

**METHODIST UNIVERSITY**

**ACADEMIC CATALOGUE**

**2013-2014**



**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.

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

## 2013-2014 ACADEMIC YEAR CALENDAR

### Fall Semester

#### **August 2013**

Monday	August 12	New Faculty Orientation begins
Wednesday	August 14	August Faculty Meeting
Thursday	August 15	Faculty workshop
Friday	August 16	New students arrive
Saturday	August 17	Orientation
Sunday	August 18	Returning students arrive
Monday	August 19	All classes begin
Friday	August 23	Opening Convocation 11:00 a.m.
Monday	August 26	New Student Advising Meeting 11:00 am
Tuesday	August 27	Last day to add/drop without record

#### **September 2013**

Monday	September 2	Labor Day (Holiday/no Classes)
Friday	September 6	Intent to Graduate for May 2014 Graduation Due

#### **October 2013**

Friday	October 11	Midterm grades due
Monday-Tuesday	October 14-15	Fall Break
Monday-Friday	October 21-25	Academic Advising Week
Monday	October 28	Senior Early Registration
Tuesday	October 29	Junior Early Registration
Wednesday	October 30	Sophomore Early Registration
Thursday	October 31	Freshman Early Registration
Friday-Saturday	October 25-26	Homecoming and Parents Weekend

#### **November 2013**

Monday	November 11	Veterans Day (Holiday/no Classes)
Monday	November 18	Last day to WP/WF
Wednesday-Sunday	November 27-29	Thanksgiving Holiday

#### **December 2013**

Wednesday	December 4	Last day of class
Thursday-Thursday	December 5-12	Exams
Monday	December 9	Senior grades due
Saturday	December 14	Graduation Day
Monday	December 16	Final grades due

#### **MU at Night**

##### **Autumn Term I**

	August 19-October 12	
Friday	August 23	Last day to add/drop without record Evening classes
Friday	August 30	Last day to add/drop without record Weekend classes
Thursday-Monday	September 2-3	Labor Day (No evening classes)
Friday	October 4	Last day to WP/WF
Wednesday-Saturday	October 9-12	Final Exams
Monday	October 14	Final grades due

**Autumn Term II**

	October 21 -December 14	
Friday	October 25	Last day to add/drop without record Evening Classes
Friday	November 1	Last day to add/drop without record Weekend Classes
Monday	November 11	Veterans Day (Holiday/no Classes)
Wednesday-Thursday	November 27-28	Thanksgiving (Holiday/no classes)
Friday	December 6	Last day to WP/WF
Monday	December 9	Senior Grades due
Wednesday-Saturday	December 11-14	Final Exams
Monday	December 16	Final grades due

**MU Online**

Monday	August 19	Online classes begin
Tuesday	August 27	Last day to add/drop without record
Monday	November 18	Last day to WP/WF
Wednesday	December 4	Last day of classes
Thursday-Thursday	December 5-12	Exams
Monday	December 9	Senior grades due
Saturday	December 14	Graduation Day
Monday	December 16	Final grades due

**Spring Semester****January 2014**

Sunday	January 5	Students arrive/Orientation
Monday	January 6	All classes begin
Friday	January 10	Advisor Meeting for New Students 11:00 a.m.
Tuesday	January 14	Last day to add/drop without record
Monday	January 20	Martin Luther King, Jr. (Holiday/no classes)

**February 2014**

Monday	February 3	Spring Convocation at 11:00 a.m.
Friday	February 28	Midterm grades due

**March 2014**

Monday-Friday	March 3-7	Spring Break
Monday-Friday	March 31-April 4	Academic Advising Week

**April 2014**

Monday	April 1	Senior Early Registration
Tuesday	April 2	Junior Early Registration
Wednesday	April 3	Sophomore Early Registration
Thursday	April 4	Freshman Early Registration
Monday	April 14	Awards Day
Thursday	April 17	Intent to Graduate for December 2014 Due
Friday	April 18	Good Friday (Holiday/ no Classes)
Monday	April 21	Last day to WP/WF
Wednesday	April 30	Last day of classes

**May 2014**

Thursday-Thursday	May 1-May 8	Exams
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Monday	May 5	Senior grades due
Saturday	May 10	Graduation Day
Monday	May 12	Final grades due

## **MU at Night**

### **Spring Term I**

	January 6-March 1	
Friday	January 10	Last day to add/drop without record Evening Classes
Friday	January 17	Last day to add/drop without record Weekend Classes
Monday-Tuesday	January 20-21	Martin Luther King (Holiday/ no classes)
Friday	February 21	Last day to WP/WF
Wednesday-Saturday	Feb. 26-Mar. 1	Final Exams
Monday	March 3	Final grades due

### **Spring Term II**

	March 10-May 3	
Friday	March 14	Last day to add/drop without record Evening Classes
Thursday	March 21	Last day to add/drop without record Weekend Classes
Friday-Tuesday	April 17- 20	Easter (Holiday/ no classes)
Friday	April 25	Last day to WP/WF
Wednesday-Saturday	April 30-May 3	Final Exams
Monday	May 5	Senior grades due
Saturday	May 10	Graduation Day
Monday	May 12	Final grades due

## **MU Online**

Monday	January 6	Online classes begin
Tuesday	January 14	Last day to add/drop without record
Monday	April 21	Last day to WP/WF
Wednesday	April 30	Last day of classes
Thursday-Thursday	May 1-May 8	Exams
Monday	April 5	Senior grades due
Saturday	May 10	Graduation Day
Monday	May 12	Final grades due

## **Summer School 2014**

### **Term I**

	May 19-June 13	
Tuesday	May 20	Last day to add/drop without record
Monday	May 26	Memorial Day (Holiday/no classes)
Wednesday	June 11	Last day to WP/WF
Friday	June 13	Last day of class, Final Exams
Tuesday	June 17	Final grades due

### **Term II**

	June 16-July 11	
Tuesday	June 17	Last day to add/drop without record
Friday	July 4	Independence Day ( Holiday/no classes )
Wednesday	July 9	Last day to WP/WF
Friday	July 11	Last day of class, Final Exams
Tuesday	July 15	Final grades due

### **Term III**

	July 14-Aug 8	<b>(Reserved for Internships/Special Programs)</b>
Tuesday	July 15	Last day to add/drop without record
Wednesday	Aug 6	Last day to WP/WF

Friday	Aug 8	Last day of class, Final Exams
Tuesday	Aug 12	Final grades due
<b>Term IV (Evening)</b>	May 19 -July 11	
Friday	May 23	Last day to add/drop without record Evening Classes
Friday	May 30	Last day to add/drop without record Weekend Classes
Tuesday	July 1	Last day to WP/WF
Friday	July 4	Independence Day ( Holiday/no classes )
Wednesday-Thursday	July 9- 10	Final Exams (Week day classes)
Friday -Saturday	July 11-12	Final Exams (Weekend classes)
Tuesday	July 16	Final grades due
<b>MU Online</b>	May 19- Aug 8	
Friday	May 23	Last day to add/drop without record
Friday	Aug 1	Last day to WP/WF
Tuesday	Aug 12	Final grades due

# 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 3033-4097 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 Master of Business Administration (M.B.A.), 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 PGA Golf Management 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 and the American Bar Association (ABA).

The Social Work Program is accredited by the Council on Social Work Education and the North Carolina Department of Public Instruction (School Social Work) 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 and health education; with add-on licensure programs in reading, English as a Second Language (ESL), 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. The University is also a member of the Service members Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

### **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 50<sup>th</sup> 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, Hendricks Science Complex, D. Keith Allison Hall, Richard L. Player Golf and Tennis Learning Center, Walter and Margaret Clark Hall, Medical Science Complex in the University Center, The Professional Nursing Studies Building, March F. Riddle Center, Reeves Auditorium/Fine Arts Building (a community center for the arts), and the William F. Bethune Center for Visual Arts. Other campus facilities include thirteen residence halls, Berns Student Center, Nimocks Fitness Center, Horner Administration Building, O’Hanlon Amphitheater, Joe W. Stout Hall (housing Admissions, Financial Aid, and 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. Computing facilities available to students include the Computer Science, Business, Education/Communication, 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 122,000 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*, *Science Direct* 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 ID 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](http://www.methodist.edu/library/davis.htm).

### **Academics**

The academic area has the following six schools: Arts and Humanities, Reeves School of Business, Public Affairs, Health Sciences, Science and Human Development, and 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, Sport Management, and Resort, Club and Hospitality Management; Physician Assistant Studies; Athletic Training; Justice Studies; Graphic Design; and Professional 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**

The mission of Campus Ministry at Methodist University is to offer the love and acceptance of Jesus Christ to all persons by planting the seeds of faith and providing a nurturing spiritual environment for the seeds to grow and develop. Each person will be encouraged to reach his or her potential through participation in diverse styles of worship, Biblical study, music, community service, pursuit of justice and leadership. Every person is challenged to "pursue faith freely" with **open hearts, open minds and open doors.**

### **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. With men's lacrosse set to begin play in the 2013-2014 academic year, Methodist University now offers 20 intercollegiate sports (10 for women and 10 for men) and competes at the NCAA III level and is a

member of both the USA South Athletic Conference and the Mason Dixon Conference (track & field only). In the 2012-2013 athletic year, Methodist University captured four USA South Conference Tournament Championships and saw six of its varsity teams advance to NCAA Championship play - men's soccer, baseball, men's and women's golf, and women's tennis and men's track & field. The men's soccer team advanced to the NCAA tournament for the first time since 1995 and ended the regular season ranked No. 23 in the nation in the coaches poll. The spring season saw the Monarchs capture a trio of conference tournament crowns. Baseball completed an improbable run to the USA South Championship with a 10-2 win over LaGrange in the final to cap an undefeated tournament and become the first No. 6 seed to win the tournament. Brandon Thigpen, who homered in three of MU's four tournament games was named the Tournament MVP. The Monarchs opened NCAA regional play with a come-from-behind win over top-seeded Huntingdon before bowing out. The women's tennis team, which also captured the USA South regular season championship, outlasted CNU, 5-4, in an epic tournament final to advance to the NCAA tournament for the sixth time in the last seven years. Finally, the men's golf team rallied on the final day of the USA South Championships to record its 29th conference tournament title. Head coach Steve Conley was named the USA South Coach of the Year as well as the GCAA Southeast Region Coach of the Year and Mike Wesko, Andrew Bateman and Jeff Wells all earned All-America honors as the Monarchs took third at the NCAA Championships. The women's golf team saw its national championship win streak snapped at 15 in a row, but still managed a third place finish behind All-Americans Jenny Sullivan and Kelsie Carralero.

In all, 47 Methodist University athletes received all-conference recognition from the USA South and 102 athletes took home Academic All-Conference honors. The Monarchs continued their tradition of charitable works within the community, hosting a number of groups on campus and the women's basketball team's annual Play 4Kay event raised close to \$5,000 for breast cancer awareness and research.

## 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. In the pursuit of academic studies at Methodist University, every student is responsible for becoming familiar with and following the Academic Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University Community.**

### **The Methodist University Honor Code:**

Students at Methodist University will maintain high standards of honesty and integrity in all their academic work. Students will not cheat, steal, plagiarize, or misrepresent themselves or their work.

**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. Students may not be in possession of, copy, or photograph the test, and students may not provide copies of the test, test questions, or test answers to other students without 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 submit work previously submitted to another class either at Methodist or any other institution without permission of the instructor. 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.

**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.

**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.

### **Honor Code Rights and Responsibilities**

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:

### **Student Rights and Responsibilities**

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. A fair and independent appeal process is vital to protect student rights and correct abuses.
3. 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.

### **Institutional Rights and Responsibilities**

1. 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.
2. 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.
3. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
4. The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

### **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 not be 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. No single course can be taken more than three times (i.e., repeated twice).

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 placed on the student’s transcript.
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. 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

Registration periods for upcoming semesters are scheduled throughout the academic year. Prior to registering for classes, returning students are required to meet with their academic advisor to discuss their schedule. Both advisors and students have access to course schedules and registration via the MyMU portal. All students must be cleared by an advisor prior to registering for classes. Mid-semester grades are distributed by advisors during pre-scheduled advising meetings. Final grades are available to advisors and students via the MyMU portal.

### 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 is 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 withdraw properly from the University may result in the student's being awarded failing grades for the semester.

### **Medical Withdrawal**

If a student leaves the University for medical reasons and wishes to return, he or 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 1000-Level Classes**

Credit will not be awarded for any 1000-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 1000-level courses must adhere to the attendance policy.

Faculty members may enforce a more rigorous attendance policy for the 1000-level classes. These policies should be stated in the syllabus provided at the beginning of the semester. The attendance policy for 2000, 3000, and 4000-level courses are at the discretion of the faculty member and should be stated in the course syllabus.

### **Students Who Add a Course after the First Class Meeting**

Students who add a course during the permitted, beginning of semester drop/add period but after the first class meeting either will be permitted to make up missed assignments or will not have missed assignments



counted against them in the final course grade. Absences will not be assigned for the period during which the student was not enrolled in the class.

### 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	<i>Excellent</i>	C	2.0	<i>Average</i>
A-	3.7		C-	1.7	
B+	3.3	<i>Above Average</i>	D+	1.3	<i>Below Average</i>
B	3.0		D	1.0	
B-	2.7		D-	0.7	
C+	2.3		F	0.0	

*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* Failure

### Limit on WP Grades

A student is permitted to receive a WP in 4 courses, not to exceed 14 semester hours, over the course of his or her time at Methodist University.

### Grade Change Policy

Grades of “A” through “F” are permanent grades and may not be changed except when assigned in error. All grade changes must be approved by the Vice President for Academic Affairs. A grade change must be made before the end of the next semester, excluding the summer semester. For example, a fall grade change must be made by the end of the following spring semester. A spring grade change must be made by the end of the following fall semester. A summer grade change must be made by the end of the following fall semester.

It is the responsibility of the student to check his/her grade report or transcript for errors. A student who believes he/she has been assigned a grade in error must appeal a grade before the end of the next semester, excluding the summer semester.

### Assignment of Incompletes Policy

An *I* grade 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, as set by the instructor, not to

exceed the end of the next academic semester, not including the summer semester; otherwise, the *I* grade becomes an *F* grade. The criteria for assigning an incomplete grade are as follows:

1. A student should be passing the course with at least a *D* grade.
2. Students must discuss with their instructors the need for an *I* grade before one can be assigned. If the *I* grade is assigned, the instructor is required to complete the “Assignment of Incomplete Grade” form.

### **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 a supervisor reverses a faculty members decision, the change must be approved by the Vice President for Academic Affairs. 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. If the complaint cannot be resolved after exhausting Methodist University’s grievance procedure, the student may file a complaint with either the UNC General Administration, which is the state agency of North Carolina governing post-secondary education, or the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), which is the regional accrediting body of Methodist University.

**UNC General Administration:** Post-Secondary Education Complaints, c/o Assistant Director of Licensure and Workforce Studies, University of North Carolina General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688 or call (919) 962-4508.

**Commission on Colleges (SACS):** Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30030-4097 or call (404) 679-4500.

### **Academic Clemency**

#### Eligibility

1. The clemency policy pertains only to students who have been expelled from Methodist University for 5 years or more because of insufficient academic performance or for violation of the University Honor Code.
2. An individual must be a degree seeking student.
3. A student can only be granted clemency once.

#### Process

1. A student must submit a detailed explanation in writing (no email) to the Vice President for Academic Affairs who will forward the appeal to Chair of the Academic Standards Committee.
2. The request must entail a detailed explanation for why the student was unsuccessful and how he or she has made changes to ensure their academic progress upon return. (No more than 1,500 words)

3. Clemency requests must be received by the following deadlines for the Fall semester – March 1st and Spring semester - October 1.
4. A subcommittee convened by the registrar and composed from an admissions counselor/officer, and additional members from the Academic Standard Committee will review the requests and make recommendation to the Academic Standards Committee, who then will make the FINAL decision.

#### Terms and Conditions

1. The notation “Academic Clemency” will be placed on the student’s transcript after the completion of 6 semester hours at Methodist University.
2. Student will be on probationary status for 2 semesters.
3. Student’s GPA cannot drop below a GPA of 2.0 in any semester or term.
4. Courses that were taken after the student left the institution will not be accepted for transfer.
5. Students will forfeit all prior courses below C.
6. All courses will remain on the transcript but only courses with a grade of “C or higher” will be calculated into the GPA. The forgiveness date will be placed on the transcript beside the course work that is forgiven
7. The grade forgiveness has been exhausted, but courses taken prior to clemency that have been forfeited do not count against the repeat policy.
8. Students will be ineligible for Latin honors when graduating.

#### 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, 2019).

### **Institutional Effectiveness**

Methodist University strives to maintain excellence in its academic programs and services. As part of the University's Institutional Effectiveness program, students are asked to respond to various surveys such as the Entering Student Survey, Student Evaluation of Instruction, the Noelle-Levitz Student Satisfaction Inventory, the National Survey of Student Engagement (NSSE), and the Graduating Senior Survey. These surveys help us to assess the quality of the University's programs and services. The University will use a sample of students whenever possible to try to mitigate the number of surveys students have to complete.

Entering Freshmen and Seniors are assessed on their reading abilities as well as their basic skills and competencies through the Nelson-Denny Reading Test and the College Base Test. Students may also be required to take subject-area examinations and submit student portfolios for their particular academic programs.

### **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 or any hacking behavior. It is against University policy for anyone to connect any device to the campus network that will allow additional equipment to be connected. Such devices include, but are not limited to: Wireless Access Points, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, concentrators. Users are not authorized to attach anything to the Methodist University Network that isn't approved by the Computing Services Department. 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 any computer software is loaded on a Methodist University computer and no license can be produced for the software, the Computer Services 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 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 University-related work consistent with the stated mission of the University. This means that no one shall use University resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the University. The University 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 laws.
  8. All violations of the above policies will be investigated by 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 E-Mail Policy**

#### **For Undergraduate Students**

An e-mail 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](mailto:help@methodist.edu) for assistance. All students are responsible for checking their e-mail 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 e-mail 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 Methodist University, The Master of Education, and the M.M.S. in Physician Assistant Studies programs, e-mail 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 4990, 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 \$183.00 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. National CLEP and ACTFL Exams are only available for Spanish, French, German, Italian, Russian, Arabic, and Chinese. 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.

1. A maximum of 64 semester hours of course work will be accepted from two-year post-secondary institutions. Only courses which fulfill 1000/2000 level courses at Methodist University will be transferred from a community/junior college.
2. 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.
3. 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.

4. In certain circumstances courses with a 2000-level designation that are taught at other accredited four-year institutions may be accepted for transfer credit and as a substitute for courses designated as 3000 or 4000 level courses at Methodist University. In such cases, and unless the particular course in question has been previously approved for substitution, the registrar will consult with the relevant department chair and, as necessary, the instructor who normally teaches that 3000 or 4000 level course at Methodist University to determine if the 2000-level course's content is equivalent and consequently acceptable as a substitution.
5. 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.
6. 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:
  - a. The institution awarding the grade was accredited by a regional accrediting agency at the time the grade was earned; and
  - b. 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 enrolls for 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 AND AIDS FOR STUDENTS WITH ACADEMIC DIFFICULTIES**

A student at MU may have one of five official standings: Good Standing, 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 Probation, Academic Suspension, or Academic Expulsion.

### **Course Repeat Policy**

Any single course may be repeated up to two times, meaning that a student may take any course a total of three times. Cross-listed courses are considered to be one course and can only be repeated twice in any combination. Special topics courses covering the same topic can also only be repeated twice. The exception to this repeat policy is for applied classes in music and theater where performances and lessons continue to enroll students in the same course to gain increased proficiency. Examples include ensembles, chorales, workshop classes, and applied proficiency lessons.

Students who fail a course required in the core three times will not be eligible for graduation in any program. If a student fails a required course for any major, minor or concentration three times, the student will be ineligible to graduate with that major, minor, or concentration.

Any graded course will be considered a formal attempt at repeating a course except WP, WD, and audits.

Consult program graduation requirements for any applicable time limitations. Grades originally awarded at this institution must be repeated at this institution if the new grades are to be recorded on a Methodist University transcript. Pass/fail, CLEP, DANTES, Directed Studies, Independent Studies, and course challenges cannot be used to replace previously earned academic grades. A transfer grade cannot replace a grade earned at Methodist University.

### **Grade Forgiveness Policy**

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat any course or combination of courses twice and the highest grade will be the grade of record, and the other grades are not included in the GPA. The other attempts will remain on the student's transcript. Grade forgiveness is allowed for only three single courses or combination of courses for a total of three letter grades that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course or combination of courses will count in the calculation of the GPA.

### **Academic Probation Policy**

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

<b>Hours Attempted</b>	<b>Academic Probation</b>
1 s.h. to 29.9 s.h.	Cumulative GPA less than 1.700
30 s.h. to 62.9 s.h.	Cumulative GPA less than 1.800
63 s. h. to 93.9 s.h.	Cumulative GPA less than 1.800
94 s.h. and higher	Cumulative GPA less than 1.900

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

1. The heading hours attempted in the table above includes all hours attempted at Methodist University.
2. In the event a student achieves a GPA of 0.999 or less at the end of a fall, spring, or summer semester and has amassed 29.5 or more semester hours, the student will be placed on Academic Suspension even if the student has not been placed on Academic Probation.

Students on **Academic Probation** must adhere to all of the following:

1. Enroll in no more than 14 semester hours.
2. If students have not already done so, enroll in and earn a minimum grade of *C* in Interdisciplinary Studies (IDS) 1150— Learning Strategies.
3. Mandatory participation in Academic Recovery Plan (ARP) as facilitated by the *Center for Student Success*.

### **Academic Recovery Program**

The *Center for Student Success* (CFSS) offers the *Academic Recovery Plan* (ARP) to help students who are on academic probation return to good academic standing.

Students on **Academic Probation** must design a personal plan to address their academic standing. Each probation student must attend a meeting with a Student Success professional during the first fifteen days of the semester of probation. The purpose of the meeting is to design an individual plan for success.

Components of the ARP include, but are not limited to, the following:

1. Enrollment in IDS 1150: “Learning Strategies”
2. Probation students who have not previously earned a “C” or higher in IDS 1150 must enroll in this class. Registration for IDS 1150 will be facilitated by the CFSS staff and is mandatory.
3. Participation in “Making the Grade” workshop(s)
4. Follow-up meetings with Student Success professionals
5. Consultation with the student’s academic advisor

**Students on academic probation who fail to comply with the ARP will meet personally with the Associate Vice President for Academic Affairs/Director of the Center for Student Success.**

### **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 29.5 semester hours or more ( to include courses assigned a WF grade) and has a cumulative GPA of 0.999 or less at the end of a Fall or Spring semester will be placed on Academic Suspension.

2. A student placed on Academic Probation for any two consecutive semesters will be placed on Academic Suspension. A student placed on Academic Probation for any three semesters will be placed on Academic Suspension. Semesters are defined as (1) Fall, (2) Spring, and (3) Summer.

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 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 Fall 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 Academic Standards Committee is final.

## **ACADEMIC AND DISABILITY SERVICES**

### **Academic Advising**

All fulltime day students are assigned to an academic advisor upon receipt of their enrollment deposit. Most academic advisors are fulltime faculty members at the University. Students who have declared a major are assigned an advisor from that department. When a major has not been declared, students are assigned to an Exploratory (EXP) academic advisor. Students and advisors meet regularly for academic planning purposes.

**Tutoring Services**

Tutoring is available, free of charge, to all Methodist University students. The Tutoring Center is located in Davis Memorial Library. Tutoring Center schedules are posted at [www.methodist.edu/academics](http://www.methodist.edu/academics). Appointments and walk-ins are welcome.

**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 60 hours per week. Appointments can be scheduled from any computer on or off campus at [www.methodist.mywconline.com](http://www.methodist.mywconline.com) or through a link at the Writing Center's website at [www.methodist.edu/writingcenter](http://www.methodist.edu/writingcenter). The Center also accepts walk-ins.

**Accessibility Resources**

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.

## MU AT NIGHT

**MU at Night Programs**

Bachelor's degrees in Accounting, Business Administration, Business Administration with a concentration in Health Care Administration, Environmental and Occupational Management, Health Care Administration, History, Justice Studies, Political Science, Sociology are available in their entirety through MU at Night. A Professional Writing Certificate is also available in its entirety through MU at Night. Bachelor's degrees in Elementary Education, Global Studies, and Social Work will require some day classes. Also, many associate degrees are available. Contact the MU at Night Office or the Fort Bragg Office at the BTEC building, Stack B. The address is 4520 Knox Street (Building 1-3571) Fort Bragg, NC 28310 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 open from 11:00-8:00 p.m. Monday through Thursday and 9:00 a.m.- 6:00 p.m. on Friday, and the Fort Bragg Office (BTEC building Stack B. The address is 4520 Knox Street Building 1-3571, Fort Bragg, NC 28310). 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 for Current Military Students**

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.

**Active-Duty Army, Reservists:** Students using Military Tuition Assistance (MTA) must register for classes through the *www.GoArmyEd.com* portal. The portal must be used for the common application, registration, and add/drop TA procedures. Students using the TOP-UP program are still required to complete a paper-based process. Only service members who are entitled to GI Bill benefits are eligible for the TOP-UP program. Help with tuition assistance is available at the Methodist University Ft Bragg Office

**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.

**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 Business Office by the posted due dates. 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.

### **Financial Aid**

For students enrolled in the Evening program, limited Federal and state funds are available. **All students MUST maintain satisfactory academic progress as listed in the financial aid section of this catalogue, to be eligible for any financial aid.** Financial Aid awards are based on the number of semester hours the student is enrolled. Changes in a student's enrollment status will result in changes in financial aid. 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's withdrawal policy, Title IV Refund calculations, and how financial aid would be affected are located in the academic catalogue.

Military Tuition Assistance (MTA) must be initiated before the student can enter class. Contact the Methodist University Office at Fort Bragg for more details at (910) 436-3624. For Veterans Educational Benefits, contact the Methodist University Director of Veteran Services at (910) 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 E-Mail Policy**

An e-mail 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 MU at Night 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 3750, call the CAC lab attendant at extension 910-630-7300, or email, [help@methodist.edu](mailto:help@methodist.edu) for assistance. All students are responsible for checking their e-mail 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 e-mail address.

**SUMMER SESSION**

Methodist University conducts a summer semester that includes 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, e-mail, 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](http://www.methodist.edu/academics/online.shtml).

**Course Schedule**

Internet-delivered courses are 16 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](http://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.

1. **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.
2. **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](http://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 235). Applications are available on the MU Online Web site.

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

The username and password for logging into Methodist University's Blackboard site are the same as those used for logging into your Methodist University e-mail 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 "E-Mail 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.

### **Remote Proctoring Option for Online Classes**

1. If remote proctoring is to be utilized in an online course, the instructor must place a statement to that effect in the course syllabus and inform the students on the first day of the course via an announcement.
2. Costs associated with remote proctoring are the responsibility of the student. This must be stated in the syllabus.



3. The remote proctoring site should be an educational institution (e.g. library, college, university, community college, or secondary school) or a professional testing facility (e.g. Sylvan Learning Center).
4. The student is responsible for submitting to the instructor the selected proctoring site no later than two weeks from the first day of classes (except for deployed military, see no. 7 below). The information must include the name, address and telephone number of the selected site and the name, email address and phone number of the person affiliated with that site who would serve as proctor. The proctor must be a professional employee of that institution (e.g. professor, librarian, administrator, teacher) and cannot be a friend, relative, co-worker or immediate supervisor of the student.
5. The proctoring site and proctor need approval by the online instructor.
6. Students may take proctored exams on campus at the Methodist University Tutoring Center. The online instructor can make arrangements to proctor their own exams on campus if desired.
7. Deployed members of the military are responsible for submitting to the online instructor the name, address, telephone number of the Education Center in their area, and the contact person for that Education Center. The procedure for the deployed student and remote proctor functions as described below, except that the exact date and time the test is taken must be flexible to account for the student's mission and distance from the education center.
8. The instructor will contact the proctor at the proctoring site to arrange the date and time for the exam. The instructor should inform the proctor of required conditions of the exam; e.g. time limit, allowable materials (calculator, book, notes, computer and so on).
9. The instructor may send the exam to the proctor electronically or send the exam by certified mail, with a pre-paid, certified return envelope or the instructor may use Blackboard Learning Platform to deliver the exam.
10. The proctor will verify the identity of the student using the student's photo identification. Acceptable forms of identification include driver's license with photo, state-issued identification card with photo, military identification card, and passport.
11. The proctor will sign a form assuring the integrity of the test-handling and test-administering procedures. The completed form may be returned electronically or mailed to the instructor.
12. The proctor will return the completed exam to the instructor electronically or if the certified mail option is used, the proctor will mail the exam in the certified envelope provided.
13. This policy will be reviewed in spring 2015 to consider modification including whether the policy should be mandatory for all online courses.

### **Mandatory Student E-Mail Policy**

#### **For Undergraduate Students**

An e-mail 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 e-mail 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 e-mail address.

#### **For Distance Education Students**

For distance education (off-campus) students, Computer Services sets up an e-mail account automatically; students who need e-mail technical support should send their full name and student ID number to *help@methodist.edu*.

For information on checking e-mail and how to use the GroupWise WebAccess e-mail system, please visit our GroupWise user guides Web page ([www.methodist.edu/oic/groupwise.htm](http://www.methodist.edu/oic/groupwise.htm)).

### **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 e-mail at [reference@methodist.edu](mailto: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 e-mail 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 recent Internet Explorer 8 upgrade is not yet supported by Blackboard as of this publication. If you have not yet upgraded your Internet Explorer, you may wish to wait; otherwise, you may use the Firefox browser. Some testing features in Blackboard are known to have problems with Internet Explorer 8.

The following computer hardware specifications are the minimum requirements:

1. Processor Speed: 1.0 Ghz Pentium or equivalent for IBM-compatible PC; or Macintosh Power PC  
Memory: 2560 MB RAM
2. Memory: 16MB RAM
3. Modem: 28.8k or faster
4. 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 8). 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.** For students wishing to access Blackboard on their Blackberry device, students should use an alternate browser, such as Opera Mini. **Attempts to log in using Blackberry's default browser fail.**

### **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 if you need assistance with those skills ([www.methodist.edu/Academics/computer\\_skills.shtml](http://www.methodist.edu/Academics/computer_skills.shtml)). 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**

E-mail the Registrar with your intentions to withdraw, so that we can contact your professor 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 1000-Level courses**

Methodist University's attendance policy (see page 19) for 1000 level courses also applies to 1000-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 (10) "absences" from weeks 2-13 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 logged into 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 e-mail, 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 e-mail, 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 Collegiate Chapter  
American College of Health Care Executives  
Alpha Kappa Delta  
(International Sociology Honor Society)  
Beta Beta Beta (Science Honorary)  
Campus Crusade  
Campus Ministry Work Team  
Chi Delta Chi (Veterans/Family Members Honor Society)  
Commuter Student Association  
Computer Science Club  
Crime Stoppers  
Criminal Justice Association  
Delta Mu Delta (National Business Honor Society)  
Enactus  
Environmental and Occupational Management Club

Iota Tau Alpha (Athletic Training Honor Society)  
Methodist University Young Democrats  
Methodist University Golf Association  
Methodist University Hockey Club  
Methodist University Investment Club  
Kappa Delta Pi (International Education Honorary Society)  
Kappa Alpha Omicron (International Environmental Honor Society)  
Mathematics Club  
Men's Bible Study  
Methodist University Men's Volleyball Club  
Methodist University Model United Nations Club  
Methodist University Professional Tennis Association  
Methodist University College Republicans Club  
Methodist University Sport Management Club  
Methodist University Student Athletic Training Association  
One Voice Gospel Choir  
Nursing Club  
Phi Alpha (National Social Work Honor Society)  
Phi Alpha Theta (National History Honor Society)  
Pi Sigma Alpha (National Political Science Honor Society)  
Phi Sigma Iota (National Foreign Language Honor Society)  
Physical Education & Health Education Majors Club  
Psi Chi (Psychology Honor Society)  
Psychology Club  
Resort Management Club/CMAA Club  
R.U.S.H.  
Sigma Delta Pi, National Spanish Honor Society  
Social Work Club

Dr. Harvey Estes Student Society (PA  
Student Organization)  
Exercise Science Majors Club  
Fellowship of Christian Athletes  
Global Studies/Political Science/History Club  
Health Care Administration Student Club  
Health Occupations Society  
In His Grip

Student Education Association  
Student Chapter of the Council for Exceptional Children  
Women's Bible Study  
Student Council for Exceptional Children  
Honor Society)

### **Creative and Performing Arts**

Chamber Music Ensemble  
Concert Band  
Concert Choir  
Guitar Ensemble  
Jazz Ensemble

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

## **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" 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" 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 **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 \$300 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 1960 (*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 **Chemistry Mendeleevium Medallion** was established in 2010 by the chemistry faculty and is presented to a graduating Chemistry major. The recipient is selected by the Chemistry and Physical Science faculty in recognition of exceptional academic achievement and active involvement and service within the department. The winner must also have graduate or professional school aspirations. The award consists of a medallion, certificate, and monetary award.

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 **Outstanding Computer Information Technology Student Award** was established in 2012, it is presented to an outstanding senior who is graduating with a degree in Computer Information Technology. The recipient of this award is nominated, and selected by the Computer Science department faculty. The individual recipient of this award has demonstrated exceptional performance in academic excellence, leadership in Computer Science Club, undergraduate research work, and participation in community service. The recipient will receive a \$100 honorarium, and a certificate of recognition.

The **Outstanding Computer Science Student Award** was established in 2012, it is presented to an outstanding senior who is graduating with a degree in Computer Science. The recipient of this award is nominated, and selected by the Computer Science department faculty. The individual recipient of this award has demonstrated high academic excellence, leadership in the department's Computer Science Club, presented research projects, and participated in community service. The Recipient will receive a \$100 honorarium, 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 honorarium, a framed certificate, and a memorial plaque, to be located in the Reeves School of Business, bearing the award winner's name.

The Enactus Chapter here at Methodist University honors one of its members annually with the **Robert T. Davis Chapter Mentor Award**. This award is named on behalf of the Founder of SIFE, which is now known as Enactus. Enactus was originally a regional leadership training program attended by university students who were required to teach their communities what they had learned. The principle remains the same today but the scope has been broadened to encompass both teaching and learning through practical application of knowledge and skills gained at university, in the wider community by means of student-designed outreach projects. Drs. Mark and Sharon Kendrick are the sponsors of this award, which include a Certificate of Recognition, name inscribed on a wall plaque displayed in the Reeves School of Business and a \$250 honorarium.

The **Distinguished Graduate Award** was established in 2009. The recipient is selected by a vote of the graduating class and is among the five students with the highest GPA in their class. In addition to being recognized, the Distinguished Graduate delivers an address at the graduation ceremony.

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 **Exercise Science Award** was established in the 2009-10 academic year. This award is presented to an outstanding senior in Exercise Science. The recipient must demonstrate high academic achievement, interest in pursuing a career in Exercise Science or a related field and participate in service to the community. This award consists of a certificate, a plaque and a memorial plaque, which will be inscribed with the recipient's name and prominently displayed in the March F. Riddle Center.

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 and Health Education Major of the Year Award** was established in 2006 and is presented to the student who demonstrates the enviable traits that mirrored 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. This award consists of a certificate, a plaque and a memorial plaque, which will be inscribed with the recipient's name and prominently displayed in the March F. Riddle Center.

**Undergraduate Research Award in Justice Studies.** This award is given to an undergraduate who has demonstrated exceptional research skills, and has presented or published the results of his or her research in a community, professional, or academic setting. The award is sponsored by, and voted on by the faculty, and the winner receives a certificate

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, Club and Hospitality Management program, as determined by the Resort, Club and Hospitality 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 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.

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 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 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 honorarium and a certificate of recognition. The winner must plan to enter a religious vocation and have successfully completed 12 s.h. of religion..

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 **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 **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 **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 Deborah Murray Social Work 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 **Professors' Spanish Award** was established in 2009 by the chair of the department of modern languages to recognize the advancement of students majoring/minoring in Spanish. It is given to the student with the highest academic potential in Spanish. Students whose native tongue is Spanish are not eligible. It consists of a \$50.00 check 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 **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 1000 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.

The **Master of Education (M.Ed.)** 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 Science in Nursing (B.S.N.)** degree is awarded in 1 field.

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, government studies (interdisciplinary studies of clandestine lab).

### **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 (3000/4000 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 the following undergraduate majors:

<b>Major Program</b>	<b>Degrees Offered</b>
Accounting	AA, BA, BS
Applied Exercise Science	BA, BS
Art, Art with Teacher Licensure	AA, BA
Athletic Training	BA, BS
Biology	AS, BA, BS
Business Administration	AA, BA, BS
Chemistry	AS, BA, BS
Computer Information Technology	BS
Computer Science	AS, BA, BS
Elementary Education	BA, BS
Entrepreneurship	BA, BS
Environmental and Occupational Management	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,BS
History	AA, BA, BS
Interdisciplinary Studies in Clandestine Laboratories	AS
Justice Studies	AA, BA, BS
Leadership and Management	AA
Management	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
Nursing	BSN
Organizational Communication and Leadership	BA, BS
Physical Education and Health Education	BA, BS
Political Science	AA, BA, BS
Psychology	BA, BS
Religion	BA
Science	AS
Social Work	BSW
Sociology	AA, BA, BS
Spanish	AA, BA
Sport Management	BA, BS
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 49 minors:

Accounting	Gerontology	Philosophy
Art	Global History	Physical Education
Biology	History	And Health Education
Business Administration	Human Resource Management	Political Science
Chemistry	Interdisciplinary Studies	Professional Writing
Church Leadership	of Clandestine Labs	Professional Tennis Management
Computer Science	International Business	Psychology
	International Relations	Public Administration
Cyber Crime	Justice Studies	Religion
Education	Leadership Studies	Resort and Club Management
English	Legal Studies	Social Work
Entrepreneurship	Management	Sociology
Environmental Science	Mass Communications	Spanish
Exercise Science	Marketing	Sport Management
Financial Economics	Mathematics	Theatre
French†	Music	Women's Studies
Forensic Science	Organizational Communication	Writing
German†	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:** Business Health Care Administration, Business PGA Golf Management, Business Professional Tennis Management, Business Resort, Club and Hospitality Management, Business Sport Management

**Art:** Ceramic Sculpture, Painting, Printmaking, or a B.F.A. in Graphic Design

**Chemistry:** Biochemistry, Environmental, Forensic Science

**Computer Science:** Business Information Systems; Interactive Multimedia Application Development

**English:** Writing

**Justice Studies:** Human Services

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

**Music (B.A.):** Arts Management

**Mass Communications:** Journalism, TV/Video/Multimedia, and Radio

**Environmental and Occupational Management:** Regulatory Compliance

**Political Science:** International Relations, Public Administration

**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/academicservices](http://www.methodist.edu/academicservices) 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 3200 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.

**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.

**Wellness:** Wellness courses provide students with the knowledge, skills, and abilities to maintain and improve physical fitness levels and to develop and understanding of the lifetime benefits associated with regular physical activity and exercise.

**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 1000 (or BUS 2250 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.N., B.S.W. degrees:** 31 s.h., to include 24 s.h. at the 3000/4000 level, and fifty percent of the major must be taken in residency.

**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 (Arabic, French, German, Greek, or Latin), 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-Physician Assistant**—Interested students are advised to contact the Chair of the Department of Science.

Pre-medical and pre-dental 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-Nursing**—Interested students are advised to contact the Director of Nursing, Chair of the Nursing Department. B.S. Core General Education plus Biology 16 s.h. (Basic Biology, Basic Microbiology, Upper Level Anatomy and Physiology), Chemistry 4 s. h. (Basic Chemistry), Psychology 3 s. h. (Intro to Psychology), Wellness 3 s. h. (Equivalent to WEL 2180), Pre-Nursing 3 s. h. (PNU 1010, 2010 and 2020), CPR Certification (Healthcare Provider/Lifesaver: American Heart Association).

**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 3000/4000 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 Academic Dean, 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.

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:

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

### Course Numbering

1000-1999—primarily for freshmen  
3000-3999—primarily for juniors  
5000-6999—graduate

2000-2999—primarily for sophomores  
4000-4999—primarily for seniors

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

	S.H.
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000 (or BUS 2250 for Reeves School of Business Majors ONLY) Must be satisfied before completing 60 semester hours	3
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020 (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 1510	3
Foreign Language courses in one language through the 2020-level or demonstration of competence	0-14
	9-26
<b>HUMANITIES</b>	
Any literature course in the department of English except English 3610 or 3620	3
Religion, 2 courses (See Religion, core requirements)	6
Philosophy 2110, 2120, or 2200	3
	12
<b>FINE ARTS</b>	
Art 1510 or 2530, Music 1510, 1520, 1600, or 1610 Theatre 1620 or 1630, or 3 hours in applied music/ensemble or theatre ensemble.	3
	3
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 1050 or higher (MAT 1060 can only be counted by Elementary and Special education majors)	3
1 physical and 1 biological science (See Science, core requirements)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by a History Department*	3-6
Economics 2610 or 2620**, Political Science 1510, Psychology 1010, Sociology 1510	6
* For B.A. in Music the 3 s.h. history elective is met in the major	12
** A maximum of 3 s.h. of Economics may apply to the general education core.	2-3
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>Total Semester Hours</b>	<b>50-73</b>

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

	<b>S.H.</b>
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000 (or BUS 2250 for Reeves School of Business Majors ONLY) Must be satisfied before completing 60 semester hours	3
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020 (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 1510	3
	9-12
<b>HUMANITIES</b>	
Religion, 2 courses (See Religion, core requirements)	6
2 literature courses in the department of English (except English 3610 and 3620) <b>OR</b> 2 philosophy courses <b>OR</b> a combination from each area <b>OR</b> 2 courses in one foreign language at the level in which the student places	6-8
	12-14
<b>FINE ARTS</b>	
Art 1510 or 2530, Music 1510, 1520, 1600, or 1610 Theatre 1620 or 1630, or 3 hours in applied music/ensemble or theatre ensemble.	3
	3
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
2 math courses	
<b>OR</b> 1 math and 1 computer science course, as follows: Mathematics 1050 (or higher) and Computer Science 2010 or (higher) (MAT 1060 can only be counted by Elementary and Special Education majors)	6
Science, 3 courses (See Science, core requirements)	9-12
	15-18
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by a History Department	6
Economics 2610 or 2620, Political Science 1510, Psychology 1010, or Sociology 1510	3
	9
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>Total Semester Hours</b>	<b>50-65</b>

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

	<b>S.H.</b>
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000	3
Must be satisfied before completing 60 semester hours	
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020	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 2020-level (or demonstration of competence)	
Vocal Performance majors must take two languages (chosen from French, German, and Italian) through the 1020-level or demonstrate competence.	0-16
	6-25
<b>HUMANITIES</b>	
Any literature course in the department of English except English 3610 and 3620	3
Religion (See Religion, core requirements)	3
Philosophy 2110, 2120, or 2200	3
	9
<b>FINE ARTS</b>	
Fulfilled within the major	0
	0
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 1050 or higher	3
(MAT 1060 can only be counted by Elementary and Special Education majors)	
1 Physical and 1 Biological science (See Science, core requirements)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by a History Department*	3-6
Economics 2610 or 2620**, Political Science 1510,	
Psychology 1010, Sociology 1510	6
* For the B.M. the 3 s.h. history elective is met in the major	
** A maximum of 3 s.h. of Economics may apply to the general education core.	12
	12
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>Total Semester Hours</b>	<b>41-66</b>

## Associate of Arts in General Studies

	S.H.
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000	3
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020 (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 1510	3
Foreign language or Computer Science 2010 or above	3-4
	12-16
<b>HUMANITIES AND FINE ARTS</b>	
Any literature course in the English department except English 3610 and 3620	3
Religion, 2 courses (See Religion, core requirements)	6
Philosophy 2110, 2120, or 2200	3
Art 1510 or 2530, Music 1510, 1520, 1600, or 1610 Theatre 1620 or 1630, or 3 hours in applied music/ensemble or theatre ensemble.	3
	15
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 1050 or higher (Entry level determined by scores attained on standardized ACT/SAT and/or placement testing)	3
(MAT 1060 can only be counted by Elementary and Special Education majors)	
Science (See Science, core requirements)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by a History Department	6
Economics 2610 or 2620, Political Science 1510, Psychology 1010, or Sociology 1510 (Choose 2 from 2 areas.)	6
	12
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>ELECTIVES</b>	
	0-10
	0-10
	0-10
Total Semester Hours	minimum 62
Total hours required in residence—	16

## Associate of Arts with a Subject Concentration

<b>A—General Education/Core Requirements</b>	<b>S.H.</b>
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000 (or BUS 2250 for Reeves School of Business Majors ONLY)	3
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020 (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 1510	3
	9-12
<b>HUMANITIES AND FINE ARTS</b>	
Any literature course in the English Department except English 3610 and 3620	3
Religion (See Religion, core requirements)	3
Philosophy 2110, 2120, or 2200	3
Art 1510 or 2530, Music 1510, 1520, 1600, or 1610 Theatre 1620 or 1630, or 3 hours in applied music/ensemble or theatre ensemble.	3
	12
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 1050 or higher (Entry level is determined by scores attained on standardized ACT/SAT and/or placement testing.) (MAT 1060 can only be counted by Elementary and Special Education majors)	3
Science (See Science, core requirements)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by a History Department	6
Economics 2610 or 2620, Political Science 1510, Psychology 1010, or Sociology 1510 (Choose 1 from 2 areas.)	6
	12
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>Core Semester Hours</b>	<b>44-51</b>



**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	Leadership & Management	Theatre
English	Mathematics	Writing
Financial Economics	Music	

† *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

<b>A—General Education/Core Requirements</b>	<b>S.H.</b>
<b>INTERDISCIPLINARY STUDIES</b>	
First Year Seminar 1100	3
Interdisciplinary Studies 2100	1
	4
<b>COMPUTER COMPETENCY</b>	
Computer Science 1000 (or BUS 2250 for Reeves School of Business Majors ONLY)	3
	3
<b>COMMUNICATIONS</b>	
English 1000 or 2070 as needed, 1010 and 1020 (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 1510	3
	9-12
<b>HUMANITIES AND FINE ARTS</b>	
Any literature course in the English Department except English 3610 and 3620	3
Religion (See Religion, core requirements, page 1030.)	3
Philosophy 2110, 2120, or 2200	3
Art 1510 or 2530, Music 1510, 1520, 1600, or 1610 Theatre 1620 or 1630, or 3 hours in applied music/ensemble or theatre ensemble.	3
	12
<b>SOCIAL SCIENCE</b>	
History 1040 and one additional course offered by the History Department	6
Economics 2610 or 2620, Political Science 1510, Psychology 1010, or Sociology 1510	3
	9
<b>WELLNESS</b>	
Wellness 1010 and either 2010 or 2350; or 2180	2-3
	2-3
<b>Core Semester Hours</b>	<b>34-41</b>

**B—Subject Concentrations**

**Biology:** 1530 plus at least 16 s.h. of 3000- or higher-level courses for a total of 19/20 s.h. in biology; SCI 1410 and 1430 for a total of 6 s.h.; MAT 1050 or higher for a total of 3 s.h.; 28/29 s.h. for the concentration.

**Chemistry:** 1510 and 1520 plus at least 12 s.h. of 3000- or higher-level courses for a total of at least 20 s.h. in chemistry; SCI 1410 and 1420 for a total of 6 s.h.; MAT 1050 or higher for a total of 3 s.h.; 29 s.h. for the concentration.

**Computer Science:** CSC 2010, 2020, 2200, 3010, 3100, and 3250 for a total of 18 s.h. in Computer Science; MAT 2310, 2500, and 2510 for a total of 9 s.h.; SCI 1410, 1420, and 1430 for a total of 9 s.h.; 36 s.h. for the concentration.

**Health Care Administration:** Core requirements for the A.S. degree; ACC 2510 and 2530; BUS 2250; SCI 1410, 1420, and 1430; MAT 1050 or higher; and 18 s.h. of Health Care Administration classes. Requirements; 39 s.h. for the concentration.

