPUS MINISTRY

Michael W. Safley, B.A., M.Div., D.Hum.	Vice President for University Relations and Campus Ministry/University Chaplain
Pam McEvoy, B.A.	Director of Public Relations
Jonathan Mitchell, B.S.	Director of Campus and Community Events
Michael C. Molter, B.A., B.S., M.S.A.	Webmaster
Maria Sikoryak-Robins, B.A.	Director of University Publications
Clifford M. Wells, B.A.	Director of Reeves Auditorium and Technical Services
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FACULTY EMERITI

Robert B. Ambrose	Assistant Professor of Mathematics
B.S., Jacksonville University; M.A.T., Duke University	
Linda Sue Barnes	Professor of Biology
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Robert Stone Christian	Professor of English (1980)
B.A., Western Maryland College; M.A., University of Connecticut; M.Div., Drew University; Ph.D., University of South Carolina	
Willis Cowan Gates	Professor of Music
B.M., Peabody Conservatory; M.A., Ph.D., University of North Carolina at Chapel Hill	

- Jean B. Ishee** Associate Professor of Piano and Organ
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- Sue Laslie Kimball** Professor of English
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- Thomas Garland Knott** Professor of Religion
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- Betty Neill Guy Parsons** Associate Professor of Music
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- Joyce Elaine Porter** Distinguished Service Professor of French
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FACULTY

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 University; M.B.A., University of Miami
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- Daniel L. Bennett** (2007) Instructor of Mathematics
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- Evan Bridenstine** (2001) Associate Professor of Theatre (2007)
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- John F. Campbell** (1986) Professor of Psychology (1996)
B.S., University of Missouri at Columbia; M.A., Wichita State University; Ph.D.,
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- Rocío Castañeda-Ochiltree** (2006) Instructor of Spanish
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- Darl H. Champion, Sr.** (1993) Professor of Justice Studies (2006)
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B.A., Indiana University of Pennsylvania, M.C.J., University of South Carolina;
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- Tat W. Chan** (2001) Professor of Computer Science
Chair, Department of Computer Science
B.S., M.S., Ph.D., University of Southwestern Louisiana
- Theresa P. Clark** (1992) Professor of Business Administration (2002)
B.A., Randolph-Macon Women's College; J.D., University of North Carolina at
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- Michael Colonnese** (1989) Professor of English (1999)
B.A., University of Bridgeport; M.A., Ph.D., State University of New York at
Binghamton
- Gregory Combs** (2005) Nimocks Professor of International Business
Associate Professor of Sport Management
Coordinator, Sport Management
B.S., Eastern Illinois University; M. A., Ed. D., University of Northern Colorado
- Steven A. A. Conley** (1986) Asst. Professor of Professional Golf Management (1996)
Men's Golf Coach; Assistant Director, Professional Golf Management Program
B.S., Murray State University; M.Ed., Campbell University
- Beth Copeland** (2007) Instructor of English
B.A., St. Andrews Presbyterian College; M.F.A., Bowling Green State University
- Delmas S. Crisp, Jr.** (2007) Professor of English
Vice President for Academic Affairs and Dean of the University
B.A., M.A., Ph.D., University of Southern Mississippi