**Interdisciplinary Studies of Clandestine Labs:** ENM 1010, SWK 2310, ENM/LAW 2500, ENM/JUS/SWK

2600, ENM 3010, JUS 397, ENM 4500, and 6 additional hours from ENM, JUS, LAW, PSC or SWK; and a minimum of 9s.h. in the sciences either (SCI 1410, SCI 1420 & SCI 1430) or (a minimum of 9 s.h. of CHE) or (a minimum of 9 s.h. of BIO) or (a minimum of 9 s.h. of science classes as described in the core requirements for the Bachelor of Science).

**Mathematics:** 2310 and 2320, 2500, and 3012 plus 9 additional s.h. beyond 2500 for a total of 21 s.h. of Mathematics; SCI 1410, 1420, and 1430 for a total of 9 s.h.; 30 s.h. for the concentration.

**Science:** BIO 1530, CHE 1510 and 1520, PHY 1510 and 1520, GLY 1600, and a 4-s.h. science elective, excluding the 1410-1430 non-major courses, for a total of 28 s.h. of Science; MAT 1050 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**

### **HONORS PROGRAM**

Dr. P. Jennifer Rohrer-Walsh and Dr. Richard Walsh, Co-Directors

The Honors Program is a Great Books reading program for students with high academic credentials. The program includes a 5-semester reading series, special topics classes, and the Honors 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 study abroad opportunities (as appropriate), early course registration, credit toward 2 classes in the core (see below), exemption from IDS reading circles, club opportunities, better discussion and reading skills, and small seminar environment.

#### **Mission**

The Honors Program is a reading and seminar 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**

1. Students who complete honors seminars will have a reading knowledge of the texts assigned for the course.
2. Students who complete honors seminars will develop critical reading and discussion skills.

#### **Admission**

Entering freshmen with a high school GPA of 3.2 (on 4.0 scale) and an SAT of 1100 (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.

Honors Program hours count toward graduation. The reading seminars may be taken in any order; however, HON3010 is best left for the 4th or 5th semester as it requires students to make comparisons with texts from the other seminars. Students who successfully complete the five reading seminars receive 3 credit hours to be applied in Humanities and 3 credit hours to be applied in the Social Sciences. Credits used for Religion (Humanities) are not considered Hebrew-Christian tradition (see Religion core requirements). Students who successfully complete one reading seminar are exempt from the IDS Reading Circle requirement. In summary, students who successfully complete the 5 reading seminars replace 7

semester hours core credit with the reading seminars, and Honors Program students take only 3 semester hours more than other students. **Students who successfully complete the 5 reading seminars and maintain a minimum 3.0 cumulative GPA are recognized as Honors Reading Seminars Graduates. Recognition as Honors Program Graduates also requires successful completion of the Honors Project.** Additional opportunities include study abroad (as appropriate), early pre-registration, club events, a small seminar environment, and attention to reading strategies.

#### **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 1010 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 1020 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 2000 SPECIAL TOPICS** 1s.h. or 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-course title changes. This course is offered as needed. Permission of the course instructor is required.

**HON 2010 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 2020 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 3010 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 4010 HONORS PROJECT** 1s.h or 3s.h.  
Capstone project in which a student integrates the Honors Program, core, and major. The 3 s.h. version of the course is a research project and presentation; the 1 s.h. version of the course is a directed reading seminar accompanying the student's capstone project in his/her major. Prerequisites for the 1 s.h. and 3s.h.

courses are successful completion of the five reading seminars, permission of the program co-directors, and a 3.0 minimum cumulative GPA. This course is offered as needed.

## HUMANITIES

**HUM 2010-2040 HUMANITIES ENRICHMENT SERIES** .5s.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

**FYS 1100 FIRST YEAR SEMINAR** 3 s.h.  
This course is designed to introduce students to (1) strategies for a successful college experience, and (2) the "Methodist University Journey" pathways. The course provides an introduction to the University curriculum and resources. It also provides a forum for discussion of issues related to transitioning to college and the common challenges associated with the first-year experience. In addition, each FYS class explores the MU Journey pathways. 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 1150 LEARNING STRATEGIES** 2 s.h.  
This course is designed to help students who have been placed on Academic Probation improve their study skills and habits. Topics include reading comprehension, dissecting a text, note-taking, listening skills, oral communication, and time and stress management.

**IDS 2100 READING CIRCLE** 1 s.h.  
The Reading Circle is a reading group designed to promote self-selected reading, critical thinking, and reading comprehension. Class sections representing a changing variety of genres are offered every semester. This class should be taken during a student's second or third semester, and may be repeated for up to three hours of credit. This course is a core requirement for any student not successfully completing at least one reading seminar in the Honors Program. Prerequisite: Completion of 12 semester hours.

**IDS 2990 INDEPENDENT STUDY-CURC FELLOW CANDIDATE** 1-3 s.h.  
This course is intended for students within the Center for Undergraduate Research and Creativity Fellow Candidate's program. This course is intended to guide undergraduate students (primarily in their first or second year), from all academic disciplines, through the stages of discipline-specific research or creative projects. The total number of s.h. earned cannot exceed 4 s.h. Prerequisite: nomination for and acceptance into the CURC Fellow Candidate's program. Course offered as needed

**IDS 3010 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 3000.

**IDS 3550/4550 STUDY ABROAD**

1-3 s.h.

The course is a cross-disciplinary class offered in one or more international locations by Methodist University faculty. The course involves hands-on research and/or service component. Course learning objectives, content and disciplinary focus vary dependent on the course. The course requires travel and research on the ground in another country. The course may be repeated for up to 12 hours of credit (as study abroad course).

**IDS 4990 INDEPENDENT STUDY-CURC FELLOW**

2-4 s.h.

This course is intended for students within the Center for Undergraduate Research and Creativity Fellow's program. This course is intended to guide undergraduate students (primarily in their third or fourth year), from all academic disciplines, through the stages of discipline-specific research or creative projects. These projects must be of a high quality and to the standard of the upper-level students in the area of interest. This course can be cross-listed with the departmental 4990 (or independent projects) courses. Prerequisites: completion of IDS 2990 with a "P", and acceptance into the CURC Fellow's program. The total number of semester hours earned for the course cannot exceed 8 s.h. Course offered as needed.

**LIBRARY SERVICES**

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****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 2310 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 1000.

**INF 2850 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.

**INF 3010 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**

Dr. Kelly Walter Carney and Dr. Patrick O'Neil and, Directors

**Degree awarded:** none

**Requirements for the minor in Women's Studies:** 18 s.h. including WST 2000, ENG 3420, and HIS 3820; plus 9 s.h. from the following courses: JUS 3820; SOC 3720, 3830, 3920; WST 2020, 4850.

**Requirements for the major and A.A. Concentration:** not available

**WOMEN'S STUDIES COURSES****WST 2000 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 2020 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 4850 SPECIAL TOPICS**

3 s.h.

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

**ENG 3420 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 3420. This course is offered in alternate years.



**HIS 3820 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 3820 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 1510, JUS 3090, SOC 3090 or permission of the instructor. This course is offered every fall semester odd years.

**SOC 3720 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 3830 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 3920 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. Steven P. Brey, Dean

The School of Arts and Humanities includes the following disciplines: art, music, theater, psychology, sociology, foreign language, history, English, philosophy, and religion. While taking classes in these areas, students explore their own and others' creativity; improve their communication skills; gain greater understanding of the self and the self's relationship to others in society; address the "big questions" of human existence; and learn more about the past and its bearing on the present.

All students participate in Arts and Humanities classes and programs as part of their general education curriculum, and many students major in Arts and Humanities disciplines. Whether you are taking core, elective, or major courses, your experiences in the School of Arts and Humanities will expose you to interesting perspectives, develop your skills in reading, writing, and critical thinking, and challenge you to gain new insights into yourself and your world.

### **FINE ARTS**

#### **DEPARTMENT OF ART**

Professor Peggy Hinson, Chair

The purpose and mission of the Art Department is to serve the university by providing (1) art courses fulfilling the fine arts requirement for the General Education Core; (2) elective courses for all students; (3) B.A. majors and minors in studio arts; (4) the B.F.A. professional degree in Graphic Design; (5) special preparation for teaching art in the public schools; and (6) individual and group student exhibitions, held in David McCune International Art Gallery at the William F. Bethune Center for Visual Arts. Off-campus Fayetteville area venues for ancillary exhibits include The Arts Council of Fayetteville/Cumberland County, Cape Fear Studios, Olde Town Gallery, Gallery 2080, and Gallery 1130.

The Art Department is staffed by practicing artists and designers who regularly exhibit and/or publish 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, designer, or as a special subject teacher in art.

#### **Mission**

The mission of the Art Department is to serve 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; special preparation for teaching art in the public schools; the professional degree in Graphic Design; and (4) individual and group student exhibitions.

The Art Department provides opportunities for academic and social growth to produce enlightened and responsible individuals with continuing desire for developmental growth.

**Goals**

1. Upon completion of the course of study within an Art Department curriculum, students will demonstrate understanding of the history and theory of art,
2. Demonstrate ability to identify visual art objects and relate them to their historical and cultural contexts
3. Demonstrate knowledge of vocabulary necessary to understand art.
4. Demonstrate the ability to combine knowledge of art history and studio processes.
5. Demonstrate proficiency in at least one creative studio process.

**David McCune International Art Gallery**

Silvana Foti, Director

**Mission**

The David McCune International Art Gallery coordinates exhibitions of art by student, regional, national, and international artists, educating students and the public through a diverse representation of fine art.

**Goals**

The David McCune International Art Gallery provides educational and cultural services and resources to the community and prepares students for careers in the art field and other pursuits.

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

**Requirements for each major:**

**Areas of concentration**

**Painting:** 42 s.h.—ART 1010, 1020, 2030, 2050, (2070, 2150, or AGD 2030), ART 3000, 3050, 3060, 3090 or 3100, 4010, 4020, 4050, ARH 253, and two of the following art history courses, 2540, 3530, 3540, or 4850.

**Printmaking:** 42 s.h.—2540, ART 1010, 1020, 2030, 2050, (2070, 2150, or AGD 2030), ART 3000, 3090, 3100, 3110, 3012, 4010, 4020, ARH 253, and two of the following art history courses, 2540, ARH 3530, 3540, or 4850.

**Sculpture:** 42 s.h.—ART 1010, 1020, 2030, 2050, (2070, 2150, or AGD 2030), ART 3000, 3070 or 3150, 4070 or 4150, 3090 or ART 3100, 4010, 4020, ARH 253, and two of the following art history courses, 2540, 3530, 3540, or 4850.

**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 and submit a formal application and receive approval for admission to TEP by the TEC. The following entrance requirements must be met before the student is accepted into the block courses: 46 s.h.—ARH 2530, ART 1010, 1020, 2030, 2050, 2070 or 2150, ART 3000, 3010, 3090 or 3100, ONE of the following art history courses: ARH 2540, ARH 3530, 3540, or 4850, ART 3620, 4010, and 4020, plus a minimum of 9 hours of studio courses in a specific area of concentration arranged by the art faculty and (2) passing scores on any test required by the TEP or by the NCDPI. (3) Education Requirements for Content Area in Art: (40 s.h.) EDU 2000, EDU 2400, EDU 2420, EDU 2510, SPE 2550, EDU 3300, EDU 3420, EDU 4070, EDU 4170, EDU 4190, EDU 4200, and EDU 4210.

**Additional requirements to apply for Teacher Licensure in Art:**

- (1.) A grade of C (2.0) or better in each course of the student's major.
- (2.) A grade of C (2.0) or better in the professional sequence.
- (3.) Cumulative overall grade point average of at least 2.5.

**Graphic Design:** 73 s.h.—AGD 2000, 2010, 2020, 2030, 2040, 3000, 3010, 3020, 3030, 3040, 3050, 4000, 4010, 4020, ART 1010, 1020, 2030, 2050, 3000, 3010, 3090, 4010, ARH 2530, and 3 of the following art history courses: ARH 2540, 3530, 3540 and or 4850.

**Requirements for the B.A. and Art Minor are available only in Painting, Printmaking and Ceramic Sculpture: (B.F.A. programs do not offer the option of a minor)** 18–24 s.h.—ONE of the following art history courses, ARH 2530, and one of the following art history courses: ARH 2540, 3530, 3540, or ARH 4850, plus twelve hours (not to be taken in the same area) of studio to be chosen in consultation with the art faculty. Prerequisites: ART 1010 and 2030 are prerequisites for all studio courses.

**Requirements for the AA Concentration:** 18–24 s.h.—ARH 2530 and ONE of the following art history courses, ARH 2540, 3530, 3540, or ARH 4850 Special Topics in Art History, plus twelve hours in studio (depending on the type of concentration) to be chosen in consultation with the art faculty. Prerequisites: ART 1010 and 2030 are prerequisites for all studio courses.

**Writing-Enrichment Course(s) offered within the Art Department:** ARH 3530, 3540, and 4850.

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

**Additional Requirements:** ART 1010 and 2030 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 3620, Theory and Practice in Art Education. These additional costs for ART 3620 will be in the range of \$500 or more. 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.

**Requirements for transfer students:** Anyone seeking university 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, graphic design, and art education majors but is optional for art minors. Exhibitions will be held in the David McCune International Art Gallery. If the gallery 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 1510 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 how artists apply concepts to artworks in their historical and cultural contexts. This course is offered every fall and spring semester. Prerequisites: None. Fulfills general core requirements for non-art majors only.

### **ARH 2530 SURVEY OF ART HISTORY I** 3 s.h.

A study of artistic trends in painting, sculpture, and architecture of European and non-western art from Prehistoric times to the thirteenth century. The student will be able to identify works of art in their cultural contexts, stylistic characteristics, themes, and studio processes. Prerequisites: None. Required core for all art, art education, and graphic design majors. This course will also fulfill general core fine arts requirement for non-majors.

### **ARH 2540 SURVEY OF ART HISTORY II** 3 s.h.

A study of western trends in the history of painting, sculpture, and architecture from the 14th through early twentieth centuries. Students will be able to identify works of art in proper historical and cultural contexts, and by stylistic characteristics, themes, and the studio processes. Prerequisites: None.

### **ARH 3530 RENAISSANCE AND BAROQUE: ART HISTORY AND THEORY** 3 s.h.

Major developments of western painting, sculpture and architecture from early fourteenth through mid eighteenth centuries, with emphasis on regional European stylistic trends and developments. A research paper is required. Prerequisites: ENG 1020, or permission of the instructor.

**ARH 3540 NINETEENTH- AND TWENTIETH-CENTURY: ART HISTORY AND THEORY**

3 s.h.

Major developments of mainstream modern art from late eighteenth to early 20th centuries, with emphasis on stylistic trends and developments of major European and American art movements in painting, sculpture, and architecture. A research paper is required. Prerequisites: ENG 1010, 1020, ARH 2530 or permission of the instructor.

**ARH 4850 SPECIAL TOPICS IN ART HISTORY**

3 s.h.

Allows juniors and seniors flexibility to study special interest topics in art history not otherwise offered in the art curriculum. Student proficiency in art history and research paper writing is required. Involves lecture and seminar classes. Course can be repeated if it is a different topic. This course is offered as needed. Prerequisites: ENG 1010, 1020, ARH 2530, 3530 or 3540, or permission of the instructor.

**ART STUDIO COURSES**

A minimum of twelve hours in one studio area is required.

**ART 1010 FOUNDATIONS I DESIGN**

3 s.h.

The elements and principles of two-dimensional design: line, shape, form, value, texture, and space, with emphasis on problem solving and organization in a composition. This course is offered every fall semester. Prerequisites: None.

**ART 1020 FOUNDATIONS II DESIGN**

3 s.h.

A variety of two-dimensional and three-dimensional principles using color. Lectures and critique. This course is offered every spring semester. Prerequisites: ART 1010, or permission of the instructor.

**ART 2030 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. Prerequisites: None.

**ART 2050 FOUNDATIONS PAINTING I**

3 s.h.

Exploration of the formal elements of art, color theory, and expressive properties of oil and acrylic techniques individually, in combination, and with textural surfaces. This course is offered every fall and spring semester. Prerequisites: ART 1010, 1020, 2030, or permission of the instructor. Course may be taken concurrently with ART 1020.

**ART 2070, 3070, 4070, 4080 FIGURATIVE SCULPTURE I, II, III AND IV**

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 1010, 2030, or permission of the instructor.

**ART 2130, 3140 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. Prerequisites: ART 1010, 2030, or permission of the instructor.

**ART 2150 SCULPTURE FABRICATION** 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 1010, 2030, or permission of the instructor.

**ART 3000 INTERMEDIATE DRAWING II** 3 s.h.  
Continuation of the drawing sequence with emphasis on creative pictorial organization. Prerequisites: ART 1010, 2030, or permission of the instructor. This course is offered every fall or spring semester.

**ART 3010 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 format) film camera required. Students will be responsible for cost of photographic film and paper. This course is offered as needed. Prerequisites: ART 1010, 2030, or permission of the instructor.

**ART 3020 PHOTOGRAPHIC MEDIA II** 3 s.h.  
Extensive field and laboratory work with regular critiques. Advanced techniques while developing individual creativity. Students will be responsible for cost of photographic film and paper. Prerequisites: ART 3010. This course is offered as needed.

**ART 3030 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. This course is offered as needed. Prerequisites: ART 1010, 1020, 2030, 3000, or permission of the instructor.

**ART 3050, 3060 INTERMEDIATE PAINTING I AND II** 3 s.h. each  
Further study 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 1010, 1020, 2030, 2050, or permission of the instructor.

**ART 3090 RELIEF PRINTMAKING** 3 s.h.  
Relief printmaking processes, including woodcut, linocut, silkscreen, and stencil techniques. This course is offered as needed. Prerequisites: ART 1010, 2030, or permission of the instructor.

**ART 3100 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. This course is offered as needed. Prerequisites: ART 1010, 2030, or permission of the instructor.

**ART 3110 INTERMEDIATE PRINTMAKING (ETCHING)** 3 s.h.  
Emphasis on color multi-plate, viscosity, and stencil. This course is offered as needed. Prerequisites: ART 1010, 1020, 2030, 3100, or permission of the instructor.

**ART 3012, 4110, 4120 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. This course is offered as needed. Prerequisites: ART 1010, 1020, 2030, 3000, 3100, 3110, or permission of the instructor.

**ART 3150, 4150, 4160 ADVANCED SCULPTURE I, II, AND III** 3 s.h. each  
Design and technical skills with emphasis on combining techniques, surface decoration in relation to form, originality, and creativity. This course is offered as needed. Prerequisites: ART 1010, 2030, 2150 or permission of the instructor.

**ART 3850, 4850 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. This course is offered as needed. Prerequisites: permission of the instructor.

**ART 4010 BUSINESS AND MARKETING IN ART (CAPSTONE)** 2 s.h.  
This course is a part of the B.A., B.F.A., 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: writing of news releases, resumes, and cover letters, creation of exhibit invitation and program, and development of thesis. This course is offered as needed. Prerequisites: Senior status and concurrently enrolled in the final courses in the major area, including Senior Exhibit.

**ART 4020 B.A. SENIOR EXHIBIT (CAPSTONE)** 1 s.h.  
B.A. candidates will prepare, install, and exhibit a body of work to fulfill the B.A. exit requirement. In the first semester of the senior year, the candidate meets with the art faculty to discuss the requirements for their exhibition and then submits a proposal. Prerequisites: Senior status and concurrently enrolled in the final courses in the major area, including ART 4010 Business and Marketing in Art.

**ART 4030 ADVANCED DRAWING II** 3 s.h.  
Further development of drawing skills, visual awareness, and personal expression and interpretation. Continued experimentation with media. This course is offered as needed. Prerequisites: ART 1010, 1020, 2030, 3000, or permission of the instructor.

**ART 4050, 4060 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. This course is offered as needed. Prerequisites: ART 1010, 1020, 2030, 2050, 3050, 3060, or permission of the instructor.



**ART 4990 INDEPENDENT STUDY IN ART**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, the department chair, 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 3620 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 photographic 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. Prerequisites: Junior status and successful completion of EDU 2420. This course is offered as needed. This course is for art education majors.

**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.

**Goals**

1. To meld liberal arts studies from the MU core with art and design history, providing the context for stimulating intellectual and creative inquiry.
2. To provide foundations and upper-level studio coursework which will develop the students' capacities for all stages of graphic design from conceptualization and aesthetics through craftsmanship of final projects. The coursework will develop their creativity and time- and project-management skills.
3. To provide critiques and discussion—with input from both professors and peers—within each studio course. The expectation is that constructive input is received openly and considered within project revisions, as designers have an enormous curiosity about learning different things.
4. To impart a working knowledge of current industry-standard graphic design software and hardware for production skills and efficiency upon graduates' employment.
5. To provide professional work experience in the design industry through internships, and coursework for off-campus clientele. This will refine the students' portfolios while enhancing their design vocabulary and communication skills.

**Graphic Design:** 73 s.h.—AGD 2000, 2010, 2020, 2030, 2040, 3000, 3010, 3020, 3030, 3040, 3050, 4000, 4010, 4020, ART 1010, 1020, 2030, 2050, 3000, 3010, 3090, 4010, ARH 2530 and 3 of the following art history courses, ARH 2540, 3530, 3540, or 4850.

## **GRAPHIC DESIGN COURSES**

**AGD 2000 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 design of 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: ARH 2530, ART 1010, 1020, 2030, AGD 2010, AGD 3010, or permission of the instructor.

**AGD 2010 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 letterforms and type design classifications. Course covers type terminology, typographic design and production history, and current methods/tutorials for professional typography. Prerequisites: None.

**AGD 2020 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: ARH 2530, ART 1010, 1020, 2030, AGD 2010, 3010, or permission of the instructor.

**AGD 2030 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 1010, 1020, 2030, or permission of the instructor.

**AGD 2040 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: None

**AGD 3000 GRAPHIC DESIGN STUDIO II** 3 s.h.  
Intermediate course in the principles and vocabulary of graphic design and visual communications. Builds on AGD 2000 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: AGD 2000, 2010, 2020, 2030, ART 2030, 3010, or permission of the instructor.

**AGD 3010 B.F.A. PORTFOLIO REVIEW** 1 s.h.  
Six seminar style classes provide guidance with written statements, documentation of artwork and presentation format for the portfolio submission. Guest speakers and/or presentations provide information related to the portfolio packet, eventual career paths and exhibition issues. Portfolio is due during the 7th

week of the semester. Prerequisites: ARH 2530, ART 1010, 1020, 2030, AGD 2030, 3010, or permission of the instructor.

**AGD 3020 IMAGING FOR GRAPHIC DESIGN II** 3 s.h.  
Intermediate digital photography and imaging as they relate to visual communication design. Studio lighting techniques explored for portraits and products. Prerequisites: AGD 2000, 2010, 2020, 2030, ART 2030, 3010, or permission of the instructor.

**AGD 3030 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: AGD 3000, 3020, ART 3000, or permission of the instructor.

**AGD 3040 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 work for a total of 90 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. (4-8 hours per week.) Can be up to two sponsors. Prerequisites: AGD 3000, 3010, 3020, Junior status within B.F.A. major, 3.0 GPA or better, and written consent of the instructor, department chair and the sponsor.

**AGD 3050 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 3000, 3010, 3020, or permission of the instructor.

**AGD 4000 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 3030, 3050, or permission of the instructor.

**AGD 4010 GRAPHIC DESIGN WORKSHOP (CAPSTONE)** 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/or 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 3030, 3050, or permission of the instructor.

### **AGD 4020 B.F.A. SENIOR EXHIBIT (CAPSTONE)**

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 review, and concurrently enrolled in the final courses in the major area. AGD 4020 and ART 4010 are taught with concurrent enrollment required.

## **DEPARTMENT OF MUSIC**

Dr. Keith Dippre, Chair

### **Mission**

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.

### **Goals**

1. Students who complete the music component of the General Education/Core curriculum by taking Music 151 will have a basic understanding of musical vocabulary and the evolution of musical styles.
2. Students who complete the music component of the General Education/Core curriculum by taking applied/proficiency courses, **theory**, or ensemble courses will develop skills and basic understanding of the technique and literature of a specific instrument, **analytical/theoretical skills** or ensemble/performance skills.
3. Students who complete the music component of the General Education/Core Curriculum by taking MUS 152 will have a basic understanding of jazz vocabulary, instrumentation, musicians, history, development of recorded media, and the evolution of various jazz styles.
4. Music majors will demonstrate knowledge and understanding of a wide selection of musical literature, principal eras, genres and cultural sources.
5. Music majors will demonstrate an understanding of the theory and analytical techniques applicable to music of the common practice period, the 20<sup>th</sup> century and beyond.

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 fourth 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 GPA of 2.0 or higher in all music courses required for their music degree. Music Education majors must maintain a GPA of 2.5 or higher to be eligible for the music education program. For each semester a full-time student is enrolled as a music major, a passing grade must be earned in MUS 0710 (Concert Attendance).

All music majors 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.

### **Sophomore Gateway Review**

All music majors at Methodist University must successfully pass the sophomore gateway review. This normally consists of a face to face meeting with all full time music faculty (and student's applied music instructor) at the end of the spring semester of the sophomore year. It is generally conducted in tandem with the student's jury follow up interview. During this interview the faculty will determine if the student is in good standing and qualifies to continue, and ultimately, complete their major. The decision will be based upon the following criteria:

- Students have had to have completed requisite course work (including ensembles).
- Students have had to have completed four semesters of applied lessons and performances in students recitals.
- Students must have attained no less than a "C" average in their applied area as well as all academic music courses.
- Music Education majors must have completed MUS 1090 (Prelude to Music Education).
- Transfer students (junior or senior standing) are required to meet these same criteria after one semester at Methodist. Freshman or sophomore transfer students are allowed up to 2 additional semesters to meet the criteria.

### **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.): Requirements for the major in Music (B.A.):**

- 1- To be accepted as a candidate for a B.A. in Music, the student must audition successfully no later than the end of the fourth semester.
- 2- Continuous enrollment in MUS 0710 (with a passing grade). 8 semesters total.
- 3- 34 s.h. of MUS 1070, 1080, 1600 (if necessary), 1610, 1620, 2070, 2080, 2600, 2610, 2620, 3110, 3130, 3610, 4190 plus 2 additional courses in 4640, 4650, or 4660.
- 4- Continuous enrollment in the major instrument is required. A minimum of 16 semester hours of applied lessons (C or higher) is required for graduation. All students receiving a Bachelor of Arts in Music are required to complete 16 semester hours on one instrument or in voice Percussionists must complete no fewer than 16 semester hours of applied lessons, with at least 10 semester hours in applied percussion-orchestral. All students receiving a Bachelor of Arts in Music are required to complete 16 semester hours on one instrument or voice.
- 5- For students whose major instrument is not piano, satisfactory completion of the Piano Proficiency Exam is required.
- 6- Continuous enrollment in ensemble in your major instrument or voice is required. A minimum of 8 credits of large ensemble (Concert Band, MUS 3480/3490), Noblemen (MUS 3280/3290), or Women's Chorus (MUS 3860/3870), approved string or orchestra ensemble, or Guitar Ensemble (MUS 3260 -3270) is required for graduation. Guitar majors must enroll in one of these ensembles whether guitar ensemble is scheduled or not in any given semester.
- 7- A half recital in the major instrument is required for graduation.
- 8- Enrollment in upper 3000-4000 level courses is predicated on successful completion of 1000-2000 level classes.

9-Instrumental majors (wind, brass, and percussion) are required to participate in Marching Band for no fewer than two years. Qualified piano majors may be asked to accompany one of the choirs to fulfill requirement. Guitar majors, though not required, may participate in either the Marching Band or Concert Band with instructor's permission.

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

- 1- To be accepted as a candidate for a B.M. in Music in Music Performance, the student must audition successfully no later than the end of the fourth semester.
- 2- Continuous enrollment in MUS 0710 (with a passing grade). 8 semesters total.
- 3- 34 s.h. of MUS 1070, 1080, 1600 (if necessary), 1610, 1620, 2070, 2080, 2600, 2610, 2620, 3110, 3130, 3610, 4190 plus 2 additional courses in 4640, 4650, or 4660.
- 4- Continuous enrollment in the major instrument is required. A minimum of 16 semester hours of applied lessons (C or higher) is required for graduation. All students receiving a Bachelor of Music in Performance are required to complete 16 semester hours on one instrument or in voice Percussionists must complete no fewer than 16 semester hours of applied lessons, with at least 10 semester hours in applied percussion-orchestral. All students receiving a Bachelor of Music in Music Performance are required to complete 16 semester hours on one instrument or voice.
- 5- For students whose major instrument is not piano, satisfactory completion of the Piano Proficiency Exam is required.
- 6- credits of large ensemble (Concert Band, MUS 3480/3490), Noblemen (MUS 3280/3290), or Women's Chorus (MUS 3860/3870), approved string or orchestra ensemble, or Guitar Ensemble (MUS 3260 – 3270) is required for graduation.
- 7- For instrumental majors, a minimum of two semesters of voice lessons or participation in Noblemen or Women's Chorus (with instructor permission) is required.
- 8- For vocal majors, a minimum of two semesters of instrumental lessons or participation in Marching Band or Concert Band (with instructor permission) is recommended
- 9- A full recital and a half recital in the major instrument are required for graduation.
- 10- Enrollment in upper 3000-4000 level courses is predicated on successful completion of 1000-2000 level classes.
- 11- Instrumental majors (wind, brass, and percussion) are required to participate in Marching Band for no fewer than two years. Qualified piano majors may be asked to accompany one of the choirs to fulfill requirement. Guitar majors, though not required, may participate in either the Marching Band or Concert Band with instructor's permission.
- 12- Vocal performance majors must take Music 1650 and 2650 (diction).

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

- 1- 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.
- 2- Continuous enrollment in MUS 071 (with a passing grade). 7 semesters total.
- 3- 37 s.h. of MUS 107, 108, 109, 160 (if necessary), 161, 162, 207, 208, 209, 219, 260, 261, 262, 301, 303, 304, 311, 313, 361, 419 plus 1 additional course in 464, 465, or 466.
- 4- 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.
- 5- Continuous enrollment in the major applied area is required. All students receiving a Bachelor of Music in Education are required to complete 14 semester hours on one instrument or in voice (C average or higher) as a requirement to graduate. Percussionists must complete no fewer than 14 semester hours of applied lessons, with at least 10 semester hours in applied percussion/orchestral.

6- 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 EDU 342 semester.

7- For instrumental majors, a minimum of two semesters of voice lessons or participation in Noblemen or Women's Chorus (with instructor permission) is recommended.

8- For vocal majors, a minimum of two semesters of instrumental lessons or participation in Marching Band or Concert Band (with instructor permission) is recommended

9- Continuous enrollment in ensemble in your major instrument or voice is required. A minimum of 8 credits of large ensemble (Concert Band, MUS 348/349), Noblemen (MUS328/329), or Women's Chorus (MUS 386/387), approved string or orchestra ensemble, or Guitar Ensemble

10- Instrumental Music majors (wind, brass, and percussion) are required to participate in Marching Band for no fewer than 3 years.

11- A full instrumental/vocal recital is required for graduation. This must be completed prior to the student teaching semester. In addition, each student will be required to create a presentation or paper as a Capstone Project as required by the Education Dept., and the North Carolina Department of Public Instruction. This project must be approved by the coordinator of Music Education at the beginning of the recital semester.

12- Enrollment in upper MUS 300-400 level courses is predicated on successful completion of MUS 100-200 level classes.

13-Advancement into the education program: 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:**

i. 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.

ii. Passing score of 60% or better on the practice PRAXIS exam in the library during MUS 1090. Failure to meet this requirement will result in the mandatory attendance in a PRAXIS tutoring workshop at the student's expense.

iii. 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. A combined score of 1100 on the SAT (Reading and Math) or any score of 550 or higher on either section, exempts a student from taking PRAXIS I in its entirety or on those particular sections. A score of 24 or higher on the ACT also exempts a student from PRAXIS I. Students should contact the Education Department secretary regarding possible exemption, test dates, and costs.

iv. The student must have successfully completed a minimum of 60 academic hours to include; MUS1090, MUS209 , and MUS219 ; from the academic core ENG1010 and ENG1020; MAT1050; 3 s.h. of science; and from the professional education sequence EDU2400 and SPE 2550.

v. 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.

vi. 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.

vii. Review and approval of the student's application for admission to Teacher Education by the Teacher Education Committee.

viii. A student must be admitted to Teacher Education before he/she will be allowed to enroll in the EDU3000 and 4000 level courses in the professional licensure sequence or student teaching block (EDU3300, EDU 3420, EDU 4070, EDU 4190, and EDU 4210. The Capstone Project is part of the student's final semester of applied lessons, e.g., MUS 4310 - Applied Voice, in addition to their senior recital.

ix. 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 the major in Music with a Concentration in Arts Management (B.A.):**

- 1- To be accepted as a candidate for a B.A. in Arts Management (Music), the student must audition successfully no later than the end of the fourth semester.
- 2- Continuous enrollment in MUS 0710 (with a passing grade) 8 semesters total.
- 3- 34 s.h. of MUS 1070, 1080, 1600 (if necessary), 1610, 1620, 2070, 2080, 2600, 2610, 2620, 3110, 3130, 3880, 4190, plus 2 additional courses in 464, 4650, or 466.
- 4- Continuous enrollment in the major instrument is required. A minimum of 16 semester hours of applied lessons (C or higher) is required for graduation. All students receiving a Bachelor of Arts in Music with a Concentration in Arts Management are required to complete 16 semester hours on one instrument or in voice. Percussionists must complete no fewer than 16 semester hours of applied lessons, with at least 10 semester hours in applied percussion- orchestral.
- 5- For students whose major instrument is not piano, satisfactory completion of the Piano Proficiency Exam is required.
- 6- - Continuous enrollment in ensemble in your major instrument or voice is required. A minimum of 8 credits of large ensemble (Concert Band, MUS 3480/3490), Noblemen (MUS 3280/3290), or Women's Chorus (MUS 3860/3870), approved string or orchestra ensemble, or Guitar Ensemble (MUS 3260 -3270) is required for graduation. Guitar majors must enroll in one of these ensembles whether guitar ensemble is scheduled or not in any given semester.
- 7- A half recital in the major instrument is required for graduation
- 8- For instrumental majors, a minimum of two semesters of voice lessons or participation in Noblemen or Women's Chorus (with instructor permission) is required.
- 9- For vocal majors, a minimum of two semesters of instrumental lessons or participation in Marching Band or Concert Band (with instructor permission) is recommended
- 10- Enrollment in upper 3000-4000 level courses is predicated on successful completion of 1000-2000 level classes.
- 11- B.A. in Arts Management students must also complete the following courses: ARH 1510; THE 1620; ACC 2510; BUS 2250, 3430 and 3450; MKT 2510 and 3800.

**Requirements for the minor:** 20 s.h. in music courses, including MUS 1070, 1080, 1600 (if necessary), 1610, 1620, plus nine hours in applied music and/or ensemble, selected in consultation with the Department Chair. Four semesters of MUS 0710 (with a passing grade).

**Requirements for the A.A. Concentration in Music:** 20 s.h. in music courses, including MUS 1070, 1080, 1600 (if necessary), 1610, 1620, plus nine hours in applied music and/or ensemble, selected in consultation with the Department Chair. Four semesters of MUS 0710 (with a passing grade).

**Writing-Enrichment Course:** MUS 3130



## **THEORETICAL MUSIC COURSES**

**MUS 1070 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 1070 should be taken in conjunction with MUS 1610. This course is offered every fall semester. This course is designed for music majors and minors.

**MUS 1080 AURAL SKILLS II** 1 s.h.  
Continuation of MUS 1070. MUS 1080 should be taken in conjunction with MUS 1620. This course is offered every spring semester. Prerequisites: MUS 1610 and 1070 or permission of the instructor.

**MUS 1600 MUSIC FUNDAMENTALS** 3 s.h.  
A course designed to prepare students for Music Theory I. Emphasis will be placed on basic note reading skills, various clefs, basic rhythms, major and minor scales, key signatures, and simple triads. Music 1600 is an appropriate course for majors and non majors. Music majors will be required to take this course if they do not pass the diagnostic exam for music theory (given in the fall prior to the beginning of the semester).

**MUS 1610 MUSIC THEORY 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 1070 should be taken in conjunction with this course.

**MUS 1620 MUSIC THEORY II** 3 s.h.  
Continuation of MUS 1610. This course is offered every spring semester. MUS 1080 should be taken in conjunction with this course. Prerequisites: MUS 1610 and 1070 or permission of the instructor.

**MUS 175 PIANO PROFICIENCY 1** 1 s.h.  
This sequential series of classes is designed to prepare a student with the functional keyboard skills necessary for a career in music. These skills are assessed by means of the Piano Proficiency Exam, to be taken at the end of the four-semester sequence of Piano Proficiency classes. MUS 175 should be taken in conjunction with MUS 1070 and 1610. This course is offered every fall semester.

**MUS 2070 AURAL SKILLS III** 1 s.h.  
Continuation of MUS 1080. MUS 2070 should be taken in conjunction with MUS 2610. This course is offered every fall semester. Prerequisites: MUS 1620 and 1080 or permission of the instructor.

**MUS 2080 AURAL SKILLS IV** 1 s.h.  
Continuation of MUS 2070. MUS 2080 should be taken in conjunction with MUS 2620. This course is offered every spring semester. Prerequisites: MUS 2610 and 2070 or permission of the instructor.

**MUS 2610 MUSIC THEORY III** 3 s.h.  
Theory, harmony, and analysis. This course is offered every fall semester. MUS 2070 should be taken in conjunction with this course. Prerequisites: MUS 1620 and 1080. or permission of the instructor.

**MUS 2620 MUSIC THEORY IV** 3 s.h.  
Theory with emphasis on chromatic harmony, modulation, and twentieth century composition techniques. This course is offered every spring semester. MUS 2080 should be taken in conjunction with this course. Prerequisites: MUS 2610 and 2070 or permission of the instructor.

**MUS 275 PIANO PROFICIENCY II** 1 s.h.  
Continuation of MUS 175. This course should be taken in conjunction with MUS 1080 and 1620. MUS 275 is offered every spring semester.

**MUS 3650 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 1620 or permission of the instructor.

**MUS 3660 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 2620 and permission of the instructor.

**MUS 3750 PIANO PROFICIENCY III** 1 s.h.  
Continuation of MUS 275. This course should be taken in conjunction with MUS 2070 and 2610. MUS 3750 is offered every fall semester.

**MUS 4640 ORCHESTRATION** 3 s.h.  
Surveys the capabilities and practical applications of band and orchestral instruments. Topics will include ranges, transpositions, blendings, arranging, and special effects. Projects will involve writing for smaller chamber groups. Prerequisite: MUS 2620 or permission of the instructor. Course to be offered every third semester.

**MUS 4650 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.. Prerequisite: MUS 2620 or permission of the instructor. Course to be offered every third semester.

**MUS 4660 FORM AND ANALYSIS** 3 s.h.  
Detailed aural and visual analysis of musical examples of the principal forms used by the important composers of the Baroque, Classical, Romantic , and Contemporary periods. Prerequisite: MUS 2620 or permission of the instructor. Course to be offered every third semester.

**MUS 4750 PIANO PROFICIENCY IV** 1 s.h.  
Continuation of MUS 3750. This course should be taken in conjunction with MUS 2080 and 2620. MUS 4750 is offered every spring semester.

## **HISTORY AND LITERATURE OF MUSIC COURSES**

### **MUS 0710 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 1510 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 1520 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 2600 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 3110, and is intended to be taken in the spring semester of the sophomore year. Prerequisite for Survey of Music Literature is successful completion of MUS 1620 (theory).

### **MUS 3110 MUSIC HISTORY: ANCIENT THROUGH BAROQUE**

3 s.h.

Medieval, Renaissance, and Baroque periods; the rise of new forms, and stylistic and theoretical analysis of major works. This course is offered every fall semester. Prerequisites: MUS 1620, 2600; ENG 1010, 1020 or permission of the instructor.

### **MUS 3130 MUSIC HISTORY: CLASSICISM THROUGH ROMANTIC**

3 s.h.

1750 to 1900 with stylistic and theoretical analysis of major works. This course is offered every spring semester. Prerequisites: MUS 1620, 2600, 3110; ENG 1010, 1020 or permission of the instructor.

### **MUS 3400 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 2620, 3110, and 3130. This course is offered periodically.

### **MUS 3850 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 4000 SELECTED TOPICS IN MUSIC**

2-3 s.h.

Special courses offered periodically.

**MUS 4190 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 20<sup>th</sup> and 21<sup>st</sup> century (post WW II), 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 3110 and 3130 or permission of the instructor.

## **MUSIC EDUCATION AND METHODS COURSES**

**MUS 1090 PRELUDE TO MUSIC EDUCATION** 2 s.h.  
The course is designed to provide the student with an overall understanding of the music education profession. Special emphasis will be on basic teaching strategies and techniques; an overview of music teaching as a career; diversity, integration, curriculum technology, classroom management, legal issues, personal skills and portfolio. Fifteen (15) field observation hours are required throughout the K-12 licensure (elementary, middle, and high school). This course is offered every Spring Semester.

**MUS 209 ELEMENTARY MUSIC METHODS** 2 s.h.  
A survey of the fundamentals of music and methods of teaching general music to children in grades kindergarten through six. Special focus will be on better understanding how a student's musical skills and understanding establish a foundation for continued development of the following areas as they relate to elementary teaching: lesson and unit planning, singing, playing instruments, music listening, moving to music, characteristics of children at various developmental stages, demonstrate knowledge of materials that may be used in planning music activities such as children's reading and music literature, and technology. Fifteen (15) field observation hours are required as well as two (2) teaching experiences. This course is offered every fall semester.

**MUS 219 SECONDARY MUSIC METHODS** 2 s.h.  
The course is designed to provide the student with competencies needed for effective teaching of secondary music students. Special emphasis will be on the development and administration of the vocal/instrumental middle and high school program. The course is designed to provide experiences in synthesizing previously learned competencies and skills, as well as to specifically address: lesson/rehearsal planning, overt development of a music program, establish a philosophy of music education, administrative issues surrounding music literature (library creation, budgets, PR, etc.), demonstrate knowledge of materials that may be used in researching issues concerning music education, and how to prepare for a job interview. Fifteen (15) field observation hours are required as well as two (2) teaching experiences. This course is offered every spring semester and coordinated with EDU 2420.

**MUS 3010 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 3020 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 3030 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 3040 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 3610 CONDUCTING** 3 s.h.  
The techniques of conducting and score-reading in vocal and instrumental music. Prerequisite: MUS2620 and MUS2080 or permission of instructor.

**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.

#### **APPLIED MUSIC COURSES**

An additional fee is charged for all private music lessons (see Finances, page 228). 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 ½ hour lessons per week. Two s.h. are granted for one hour lessons each week. All music majors are required to perform in one student recital per semester. Any student that does not fulfill the recital requirement shall receive an F in their applied lesson for that particular 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 full recital. Candidates for the B.A. in Music and B.A. in Music with Concentration in Arts Management are required to present half recitals. Currently, applied music composition is available for interested students but does not fulfill the applied music requirement for any major.

**MUS 1270-4270 APPLIED COMPOSITION** 2 s.h.

**MUS 1140-4140 APPLIED PIANO** 2 s.h.

**MUS 1770-1780 PIANO FOR NON-MUSIC MAJORS/PIANO PROFICIENCY** 1- 2 s.h.

**MUS 1210-4220 APPLIED ORGAN** 2 s.h.

<b>MUS 1310-4310 APPLIED VOICE</b>	2 s.h.
<b>MUS 1170-1180 VOICE FOR NON-MUSIC MAJORS/VOICE PROFICIENCY</b>	1- 2 s.h.
<b>MUS 1410-4410 APPLIED STRINGS</b>	2 s.h.
Section 01: VIOLIN	
Section 02: GUITAR	
Section 03: VIOLA	
Section 04: CELLO	
Section 05: BASS	
<b>MUS 1540-4540 APPLIED WOODWINDS</b>	2 s.h.
Section 01: FLUTE	
Section 02: SAXOPHONE	
Section 03: OBOE	
Section 04: BASSOON	
Section 05: CLARINET	
<b>MUS 1710 – 4710 APPLIED PERCUSSION</b>	2 s.h.
Section 01: DRUMSET	
Section 02: ORCHESTRAL	
<b>MUS 1810-4810 APPLIED BRASS</b>	2 s.h.
Section 01: TRUMPET	
Section 02: TROMBONE	
Section 03: FRENCH HORN	
Section 04: TUBA	
Section 05: EUPHONIUM	
 <b>MISCELLANEOUS COURSES</b>	
<b>MUS 1050-4060 OPERA WORKSHOP</b>	1 s.h.
Study through rehearsal and performance of operatic literature and other works for the musical stage. Prerequisite: permission of instructor. These courses are offered periodically.	
<b>MUS 1110-1120 CLASSICAL VOICE FOR NON-MUSIC MAJORS</b>	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.	
<b>MUS 1250 INTRODUCTION TO CLASSICAL GUITAR TECHNIQUE AND LITERATURE</b>	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 1650 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 2650 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 1650. This course is offered as needed.

**MUS 3880 MANAGEMENT AND THE ARTS** 3 s.h.  
Focuses on the challenges facing managers and arts organizations. Investigation of practical applications from all management perspectives including planning, marketing, finance, economics, organizational, staffing, and group dynamics all related to an arts organization. Prerequisites: ARH 1510, THE 1620, ACC 2510, BUS 2250, BUS 3450. Required of Arts Management majors. This course is offered as needed.

### **ENSEMBLE COURSES**

**MUS 3260-32700 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 1250 or permission of the instructor. Open to non-music majors. This course is offered every fall and spring semester and fulfills the General Education requirement when taken for 3 semesters.

**MUS 3280-3290 THE NOBLEMEN (MEN'S CHORUS)** 1 s.h.  
The Noblemen 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 and fulfills the General Education requirement when taken for 3 semesters

**MUS 3480-3490 CONCERT BAND** 1 s.h.  
This ensemble plays a variety of concert band/wind band literature from throughout the 20<sup>th</sup> century. The band will perform at least two concerts and the MU Graduation ceremony each term. This course is offered every fall and spring semester and fulfills the General Education requirement when taken for 3 semesters.

**MUS 3860-3870 TREBLE TONES (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 and fulfills the General Education requirement when taken for 3 semesters.

**MUS 3900-3910 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 3980-3990 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. This course is offered every fall and spring semester and fulfills the General Education requirement when taken for 3 semesters.

**DEPARTMENT OF THEATRE**

Dr. Evan Bridenstine, Chair

**Mission**

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:** The course requirements for a major in Theatre are designed for maximum flexibility in creating the ideal curriculum for each individual student. Fifteen (15) semester hours are required of everyone, no matter which degree (A.A. or B.A.) or which orientation (Performance or Technical) they wish to pursue: THE 1620 (Theatre Survey), THE 1630 (Basic Stagecraft), THE 3110 (Theatrical History and Literature I), THE 3012 (Theatrical History and Literature II), and THE 3650 (Acting I).

B.A. candidates are also required to take THE 467 (DIRECTING I), and 24 s.h. chosen from among the following:



**Performance Orientation (suggested choices):** Stage Performance Ensemble sequence (THE 1010-1020,\* THE 2010-2020,\* THE 3010-3020,\* THE 4010-4020\*); THE 3660, 3700, 4680, 4850, 4900, 4990, COM 3660\*\*, ENG 3260\*\*, ENG 3740\*\*, MUS 1610\*\*, WRI 3260\*\*.

**Technical Orientation (suggested choices):** Stagecraft Ensemble sequence (THE1030-1040,\* THE 2030-2040,\* THE 3030-3040,\* THE 4030-4040\*); THE 2300, 3610, 3620, 3680, 3690, 3700, 4850, 4900, 4990, MUS 1610\*\*, ART 1010\*\*, ART 2030\*\*.

\* - Students pursuing more of a Performance Orientation are not limited to taking only Stage Performance Ensemble courses; Students pursuing more of a Technical Orientation are not limited to taking only Stagecraft Ensemble courses.

\*\* - All courses listed above which are offered outside the Theatre Department can be applied to requirements for the major, no matter which orientation the student is pursuing.

n.b. -- Other courses from outside the Theatre Department not listed above, particularly within the School of Arts and Humanities, can be offered toward the major with the permission of the Theatre Department Chair, the student's advisor, and the instructor of the course.

**Requirements for the Minor in Theatre:** A minor is available, but students who would normally wish to pursue the minor are urged to complete the requirements for the Theatre A.A., which are identical.

**Requirements for the A.A. / Minor):** 21 s.h. total – the 15 s.h. noted above (THE 1620, THE 1630, THE 3110, THE 3012, and THE 3650), plus 6 s.h. chosen from any combination of Theatre Department courses as well as COM 3660; ENG 3260 or 3740, MUS 1610, WRI 3260, ART 1010, or ART 2030.

**Writing-Enrichment Courses:** THE 3110, 3012, 4850

**Computer-Intensive Courses:** THE 2300, THE 3680, and THE 3690.

## **THEATRE COURSES**

### **THE 1010-1020, 2010-2020, 3010-3020, 4010-4020 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. Partially fulfills the Fine Arts requirement in the Core Curriculum (three iterations would be needed for complete fulfillment). Prerequisite: the student must audition for and be cast in a MU Theatre Department production before registering for the course. (Since auditions are held at various times throughout the year, this course can be added at dates past the normal drop-add period.)

### **THE 1030-1040, 2030-2040, 3030-3040, 4030-4040 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. Partially fulfills the Fine Arts requirement in the Core Curriculum (three iterations would be needed for complete fulfillment). Prerequisite: the student must clear an assignment with the Theatre Department Technical Director before registering for the course. (Since auditions are held and crew assignments are made at various times throughout the year, this course can be added at dates past the normal drop-add period.)

**THE 1620 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 1630 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. Students must attend at least two theatrical productions and should be prepared to commit to ten hours of work outside of class working as crew for Methodist University productions. This course is offered in the fall and spring semesters. Fulfills the Fine Arts requirement in the Core Curriculum.

**THE 2300 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), (b) graphics software such as PhotoShop, and (c) use of the Internet as a research tool. Students will also be introduced to fundamentals of 3-D rendering. Prerequisite: THE 1630 or permission of the instructor. This course is offered as needed.

**THE 3110 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: THE1620 or THE 1630 or permission of instructor and completion of core requirements in English. This course is offered every Fall semester in even-numbered years.

**THE 3120 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: THE1620 or THE 1630 or permission of instructor and completion of core requirements in English. This course is offered every Fall semester in even-numbered years.

**THE 3610 COSTUMING LABORATORY** 3 s.h.  
A laboratory course devoting equal time to (1) the theory and principles of costume design and (2) practical work on costumes for current productions. Prerequisite: THE 1630 or permission of instructor. This course is offered every spring semester in odd-numbered years.

**THE 3620 MAKE-UP LABORATORY** 3 s.h.  
A laboratory course devoting equal time to (1) the theory and principles of make-up design and application and (2) practical work on make-up for current productions. Prerequisite: THE 1630 or permission of instructor. This course is offered every spring semester in even-numbered years.

- THE 3650 ACTING I** 3 s.h.  
Acting crafts with emphasis on performance. Prerequisite: THE 1620 or THE 1630 or permission of the instructor. This course is offered every spring semester in even-numbered years.
- THE 3660 ACTING II** 3 s.h.  
Advanced acting with an emphasis on acting styles. Prerequisite: THE 3650 or permission of the instructor. This course is offered every spring semester in even-numbered years.
- THE 3680 SCENE DESIGN LABORATORY** 3 s.h.  
A laboratory course devoting equal time to (1) the theory and principles of scenery costume design and (2) practical work on scenery for current productions. Prerequisite: THE 1630 or permission of the instructor. A computer-intensive course. This course is offered every fall semester in odd-numbered years.
- THE 3690 LIGHTING DESIGN LABORATORY** 3 s.h.  
A laboratory course devoting equal time to (1) the theory and principles of lighting design and (2) practical work on lighting for current productions. Prerequisite: THE 1630 or permission of the instructor. A computer-intensive course. This course is offered every fall semester in even-numbered years.
- THE 3700 STAGE MANAGEMENT LABORATORY** 3 s.h.  
Study of the production process of stage management for theatrical enterprises and managing current productions. Prerequisite: THE 1630 or permission of the instructor. This course is offered every spring semester in odd-numbered years.
- THE 4670 PLAY DIRECTION I** 3 s.h.  
The art and craft of play direction. Students will direct a one-act play with minimal production values. Prerequisite: THE 1620 or 1630 or permission of the instructor. This course is offered every spring semester in odd-numbered years.
- THE 4680 PLAY DIRECTION II** 3 s.h.  
An emphasis on directing styles and processes involved in creating a fully mounted production. Students will direct a production. Prerequisite: THE 467 or permission of the instructor. This course is offered every spring semester in odd-numbered years.
- THE 4850 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 instructor. Writing-enrichment course. This course is offered every fall and spring semester.
- THE 4900 SPECIAL PRODUCTION IN THEATRE** 3 s.h.  
A cumulative student production with written pre-production plans, a public performance, and a post-production evaluation. Prerequisites: 18 s.h. in Theatre and permission of the department chair. This course is offered as needed.
- THE 4990 INDEPENDENT STUDY IN THEATRE** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in Theatre. Requires approval by the faculty advisor, the supervising professor, the department chair, and the Dean of the School of Arts and Humanities before approval by the Vice President for Academic Affairs. Credit to be determined.

## HUMANITIES

### DEPARTMENT OF ENGLISH AND WRITING

Dr. Kelly Walter Carney, Chair

#### Mission

Students in the Department of English and Writing engage the world through literature, enrich the world through their own writing, and empower others to do the same.

#### Goals

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.
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.
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 2000 level or above (excluding 2070, 2600, 3610, and 3620); to include 4550, 15 s.h. of survey courses (2110, 2120, 2210, 2220, 2310, 2330), and 3220 or 3230 and-15 additional hours on the 3000/4000 level. ENG 3740 (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 2000 level except 2070, 2600, 3610, and 3620 and including at least two 3000- or 4000-level English courses.

**Requirements for the A.A. concentration:** 18 s.h. chosen from any English courses at or above the 2000 level except 2070,2600, 3610, and 3620 and including at least two 3000- or 4000-level English courses.

**Requirements for the major in Writing, the minors in Writing and Professional Writing, and the Professional Writing Certificate:** See page 89.

### **Requirements for Teacher Licensure (Coordinator: Vickie Erben)**

Students wishing to teach English in the public high schools should pursue the following course of study, working carefully with advisors in the English department as well as in the Education department to make sure that they are fulfilling all state requirements.

**Course Requirements:** 39 units of English, establishing a breadth of literary knowledge through ENG 2110, 2120, 2210, 2220, and 2310; a depth of writing knowledge through 2040, 3220, and 3230, and a depth of literary knowledge through 3620, 3740, 4550, and one of the following: 3420, 3500, 4140, or 34400, plus an additional upper-division elective in English. In addition, students must complete the concentration in Education, consisting of EDU 2000, 2400, 2420, 2510, 3300, 3420, 4070, 4110, 4190, 4200, EDU 4500, and SPE 2550.

### **Additional requirements to apply for the Teacher Education Program**

1. Cumulative overall grade point average of at least 2.5.
2. Must have successfully completed a minimum of 60 s.h. to include: ENG 1010, ENG 1020, HIS 1040, MAT 1050 (or higher), OCL 1510 ,3 s.h. of Science, 3 s.h. of Fine Arts
3. Passing scores on any test required by the TEP and/or by the North Carolina State Board of Education
4. A grade of C (2.0) or better in each course of the student's major.
5. A grade of C (2.0) or better in the professional sequence: EDU 2420 , EDU 2000, EDU 2510, SPE 2550
6. Three recommendations from faculty.
7. Review and approval of the student's application by the Teacher Education Committee.
8. A post-admission interview of the Teacher Education Candidate, by the Director of Student Teaching and Field Experience, the Specialty Area Coordinator, and the Subject Area Faculty Specialist.

NOTE: A student must apply and be admitted into the Teacher Education Program to enroll in 3000 and 4000 level courses within the Professional Licensure area ( EDU 3300, 3420, 4070, 4100, 4110, 4120, 4130, 4140, 4160, 4170, 4180, 4200, 4210 , 4470; and SWK 4750).

**Core/General Education Requirements:** ENG 1000 if needed, 1010 and 1020, plus any 2000, 3000, or 4000 level literature course(s) (except 3610 and 3620). Note: ENG 2070 and ENG2600 are not literature courses and therefore fulfill no core requirement described above. All new students will be placed in an appropriate English course (ENG 1000, 1010, 1020, or 2070), either on the basis of SAT or ACT scores, high school English grades or an English Placement Exam. Entering freshmen who place into ENG 1000 must take and pass that course before attempting English 1010. Transfer students who have received credit for English 1010 and who place into ENG 2070 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 1000 must take and pass that course before attempting ENG 1010. A passing grade in ENG 1000 (if needed) is a prerequisite for ENG 1010; a passing grade in ENG 1010 is a prerequisite for ENG 1020; and ENG 1020 is a prerequisite for all other English courses. Only students who earn A's and B's in ENG 1020 should take 3000 or 4000 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 2000 level surveys in English, American, or world literature. Students must take English courses every semester until they have passed ENG 1000 (if needed), 1010, and 1020; 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:** 3000 and 4000 level English courses, with the exception of 3220, 3240, 3250, 3260, 3610, and 3620.

**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 2040, 3210, 3240, 3250, 3260, 3270.

## ENGLISH COURSES

**ENG 1000 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 1000 must pass the course before taking English 1010. One hour of CAC lab per week at discretion of instructor. This course is offered every fall and spring semester.

**ENG 1010 COMPOSITION** 3 s.h.  
Writing, stressing standard English and competence in expository prose. Students must pass ENG 1010 before taking ENG 1020. 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 1020 COMPOSITION AND INTRODUCTION TO LITERATURE** 3 s.h.  
A continuation of 1010 with emphasis on analysis and interpretation of various literary genres and on research techniques. Research paper required. Prerequisite: ENG 1010. ENG 1020 is a prerequisite for all other English courses. This course is offered every fall and spring semester.

**ENG 2040 GENRES OF CREATIVE WRITING** 3 s.h.  
An introduction to creative writing in four genres: fiction, poetry, drama, and creative nonfiction. This course is taught as a workshop, focuses on students' original creative work, and is a 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. Cross listed as WRI 2040. Can only be counted toward one program. This course is offered every fall semester.

**ENG 2070 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 1010 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 2110, 2120 SURVEY OF ENGLISH LITERATURE** 3, 3 s.h.

2110: the seventeenth century through c. 1865 with attention to the cultural-intellectual background. Prerequisite: ENG 1020. 2110 is offered every fall semester; 2120: 1865 to the present with emphasis on large literary movements. Prerequisite: ENG 1020. 2120 is offered every spring semester.

**ENG 2210, 2220 SURVEY OF AMERICAN LITERATURE** 3, 3 s.h.

2210: the seventeenth century through c. 1865 with attention to the cultural-intellectual background. 2210 is offered every fall semester; 2220: 1865 to the present with emphasis on large literary movements. Prerequisite for each: ENG 1020. 2220 is offered every spring semester.

**ENG 2310, 2330 SURVEY OF WORLD LITERATURE** 3, 3 s.h.

2310: Ancient through Renaissance. Prerequisite: ENG 1020. 2310 is offered every fall semester; 2330: Neoclassical through Modern. Asian and Third-World literature may be included. Prerequisite: ENG 1020. 2330 is offered every spring semester.

**ENG 2600 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 2600. 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 3200 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 1010 and 1020. This course is offered every spring semester.

**ENG 3210 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 3210. Can be counted toward only one program.

**ENG 3220 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 3230 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 even numbered years.

**ENG 3240 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 3240. This course is offered every fall semester in even-numbered years

**ENG 3250 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 3250. This course is offered every spring semester in odd-numbered years

**ENG 3260 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 3260. This course is offered every fall semester in odd-numbered years.

**ENG 3270 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 32700. This course is offered every spring semester in odd-numbered years.

**ENG 3420 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 3420. This course is offered every fall semester in odd-numbered years.

**ENG 3440 AMERICAN DIVERSITY** 3 s.h.  
American literature by authors of diverse backgrounds, including African American, Asian American, Latino, and Native American authors. This course is offered every fall semester in even-numbered years.

**ENG 3500 AFRICAN-AMERICAN LITERATURE** 3 s.h.  
Literature by or about African-Americans. All genres included. This course is offered every spring semester in even-numbered years.

**ENG 3610 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 3610. 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 3620 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 3620. 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 3710 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.

**ENG 3730 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 every fall semester in even-numbered years.

**ENG 3740 SHAKESPEARE** 3 s.h.  
Representative Shakespearean plays with attention to historical background and cultural setting. This course is offered in alternate years.

**ENG 3820 NINETEENTH CENTURY AMERICAN LITERATURE** 3.s.h.  
Representative poetry and prose of nineteenth century America, including Romanticism and/or Realism. This course is offered in every fall semester of even-numbered years.

**ENG 3920 NINETEENTH CENTURY BRITISH LITERATURE** 3.s.h.  
Representative poetry and prose of nineteenth-century Britain, including Romanticism and/or Victorianism. This course is offered in every fall semester of odd-numbered years.

**ENG 4020 MODERNIST LITERATURE** 3 s.h.  
British and American fiction, drama, and/or poetry from the early twentieth century, emphasizing principal trends and representative works. This course is offered in every spring semester of even-numbered years.

**ENG 4030 CONTEMPORARY LITERATURE** 3 s.h.  
Fiction, drama, and/or poetry written since World War II, emphasizing principal trends and representative works. This course is offered in every spring semester of odd-numbered years.

**ENG 4040 MYTH AND CULTURE** 3 s.h.  
An examination of myth and culture through a reading of scholarly literature and myth. Cross listed as REL 4040. Creditable to one program only. This course is offered in the spring semester in even-numbered years.

**EDU 4110 ENGLISH TEACHING METHODS FOR  
SECONDARY/SPECIAL SUBJECT AREAS** 3 s.h.  
Methods, materials, and evaluation procedures for teaching English. See EDU 4100-4180 (page 2310). This course is offered as needed.

**ENG 4140 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 4160 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 3000 level or above in English or the 18 s.h. at the 2000 level or above in Writing required by those majors.

**ENG 4550: SENIOR SEMINAR IN LITERARY STUDIES**

3 s.h.

Course description: A capstone course required for all fourth-year English majors who are candidates for graduation and for all students seeking secondary certification in English. English 4550 offers a thorough review of current research methodologies, citation practices, the use of print and electronic resources, and literary theory. It provides each student with the opportunity to engage in a lengthy, semester-long research project on a single literary topic or text of his or her own choosing. A research paper of at least twenty pages and utilizing at least ten electronic or non-electronic sources will be required as will a twenty-minute oral presentation involving the integration of visual aids and demonstrating each student's computer literacy. Both the research paper and the oral presentation will be evaluated for grammatical clarity, the accuracy, depth, originality, and the persuasiveness of the analysis or synthesis, and will be expected to conform to current style norms and practices as established by the MLA and used in literary scholarship. For students who plan to attend graduate school, one final segment of the course will be devoted to the graduate school selection, application, funding, and admission processes. For those students who plan to enter the work force, that final segment will be devoted to resume writing and career planning. This course is offered every spring semester.

**ENG 4850 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 4990 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

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

**Certificate awarded:** Professional Writing

**Requirements for the major in Writing:** 18 s.h. of English at the 2000 level or above, including 3220, and 3230, and ENG 4550 or WRI 4160, and excluding ENG 2070, ENG 2600, ENG 3610, and ENG 3620, with ENG 3740 strongly recommended; plus six of the following courses: WRI 2040, WRI 2200, either COM 2570 or COM 2580, WRI 3200 or WRI 4200, WRI 3210, WRI 3240, WRI 3250, WRI 3260, WRI 32700, WRI 3530, WRI 43300, WRI 4850, WRI 4990.

**Requirements for the Professional Writing Minor** (focus on business, technical, and professional communication): 12 s.h. of WRI 3210, ENG 3220, WRI 43300, COM 3530; plus two of the following courses: COM 2570, COM 2580, WRI 3200, ENG 3240, WRI 3230, WRI 3300.

**Requirements for the Writing Minor (focus on creative writing):** 9 s.h. of English at the 2000 level or above, excluding ENG 2070, ENG 2600, ENG 3610, and ENG 3620; plus three of the following courses: WRI 2040, WRI 2200, either COM 2570 or COM 2580, WRI 3200 or WRI 4200, WRI 3210, WRI 3240, WRI 3250, WRI 3260, WRI 32700, WRI 3530, WRI 43300, WRI 4850, WRI 4990.

**Requirements for the A.A. Concentration:** 8 s.h. of English at the 2000 level or above, excluding ENG 2070, ENG 2600, ENG 3610, and ENG 3620; plus three of the following courses: WRI 2040, WRI 2200, either COM 2570 or COM 2580, WRI 3200 or WRI 4200, WRI 3210, WRI 3240, WRI 3250, WRI 3260, WRI 32700, WRI 3530, WRI 43300, WRI 4850, WRI 4990.

**Requirements for the Certificate in Professional Writing** (designed for working adults): 18 credits of WRI 3210, ENG 3220, WRI 43300, COM 3530, WRI 2200, WRI 3300.

**Writing-enrichment courses recommended for majors in Writing:** ENG/WRI 3230

**Prerequisites:** ENG 1010 and 1020, plus three hours in a survey of British, American, or world literature

### WRITING COURSES

**WRI 2040 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 1010 and 1020 (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 1010 and/or 1020, a writing sample and permission of the instructor is required. Cross listed as ENG 2040. Can only be counted toward one program. This course is offered every fall semester.

**WRI 2200 PROFESSIONAL WRITING** 3 s.h.  
A comprehensive overview of print and digital publishing and the study of professional writing (business subject areas), from the evaluation of documents to sales and marketing. Students learn about careers in the

professional writing field and about resources, including organizations, publishers and activities (international, national, regional, and local). Guest lecturers offer specialized expertise.

**WRI 2570 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 2570 or 2580 (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 1010 and 1020 or special permission of the instructor. Cross listed as COM 2570. This course is offered every fall semester.

**WRI 2580 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 1010 and 1020 or special permission of the instructor. Either WRI 2570 or 2580 (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 2580. This course is offered every spring semester.

**WRI 3200 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 3200. This course is offered every spring semester.

**WRI 3210 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 3210. This course is offered as needed.

**WRI 3220 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 3220. This course is offered every spring semester in even-numbered years.

**WRI 3230 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 3230. This course is offered every spring semester in even numbered years.

**WRI 3240 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 3240. Can be counted toward only one program. This course is offered every fall semester in even-numbered years

**WRI 3250 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 every spring semester in odd-numbered years

**WRI 3260 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 every fall semester in odd-numbered years

**WRI 32700 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 every spring semester in odd-numbered years

**WRI 3300 GRANT WRITING** 3 s.h.  
A comprehensive overview of the grant writing process from research to submission. Students will write a grant for a nonprofit organization. Variations on the traditional grant writing process and what to do following an award or rejection will also be discussed. Lecturers offer specialized expertise.

**WRI 3530 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 every Spring semester. Cross-listed as WRI 3530. Can be counted toward only one program.

**WRI 4160 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 3000 level or above in English or the 18 s.h. at the 2000 level or above in Writing required by those majors.

**WRI 43300 COPYEDITING AND PROOFREADING** 3 s.h.  
Provides instruction on how to copyedit and proofread various kinds of texts, both in hard copy and electronically. Includes a review of grammar, punctuation, capitalization, and usage. Prerequisite: ENG 3220

**WRI 4850 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 4990 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. Karen Kletter, Chair

### **GEOGRAPHY**

#### **GEO 2520 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 once a year, usually in the fall. 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 careers in government service, non-governmental organizations, the military, or working in other fields that require an understanding of global culture, economics, politics, and business. Global Studies majors take a selection of courses in foreign language, economics, history, geography, world literature, and political science to provide a balanced background in global culture. They then concentrate their studies in one or more areas including language, political science, business and economics, history or sociology.

#### **Mission**

Global Studies is an interdisciplinary major consisting of four main areas of study: economics, history, language and political science. Students are also required to take courses in geography, literature, and religion. The mission of the program is to graduate students with a broad perspective and understanding of world cultures and the interaction between economic, political and social spheres.

#### **Goals**

1. Students who graduate with a major in Global Studies will demonstrate a knowledge and appreciation of humankind, the cultural, economic, historical, and political interaction underlying world society, and the s
2. Skills of analytical (critical) thinking, research methods, oral presentations, and written communication that prepare them for employment and/or advanced study.

**Degrees awarded:** B.A.

#### **Requirements for the major: 63 s.h.**

ECO 2610 and ECO 2620; ENG 2310 or 2320; GEO 2520; GLS 4600, HIS4550, or PSC 4600; HIS 2100: Historian's Apprenticeship or PSC 2100: Research Methods in Political Scienc. (Prerequisites for Capstones); 4 semesters of a foreign language sequence 1010 to 2020; 3 s.h. of a foreign language at the

3000+ level or 6-8 s.h. of a second Foreign Language; HIS 3700; PSC 1500; PSC 2270; PSC 3510; SOC 2560 or REL 1500. In addition, students take an additional 15 s.h. At least 9 s.h. must come from Groups A-D below. The remaining 6 s.h. may be selected from any of the other groups.

**Group A:** 3000/4000 level language courses.

**Group B:** PSC 3050; PSC 3470; PSC 4400; PSC 4510; One course from the PSC 4010-4100 series (Area Studies).

**Group C:** BUS 3320; BUS 3430; ECO 4200; ECO 4520; ECO 4650.

**Group D:** HIS 3010; HIS 3050; HIS 3310; HIS 3810; HIS 3850; HIS 4110.

**Group E:** (Only 6 s.h. may be taken from this group.) SOC 2530; SOC 3600; SOC 3750; SOC 3800.

## HISTORY

Dr. Karen Kletter, Chair

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 MBA programs.

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

**Requirements for the major:** 30 s.h. in history at the 2000 level or above, including 2010, 2020, 2100 and 4550

**Requirements for the minor:** 18 s.h. in History at the 2000 level or above, including 2100 and either 2010 or 2020

**Requirements for the Global History minor:** 18 s.h. in History at the 2000 level or above, including 2100, from the following courses: HIS 2150, 2160, 2170, 3010, 3050, 3110, 3012, 3130, 3220, 3250, 3310, 3700, 3810, 3820, 4110, and 3850 (with permission of the department chair).

**Requirements for the A.A. concentration:** 18 s.h. in History at the 2000 level or above, including 2100 and either 2010 or 2020.

**Requirements for teacher licensure in Social Studies (9-12):** Coordinator, Dr. Patrick O'Neil. Completion of the requirements for a History major plus ECO 2610, GEO 2520, PSC 1510, SOC 1510, and three more semester hours from economics, political science, psychology, geography, or sociology; EDU 1420, 2000, 2400, 2420, 2510, 3300, 3420, 4070, 4120, 4200, 4210; SPE 2550.

**Writing-enrichment courses:** HIS 2100 and HIS 4550

## **HISTORY COURSES**

**HIS 1030 WORLD HISTORY I** 3 s.h.  
This course explores the human past from prehistory to 15000 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 1010.

**HIS 1040 WORLD HISTORY II** 3 s.h.  
This course explores the human past from 15000 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 1010. This course is offered every fall and spring semester. This course is a core requirement.

**HIS 2010 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 2020 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 2100 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 2150 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 in a number of different time periods.

**HIS 2160 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 2170 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 3010 TOPICS IN MODERN ASIAN HISTORY** 3 s.h.  
Survey of traditional Asian culture and development since 16000, with an alternating geographic focus at the discretion of the instructor.
- HIS 3050 ISLAM AND THE ISLAMIC WORLD** 3 s.h.  
Examines the beliefs and texts of Islam and explores its practices and history. This course will especially focus on Islamic life and society throughout history, its interactions with the western world, and its importance today.
- HIS 3110 ANCIENT HISTORY** 3 s.h.  
Ancient Near-Eastern civilization and/or the Hellenic, Hellenistic, and Roman worlds.
- HIS 3012 MEDIEVAL HISTORY** 3 s.h.  
This course covers European and Mediterranean societies from the Germanic migrations (ca. 4500) until the beginning of the era of global exploration (ca. 15000). Topics include the rise of Christianity in Western Europe, feudalism, chivalry, the Crusades, and urbanization.
- HIS 3130 RENAISSANCE AND REFORMATION EUROPE** 3 s.h.  
Examines the cultural, economic, religious, political and social developments in Europe from the Black Death (13480) to the Peace of Westphalia (1648).
- HIS 3220 EARLY MODERN HISTORY** 3 s.h.  
This course explores the emergence of modernity in Europe and the world from the 16<sup>th</sup> to 18<sup>th</sup> 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 3250 MODERN HISTORY** 3 s.h.  
This course examines the consequences and corollaries of modernity in Europe and the world during the 19<sup>th</sup> and 20<sup>th</sup> centuries, including war, revolution, genocide, colonization and decolonization, social, political, and cultural instability, and global networks.
- HIS 3310 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 3550 AMERICAN SLAVERY** 3 s.h.  
This course explores how and why slavery developed in the New World with special emphasis on North America. The course examines the changes in and the expansion of slavery in the United States, and it spends considerable time investigating the lives of slaves. The entire course generates questions regarding freedom, slavery, and historical change.
- HIS 3600 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 3610 THE CIVIL RIGHTS MOVEMENT** 3 s.h.

This course briefly reviews the construction of Jim Crow in America and then focuses on the challenges to Jim Crow, particularly after WWII. The course covers both the American South and the Civil Rights Movement in areas outside the South. The course evaluates how the Civil Rights Movements continues to change American society.

**HIS 3620 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 2010 or 2020, or permission of the instructor. Every spring semester.

**HIS 3700 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 3800 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 3810 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 3820 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 3850 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 4110 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 4210 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 MSL 4210. This course is offered every fall semester.

**HIS 4220 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 4300 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 4550 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 4990 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. Jennifer Williams, Chair

The Department of Modern Languages and Literature offers programs in Spanish, French, German, Italian, Arabic, and English as a Second Language at the undergraduate level. Students may major or minor in Spanish and the other foreign languages are offered through the Intermediate Level. There are also opportunities for study abroad. The department has five full-time faculty members, four with a Ph.D. and three adjunct instructors.

**Mission**

In keeping with the mission of Methodist University, the Department of Modern Languages and Literature is committed to cultural awareness and the development of individuals who appreciate and accept diversity and become effective global citizens. Recognizing the value of being able to communicate in another language and the interrelationship of language and culture, the department prepares students for global citizenship and international travel through the study of languages, literatures and culture, developing students' communicative foreign language skills in the areas of reading, writing, listening and speaking.

**Goals**

1. Upon completion of the exit courses of their foreign language sequence students will be able to produce short, comprehensible written pieces of increasing complexity based on the course and content presented at each level. It is our goal that each student will be at the 75th percentile or above in the areas of language (syntax) and vocabulary (lexicon) on a written composition.
2. In accordance with the proficiency guidelines of the American Council on Teaching Foreign Languages (ACTFL), students will be able to effectively communicate in writing at an

- intermediate-low level in the target language. Students in Arabic will have mastered the writing systems of the language.
3. Minor in Spanish (300-400 levels) - Students will demonstrate ability to comprehend and communicate verbally and in writing in target language at intermediate high-level based on proficiency guidelines of the American Council on Teaching Foreign Languages. Students will demonstrate speaking and listening skills. They will comprehend, in reading and in writing, general texts of moderate difficulty and write clear descriptions, messages, summaries, and short papers with limited vocabulary at an advanced level.
  4. Major in Spanish (300-400 levels) - Students will demonstrate ability to comprehend oral and written language and communicate (speaking and writing accurately) in the target language at an Intermediate High to Advanced Level based on proficiency guidelines of ACTFL. Students will meet entrance exam requirements for graduate study in target language and/or be able to study or work successfully in countries where the target language is spoken.

**Core/General Education requirements: Bachelor of Arts:** competency equal to the completion of the intermediate level (the 2020 course) or 2-4 consecutive courses (1010, 1020, 2010, 2020), 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 1020 level in two languages chosen from French, German, and Italian. **Bachelor of Fine Arts:** one course in foreign language or CSC 2010 or above.

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

**Core/General Education requirements: Bachelor of Arts:** competency equal to the completion of the **Requirements for the A.A. Concentration:** 18 s.h. of the same language, including 3010 and 3050.

**Placement testing:** Students wishing to continue in a 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 1000/2000 level) in fulfillment of the core/general education requirements.

#### **LAN 1010, 1020, 2010, 2020, 3010, 3050 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 on campus. Placement and prerequisites determined by the department chair. These courses are offered as needed.

#### **LAN 2600 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.

**WRITING ENRICHMENT COURSES:** LAN 1020, 2020, 3050

## 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 1000, ENG 1010, 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 1000 or 1010 are required to take up to 12 s.h. of English as a Foreign Language during their first two semesters at Methodist University. The required course possibilities are ESL 0960 and 0970 Writing Skills in the English Language (6 s.h.) and ESL 1210 and 1220 English Conversation (6 s.h.). ESL 09100, 0920, 0960, and 0970 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 1000 (if required), ENG 1010 and ENG 1020 to meet the core requirements for any of the degree programs.

### ENGLISH AS A SECOND LANGUAGE COURSES

#### **ESL 09100, 0920 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 09100 and ESL 0920 are offered as needed.

#### **ESL 0960, 0970 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. ESL0960 is offered in the fall semester; ESL 0970 is offered in the spring semester.

#### **ESL 1210, 1220 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 1210 is offered in the fall semester; ESL 1220 is offered in the spring semester.

#### **ESL 2070 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 3200 Introduction to Linguistics, 3 s.h.; LAN 3300 Second Language Acquisition, 3 s.h.; EDU 4160 Teaching Methods for Foreign Languages and TESL, 3 s.h.; OCL 3600 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 3200 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 3300 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 4160 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 3600 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 1510 or permission of instructor. This course is offered as needed.

## FRENCH

Dr. Felicia Malissen, Coordinator

The French major is on temporary inactive status. The French minor is offered only on special occasions with the pre-approval of the Department Chair, School Dean, and the Executive Vice President.

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

Requirements for the major: 24 s.h. of 3000 and 4000 level French courses (some of both), which 9 s.h. should be Literature courses. Also includes 3010, 4010, and one of the following: 3020, 3200, 3060 (2510 may be counted if a grade of B or better is obtained).

Requirements for the minor: 12 s.h. in 3000 and 4000 level French courses (SOME OF BOTH), including 3010 (2510 may be counted as an upper-level course if a grade of B or better is obtained.).

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

**Requirements for the major:** 24 s.h. of 3000/4000 level French courses, including 3010, 4010, and one of the following: 3020, 3200, 3060 (2510 may be counted if a grade of *B* or better is obtained).

**Requirements for the minor:** 12 s.h. in 3000/4000 level French courses, including 3010 (2510 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 3010.

**Writing-Enrichment/Intensive Courses:** FRE 1020, 2020, 3030, 3040, 3200, 4010, 4120

### FRENCH COURSES

**FRE 1010, 1020 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 1020: FRE 1010 or equivalent proficiency. These courses are offered every fall and spring semester.

**FRE 2010, 2020 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 2010: FRE 1020 or equivalent proficiency. Prerequisite for 2020: FRE 2010 or equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**FRE 2510 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 3010 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 2020 or a satisfactory score on the placement test. This course is offered occasionally.

**FRE 3020 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 3010 or permission of the instructor. This course is offered occasionally.

**FRE 3030 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 3010 or permission of the instructor. This course is offered occasionally.

**FRE 3040 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 3010 or permission of the instructor. This course is offered occasionally.

**FRE 3060 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 3010 or permission of the instructor. This course is offered occasionally.

**FRE 3200 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 3010 or permission of the instructor. This course is offered occasionally.



**FRE 4010 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 3010 or permission of the instructor. Designated as the writing-intensive course required for all French majors. This course is offered occasionally.

**FRE 4120 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 3010 or permission of the instructor. This course is offered occasionally.

**FRE 4510 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 2510 (for non-native speakers) and 3010, or permission of the instructor. This course is offered occasionally.

**FRE 4520 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 occasionally.

**FRE 4850 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 occasionally.

**FRE 4990 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**

Dr. Joan Bitterman, Coordinator

*The German minor and Associate of Arts concentration are on temporary inactive status. All 1000-2000 level courses will continue to be offered.*

**Degree awarded:** A.A.

**Requirements for the minor in German:** 12 s.h. of 3000 level German courses, including 3010.

**Requirements for the A.A. Concentration:** 18 s.h. of German courses, including 3010.

**Writing Intensive Courses:** GER 1020, 2020.

## **GERMAN COURSES**

**GER 1010, 1020 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 1020: 1010 or a satisfactory demonstration of equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**GER 2010, 2020 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 2010: 1020 or a demonstration of equivalent proficiency. Prerequisite for 2020: 2010 or a demonstration of equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**GER 3010 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 2020 or permission of the instructor. This course is offered in alternate fall semesters.

**GER 3020 GERMAN CIVILIZATION** 3 s.h.

German geography, history, culture, and literature. Conducted primarily in German. Prerequisite: GER 2020 and 3010 or a demonstration of oral proficiency. This course is offered in alternate spring semesters.

**GER 3030 SURVEY OF GERMAN LITERATURE I** 3 s.h.

The development of German literature from its beginnings through 1750. Prerequisites: GER 3010 and 3020 or permission of the instructor. This course is offered in alternate fall semesters.

**GER 3040 SURVEY OF GERMAN LITERATURE II** 3 s.h.

German literature from the late eighteenth century to the present. Prerequisite: GER 3010 and 3020 or permission of the instructor. This course is offered in alternate spring semesters.

**GER 3060 BUSINESS GERMAN** 3 s.h.

Basic commercial German vocabulary for business skills such as letter writing, making reservations, billing, ordering, and working with the various departments of a German business. E-mail and use of Internet in German are integral components. Prerequisite: GER 3010 or permission of the instructor. This course is offered as needed.

**GER 3850 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 2020 or permission of the department chair. This course is offered as needed.

**GER 3990 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**

Dr. Jennifer Williams, Coordinator

The Major in Spanish is offered in the day curriculum only. Students majoring in Spanish will take an exit exam consisting of language, literature of both Spain and Latin America, and Culture and Civilization of Spain and Latin America in the last semester of their senior year. Date, place and time will be determined by the Department Chair.

For students who have had Spanish prior to enrolling at Methodist University, they may take the Modern Languages and Literature Department placement exam. This will place the student in the appropriate level but will not give credit for prior levels of study unless the student takes the CLEP or Challenge exams. Students who are true native speakers of Spanish cannot enroll in SPA 3010/3050, nor receive credit for it without permission of the Chair of the Department of Modern Languages and Literature. Please see the Chair for guidelines and for other course offerings to replace these courses.

**Goals**

1. Minor in Spanish (300-400 levels) - Students will demonstrate ability to comprehend and communicate verbally and in writing in target language at intermediate high-level based on proficiency guidelines of the American Council on Teaching Foreign Languages.
2. Students will demonstrate speaking and listening skills. They will comprehend, in reading and in writing, general texts of moderate difficulty and write clear descriptions, messages, summaries, and short papers with limited vocabulary at an advanced level.
3. Major in Spanish (300-400 levels) - Students will demonstrate ability to comprehend oral and written language and communicate (speaking and writing accurately) the target language at an Intermediate High to Advanced Level based on proficiency guidelines of ACTFL.
4. Students will meet entrance exam requirements for graduate study in target language and/or be able to study or work successfully in countries where the target language is spoken.

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

**Requirements for the major in Spanish:** Requirements for the major in Spanish: 24 s.h. of 3000 and 4000 level Spanish courses (some of both), of which 9 s.h. should be Literature courses. Also includes 3010 and 3050 or substitute approved by the Department Chair in the case of demonstrated proficiency, 3100 or 3200, and 4020. All upper level classes taught in Spanish.

Requirements for the minor in Spanish: 12 s.h. of 3000 and 4000 level Spanish courses (some of both), including 3010 and 3050 or substitute approved by the Department Chair 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 3010 and 3050 or substitute approved by the Department Chair in the case of demonstrated proficiency.

**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 1000/2000 level) in fulfillment of the core/general education requirements.

**Writing-Enrichment/Intensive Courses:** SPA 1020, 2020, 3050, 3100, 3200, 4020, 4110, 4120, 4150, 4200, 4210.

## **SPANISH COURSES**

**A student may not enroll for any 1000 or 2000 level course if he or she is a native or heritage speaker of the target language. Some exceptions to the 2000 level may apply with permission of the department chair.**

### **SPA 1010, 1020 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 1020: SPA 1010 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 1040 CONVERSATIONAL SPANISH I FOR BUSINESS** 3 s.h.

Emphasis is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying business with very basic knowledge of the language. With permission of Chair, may be taken in conjunction with but not in lieu of SPA 1010 and/or 1020. This course is closed to native or advanced heritage speakers. Class is offered as needed.

### **SPA 1060 CONVERSATIONAL SPANISH FOR CRIMINAL JUSTICE** 3 s.h.

Emphasis is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying justice studies with very basic knowledge of the language. With permission of Chair, may be taken in conjunction with but not in lieu of SPA 1010 and/or 1020. This course is closed to native or advanced heritage speakers. Class is offered as needed.

### **SPA 1080 CONVERSATIONAL SPANISH FOR GOLF** 3 s.h.

Emphasis is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying professional golf management with very basic knowledge of the language. With permission of Chair, may be taken in conjunction with but not in lieu of SPA 1010 and/or 1020. This course is closed to native or advanced heritage speakers. Class is offered as needed.

**SPA 1100 CONVERSATIONAL SPANISH I FOR SOCIAL SERVICES** 3 s.h.  
Emphasis is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying social services with very basic knowledge of the language. With permission of Chair, may be taken in conjunction with but not in lieu of SPA 1010 and/or 1020. This course is closed to native or advanced heritage speakers. Class is offered as needed.

**SPA 1120 CONVERSATIONAL SPANISH FOR TEACHERS** 3 s.h.  
Emphasis is on pronunciation, vocabulary building, basic grammar and basic conversation for students studying education with very basic knowledge of the language. With permission of Chair, may be taken in conjunction with but not in lieu of SPA 1010 and/or 1020. This course is closed to native or advanced heritage speakers. Class is offered as needed.

**SPA 2010, 2020 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 1000-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 2010: SPA 1020 or a satisfactory score on the placement test. Prerequisite for 2020: SPA 2010 or a placement test score that indicates preparation for the 2020-level. These courses are offered every fall and spring semester in sequence only.

**SPA 2510 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 3000 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 1010,1020,2010,2020or permission of department chair.

**SPA 3010 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 2020 or permission of the department chair. This course is offered in the fall semester.

**SPA 3050 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 4020 Advanced Composition.

- SPA 3060 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 3010 and 3050 or permission of the department chair. This course is offered as needed.
- SPA 3100 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 3010 and 3050 or permission of the department chair. This course is offered alternate years.
- SPA 3200 CIVILIZATION AND CULTURE OF HISPANIC AMERICA** 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 3010 and 3050 or permission of the department chair. This course is offered alternate years.
- SPA 4010 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 3010, 3050 or permission of the department chair. This course is offered alternate years.
- SPA 4020 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 3010 and 3050 or permission of the department chair. Designated writing-enrichment course for Spanish majors. This course is offered as needed.
- SPA 4110 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 3010 and 3050 or permission of the department chair. This course is offered alternate fall semesters.
- SPA 4120 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 3010 and 3050 or permission of the department chair. This course is offered alternate spring semesters.
- SPA 4150 SPANISH LITERATURE: CERVANTES** 3 s.h.  
The life, thought, and works of Cervantes, with emphasis on Don Quixote. Conducted in Spanish. Prerequisite: SPA 4110 or permission of the department chair. This course is offered as needed.

**SPA 4200 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 3010 and 3050 or permission of the department chair. This course is offered alternate years.

**SPA 4210 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 3010 and 3050 or permission of the department chair. This course is offered alternate years.

**SPA 4850 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 4990 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. Jeremy R. Hustwit, Chair

### **PHILOSOPHY**

Philosophy, or "the love of wisdom" is the search for answers to questions about beauty, values, reality, knowledge, and meaning. Using reason and logic, philosophy students exercise their minds in order to see the world in different ways, think critically, and effectively argue. 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.

#### **Mission**

The purpose of the department of philosophy and religion is to introduce students both to philosophical and religious traditions—particularly Western, but including others—and in the spirit of the liberal arts, to engender critical thinking in these areas.”

#### **Goals**

1. Students who complete the general education requirements in philosophy and religion will have knowledge of philosophical and religious traditions.
2. Students who complete the general education requirements in philosophy and religion will be able to think critically.
3. Students who complete a minor in philosophy or a major in religion will be prepared to enter graduate or professional studies.

**Core/General Education requirements in Philosophy:** B.A., B.M., or A.A.: PHI 2110, 2120, or 2200; B.S.: 6 s.h. of any course listed in philosophy (or see B.S. core requirements, page 49, for alternatives).

**Requirements for the minor:** 15 hours—including PHI 2110 and 2120

## **PHILOSOPHY COURSES**

### **PHI 2110 INTRODUCTION TO PHILOSOPHY** 3 s.h.

Socrates claimed that the "unexamined life is not worth living." This course examines a life worth living by critically struggling with some of life's most intractable philosophical problems: what is the world like (metaphysics), how do we know what we know (epistemology), and what are the implications of all this for how we should act in the world (ethics). This course is offered every fall and spring semester.

### **PHI 2120 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 2200 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 3010 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 3200 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 3200

### **PHI 3300 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 3400 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 3500 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 4200 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 4200.

**PHI 4850 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 4850 as applicable. Prerequisite: permission of the department chair. This course is offered as needed.

**PHI 4990 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

Religion courses at MU develop a deeper understanding of the "big questions" that occur at the limits of human experience. Coursework in religion is valuable in three respects: (1) it broadens your intellectual horizons and can be spiritually fulfilling; (2) this program trains you in research, critical thinking, and ethical reasoning, which are all skills desired by employers today, no matter the industry; (3) if your goal is a career in ministry or graduate study of religion, this major gives you the required foundation in theory, method, and tradition required for further study.

**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 1030 (Introduction to Religion) nor REL 1500 (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 3010 and 3300 may be treated as religion courses for purposes of the religion major. REL 1040 will not count toward the religion major, nor will philosophy courses other than PHI 3010 and PHI 3300.

**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 3520, REL 4050, and REL 4060 can be used to meet this requirement. Other courses can be used with special permission from the instructor.

## RELIGION COURSES

### **GRK 1010, 1020, 2010, 2010**BEGINNING AND INTERMEDIATE NEW TESTAMENT (Koine) GREEK 3 s.h.

This sequential series of courses provides a thorough introduction to the structure of New Testament (Koine) Greek and provides the basic linguistic skills necessary to read and translate the New Testament and other early Church documents.

**Note: These courses are taught under the auspices of the religion department and with prior written permission from the chair of the religion department can be taken EITHER for CORE language credit OR for NON-CORE religion credit.**

### **REL 1030 INTRODUCTION TO RELIGION** 3 s.h.

This introductory course will explore a variety of topics: How do we define the word "religion"? Why did human beings come to believe in a supreme being? What are some of the logical arguments for and against the existence of a deity. What are the typical stages in the development of religions. What are the common, fundamental questions that religions address? How do we study religion, e.g., philosophical, psychological, literary, sociological, and phenomenological approaches? And finally, what is the relationship between religion and the physical sciences?

### **REL 1040 INTRODUCTION TO BIBLICAL LITERATURE** 3 s.h.

The scholarly study of selected biblical texts as a way of exploring their enduring significance. In other words we will ask of our biblical passages: what does the text say (in its literary context), what did it mean then (in its historical context), and why is it important to us today (as we reflect upon the Bible's continuing theological relevance)?

### **REL 1050 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 1060 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 1070 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 1500 EASTERN RELIGIOUS TRADITIONS** 3 s.h.

This course will survey the historical, sociological, and philosophical development of religious traditions of

India, Southeast Asia, and China. We will cover Hindu, Buddhist, Confucian, and Taoist thought, among others. This course is offered every fall semester.

**REL 1510 WESTERN RELIGIONS** 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 2010 SURVEY OF HEBREW BIBLE** 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 2020 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 3010 THE HEBREW PROPHETS** 3 s.h.

The lives of the prophets, the structure of their literature, and their message, with attention to whether or not prophets were “predicators” of the future. Prerequisite: REL1040 or 2010or permission of the instructor. This course is offered as needed.

**REL 3020 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 2020or permission of the instructor. This course is offered in the fall semester in even-numbered years.

**REL 3220 RELIGIOUS LITERATURE** 3 s.h.

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 3220. Examples of possible foci include Spiritual Autobiography, How to See God in Literature, the “Inklings” (the works of Lewis and Tolkien), 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 3520 MODERN RELIGIOUS THOUGHT** 3s.h.

This course begins with the Enlightenment and explores the effects of the Enlightenment on modern religious thought and religion in America. The course asks the question, 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 European and American theologians to discuss competing views of the task of the theologian and of what religion is and should be about in the modern world. This course is offered in the fall in even years.

**REL 4030 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 2010or 2020or permission of the instructor. This course is offered in the spring semester in odd-numbered years. Can be repeated for credit.

**REL 4040 MYTH AND CULTURE**

3 s.h.

An examination of myth and culture through a reading of scholarly literature and myth. Cross listed as ENG 4040. Creditable to one program only: English or Religion. This course is offered in the spring semester in even-numbered years.

**REL 4050 EARLY CHRISTIANITY**

3 s.h.

This course explores the development of Christianity from Pentecost to the High Middle Ages. It examines the emergence of Christianity and its unique understanding of God and salvation, as well as its later dominance as it became intertwined with the Roman Empire and lived out in Medieval Europe. This course is offered in the fall semester in odd-numbered years.

**REL 4060 REFORMATION EUROPE**

3 s.h.

This course **explores** the religious developments that took place from the Late Middle Ages through the Reformation era in their political and cultural contexts. Emphasis is placed on the institutional and intellectual life of the period and the ways in which the religious conflict of the period had ramifications for the subsequent course of modern Western history and theology. This course is offered in the spring semester in even-numbered years.

**REL 4850 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 4850 when the topic is applicable. Prerequisite: permission of the instructor. This course is offered as needed.

**REL 4990 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. Katharine Snyder, 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.

### **Mission**

The Psychology Department seeks to develop students who understand the psychological functioning of themselves and others, know how psychology is applied to enhance human life, know the ways knowledge (especially scientific knowledge) is acquired, and are prepared to enter graduate school or the workforce. The Psychology Department supports the mission of the university, with particular emphasis on providing an education grounded in the liberal arts tradition and developing whole persons who will make substantial contributions.

### **Goals**

1. Students will acquire a significant understanding of their psychological functioning (perceiving, feeling, thinking, and behaving) and its development and that of others.
2. Students will acquire significant knowledge of the application of psychology to the enhancement of human life.
3. Students will acquire significant knowledge of different approaches to attaining knowledge, with an emphasis on the scientific approach.
4. Students who major in psychology will be prepared for entrance into a graduate program in psychology or an entry-level job related to the provision of psychological services in which a baccalaureate degree in psychology is a requirement or an alternative requirement.

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

**Requirements for the major in Psychology:** 41 s.h., to include PSY 1010, PHI 2120, PSY 2500, 3550, and 4850, and any four courses from the set of PSY 2040, 3400, 3610, 3700, 3950, 4050, and 4310.

**Requirements for the Counseling/Clinical concentration:** 43 s.h., to include PSY 1010, PHI 2120, PSY 2500, 2040, 3300, 3410, 3470, 3550, 3610, 3950 or 4310, 4050, and 4850. .

**Requirements for the Human Performance concentration:** 43 s.h., to include PSY 1010, PHI 2120, PSY 2500, 3100, 3200, 3300, 3400, 3470, 3550, 3610, 3700, 3950, and 4850.

**Requirements for the minor:** 15 s.h., to include PSY 1010.

**The A.A. concentration in Psychology is not available.**

**Writing-Enrichment Course:** PSY 3550

**Additional Requirements:** Majoring in psychology requires completing both PSY 1010 and PSY 2500 with a grade of *C* or better. Also, one prerequisite for PSY3550 is that a student has received a grade of *C* or better in PHI2120; 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.

**PSYCHOLOGY COURSES** (Semesters and frequencies of course offerings indicated are tentative.)

**PSY 1010 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 2040 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 1010. This course is offered every fall semester.

**PSY 2500 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 1010 or SOC 1510 and MAT 1050 or higher. This course is offered in the spring semester and occasionally in the fall semester.