- Sarah Crist** (2006) Assistant Professor of Mass Communications
B.S., M.S., Illinois State University
- Jennifer Cuchna** (2005) Instructor of Athletic Training and Physical Education
Assistant Athletic Trainer
B.S., University of Central Florida; M.Ed., Campbell University; LAT; ATC
- Damayanti Datta** (2007) Assistant Professor of Computer Science
B.Ch.E., Jadavpur University, India; M.S., Georgia Southwestern State University;
Ph.D., Louisiana State University.
- Spencer G. Davis** (2001) Nimocks Professor of Business
Associate Professor of Financial Economics
B.S., M.A., New Mexico State University; Ph.D., Colorado State University
- John A. Dembosky, Jr.** (2005) Associate Professor of Geology (2007)
B.S. Ed., Indiana University of Pennsylvania; Ph.D., University of Pittsburgh
- Mary Deyampert-McCall** (2005) Professor of Social Work
B.S., Tuskegee University; M.S.W., University of North Carolina at Chapel Hill
- Keith Dippre** (2001) Associate Professor of Music; Chair, Department of Music
B.A., Azusa Pacific University; M.A., California State University at Los Angeles;
D.M.A., Ohio State University
- Carl Dyke** (1999) Associate Professor of History (2006)
B.A., Temple University; Ph.D. University of California at San Diego
- Vickie A. Erben** (1992) Assistant Professor of Education (1997)
B.A., Methodist College; M.A., Campbell University
- Arleen M. Fields** (2006; 2000) Assistant Professor of Information Science (2006)
B.A., University of Virginia; M.S.L.S., University of North Carolina at Chapel Hill
- John D. Fields** (1999) Associate Professor of Chemistry (2004)
Chair, Department of Chemistry and Physical Science
B.S., King College; Ph.D., University of North Carolina at Chapel Hill
- Margaret D. Folsom** (1973) Professor of Biology (1985)
Chair, Department of Biology;
Coordinator, Applied Exercise Science
B.A., M.A., University of Northern Iowa; Ph.D., North Carolina State University
- Ernest Ronald Foster** (2005; 1996) Associate Professor of Medical Education
Director, Physician Assistant Program
B.A.S., Methodist College; PAC, Marshfield Medical Foundation/University of
Wisconsin; M.A., Fayetteville State University; M.P.A.S., University of Nebraska
- Silvana Foti** (1980) Professor of Art (1991); Chair, Department of Art
Coordinator, Art Education
B.F.A., Saint Mary's College, Indiana; M.F.A., University of Notre Dame; Graduate
Certification K-12, Meredith College

- Cristina Francescon** (2003) Professor of Modern Languages
Chair, Department of Modern Languages
B.A., M.A., Indianan University; Ph.D., Middlebury College
- Jane Weeks Gardiner** (1985) Associate Professor of Music (1992)
Associate Vice President for Academic Affairs
B.M., Salem College; M.M., New England Conservatory
- Sid Gautam** (1968) Professor of Economics
Director, Center for Entrepreneurship
B.A., M.A., Ph.D., Vikram University, Ujjain, India
- Robin Greene** (1996) Professor of English (2005)
Director of the Writing Center; Coordinator, Women's Studies
B.A., University of Bridgeport; M.A., State University of New York at Binghamton;
M.F.A., Norwich University
- Hugh W. Harling** (1999) Associate Professor of Physical Education
and Exercise Science (2004); Director, Athletic Training Program
B.S., M.E.S.S., University of Florida; Ed.D., Nova Southeastern University; LAT; ATC
- George Hendricks** (2006) Assistant Professor of Social Work
Chair, Department of Social Work
B.S., East Carolina University; M.S.W., East Carolina University; C-SSWS
- M. Elton Hendricks** (1983) President; Professor of Physics
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- John Herring** (2006) Assistant Professor of Physical Education and Exercise Science
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B.S., M.Ed., Frostburg State College
- Jaunita White Heyward** (1992) Associate Professor of Education (1997)
Coordinator, Elementary Education
B.S., Bennett College; M.A., M.Ed., Ed.D., Fayetteville State University
- Gary Hinson** (1991) Associate Professor of Computer Science (1998)
B.S., M.S., University of North Carolina at Charlotte
- Peggy Singletary Hinson** (1983) Professor of Art (1996)
B.A., Pfeiffer College; B.V.A., Winthrop College; M.F.A., East Carolina University
- Jennifer R. Hoenig** (2005) Instructor of Athletic Training and Physical Education
Assistant Athletic Trainer
B.A., Marquette University; M.A., Southeastern Louisiana University; LAT; ATC
- T. Jerry Hogge** (1987) Associate Professor of Business Administration (1996)
Director, Professional Golf Management
Director, Institute for Golf and Tennis Management
B.A., Elon College; M.S., University of Tennessee