**PSY 3010 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 3010. This course is offered as needed.

**PSY 3100 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 1010 or BUS 3430 and ECO 2160 or PSY 2500 or permission of instructor. This course is offered every third or fourth semester.

**PSY 3200 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 1010 and PSY 2500 or permission of instructor. This course is offered every third or fourth semester.

**PSY 3300 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 1010 and one of the following: PSY 3410 and PSY 4050, or permission of the instructor. This course is offered every spring semester.

**PSY 3360 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 1010. The course is offered every third or fourth semester.

**PSY 3400 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 1010 and either SCI 1420 or BIO 1530, or permission of instructor. This course is offered every spring semester.

**PSY 3410 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 1010. This course is offered every fall semester.

**PSY 3470 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 1010 and PSY 2500 or permission of instructor. This course is offered every spring semester.

**PSY 3550 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 1010, PHI 2120, and PSY 2500, 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 3610 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 1010. Cannot receive credit if credit received for SOC 3930. Cross listed as SOC 3610. This course is offered every second or third semester.

**PSY 3700 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 1010. This course is offered every second or third semester.

**PSY 3850 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 1010. This course is offered at departmental discretion.

**PSY 3950 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 1010. This course is offered every third or fourth semester.

**PSY 4050 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 1010. This course is offered every year.

**PSY 4100 PSYCHOLOGY PRACTICUM** 4 s.h.  
Observation of and supervised experience of psychology-related activities in a clinical, other human service, or business setting. Requires the completion of 50 hours of psychology-related activities and 75 hours on-site. Prerequisites: Majoring in psychology and completing 79 semester hours toward the baccalaureate degree and 24 semester hours toward the major, including PSY 1010 and 2500, and achieving a GPA of 2.5 overall and in the major. Applications must be made to the department chair by the week prior to preregistration the previous semester. Some practicums will be designated as "counseling/clinical" or "human performance." In addition to the above requirements, students taking these practicums must have declared the relevant concentration and have a GPA of 2.7 overall and in the concentration. The counseling/clinical practicum also requires completion of PSY 3300 and 3410; the human performance practicum also requires completion of PSY 3100, 3300, and 3470. For particular placements, the department faculty may require additional courses. The Psychology Department faculty must approve all practicums and any waivers of prerequisites.

**PSY 4310 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 1010. This course is offered every third or fourth semester.

**PSY 4850 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 1010, PHI 2120, PSY 2500, and 3550 or permission of instructor. This course is offered every spring semester.

**PSY 4990 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 1010.



## DEPARTMENT OF SOCIOLOGY

Dr. Regina Smardon, Chair

### SOCIOLOGY

#### **Mission**

Sociology challenges students to move beyond stereotypical and taken for granted assumptions that are deeply embedded in our daily lives to be able to think analytically and critically about the nature of social life. This means learning how to avoid the trap of drawing simplistic conclusions, resisting commonsensical shallow thinking, and overcoming pervasive ethnocentric visions of the world.

We will foster the development of critical and creative thinking by analytically dissecting and exploring complex situations and social interactions at different geographical and temporal scales. Thus, we toggle between face-to-face interaction and global relations and compare contemporary social dynamics with long-term historical trends.

We aim to cultivate passion, encourage curiosity, and stimulate creative energies to learn and reflect on the past, understand the present, and contemplate the prospects for our collective future. This will be accomplished by fostering the critical and creative thinking skills necessary to meet the fast changing, local and global challenges of our time.

We are exploring social life today to shape what is coming tomorrow!

#### **Goals**

1. Sociology majors will demonstrate mastery of skills to critically evaluate research findings.
2. Sociology majors will conduct original research by collecting data and producing a research report.
3. Sociology majors will demonstrate skillful application and communication of sociological concepts and theories.
4. Sociology majors will apply a global perspective to every aspect of social life.

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

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

**Requirements for the major:** 42 s.h.—SOC 1510, 2530, 3320, and 4310; SOC 4500 or 4700; Statistics (SOC 2200, PSY 2500, MAT 2200 or ECO 2160); plus 24 additional s.h. in Sociology. (HIS2170 and HIS3820 may be counted as elective s.h. towards the major 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 1510.

**Requirements for the A.A. Concentration in Sociology:** 18 s.h. in sociology, including SOC 1510.

**Writing Enrichment Courses:** SOC 2530 and SOC 4310

## **SOCIOLOGY COURSES**

**SOC 1510 PRINCIPLES OF SOCIOLOGY** 3 s.h.

The science of human society with emphasis on description and analysis of society, culture, the socialization process, social institutions, and social change. This course is offered every fall and spring semester. SOC 1510 may be used to meet the Social Science core requirements.

**SOC 2200 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. This course is offered as needed.

**SOC 2530 GLOBAL SOCIAL PROBLEMS** 3 s.h.

From global warming to global capitalism, from international drug cartels to international terrorism, it is apparent that neither causes nor solutions to most social problems can be addressed simply within one country. This course will address issues such as work, poverty, crime, health, environment, war, and terrorism within a global perspective. This course is offered as needed.

**SOC 2560 CULTURAL ANTHROPOLOGY** 3 s.h.

A survey of the topics of cultural anthropology: language, kinship, economy, tribal/ethnic conflict, gender, age, race, magic and religion, colonialism and violence, globalization. Special attention will be given to the culture concept and ethnographic inquiry. This course is offered as needed.

**SOC 3010 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 GRN 3010 and SWK 3010. This course is offered as needed.

**SOC 3050 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 3050 and SWK 3050. This course is offered as needed.

**SOC 3090 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 3090. This course is offered every fall and spring semester.

**SOC 3110 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 3090 or consent of instructor. Cross listed as JUS 3110. This course is offered as needed.

**SOC 3320 METHODS OF SOCIAL RESEARCH** 3 s.h.

This course covers the scientific method and research design, including an introduction to quantitative and qualitative data collection and analysis. The student will develop an original research proposal. Prerequisites: SOC2200, JUS2200, MAT2200, PSY2500 or ECO2160 or by special permission of the department chair) Cross-listed JUS3320 and SWK3320. This course is offered every fall semester.

**SOC 3450 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: None. Cross listed as GRN 3450 and SWK 3450. This course is offered as needed.

**SOC 3600 RACE & ETHNIC RELATIONS** 3 s.h.

Sociological perspectives on race and ethnic relations will be explored in both the United States and around the world. Topics may include: immigration, the history of racism, structural racism, ethnic conflict or social movements. This course is offered as needed..

**SOC 3610 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 1010. Cannot receive credit if credit received for SOC 3930. Cross listed as PSY 3610. This course is offered in the fall semester.

**SOC 3720 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 3750 SMALL GROUP COMMUNICATION** 3 s.h.

This course examines communication theories, issues, and practices applicable to group dynamics involved in the small group decision making process. Topics covered include the decision-making process, effects of group size, leadership/followership, trust, cohesiveness, relationship building and maintenance, communication culture, and problem solving. Prerequisites are OCL 1510 or permission of instructor. This course is offered in the fall semester. Cross-listed as OCL 3750 Small Group Communication.

**SOC 3800-3990 SPECIAL TOPICS IN SOCIOLOGY/ANTHROPOLOGY** 3 s.h.

Courses on fields of special interest.

**SOC 3810 WORK AND LEISURE** 3s.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. This course is offered as needed.

**SOC 3830 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 3860 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 3880 MEDICAL SOCIOLOGY** 3 s.h.  
A study of the national and global 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 3900 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 3910 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 3920 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 3930 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 3610 and SOC 3930. This course is offered as needed.
- SOC 4200 CONTEMPORARY SOCIOLOGICAL THEORY** 3 s.h.  
The study of key contemporary theorists influencing sociological thought. Prerequisite: Permission of instructor. This course is offered as needed.
- SOC 4310 CLASSICAL SOCIOLOGICAL THEORY** 3 s.h.  
Historical and analytical study of sociological thought with emphasis on the ideas and assumptions of key theorists. Designated writing enrichment course for sociology majors. This course is offered as needed.
- SOC 4500 RESEARCH SEMINAR** 3 s.h.  
Students will develop an original study by collecting and analyzing their own data. The student will present

an oral and written report on their research. Prerequisites: Sociology major, or consent of instructor. This course is offered as needed.

**SOC 4700 INTERNSHIP**

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirement of 1000 hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, Sociology major, and consent of instructor. This course is offered as needed.

**SOC 4990 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**

Dr. Carla Fagan, Coordinator

**Requirements for the minor in Gerontology:** 18 s.h. including GRN 3010 and 3450; SWK 2350, GRN 4500 or 4700; and 6 s.h. from one of the following: SWK 3020, SOC 3050, SWK 3150, SWK 3800, or SOC 3880

A student doing a senior level internship in social work may substitute that course for GRN 4500 or 4700 if it focuses on senior adults and meets the approval of the Coordinator of the Gerontology Program.

### **GERONTOLOGY COURSES**

**GRN 3010 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 3010 and SWK 3010. This course is offered as needed.

**GRN 3050 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 3050 and SWK 3050.

**GRN 3450 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 2350 or BIO 3060. Cross listed as SOC 3450 and SWK 3450. This course is offered as needed.

**GRN 3800 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 2310 and GRN 3010. This course is offered as needed.

Cross listed as SWK 3800.

**GRN 4500 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 3010, and consent of the instructor. Cross listed as SOC 4500. This course is offered as needed.

**GRN 4700 INTERNSHIP**

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirements of 1000 hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, completion of 12 s.h. within the Gerontology Program including GRN 3010, and consent of the instructor. Cross listed as SOC 4700. This course is offered as needed.

## **THE CHARLES M. REEVES SCHOOL OF BUSINESS AND ECONOMICS**

Professor Joseph Doll, 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, Management, and Marketing. A student may attach to these majors various concentrations providing focus on specific professional careers such as Health Care Administration, PGA Golf Management, Professional Tennis Management, Resort, Club and Hospitality Management, and Sport Management.

While a student may envision a career in one of these professional concentrations, it must be emphasized that an appreciation of the Liberal Arts remains at the core of a student's experience at Methodist 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, Management, Marketing, and concentrations in Business Healthcare Administration, Business PGA Golf Management, Business Professional Tennis Management, Business Resort, Club and Hospitality Management, and Business Sport Management

## **THE REEVES SCHOOL OF BUSINESS OFFERINGS AND REQUIREMENTS**

**Majors:** Accounting, Business Administration, Entrepreneurship, Financial Economics, Management, Marketing, Sport Management.

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 2510, ACC 2530, BUS 2250 or CSC1000, ECO 2160, ECO 2610, and ECO 2620);

**Professional Core:** 15 s.h. of Reeves School of Business upper level requirements (BUS 3320, BUS 3430, BUS 3520, BUS 4700, and MKT 2510)

See the specific major for additional required courses.

**Concentrations:** Business Health Care Administration; Business PGA Golf Management; Business Professional Tennis Management; Business Resort, Club and Hospitality Management; and Business Sport Management. See the specific concentration for additional required courses.

**Minors:** Accounting, Business Administration, Entrepreneurship, International Business, Financial Economics, Human Resource Management, Management, Marketing, Business Resort and Club Management, Business Sport Management, Tennis. These minors are open to all Methodist University students regardless of their major.

**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.**

**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. The Reeves School of Business also offers annual faculty-led short-term Study Abroad trips to locations such as Guatemala, Sweden, and the United Kingdom.

**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 2030).

**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

Professor Donna Pelham, Chair

The Accounting Department offers professional core courses and upper level accounting courses for majors and minors to prepare students for careers as professional accountants in industry, government, non-profit organizations, and financial institutions. Graduates with accounting majors will be qualified to sit for the Certified Public Accountant exam in North Carolina, as well as many other states. The course of study emphasizes both a conceptual and applied understanding of business information and accounting. The Accounting Department also prepares students for graduate studies in accounting, business, law, and related fields.



**Mission**

Accounting is the language of business. Our mission in the Accounting Department is to prepare our students to speak and understand this language as they begin their professional careers. Accounting is one of the fastest growing professions in the United States and is expected to provide a wide variety of employment for years to come. The Accounting Department strives to provide the tools for all students to advance to the highest levels of upper management and the chance to make significant contributions in their chosen field.

**Goals**

1. Accounting students will be able to apply accounting principles, theory, and ethics to business decision-making.
2. Accounting majors will be able to prepare and analyze the accounting and financial information generated by individuals and entities for internal and external reporting purposes.
3. Accounting majors will be able to effectively communicate business and accounting information.
4. Accounting majors will have an understanding of the ethical issues facing accountants in the workplace.
5. Accounting students will have the opportunity to participate in projects that require applying accounting knowledge and skills. Programs may include Methodist University's Community Engagement program, Study Abroad, and volunteer opportunities.

**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 3410, ACC 3420, ACC 3450, ACC 3850, ACC 3860, ACC 4900

**Plus 6 s.h. of accounting electives.** (Note: For those planning to take the Certified Public Accountant exam, ACC 4630 and ACC 4810 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 2510, ACC 2530, ACC 3410, and ACC 3420 and 6 s.h. of accounting electives.

**Requirements for the A.A. Concentration:**

**Required courses:** ACC 2510, ACC 2530, ACC 3410, and ACC 3420 and 6 s.h. of accounting electives.

**Writing-Enrichment Courses:** ACC 4900, BUS 3520

**Computer Intensive Courses:** ACC 2540, BUS 2250 or CSC1000

**Ethics Course:** ACC 4900

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 Business Health Care Administration
- **Accounting with a concentration in Business PGA Golf Management:** For specific requirements, see Business PGA Golf Management
- **Accounting with a concentration in Business Professional Tennis Management:** For specific requirements, see Business Professional Tennis Management
- **Accounting with a concentration in Business Resort and Club Management:** For specific requirements, see Business Resort and Club Management.
- **Accounting with a concentration in Business Sport Management:** For specific requirements, see Business Sport Management.

## ACCOUNTING COURSES

**ACC 2510 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, financial economics, and marketing majors and is usually taken in the sophomore year. Prerequisites: completion of 12 semester hours. The course is offered every fall and spring semester.

**ACC 2530 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, financial economics, and marketing majors and is usually taken in the sophomore year. Prerequisites: ACC 2510, MAT 1050 or higher, or permission of the instructor. The course is offered every fall and spring semester.

**ACC 2540 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 usually taken in the sophomore year. Prerequisite: ACC 2510, or permission of the instructor. The course is offered as needed. This is a computer intensive course.

**ACC 3010 FRAUD EXAMINATION** 3 s.h.  
This course is an introductory course in Forensic Accounting designed to provide students with an overview of fraud perpetrated against an organization (asset misappropriation), which includes employee theft, vendor fraud, customer fraud, and management fraud, where top management provides misrepresentations, usually on financial statements. The course will cover major methods employees use to commit occupational fraud, as well as expose students to issues in consumer fraud, bankruptcy, divorce, and tax fraud. Students will learn how and why fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Prerequisite: ACC 2510 and 2530, or permission of the instructor. This course is offered as needed.

**ACC 3410 INTERMEDIATE ACCOUNTING I** 3 s.h.  
A study of financial accounting functions and theory, including recognition and measurement of assets and liabilities. Prerequisite: ACC 2510 or permission of the instructor. This course is offered every fall semester.

**ACC 3420 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 3410 or permission of the instructor. This course is offered every spring semester.

**ACC 3450 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 2530 and MAT 1050 or higher; or permission of the instructor. This course is offered every fall semester.

**ACC 3460 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 3450 and ECO 2160 or permission of the instructor. This course is offered as needed.

**ACC 3850 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 2510, or permission of the instructor. This course is offered every fall semester.

**ACC 3860 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 3850, or permission of the instructor. This course is offered every spring semester.

**ACC 4160 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 2000 level courses in accounting, 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 3450 and 4160.

**ACC 4310 ACCOUNTING INFORMATION SYSTEMS** 3 s.h.  
Accounting within a computerized environment and integrating information systems concepts into the basic accounting processes. Prerequisite: ACC 2530 or permission of the instructor. This course is offered as needed. This is a computer intensive course.

**ACC 4620 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 2510; co-requisite: ACC 3410; or permission of the instructor. This course is offered as needed.

**ACC 4630 FUND ACCOUNTING** 3 s.h.  
Accounting for non-profit entities with emphasis on governmental units, colleges/universities, and hospitals. Prerequisite: ACC 2510 or permission of the instructor. This course is offered as needed.

**ACC 4810 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 3420, or permission of the instructor. This course is offered as needed.

**ACC 4850 SPECIAL TOPICS IN ACCOUNTING** 3 s.h.  
Studies in specialized, upper-level applications of accounting theory and practice. Prerequisite: ACC 3410, or permission of the instructor. This course is offered as needed.

**ACC 4900 AUDITING** 3 s.h.  
Auditing theory and practice, standards and procedures, rules of professional conduct, and related materials of professional importance. Prerequisite: ACC 3420, or permission of the instructor. This course is offered every fall semester. This is a writing enrichment course.

**ACC 4910 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 4900, or permission of the instructor. This course is offered as needed.

**ACC 4990 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 3420, or permission of the instructor. Credit to be determined.

## **BUSINESS ADMINISTRATION**

Dr. Kimberly Scruton, 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. The department works to provide students with the skills and knowledge needed for successful careers and the pursuit of additional education.

### **Mission**

The Mission of the Department of Business Administration is to provide a professional educational environment that fosters excellence in teaching, leadership, and community engagement by adapting to the needs of a dynamic, globally-competitive business community.

### **Goals**

Students who graduate from the Reeves School of Business and Economics with a major in Business Administration will:

1. Develop an understanding of information required to meet future demands of business and economics, including the impact of the global economy.
2. Be able to understand and evaluate ethical issues as they relate to organizations and their social responsibility.
3. Acquire professional skills and knowledge by participating in experiential and applied learning opportunities, including internships, co-operative work experiences, projects, practical experiences, volunteer experiences, and international experience.
4. Be prepared to be successful in their subsequent professional and/or academic careers by demonstrating proficiency in oral and written communication.

**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 3150, BUS 4500, and BUS 3000 or ECO 3110

**Plus any 9 s.h. of 3000 or 4000 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 3040 and PGM 4020 only), Business Professional Tennis Management (PTM 3300 only), Business Resort, Club and Hospitality Management, and Business Sport Management. Note that English 3200, Business Writing and LSS3000 Principles of Leadership 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 2510, ACC 2530, ECO 2610, and ECO 2620); 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 2510, ACC 2530, ECO 2610, and ECO 2620); and 6 s.h. of upper-level accounting, marketing, financial economics, or business courses.

**Writing-Enrichment Course:** BUS 3520

**Computer Intensive Course:** BUS 2250 or CSC1000

**Ethics course:** BUS 3150

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 Business Health Care Administration.
- **Business Administration with a concentration in Business PGA Golf Management:** For specific requirements, see Business PGA Golf Management. Note that only the required courses PGM 3040 and PGM 4020 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 Business Professional Tennis Management. Note that only the required course PTM 3300 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 Business Resort and Club Management.
- **Business Administration with a concentration in Business Sport Management:** For specific requirements, see Business Sport Management.

**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 3450 and 4160 (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, Softe 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 2000 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. Course is offered as needed.

### **BUS 2250 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 as needed. Prerequisite: Major within the Reeves School of Business or permission of the instructor. Students may substitute CSC1000 for BUS 2250.

**BUS 3000 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 3010 ENTREPRENEURSHIP** 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. Cross-listed with ECO 3010 and ENP 3010.

**BUS 3100 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 3150 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 2510, 2530; ECO 2610, 2620. This course is offered every fall and spring semester.

**BUS 3200 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 3200.

**BUS 3310 FUNDAMENTALS IN INTERNATIONAL BUSINESS** 3 s.h.  
A thorough examination of the business opportunities and threats for individuals, companies, and countries created by the growth of globalization, and how companies must operate in diverse foreign environments and engage in specialized transactions. This course presents the theories and concepts of international business and considers the leading role of culture in global commerce. Prerequisite: completion of 12 semester hours or permission of the instructor.

**BUS 3320 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 2530, ECO 2160, and ECO 2620 or permission of the instructor. This course is offered every fall and spring semester.

**BUS 3330 INTERNATIONAL BUSINESS EXPERIENCE** 3 s.h.  
An exploration of globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace. This course requires travel and research on the ground in another country. (Study Abroad Course) Prerequisite: Permission of the instructor.

**BUS 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.  
An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**BUS 3430 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 3450 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 3430 and MKT 2510, junior or senior status, and a minimum GPA of 2.5 in the major; or permission of the instructor. See MKT 3450 and ACC 4160. Applicable to one program only: Accounting, Business, Financial Economics, or Marketing. This course is offered in the spring semester or as needed.

**BUS 3460 ENACTUS I** 2 s.h.  
A special course under the auspices of ENACTUS. It involves the formation of project groups, training, and project design and is taken during the first semester of ENACTUS participation. Prerequisites: completion of 12 s.h. This course is offered every semester.

**BUS 3470 ENACTUS 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 3460 taken during the second semester of ENACTUS participation. Student-designed projects are entered into regional/national competitions. Prerequisite: BUS 3460. This course is offered every semester.

**BUS 3520 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: ENG1020

**BUS 3530 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 3520 or permission of the instructor. This course is offered in the spring semester, odd numbered years.

**BUS 3540 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 3520 or permission of instructor This course is offered in the fall semester, odd-numbered years.

**BUS 3600 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 3320 or permission of instructor. This course is offered as needed.

**BUS 3650 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 3750 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 3430. This course is offered in the fall semester.

**BUS 3760 COMPENSATION AND BENEFITS** 3 s.h

This course is a focus on the study of the relationship between employees, employers, and the intervening factor of compensation and benefits. Compensation and Benefits draws upon the management functions of planning, organizing, leading and controlling within both structural and behavior contexts. Emphasis is given to the role managers within a broader society of laws, interpersonal relationships, inter-group relations and leadership. Student groups (teams) are created and used throughout the course to study the course content and produce a final project. It involves cross listed with LAW 3760

**BUS 3770 EMPLOYMENT LAW** 3 s.h.

An overview of Employment Law in the work place. A study of case law, regulations, and statutes on such issues as Title VII and Civil Rights Act. The Americans with Disabilities Act, Age Discrimination, National Origin Discrimination and other areas of Employment Law. Students will also be taught various issues of Employment law such as interviewing and job performance evaluations. Cross listed with LAW 3770

**BUS 3780 LABOR RELATIONS LAW**

3 s.h.

This course is a focus of the legal relationship between corporations and collective bargaining agents. It involves unionization, maintaining union free status, and de-unionization. Labor law draws upon the management functions of planning, organizing, leading, and controlling within both structural and behavior contexts. Emphasis is given to the role of managers within a broader society of laws, interpersonal relationships, inter-group relations, and leadership. Student groups (teams) are created and used throughout the course to study the course content through case studies and experience the dynamics of actually resolving cases. Cross Listed with LAW 3780

**BUS 3910 NEGOTIATION**

3 s.h.

This course is a focus study of the management topic of negotiation. Negotiation draws upon 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, and leadership. Student groups (teams) are created and used throughout the course to study the course content through case studies and to experience the dynamics of actually negotiating. Cross listed wit LAW 3910.

**BUS 4100 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 3600 or permission of instructor. This course is offered as needed.

**BUS 4120 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 3320 or permission of instructor. This course is offered every spring semester odd years.

**BUS 4140 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 3320 and 3600 or permission of instructor. This course is offered as needed.

**BUS 4150 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 3320. This course is offered as needed.

**BUS 4160 INTERNSHIP II**

3 s.h.

For students who have had BUS 3450 and would like to take another internship experience. See ENG 4160 or WRI 4160. This course is offered spring semester.

**BUS 4200 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 3600 or permission of instructor. This course is offered as needed.

**BUS 4260 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 2250 or permission of instructor. Offered as needed.

**BUS 4370 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 2510, ACC 2530, ECO 2610, and ECO 2620. This course as needed.

**BUS 4460 ENACTUS III** 2 s.h.  
A special course under the auspices of ENACTUS. It involves the formation of project groups, training, and project design. Taken during the third semester of ENACTUS participation. Prerequisites: BUS 3460 and BUS 3470. This course is offered every semester.

**BUS 4470 ENACTUS 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 4460 and taken during the fourth semester of ENACTUS participation. Prerequisites: BUS 3460, BUS 3470, and BUS 4460. This course is offered every semester.

**BUS 4500 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 2160, BUS 2250 or CSC1000, and BUS 3430 or permission of department chair. This course is offered every spring and fall semester.

**BUS 4600 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 3600. This course is offered as needed.

**BUS 4650 NEW VENTURE CAPITAL** 3 s.h.  
Business creation and innovation is explored through case analysis. This is applied to student ideas for a new business. A business plan is created. Venture financing models are considered to support the creation of the business. Entry and exit strategies are considered, such as franchising, acquisitions, sale, merger and liquidation. The course provides an understanding of the mindset, behaviors, experiences and skills of an entrepreneur. Key components to coursework include, learning how to evaluate and value new ventures, how to anticipate problems and develop pragmatic solutions, and assembling the resources to implement a strategic vision. Finally, students will present their plan to a panel of executives and faculty from the Reeves School of Business and its Center for Entrepreneurship. Prerequisites: ACC 2510, BUS 3430, BUS 3010 or permission of instructor. Cross-listed with ENP 4650.

**BUS 4700 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 3320, BUS 3430, BUS 3150 or ACC 3410 and BUS 3520, and MKT 2510 or permission of instructor. This course is offered every fall and spring semester.

**BUS 4800 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 4850 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 4990 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.

**CENTER FOR ENTREPRENEURSHIP (CFE)**

Professor Marty V. Cayton, Director

Students in the Entrepreneurship Major at Methodist University will be prepared to start new businesses and/or become key team members of existing business and/or become successors to existing businesses. Students that complete the Entrepreneurship major will be prepared for professional entry-level employment in Entrepreneurship-related fields.

**Mission**

The mission of the Center for Entrepreneurship at Methodist University is to maximize the strength of our business and military community in order to begin a ground swell of new job creation and job retention initiatives - positively impacting our region, our state, and our nation.

We do this by training our students (traditional high school graduates as well as transitioning military personnel) to start new businesses and/or become successors to existing businesses. Through recognition, collaboration, and hard work, we help local businesses connect the dots between success and succession.

Our mission promotes our business community and prepares our students—our future alums—for business ownership, wealth production and job creation.

## Goals

1. Think critically, and employ the critical thinking process to solve problems and issues facing entrepreneurs and many small, medium and large businesses today.
2. Describe and understand how to finance various entrepreneurial endeavors.
3. Assist in the succession process and development of a family business.
4. Identify the types of human, information, and financial resources required for launching and managing a new venture.

**Requirements for the Minor in Entrepreneurship:** 18 s. h. – ACC 2510, MKT 2510, BUS 3000, BUS 3010, BUS 3430, and BUS 4650. The minor in Entrepreneurship is open to all students.

**Requirements for the major in Entrepreneurship:** 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: BUS 3150, BUS 3000, MKT 4200, ENP 3010, ENP 3100, ENP 3300, ENP 3600, ENP 4650, ENP 4700.

## **Requirements for an undergraduate certificate in Entrepreneurship: Undergraduate Certificate In Entrepreneurship.**

The Undergraduate Certificate Program in Entrepreneurship (CPE) provides students from all majors the opportunity to learn how to start and manage their own businesses. The CPE consists of four courses (12 hours) in a 2-1-1 format.

- The first course ENP 3010 in the program covers business start-ups.
- The second course ENP 3100 covers running and operating a family business.
- The next course is from the student's major, of 3000 or higher level, with departmental approval and determined before the student matriculates in this program.
- The last course ENP 4700 helps the student get involved in a small business as an intern, assisting in creating a comprehensive business or marketing plan and/or learning other unique attributes of that business. Students will receive credit for 112 work hours.

An entrepreneurship certificate will be granted after the successful completion of the program provided the student has a "C" average in the major course and a "C" average in the Entrepreneurship.

## **ENTREPRENEURSHIP COURSES**

### **ENP 3010 ENTREPRENEURSHIP**

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. Cross-listed with ECO 3010 and BUS 3010.

**ENP 3100 MANAGING FAMILY BUSINESS**

3 s.h.

The exploration of business personal and interpersonal issues, associated with a family owned and managed company. Topics include: family psychology and organizational structure, life cycles in family businesses, strategic family and business planning, succession planning, family business conflict and resolution, estate planning, the role of professional managers, and others. This course is designed for students who are part of a family that owns and manages a business. It is also designed for students who might become a key team member of a family business. Prerequisite: BUS 301 or consent. Offered as needed.

**ENP 3300 INTERNATIONAL ENTREPRENEURSHIP**

3 s.h.

International Entrepreneurship: Entrepreneurship and innovation related to the global economy and global opportunities. Innovative ventures and issues related to conceptualizing, starting and growing a new venture outside of the US.

**ENP 3360 DOMESTIC BUSINESS EXPERIENCE**

3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor

**ENP 3600 INNOVATION COMMERCIALIZATION**

3 s.h.

The goal is to have students understand why getting an invention into commercial circulation has been so difficult in the past, and through this course, foster ideas into commercially viable businesses. The course focuses on an overview of the patenting process, including: requirements for a patentable invention; how to invent; new laws created by the 2011 America Invents Act; the process of applying for and obtaining a patent in the U.S. and in foreign countries; and commercializing inventions and the importance of innovation. Offered as needed.

**ENP 4650 NEW VENTURE CAPITAL**

3 s.h.

Business creation and innovation is explored through case analysis. This is applied to student ideas for a new business. A business plan is created. Venture financing models are considered to support the creation of the business. Entry and exit strategies are considered, such as franchising, acquisitions, sale, merger and liquidation. The course provides an understanding of the mindset, behaviors, experiences and skills of an entrepreneur. Key components to coursework include, learning how to evaluate and value new ventures, how to anticipate problems and develop pragmatic solutions, and assembling the resources to implement a strategic vision. Finally, students will present their plan to a panel of executives and faculty from the Reeves School of Business and its Center for Entrepreneurship. Prerequisites: ACC 2510, BUS 3430, BUS 3010 or permission of instructor. Cross-listed with BUS 4650.

**ENP 4700 ENTREPRENEURSHIP INTERNSHIP**

1 to 3 s.h.

Entrepreneurial Internship: On-the-job experience in an entrepreneurial business. A project, paper and meeting with faculty adviser is required. Students will receive one hour of credit for 36 work hours up to 108 hours. Prerequisite: consent. Offered as needed.

## **FINANCIAL ECONOMICS**

Professor Donna Pelham, Chair

The Department of Financial Economics offers a major and a minor program. Students studying Financial Economics can choose from a variety of courses.

A major or a minor in Financial Economics will prepare students for many professional-level positions. Most private and public sector managerial positions require economic knowledge. Financial Economics majors can expect to enter careers in corporate finance, investment management, commercial and retail banking, financial institutional management, asset analysis, policy and program analysis, and general governmental (federal, state, and local) management. Our liberal arts approach also prepares students for graduate studies in economics, business, law, and related fields.

### **Mission**

The Mission of the Department of Financial Economics is to help students understand economic theories and to discover ways to apply their acquired knowledge and skills into everyday life. Our liberal arts program is designed to cultivate the study of economics as a way of thinking. Students are encouraged to explore the fundamentals of economic theory, particularly concepts that directly pertain to the operations of domestic and global financial markets and institutions. Students are expected to demonstrate clear, analytical thinking in their written and verbal expressions. Our program aims to enable students to apply their knowledge into real life decision-making. Students are encouraged to consider how economics relates to social, ethical, political, environmental, and global issues.

### **Goals**

1. Financial Economics majors will apply economic theory to decision-making, within the context of their personal and professional life.
2. Financial Economics students will learn about the operations of key financial markets (securities, stocks, bonds, currencies, commodities) and the functions of predominant financial institutions (commercial banks, the Federal Reserve System, the FDIC, and the International Monetary Fund).
3. Financial Economics majors will gain an understanding of sectors within the overall economy such as small businesses, the labor market, corporate behavior, and the global economy.
4. Financial Economics students will have the opportunity to participate in projects that require applying some economic knowledge and skills such as Methodist University's community engagement and Study Abroad programs.

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 3150, BUS 4120, ECO 3110, ECO 3130, and ECO 3160;

**Plus 6 s.h. from:** BUS 4370, BUS 4150, or any 3000/4000 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 2610, ECO 2620, and ECO 3110; BUS 3320) and 6 s.h. of electives (from BUS 4120, BUS 4150, BUS 4370, or any 3000/4000 economics course).

**Requirements for the A.A. Concentration:** 18 s.h.—15 s.h. of required courses (ECO 2610, ECO 2620, and ECO 3110; BUS 3320 and BUS 4120) and a 3 s.h. elective from BUS 4150, BUS 4370, or any 3000/4000-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 Business Health Care Administration
- **Financial Economics with a concentration in Business PGA Golf Management:** For specific requirements, see Business PGA Golf Management.
- **Financial Economics with a concentration in Business Professional Tennis Management:** For specific requirements, see Business Professional Tennis Management.
- **Financial Economics with a concentration in Business Resort and Club Management:** For specific requirements, see Business Resort and Club Management.
- **Financial Economics with a concentration in Business Sport Management:** For specific requirements, see Business Sport Management.

**Writing-Enrichment Course:** BUS 3520, ECO 4520

**Computer Intensive Course:** BUS 2250 or CSC1000



**Ethics Course:** BUS 3150

## **FINANCIAL ECONOMICS COURSES**

**ECO 2100 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 2160 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 1050 or higher. This course is offered every fall and spring.

**ECO 2610 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 2620 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 3010 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 2530 and ECO 2620. Cross-listed with BUS 3010 and ENP 3010. This course is offered as needed.

**ECO 3110 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 2610 and 2620. This course is offered every fall.

**ECO 3130 INTERMEDIATE MICROECONOMICS** 3 s.h.

Intermediate-level treatment of microeconomic theory and its application to managerial decision-making. Prerequisites: ECO 2160, 2610, and 2620. This course is offered every fall semester.

**ECO 3140 INTERMEDIATE MACROECONOMICS** 3 s.h.

This course covers the models and techniques used in modern macroeconomic theory. It examines the theoretical models developed to analyze the economic forces that drive the economy in the short and the long run. Emphasis is placed on macroeconomic policies and the role of the government in the economy. Also, it describes the basic features of an open, global economy. Students are encouraged to explore the potential and limitations of macroeconomic theory in addressing real-world problems. Prerequisites: ECO 2610 & ECO 2620

**ECO 3160 ECONOMETRICS** 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 2160 or permission of instructor. This course is offered in the fall semester, even-numbered years.

**ECO 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.  
An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**ECO 3450 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: ECO 2610, ECO 2620 & BUS 3430, junior or senior status, and a minimum GPA of 2.5 in the major; or permission of the instructor. Applicable to one program only: Accounting, Business, Financial Economics, or Marketing. This course is offered in the spring semester or as needed.

**ECO 4000 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 2510 and ECO 2610 and 2620. Recommended: ACC 2530. This course is offered as needed.

**ECO 4200 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 2610 and 2620. This course is offered as needed.

**ECO 4510 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 2610 and 2620. This course is offered as needed.

**ECO 4520 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 2610 and 2620. This course is offered as needed.

**ECO 4650 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 2610 and 2620. This course is offered as needed.

**ECO 4850 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 4990 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.

**HUMAN RESOURCES MANAGEMENT**

Human resource management is the management of an organization's employees, or its human assets. It is responsible for the attraction, selection, training, motivation, assessment, and rewarding of employees, while also overseeing organizational leadership, and culture, and ensuring compliance with employment and labor laws. In a unionized environment, HR managers will also serve as the company's primary negotiator and liaison with the employees' union. HR seeks to answer the question "how do we get the highest performance from our people?"

**Requirements for the Minor in Human Resource Management :** 18 s. h. BUS 3430 or PSY 3100, BUS 3750, BUS / LAW 3770, BUS/LAW 3780, LSS 3250 Or BUS 3760, BUS /LAW3910 or other courses as approved by the department chair.

The academic minor can be taken by any student at Methodist University

**INTERNATIONAL BUSINESS**

Demand is increasing for people with the knowledge of the international environment within which both domestic and foreign businesses now operate. Many domestically educated managers have been at a distinct disadvantage in the international arena due to lack of language proficiency, cultural sensitivity, and multinational knowledge. The minor in International Business is designed to help remove obstacles to success by applying the knowledge and skills from a major to an international setting. The International Business minor can be used to strengthen any major.

**Requirements for the Minor in International Business:** 18 s.h.— BUS 3310 or BUS 3330;

**Plus any 9 s.h. chosen from the following courses:** ACC 2510, ACC 4620, BUS 3310, ECO 2610, ECO 4520, ECO 4650, MKT 4100, Any course taken as part of a faculty led RSB Study Abroad, Up to 6 s.h. of any RSB Internship at a pre-approved site.

**Plus any 6 s.h. chosen from the following courses** IDS 3550, HIS 2170, OCL 3600, PSC 4010-4080, SOC 2530, and/or any Foreign Language course.

The academic minor can be taken by any student at Methodist University

## **BUSINESS HEALTH CARE ADMINISTRATION**

Dr. Warren G. McDonald, Chair

*For specific requirements See School of Health Sciences, Health Care Administration*

## **MANAGEMENT**

Dr. Kimberly Scruton, Chair

To run a successful business in the twenty-first century, leaders must be equipped to tackle many difficult challenges. These challenges include managing in a complex, dynamic environment of technological and social change, global competition, and workforce diversity.

In response to these challenges, leaders are developing new approaches to the design of their organizations, including global strategies, multi-firm networks, and self-managing systems. They are also developing new tools for leading in a constantly changing environment.

As business changes in every way, shape, and form, some components remain the same. One thing that never changes is the need for creative and efficient management-of people within an organization, of the organization itself, and of the organization in the global marketplace.

### **Mission**

The Mission of the Department of Management is to pursue excellence in advancing knowledge and practice in management, organizational design, and organizational strategy. The faculty will prepare professional and ethical leaders to be successful in a competitive, diverse and global business environment.

### **Goals**

1. Demonstrate understanding and application of the principles and functions of management.
2. Demonstrate understanding and application of organizational strategy in a changing, global environment.
3. Understand the role of working within and leading in group environments.
4. Demonstrate an awareness of socially responsible and ethical behavior.

**Degrees awarded:** B.S.

**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 management.

**Requirements for the major in Management:** 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:

**Required courses:** BUS 3150, BUS 3750, BUS 4500, and LSS 3000

**Plus any 9 s.h. chosen from the following courses:** BUS 3000, 3100, 3200, or 3450; BHC 3050; MKT 3840 or 4850; SMA 3220; PGM 3040 (only for students concentrating in PGA Golf Management); PTM 3300 (only for students concentrating in Professional Tennis Management); or RMT 3600 (only for students concentrating in Resort and Club Management). **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 Management:** BUS 3100, BUS 3200, BUS 3430, BUS 3750, LSS 3000 or LSS 3050 AND ONE ADDITIONAL COURSE FROM THIS LIST: BUS 333, BUS 3360, LSS 3250

**Writing-Enrichment Courses:** BUS 3520 and PGM 3040

**Computer Intensive Course:** BUS 2250 or CSC1000

**Ethics Course:** BUS 3150

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

- **Management with a concentration in Business Health Care Administration:** For specific requirements, see Business Health Care Administration.
- **Management with a concentration in Business PGA Golf Management:** For specific requirements, see Business PGA Golf Management.
- **Management with a concentration in Business Professional Tennis Management:** For specific requirements, see **Business Professional Tennis Management**.
- **Management with a concentration in Business Resort and Club Management:** For specific requirements, see **Business Resort and Club Management**.
- **Management with a concentration in Business Sport Management:** For specific requirements, see Business Sport Management.

## MARKETING

Dr. Kimberly Scruton, Chair

Marketing traditionally has been defined as the 4p's (product, place, price & promotion). This includes the process of planning and executing the conception of a good or service (*product*), identifying a mutual pricing point (*price*), finding the correct promotional mix (*promotion*), and distribution of ideas, good and

services, to create exchanges that satisfy individual and organization objectives (*place*). This process requires an understanding of buyer and seller behavior within the context of the overall market environment. Marketing is an essential part of every business. Not-for-profit organizations also have to market their products/services. The curriculum allows students to develop decision models to aid in solving marketing problems. Planning and analysis of strategies for products and/or services are also emphasized (live local case studies maybe incorporated as part of individual courses), technology will be used for gathering, analyzing and deliver information to decision makers. 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.

### **Mission**

The Mission of the Department of Marketing is to educate students to function in and adapt to the dynamic marketing environment by engaging in effective teaching, quality scholarship, and professional service.

### **Goals**

1. Understand the role and practice of marketing within an organization, including substantive knowledge in theoretical and applied aspects of marketing.
2. Have knowledge of how to develop, analyze and evaluate strategic and tactical marketing plans and programs and to assess marketing performance
3. Be able to effectively communicate business and marketing information.
4. An understanding of the ethical issues facing marketers in the workplace.

**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 3150, MKT 3900, MKT 4000, and MKT 4700

**Plus any 9 s.h. from the following electives:** MKT 3360, MKT 3450, MKT 3600, MKT 3800, MKT 3840, MKT 4100, MKT 4200, MKT 4300, MKT 4550, MKT 4600, MKT 4850, MKT 4990, and SMA 4210.

**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:** BUS 3430, MKT 2510, MKT 3900, and MKT 4700

**Plus any 6 s.h. from the following electives:** MKT 3360, MKT 3450, MKT 3600, MKT 3800, MKT 3840, MKT 4000, MKT 4100, MKT 4200, MKT 4300, MKT 4550, MKT 4600, MKT 4850, MKT 4990, and SMA 4210.

**Requirements for A.A. Concentration in Marketing:** MKT 2510, MKT 3800, MKT 3900, and MKT 4000

**Plus any 6 s.h. from the following electives:** MKT 3450, MKT 3600, MKT 3800, MKT 3840, MKT 4100, MKT 4200, MKT 4300, MKT 4600, MKT 4850, MKT 4990, and SMA 4210.

**Writing-Enrichment Course:** BUS 3520

**Computer Intensive Course:** BUS 2250 or CSC1000

**Ethics course:** BUS 3150

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

1. **Marketing with a concentration in Business Health Care Administration:** for specific requirements, see Business Health Care Administration **Note that the required course BHC 3300 can be counted as one of the marketing major elective courses for those adding this concentration.**
2. **Marketing with a concentration in Business PGA Golf Management:** For specific requirements, see Business PGA Golf Management. **Note that the required courses PGM 3040 and PGM 4020 can be counted as marketing major elective courses for those adding this concentration.**
3. **Marketing with a concentration in Business Professional Tennis Management:** For specific requirements, see Business Professional Tennis Management. **Note that the required course PTM 3300 can be counted as a marketing major elective course for those adding this concentration.**
4. **Marketing with a concentration in Business Resort and Club Management:** For specific requirements, see Business Resort and Club Management. **Note that the required course RMT 3500 can be counted as a marketing major elective courses for those adding this concentration.**
5. **Marketing with a concentration in Business Sport Management:** For specific requirements, see Business Sport Management.

## MARKETING COURSES

### **MKT 2510 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 3360 DOMESTIC BUSINESS EXPERIENCE**

3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and a convention is prohibited as part of this course. Permission of the Instructor.

### **MKT 3450 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 3430 and MKT 2510, junior or senior standing, and a minimum GPA of 2.5 in the major, or permission of the instructor. See BUS 3450 and ACC 4160. Applicable to one major only: Business or Marketing. This course is offered as needed.

**MKT 3600 E-BUSINESS I**

3 s.h.

A survey of applications and factors related to conducting business on the World Wide Web. Prerequisite: MKT 2510. This course is offered as needed.

**MKT 3360 DOMESTIC BUSINESS EXPERIENCE**

3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and a convention is prohibited as part of this course. Permission of the Instructor.

**MKT 3800 ADVERTISING AND PROMOTION**

3 s.h.

A study of promotion planning from an integrated marketing communication perspective with an emphasis on advertising. Prerequisite: MKT 2510. This course is offered as needed.

**MKT 3840 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 3430, MKT 2510, or the permission of the instructor. This course is offered as needed.

**MKT 3900 MARKETING RESEARCH**

3 s.h.

Marketing research methods/applications and techniques for generating and analyzing marketing data within a statistical context. Prerequisites: MKT 2510 and ECO 2160 or permission of instructor. This course is offered every fall semester.

**MKT 4000 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 2510. This course is offered as needed.

**MKT 4100 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 2510. This course is offered as needed.

**MKT 4200 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 2510. This course is offered as needed.



**MKT 4300 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 2510. This course is offered as needed.

**MKT 4550 MARKETING TECHNOLOGIES**

3 s.h.

The objectives of the course are to provide students with a broad introduction to existing and emerging technologies shaping today's business environment. By the end of the course you will have had exposure to technologies that are used in the marketing and management areas. Students will have hands on experience using these technologies and exploring the marketing and management opportunities surrounding these technologies. Students will also research and discuss applications of technologies from a marketing perspective. Prerequisites: MKT 2510.

**MKT 4600 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 2510, MKT 3600, and COM 3410. This course is offered as needed.

**MKT 4700 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 3430 and MKT 2510. This course is offered as needed.

**MKT 4850 SPECIAL TOPICS IN MARKETING**

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 4990 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.

**PROFESSIONAL STUDIES IN BUSINESS**

Dr. James Marcin, Chair

**BUSINESS PGA GOLF MANAGEMENT**

Professor Jerry Hogge, Director

A Reeves School of Business major with a concentration in Business PGA Golf Management 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 Golf Management 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 Golf Management Program at Methodist University. Students must stay with their cohort as they progress through the PGA/PGM Program. A cohort is defined as a group of students who successfully matriculate through the PGA Golf Management Program requirements as a cohesive group.

### Goals

1. Successfully pass PGA Playing Ability Test
2. Complete all PGA testing with passing score
3. Complete all PGA 2.0 work experiences per each level
4. Complete 16 months of internships
5. Complete all academic requirements per major

**For specific requirements in the Accounting major:** See Accounting

**For specific requirements in the Business Administration major:** See Business Administration. Only PGM 3040 and 4020 can be counted as both Business Administration electives and PGM concentration courses.

**For specific requirements in the Financial Economics major:** See Financial Economics..

**For specific requirements in the Marketing major:** See Marketing. Only PGM 3040 and 4020 can be counted as both Marketing major elective courses and PGM concentration requirement courses.

**The Business PGA Golf Management concentration:** 44 s.h. — 27 s.h. of PGM foundation courses (2010,2020, 3010, 3020, 3040, 4010, 4020,4300, and 4850); 2 s.h. of PGM seminars (1950, 1960, 2950, 2960, 3950, 3960, 4950 and 4960); 3 s.h. of PGM internships 1700, 2700, 3700, and 12 s.h. of PGM internship 4700. Students in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete WEL 1010. PGM students who have not passed their Playing Ability Test by the beginning of their junior year must take WEL 2010 in addition to WEL 1010. **Any PGM student who withdraws from Business PGA Golf Management must complete WEL 2010 or WEL 2180 prior to graduation.**

A requirement of the PGA Golf Management Program is to successfully pass the Playing Ability Test. Each student must attempt the PAT a minimum of two times per academic year until passed. All students must participate in the Player Development Program (PDP) beginning with their first semester on campus until the PAT is successfully passed.

**Business PGA Golf Management 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 Golf Management 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 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 3520, PGM 3040

**Computer Intensive Course:** BUS 2250 or CSC1000

**Ethics Course:** See the major requirements.

## **BUSINESS PGA GOLF MANAGEMENT COURSES**

### **PGM 1700, 2700, 3700 INTERNSHIP** 1 s.h.

Experiential learning in all aspects of golf management acquired through a twelve-week internship. Supervision and evaluation conducted by the internship director and on-site PGA Professional. Written evaluations required at the completion of internships. Placement determined by the internship director and student. A minimum cumulative GPA of 2.0 is required, Course offered every summer. All students are subject to a random drug testing according to the Reeves School of Business Drug Policy. Housing and health insurance are not the responsibility of the University. Prerequisite for PGM 1700 is PGM 2010 and PGM 2020; Prerequisite for PGM 2700 is PGM 1700; Prerequisite for PGM 3700 is PGM 2700. Rising seniors with a minimum cumulative GPA of 2.5 may participate in a five-month extended PGM 3700 internship with Director's approval.

### **PGM 1950 SEMINAR** 0.5 s.h.

Required course for all incoming first year PGA Golf Management students. Supervised participation in formal seminars (e.g. resume and cover letter writing, appropriate dress for the workplace, and social skills/etiquette) taught jointly by University instructors, PGA officials and CEO's of leading businesses. Pass/fail course

### **PGM 1960, 2950, 2960, 3950, 3960, 4950, 4960 SEMINAR** 0.5 s.h.

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. Students must register for the PGA Golf Management Seminar each semester until the PAT is passed, however one per year is still required regardless of PAT Status. A minimum of four seminars are required for graduation. However, for transfer

students, a minimum of one seminar per year of residency is required assuming the PAT has been successfully completed. Prerequisite PGM 1950. Pass/fail course.

**PGM 2010 QUALIFYING LEVEL AND TOURNAMENT OPERATIONS** 3 s.h.

An overview of opportunities and responsibilities in the golf profession and PGA 2.0 Program design; PGA history, purpose, and constitution; history of the game; USGA Rules of Golf and Tournament Operations. Co-requisite/prerequisite for all PGA Golf Management courses. Open to PGA Golf Management students only. This course is offered every fall semester.

**PGM 2020 CUSTOMER RELATIONS AND, INTRODUCTION TO TEACHING AND GOLF CLUB PERFORMANCE** 3 s.h.

An overview of teaching and club performance, professional terminology, and customer relations. PGM 2010 is the pre-requisite for PGM 2020. Co-requisite/prerequisite for all PGA Golf Management courses. Open to PGA Golf Management students only. This course is offered every spring semester.

**PGM 3010 INTERMEDIATE GOLF INSTRUCTION AND GOLF CLUB ALTERATION** 3 s.h.

The course is designed for students to develop a further understanding of instruction, club alteration, fitness, 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. Furthermore, in the class students will participate in creating instructional programs, club fitting, psychological assessments; fitness workouts. Prerequisite: PGM 2020.

**PGM 3020 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 semester.

**PGM 3040 BUSINESS PLANNING AND GOLF CAR FLEET MANAGEMENT** 3 s.h.

An introduction to the overall management of the golf business. Golf management principles, marketing a golf facility, and accounting principles. Other topics include the importance of and steps involved in business planning, financial forecasting, and budgeting. This class will also focus on golf car fleet management. This course is offered every **fall**. Required for sophomores. Prerequisite: PGM 2010 and 2020. This is a designated writing enrichment course.

**PGM 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**PGM 4010 ADVANCED TEACHING AND GOLF CLUB FITTING** 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 3010.

**PGM 4020 GOLF OPERATIONS, MERCHANDISING, AND INVENTORY MANAGEMENT** 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 *spring*. Required for Juniors. Prerequisites: PGM 2010 and 2020, PGM 3040 and successful completion of PGA/PGM LEVEL I TESTING.

**PGM 4300 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 4700 INTERNSHIP** 12 s.h.  
PGM 4700 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 1700, 2700 and 3700. 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 4850 PGA EXPERIENCE** 3 s.h.  
In depth study of a specific area of the golf industry as it relates to the golf professional and preparation for player development and the teaching business. Students will prepare and present their presentation, complete the interview portfolio and participate in a mock job interview. Prerequisite: PGM 1700, 2700 and 3700 or permission of the program director. This course is offered in the spring semester.

**PGM 4990 INDEPENDENT STUDY IN GOLF MANAGEMENT** 1-3 s.h.  
An opportunity for a well-qualified PGA Golf Management 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 Thomas Dagle, Director

The Business Professional Tennis Management (PTM) 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, college or high school tennis coach, tennis facility manager, or tennis industry administrator.

The degree choices are either a Bachelor of Arts or Science in Accounting, Business administration, Financial Economics, and Marketing with at concentration in Professional Tennis Management.

The curriculum includes professional tennis teaching certification by the largest professional tennis teaching organization in the world, United States Professional Tennis Association (USPTA). The Methodist University PTM program is accredited by the USPTA and USPTA certification at a minimum of the Professional 2 level is required for successful completion.

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 Dynamic NTRP Rating. A USTA district ranking, a proven ability at the high school level, or a letter from a certified professional or high school coach verifying that the applicant's playing ability meets the requirements listed above, may be substituted for requirement (2).

Students in the PTM program are charged a laboratory fee each semester which includes internship tuition. Students in the PTM program are exempt for the Wellness activity core requirement; however they must complete WEL 1010.

### **Mission**

To prepare PTM graduates with the tools, experiences, and applicable certifications, ensuring their success within the tennis industry work environment.

### **Goals**

1. To provide the students with current and state-of-the-art applications relevant within the tennis industry.
2. To provide the students with the appropriate certifications and qualifications to facilitate employment opportunities.
3. To create an enthusiastic, competent, and hands-on learning environment.
4. To introduce students to a variety of industry leaders to increase their business contacts and network.
5. To improve students' playing and teaching skills through structured player development activities.

**For specific requirements in the Accounting major:** See Accounting.

**For specific requirements in the Business Administration major:** See Business Administration. Only PTM 3300 can be counted as a Business Administration major elective and a PTM concentration requirement course.

**For specific requirements in the Financial Economics major:** See Financial Economics.

**For specific requirements in the Marketing major:** See Marketing. Only PTM 3300 can be counted as a Marketing major elective and a PTM concentration requirement course.

**Requirements for the Concentration in Business Professional Tennis Management (24 S.H.):** PTM 1010, PTM 1200, PTM 1700, PTM 2150, PTM 2700, PTM 3150, PTM 3300, PTM 3700, PTM 4300; plus six Professional Seminars selected from: PTM 1250, PTM 1260, PTM 2250, PTM 2260, PTM 3250, PTM 3260, PTM 4250, PTM 4260.

**Requirements for a Minor (18 S.H.) in Professional Tennis Management:** Acceptance into the PTM program remains the same as a concentration. Required courses include: (15 S.H.) PTM 1010, PTM 1200, PTM 2150, PTM 3150, PTM 3300; (2 s.h.) PTM 1700, PTM 2700; (1 S.H.) select two courses from the following list: PTM 1250, PTM 1260, PTM 2250, PTM 2260, PTM 3250, PTM 3260, PTM 4250, PTM 4260.

**Writing Enrichment Course(s):** BUS 3520

**Computer Intensive Course(s):** BUS 2250 or CSC 1000

**Ethics Course(s):** See the major requirements.

## **BUSINESS PROFESSIONAL TENNIS MANAGEMENT COURSES**

**PTM 1010 INTRODUCTION TO PROFESSIONAL TENNIS MANAGEMENT** 3 s.h.  
Investigation of career opportunities in the tennis industry and qualifications and responsibilities associated with them. Feeding skills and basic tennis theory is included. Students will complete the PTR 10 and Under Certification. This course is offered every fall semester.

**PTM 1200 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. USRSA MRT certification is required for completion of the PTM program.

**PTM 1250, 1260, 2250, 2260, 3250, 3260, 4250, 4260 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. Six workshops are required for graduation. Courses are taught on a pass/fail basis. These courses are offered every semester.

**PTM 1700, 2700, 3700 INTERNSHIP I, II, III** 1s.h. each  
Learning operational aspects of the tennis industry through a minimum 400-hour paid work experience. Good academic and program standing is required. Supervision and evaluation are conducted by a faculty member and on site professional. An internship digital portfolio 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. Seniors who have a GPA of 2.5 may be eligible to participate in a five-month extended PTM 3700 internship with the approval of the PTM Director.

**PTM 2150 TEACHING METHODS I** 3 s.h.  
An introduction to sports science and tennis instructional techniques and materials, including developing lesson plans and programs. Students must pass the USTA Sport Science Level I exam and complete the PTR Adult Certification. Prerequisite: PTM 1010 or permission of the PTM Director. This course is offered every spring semester.

**PTM 3150 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. Students will complete the USPTA Certification Exam. Prerequisites: PTM 1700, 2150 or permission of the PTM Director. This course is offered every fall semester.

**PTM 3300 TENNIS FACILITY MANAGEMENT** 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.

**PTM 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.  
An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the PTM Director.

**PTM 4990 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, CLUB AND HOSPITALITY MANAGEMENT**

Dr. Sharon K. Kendrick, Director

The concentration in Business Resort and Club Management provides students with opportunities to pursue careers in the resort or club industry, including involvement in the management and marketing functions, personnel administration, and convention center management. Entry level positions in other areas of the hospitality industry (such as hotel, travel, and restaurant) are appropriate if applicable internships are taken. National certification is possible upon successful completion of specific course examinations. Future study in graduate school is possible in business administration, marketing, financial economics, accounting, and related fields. RMT 145, RMT 1700, and RMT 2700 are the internship experience classes that encompass up to 800 working hours. Ideally, internship experiences will occur over



summer breaks at the end of the freshman, sophomore, and/or junior years. Through involvement with the student chapter of the Club Manager's Association of America, points earned by hospitality students can also be applied to future BMI (Business Management Institute) and CCM (Certified Club Manager) certification. These points accrue and upon graduation, can be used to help the student more quickly earn credits to sit for the Certified Club Manager (CCM) exam. Contact the Director of the Resort and Club Management program for details.

**For specific requirements in the Accounting major:** See Accounting.

**For specific requirements in the Business Administration major:** See Business Administration.

**For specific requirements in the Financial Economics major:** See Financial Economics..

**For specific requirements in the Marketing major:** See Marketing. PGM 3040 and 4040 can be counted as marketing major elective courses and PGM concentration requirement courses.

**Requirements for the concentration in Business Resort and Club Management:** 24 s.h. RMT 1010, RMT 3200, RMT 3400, RMT 3500, RMT 3600, RMT 145, RMT 1700, RMT 2700, PGM 4300, and RMT 4500.

**Requirements for the minor in Business Resort and Club Management:** 18 s.h. RMT 1010, RMT 3200, RMT 3400, RMT 3500, RMT 3600, and RMT 4500.

Note that RMT 1700 and 2700 are internships which should be taken during the summer at the end of the freshman, sophomore, and/or junior years (or substitute RMT 3700 during the junior or senior year). BUS 3750 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.

For students pursuing a degree in hospitality related education, points for the **Business Management Institute (BMI)** certification is possible for those students who join the student chapter of the Club Manager's Association of America (CMAA). These points accrue and upon graduation, can be used to help the student more quickly earn credits to sit for the **Certified Club Manager (CCM)** exam. Contact the Director of the Resort and Club Management program for details.

**No A.A. subject concentration is available.**

**Writing Enrichment Course(s):** BUS 3520

**Computer Intensive Course:** CSC 1000 or BUS 2250

**Ethics Course:** See the major requirements.

## **BUSINESS RESORT, CLUB, AND HOSPITALITY MANAGEMENT COURSES**

### **RMT 1010 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.

**RMT 1450 HOSPITALITY 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 3450, BUS 3450, ACC 4160. This course is offered every fall and spring semester, and in summer as needed; appropriate to take after RMT 1010 and before RMT 1700.

**RMT 1700, 2700 INTERNSHIP I & 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: None.. Cross listed with PGM 1700 & 2700 and PTM 1700 & 2700. These courses are offered every summer semester and as needed in fall and spring semesters.

**RMT 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**RMT 3700 INTERNSHIP III** 3 s.h.

Students will have the option of replacing RMT 1700 1 s.h. and RMT 2700 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 1010 or permission of instructor or department chair. This course is offered as needed.

**RMT 3200 EVALUATION OF POLICY AND PROCEDURES IN RESORT AND CLUB MANAGEMENT** 3 s.h.

Students will be required to apply management principles and creative solutions to situations they may encounter as upper-level resort and club management executives. In a training setting, students are encouraged to use role-playing, team decision making, and consensus-building techniques to develop solutions to cases and scenarios. Essential course content will focus on topics such as customer service, risk management, supervision, hiring and staffing issues, communication, financial and accounting skills, ethics, and multicultural workplace opportunities. Students are guided in the consideration of issues that will affect them as they climb the corporate ladder in the resort and club industry. Prerequisite: RMT 1010 or permission of instructor or department chair. This course is offered every fall semester. \*Special Note:

Golf or Tennis students should have completed at least one internship (PGM 1700 or PTM 1700 in order to exempt RMT 1010).

**RMT 3360 DOMESTIC BUSINESS EXPERIENCE** 3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**RMT 3400 CONTEMPORARY CLUB MANAGEMENT** 3 s.h.

This course provides an expansion on career opportunities 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. Prerequisite: RMT 1010 or permission of instructor or department chair. This course is offered every spring semester. \*Special Note: Golf or Tennis students should have completed at least one internship (PGM 1700 or PTM 1700) in order to exempt RMT 1010.

**RMT 3500 RESORT/TOURISM SALES AND MARKETING** 3 s.h.

Students will gain an in-depth look at conventions and meetings marketing, how to successfully sell to groups, and how to service their business after the sale. Key industry trends, including the greening of meetings, new technology applications, social media, and the popularity of second-tier cities will also be studied. A global perspective with international examples from Canada, Asia, and Europe will be incorporated through the exploration of marketing boutique hotels, positioning of conference centers, organization and selling of meeting room space, as well as the use of charts, graphs, interviews, and Internet components to give students insight into situations they will encounter in the resort and club industry. Prerequisite: RMT 1010 or permission of instructor or department chair. This course is offered every fall semester. \*Special Note: Golf or Tennis students should have completed at least one internship (PGM 1700 or PTM 1700) in order to exempt RMT 1010.

**RMT 3600 RESORT MANAGEMENT AND OPERATIONS** 3 s.h.

Students will explore the resort industry from concept and development to management and operations. Course material will cover types of resorts, resort history, facilities planning, personnel organization, front and back of the house management, resort marketing and sales, revenue management, and the future of resorts. An international focus on the material will provide a hands-on resort project, discussion of environmentalism and greening of the resort industry, changes in resort financing, and exploration of economic, geopolitical, and demographic issues affecting resorts. Design and incorporation of amenities such as golf courses, tennis facilities, water sports, spas, and casino operations will also be discussed. Prerequisite: RMT 1010 or permission of instructor or department chair. This course is offered every fall semester. \*Special Note: Golf or Tennis students should have completed at least one internship (PGM 1700 or PTM 1700) in order to exempt RMT 1010.

**RMT 4500 RESORT AND 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 1010 or permission of instructor or department chair. This course is offered every spring semester. \*Special Note: Golf or Tennis students should have completed at least one internship (PGM 1700 or PTM 1700) in order to exempt RMT 1010.

**RMT 4850 SPECIAL TOPICS IN RESORT AND CLUB MANAGEMENT** 3 s.h.  
In-depth study of current topics in resort management and the hospitality industry. This course is offered as needed.

**RMT 4990 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, Director

The Sport Management major is designed to prepare students for entry level management positions related to sport and entertainment. Students who choose a major in 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 and gained employment with organizations such as the New Orleans Saints, Washington Redskins, New York Mets, Washington Nationals and Florida Marlins.

### **Mission**

The mission of the Sport Management (SMA) Program at Methodist University is to prepare students for careers as sport managers and to promote sport management excellence in the region.

### **Goals**

1. Provide students an education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making;
2. Provide a distinctive professional program for future employment and acceptance into graduate school programs;
3. Provide educational and cultural services and resources to the community through service learning projects.

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

**Requirements for the major in Business Sport Management:** 43-44 s.h. --- BUS 3540, SMA 1010, SMA 1100, SMA 2010, SMA 2250, SMA 3210, SMA 3220, SMA 3400, SMA 3450, SMA 3500, SMA 4210, SMA 4220, SMA 4230, SMA 4250, SMA 450, and SMA 4900.

**Students seeking the major in Business Sport Management must complete one of the following two Business Foundations offered:**

**Business Administration:** 24 s.h. – ACC 2510, ACC 2530, BUS 3200, BUS 3430, ECO 2610, ECO 2620, MKT 2510, plus 3 s.h. of upper level ACC, BUS, ECO, or MKT.

**OR**

**Marketing:** 27 s.h. – ACC 2510, ACC 2530, BUS 3430, ECO 2610 OR ECO 262, MKT 2510, MKT 3900, MKT 4700, plus 6 s.h. of the following electives: MKT; 3450, 3600, 3800, 400 OR 4100.

**For specific requirements in the Accounting major:** See Accounting major.

**For specific requirements in the Business Administration major:** See Business Administration major

**For specific requirements in the Financial Economics major:** See Financial Economics major.

**For specific requirements in the Marketing major:** See Marketing major.

**Requirements for the concentration in Business Sport Management:** 22 s.h. — SMA 1010, 1700, 2700, 3210 (or BUS 3360 Domestic Business Experience, BUS 4850 Dartfish Tagging, BUS 4850 Business Negotiations, BUS 4850 Sport Economics, MKT 4850 Marketing Technology Management, or SMA 4850 Sport Tourism), 3220, 3700, 4210, 4220; BUS 3540.

**Requirements for the minor in Sport Management:** 18 s.h. — BUS 3430, MKT 2510, SMA 1010, SMA 3220, SMA 4210, and SMA4220

**Writing-Enrichment Courses:** BUS 3520

**Computer Intensive Course:** BUS 2250 or CSC1000

**Ethics Course:** See the major requirements.

## **BUSINESS SPORT MANAGEMENT COURSES**

**SMA 1010 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. 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 and spring semester.

**SMA 1100 PRACTICUM IN SPORT MANAGEMENT** 1-2 s.h.  
This course will allow students to bridge the gap between classroom learning and practical application in a sport setting. Each major must complete this 30-hour (per 1 s.h.) practicum experience working in the Methodist University Athletics Department. This practicum must be completed before a student can participate in an internship. Prerequisite: Sophomore standing. This course is offered every fall and spring semester.

**SMA 1700, 2700, 3700 INTERNSHIP I, II, III**

1s.h. each

Experiential learning in all aspects of Sport Management is acquired through three 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. This course is offered every semester.

**SMA 2010 HISTORY OF SPORT**

3 s.h.

This course focuses on the evolution of sport within the United States and how it compares and contrasts with the development of sport around the world. Topics include development, youth sport, collegiate athletics, professional sports leagues, international competition, culture, race, and gender. This course is offered every spring semester.

**SMA 2250 SPORT GOVERNANCE**

3 s.h.

The course is designed to expose the student to various governing bodies in professional and amateur sport. Students will study the organizational structure and policy functions of various governing entities. There will be an examination of sport as a cultural product and the relationships within sport affecting sport organizational structures with emphasis given to the dynamics of sport organizations in professional, collegiate, scholastic, recreational and corporate settings as they relate to mission, strategic planning, and the development of human resources. This course will introduce students to the constitutions and by-laws of various agencies governing sport at various levels. This course is offered every fall semester.

**SMA 3210 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. The student may choose to take one of the following courses in lieu of SMA 3210 (CONCENTRATION AND MINOR ONLY. SMA 3210 IS REQUIRED FOR MAJOR): BUS 3360 Domestic Business Experience, BUS 4850 Dartfish Tagging, BUS 4850 Business Negotiations, BUS 4850 Sport Economics, MKT 4850 Marketing Technology Management, or SMA 4850 Sport Tourism. This course is offered every fall semester.

**SMA 3220 EVENT/FACILITY MANAGEMENT**

3 s.h.

The management of sports events and facilities as a business is covered. Planning, operating, and marketing an actual event will be the main focus of the course. This course is offered every spring semester.

**SMA 3360 DOMESTIC BUSINESS EXPERIENCE**

3 s.h.

An American Business is a dynamic process that brings together people, consumers, technology, natural resources and human initiative in a constantly changing and competitive environment. To understand the framework in which a business operates, students will travel for an exploration and learning opportunity from the business. This course will require research and class time at an off-site location as selected by the Professor of record. An additional fee will apply to cover the costs of travel and lodging. Travel for student conferences and conventions is prohibited as part of this course. Permission of the Instructor.

**SMA 3400 SPORT ETHICS**

3 s.h.

This course will explore the concepts of ethical decision making processes as applied to issues found in sport settings. Areas such as fair play, equitable opportunity, exclusive membership policies, health and wellness concerns, and others will be explored. In particular, students will be exposed to concepts of morality and theories of ethical thought while developing a personal philosophy of social responsibility and professional codes of ethics. This course will focus on the ethical issues impacting sport organization policy formation and practice. Prerequisite: SMA 1010. This course is offered every fall semester.

**SMA 3450 SPORT TOURISM**

3 s.h.

This course introduces students to the nature, structure, and complexity of the sport tourism industry. Topics covered include: economic, sociocultural and environmental impacts, motivations, marketing, and development principles. This course is offered every fall semester.

**SMA 3500 SPORT ECONOMICS**

3 s.h.

This course applies economic principles to sports. Economic models from industrial organization, public finance, labor economics, game theory, macroeconomics, and other fields of economics are used to gain a better understanding of sports and the modern sports industry. This course is offered odd years spring semester.

**SMA 4210 SPORT MARKETING**

3 s.h.

Students investigate existing marketing practices of business related to sports and conduct themselves as marketing consultants. The student will investigate these companies to assess the effectiveness of the organization's marketing practices, marketing objectives, strategic planning processes, target markets, products and services, promotions, planning, pricing, and distribution methods. Prerequisite: MKT 2510. This course is offered every fall semester.

**SMA 4220 SPORT ADMINISTRATION**

3 s.h.

A capstone course that engages the student to apply their experiences and knowledge from internships and business and sport management course work to plan and manage a major event near the end of the semester. 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. Prerequisites: junior status or permission of the instructor. This course is offered every spring.

**SMA 4230 SPORT SALES AND PROMOTIONS**

3 s.h.

The business of sport requires individuals to sell and promote a variety of products and services. The purpose of this course is to examine the practical application with regard to sales and promotions in sport. With the development of an understanding of foundational concepts, students will be challenged to examine and practice a variety of sales and promotional strategies. This course is offered every even spring semester.

**SMA 4250 SPORT FINANCE**

3 s.h.

This course covers basic principles of finance as they relate to sports. Emphasis is placed on current practices and issues relating to funding, budgeting, and revenue acquisition in sports through private and public means. Topics include taxing and borrowing, ticket sales, concessions, broadcast sales, and sponsorship. The course includes an introduction to collection and analysis of sports business data. Prerequisites: ACC 2510 and ECO 2610 or ECO 2620. This course is offered every fall semester.

**SMA 4500 CAPSTONE IN SPORT MANAGEMENT**

3 s.h.

SMA 4500 is intended to be a capstone course for the Methodist University Sport Management Program. The primary objective of this course is to introduce students to the analysis of management and league problems and decisions facing sport managers and business leaders. In addition to the formulating strategies, this course will focus on implementation issues. Prerequisite: senior status. This course is offered every spring semester.

**SMA 4850 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 4900 INTERNSHIP IN SPORT MANAGEMENT**

6 s.h.

This course provides students with an opportunity for an in-depth work experience at an approved sport management internship site. Students are expected to acquire relevant skills and develop a professional network in order to prepare for entry-level employment in the sport marketplace. The course is repeatable for up to 6 credit hours. Prerequisites: junior status or consent of instructor. This course is every offered every semester.

**SMA 4990 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 HEALTH SCIENCES

Dr. Lori Brookman, Interim Dean

The School of Health Sciences includes a variety of undergraduate programs within various health care related fields including Applied Exercise Science, Athletic Training, Health Care Administration, and Professional Nursing Studies. In addition, the Master of Medical Science in Physician Assistant Studies program is also included within the school.

The **Applied Exercise Science** program is a multidisciplinary undergraduate program designed to prepare students for graduate programs in physical therapy and exercise science.

The **Athletic Training** program is designed to prepare students for the professional opportunities as Certified Athletic Trainers (ATC). Students will gain experience in collegiate, high school, and physical therapy clinical settings. The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The **Health Care Administration** program is designed to teach graduates effectively manage health care organizations. It is one of only 4 programs in North Carolina nationally certified by the Association of University Programs in Health Administration.

The **Professional Nursing Studies** program prepares students for successful career progression in health care as a registered nurse (RN). Earning a Bachelor of Science in Nursing (BSN) assists students not only interested in career advancement, but also those interested in advanced health care degrees and nursing education. Students begin in our pre-nursing program in preparation for admission into the Nursing Program by their junior year. The MU Professional Nursing Studies program has been unanimously approved by the North Carolina State Board of Nursing.

The **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 review the Methodist University Graduate Catalogue.

**Mission Statement:** The mission of the School of Health Sciences at Methodist University is to prepare undergraduate and graduate students for careers as health professionals. Programs in the School of Health Sciences support collaboration between the health disciplines and are committed to lifelong learning as evidenced by critical thinking, compassionate and caring interactions, and the delivery of ethical and evidence-based health care services to research and/or promote health and wellness locally, regionally, and globally.

**Vision Statement:** The School of Health Sciences at Methodist University will promote wellness, quality health care, and ethical practices through excellence in education, research, service, and community engagement. The School is committed to becoming recognized as a provider of superior quality education and service driven by entrepreneurial thinking and a spirit of stewardship.

## DEPARTMENT OF ATHLETIC TRAINING

Hugh Harling, Ed.D., LAT, ATC, Chair

Students who choose a major in Athletic Training and successfully complete the Athletic Training 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.

### **Mission**

1. Develop and prepare students as future certified and licensed athletic trainers
2. Provide high quality athletic training services to the student-athletes of Methodist University;
3. Serve as a resource for the community about topics in which athletic trainers' possess knowledge, skills, and abilities.

### **Goals**

1. for its graduates to demonstrate the clinical skills of an entry-level athletic trainer upon completion of the program.
2. for its graduates to achieve a 100 % first time passing rate on the Board of Certification examination.
3. for 100 % of its graduates to be employed full-time within a healthcare related field enrolled in a graduate studies programs within 12 months of each student's graduation.
4. for the Academic Program to fulfill the criteria and standards established by the Commission on Accreditation of Athletic Training Education (CAATE) for Athletic Training Programs and the educational content requirements of the current NATA Educational Competencies and Proficiencies

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

**Writing-Enrichment Course(s):** ATP 2300, 3300, 4840

**Computer Intensive Course(s):** ATP 3300, 4840

**Major in Athletic Training:** 73 s.h., including ATP 1110, 1120, 1200, 2200, 2300, 2310, 2320, 2850 and 2860 or BIO 3060 and 3080, 3180, 3190, 3210, 3220, 3300, 3310, 3320, 3810, 3820, 3830, 4120, 4840, PXS 2400, 2900, 3012, 4040, PSY 1010. Students must take two of the following internship courses: ATP 4000, ATP 4010, ATP 4020. Students are strongly encouraged to take additional course work from the following: MAT 2200, PHI 3400, PSY 2040, 3300, 3360, 3410; CHE 1510, 1520; PHY 1510, 1520. Students majoring in ATP are exempt from the wellness core requirement.

**Requirements for a minor:** No minor is available in Athletic Training.

### **Accreditation**

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). 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 typically 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.

The minimum application requirements for admission into the Methodist University Athletic Training Program include successful completion of or current enrollment in:

1. ATP 1110, 1120, 1200, 2200 and 2850, (or BIO 3060) with a "C" (not a C-) or better in each course
2. ATP 1110, 1120, 1200, 2200 and 2850 (or BIO 3060) with a minimum 2.75 average
3. A minimum overall GPA of 2.5
4. A completed application including a signed copy of the Technical Standards for Entry-Level Athletic Training Education. Available through the Athletic Training Program or on-line as part of the Athletic Training Program website.
5. An interview with the ATP Admissions Committee.

All application materials must be submitted to the Athletic Training Program Director by March 1st. Students who have completed the application packet by the announced due date and are deemed by the ATP Admissions Committee to be viable candidates for the ATP will be invited to participate in an admissions interview. 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 or admission requirements after the deadline may petition the Athletic Training Program Director prior to the end of the spring semester 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 by e-mail 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. All interviews will be conducted by the ATP Admissions Interview Committee which is composed of the Athletic Training Program Director and at least two of the Athletic Training Program's faculty.

Once all interviews and final spring 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 student e-mail account by May 31st of their status. As soon as students are notified of their admittance, they will have seven days from receiving the notification to contact the Program Director 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 may be revoked. Qualifying students not initially accepted are notified by e-mail 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 by e-mail 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**

Acceptance or non-acceptance of transfer courses to Methodist University in place of BIO 3060 and 308, PSY 1010, PXS 2400, 2900, 3000, 3012, and 4040 will be at the discretion of the Methodist University Registrar and/or the appropriate Department Head(s).

Following acceptance into the Athletic Training Program, all students must provide documentation of immunizations and a physical exam occurring within the last 12 months medically clearing the student prior to the start of fall classes. In addition, Athletic Training students are required to return to campus prior to the start of classes to review knowledge, skills and abilities that will be used when they begin their fall clinical or field experience courses. Exceptions to returning early are made on a case by case basis by the Program Director.

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.

Athletic training students are required to maintain a minimum overall GPA of 2.5 and must complete all ATP courses with a 2.5 GPA and a grade of "C" or better or be placed on probation. Students electing to complete BIO 3060 & 3080 in lieu of ATP 286 must complete both 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 3000 clinical hours annually under the guidance of a supervising athletic trainer. In addition, as part of the field experience and internship courses, athletic training students will utilize their knowledge, skills, abilities in the day-to-day care and management of injured individuals at various on and off-campus sites under the guidance of a supervising allied health professional.

## **ATHLETIC TRAINING COURSES**

### **ATP 1110 INTRODUCTION TO ATHLETIC TRAINING & SPORTS MEDICINE** 1 s.h.

This course is designed to introduce students major in Athletic Training to the profession. This course requires students to observe practices and games with a variety of supervising athletic trainers for 50 observation hours, and learn about a variety of ethical and professional topics within the field of sports medicine. Prerequisite: None. This course is offered every fall and spring.

### **ATP 1120 CLINICAL METHODS IN ATHLETIC TRAINING** 2 s.h.

This course is designed to provide students with the methods and practical experiences in basic taping methods, fitting of equipment, crutch usage, protective padding, application of various therapeutic modalities, and other essential introductory clinical skills. Prerequisite: None. This course is offered every fall and spring.

### **ATP 1200 ATHLETIC TRAINING EMERGENCY CARE** 2 s.h.

Students will developed their knowledge, skills and abilities in recognizing, appropriately implementing emergency action plans based upon medical conditions. Emphasis is placed upon CPR, AED, splinting,

spineboarding, and treatment for other acute medical conditions of the physically active. Prerequisite: None. This course is offered every fall and spring.

**ATP 1590 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 and spring.

**ATP 2200 BASIC ATHLETIC TRAINING** 2 s.h.

This course introduces students to an overview of the knowledge, skills and duties of an athletic trainer with emphasis on medical nomenclature, principles of evaluation and rehabilitation, and common injuries and their mechanisms. Prerequisite: None. This course is offered every fall and spring.

**ATP 2300 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 introduce the fundamentals of counseling. Prerequisite/Co-Requisite: PSY 1010 or permission of instructor. This course is offered every spring.

**ATP 2310 CLINICAL EXPERIENCE I** 3 s.h.

This course is designed to challenge students to perform basic athletic training clinical skills using modules. In addition to completing competency modules, students are required to complete at least 1500 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 2320 CLINICAL EXPERIENCE II** 3 s.h.

This course is designed to provide students with challenging hands-on competency based evaluation and rehabilitation of the lower extremity, pelvis and the spine modules. In addition to completing competency modules, students are required to complete at least 1500 clinical hours of experience to assist students' in their development of professional knowledge, skills, and abilities. Prerequisites: ATP 2310, 3180, 3810. This course is offered every spring.

**ATP 2850 KINETIC HUMAN ANATOMY** 3 s.h.

This course is designed to provide a foundation for students to learn how anatomy affects movement of the human body. The course will emphasize surface anatomy and the musculoskeletal system including the various structures, functions, and mechanics of the human body. Prerequisite: None. This course is offered every spring.

**ATP 2860 SURVEY OF HUMAN PHYSIOLOGY & DISEASES** 3 s.h.

This course is designed to prepare athletic training students with basic knowledge of human physiology and body systems. It will also emphasize the signs and symptoms of common diseases, factors which can contribute to abnormalities, complications, and dysfunctions. Prerequisite: None. This course is offered every fall.

**ATP 3180 CLINICAL EXAMINATION & DIAGNOSIS 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. Prerequisite: Admittance to the Athletic Training Program. This course is offered every fall.

**ATP 3190 CLINICAL EXAMINATION & DIAGNOSIS 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, neck, shoulder, elbow, wrist, and hand. Prerequisite: ATP 3180. This course is offered every spring.

**ATP 3210 GENERAL MEDICINE & PHARMACOLOGY I** 2 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 dermatological conditions, eye, ears, nose, and throat pathologies, chest and abdomen medical conditions, and the legal issues and fundamentals of pharmacology. Prerequisite: ATP 3190 or permission of instructor. This course is offered every fall.

**ATP 3220 GENERAL MEDICINE & PHARMACOLOGY II** 2 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 general medical conditions and a further exploration of pharmacology. Prerequisite: ATP 3210 or permission of instructor. This course is offered every spring.

**ATP 3300 APPLIED RESEARCH AND EVIDENCE BASED CLINICAL PRACTICE** 3 s.h.  
This course will review research methodologies and the research process. Students will apply the concepts of validity, reliability, and objectivity to research and critically analysis of scientific literature. Prerequisites: ATP 3190 or permission of instructor. This course is offered every fall.

**ATP 3310 CLINICAL EXPERIENCE III** 3 s.h.  
This course is designed to challenge students with hands-on competency modules for evaluation and rehabilitation of injuries to the head, spine and upper extremity. In addition to completing competency modules, students are required to complete at least 1500 clinical hours of experience to assist students' in their development of professional knowledge, skills, and abilities. Prerequisites: ATP 3190. This course is offered every fall.

**ATP 3320 CLINICAL EXPERIENCE IV** 3 s.h.  
This course will challenge students by requiring them to complete competency modules integrating their knowledge, skills, and abilities developed during the Evaluation, Therapeutic Exercise, Therapeutic Modalities, and General Medicine courses. In addition to completing competency modules, students are required to complete at least 150 clinic hours to assist students' in their development of professional knowledge, skills, and abilities. Prerequisites: ATP 3210. This course is offered every spring.

**ATP 3810 THERAPEUTIC INTERVENTIONS 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. This course is offered every fall.

**ATP 3820 THERAPEUTIC INTERVENTIONS 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 3810. This course is offered every spring.

**ATP 3830 THERAPEUTIC INTERVENTIONS III** 3 s.h.  
This course covers the underlying theory, basis for selection and application of therapeutic modalities used in the treatment of athletic injuries. Prerequisites: Admittance to the Athletic Training. This course is offered every fall.

**ATP 4000 INTERNSHIP** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 3190. This course is offered every summer.

**ATP 4010 INTERNSHIP** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 3190. This course is offered every fall.

**ATP 4020 INTERNSHIP** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 3190. This course is offered every spring.

**ATP 4120 SENIOR SEMINAR** 2 s.h.  
This course is designed to provide preparation for the Athletic Training Board of Certification exam. 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 4840 ORGANIZATION & ADMINISTRATION IN ATHLETIC TRAINING** 3 s.h.  
This course provides an in-depth look into the organization and administration of healthcare facilities. Issues addressed include: staffing/personnel issues, facility policies and procedures development, medical documentation needs, budgeting, drug testing, and ethical and legal issues. Pre-requisite: ATP 3190 or permission of instructor. This course is offered every spring.

**ATP 4850 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 4990 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 head before approval by the Vice President for Academic Affairs. Credit to be determined. This course is offered as needed.

## **DEPARTMENT OF APPLIED EXERCISE SCIENCE**

Dr. George Hoyt, Chair

The Applied Exercise Science program at Methodist University is one that prepares undergraduate students for professional programs in areas such as physical therapy and occupational therapy.

As an Applied Exercise Science major, the student will engage in a curriculum with a solid foundation in the basic sciences, including biology, chemistry, physics, anatomy, and physiology. Additional coursework in statistics, psychology, and exercise physiology will help develop the student's prerequisite knowledge in preparation for graduate work. Overall, the Applied Exercise Science major is an excellent pre-professional major if a student is interested in pursuing a career as a physical or occupational therapist.

### **Mission**

The mission of the department of Applied Exercise Science is to develop the student's prerequisite knowledge in preparation for graduate work in various health-related professional programs by engaging the student in a curriculum with a solid foundation in the basic sciences.

### **Goals**

1. Graduates will have the necessary preparation and prerequisite coursework to be strong applicants for professional programs in either physical therapy or occupational therapy.
2. Graduates will have the knowledge, skills, and abilities to obtain employment as exercise professionals in a variety of settings.
3. Graduates will have the knowledge, skills, and abilities to enter graduate programs in exercise science.

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

**Major in Applied Exercise Science:** 74 s.h., including ATP 159 or ATP 1120 and 2200; BIO 1530; BIO 3060 and 308; BIO 3980 or 4400; BIO 4010; CHE 1510 and 1520; MAT 1130; MAT 1140; MAT 2200; PHY 1510 and 1520; PSY 2040; PXS 2170 (or ATP 1200), 2400, 2850, 290, 3060, 3120, and 4040; PXS 4000 or ATP 4840. Students majoring in AXS are exempt from the wellness core requirement.

**Writing Enrichment courses:** BIO 4010 and 4400; PXS 4000

**Computer Intensive courses:** PXS 3120; PXS 4000

## **DEPARTMENT OF HEALTH CARE ADMINISTRATION**

Dr. Warren G. McDonald, Chair

The Health Care Administration (HCA) major in Methodist University's School of Health Sciences prepares students for professional entry-level managerial and administrative positions in a wide variety of



health care organizations, including hospitals, long-term care facilities, medical group practices, managed care organizations, and government agencies at the local, state, and federal level. Health Care Administration is one of the most exciting and challenging careers in modern society. It offers an opportunity to have an impact directly on people's lives through the improvement of personal health services. The profession offers a challenge to those individuals who seek a management position that is rapidly changing and has significant social overtones.

### **Mission**

The mission of the Health Care Administration (HCA) major at Methodist University will be to prepare students for careers as health administrators; to promote high ethical standards and moral decision-making; and to promote health care management excellence in the region. The supporting principles include value-added education, namely, that this educational program adds measurable worth to one's professional life, excellence of performance, and quality outcomes. This Bachelor of Science major has an overall goal of combining a strong liberal arts foundation with a professional course of study to promote the development of effective, humane, and caring administrators in the health care field. Courses, experiences, and assignments are designed to result in a student who has gained an understanding in the effective ways to manage the physical, financial, and human resources of an organization responsibly and compassionately. The HCA major acknowledges the need for its students to be able to positively contribute to society and specifically to the health care field. The objectives of the program therefore equate to the intellectual engagement of the students in the following areas of competency and skills as they relate to general management in the field of Health Care Administration:

### **Goals**

1. The mission of the Health Care Administration (HCA) major at Methodist University is to prepare students for careers as health administrators and to promote health care management excellence in the region.
2. Students that complete the Health Care Administration major will be prepared for professional entry-level employment in health care administration-related fields.
3. The Health Care Administration major will be value-centered, driven by a philosophy of service to others. The major will strive to be an instrumental part of the educational process of people who want to positively contribute to the stewardship of resources in the health care field.

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

**Requirements for the major:** 36 semester hours which include the following courses:

Required courses: HCA 2000, HCA 3050, HCA 3300, HCA 3400, HCA 3500, HCA 3600, HCA 4500, HCA 4700 and \*HCA 4800. The student must choose three additional courses from this list of elective courses: HCA 4100, HCA 4200, HCA 4400, and HCA 4700. It is recommended (not required) to take additionally LAW 2000, LAW 3860, or SOC 3880.

\*All students (traditional or non-traditional) who do not have a minimum of five (5) years work experience (documented) in a health-related organization will be required to take HCA 4800 Health Care Internship course as a requirement for graduation with the Health Care Administration degree.

**Requirements for the minor :** 18 semester hours to include: HCA 2000, HCA 3050, HCA 3500, HCA 3500, and any two from the list of electives above.

Business Students may also continue to complete a concentration in Business Health Care Administration.

**Requirements for the concentration in Business Health Care Administration:** 24 s.h. — HCA 2000, HCA 2300, HCA 3050, HCA 3500, HCA 4500, Plus three additional HCA courses listed above.

## **HEALTH CARE ADMINISTRATION COURSES**

**HCA 2000 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.

**HCA 2300 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 and online every semester.

**HCA 3050 MANAGING HEALTH CARE ORGANIZATIONS** 3 s.h.  
An introduction to the overall management of health-related organizations. Emphasis is on integrating fundamental tools, concepts, applications and principles as a basis for successful management of a health-related business. Focus is on managerial leadership, problem solving and critical thinking within contemporary health care-related organizations. The course is offered every spring semester.

**HCA 3300 HEALTH CARE STRATEGIC MANAGEMENT** 3 s.h.  
An introduction to the strategic management process in health care organizations. 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 assist in operational decision-making. The course is offered every spring semester.

**HCA 3400 HEALTH CARE ORGANIZATIONAL BEHAVIOR** 3 s.h.  
The course will serve as an introductory course in health care organizational behavior. This course examines the nature and dynamics of organizational behavior affecting the health services administrator and other individuals. The course aims to develop students' awareness of their own behavior and how it can affect their work within health services organizations. Behavioral patterns, organizational design, organizational development and assessment are studied in order to guide students in the decision making process within health organizations and their role as health services administrators. The course is offered every spring semester.

**HCA 3500 ECONOMICS AND FINANCE OF HEALTH CARE ORGANIZATIONS** 3 s.h.  
An introduction to health economics and financial management applications in health-related organizations. Specific information is presented concerning reimbursement systems, insurance, accounting, Medicare/Medicaid, investment decisions, capital financing, government regulations, liability issues,

accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed. Prerequisites: HCA 2000 or permission of the instructor. This course is offered every fall semester.

**HCA 3600 HEALTH CARE INFORMATICS** 3 s.h.

The course covers fundamental concepts of management information systems; current and developing health and business information systems of interest to managers in health services organizations; healthcare information system architecture; security and privacy issues; uses of healthcare information for clinical and strategic analysis and decision support; techniques required to develop and evaluate an information system request for proposal; and thoughts on the future of healthcare information systems including community health and web-based access to health information. The course will also cover current information and issues regarding the latest technology applications. Prerequisites: HCA 2000. This course is offered online every fall semester.

**HCA 4100 MANAGED CARE AND MEDICAL GROUP PRACTICE MANAGEMENT** 3 s.h.

A course focusing on the managed health care arena and the relationship of medical group practice management to the constantly changing environment of managed care. Students receive a strong background in many facets of managing a medical group practice and concepts/practices of managed care in health care delivery systems. Emphasis is on integrating concepts and management theory with specific skills and competencies to improve the student's success in the ever-changing demands of medical group practice management. Prerequisites: HCA 2000, or permission of instructor. This course is offered every spring semester.

**HCA 4200 LONG TERM CARE ADMINISTRATION** 3 s.h.

A study of the modern long-term care center as it has evolved over time. Analysis of the various settings for long-term care such as nursing homes, assisted living facilities, retirement homes, home health care, and adult day health care centers. Issues of medical organization, legal, financial, human resources, and current topics are discussed. Offered as needed.

**HCA 4400 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 integrating concepts with assessment of billing options for solid claims process to ensure the appropriate compensation for ambulatory services rendered. Prerequisite: BHC 2300. This course is offered every fall semester.

**HCA 4500 SEMINAR** 3 s.h.

The capstone course for the health care administration major and it synthesizes material from entire curriculum. The focus is upon the health care administrator as a professional. Classroom material is integrated with experimental learning through a major research project. This course is offered every fall semester.

**HCA 4700 FOUNDATIONS OF HEALTH CARE POLICY** 3 s.h.

The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed. This course is offered every spring semester.

**HCA 4800 HEALTH CARE ADMINISTRATION INTERNSHIP** 3 s.h.  
Learning operational aspects of the health care industry through a minimum of 200-hour work experience via placement within a health care facility or related organization. Supervision and evaluation are conducted by a faculty member and an on-site preceptor. Weekly classroom contact and written reports with the instructor is required. Placement involves discussions with student, faculty, and on-site preceptor. The intern develops managerial skills through varied experiences in the performance of administrative tasks and through direct participation in the problem-solving process. Offered every spring semester.

**HCA 4850 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.

**HCA 4990 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.

## **DEPARTMENT OF NURSING**

Dr. Lynette Hamlin, Interim Chair and Director

Students in the Methodist University B.S.N. Program graduate with competencies in providing patient-centered care, working within interdisciplinary teams, employing evidence-based practice, applying quality improvement, utilizing informatics, and functioning in an environment of integrated processes within a global society.

### **Mission**

The mission of the MU Nursing Program is to educate nursing students to be professional, competent, and caring nurses who can think critically, communicate with compassion, and contribute to positive health outcomes for the people they serve.

### **Vision**

The MU Nursing Program will provide a learning community of holism which promotes a partnership among administration, faculty, students, nurses, and community associates.

### **Goals**

1. To provide the necessary education for entry level nursing students to successfully achieve a B.S. in Nursing
2. To prepare nursing students to pass the National Council Licensure Examination-Registered Nurse (NCLEX-RN) upon their first attempt
3. For graduates of the Methodist University B.S.N. Program to possess uniquely marketable certifications in order to become gainfully employed as an RN

4. To prepare entry level B.S.N. graduates to contribute needed nursing talent in the face of a world-wide nursing shortage
5. To prepare entry level registered nurses who sustain a career as a nurse past the national rate of RN attrition during year one of employment

#### **Pre-Requisite Courses for the Nursing Major**

- Human Anatomy and Physiology (2 semesters)
- Statistics
- Microbiology
- Chemistry
- Medical Terminology
- Introduction to Psychology
- Nursing Notes (PNU 2030)

*Students must achieve a grade of "C" or higher in every pre-requisite nursing course to progress in the pre-nursing program. Students who fail to achieve a minimum grade of "C" in any pre-requisite nursing course (classroom or lab course) may repeat one pre-requisite nursing course one time only. Students who subsequently receive a second grade of below "C" in any pre-requisite nursing course will be dismissed from the pre-nursing program and are not eligible for readmission.*

#### **Admission to the Nursing Major**

- Completion of the prerequisite courses with a grade of "C" or higher
- Proficiency level or higher on the TEAS examination
- Cumulative GPA of 2.80 or higher
- Validation of the nursing program safety and technical standards for admission, progression, and graduation, and
- Required health screen & immunizations, health professional CPR, criminal background check, and drug screen.

#### **Accreditation**

The Methodist University Nursing Program has been granted initial approval for a Bachelor of Science in Nursing program by the North Carolina Board of Nursing and has applied for accreditation with the Commission on Collegiate Nursing Education (CCNE).

#### **Degrees awarded: BSN**

**Requirements for the major:** PNU 2030, NUR 3000, NUR 3010, NUR 3040, NUR 3060, NUR 3080, NUR 3110, NUR 3150, NUR 4010, NUR 4040, NUR 4060, NUR 4080, NUR 4050, NUR 4500.

## **NURSING COURSES**

### **PNU 2030 NOTES ON NURSING**

3 s.h.

This course introduces the art and science of nursing. The philosophy, mission, vision, and values of the nursing program are explicated to help students develop an understanding of issues in the nursing profession. Emphasis is on history, trends, and socio-cultural influences on the practice of nursing. The Institute of Medicine (IOM) core competencies for health professions education are examined. Students are exposed to basic elements of nursing practice with a focus on developing critical thinking skills. Placement in Program: Pre-Nursing Program, Year 2. Prerequisites: BIO 1530; Prerequisite or Co-Requisite: BHC 2300

### **NUR 3000 INTRODUCTION TO NURSING**

3 s.h.

The course provides an overview of professional nursing with a focus on professionalism, including but not limited to communication, ethics, accountability, social justice. A synthesis of current and projected trends in nursing is explored. This course is divided into five modules: nursing as a career, nursing as a profession, nursing as art and science, nursing as communication, and nursing as a team. Placement in Program. Prerequisites: NUR major only. Co-requisites: NUR 3010, NUR 3040, NUR 3110. Offered every fall semester.

### **NUR 3010 HEALTH ASSESSMENT OF THE ADULT**

3 s.h.

This course introduces the knowledge and skills required to perform a systematic examination of a healthy adult and to document the findings. Focus is on conducting a comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic, and environmental assessment using developmentally and culturally appropriate approaches. Health assessment is framed through the use of the nursing process. Class (2 sh), Lab (1 sh). Requirement: Placement in Program: Nursing Program. Prerequisite: NUR major only. Co-requisite: NUR 3000, NUR 3040, NUR 3110. Offered every fall semester.

### **NUR 3040 FUNDAMENTAL NURSING CARE**

5 s.h.