- Lysa Marie Holbrook** (2000) Associate Professor Biology (2006)
B.S., North Carolina State University; M.E.M., Duke University; Ph.D., North Carolina State University
- Stephanie Hooper** (2007) Assistant Professor of Chemistry
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- Elizabeth A. Belford Horan** (1994) Professor of Education (1999)
Coordinator, Middle Grades Education
B.S., M.S., Ph.D., Ohio University
- Terry House** (2004) Instructor of Computer Science
B.S., Campbell University; M.S., Nova Southeastern University
- James F. Hull** (2008) Assistant Professor of Medical Education
Director of Didactic Studies (Physician Assistant Program)
B.S., California University of Pennsylvania; PA, Community College of Allegheny County; M.P.A.S., University of Nebraska
- Audrey Hurley** (2008) Instructor of Information Science
Technical Services Librarian
B.A. Grove City College; M.L.I.S. Kent State University
- Thomas Inczauskis** (2005) Director of Instruction
Professional Golf Management Program
B.A., Governor's State University; M.B.A., Methodist University
- Andrew G. Jameson** (2005) Associate Professor of Physical Education
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B.Ed., Sheffield Hallam University; M.S., University of Toledo; Ph.D., University of Mississippi
- Kerry Scott Jenkins** (2007) Assistant Professor of Art
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- Brenda S. Jernigan** (2007) Instructor of English
B.A., University of North Carolina at Chapel Hill; M.S., Old Dominion University; M.F.A., North Carolina State University
- Patricia H. Jones** (1982) Distinguished Service Professor of Mathematics (2007)
B.A., Meredith College; M.A.T., University of North Carolina at Chapel Hill
- Paul J. Joseph** (1996) Associate Professor of Mass Communications
Chair, Department of Communication
B.S., Framingham State College; M.A., Emerson College
- Mark Kendrick** (2007) Instructor of Marketing
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- Sharon Kendrick** (2007) Assistant Professor of Business Administration
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B.S., University of Georgia; M.A., University of Phoenix; Ph.D., Touro University
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- Mary Kirchner** (1996) Professor of Accounting
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- Karen M. Kletter** (2003) Assistant Professor of History
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- Charles Koonce** (1998) Associate Director of Internships
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- Whitney Larrimore** (2005) Instructor of English
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- Donald L. Lassiter** (1991) Professor of Psychology (2003)
Dean, School of Graduate Studies
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- Jen-Hsiang Lin** (1988) Professor of Business Administration and Economics (1997)
B.S., Chinese Culture University; M.S., National Chung-Hsing University; Ph.D.,
North Carolina State University
- James Marcin** (2006) Instructor of Marketing
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B.S., Mansfield University; M.S., Indiana Wesleyan University
- Scott Marosek** (2007) Assistant Professor of Music
B.M., M.M., University of Missouri-Kansas; D.M.A., University of North Texas
- J. Michael Marr** (1987) Professor of Business Administration and Economics
B.A., Presbyterian College; M.S., Ph.D., Clemson University
- Michael Martin** (2007) Instructor of Music
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B.M.Ed., M.M., University of Maine
- J. Rob McCandless** (2005) Assistant Professor of Biology
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- Warren G. McDonald** (2006) Professor of Health Care Administration
Co-Director, Business Health Care Administration Program
Director, The Professional MBA Program
B.A., Eckerd College; M.A., Vermont College of Norwich University; M.A., East Carolina University; Ph.D., Columbia Pacific University; Ph.D., Touro University International
- Robert McEvoy** (1992) Assistant Professor of Physical Education
Director of Athletics
B.S., Kent State University; M.A., East Carolina University
- Astrid Mel** (2007) Assistant Professor of Physical Education and Exercise Science
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Coordinator, Student Teaching and Field Experience
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- Deborah Murray** (1998) Associate Professor of Social Work
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B.S.W., Campbell University; M.S.W., East Carolina University
- Peter Murray** (1988) McLean Professor of History (1998)
B.A., Wofford College; M.A., Ph.D., Indiana University
- Eleanor H. Ninestein** (2000) Associate Professor of Mathematics (2002)
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- Tracey Pearson** (2004) Assistant Professor of Information Science (2006)
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College of Law
- Cu G. Phung** (1995) Associate Professor of Chemistry (2000)
B.S., Methodist College, Ph.D., Duke University
- Michael Potts** (1994) Professor of Philosophy (2006)
B.A., David Lipscomb College; M.Th., Harding University Graduate School of
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- Ben Porter** (2008) Instructor of Professional
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- R. Wayne Preslar** (1973) Professor of English (1985)
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Co-director, Honors Program
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- Narendra P. Singh** (1983) Professor of Chemistry (1994)
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