This course introduces students to the psychomotor skills necessary for nursing while implementing the nursing process. Therapeutic nursing interventions as the foundation of nursing practice are implemented, including aseptic technique, medication administration, as well as other fundamental nursing skills. Class (3 sh), Lab (2 sh). Requirement: Placement in Program: Nursing Program. Prerequisite: Admission into the Nursing Program. Co-requisites: NUR 3000, NUR 3010, NUR 3110. Offered every fall semester.

### **NUR 3060 ADULT HEALTH NURSING I**

7 s.h.

This is the first of two courses focused on adult health nursing. Emphasis is on nursing process, theory and skills related to the care of adults, including elder adults, with commonly occurring acute and chronic health deviations. Etiology, clinical evaluation, and use of evidence-based nursing interventions that address professional nursing practice, decision-making processes, and interventions within cultural, socioeconomic, and personal contexts are applied. Class (4 sh), Clinical (3 sh) Requirement: Placement Nursing Program. Prerequisite: NUR 3000, NUR 3010, NUR 3040, NUR 3110. Co-requisites: NUR 3080, NUR 3150, HCA 3500. Offered every spring semester..

### **NUR 3080 PSYCHIATRIC MENTAL HEALTH NURSING**

5 s.h.

The course is designed to provide an understanding of acute and chronic mental illness across the life span. Neurobiological sciences, psychosocial concepts and traditional / nontraditional therapies are explored.

Emphasis is placed on evidence-based practice supported by the Scope and Standards' of Psychiatric and Mental Health Nursing. Topics include psychiatric mental health clinical settings, psychosocial interventions, psychotropic medications, and crisis intervention. Class (3 sh), clinical (2 sh). Requirement: Placement in Nursing Program. Prerequisite: NUR 3000, NUR 3010, NUR 3040, NUR 3110. Co-requisites: NUR 3060, NUR 3150, HCA 3500. Offered every spring semester.

**NUR 3110 PHARMACOTHERAPEUTICS FOR NURSES** 4 s.h.

This course applies the scientific underpinnings for nurses to provide safe and effective care related to pharmacotherapeutics throughout the lifespan. Drugs are studied by therapeutic or pharmacological class. Clinical assessment, analysis of clinical information, and clinical decision-making are examined in relationship to relevant pharmacodynamic and pharmacokinetic processes. Requirement: Placement in Nursing Program. Prerequisite: NUR major only. Co-requisites: NUR 3010, 3040. Offered every fall semester.

**NUR 3150 NUTRITION FOR HEALTH AND HEALING** 2 s.h.

The application of nutrition fundamentals to health promotion and disease prevention is examined. Content focuses on the evaluation of nutrition research, interventions, and recommendations through use of an evidence-based nursing approach. Placement in Nursing Program. Prerequisite: NUR major only OR permission of instructor. Co-requisite: NUR 3060. Offered every spring semester.

**NUR 4010 RESEARCH FOR PROFESSIONAL NURSING PRACTICE** 3 s.h.

The course focuses on the translation of current evidence into nursing practice through the identification of practice issues, appraisal and application of evidence, and the evaluation of outcomes (AACN, 2008). Development of evidence is examined using the research process. Concepts explored include research ethics and legal precepts, clinical judgment in knowledge development and application, and the integration of client values and preferences. Students learn to use reliable evidence to inform practice and make clinical judgments to promote nursing best practice. Placement in Nursing Program. Prerequisite: NUR 3060, NUR 3080, NUR 3150, HCA 3500 Co-requisites: NUR 4040, NUR 4050, HCA 3600. Offered every fall semester.

**NUR 4040 MATERNAL CHILD NURSING** 7 s.h.

Nursing care of women, newborns, infants, children, and families during childbearing and childrearing stages is described. Healthy transitions and physical alterations occurring from conception through adolescence are examined. The health needs of the family are discussed in terms of major morbidity/mortality risks and contemporary issues. This experience will integrate clinical experiences in a variety of acute and community clinical settings to build on theories of growth and development, pathophysiology, evidence-based practice. (Class 4 sh, Clinical 3 sh) Placement in Nursing Program. Prerequisites: NUR 3060, NUR 3080, NUR 3150, HCA 3500. Co-requisites: NUR 4010, NUR 4050, HCA 3600. Offered every Fall semester.

**NUR 4050 PRINCIPLES OF LEADERSHIP FOR NURSES** 3 sh

The course explores organizational and systems leadership, quality improvement, and national healthcare safety standards. Focus is placed on the importance of ethical decision-making, effective working relationships, delegation, and accountability when working in complex healthcare systems. Leadership skills to effectively negotiate change, provide safe quality care, and promote professional practice in the

healthcare environment are analyzed and applied. Placement in Nursing Program. Prerequisites: NUR 4010, NUR 4040, NUR 4050, HCA 3600. Co-requisites: NUR 4060, NUR 4080. Offered every fall semester

**NUR 4060 ADULT NURSING II**

7 s h.

Adult Nursing II is the second of two courses focused on adult health nursing for commonly occurring diseases in the acute care setting. The course builds on previously learned knowledge of physical assessment and technical skills to focus on key components of acute care nursing. Advanced skills and interventions required to care for clients with commonly occurring disease states will be included. This is a 10 week course (class 4 sh, clinical 3 sh). Placement in Nursing Program. Prerequisite: NUR 4010, NUR 4040, NUR 4050, HCA 3600. Co-requisites: NUR 4080, NUR 4500. Offered every spring semester.

**NUR 4080 COMMUNITY HEALTH NURSING**

5 s.h.

An overview of community and public health nursing. Explores the role of the nurse in health promotion, disease prevention, and injury prevention across the lifespan. Students examine population-focused roles in primary, secondary, and tertiary prevention, including disaster management. This is a 10 week course. (class 3 sh, clinical 2 sh) Placement in Nursing Program, Year 4. Prerequisites: NUR 4010, NUR 4040, NUR 4050, HCA 3600. Co-requisites: NUR 4060, NUR 4500. Offered every spring semester.

**NUR 4500 NURSING CAPSTONE SEMINAR**

4 s.h.

This nursing capstone consists of seminars to provide an opportunity for transition to the professional nursing role and a 120 hour focused client care experience. Standardized testing is incorporated to provide feedback to facilitate analysis, synthesis, refinement, and integration of nursing knowledge. The focused client care experience is provided through a cooperatively designed learning experience under the supervision of a licensed preceptor. 4 week course. (Class 1 sh, clinical 3 sh). Placement in Nursing Program. Prerequisites: NUR 4010, NUR 4040, NUR 4050, HCA 3600. Co-requisites: NUR 4060, NUR 4080. Offered every spring semester.



## **SCHOOL OF PUBLIC AFFAIRS**

Dr. George Hendricks, Chair

The School of Public Affairs is a diverse multidisciplinary unit with programs preparing students for professions in public service and the media. The knowledge, values and critical thinking skills developed in the liberal arts core enable programs to expand and apply that knowledge to specialized fields of study. The School offers programs in Communication, Justice and Applied Forensics, Leadership, Legal Studies, Environmental and Occupational Management, Political Science, the Reserve Office Training Corps (ROTC), and Social Work. Graduates of the School's programs are prepared both for professional employment and further study in graduate school.

### **Mission**

The mission of the School of Public Affairs is to provide a high quality undergraduate education to prepare students to be responsible leaders and citizens in a democratic society.

## **DEPARTMENT OF COMMUNICATION**

Professor Paul Joseph, Chair

The Department of Communication is a broadly-based multi-faceted department designed to prepare graduates for a variety of careers, both in mass communications and related technology or in face-to-face public and interpersonal communication and leadership. Therefore, we offer two majors: (a) Mass Communications with concentrations in TV-Multimedia, Radio Communication, or Journalism and (b) Organizational Communication and Leadership.

## **MASS COMMUNICATIONS**

Professor Paul Joseph, Director

### **Mission**

The purpose of the Mass Communications area of the Communication Department is to prepare students to work in the mass media in a number of possible capacities. We also help students become more aware of how the media affects their lives and how they can best help use it to serve the society of tomorrow.

Because mass communications is such a vast and diverse discipline, we offer three separate concentrations with a common core of required classes. Students are encouraged to specialize, but be knowledgeable in as many other areas as possible.

### **Goals**

1. Graduates will be competent and ready for entry-level employment in their respective fields.
2. Graduates will be knowledgeable in the area of computer-based communications and will have competency achieve competence in computer graphics, multimedia design, computer-based video production, and interactive communications.
3. Graduates will be competent in written, oral, and visual communication as well as in critical thinking.

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.

**Degrees Awarded:** B.A., B.S.

*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.*

**Requirements for the major:** 48 s.h.

**Mass Communications Core (27 s.h.):** COM 1050, 2800, 4700, 3110, 3120, 2570, 2580; plus SOC 3320 or any approved research methods course, and OCL 3600

**Requirements for Journalism Concentration: 21 s.h.**

**Journalism Concentration Core (6 s.h.):** COM 1070 and COM 3410 or 3530; plus 15 semester hours of approved communication electives, which can include, but are not limited to COM 3030, 3310, 3350, 3410, 3530, 4850, or 423 or any other communication course which indicates in its description that it is approved for a required elective in this concentration.

**Requirements for Radio Concentration Core: 21 s.h.**

**Radio Concentration Core (6 s.h.):** COM 3020 and 3 hours of COM 2600-267; plus 15 semester hours of approved communication electives, which can include, but are not limited to COM 3030, 3050, 3310, 3350, 3410, 3530, 364, 3660, 4850, or 4230; OCL 271 or 3600, or any other communication course which indicates in its description that it is approved for a required elective in this concentration.

**Requirements for TV/Video/Multimedia Concentration: 21 s.h.**

**TV/Video/Multimedia Concentration Core (6 s.h.):** COM 3030 and COM 3530 or 3410; plus 15 semester hours of approved communication electives, which can include but are not limited to COM 3020, 3040, 3050, 3060, 3210, 3310, 3350, 364, 3660, 4060, or 44100 or any other communication course which indicates in its description that it is approved for a required elective in this concentration.

**Requirements for Communication Minor: 24 s.h.:** COM 1050, 2570, 2580, 2800, 4700, 3110, 3120, and OCL 3600.

**Writing-enrichment courses:** COM 3120

**Computer-intensive courses:** COM 3030, 3040, 3050, 3060, 3210, 3310, 3410, 3530, 4060, and 44100

## **MASS COMMUNICATIONS COURSES**

### **COM 1050 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 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 1070 INTRODUCTION TO JOURNALISM**

3 s. h.

Introduction to Journalism is a survey course designed to introduce students to the history, fundamentals and future of journalism. This course focuses on a chronological study of journalism, the basics of telling a story and distinctions between credibility, entertainment and opinion. This course is offered every spring semester. This course can be used as an official COM Elective for the Radio, Journalism and TV/Multimedia Communications concentration within the Communication Major.

**COM 2600-2670 RADIO PRACTICUM**

3 s. h.

This series of courses are offered for students of any major who are serving as directors of the student-run radio station. A student may only use 3 credit hours (one of these courses) towards an elective for the department in any concentration. They can only use an additional 3 hours as elective hours towards graduation. Therefore, only 6 total hours will count towards major and graduation requirements. Any hours beyond the 6 will just be extra hours that appear on their transcripts. NO prerequisites are required for this course and it is open to any major on campus. This course can be used as an official COM Elective for the Radio, Journalism and TV/Multimedia Communications concentration within the Mass Communications Major.

**COM 2700-2770 JOURNALISM PUBLICATION PRACTICUM**

3 s. h.

This series of courses are offered for students of any major who are serving as directors of the student-run print publications. A student may only use 3 credit hours (one of these courses) towards an elective for the department in any concentration. They can only use an additional 3 hours as elective hours towards graduation. Therefore, only 6 total hours will count towards major and graduation requirements. Any hours beyond the 6 will just be extra hours that appear on their transcripts. NO prerequisites are required for this course and it is open to any major on campus. This course can be used as an official COM Elective for the Radio, Journalism and TV/Multimedia Communications concentration within the Mass Communication Major.

**COM 2570 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. This course is offered every Fall semester.

**COM 2580 WRITING FOR MASS COMMUNICATIONS MEDIA II**

3 s.h.

News and feature writing, including writing for the broadcast media. Further practice in reporting and in writing of articles, editorials, and interpretive journalism. This course is offered every Spring semester.

**COM 2800 MASS COMMUNICATIONS THEORY**

3 s.h.

Discusses speech communications models, theories of interpersonal and mass communication, language and meaning, message organization, persuasive strategies, nonverbal communication, and listening behavior. This course is offered every spring semester. Prerequisite: COM 1050 or Department Chair permission.

**COM 3020 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. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism and TV/Multimedia Communications concentration within the Mass Communications Major. This course is offered every fall semester.

**COM 3030 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 every Fall semester. Prerequisite: COM-1050 or Department Chair permission. This course can be used as an official COM Elective for the Radio and Journalism Communications concentration within the Mass Communications Major.

**COM 3040 NON-LINEAR VIDEO EDITING / HDTV PRODUCTION** 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 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 every Spring semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3050 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 3030 or with permission of instructor. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3060 COMPUTER GENERATED GRAPHICS AND ANIMATION** 3 s.h.  
An introductory course. No prior experience with computers or TV equipment required. Emphasis is on the various capabilities of the Lightwave-3D Animation. The course offers hands-on experience in the operation of the equipment. Students produce their own computer-generated graphics and animations. The course benefits those who wish to create computer graphics and/or animation commercially or as visual aids to instruction. This course is offered every Fall semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3110 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 every Fall semester. Prerequisite: COM 1050 or Department Chair permission.

**COM 3012 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 every Spring semester. Prerequisite: COM 1050 or Department Chair permission.

**COM 3210 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 3030. This course is offered Spring Semester odd numbered years. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3310 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 every Spring semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3350 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 2570 or COM 2580 or permission of the instructor. This course is offered every Fall semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3410 HTML PUBLISHING AND WEB PAGE DESIGN** 3 s.h.

Focuses on Internet-based communication and new applications of on-line technologies. The course discusses the history and development of the Internet itself, the rise of the HTML format and JAVA scripting for web publishing, and how other Internet resources interface with this language. Students learn to create web pages, design web sites, and make use of some of the newer plug-ins available for web publishing and distribution. Finally, students study trends in Internet-based design and how present and future trends will create employment opportunities on the Internet. This course is offered every Fall semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3530 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 every Spring semester. Prerequisite: COM 1050 or Department Chair

permission. Cross-listed as WRI 3530. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3640 CINEMA APPRECIATION** 3 s.h.

Deals with classic cinema. This course uses films, film clips, videos, and lectures to teach film criticism and provide an understanding of the arts and skills involved in film-making. This course is offered every Spring semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 3660 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 every Spring semester. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 4060 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 3060: Computer Graphics and Animation. This course is offered as needed. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 4210 - 4250 INTERNSHIP** 5 s.h.

This course is offered every semester. Prerequisite: COM 1050 or Department Chair permission. Experiential learning through placement with local media and other community agencies. 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 1050 Communication department chair approval. These internships are offered every semester. COM 4210 and COM 4230 do not count toward the major requirements. COM 4230, 4240, or COM 4250 can be used toward the 15 semester hours of electives. A maximum of 3 semester hours of internship are to be applied to the degree requirements. This course can be used as an official COM Elective for the Radio, Journalism and TV/Multimedia Communications concentration within the Mass Communications Major.

**COM 4410 ADVANCED WEB PAGE DESIGN** 3 s.h.

This course builds on the basic skills in web page design, introducing advanced multimedia applications created by Adobe 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 Spring semester. Prerequisite: COM1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM-4700 SENIOR SEMINAR**

1 s.h.

This class provides students with an opportunity to review many of the topics covered in previous mass communication classes offered in the total curriculum. The content is offered in such a way as to assist students in applying for and getting their first job in the communication field and will aid them in creating realistic career strategies in this field. Successful students will learn interview techniques, create appropriate demo reels and portfolios, and learn what is expected from them as entry level employees in the communication industry in a number of capacities. The intent is to prepare students to represent themselves and the university well in the job market.

**COM 4850 SPECIAL TOPICS IN MASS COMMUNICATIONS**

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. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major.

**COM 4990 INDEPENDENT STUDY IN MASS COMMUNICATIONS**

TBA

Offers an opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, the department chair, and the Vice President for Academic Affairs. Credit to be determined. Prerequisite: COM 1050 or Department Chair permission. This course can be used as an official COM Elective for the Journalism, TV/Multimedia Communications, or Radio Communications concentration within the Mass Communications Major. This course is offered every semester.

**ORGANIZATIONAL COMMUNICATION AND LEADERSHIP**

Dr. Willis M. Watt, Director

**Goals**

1. Students will understand the nature and dynamics of communication.
2. Students will learn the importance of open, honest, and ethical communication.
3. Students will be proficient in the preparation, research, organization, and delivery of public speeches and presentations.
4. Students will be proficient in demonstrating effective listening skills.
5. Students will know and demonstrate effective interpersonal communication and leadership skills needed in the initiation, development, and maintenance of relationships at play, home, and work.

**DEBATE/FORENSICS PROGRAM**

Professor Brandon D. Miller, Coach

In a democracy such as ours the use of effective communication is an important way to ensure the peaceful resolution of disputes. Communication is concerned with the use of principles by which beliefs and policies are evaluated. Through its course work and team competitions, the debate/individual events program trains students in the skills of effective communication, which allows them to develop the use of

their ability to be successful communicators in a variety of communication situations and exposes them to real-world uses of communication principles. Through course work and team activities students are prepared for competition. Course credit is available for participation as a member of the team.

## **ORGANIZATIONAL COMMUNICATION AND LEADERSHIP**

The Organizational Communication and Leadership (OCL) 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 6 s.h. OCL 4700; LSS 3000; 6 s.h. selected from LSS 3250; 3400; or 4600; plus 18 s.h. from BUS 2000; COM 1050, 280; OCL 1200; 2200 or 2210 (1 s.h. only); 2700; 3200 or 3210 (1 s.h. only); 4200 or 4210 (1 s.h. only); any 2000, 3000, 4000-level OCL course.

**Requirements for the Minor in Organizational Communication and Leadership:** 18 s.h. – from OCL 1200; 2200 or 2210 (1 s.h. only); 2700; 271; 3200 or 3210 (1 s.h. only); 3400; 3540; 3600; 3700; 3750; 3900; 4200 or 4210 (1 s.h. only); 4700; 4850; 4900; 4990; LSS 3000; 3250; 3400; 4600.

**Writing-enrichment course:** OCL 3600

### **ORGANIZATIONAL COMMUNICATION AND LEADERSHIP AND DEBATE/FORENSICS COURSES:**

**OCL 1200 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 as needed.

**OCL 1510 SPEECH COMMUNICATION** 3 s.h.  
This course focuses on idea development, organization of thought and 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 2200, 2210 COMPETITIVE INTERCOLLEGIATE DEBATE/FORENSICS** 1 s.h. each  
Participation on the debate/individual events team including weekly meetings, research, practice sessions, and intercollegiate tournaments under the supervision of the team coach. Prerequisites: None. Courses are offered every fall and spring semesters.



**OCL 2700 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 2710 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: None. This course is offered during the day and Term I MU at Night spring semesters.

**OCL 3200, 3210 COMPETITIVE INTERCOLLEGIATE DEBATE/FORENSICS** 1 s.h. each  
Participation on the debate/individual events team including weekly meetings, research, practice sessions, and intercollegiate tournaments under the supervision of the team coach. Prerequisites: None. Courses are offered every fall and spring semesters.

**OCL 3400 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 1510 or permission of instructor. This course is offered as needed in even numbered spring semesters.

**OCL 3540 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: None. This course is offered as needed in even numbered fall semesters.

**OCL 3600 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: None. This course is offered in fall semesters during Term I MU at Night.

**OCL 3700 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: None. This course is offered in as needed in odd numbered spring semesters.

**OCL 3750 SMALL GROUP COMMUNICATION** 3 s.h.  
This course examines communication theories, issues, and practices applicable to group dynamics involved in the small group decision making process. Topics covered include the decision-making process, effects of group size, leadership/followership, trust, cohesiveness, relationship building and maintenance, communication culture, and problem solving. Prerequisites: None. This course is offered as needed in even numbered fall semesters. Cross-listed as SOC 3750 Small Group Communication.

**OCL 3900 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 1510 or permission of instructor. This course is offered as needed in even numbered fall semesters.

**OCL 4200, 4210 COMPETITIVE INTERCOLLEGIATE DEBATE/FORENSICS** 1 s.h. each  
Participation on the debate/individual events team including weekly meetings, research, practice sessions, and intercollegiate tournaments under the supervision of the team coach. Prerequisites: None. Courses are offered every fall and spring semesters.

**OCL 4700 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; Senior classification or permission of instructor. This course is offered as needed.

**OCL 4850 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 1510 or permission of instructor. This course is offered as needed.

**OCL 4900 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 1000 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: Completion of major core courses or permission of instructor. In some cases other internship courses may substitute for OCL 4900. This course is offered as needed.

**OCL 4990 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 the final approval by the Academic Dean. Credit to be determined. This course is offered as needed.

## **DEPARTMENT ENVIRONMENTAL AND OCCUPATIONAL MANAGEMENT**

Dr. Deborah Branson, Chair

Students entering this field will learn environmental policy-making and enforcement procedures for government, business, and industry. Graduates will be able to carry out administrative functions involved in the interpretation and implementation of law, government regulations, public policy, worker safety, environmental protection, occupational health and safety, and regulatory compliance at the state, federal, and international levels.

### **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 safe-guarding their employees, the general public, and the environment.

Goals

1. ENM majors will be prepared to enter either graduate school for advanced study or the workforce as compliance professionals.
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.

**DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL  
MANAGEMENT**

Dr. Deborah Branson, Chair

The Environmental and Occupational Management Program is a broadly based interdisciplinary major. Graduates in the major will be prepared to enter positions in industry, government, mining, agriculture, public health, homeland security, 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 operations.

**Degree Awarded:** B.S.

**Requirements for Majors in ENM:** The major consists of 42 or 43 hours beyond the 16-hour core. Students are required to take ENM 4900, Internship. Under special circumstances and with the permission of the program director an appropriate 3000-4000 level course may replace ENM 4900.

**ENM Core:** ENM 1010, 1700, 2010, 2500, 3010.

**Concentration in ENM Regulatory Compliance:** 16 hour ENM core; ENM 3510, 3710, 4600, 4900; CHE 1510, 1520, BIO 1530 or SCI 1420; GLY 1600 or SCI 1410; BUS 3430; JUS 4550; LAW 2000, 3900; PSC 333; OCL 3700 or LSS 3000.

**Minor in ENM:** 18 s.h.; comprised of ENM 1010 plus any five of the following course options: ENM 1700, 2010, 2500, 2600, 3010, 3510, 3710, 4500, or 4600 or other requirements for the major.

**Designated Writing Enrichment Courses:** ENM 351 and 4600

**ENVIRONMENTAL AND OCCUPATIONAL MANAGEMENT COURSES:**

**ENM 1010 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 1700 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 fall semester.

**ENM 2010 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. This course is offered every spring semester.

**ENM 2020 INDUSTRIAL HYGIENE FOR NURSES** 3 s.h.

This course covers the fundamentals of Industrial Hygiene including an emphasis on critical incident management and disaster preparedness for nurses. This course is offered in conjunction with NUR 4080. Lecture. Not currently offered. (This course will be offered to NUR Majors as a required course for the Bachelor of Science in Nursing (BSN) degree. ENM 2010 taken prior to admission to the NUR major may not be substituted for ENM 2020.)

**ENM 2500 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

HWDA: Hazardous Waste Disposal 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 2500. This course is offered in the fall semester, odd numbered years.

**ENM 2600 INTRODUCTION TO CLANDESTINE LABS** 3 s.h.

This course offers an introduction to, and examination of illegal drug production laboratories. Clandestine drug operations generate a wide variety of law enforcement, social, societal, socioeconomic, and environmental problems. This course is designed to examine these problems. The course is comprised of three modules: Module 1 covers law enforcement issues; Module 2 covers societal issues; and Module 3 covers environmental and economic issues. Cross-listed as SWK 2600 and JUS 2600. Offered every spring semester.

**ENM 3010 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 fall semester.

**ENM 3510 WASTE OPERATIONAL MANAGEMENT** 3s.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 spring semester.

**ENM 3710 ENVIRONMENTAL AUDITS AND PERMITS** 3s.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 2500. This course is offered every fall semester.

**ENM 4500 ADVANCED CLANDESTINE LABRATORIES** 3 s.h.

This course is an in depth study of clandestine labs, along with specific case studies of actual labs and their adverse effects. Students will learn and explore real world solutions to problems associated with labs. Students will be engaged in active advanced learning and research in their specific discipline (i.e. SWK majors will research an aspect of clandestine labs associated with SWK, other majors will have specific topics in their field of study). Students will be involved in actively identifying labs, by entering and interacting with virtual reality simulations of clandestine labs. This course is designed as a capstone course in the field of study. This is course is offered every fall semester.

**ENM 4600 ENVIRONMENTAL ASSESSMENT** 3s.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 and 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 spring semester.

**ENM 4850 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 4900, 4910, 4920, AND 493 INTERNSHIP**

3-12 s.h.

A practical application done in an industrial setting. Students may take more than one ENM 4900 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.

**40 HOUR HAZWOPER – (From a Certified Trainer)**

\*\* this certificate counts as two certificates towards graduation \*\*

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 and medical emergencies.

\*\* This course also includes all hand-on and physical turnout in appropriate PPE under the supervision of a certified trainer.

**24 HOUR HAZWOPER – (From a Certified Trainer)**

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 and medical emergencies.

**BASIC COMMUNITY EMERGENCY RESPONSE TRAINING COURSE (CERT)**

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.

**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.

**ICS 100- INTRODUCTION TO THE INCIDENT COMMAND SYSTEM**

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and

principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

#### **ICS 200- ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENTS**

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

#### **ANY OTHER ICS BASE LEVEL COURSE**

ICS 300, 400, 700 can be used to count towards graduation credit.

#### **NORTH CAROLINA DEPARTMENT OF LABOR – OSHA CERTIFICATE COURSES**

Any group of four NC-DOL OSHA 1.5 hour certificates will count towards 1 certificate credit towards graduation credit.

#### **FEMA INDEPENDENT STUDY COURSES**

Any group of four IS level certificates from FEMA Emergency Management Institutes online Independent Study Program will be counted as 1 certificate credit towards graduation.

#### **CUSTOM CERTIFICATE PATHWAY**

Students will be able to receive certificate credit towards graduation for certain certificate work that pertains to the environmental or occupational management field and is approved by the chair of the department prior to completion of the certificate.

## **INTERDISCIPLINARY STUDIES OF CLANDESTINE LABS**

Dr. Deborah Branson, Director

Clandestine laboratories that produce illegal substances such as methamphetamines and crack cocaine are a major threat to community safety, public health, and the environment. Law enforcement professionals, emergency first responders, social workers, environmental specialists, educators, and other public officials urgently need training and education in this subject. This interdisciplinary program instructs students in the recognition and identification of clandestine labs, situation assessment, crime scene management, victim assessment and trauma management, hazardous material handling, and environmental remediation. This program offers an associate of science degree and an academic minor, which are valuable for students majoring in several fields such as Justice Studies, Forensic Science, Environmental and Occupational Management, Social Work, and Political Science.

**Mission:** To protect community safety, public health, and the environment from the effects of clandestine labs through the education and training of competent entry-level professionals.

#### **Goals:**

1. To prepare students to enter the work force with the knowledge, skills, and abilities associated with the policies and procedures concerning clandestine labs;
2. To prepare students for continuing education and further professional and personal development.

**Degree Awarded:** A.S.

**Requirements for the A.S. concentration:** ENM 1010, SWK 2310, ENM/LAW 2500, ENM/JUS/SWK 2600, ENM 3010, JUS 397, ENM 4500, and 6 additional hours from ENM, JUS, LAW, PSC or SWK.

**Requirements for the minor:** ENM 1010, SWK 2310, ENM/LAW 2500, ENM/JUS/SWK 2600, ENM 3010, JUS 397, and ENM 4500.

## **THE SOUTHEASTERN CENTER FOR ENVIRONMENTAL EXCELLENCE**

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.

The center will coordinate community outreach training that will be available to students, faculty, staff and outside professionals in the fields of stormwater management, rain garden installation and harvesting, and environmental education topics.

## **DEPARTMENT OF JUSTICE STUDIES, APPLIED FORENSIC SCIENCE, CYBER CRIME, AND LEGAL 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.

### **Mission**

The Justice Studies Program seeks 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.



**The Center for Excellence in Justice Administration (CEJA)** resides within the School of Public Affairs and provides continuing education and training to justice professionals in North Carolina for the purpose of improving leadership and management abilities; developing knowledge, skills, and abilities that will allow criminal justice professionals to efficiently and effectively lead and administer criminal justice agencies; and developing ethical decision-making in justice professionals for the purpose of improving the quality of life and justice in North Carolina. (Dr. Mark Bowman, Director).

### **Goals**

1. Graduates with a major in Justice Studies will demonstrate critical thinking and problem solving skills required for practice as professionals in a wide variety of criminal justice positions.
2. Graduates with a major in Justice Studies will be able to communicate effectively in both the written and verbal forms.
3. Graduates with a major in Justice Studies will understand the need for continuing intellectual, moral, and professional stimulation and growth.
4. Graduates with a major in Justice Studies will demonstrate team building and leadership skills.
5. To provide service to the University, the criminal justice community, and society at large through involvement in various volunteer activities; sponsorship of public forums; and special workshops for criminal justice agencies.

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

**Requirements for the major:** 48 s.h. including JUS 2200, 241, 3100, 3200, 3300, 3900, 4200, 4500, 4700\*, SOC 3090; SOC 1510, PSY 1010 and PSC 1510; OCL 271, JUS 3320; and any four courses with a JUS prefix.

\* With the permission of the department chair an appropriate 3000-4000 level course may replace JUS 4700.

\*\*SOC 2200, PSY 2500, or MAT 2200 may be substituted with the permission of the department chair.

\*\*\* The Chair of the Department of Justice Studies may waive a prerequisite course or allow a student to take a prerequisite course simultaneously with the course in question. This may be necessary in unique situations due to scheduling difficulties or other situations. Although a prerequisite may be waived in special circumstances, the student will still be required to take the class in question. Waving of a prerequisite does not relieve the requirement for the student to take the course in question.

\*\*\*\* The Director of the Forensic Science Program, with the approval of the Department Chair, may allow a non-Justice Studies Major to take a Forensic Science class without taking the necessary Justice Studies prerequisites. Such students will be limited to 9 hours of Forensic Science Classes.

*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 minor in Cyber Crime:** Completion of the following courses: JUS 2430, JUS 2500, JUS 2510, JUS 3400, JUS 3500, JUS 3600, JUS 3700.

**Requirements for a minor in Applied Forensic Science:** Completion of the following courses: PHI 2120, JUS 2420, JUS 3890, JUS 3960, JUS 3970, JUS 4010, JUS 4100, JUS 4150. Students using the 2011-2012 catalogue and going forward will have only the option of a minor in Applied Forensic Science. Students using the 2010-2011 catalogue and all those preceding will only have the option of a concentration in Applied Forensic Science.

**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 3110, JUS 3210, JUS 3820, SWK 2310, SWK 3150, SWK 3500, SWK3400, PSY 3410, PSY 3300.

**Requirements for the minor in Justice Studies:** 18 s.h. including JUS 241, 3090 and any other four courses with a JUS prefix.

**Requirements for the minor in Legal Studies.** 21 s.h. of legal studies, 18 s.h. of which must be legal specialty courses designated by (\*).

**Requirements for the A.A. concentration:** 18 s.h. including JUS 241, 3090 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.

**Writing-Enrichment Courses:** JUS 3090 and JUS 4500

## **JUSTICE STUDIES, APPLIED FORENSIC SCIENCE, AND CYBER CRIME COURSES**

**JUS 2200 APPLIED STATISTICS** 3 s.h.  
Descriptive and inferential statistics, the logic of probability and hypothesis testing with emphasis on applications in social science research. Statistics covered include measures of central tendency, variability, association and tests of significance. Prerequisite: MAT 1050. This course is offered every fall semester.

**JUS 2410 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 1010. This course is offered every fall and spring semester.

**JUS 2420 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 in the spring, and on-line as needed.

**JUS 2430 INTRODUCTION TO CYBER CRIME** 3 s.h.

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. This class is offered fall and spring.

**JUS 2500 COMPUTER CRIME INVESTIGATION** 3 s.h.

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations.

**JUS 2510 NETWORKING CONCEPTS** 3 s.h.

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards.

**JUS 2600 INTRODUCTION TO CLANDESTINE LABS** 3 s.h.

This course offers an introduction to, and examination of illegal drug production laboratories. Clandestine drug operations generate a wide variety of law enforcement, social, societal, socioeconomic, and environmental problems. This course is designed to examine these problems. The course is comprised of three modules: Module 1 covers law enforcement issues; Module 2 covers societal issues; and Module 3 covers environmental and economic issues. Cross-listed as ENM 2600 and SWK 2600. Offered every spring semester.

**JUS 3090 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 spring semester. Cross listed as SOC 3090.

**JUS 3100 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 3100 and PSC 3100.

**JUS 3200 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, and spring night as needed

**JUS 3250 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, odd years. Cross-listed as LSS3250.

**JUS 3300 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 3320 RESEARCH METHODS** 3 s.h.

This course covers the scientific method and research design, including an introduction to quantitative and qualitative data collection and analysis. The student will develop an original research proposal. Prerequisites: SOC2200, JUS2200, MAT2200, PSY2500 or ECO2160 or by special permission of the department chair) Cross-listed JUS3320 and SWK3320. This course is offered every spring semester.

**JUS 3400 NETWORK VULNERABILITIES** 3 s.h.

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Prerequisites: JUS2430, JUS2500, JUS2510

**JUS 3500 CYBER CRIME ETHICS AND LAW** 3 s.h.

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity, as well as the ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes, illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Prerequisites: JUS2430.

**JUS 3600 BASIC DATA RECOVERY** 3 s.h.

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Prerequisites: JUS2430, JUS 2500, JUS 2510

**JUS 3700 SECURITY CONCEPTS** 3 s.h.

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Prerequisites: JUS2430, JUS 2500, JUS 2510

**JUS 3750 FUTURE-ORIENTED LEADERSHIP** 3 s.h.

A study of the leadership styles, abilities, and tools necessary to anticipate future trends and strategies to maximize benefits while minimizing threats. Futuring techniques to be discussed include Environmental Scanning, Delphi Technique, Brainstorming, Historical Perspective, Scenarios, and Trend Analysis. Emphasis will be placed on visionary leadership, transformational leadership, and paradigm pioneering. No pre-requisites. Cross-Listed as LSS 3750. This course is offered Spring semesters in even numbered years.

**JUS 3890 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 3100 or permission of instructor. This course is cross-listed as LAW 3890. This course is offered every spring semester.

**JUS 3900 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 3090 or permission of the instructor. This course is offered every spring semester.

**JUS 3960 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. This course is offered every fall semester in the classroom, as well as evenings and on-line as needed.

**JUS 3970 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 4010 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 4040 POLICE AND THE CONSTITUTION**

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 4100 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 4010 or permission of instructor. This course is offered in the spring semester and every summer online.

**JUS 4150 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 4200 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 4200.

**JUS 4250-435 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 4500 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 3090, (SOC 2200, MAT 2200, or PSY 2500), SOC 282, and JUS/SOC 3320 or permission of the department chair. This course is offered every fall and spring semester.

**JUS 4550 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 4700 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 1200 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. ALL internships must be approved by the department chair prior to the beginning of the internship. Prerequisites: junior standing or permission from the department chair, and a cumulative GPA of 2.3 or higher. This course is offered every fall, spring and summer semester.

**JUS 4990 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.

## LEGAL STUDIES

Professor Wendy Vonnegut, J.D., Director

The Legal Studies minor at Methodist University is designed to prepare students for jobs in the legal, business fields and other professions. This minor can be taken with any major. The Legal Studies minor requires 21 s.h. of legal studies, 18 s.h. of which must be legal specialty courses designated by (\*).

### 4 Required Courses

- \*LAW 2000 Introduction to Legal Studies, 3 s.h.
- \*LAW 3100 Law and the Legal System, 3 s.h.
- \*LAW 3200 Legal Research and Writing, 3 s.h.
- \*LAW 4700 Internship (requires 1150 contact hours)

### At Least 3 Elective Courses, 2 of which must be legal specialty courses (\*)

- \*LAW 2500 Environmental Regulations
- \*LAW 3700 Tort Law
- \*LAW 3710 Contract Law
- \*LAW 3770 Employment Law
- \*LAW 3780 Labor Law Relations Law
- \*LAW 3820 Business Organizations
- LAW 3850 The Living Constitution
- \*LAW 3880 Bankruptcy Law
- \*LAW 3890 Criminal Evidence & Procedure
- \*LAW 3900 Administrative Law
- \*LAW Negotiations
- \*LAW 3920 Real Property Law
- \*LAW 394 Wills, Trusts, Estate Planning & Probate
- \*LAW 3960 Family Law
- \*LAW 3980 Litigation
- LAW 4850 Special Topics
- LAW 4990 Independent Study

**Transfer Policy:** Twelve (12) s.h. of the 21 s.h. must be taken in a traditional classroom setting at Methodist University.

**Degree awarded:** None

**Approval:** This program is approved by the American Bar Association. The North Carolina Bar Association has approved the Legal Studies program for students to take the North Carolina Paralegal Certification exam.

**Pre-Law:** See Wendy Vonnegut, J.D., the Pre-Law Advisor in the Department of Justice 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.

## **LEGAL STUDIES COURSES**

### **LAW 2000 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 2500 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
- HWDA: Hazardous Waste Disposal 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 2500. This course is offered fall semesters, odd numbered years.

**LAW 3100 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 3100 and JUS 3100. This course is offered every spring semester.

**LAW 3200 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 3700 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 3710 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 3770 EMPLOYMENT LAW** 3 s.h.

An overview of Employment Law in the work place. A study of case law, regulations, and statutes on such issues as Title VII and Civil Rights Act. The Americans with Disabilities Act, Age Discrimination, National Origin Discrimination and other areas of Employment Law. Students will also be taught various issues of Employment law such as interviewing and job performance evaluations. Cross Listed with BUS 3770.

**LAW 3780 LABOR RELATIONS LAW** 3 s.h.

This course is a focus of the legal relationship between corporations and collective bargaining agents. It involves unionization, maintaining union free status, and de-unionization. Labor law draws upon the management functions of planning, organizing, leading, and controlling within both structural and behavior contexts. Emphasis is given to the role of managers within a broader society of laws, interpersonal relationships, inter-group relations, and leadership. Student groups (teams) are created and used throughout the course to study the course content through case studies and experience the dynamics of actually resolving cases. Cross Listed with BUS 3780

**LAW 3820 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 3850 THE U.S. 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 3850.

**LAW 3890 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 3100 or permission of instructor. This course is offered every spring semester. This course is cross-listed as JUS 3890.

**LAW 3900 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 3910 NEGOTIATIONS**

The course involves scope, strategies, and objectives related to negotiated acquisitions. The preparation, conduct, and documentation of the negotiation process are included. Cross-listed with BUS 3910.

**LAW 3920 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 one 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 3940 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 fall semesters, even numbered years.

**LAW 3960 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 3980 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 4700 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. The students are required to complete 115 contact hours.

**LAW 4850 SPECIAL TOPICS IN LEGAL 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 4990 INDEPENDENT STUDY IN LEGAL 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.

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

Lieutenant Colonel (Retired) Leland Young, Chair

**Mission**

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 (1010/1020, 2010/2010, 3010/3020, 4010/4020) 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.

### **MSL 1010 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.

### **MSL 1020 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. The key objective of this course is to explore in more detail the Army's leadership philosophy and learn fundamental military concepts. One (1) lecture hour per week. This course is offered every spring semester.

### **MSL 2010 FOUNDATIONS OF LEADERSHIP**

2s.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.

### **MSL 2020 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. MSL 2020 provides a smooth transition into MSL 3010. 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.

**MSL 2500 LEADERS TRAINING COURSE**

3s.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.

**MSL 3010 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 MSL 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.

**MSL 3020 APPLIED TEAM LEADERSHIP**

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 MSL 3010, 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. MSL 3020 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.

**MSL 3500 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. The 33-day training event at Fort Lewis, WA, incorporates challenges that are both mentally and physically rigorous and demanding.. Cadets and officer candidates must excel at WARRIOR FORGE to be considered competitive for a commission as an Army officer

**MSL 4010 ADAPTIVE LEADERSHIP**

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. MSL IV Cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSL IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSL III Cadets while simultaneously considering their own leadership skills. Attention is given to preparation for BOLC and the development of leadership abilities. Three (3) lecture hours and one (1) laboratory hour per week. This course is offered every fall semester.

**MSL 4020 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.

**MSL 4210 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 4210.

**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 \$1500 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 scholarship 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.

## **AIR FORCE ROTC COURSES**

### **ARS 1110 & 1120 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. 1110 is taught in the fall semester; 1120 is taught in the spring semester.

### **ARS 2110 & 2120 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. 2110 is taught in the fall semester; 2120 is taught in the spring semester.

### **ARS 3110 & 3012 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. 3110 is taught in the fall semester; 3012 is taught in the spring semester.



**ARS 4110 & 4120 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. 4110 is taught in the fall semester; 4120 is taught in the spring semester.

**DEPARTMENT OF GOVERNMENT STUDIES**

Dr. Andrew H. Ziegler, Jr., Chair

The Department of Government Studies include two programs: Leadership and Political Science. The Leadership Program offers an AA in Leadership and Management and also two minors: Leadership Studies

and Church Leadership. The Political Science Program offers the BA, BS, and AA in Political Science, and also concentrations in International Relations and Public Administration.

**THE LURA S. TALLY CENTER FOR LEADERSHIP DEVELOPMENT**

Dr. Andrew H. Ziegler, Jr., Director

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. Within the Tally Center students participate in 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.

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. The courses are available, without prerequisites, to all students as electives.

**Degree awarded:** A.A.

**Requirements for the A.A. Concentration in Leadership and Management:** 18 s.h. to include LSS 3000, BUS 3430, plus any two other LSS courses, plus two of the following: BUS 3000, BUS 3200, or BUS 4850.

**Requirements for the Minor in Leadership Studies:** Minimum 18 s.h. – Required 3 s.h. (either LSS 3000 or 3050); 6 s.h. (two from LSS 3250, 3400, 3750, 4600 or 4850); 3 s.h. (either LSS 4700 or 47100); plus 6 s.h. from the Module of Electives (two from BUS 3430, BUS 3750, COM 280, ECO 3010, HIS 4220, MSC 4020, WEL 308, PHI 2200, PSC 2010, PSC 3050, PSC 333, PSY 3100, PSY 3610, SOC 2530, OCL/SOC 3750, SWK 3150, OCL 271, OCL 3400, OCL 3600, OCL 3700, OCL 3900). With the approval of the program director other appropriate courses may be substituted as electives, and other internship experiences may be substituted for LSS 4700 or 47100.

**Requirements for the Minor in Church Leadership:** 18 s.h. – LSS 3000 or 3050, REL 2010, REL 2020, LSS 4600, LSS 4700 (the internship must be in a church or some other ministry), and one elective (either SOC 2530, SWK 3150, PSY 3300, OCL 3600, SWK 3500, OCL 3900, or LSS 3250, LSS 3400, or LSS 3750).

**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.

**Goals**

1. Students who graduate with a Leadership Studies Minor will demonstrate basic skills of personal and interpersonal leadership; will demonstrate knowledge of the theories and approaches to leadership; and will demonstrate the ability to analyze and understand contemporary issues of leadership.
2. Students who graduate with a Church Leadership Minor will possess critical skills of personal and interpersonal leadership; will have a basic understanding of the Old Testament and the New Testament; and will be familiar with various systems of church government, ministry organization, theology, and worship.
3. Students, staff, faculty, and community members who participate in one or more LSS courses or Tally Center sponsored events will have opportunities to increase their understanding and abilities of leadership.

**LEADERSHIP COURSES**

**LSS 3000 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 3010. This course fulfills 3 s.h. of the Business Administration requirement for 9 s.h. of the 3000/4000 level electives.

**LSS 3250 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 spring semesters, odd numbered years. Cross-listed as JUS 3250.

**LSS 3400 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 fall semesters, odd numbered years.

**LSS 3750 FUTURE-ORIENTED LEADERSHIP** 3 s.h.

A study of the leadership styles, abilities, and tools necessary to anticipate future trends and strategies to maximize benefits while minimizing threats. Futuring techniques to be discussed include Environmental Scanning, Delphi Technique, Brainstorming, Historical Perspective, Scenarios, and Trend Analysis. Emphasis will be placed on visionary leadership, transformational leadership, and paradigm pioneering. No pre-requisites. Cross-Listed as JUS 3750. This course is offered Spring semesters in even numbered years.

**LSS 4600 CHURCH LEADERSHIP** 3 s.h.

This course examines the keys to effective leadership within the context of established churches, mission organizations, para-church ministries, camps, youth ministries, and other ministries. Topics include church government and politics, diversity in theology and worship, and spiritual formation. Students develop practical skills in church related program planning and administration. Age-level specific best practices are incorporated throughout the term. The course emphasizes ethical leadership, personal responsibility, and community service. Open to all students. No prerequisites. Offered fall semesters, even numbered years.

**LSS 4700, 47100 SENIOR INTERNSHIP** 3, 6 s.h.

Students intern in a government agency, nonprofit organization, or business. Students pursuing the Church Leadership Minor must intern in a church or another type of ministry approved by the Program Director. This course includes journal writing, readings, and a minimum of 1000 contact hours with the organization (for 3 hours of credit). LSS 47100 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 4700 and 47100. Prerequisites: LSS 3000 for students pursuing the Leadership Studies Minor; and LSS 3000 and LSS 4600 for students pursuing the Church Leadership Minor. These internships are offered every semester. Approval by the Program Director is needed prior to registration. Prerequisites can be waived with the approval of the Program Director.

**LSS 4850 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. Topics vary and are announced in advance. This course is offered as needed. No prerequisites.

## **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. In addition to the major in Political Science, concentrations are offered in International Relations and Public Administration.

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.

**General Education/Core:** PSC 1510 fulfills 3 s.h. of the Social Science General Education/Core requirements.

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

**Requirements for the major:** 39 s.h. including PSC 1510, 2100, 2270, 3330, 3410, 3510, and 4600; six elective courses with a PSC prefix; and completion of the area concentration achievement test.

**Requirements for a Concentration in International Relations:** 42 s.h. including completion of all requirements for the major (except for the six elective PSC courses), PSC 3050, 3470, 4400, 4510, one area studies course (4010-4080), one PSC elective, and either HIS 3700 or HIS 4210. With the approval of the Department Chair, other appropriate courses may be substituted within the International Relations sequence.

**Requirements for a Concentration in Public Administration:** 42 s.h. including completion of all requirements for the major (except for the six elective PSC courses), PSC 2010, 3450, 4200, 4700, ACC 2510, and any two of the following: ECO 2610, LSS 3000, PHI 3200, WRI 3300, OCL 3600, LAW 3700, LAW 3900, or PSC 4300.

**Requirements for the minor in Political Science:** 18 s.h. in political science, 2000 level or above.

**Requirements for the minor in International Relations:** 18 s.h. comprised of PSC 3510 plus any five of the following course options: PSC 2270, 3050, 3470, 4400, 4510, one area studies course (PSC 4010-4080), or one History course (either HIS 3700 or HIS 4210).

**Requirements for the minor in Public Administration:** 18 s.h. comprised of PSC 1510, 2010, 3330, 3450, 4200, and ACC 2510.

**Requirements for the A.A. concentration in Political Science:** 18 s.h. in political science, 2000 level or above.

**Writing-enrichment courses:** PSC 2100 and PSC 4600

#### **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 (NCPSA). 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 1510 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 1510 AMERICAN GOVERNMENT**

3 s.h

This course fulfills 3 s.h. of the Social Science General Education/Core requirements. 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 1710-1780 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's principal and subsidiary organs, and research strategies for country assignments. Offered as needed.

**PSC 2010 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 2100 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 2270 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 fall semester.

**PSC 3050 DEMOCRATIC PRINCIPLES AND THEORY** 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 3100 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 3100 and JUS 3100.

**PSC 3330 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 3410 CONGRESS AND THE PRESIDENCY**

3 s.h.

The U.S. Congress can be challenging to comprehend, even for the close follower of national politics. The American Presidency has transformed over time into the most powerful political office in the world. This course is designed to provide students a thorough background on the character of these two institutions and introduce them to contemporary research. The course begins with an examination of Congress as both a representative body and a carefully designed political institution. Next the course proceeds to an examination of the Presidency and the relationship between Congress and the Executive branch. This course is offered in the spring semester, even-numbered years.

**PSC 3450 POLITICAL PARTIES AND INTEREST GROUPS**

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 3470 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 3510 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 every spring semester.

**PSC 3850 THE U. S. 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 3850

**PSC 4010 to 4100 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. These courses may offer a Study Abroad component. Specific regions covered are:

**PSC 4010 EUROPEAN POLITICS** 3 s.h.

**PSC 4020 MIDDLE EAST POLITICS** 3 s.h.

**PSC 4030 POLITICS IN AFRICA** 3 s.h.

**PSC 4040 POLITICS IN EAST ASIA** 3 s.h.

**PSC 4050 LATIN AMERICAN POLITICS** 3 s.h.

**PSC 4060 ADVANCED INDUSTRIAL COUNTRIES** 3 s.h.

**PSC 4070 POLITICS IN SOUTHEAST ASIA** 3 s.h.

**PSC 4080 POLITICS IN DEVELOPING COUNTRIES** 3 s.h.

**PSC 4200 POLICY ANALYSIS AND PROGRAM EVALUATION** 3 s.h.

This course examines how government policies and programs are analyzed and evaluated. Initially, the course examines how public policy issues are framed within the policy process. Then the course examines the practice of program evaluation. The course includes discussions of ethical issues, quantitative and qualitative methods, cost/benefit analysis, and how to communicate the results of policy analysis and evaluation. The course is offered spring semesters, even numbered years.

**PSC 4250 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 4300 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 4400 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 fall semesters, odd numbered years.

**PSC 4510 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 spring semesters, odd-numbered years.

**PSC 4600 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 2100. Prerequisites can be waived with the permission of the instructor. This course is offered every fall semester.

**PSC 4700 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 instructor 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.

**PSC 4990 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**

Dr. Carla Fagan, 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 the professional knowledge, values, and skills necessary to 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.

Our program has four winners of the prestigious Toby Brown award sponsored by the National Association of Social Workers, North Carolina Chapter. This award is presented to the top BSW student in the State of North Carolina. Our program has earned 25% of the total award winners for the Toby Brown Award.

### **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**

1. To prepare graduates for competent entry-level generalist practice grounded in the profession's history, purposes and philosophy and the mastery of measurable practice behaviors that are based upon the knowledge, values, and skills of generalist social work practice.
2. 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 complexities of diversity.
3. To prepare graduates for continuing education and further personal and professional development for the betterment of the profession and the community..
4. 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.
5. To understand distributive and restorative justice, human and civil rights, global interconnections of oppression and discrimination.

**Degree awarded:** B.S.W.

**Requirements for the major in Social Work:** 66 s.h. as follows: SOC 1510, PSY 1010, PSC 1510, a course in statistics (MAT 2200, PSY 2500 or SOC 2200), CSC 1000, PSY 3410, SWK 2310, 2350, 2400, 3000, 3020, 3150, 3320, 3500, 3700, 3720, 4200, 4240, 4750, and 4800. Students must have a grade of C or better in all social work (SWK) prefix courses only. The following courses should be completed in the freshman and sophomore year: SOC 1510, PSY 1010, PSC 1510, CSC 1000, SWK 2310, SWK 2350 , SWK 2400, SWK 3150, SWK 3500, and statistics. SWK 2310 is the prerequisite for all social work courses except SWK 3150 and 3320. Current 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. Students entering Methodist University in Fall 2013 and after must complete University core requirements with a GPA of 2.25 or better in all work attempted and maintain a 2.75 in the major.

**Requirements for a minor in Social Work:** SWK 2310 and 15 s.h. of other SWK courses. (Please note that SWK 4200, 4240, 4750, and 4800 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 3400, EDU 2510, and SPE 2550, 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 prior to drop/add of 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:** 18 s.h., including GRN 3010 and 3450; SWK 2350; GRN 4500 or 4700; and 6 s.h. from SWK 3000, SWK 3050, SWK 3150, SWK 3800, or SOC 3880.

A student doing a senior level research project or internship in his or her major field may substitute that course for GRN 4500 or 4700 if it focuses on senior adults and meets the approval of the Director of the Gerontology Program.

**Writing-Enrichment Course:** SWK 3700

**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. Students entering Methodist University in Fall 2013 and after must have a GPA of 2.25 or better on all completed work.
2. A grade of C or better in ENG 1010 and ENG 1020 or by equivalent test scores.
3. Completion of SWK 2310, 2350, 2400 and 3150 with a grade of C or better and a GPA of 2.5 or higher within the major. Includes SWK prefix courses only. Students entering Methodist University in Fall 2013 and after must have a GPA of 2.75 or better within the major.
4. 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.

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 (SWK prefix) courses only 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.

**Child Welfare Collaborative**  
**Professor Mary Deyampert-McCall, Coordinator**

Methodist University is a participating partner of the North Carolina Child Welfare Education Collaborative. As the first private university to be admitted, the Child Welfare course is designed to provide practice knowledge and skills for students preparing for positions in public Child Welfare and other child serving organizations.

Students who have been admitted to the Social Work major are eligible to take the course and apply as a Child Welfare Scholar for the Collaborative funding. Students are eligible for all aspects of Child Welfare employment after the course and a Field Internship in Child Welfare. BSW students planning to do their four hundred (4000) hour field Internship in a public Child Welfare field placement in a North Carolina County Department of Social Services must complete the course and receive a minimum grade of "B". Additionally, Field Internship in a Public Child Welfare Agency (NCDSS) requires a GPA of 2.5 overall and a 3.0 in the major.

**SOCIAL WORK COURSES**

**SWK 2310 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 2400, 3150 and 3320. This course is offered every semester.

**SWK 2350 HUMAN/BIOLOGICAL SYSTEMS FOR SOCIAL WORKERS** 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 2310. This course is offered spring semester only.

**SWK 2400 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 1010. This course is offered spring semester only.

**SWK 2600 INTRODUCTION TO CLANDESTINE LABS** 3 s.h.  
This course offers an introduction to, and examination of illegal drug production laboratories. Clandestine drug operations generate a wide variety of law enforcement, social, societal, socioeconomic, and environmental problems. This course is designed to examine these problems. The course is comprised of three modules: Module 1 covers law enforcement issues; Module 2 covers societal issues; and Module 3 covers environmental and economic issues. Cross-listed as JUS 2600 and ENM 2600. Offered every spring semester.

**SWK 3000 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 2310, SWK 2350, SWK 2400, SOC 1510, PSY 1010 or permission of department chair. This course is offered every fall semester.

**SWK 3020 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 3000. This course is offered every spring semester.

**SWK 3040 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 2310. This course is offered as needed.

**SWK 3050 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 3050 and SOC 3050. This course is offered as needed.

**SWK 3100 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 3150 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 3320 METHODS OF SOCIAL RESEARCH** 3 s.h.  
This course covers the scientific method and research design, including an introduction to quantitative and qualitative data collection and analysis. The student will develop an original research proposal. Prerequisites: SOC2200, JUS2200, MAT2200, PSY2500 or ECO2160 or by special permission of the department chair) Cross-listed JUS3320 and SOC 3320. This course is offered every fall semester.

**SWK 3400 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 2310. This course is offered as needed.

**SWK 3450 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 2350. Cross listed as GRN 3450 and SOC 3450. This course is offered as needed.

**SWK 3500 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 2310 or EDU2510 or permission of instructor. This course is offered every semester.

**SWK 3700 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 2310, SWK 2400 and PSC 1510. This course is offered every fall semester.

**SWK 3720 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 3700. This course is offered every spring semester.

**SWK 3750 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 2310. This course is offered as needed.

**SWK 3800 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 2310 and GRN 3010. This course is offered as needed.

**SWK 3850-3950 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 2310. These courses are offered as needed.

**SWK 4200 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 2310, 2350, 2400, 3000, 3150, 3320, 3500, 3700, or permission of Department Chair and admission to the Social Work Program. This course is offered every semester.

**SWK 4240 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. Prerequisites: SWK 2310, 2350, 2400, 3000, 3020, 3150, 3320, 3500, 3700 and 3720 or permission of the department chair. This course is offered every semester.

**SWK 4200 and SWK 4240**

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 4200 and 4240 are taken during the same semester.

**SWK 4750 FIELD EDUCATION SEMINAR**

9 s.h.

The student is placed in an approved social welfare agency for supervised learning experience of no less than 4000 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 2310, SWK 2350, SWK 2400, 3000, 3020, 3150, 3320, 3500, 3700, 3720, 4200, 4240; SOC 1510; PSY 1010; PSC 1510; CSC 1000, PSY 3410; and a course in statistics. Offered every semester.

**SWK 4800 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 (C or better only applies to SWK prefix courses); senior class standing; admission to the Social Work program; approval of Field Coordinator, acceptance by agency; SWK 2310, SWK 2350, SWK 2400, SWK 3000, 3020, 3150, 3320, 3500, 3700, 3720, 4200, 4240, SOC1510, PSY 1010, PSC1510, CSC1000, PSY3410 and a course in statistics. Offered every semester.

**SWK 4990 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**

Dr. Carla Fagan, Coordinator

**Requirements for the minor in Gerontology:** 18 s.h. including GRN 3010 and 3450; SWK 2350, GRN 4500 or 4700; and 6 s.h. from one of the following: SWK 3000, SOC 3050, SWK 3150, SWK 3800, or SOC 3880

A student doing a senior level internship in social work may substitute that course for GRN 4500 or 4700 if it focuses on senior adults and meets the approval of the Coordinator of the Gerontology Program.

## **GERONTOLOGY COURSES**

### **GRN 3010 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 3010 and SWK 3010. This course is offered as needed.

### **GRN 3050 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 3050 and SWK 3050.

### **GRN 3450 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 2350 or BIO 3060. Cross listed as SOC 3450 and SWK 3450. This course is offered as needed.

### **GRN 3800 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 2310 and GRN 3010. This course is offered as needed. Cross listed as SWK 3800.

### **GRN 4500 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 3010, and consent of the instructor. Cross listed as SOC 4500. This course is offered as needed.

### **GRN 4700 INTERNSHIP**

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirements of 1000 hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, completion of 12 s.h. within the Gerontology Program including GRN 3010, and consent of the instructor. Cross listed as SOC 4700. This course is offered as needed.



## SCHOOL OF SCIENCE AND HUMAN DEVELOPMENT

Dr. Tat Chan, 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 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. The **Biology Department** faculty's expertise includes botany, cellular and molecular biology, developmental biology, ecology, epidemiology, evolutionary biology, human biology, virology, and zoology. Its curriculum provides students the flexibility to train for careers in the health sciences, academic research laboratories, the private sector, and governmental agencies as well as to prepare students for entry into traditional life science and professional graduate programs. The **Chemistry Program** at MU is both rigorous and exciting. It offers three concentrations: Forensic Science, Biochemistry, and Environmental Chemistry.

The **Computer Science Department** is the home of the **Computer Science (CSC)** and **Computer Information Technology (CIT)** majors. The CSC curriculum aims to teach the science of developing computer applications and systems to solve real world problems. The CIT curriculum focuses on more hands-on experience in software development and information technology. The CIT program has two concentrations: **Business Information Systems (BIS)** and **Interactive Multimedia Application Development (IMAD)**. The BIS concentration puts more emphasis in developing computer solutions and systems in the business world. The IMAD concentration adds course offerings in the areas of user interface design and implementation, computer graphics, and introductory concepts in game programming. **Mathematics** is one of the most demanding majors. It challenges you to your mind, think in abstract terms, and put it all back together in a practical application. The emphasis is on concepts, our professors work one-on-one with students to ensure they understand and are able to take what they learn to the next level. Many mathematics majors opt for teacher licensure as well.

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, Physical Education and Health Education, Special Education, and Secondary Mathematics. 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).

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 BIOLOGY

Dr. James McCandless, Chair

The Biology Department faculty consists of six biologists, all with terminal degrees and whose areas of expertise encompass botany, cellular and molecular biology, developmental biology, ecology, epidemiology, evolutionary biology, human biology, virology, and zoology. The department is housed in the Hendricks Science Complex which includes faculty offices, eight teaching laboratories with modern microscopes, various laboratory stock rooms, two lecture halls, a faculty research laboratory, a student lounge, and a green house. All lecture halls and laboratories are equipped with digital projectors and sound systems. Approximately 140 students are enrolled as Biology majors during any given semester, making the Biology Department one of the largest academic departments on campus.

### **Mission**

The Methodist University Biology Department strives to provide a supportive, rigorous and hands on learning environment for students. Our undergraduate curriculum is designed to give students the flexibility to train for careers in the health sciences, academic research laboratories, the private sector, and governmental agencies immediately following their undergraduate program as well as to prepare students for entry into traditional life science and professional graduate programs. The Department views student research as a core component of the undergraduate experience in the life sciences and the faculty endeavor to include students in their research and to encourage students to take up their own research projects whenever possible.

### **Goals**

1. Within three months of their graduation, fifty percent of the graduates of the Methodist University Biology Department will be admitted to graduate or professional school, or will be employed in a field related to their major.
2. The average score of Methodist University seniors on the ETS major field examination in biology will be above the national mean.
3. Biology graduates will be able to assimilate scientific information and to demonstrate their comprehension of it in preparation of oral and written presentations.
4. Students taking either Science 1420 (Biological Science) or Biology 1530 (Fundamentals of Biology: Introduction to Cellular Biology) as part of the general university core will become familiar with the basic vocabulary and concepts of biology. Those taking Biology 1530 will also become prepared for future study in this area.

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

**Core/General Education requirements:** Students can combine BIO 1530 with CHE 1510, GLY 1600, or PHY 1510 to meet the core/general education science requirements if they have the appropriate prerequisites. BIO 1530 can also be combined with SCI 1410 and 1430 courses to fulfill the core/general education science requirement. BIO 1530 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: 41-43 s.h. in Biology;** CHE 1510, 1520, 321, 3220; MAT 1130 or higher and 2200; additional courses in physics, chemistry, geology, and mathematics are desirable electives. It is strongly recommended that students planning to enter graduate professional programs in the health sciences take CHE 4500.

In the Biology major, students have considerable flexibility to design their course curriculum to reflect their particular academic interests and career goals. The major is designed around a system of four tiers with specific course requirements in the freshman and sophomore tiers and more elective options built into the junior and senior tiers as follows:

**Requirements for Introductory Courses Tier (7 s.h.):** BIO 1530, 1560

**Requirements for Biology Core Tier (14-15 s.h.):** Either of BIO 2430 or 2440, BIO 2900, and two additional courses to be selected from BIO 2990, 3070, and 3480

**Requirements for Upper Level Elective Tier (18-19 s.h.):** Courses taken vary by student interest to fulfill the required number of semester hours. However, students must take at least one course from three of the six upper level elective categories outlined below.

Upper Level Elective (ULE) Categories	<u>Zoology</u>	<u>Human</u>	<u>Micro/Cell</u>	<u>Botany</u>	<u>Ecology</u>	<u>Special</u>
	3020	3060	3960	3100	3120	4500
	3150	3080	4000	3110	3310	4850
	3210		4010		4310	4990
	3980		4400		4350	
	3990					

**Requirements for the Senior Tier (2 s.h.):** Either BIO 4880 and 4890 or BIO 4900 and 4910.

**Writing-Enrichment Courses:** BIO 3070, 4010, 4400, 4890, and 4910

**Requirements for the Minor in Biology (22-23 s.h.):** BIO 1530, 1560 plus 15-16 s.h. of Biology electives

**Requirements for the A.S. Concentration (32-33 s.h.):** BIO 1530, 1560 plus at least 16 s.h. of 3000 or higher-level courses for a total of 23-24 s.h. in biology; SCI 1410 and 1430 for a total of 6 s.h.; MAT 1050 or higher for a total of 3 s.h.

## BIOLOGY COURSES

### **BIO 1530 FUNDAMENTALS OF BIOLOGY I: INTRODUCTION TO CELLULAR 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 1420

and 1430. Students must pass with a C or higher grade ( to include C-), this course is a prerequisite to all further Biology courses. This course is offered every semester.

**BIO 1560 FUNDAMENTALS OF BIOLOGY II: DIVERSITY OF LIFE** 3 s.h.

This course is intended primarily as an introductory course for potential biology majors. An introduction to the major kingdoms of living organisms are presented with their similarities and differences noted. Emphasis will also be placed on evolutionary and ecological principles related to and impacting the diversity of life. Prerequisites: BIO 1530 with a grade of C- or higher. This course is offered every semester.

**BIO 2430 INTRODUCTORY ZOOLOGY** 4 s.h.

Classification, anatomy, development, and life history of the animals with emphasis on evolutionary relationships among the various invertebrate and vertebrate groups. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 1530 and 1560 with a grade of C- or higher. This course is offered every semester.

**BIO 2440 INTRODUCTORY BOTANY** 4 s.h.

Introductory Botany is designed as a second level course to provide an understanding of basic plant anatomy, physiology and diversity. A general knowledge of plant anatomy and physiology will be investigated to illustrate how plants develop modifications which allow them to survive in different habitats. Prerequisite Biology 1530 and 1560 with a grade of C- or better. This course is offered every semester.

**BIO 2900 BIOLOGICAL STATISTICS** 3 s.h.

This course is designed to teach how to apply appropriate statistical tests to biological data. We focus on how to choose the appropriate test for a given data set, how to design experiments to make them more suitable for statistical analysis, and how to interpret and present the results of statistical tests. Three hours of lecture each week. Prerequisite: BIO 1530 and 1560 with a grade of C- or higher, MAT 1050 or higher and MAT 2200. This course is offered every semester.

**BIO 2990 EVOLUTIONARY BIOLOGY AND POPULATION GENETICS** 3 s.h.

The Modern Synthesis, the union of classical Darwinian selection and population genetics, with emphasis on the roles of selection, mutation, and genetic drift as agents of both micro and macro-evolutionary change. Three hours of lecture each week. Prerequisite: BIO 1530 and 1560 with a grade of C- or higher. This course is offered every fall semester.

**BIO 3020 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 1530 and 1560 with a grade of C -or higher; BIO 2430 or 2440. This course is offered in the fall semester, even years.

**BIO 3060 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 1530 and 1560 with a grade of C- or higher. This course is offered every fall and spring semester.

**BIO 3070 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 1530 and 1560 with a grade of C- or higher and CHE 1510 or permission of the instructor. This course is offered every fall and spring semester. Designated writing enrichment course.

**BIO 3080 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 1530 and 1560 with a grade of C- or higher and BIO 3060. This course is offered every fall and spring semester.

**BIO 3100 PLANT PHYSIOLOGY** 3 s.h.  
The field of plant physiology is the study of how plants survive. This course addresses the physiological process as they relate to most plants. Topics will include, but are not limited to: plant-water relations, mineral nutrition, photosynthesis, respiration, carbon metabolism/transport and plant growth/development. Prerequisites: BIO 1530 and 1560 with a grade of C- or higher, BIO 2440, CHE 1510 and 1520, or Instructor's permission. This course is offered every fall semester.

**BIO 3110 PLANT TAXONOMY** 4 s.h.  
Plant taxonomy is intended for students to acquire knowledge of the evolutionary and morphological trends in the photosynthetic prokaryotes and protists, as well as non-vascular and vascular plants. Over the course of the semester students will be exposed to increasingly complex organisms. Classification and identification of plants will be emphasized in both lecture and weekly laboratories. Prerequisites: BIO 1530 and 1560 with a grade of C- or higher, BIO 2430 or 2440, or Instructor's permission. This course is offered every spring semester.

**BIO 3120 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 1530 and 1560 with a grade of C- or higher and either BIO 2430 or 2440. Completion of MAT 1130 or higher recommended. This course is offered every spring semester.

**BIO 3160 ICHTHYOLOGY** 3 s.h.  
A survey of the fishes with particular focus on classification, physiological, morphological and behavioral adaptations, evolutionary history and ecology, and a discussion of the various aquatic and marine habitats fishes occupy. Three hours of lecture each week. Pre-requisite: BIO 1530 and 1560 with a grade of C- or higher, BIO 2430 or 2440. This course is offered spring semester of odd numbered years.

**BIO 3210 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 1530 and 1560 with a grade of C- or higher; BIO 2430 or 2440 or permission of the instructor. This course is offered fall semester, odd years.

**BIO 3310 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 1530 and 1560 with a grade of C- or higher and either BIO 2430 or 2440 . Completion of BIO 3120 is recommended. This course is offered as needed.

**BIO 3480 BIOLOGICAL CHEMISTRY** 3 s.h.

This course is designed to present some of the more important physiochemical properties and processes of living organisms. It will emphasize the functions of macromolecules in living organisms, and examine the interrelationships between molecular structure and physiological function. The physiological chemistry of energy metabolism will also be an important part of this class. Pre-requisite: BIO 1530 and 1560 with a grade of C- or higher, CHE 1510, 1520, 3210. This course is offered every fall semester.

**BIO 3960 MOLECULAR GENETICS** 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. Prerequisites: BIO 1530 and 1560 with a grade of C- or higher, 2430, 2440 or 3060; and one additional biology class; CHE 3210. This course is offered every spring semester.

**BIO 3980 VERTEBRATE COMPARATIVE ANATOMY AND EVOLUTION** 4 s.h.

The comparative anatomy and evolution of vertebrate organisms: fishes, amphibians, reptiles, birds and mammals. Prerequisites: BIO 1530 and 1560 with a grade of C- or higher, 2430 or 2440; and one 3000/4000 level biology class. This course is offered every fall semester, odd years.

**BIO 3990 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. Prerequisites BIO 2430 and one course from BIO 3020, 3060, 319 or 3980 or permission of instructor. This course is offered as needed.

**BIO 4000 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 1530 and 1560 (with a grade of C- or higher) and 3070. This course is offered every fall semester.

**BIO 4010 EMBRYOLOGY AND DEVELOPMENTAL GENETICS** 4 s.h.

Representative patterns in the development of 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; Previous completion of 3060, 3080, 3960, 3980 or 4400 is highly recommended. This course is offered every spring semester. Designated writing enrichment course.

**BIO 4310 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 4350 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 1530 and 1560 with a grade of C -or higher and either BIO 2430 or 2440. Completion of BIO 3012 and 3310 are recommended. This course is offered as needed.

**BIO 4400 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 (3000 level or higher), and CHE 3210 or permission of the instructor. CHE 4500 is recommended. This course is offered every spring semester. Designated writing enrichment course.

**BIO 4500 MOLECULAR TECHNIQUES** 4 s.h.

Current theories, applications, and techniques used in the field of biotechnology will be discussed. Topics will include, but are not limited to, applications in: biofuel production, agriculture, bioremediation and medicine. Laboratory work will consist of learning the principles behind and applications of some of the more common biotechnology techniques. There will be three hours of lecture and three hours of lab per week. Prerequisites: Students must have taken at least two 3000 level (or higher) Biology courses. This course is offered as needed.

**BIO 4850 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 4880 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 4900 and 4910 is required for graduation. This course is offered every semesters.

**BIO 4890 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. This course is offered every semester.

**BIO 4900 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 4900 and 4910 is required for graduation. This course is offered every semesters.

**BIO 4910 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 4900. This course is offered every semesters. Designated writing enrichment course.

**BIO 4990 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. Narendra Singh, Chair

**CHEMISTRY**

Chemistry and Physical Sciences is noted to be the central most of all the natural sciences. The strength of the Chemistry & Physical Science Department of Methodist University is its size. It provides tremendous opportunities for personal development by interacting directly with the professors. The program is very progressive, challenging, and exciting with excellent faculty and staff who are supportive of the students' educational endeavors. Research in Natural Products and Analytical Forensic Chemistry provides further values to the students future career be it graduate school, professional schools or industry.

**Mission**

The mission of the chemistry department is to establish a culture of excellence in preparing our students in the area of physical science (both majors and non-majors) for their careers and graduate school opportunities. The department will instill a solid fundamental knowledge of the physical sciences within our students, and further enhance that knowledge through scientific applications and experiences.

Students will develop critical and active thinking, problem-solving, and data analysis abilities by being involved in hands-on scientific discovery process that is related to theory and real life through student-faculty research projects.

For non- majors, we strive to enlighten the wonders of science that will raise the awareness in advance technology and the global environment and how to carry out and record the lab experiments, and interpret the results.

**Goals**

1. Chemistry majors will be well prepared to enter graduate or professional schools or to enter the work force following their graduation from Methodist University.
2. The average score of seniors taking the ETS major field examination in Chemistry will be above the national average.
3. Non-science students who take science courses in our department will be tuned to their physical and chemical surroundings and of the impact of science on society.



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

**General Education/Core Requirements:** CHE 1510 can be combined with SCI 1420 or BIO 1530 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 1430 toward the core requirement. Note: MAT 1050 is a prerequisite for CHE 1510 and SCI 1430.

**Requirements for the major in Chemistry:** 36 s.h. in chemistry courses including CHE 1510, CHE 1520, and 30s.h. at the 3000 level or higher which will include CHE 3110, 3120, 3210, 3220, 4210 or 4220 (additional 10 s.h. can be completed from chemistry electives at the 3000 level or higher \*\*\*CHE 3100 & 4500 are highly recommended\*\*\*), CHE 4860 or 4870 (Senior Seminar Research Project), PHY1510 or 2510, PHY1520 or 2520, and MAT 2310, 2320, and 2200.

**Requirements for the Bachelor of Science in Chemistry with a concentration in Biochemistry:** CHE 1510, 1520, 3110, 3120, 3210, 3220, 4210, 4500, 4600, either 4860 or 4870 (Senior Seminar Research Project), BIO 1530, 3960, 4400 (additional Biology course electives are recommended from the pool of BIO 3060, 3070, 4000, 4010), MAT 2200, 2310 and 2320, and PHY 1510 or 2510 and 1520 or 2520. Students pursuing this concentration must still satisfy the requirement for 30 s.h. in chemistry at the 3000 level or higher.

**Requirements for the Bachelor of Science in Chemistry with a concentration in Forensic Science:** CHE 1510, 1520, 3110, 3120, 3210, 3220, 4100, 4210 or 4220, 4500, either 4860 or 4870; and an additional Chemistry elective at the 3000 level or higher; MAT 2200, 2310 and 2320; PHY 1510 or 2510 and 1520 or 2520; BIO 1530, BIO 3070 or 3960, BIO 317 or 3210; JUS 2420, 3090, 3890, 4010, 4200 and 4700\*. Students pursuing this concentration must still satisfy the requirement for 30 s.h. in chemistry at the 3000 level or higher

**Requirements for the Bachelor of Science in Chemistry with a concentration in Environmental Chemistry:** CHE 1510, 1520, 3110, 3120, 3210, 3220, 4210 or 4220, 4300, 4500, either 4860 or 4870 (Senior Seminar Research Project), BIO 1530, 2430 or 2440, and 3120; MAT 2200, 2310 and 2320, PHY 1510 or 2510 and 1520 or 2520; ENM 1010, 3010, and one elective; GLY 1600, 2000. Students pursuing this concentration must still satisfy the requirement for 30 s.h. in chemistry at the 3000 level or higher

\* Under special circumstances and with the permission of the Justice Studies and Chemistry department chairs, an appropriate course may replace JUS 4700.

**Requirements for the minor in Chemistry:** 16 s.h., in 3000-level chemistry courses.

**Requirements for the A.S. Concentration:** CHE 1510 and 1520 plus at least 12 s.h. of 3000- or higher-level courses for a total of at least 20 s.h. in chemistry; SCI 1410 and 1420 for a total of 6 s.h.; MAT 1050 or higher for a total of 3 s.h.; 29 s.h. for the concentration.

**Writing-enrichment courses:** CHE 4100, 4210, 4220, 4300, 4500, 4600, 4860, 4870

## COURSES IN CHEMISTRY

**CHE 1510 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 1050 or higher, or concurrent enrollment in MAT 1130 or 2310. Students must pass this course with a C or higher grade (not to include C<sup>-</sup>), this course is a prerequisite to all further Chemistry courses. This course is offered every fall semester.

**CHE 1520 GENERAL CHEMISTRY II** 4 s.h.  
A more detailed study of topics introduced in 1510. Three hours of lecture and three hours of laboratory each week. Prerequisite: CHE 1510 with a grade of C or higher. Students must pass this course with a C or higher grade (not to include C<sup>-</sup>), this course is also a prerequisite to all further Chemistry courses. This course is offered every spring semester.

**CHE 3100 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 1510 and 1520. This course is offered as needed.

**CHE 3110 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 1510 and 1520. This course is offered every fall semester.

**CHE 3120 INSTRUMENTAL ANALYSIS** 4 s.h.  
The operation and fundamentals of standard laboratory instruments including spectrophotometers, electroanalytical equipment, gas chromatographs, high performance liquid chromatographs, and inorganic analysis methods. Three hours of lecture and three hours of laboratory each week. Prerequisites: CHE 1510, 1520, and 3110. This course is offered every spring semester.

**CHE 3210, 3220 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 1510 and 1520. 3210 is offered every fall semester; 3220 is offered every spring semester. CHE 3210 is a prerequisite for CHE 3220.

**CHE 4100 FORENSIC CHEMISTRY** 4 s.h.  
This course approaches the challenges, methods, and analysis of forensic science from a fundamental, chemical perspective. Topics include drug analysis, toxicology, arson investigation, the analysis of paint and gunshot residue samples, and several other points of interest. Three hours of lecture and three hours of laboratory each week. A designated writing-enrichment course. Prerequisites: CHE 1510, 1520, 3210, 3220. This course is offered every fall semester, even years

**CHE 4210 THERMODYNAMICS AND KINETICS** 4 s.h.  
The properties of gases, the laws of thermodynamics, chemical equilibrium, and chemical kinetics. Three hours of lecture and three hours of laboratory each week. A designated writing-enrichment course. Prerequisites: CHE 1520, CHE 3110, MAT 2310. Pre/corequisite: PHY 1510 or PHY 2510. This course is offered as needed.

**CHE 4220 QUANTUM MECHANICS AND SPECTROSCOPY** 4 s.h.  
Atomic structure, chemical bonding, molecular interaction, quantum chemistry, spectroscopy, and statistical mechanics. Three hours of lecture and three hours of laboratory each week. A designated writing-enrichment course. Prerequisites: CHE 1520, CHE 3110, MAT 2310. Pre/corequisite: PHY 1520 or PHY 2520. This course is offered as needed.

**CHE 4300 ENVIRONMENTAL CHEMISTRY** 3 s.h.  
The topics covered are of atmospheric, aquatic, and soil chemistry and how humans affect this chemistry locally, regionally, and globally. The origins, mechanism, transport, and overall effect of numerous chemical species and their environmental impact will be examined. Three hours of lecture each week. A designated writing-enrichment course. This course is offered in Fall of every odd years. Prerequisite: Chemistry 1510, 1520, 3210, 3220

**CHE 4500 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. A designated writing-enrichment course. Prerequisite: CHE 3210 and 3220. This course is offered every fall semester.

**CHE 4600 ADVANCED BIOCHEMISTRY** 4 s.h.  
The regulation of metabolism of carbohydrates, lipids, nucleic acids, and amino acids. This course will also focus on the integration of metabolism and its regulations in humans with a case-oriented approach. Four hours of lecture each week. A designated writing-enrichment course. Prerequisites: CHE 3210, 3220, and 4500. This course is offered every spring semester.

**CHE 4850 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 4860 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. A designated writing-enrichment course. Either CHE 4860 or 4870 is required for graduation. This course is offered as needed.

**CHE 4870 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. A designated writing-enrichment course. Either CHE 486 or 487 is required for graduation. This course is offered as needed.

**CHE 4990 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 1600, 2000, 3000 and 4000 can be used toward fulfillment of the core/general education requirement for science in the Bachelor of Science degree. GLY 1600 cannot be combined with SCI 1410 toward fulfillment of these requirements.

**GLY 1600 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. A field trip may be required. Prerequisites: MAT 1050 or higher.

**GLY 2000 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 1050 or higher.

**GLY 3000 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. A Team Paper and Presentation Are Required. Prerequisites: MATH 1050 or higher.

**GLY 4000 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 1600.

**PHYSICS**

PHY 1510 can be combined with SCI 1420 or BIO 1530 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 1430 toward these requirements.

## PHYSICS COURSES

### PHY 1510 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 1130 and 1140 or higher (except MAT 2200) or permission of instructor. This course is offered every fall semester.

### PHY 1520 GENERAL PHYSICS II

4 s.h.

A continuation of 1510. Includes electricity and magnetism, waves and optics, and modern physics. Three hours of lecture and three hours of laboratory each week. Prerequisite: PHY 1510. This course is offered every spring semester.

### PHY 2510 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 2310 and 2320. Three hours of lecture and three hours of laboratory per week. This course is offered as needed.

### PHY 2520 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 2510. 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 1430, CHE 1510, or PHY 1510 and with SCI 1420 or BIO 1530. Students meet the requirements for the Bachelor of Science with SCI 1410, 1420, 1430 sequence. Sequence requirements can also be fulfilled by taking CHE 1510 or PHY 1510 (for SCI 1430), BIO 1530 (for SCI 1420) and GLY 1600, GLY 2000, or GLY 3000 (for SCI 1410) 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 1410 and GLY 1600; SCI 1410 and GLY 2000; SCI 1410 and GLY 3000; SCI 1420 and BIO 1530; SCI 1430 and CHE 1510; or SCI 1430 and PHY 1510.

**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:** BIO 1530, CHE 1510 and 1520, PHY 1510 and 1520, GLY1600, and a 4-s.h. science elective, excluding the 1410-1430 non-major courses, for a total of 28 s.h. of Science; MAT 1050 or higher for a total of 3 s.h.; 31 s.h. for the concentration.

#### **SCIENCE COURSES**

**SCI 1410 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. 1500 minutes of lecture and 90 minutes of laboratory each week. (Not to be used for the Middle Grades Science concentration.) Pre/corequisite: MAT 1050. This course is offered every fall, spring, and summer semester.

**SCI 1420 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. 1500 minutes of lecture and 90 minutes of laboratory each week. This course is offered every fall, spring, and summer semester.

**SCI 1430 PHYSICAL SCIENCE** 3 s.h.  
Basic topics of physics and chemistry with special emphasis on real world applications. 1500 minutes of lecture and 90 minutes of laboratory each week. Prerequisite: MAT 1050. This course is offered every fall, spring, and summer semester.

**SCI 3300 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 1510, CHE 1510, or BIO 1530. This course is offered as needed.

### **DEPARTMENT OF COMPUTER SCIENCE**

Dr. Terry C. House, 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.

#### **Mission**

The mission of this department is to promote the field of computer science and Information technology, while providing our majors with the expertise and practical abilities to solve the computing problems of the 21<sup>st</sup> Century. Our mission is to ensure that every Methodist University student acquires the necessary knowledge and skills to become a successful professional who is committed to the pursuit of lifelong learning, and making a positive contribution to society.

## Goals

1. Graduates who major in Computer Science (CSC) will be prepared to pursue successful careers in computing or a related field.
2. Graduates with majors in Computer Science (CSC) will be prepared to pursue advanced degrees in graduate school.
3. Students who complete the introductory course (CSC 1000) in Computer Science will be able to function as computer literate individuals.
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 2010, 2020, 2200, 3010, 3050; MAT 1050 (or higher), 1100 (or higher).**

**CIT Core:** 15 s.h.—CSC 2010, 2020, 2200; MAT 1050 (or higher), 1100 (or higher).

**CIT Concentration in Business Information Systems:** 48 s.h.—ACC 2510, 2530; BUS 3320, 3430; ECO 2160, 2610, 2620; CSC 3010, 3090, 3050, 3060, 3100, 4110; **Select 4 courses from the following:** COM 3060; CSC 3300, 3600, 4100, 4130, 4170, 4200, 4600

**CIT Concentration in Interactive Multimedia Application Development:** 42 s.h.— CSC 3010, 3050, 3090, 3100, 3500, 4200, 4400, 4500; **Select 6 courses from the following:** COM 3040, 3060, 3310, 3410, 3530; CSC 3300, 3600, 4100, 4110, 4130, 4170, 4600

**Senior Project:** 3 s.h.—CSC 4900

**Writing-enrichment course:** CSC 3050

**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 2010, 2020, 2200, 3010, 3050, 3100, 3250, 4100, 4120, 4150 and 4200; plus MAT 2310, 2320, 2500, 2510, 3012.

**Requirements for the minor in Computer Science:** 30 s.h.—CSC 2010, 2020, 2200, 3010, 3050, 3100, 3250; plus MAT 2310, 2500, and 2510

**Writing-enrichment course:** CSC 3050

**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 1000 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 2010 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 2020 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 2010 or permission of the instructor. This course is offered every spring semester.

**CSC 2200 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 2010 or permission of the instructor. This course is offered every spring semester.

**CSC 3010 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 2010 or 2020 or permission of the instructor. This course is offered every fall semester.

**CSC 3050 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 3010 or permission of instructor. This course is offered every spring semester.

**CSC 3090 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 3010 with a grade of C or better. This course is offered as needed.

**CSC 3100 DATA STRUCTURES AND ALGORITHMS** 3 s.h.  
Complexity, data structures, searching and sorting not covered in 3010, graphs, and mathematical algorithms. Prerequisites: CSC 3010 or permission of instructor. This course is offered every spring semester.

**CSC 3140 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 2320, 3012, and knowledge of a high-level language. Cross listed as MAT 3140. This course is offered as needed.

**CSC 3250 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 3100 and MAT 2500, or permission of instructor. This course is offered as needed.

**CSC 3300 INTRODUCTION TO MOBILE APPLICATION DEVELOPMENT** 3 s.h.  
An Introduction to programming mobile devices. Concepts of data input, output, data structures and algorithms used in mobile computing will be discussed. Students will learn how to design user interface,

use different media and GPS technology in their mobile applications. Prerequisite: CSC 3010 or Permission of the Instructor. This course is offered as needed.

**CSC 3500 COMPUTER GRAPHICS** 3 s.h.

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 3100 or permission of instructor. This course is offered as needed.

**CSC 3600 INTRODUCTION TO COMPUTER SECURITY** 3 s.h.

The introductory course focuses on the theory and practice of implementing security in the most high profile areas of computing systems. On the theoretical side, the course studies principles and abstractions that underlie security. On the practical side, the course studies defenses against real-world attacks, and security as part of the software engineering process. Students gain experience with the design and implementation of secure computing systems through a significant security programming projects. Prerequisite: CSC 301 or Permission of the Instructor. This course is offered as needed.

**CSC 4100 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 3100 or permission of instructor. This course is offered every fall semester.

**CSC 4110 COMPUTER NETWORKS** 3 s.h.

A systematic study of the organization and management of a computer network system. Prerequisite: Permission of instructor. This course is offered as needed.

**CSC 4120 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 2510, CSC 3250, or permission of instructor. Cross listed as MAT 4120. This course is offered as needed.

**CSC 4130 WIRELESS AND MOBILE NETWORKS** 3 s.h.

The rapid growth of mobile phone use, satellite services, and the wireless Internet are generating tremendous changes in wireless networking systems. This course aims to introduce fundamental and comprehensive issues related to wireless and mobile telecommunication systems. It presents the wireless and mobile network architectures, technologies and protocols and explores different wireless network types, the latest wireless applications. Format of this class: Lectures are combined with discussions. Students are expected to actively participate at in-class discussions participants, by studying the relevant chapters. Prerequisite: CSC 411 or Permission of the Instructor This course is offered as needed..

**CSC 4150 COMPUTER ARCHITECTURE** 3 s.h.

Central processors, control unit and microprogramming, memory management, I/O and interrupts, combinational circuits, and error detection. Prerequisites: CSC 2200. This course is offered every fall semester.

**CSC 4170 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 4200 DATABASE MANAGEMENT** 3 s.h.  
Data models, normalization, query facilities, file organization, index organization, security, integrity, and reliability. Prerequisites: CSC 3050 , 3100, or permission of instructor. This course is offered as needed.

**CSC 4300 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 2200, 3100, and 3250; MAT 2510. This course is offered as needed.

**CSC 4400 HUMAN COMPUTER INTERFACE DESIGN AND DEVELOPMENT** 3 s.h.  
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 3100 or permission of instructor. This course is offered as needed.

**CSC 4500 GAME PROGRAMMING** 3 s.h.  
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 3500 or permission of instructor. This course is offered as needed.

**CSC 460 WINDOWS AND LINUX SECURITY** 3 s.h.  
During this course, students will be exposed to Windows and Linux Server technology. The Network server is the foundation platform for all services requested by computer users around the world. From Email servers to file servers, we all use a networked server to conduct business and communicate with our family and friends. This course will explain the secure nature of implementation and facilitation of a secure Windows and Linux Server network. Prerequisite: CSC 3100 or permission of the Instructor. This course is offered as needed..

**CSC 4850 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 4900 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 4990 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**

1. Students who complete the General Education/Core courses in Mathematics will be adept in basic mathematical skills and reasoning.
2. 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 2310, 2320, 2500, 2600, 3050, 3090, 3100, 3120, 3160, 4110, 4140, CSC 2010 or 2020, and six additional s.h. above MAT 2500 (excluding and EDU 4140), PHY 1510, 1520 or PHY 2510, 2520.

**Requirements for the minor in Mathematics:** 18 s.h.: MAT 2310, 2320, 2500, 3090, 3100, and 3120

**Teacher licensure (Mathematics with a Secondary Education minor)**

**Coordinator:** Dr. Lewis Walston

**Requirements:** 50 s.h.:

- (a) MAT 2310, 2320, 2500, 2600, 3050, 3090, 3100, 3120, 3150, 3160, 3200, EDU 4140, CSC 2010 or 2020, and three additional s.h. above MAT 2500 with a grade of C or better
- (b) PHY 1510, 1520 or PHY 2510, 2520 with a grade of C or better
- (c) required courses in Education: EDU 1420, 2000, 2400, 2420, 2510, 3300, 3420, 4070, 4140, 4190, 4200, 4210, 4470, 4500, SPE 2550

## **Concentration in Mathematics (Middle Grades Education 6-9)**

**Coordinator:** Dr. Lewis Walston, Mathematics Education

### **Requirements:**

- (a) MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3120, or 3200;
- (b) EDU 4470
- (c) CSC 2010 or 2020

**Requirements for the A.A. with a subject concentration in Mathematics:** 18 s.h.

MAT 2310, 2320, 2500, 3090, 3100, and 3120

**Requirements for the A.S. with a subject concentration in Mathematics:** MAT 2310 and 2320, 2500, and 3120 plus 9 additional s.h. beyond 2500 for a total of 21 s.h. of Mathematics; SCI 1410, 1420, and 1430 for a total of 9 s.h.; 30 s.h. for the concentration.

**Writing-Enrichment Course:** MAT 3050

## **MATHEMATICS COURSES**

### **MAT 1030 INTRODUCTION TO COLLEGE MATHEMATICS** 3 s.h.

This is a preparatory course for MAT 1050 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 semester.

### **MAT 1050 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 1030 or an appropriate Math SAT/ACT score or passing a placement test. This course is offered every fall, spring, and summer semester. The graphing calculator is required.

### **MAT 1060 TOPICS IN MATHEMATICS** 3 s.h.

A continuation of Mathematics 1050. Topics include geometry, probability, statistics, and logic. Prerequisite: MAT 1050 or permission of the instructor. (This course may be used by only elementary or special teacher education majors to fulfill core requirements, but will not fulfill general core requirement.) This course is offered every spring semester.

### **MAT 1100 FINITE MATHEMATICS** 3 s.h.

Functions, lines, sets, systems of equations, inequalities, matrices, linear programming, probability, and statistics. Prerequisite: MAT 1050 or permission of the instructor. This course is offered every fall, spring, and summer semester. The graphing calculator is required.

**MAT 1130 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 1050 or permission of the instructor. This course is offered every fall and summer semester. The graphing calculator is required.

**MAT 1140 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 1130 or permission of the instructor. This course is offered every spring and summer semester. The graphing calculator is required.

**MAT 2200 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. The graphing calculator is required Prerequisite: MAT 1050 or permission of the instructor. This course is offered during the fall and spring semesters.

**MAT 2310 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. The graphing calculator is required Prerequisite: MAT 1140, passing a placement test, or permission of the instructor. This course is offered every fall semester.

**MAT 2320 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. The graphing calculator is required Prerequisite: MAT 2310 or permission of the instructor. This course is offered every spring semester.

**MAT 2500 DISCRETE MATHEMATICS I** 3 s.h.  
Logic, sets, functions, algorithms, integers, matrices, mathematical reasoning—methods of proof, and elementary counting techniques. Prerequisite: MAT 1130 or permission of the instructor. This course is offered every spring semester.

**MAT 2510 DISCRETE MATHEMATICS II** 3 s.h.  
Advanced counting techniques, relations, graphs and digraphs, trees, Boolean algebra, and machines. Prerequisite: MAT 2500 or permission of the instructor. This course is offered every fall semester.

**MAT 2600 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 2500 or permission of the instructor. This course is offered every fall semester.

**MAT 3050 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 2320 and 2500, or permission of the instructor. This course is offered as needed.

**MAT 3090 CALCULUS III** 3 s.h.  
Infinite sequences and series, conic sections; and polar coordinates, vectors in the plane and in n-space. The graphing calculator is required Prerequisite: MAT 2320 or permission of the instructor. This class is offered every fall semester.

**MAT 3100 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 3090. This class is offered every spring semester.

**MAT 3120 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 2320 or permission of the instructor. This course is offered as needed.

**MAT 3140 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 2320, 3120, and knowledge of a high-level language. Cross listed as CSC 3140. This course is offered as needed.

**MAT 3150 MODERN COLLEGE GEOMETRY** 3 s.h.  
Euclidean and non-Euclidean geometry. Useful to prospective secondary school mathematics teachers. Prerequisites: MAT 2320 and 2500 or permission of the instructor. This course is offered as needed.

**MAT 3160 MODERN ALGEBRA** 3 s.h.  
Basic properties of groups, rings, and fields, including elements of set theory and polynomials. Prerequisites: MAT 2320 and 2600 or permission of the instructor. This course is offered as needed.

**MAT 3200 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 2200, 2320 and 2500 or permission of the instructor. This course is offered as needed.

**MAT 4110 DIFFERENTIAL EQUATIONS** 3 s.h.  
Ordinary differential equations of the first and second order with applications in geometry and physics. Prerequisite: MAT 3090 or permission of the instructor. This course is offered as needed.

**MAT 4120 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 2510, CSC 3250. Cross listed as CSC 4120. This course is offered as needed.

**EDU 4140 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 4110-4190. Prerequisite: MAT 1140. This course is offered as needed.

**MAT 4140 ADVANCED CALCULUS I**

3 s.h.

Sets, functions, real numbers, limits, continuity, differentiation, integration, and sequences of functions. Prerequisite: MAT 3100 or permission of the instructor. This course is offered as needed.

**MAT 4150 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 4140. This course is offered as needed.

**MAT 4850 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 4990 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**

1. Wellness courses provide students with the knowledge, skills, and abilities to maintain and improve physical fitness levels and to develop an understanding of the lifetime benefits associated with regular physical activity and exercise.
2. Graduates with a major in Physical Education and Health Education (PHE) will have the skills and knowledge necessary to become effective Physical Education and Health Education teachers. Students who earn a major in physical education and health education, with teacher licensure, are qualified to teach physical education and health education in grades K-12 in North Carolina and many other states. Students who earn a major in physical education and health education without



- teacher licensure usually go on to graduate school or seek employment in physical education, health education, or exercise related fields.
3. Graduates with a major in Exercise Science will have the skills and knowledge to become personal trainers, exercise professionals, or strength and conditioning specialists. As exercise 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 professional certification examinations offered by NSCA and ACSM. Graduates may also pursue graduate opportunities in cardiac rehabilitation, exercise physiology, nutrition, strength and conditioning, etc.

**Additional Requirements:** Students majoring in Physical Education & Health Education and Exercise Science must meet the following requirements for graduation:

1. A grade of C (2.0) or better in each course of the student's major.
2. A grade of C (2.0) or better in the professional sequence (PHE teacher licensure only).
3. A cumulative grade point average of at least 2.5.

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

**Writing-Enrichment Courses:** PXS 2050, 3000, 3100, 4000, 4150

**Computer Intensive Courses:** PXS 2200, 3000, 3120, 4000, 4150

## **EXERCISE SCIENCE**

Dr. Grayson Lipford, Coordinator

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

**Requirements for the major:** 43 semester hours, including ATP 1590, (or 1120 and 2200); PXS 1110, 2170 (or ATP 1200), 2400, 2850 and 2860 (or BIO 3060 & 3080), 2900, 3000, 3060, 3080 (or ATP 2300), 3120, 3730; 4000 (or ATP 4840), PXS 4040, 4050 and 4920. Students majoring in EXS are exempt from the wellness core requirement.

**Requirements for the minor:** 27 semester hours, including ATP 1590 (or 1120 and 2200), PXS 1110, 2170, 2400, 2850 & 2860 (or BIO 3060& 3080), 2900, 3120, 4040 and 4920.

**Additional Requirements:** Students majoring in Exercise Science must meet the following requirements for graduation:

1. A grade of C (2.0) or better in each course of the student's major.
2. A cumulative grade point average of at least 2.5.

**Writing Enrichment Courses:** PXS 3000 and PXS 4000

**Computer Intensive Courses:** PXS 3000, 3120, and 4000

## **PHYSICAL EDUCATION AND HEALTH EDUCATION**

Professor John Herring, Coordinator

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

**Major in Physical Education & Health Education:** 48 s.h., including PXS, 2050, 2090, 2200, 2400, 2860, 2900, 3060, 3100, 3120, 3200, 3300, 3400, 4040, 4050, 4060 and 4150. Students seeking teaching licensure must complete additional course work and other requirements, as listed below. Throughout the program there are opportunities for observation, participation, and teaching with public school students, including students with disabilities. Students majoring in PHE are exempt from the wellness core requirement.

**Teacher Licensure (K-12) in Physical Education and Health Education** (Coordinator: Mr. John Herring) Completion of the requirements for the Physical Education and Health Education major; and Education **2420, 3300, 3420, 4070, 4130, 4200, 4210**. For additional requirements, refer to requirements for admission to the Teacher Education Program and Student Teaching.

**Additional Requirements:** Students majoring in Physical Education & Health Education must meet all of the following requirements for graduation:

1. A grade of C (2.0) or better in each course of the student's major.
2. A grade of C (2.0) or better in the professional sequence (PHE teacher licensure only).
3. A cumulative grade point average of at least 2.5.

**Requirements for a minor:** 15 semester hours, including PXS 4150. A minor does not qualify students for physical education teacher-licensure.

**Writing Enrichment Courses:** PXS 2050, 3100 and 4150

**Computer Intensive Courses:** PXS 2200, 3120 and 4150

## **PHYSICAL EDUCATION AND HEALTH EDUCATION AND EXERCISE SCIENCE COURSES**

### **PXS 1110 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 Science program and its specific academic components and career or graduate school opportunities. Advisement issues and basic computer competencies will be addressed. Prerequisite: None. This course is offered both fall and spring semesters.

**PXS 2050 INTRODUCTION TO PHYSICAL EDUCATION AND HEALTH EDUCATION** 4 s.h.

A basic introduction to physical education and health education including the philosophical and historical foundations of each. Emphasis is also placed on helping to familiarize the students with the major and in becoming professionals in physical education and health education. Prerequisite: None. Designed writing enrichment course for Physical Education & Health Education majors. This course is offered every spring semester.

**PXS 2090 SPORT PEDAGOGY I** 3 s.h.

The first of two 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 2050 or permission of the instructor. This course is offered every spring semester.

**PXS 2170 FIRST AID/CPR/AED** 2 s.h.

Introduction and practice in immediate and temporary care of injuries and sudden illness, including administration of CPR. Students seeking First Aid/CPR/AED certification will be asked to pay a small additional fee. Prerequisite: None. This course is offered both fall and spring semesters.

**PXS 2200 COMPUTER APPLICATIONS IN PHYSICAL EDUCATION AND HEALTH EDUCATION** 3 s.h.

Introduction to using published systematic assessment instruments and the development of new instruments as objective tools for assessment. Attention will be given to the application of web technology, Microsoft Office, Dartfish, and social networking websites in lesson planning, skill assessment, and advocacy for physical education and health education. Designed computer intensive course for Physical Education & Health Education majors. Prerequisite: CSC 1000 or permission of the instructor. This course is offered every spring semester.

**PXS 2400 HUMAN NUTRITION** 3 s.h.

Examines the biochemical and physiological rationale for optimal nutrient intake related to health and disease prevention throughout the lifespan. Includes a focus on nutrition requirements for exercise, training, and recovery periods. Prerequisite: None. This course is offered both fall and spring semesters.

**PXS 2850 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 every fall semester.

**PXS 2860 SURVEY OF HUMAN PHYSIOLOGY AND DISEASES** 3 s.h.

This course is designed to prepare Physical Education & Health Education and Exercise Science students with the basic knowledge of human physiology and body systems. It will also prepare 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 semesters.

**PXS 2900 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. Prerequisite: None. This course is offered both fall and spring semesters.

**PXS 3000 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 Exercise Science majors. Prerequisite: None. This course is offered every fall semester.

**PXS 3060 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. Prerequisite: None. This course is offered every fall semester.

**PXS 3080 SPORT PSYCHOLOGY** 3 s.h.  
Overview of psychological and sociological problems of leadership, coaching, and motivation in exercise and physical fitness, and in competitive athletics, including professional, intercollegiate, youth sport, character, aggression, gender, race, class, and media. Prerequisite: None. This course is offered every fall semester.

**PXS 3100 SCHOOL HEALTH** 3 s.h.  
Designed to prepare students to be competent teachers of comprehensive health education topics to school-aged children. Students will learn to plan, implement, and evaluate a comprehensive health education program for children in grades K-12. The course is aligned with the NC Healthful Living curriculum. Prerequisite: None. Designated writing enrichment course for Physical Education & Health Education majors. This course is offered every spring semester.

**PXS 3110 PHYSICAL EDUCATION AND HEALTH EDUCATION IN THE ELEMENTARY SCHOOL** 3 s.h.  
This course familiarizes the student with the major concepts of Healthful Living. Students will develop and implement a minimum of two health education lesson plans. The role of the classroom teacher in effective physical education instruction and physical activity for all students will also be addressed. Designed for elementary education majors only. Prerequisite: None. This course is offered every spring semester.

**PXS 3120 BIOMECHANICS** 3 s.h.  
The application of mechanical principles to the study of the human body and the performance of motor skills. Prerequisites: MAT 1050 or higher. Designated computer intensive course for Applied Exercise Science, Exercise Science, and Physical Education & Health Education majors. This course is offered every fall and spring semester.

**PXS 3200 MOTOR DEVELOPMENT** 3 s.h.  
Movement changes throughout the lifespan and their implications for the curriculum in physical education. Prerequisite: None. This course is offered every fall semester.

**PXS 3300 BEHAVIOR MANAGEMENT IN PHYSICAL EDUCATION AND HEALTH EDUCATION**

3 s.h.

This course presents concepts and strategies that have been found to be effective in creating productive classroom learning environments. Assignments are designed to help develop strategies to be used in classroom settings. Topics include: establishing classroom rules and expectations, classroom organization and operation, supporting appropriate student behavior, understanding of cultural and religious differences, positive behavior management, and promoting student independence and intrinsic motivation. Prerequisite: None. This course is offered every spring semester.

**PXS 3400 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 secondary schools. 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 3730 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 and hospitals. Student will be responsible for assuming an interactive role during the field experience. A minimum of 40 hours in the field will be required. Prerequisite: None. This course is offered both fall and spring semesters.

**PXS 4000 ORGANIZATION AND ADMINISTRATION**

3 s.h.

Philosophical and methodological bases for organizing and administering physical therapy, 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 Applied Exercise Science and Exercise Science majors. Prerequisite: PXS 1110 or ATP 1110 or permission of the instructor. This course is offered every spring semester.

**PXS 4040 PHYSIOLOGY OF EXERCISE**

3 s.h.

The effects of both acute and chronic exercise on basic physiological processes; 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 286 or permission of the instructor. This course is offered every spring semester.

**PXS 4050 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; assessment, evaluation of programs; and appropriate microcomputer applications. Prerequisite: Completion of MAT 1050 or higher or permission of the instructor. This course is offered every fall semester.

**PXS 4060 ADAPTED PHYSICAL EDUCATION PRACTICUM**

3 s.h.

A minimum of forty hours in an accredited school, engaging in non-instructional activities and the effective instruction of students with disabilities in physical education. Students will be supervised by a cooperating teacher and a member of the Physical Education Department faculty. Prerequisite: PXS 3060 or permission of the instructor. This course is offered both fall and spring semesters.

**PXS 4100 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 also intended to cover the essentials of personal training to prepare a student who is interested in becoming an ACSM Certified Personal Trainer. Prerequisite: PXS 290 or permission of the instructor. This course is offered every spring semester.

**PXS 4110 INSTRUCTOR TRAINING IN STRENGTH AND CONDITIONING** 3 s.h.  
This course includes instruction in the basic principles of strength training & conditioning. Students will be instructed on proper lifting techniques, how to strengthen major muscle groups; how to develop speed, agility, and endurance; and how to obtain and maintain a high level of fitness while executing quality workouts based on the training principles taught. This course is also intended to cover the essentials of strength training and conditioning to prepare a student who is interested in becoming a NSCA Certified Strength and Conditioning Specialist. Prerequisites: PXS 290 or permission of the instructor. This course is offered every fall semester.

**PXS 4120 EXERCISE PRESCRIPTION** 3 s.h.  
Scientific foundations of conditioning, a life-span approach, with specific attention to exercise prescription for all populations. This course is not currently being offered.

**PXS 4150 RESEARCH SEMINAR IN PHYSICAL EDUCATION 2 s.h. AND HEALTH EDUCATION**  
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. Designed writing enrichment and computer intensive course for Physical Education & Health Education majors. Prerequisite: None. This course will be offered both fall and spring semesters.

**PXS 4850 SPECIAL TOPICS: PHYSICAL EDUCATION, HEALTH EDUCATION, AND EXERCISE SCIENCE** 1-3 s.h.  
Study of special topics of critical, contemporary concern in Physical Education and Health Education and Exercise Science. Prerequisite: None. This course is offered every spring semester.

**PXS 4920 EXERCISE SCIENCE INTERNSHIP** 3 s.h.  
Each student, in consultation with the Department Chair and Program Coordinator will arrange an internship at a departmentally approved venue. 1500 hours in the field will be required. (Juniors or above). Prerequisite: PXS 373 and permission of the Department Chair. This course will be offered both fall and spring semesters.

**PXS 4990 INDEPENDENT STUDY IN PHYSICAL EDUCATION, HEALTH 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 1010 CPR/LIFETIME ACTIVITIES

1 s.h.

Students will receive instruction in cardiopulmonary resuscitation and first aid and may qualify for American Red Cross CPR/First Aid certification. Students will be expected to pay a small additional fee. Students will also be instructed in lifetime, physical activities that can help improve their personal level of physical fitness. Prerequisite: None. This course is offered both fall and spring semesters.

### WEL 2010 PHYSICAL ACTIVITIES

1 s.h.

The courses in the 2010series are oriented toward promoting the concept of lifetime, physical activity as a way of life. Emphasis is placed upon the role that lifetime, physical activity should play in today's society. Activities such as badminton, bowling, golf, weight-training, tennis, and yoga/pilates are offered in various combinations during the academic year. Participation in some activities may require students to pay additional fees. Prerequisite: None. This course is offered both fall and spring semesters.

### WEL 2180 CONCEPTS OF FITNESS AND NUTRITION

3 s.h.

This course provides students with the knowledge, skills, and abilities to maintain and improve physical fitness levels and to develop an understanding of the lifetime benefits associated with regular physical activity and exercise. The course is a combination of lecture and laboratory activity. Prerequisite: None. This course is offered both fall and spring semesters.

### WEL 2350 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. **Must be taken in the semester the sport is in season.** Pass/fail credit. Prerequisite: None. 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 Methodist University Teacher Education Program is to produce graduates who will demonstrate content knowledge, pedagogical skills and exhibit dispositions of the Facilitative Teacher.

## **Goals**

1. Graduates will demonstrate content knowledge.
2. Graduates will have the appropriate pedagogical skills.
3. Graduates will exhibit the dispositions of the Facilitative Teacher.
4. Graduates will demonstrate leadership skills in the classroom, in the school, and within the teaching profession.
5. Graduates will establish a respectful environment for a diverse population of students.

## **Accreditation**

The Teacher Education Program, accredited by the National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction (NCDPI), provides courses of study for the following teaching licenses:

Elementary Education (K-6): Dr. Jaunita W. Heyward, Coordinator

Middle Grades Education (6-9) concentrations: language arts, mathematics, social studies, science: Dr. Terry Randall, Coordinator

Special Education: General Curriculum: Dr. Yvonne Nolan, Coordinator

Secondary Education (9-12):

Mathematics: Dr. Lewis Walston, Coordinator

Social Studies: Dr. Patrick O'Neil, Coordinator

Special Subjects (K-12):

Art: Silvana Foti, Coordinator

Music: Dr. Michael Martin, Coordinator

Physical Education and Health Education, John Herring: Coordinator

School of Social Work, Dr. Carla Fagan, Coordinator

Add-on Licenses (K-12):

Academically and Intellectually Gifted: Dr. Terry Randall Coordinator

Teaching English as a Second Language: Janet Turner, Coordinator

## **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 the Teacher Education Program Web page.

## **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; Elementary Education and Special Education majors must maintain a C or better in all EDU and SPE courses
2. Passing scores on any test required by the Teacher Education Program or by the North Carolina Department of Public Instruction.
3. The student must have successfully completed a minimum of 60 academic hours to include 1040; ENG 1010 and 1020; MAT 1050 or higher; 3 s.h. of science; 3 s.h. of fine arts; OCL 1510 (not required for music majors); and the following courses in the professional sequence—EDU 2000; EDU2400, EDU 2420; EDU 2510; and SPE 2550 (PXS 3060 is required for physical education and health 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 3000 and 4000 level courses in the professional licensure sequence or student teaching block (EDU 3300, 3420, 4070, 4100-4180, 4190, 4200, 4210, 4470 and 4500).
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 (EDU and SPE courses for Elementary Education and Special Education majors) 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, (EDU and SPE courses for Elementary Education and Special Education majors ) and removal of any incompletes.
3. Completion of all major and professional licensure requirements (except PXS 4150) 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 if required
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 (EDU and SPE courses for Elementary Education and Special Education majors ), 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 Content area Licensure Requirements**

##### **Mathematics**

Dr. Lewis Walston, Coordinator

Requirements for Secondary Education

MAT 2310,2320,2500,2600, 3050, 3090, 3100, 3012,3150,3160,3200,CSC 2010or 2020, one 3 hour course above MAT 2500 with a grade of C or better, and one of the following PHY 1510 and PHY 1520 or PHY 2510 and PHY 2520.

#### Requirements for Middle Grades

MAT 2200, 2310, 2320, 2500, 2600, 3150 and one course from 3050, 3090, 3100, 3012, or 3200  
EDU 4470.

CSC 2010 or 2020

Math Education majors are required to take

EDU 2000

EDU 2400

EDU 2420

EDU 2510 (includes 15 hours of in school observations)

EDU 3300 (requires admission to TEP)

EDU 3420 (requires admission to TEP)

EDU 4070 (requires admission to TEP) Taken during the student teaching semester

EDU 4140 Methods for Secondary and Special Subject Areas or EDU 4470 Education in the Middle Grades (requires admission to TEP)

EDU 4190

EDU 4200

EDU 4500

SPE 2550

#### Physical Education and Health Education

Physical Education and Exercise Science Department

Professor John Herring, Coordinator

**Teacher Licensure (K-12) in Physical Education and Health Education** (Coordinator: Mr. John Herring) Completion of the requirements for the Physical Education and Health Education major; and Education **2420, 3300, 3420, 4070, 4130, 4200, 4210**. For additional requirements, refer to requirements for admission to the Teacher Education Program and Student Teaching.

**Additional Requirements:** Students majoring in Physical Education & Health Education must meet all of the following requirements for graduation:

1. A grade of C (2.0) or better in each course of the student's major.
2. A grade of C (2.0) or better in the professional sequence (PHE teacher licensure only).
3. A cumulative grade point average of at least 2.5.

#### Art

Professor Silvana Foti, Coordinator

After declaring this major, the student must apply in writing to the art and the education departments and submit a formal application and receive approval for admission to the Teacher Education Program (TEP) by the Teacher Education Committee (TEC). The following entrance requirements must be met before the student is accepted into the block courses: 46 s.h.—(1) ARH 2530, ART 1010, 1020, 2030, 2050, 2070 or 2150, 3000, 3010, 3090 or 3100, ONE of the following art history courses, ARH 3520, 3530, 3540, 3550, or ARH 4850 Special Topics in Art History, ART 3620, 4010, and 4020, plus a minimum of 9 hours of studio courses in a specific area of concentration arranged by the art faculty and the student; (2) Passing scores on any test required by the TEP or by the North Carolina Department of Public Instruction (NCDPI). (3) Education Requirements for Content Area in Art: (40 s.h.) EDU 2000, EDU 2400, EDU 2420, EDU 2510, SPE 2550, EDU 3300, EDU 3420, EDU 4070, EDU 4170, EDU 4190, EDU 4200, and EDU 4210

Additional requirements to apply for Teacher Education Program:

- (4.) A grade of C (2.0) or better in each course of the student's major.
- (5.) A grade of C (2.0) or better in the professional sequence.

(6.) Cumulative overall grade point average of at least 2.5.

### **English Education**

English and Writing Department

Dr. Kelly Walter Carney, Coordinator

Students wishing to teach English in the public high school should pursue the following course of study, working carefully with advisors in the English Department as in the Education Department to make sure they are fulfilling all state requirements.

Course requirements: 36 units of English, establishing a breadth of literary knowledge through ENG 2110, 2120, 2210, 2220 and 2310; a depth of writing knowledge through 2040, 3220, and 3230, and a depth of literary knowledge through 3620, 3740, 4550, and one of the following; 3420, 3500, 4140, or 34400. In addition students must complete the 22-unit concentration in Education, consisting of EDU 2000, 2400, 2510, 3300, 3420, 4070, 4190, 4200 and SPE 2550

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

Music Department

Dr. Michael Martin, Coordinator

1-Requires 34 s.h. of MUS 1070, 1080, 1610, 1620, 2070, 2080, 2600, 2610, 2620, 3010, 3030, 3040, 3110, 3130, 3610, and 4650.

2- Continuous enrollment in MUS 0710 (with a passing grade). However, during the student teaching semester, enrollment in applied music, MUS 0710 (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. A minimum of 16 semester hours of applied lessons (C or higher) is required for graduation. Percussionists must complete no fewer than 16 semester hours of applied lessons, with at least 6 semester hours in applied percussion- drum set.

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 (with instructor permission) is required.

7- For students whose major instrument is voice a minimum of two semesters of instrumental lessons or participation in an instrumental ensemble (with instructor permission) is required.

8- Continuous enrollment in ensemble in your major instrument or voice is required. A minimum of 7 credits of large ensemble (Concert Band, Men's or Women's Chorus) is required for graduation. MUS 267-268 does not fulfill the ensemble requirement. This requirement is waived during the student teaching semester.

9- A full recital in the major instrument is required for graduation. (prior to the student teaching semester).

10- Enrollment in upper 3000-4000 level courses is predicated on successful completion of 1000-2000 level classes.

11- Instrumental Music majors (excluding guitar and piano) are required to participate in Marching Band for no fewer than 3 years.

12- Music Education majors are required to take

EDU 2000

EDU 2400

EDU 2420

EDU 2510 (includes 15 hours of in school observations)

EDU 3300 (requires admission to TEP)

EDU 3420 (requires admission to TEP)  
EDU 4070 (requires admission to TEP) Taken during the student teaching semester  
EDU 4180 Methods for Secondary Music or EDU4470 Education in the Middle Grades (requires admission to TEP)  
EDU 4190  
EDU 4200  
SPE 2550

### **Social Studies**

History Department

Dr. Patrick O'Neil, Coordinator

Completion of the requirements for a History major plus ECO 2610, GEO 2520, PSC 1510, SOC 1510, and three more semester hours from economics, political science, psychology, geography, or sociology; EDU 2000, 2400, 2420, 2510, 3300, 3420, 4070, 4120, 4200, 4210; 4500; SPE 2550.

### **School Social Work**

Social Work Department

Dr. Carla Fagan, Coordinator

Requirements for the licensure in School Social Work: 9 s. h. including SWK 3400, EDU 2510, and SPE 2550, 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.

### **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 Academically and Intellectually Gifted (K-12) and Teaching English as a Second Language. 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.

**Academically and Intellectually Gifted, K-12** Education Department Dr. Elena S. Godwin Coordinator:

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, 4510, 4550, and 4650.

**Teaching English as a Second Language**

Modern Language Department Jan Turner, Coordinator

A Student Teacher Candidate who wishes to add English as a Second Language (ESL) to the existing or proposed initial licensure must meet the following requirements:

1. Prerequisites: Conference with and consent of **TESL** program coordinator.
2. Additional requirements: LAN 3200, LAN 3300, EDU 4160, OCL 3600

## 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 Academically and Intellectually Gifted and Teaching English as a Second Language are also offered.

**Requirements for the minor in Education :** EDU 2000 and 2510, EDU 357, ENG/EDU 2600, SPE 2550, and PXS 3110.

**Writing-enrichment courses:** EDU 2510 and SPE 2550

**Computer intensive course:** EDU 2400

## 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:** MAT 1060 Student Teacher Candidates are required to take GEO 2520; HIS 1040, HIS 3620 and choose from HIS 2010 or 2020; and PXS 3110; EDU 2460, 2600, 3100, 3560, 3570, 3410, 4190 and SWK 3500.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3550, 4070, 4210 and EDU 4500.

## MIDDLE GRADES EDUCATION 6-9

Dr. Terry Randall, 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:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 15100; Foreign Language through the 2000 level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 15100 or MUS 1510 or THE 1620 or 1630; MAT 1130; BIO 1530; CHE 1510; HIS 1040 and one additional HIS course; 6 s.h. from the following: ECO 2610 or 2620, PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; CHE 1510; PHY1510; GLY 1600, 2000, and 3000; BIO 1530, and 2430 or 2440.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.A. with Mathematics and Social Studies Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; Foreign Language through the 2000 level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; 6 s.h. ECO 2610 or 2620 and an additional 3 s.h. from the following: PSC 1510, PSY 1010, SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and two additional 3000/4000 level HIS course.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.A. with Mathematics and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; Foreign Language through the 2000 level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; 6 s.h. from the following: ECO 2610 or 2620, PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; ENG 1010, 1020; 9 s.h. ENG LIT ; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.A. with Science and Social Studies Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; Foreign Language through the 2000-level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1050 or higher; BIO 1530; CHE 1510; HIS 1040 and one additional HIS course; 6 s.h. ECO 2610 or 2620, and an additional 3 s.h. from the following: PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** CHE 1510; PHY 1510; GLY 1600, 2000 and 3000; BIO 1530 and 2430 or 2440; ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and one additional HIS at the 3000/4000 level.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620,4070, 4190, 4200, 4210, 4500, and 4470.

**B.A. with Social Studies and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; Foreign Language through the 2000 level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1050 or higher; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; 6 s.h. ECO 2610 or 2620 and 3 s.h. from the following: PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and one additional HIS at the 3000/4000 level; ENG 1010, 1020; 9 s.h. ENG LIT; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620,4070, 4190, 4200, 4210, 4500, and 4470.

**B.A. with Science and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; Foreign Language through the 2000 level; 6 s.h. REL; PHI 2110, 2120, or 2200; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130; BIO 1530; GLY 1600; HIS 1040 and one additional HIS course; 6 s.h. ECO 2610 or 2620, and 3 s.h. from the following: PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** CHE 1510; PHY 1510; GLY 1600, 2000, and 3000; BIO 1530, BIO 2430 or 2440; ENG 1010, 1020; 9 s.h. ENG LIT; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620,4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Mathematics and Science Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another ENG or PHI course, or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130 and 1140; BIO 1530; GLY 1600; CHE 1510; HIS 1040 and one additional HIS course; 3 s.h. from the following: ECO 2610 or 2620, PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; CHE 1510; PHY 1510; GLY 1600, 2000 and 3000; BIO 1530, and 2430 or 2440.



**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Mathematics and Social Studies Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another ENG or PHI course or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130 and 1140; SCI 1410; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; ECO 2610 or 2620; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and one additional 3000/4000 level HIS course.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Mathematics and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another ENG or PHI course, or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620 or 1630; MAT 1130 and 1140; SCI 1410; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; 3 s.h. from the following: ECO 2610 or 2620, PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** MAT 1130, 1140, 2200, 2310, 2320, 2500, 3150, and one from the following: MAT 3050, 3090, 3012, or 3200; ENG 1010, 1020; 9 s.h. ENG LIT; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Science and Social Studies Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another LIT/PHI courses or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620 or 1630; 6 s.h. MAT 1050 or higher; BIO 1530; GLY 1600; CHE 1510; HIS 1040 and one additional HIS course; ECO 2610 or 2620; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** CHE 1510; PHY 1510; GLY 1600, 2000, and 3000; BIO 1530, and 2430 or 2440; ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and one additional HIS at the 3000/4000 level.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Social Studies and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another ENG or PHI course, or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620

or 1630; 6 s.h. MAT 1050 or higher; SCI 1410; SCI 1420; SCI 1430; HIS 1040 and one additional HIS course; ECO 2610 or 2620; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** ECO 2610 or 2620; HIS 1030, 1040, 2010, 2020, 3620, 3700, and one additional HIS at the 3000/4000 level; ENG 1010, 1020; 9 s.h. ENG LIT; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**B.S. with Science and Language Arts Concentrations:**

**General Education/Core:** FYS 1100; IDS 2100; CSC 1000; ENG 1010 and 1020; OCL 1510; 6 s.h. REL; and another ENG or PHI course, or two units of Foreign Language; ARH 1510 or MUS 1510 or THE 1620 or 1630; 6 s.h. MAT 1050 or higher; BIO 1530; GLY 1600; CHE 1510; HIS 1040 and one additional HIS course; 3 s.h. from the following: ECO 2610 or 2620, PSC 1510, PSY 1010, or SOC 1510; WEL 1010 and either 2010 or 2350, or WEL 2180.

**Major Requirements:** CHE 1510; PHY 1510; GLY 1600, 2000, and 3000; BIO 1530, and 2430 or 2440; ENG 1010, 1020; 9 s.h. ENG LIT; ENG 3220, 3230, 3620, and two of the following: ENG 3420, 3500, 3710, 3740, 3910, 394, 4040, 4050, 4070, 409, 4110, 4120, or 4140.

**Professional Licensure Requirements:** SPE 2550; EDU 2000, 2400, 2420, 2510, 3300, 3420, 3620, 4070, 4190, 4200, 4210, 4500, and 4470.

**SPECIAL EDUCATION: GENERAL CURRICULUM**

Dr. Yvonne Nolan, Coordinator

**Subject area (major):** SPE 2550, 2600, 3350, 3450, 3850, 4190, 4010, 4100, EDU 2600; EDU 357, EDU 356; PXS 3060, Students are required to take HIS 1040 and choose from HIS 2010 or 2020 and 3 more semester hours chosen from the following: PSC 1510, SOC 1510, PSY 1010, or GEO 2520; MAT 1060

**Professional Licensure Requirements:** EDU 2000, 2400, 2420, 2510, 3300, 3420, EDU 3550, 4200 or 4470, 4070, 4210 EDU 4500

## EDUCATION COURSES

### **EDU 2000 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 2400 INSTRUCTIONAL TECHNOLOGY**

3 s.h.

For Teacher Education students. Social, health, and ethical issues in educational technology, instructional design, educational hardware and software, technology for students with special needs, Internet and Web 2.0 in the classroom, audiovisual and instructional systems, distance education, formative and summative assessment, and collecting electronic evidence for school and district reporting. 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 1000 or permission of the instructor

### **EDU 2420 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 any test required by the Teacher Education Program or by the North Carolina Department of Public Instruction. Candidates who have not passed the required test (s) 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 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 2460 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 2510 FOUNDATIONS OF EDUCATION**

4 s.h.

This course offers the Teacher Candidate an opportunity to discover information about the organization, governance and importance of the public education systems in America. The course will explore teaching as a profession in the 21st Century; professional ethics and goal setting; the roles of the classroom teacher in the school and community. Fifteen hours in an accredited public school with emphasis on directed observation and supervision is required. **Formal application for a Field Experience Placement is required at the time of pre-registration.** This is a writing enrichment course. Prerequisite: sophomore status. This course is offered every fall and spring semester.

### **EDU 2600 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, or Writing. Prerequisite: Second semester sophomore.

**EDU 3100 MEASUREMENT, ASSESSMENT AND EVALUATION OF EDUCATIONAL GROWTH**

2 s.h.

This course is designed to study advanced principles of measurement of students' work product to include both formative and summative assessments of End of Grade/Year tests. Knowledge of and competencies for analyzing learner needs, instructional adaptation, differences in learner cognitive, social, linguistic, cultural, emotional and physical needs of students in the 21st Century will be examined.

**EDU 3300 EDUCATIONAL PSYCHOLOGY**

3 s.h.

Study would include 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 3410 INTEGRATING THE ARTS IN THE CLASSROOM**

3 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. This course is offered every fall and spring semester. Prerequisites: Taken after or concurrently with EDU 2420 or with permission of the instructor.

**EDU 3420 FIELD EXPERIENCE III**

2 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 3450 TESTING AND DIAGNOSING READING DIFFICULTIES**

2s.h.

The course content will focus on professional terminology, correlates of reading disability, a history of reading theory, as well as formative and summative diagnostic procedures. The course provides opportunities for teacher candidates to use these resources to assess an assigned student, pinpoint areas of weakness needing remediating and prepare an individualized remediation plan for the student. The course will also provide experiences in working cooperatively with a classroom teacher and communicating with parents. Requires a minimum of 10-15 hours in an accredited school. This course is offered during the fall semester. Cross listed as SPE 3450. Junior status or with permission of the instructor

**EDU 3550 INTERDISCIPLINARY METHODS**

4 s.h.

This method for teaching course integrates subject areas taught in the elementary classroom. It is designed to demonstrate the inter-connectiveness of subjects and the positive benefits on children's learning outcomes using this methodology.

**EDU 3560 INVESTIGATING METHODS AND STRATEGIES IN TEACHING READING**

2 s.h.

This course focuses on an introduction to the essential of phonics, phonological awareness and phonemic awareness. It provides and emphasizes the application to word identification and principles and practices

in teaching children about sound structure of oral and written language. In addition the course will introduce reading programs such as Wilson Reading, Fast Forward and other research based programs currently in place in many schools. This course is offered during the fall semester. Prerequisites: Junior status or with permission of the instructor

**EDU 357 TEACHING READING THROUGH LITERATURE** 4 s.h.  
This is an introductory course to the basics of reading instruction, emphasis on reading readiness, initial stages of reading development, integrating and using children literature in the reading program, understanding the relationship of reading and writing, and developing and using literacy centers in the classroom. This course requires a practicum of working one on one with a student implementing the strategies discussed in class. This course is offered every spring Prerequisites: EDU 356 or with permission of the instructor.

**EDU 3620 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 4070 PROFESSIONAL ORIENTATION (ALL LICENSES)** 2s.h.  
This course is a part of the Professional Studies Sequence for all Teacher Candidates in preparation for entry into the teaching profession. Teacher Candidates will explore laws pertinent to today's schools and classrooms. Trends and issues in education will be identified and examined. Formal acceptance to Student Teaching by the Teacher Education Committee is required.

**EDU 4100-4180 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 4100, Elementary Music 4110, (must be taken the semester prior to student teaching);, English; 4120, Social Studies; 4130, Physical Education and Health Education; 4140, Mathematics; 4150, Science; 4160, Foreign Languages and ESL; 4170, Art; 4180, 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 4190 SEMINAR IN POSITIVE BEHAVIOR DEVELOPMENT** 3 s.h.  
This course models strategies and techniques for building self-concept and managing behaviors that promote success in the learning environment; focuses on inclusion classrooms and social and emotional needs of individuals with and without disabilities. Requires a minimum of ten observation hours in an accredited school. **Formal acceptance to Teacher Education Program is required. Cross listed as SPE 4190.** 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 semester.

**EDU 4200 READING AND WRITING IN THE CONTENT AREAS (6-8, 9-12, K-12)** 3 s.h.  
This class is required for those seeking K-12 licensure and for those seeking middle grades or high school licensure. While not a requirement for K-6 licensure, elementary education majors are welcome to take the course. Course work focuses on implementing reading and writing as tools to facilitate students' learning

of content area material. **Formal acceptance to the Teacher Education Program is required for admission.**

**EDU 4210 STUDENT TEACHING (ALL LICENSES)** 10 s.h.

An extended full-time experience in a classroom. The Student Teacher Candidate 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 every fall and spring semester.

**EDU 4470 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 4480 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 4500 SEMINAR IN EDUCATION** 2 s.h.

This course will serve as a culminating experience requiring the Teacher Candidate to present a well written scholarly paper to faculty and peers that demonstrates the Teacher Candidate's depth of understanding and application of content knowledge in the specialty area. **Formal acceptance to Teacher Education Program is required for admission**

**EDU 4510 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 4550 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 4650 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 4850 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 4990 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 COURSES**

**SPE 2550 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 2600 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 2550. With permission of the instructor this course is open to licensed teachers and lateral entry candidates.

**SPE 3350 TESTING AND ASSESSING SPECIAL EDUCATION STUDENTS**

3 s.h.

This course is designed to study advanced principles of measurement of students' work product to include both formative and summative assessments, conducting of curriculum based assessment procedures and the interpretation of test results used for diagnosing, planning instruction and monitoring of student progress. This course is offered every fall semester. Requires a minimum of 10 hours in an accredited school.

**SPE 3450 TESTING AND DIAGNOSING READING DIFFICULTIES**

2 s.h.

The course content will focus on professional terminology, correlates of reading disability, a history of reading theory, as well as formative and summative diagnostic procedures. The course provides opportunities for teacher candidates to use these resources to assess an assigned student, pinpoint areas of weakness needing remediating and prepare an individualized remediation plan for the student. The course will also provide experiences in working cooperatively with a classroom teacher and communicating with

parents. Requires 10-15 hours in an accredited school. This course is offered during the fall semester. Cross listed as EDU 3450

**SPE 3850 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 4010 SCIENTIFICALLY BASED RESEARCH METHODS IN SPECIAL EDUCATION** 4 s.h.

The course focuses on research-validated learning and behavior strategies, assessment, multi-sensory methods and curricula to facilitate learning across the curriculum. Designing and evaluating instructional plans, organizing effective student learning environments, and using technology throughout the curriculum are stressed. This course is offered every spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.** Requires a minimum of 10 hours in an accredited school

**SPE 4100 PRACTICUM IN THE CORRECTION OF READING DIFFICULTIES/DISORDER** 3s.h.

The course content will focus on the implementation of the individualized reading plan developed in **SPE 3450 Testing and Diagnosing Reading Difficulties**. It will provide opportunities for Student Teacher Candidates to use the developed plan, to write reports and lesson plans according to the assessed needs and tutor the students. It will also provide for re-assessing diagnosed area of weakness after the remediation plan has been implemented. Prerequisite SPE 3450. Requires a minimum of 10-15 hours in an accredited school. This course is offered during the spring semester.

**SPE 4190 SEMINAR IN POSITIVE BEHAVIOR DEVELOPMENT** 3 s.h.

This course models strategies and techniques for building self concept and managing behaviors that promote success in the learning environment; focuses 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 Cross listed as EDU 4190.** 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 semester

**SPE 4990 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.



# 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.
2. Include a non-refundable \$25.00 application fee (Application fee is waived for online application).
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).

### 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. Freshman applicants who receive transfer credit for *English 1010 – Composition* through dual or concurrent enrollment must take the English Placement Examination before registering for classes.

### 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 who receive transfer credit for *English 1010 – Composition* must complete the English Placement Examination before registering for classes.

### **Students Seeking Re-admission**

Students seeking re-admission to the University must complete a formal application through the Office of Admissions. They must be given clearance by the Offices of Admissions, Financial Aid, Business, Registrar, and Student Development and Services before being considered for re-admission.

Students entering the MU at Night program have until the end of the first 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 ENG 1010 and/or ENG 1020 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.

### **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.

### **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-350, Trustees Building (630-7074).

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 ENG1010 and/or ENG1020 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.

## **SPECIAL STUDENTS, INTERNATIONAL STUDENTS, AND PGA 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:

1. The student should be at least sixteen years of age and classified as a junior based on high school courses completed.
2. 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.
3. Interested students must submit an application as a special student to the Office of Admissions.
4. 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.

### **International Student Admission Requirements**

1. 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](http://www.methodist.edu/int). Application fee will be waived if the application is submitted online.
2. 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. Certified copies of the original document must be certified by the issuing institution, the Embassy, the Ministry of Education, or the Ministry of Foreign Affairs.
3. 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.
4. 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.
5. 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.
6. Native English speakers must submit a minimum score of 900 on SAT in Math and Critical Reading sections.
7. A fully completed Methodist University Certificate of Financial Responsibility (CFR) 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. The form can be found on [www.methodist.edu/int](http://www.methodist.edu/int).

8. 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.
9. A copy of your passport

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.

Transfer students from a US college/university are required to complete the Transfer-in form and submit copies of your current immigration documents: SEVIS I-20, passport, F-1 Visa, and I-94. Your current school must release in SEVIS and indicate a Transfer Release Date. This must be done before Methodist University can issue an I-20 to you.

### **PGA Golf Management Admission Requirements**

PGA 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 1000 spaces available (subject to change).
3. All applicants must have submitted a PGA 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 2013-2014 Rates per semester unless otherwise specified:

#### Undergraduate Program

	<b>Commuting Student</b>	<b>Residential Student</b>	
Tuition	\$13,765.00	\$13,765.00	(Alternate Meal Plans will be available at registration) (Includes local telephone, basic cable, Internet, double occupancy in Cumberland, Sanford)
Meals <sup>1</sup>	—	2,590.00	
Room Rent	—	2,580.00	
<b>TOTALS</b>	<b>\$13,765.00</b>	<b>\$18,935.00</b>	

Carte Blanche Meal Plan <sup>1</sup> (includes \$175 in Monarch Dollars).....	2,590.00
14 Meal Plan <sup>1</sup> (includes \$300 in Monarch Dollars).....	2,590.00
10 Meal Plan <sup>1</sup> (includes \$550 in Monarch Dollars) - for non-freshmen.....	2,590.00
80 Meal Block <sup>1</sup> (no Monarch Dollars) .....	558.00
50 Meal Block Plan Plus <sup>1</sup> (includes \$200 in Monarch Dollars).....	567.00
50 Meal Block Plan <sup>1</sup> (no Monarch Dollars) .....	360.00
30 Meal Block Plan Plus <sup>1</sup> (includes \$300 in Monarch Dollars) .....	560.00
30 Meal Block Plan <sup>1</sup> (no Monarch Dollars) .....	250.00
Residence hall cost (including computer network access):	
Cumberland/Sanford.....	2,580.00
Garber/Weaver.....	2,691.00
Pearce/West .....	3,007.00
North Hall.....	3,214.00
The Village (includes \$200.00 in Monarch Dollars).....	4,050.00

<sup>1</sup> Meal Plan for the Village, Cape Fear Commons, McLean Residents, and Commuters

<sup>2</sup> Cumberland, Sandford, Weaver, Garber, North Hall and The Village, if available

Cape Fear Commons (includes \$200.00 in Monarch Dollars).....	4,088.00
McLean (includes \$200.00 in Monarch Dollars).....	4,267.00
Private room fee <sup>2</sup> .....	1,356.00
Residential hall dues .....	50.00
Residential hall dues (per summer session).....	18.00
Key, mattress, and damage deposit (residential students only).....	100.00
Room charge—summer (per day term) .....	601.00
Tuition per day s.h. in excess <sup>3</sup> of 18 s.h. or below 12 s.h. (Does not apply to masters programs) .....	888.00
Tuition per s.h. for Evening classes .....	318.00
Tuition per s.h. for Online classes .....	404.00
Tuition per s.h. for Summer School .....	318.00
Tuition per s.h. for Evening, Online, & Summer Classes (Active Duty Military)	250.00
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) .....	150.00
Directed study.....	475.00 per s.h. in addition to regular tuition fee
Independent study .....	280.00 per s.h. in addition to regular tuition fee
Auditing a course.....	140.00
Graduation fee .....	150.00
Course challenge fee or CLEP Testing fee .....	183.00
PGA/PGM Specialty Fee for PGA Certified students (yearly fee due fall semester / non-refundable).....	2,200.00
Golf fee- all services including golf course usage (yearly).....	2,200.00
Tennis laboratory fees.....	440.00
Nursing program fee.....	375.00
ROTC summer camp credit .....	195.00
Transcripts per copy .....	5.00
Proficiency and/or applied music lessons (music majors and minors)	
one half-hour lesson per week .....	243.00
two half-hour lessons per week .....	456.00
three or more half-hour lessons per week .....	577.00
Application fee .....	50.00
Room reservation fee (returning students).....	150.00
Student enrollment deposit for newly entering commuter student (non-refundable) .....	100.00
Student enrollment deposit for newly entering resident student (non-refundable)	300.00
Student enrollment deposit for newly entering PGA resident student (non-refundable) .....	500.00
International student health insurance-fall .....	500.00
International student health insurance-spring and summer .....	700.00
International student insurance-summer only .....	300.00
Student health insurance fee (full time day students) <sup>4</sup> -fall .....	415.00

<sup>3</sup> 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 PGA, PTM, RMT, a Model UN Practicum, or by the Honors 2000 course.

<sup>4</sup> This insurance charge is assessed only if a student does not have complete an insurance waiver form each semester providing proof of adequate insurance coverage.

Student health insurance fee (full time day students) <sup>4</sup> -spring .....	585.00
Auto registration (Day Program – per year) .....	175.00
Auto registration (Day Program) .....	95.00
Auto registration-summer .....	45.00
Auto registration (Evening Program - per year) .....	75.00
Auto registration (Evening Program).....	45.00
Second car (regardless of initial registration type) .....	20.00
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.....	30.00
ROTC summer camp credit .....	189.00
Transcripts per copy .....	10.00
Proficiency and/or applied music lessons (music majors and minors)	
one half-hour lesson per week .....	235.00
two half-hour lessons per week .....	441.00
three or more half-hour lessons per week .....	558.00
Application fee .....	50.00
Room reservation fee (returning students).....	145.00
Student reservation fee for newly entering commuter student (non-refundable) .....	100.00
Student reservation fee for newly entering resident student (non-refundable) .....	300.00
Student reservation fee for newly entering PGA resident student (non-refundable) .....	500.00
International student insurance-fall .....	500.00
International student insurance-spring and summer .....	700.00
International student insurance-summer only .....	300.00
Mandatory Student Health Insurance Fee (full time day students).....	85.00
Mandatory Student Health Insurance Fee (full time day students)-summer.....	42.00
Auto registration (Day Program – per year) .....	175.00
Auto registration (Day Program) .....	95.00
Auto registration-summer .....	45.00
Auto registration (Evening Program - per year) .....	75.00
Auto registration (Evening Program).....	45.00
Second Car (regardless of initial registration type) .....	20.00
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.....	30.00

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.

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 12 or more semester hours of day classes may enroll in only one evening class to total no more than 18 s.h. as a total courses load to be charged the full-time day tuition. Additional evening or online classes will be charged at the appropriate per hour tuition charge.

A student enrolled in less than 12 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 cannot reside on campus and may lose eligibility for financial aid, 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), \$300.00 (residential student), and \$500.00 PGA 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 PGA 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 degree-seeking students who have been officially accepted to the university and 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. The Office of Financial Aid is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00am-5:00pm. 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. Please realize that if you accept a scholarship from Methodist University we may share the student's name, major, and hometown with the donor of the scholarship. We will not share financial information or other personal information with the donor.

Financial aid awards are based on both the direct and indirect costs of attending college. Scholarships and grants are gift aid and do not need to be repaid. Any loans borrowed must be repaid to the Department



of Education 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. 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/Special and non-degree seeking students are not eligible for any financial aid from Methodist University. 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 and may change each academic year. Contact the Office of Financial Aid for the 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 not maintaining satisfactory academic progress, changes in a student's financial need, changes in enrollment status, availability of funds, 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 a 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 based upon availability of funds: Federal Title IV (grants, loans, and student employment), state (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.** A student initially enrolled as full time day (12sh) cannot drop below 12 s.h. before the end of the semester or that student may be ineligible for 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.

### **Federal Loans**

Methodist University participates in the William D. Ford Federal Direct Student Loan Program (Federal Direct Loans) for the processing of all Federal Direct Loans (Subsidized, Unsubsidized, Parent PLUS and Graduate PLUS) in which loan proceeds are provided directly from the U.S. Department of Education. As with all federal student aid, to become eligible the student must complete the Free Application for Federal Student Aid (FAFSA), the borrower must be a U.S. citizen or eligible non-citizen as defined by the FAFSA and the student borrower must be enrolled or accepted for enrollment in a degree program on at least a half-

time basis, which is 6 semester hours as an undergraduate student or 3 semester hours as a graduate student. Additionally, the student borrower must maintain Methodist University's Satisfactory Academic Progress (SAP) for Financial Aid Eligibility and the borrower (student or parent) must not be in default on a previous Federal student loan, Perkins, or Direct Loan. All borrowers may apply for a federal loan at the Department of Education's website at [www.studentloans.com](http://www.studentloans.com). To be process the Federal Direct Loan: the student borrower applying for the Subsidized and Unsubsidized loan must complete and Entrance Counseling and Master promissory Note, the parent borrower must complete the Parent PLUS application, MU's Parent PLUS Loan Request Form (LRF), and Master Promissory Note, and the graduate borrower applying for the Graduate PLUS loan must complete the Entrance Counseling, Graduate PLUS application, sign the award letter, and Master Promissory Note prior to the end of the academic period. According to Federal Guidelines, students who have borrowed federal student loans while in attendance at Methodist University and are leaving Methodist University due to either graduating, not returning or dropping below half-time status (6 semester hours- undergraduate and 3 semester hours - graduate) are required to complete a Loan Exit Counseling. Students may complete the Exit Interview by accessing it online through the National Student Loan Data System (NSLDS) website at [www.nsls.ed.gov](http://www.nsls.ed.gov). NSLDS is a secure central database and provides information on all federal loans and federal grants processed for the borrower through their academic career. A student or parent borrower reserves the right to cancel all or part of federal loan disbursement within 30 days of the disbursement crediting to the student's business office account at Methodist University. Should a student or parent borrower wish to cancel, a written request must be submitted to the Office Financial Aid within 30 days of the funds crediting to the student's business office account. The written request to cancel a loan may be submitted by a handwritten, typed, or printed statement bearing an original signature submitted by mail, in person, or by fax (**no e-mail can be accepted**). ***Canceling any loan disbursement could cause a balance to be due on the university account in the Business Office which the student will be responsible for paying. This is more likely to be true if excess funds (credit balance) have already been distributed via a check.*** Borrowers cannot cancel a loan disbursement if the designated time period described above has already passed. Instead, the borrower can repay the loan disbursement directly by contacting the loan holder which can be found by accessing the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov). Student or parent borrowers, who have loans under a FFELP lender (Private Lender, loans disbursed prior to July 1, 2010), refer to the lender information provided by NSLDS. For those borrowers with Federal Direct Loans from the Department of Education, payments may be made at the Department of Education's website at [www.dl.ed.gov](http://www.dl.ed.gov). The borrower will be responsible for any interest that may have accrued and/or any loan fees.

## **METHODIST UNIVERSITY OFFICE OF FINANCIAL AID POLICY OF SATISFACTORY ACADEMIC PROGRESS**

*Revised 2013*

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student's SAP must be evaluated "at the end of each payment period or at least annually to correspond with the end of a payment period;" Annually means a 12-month period. An institution is expected to review a student's SAP at least once every 12 months. Methodist University evaluates a student's SAP annually for students enrolled in at least 12 semester hours in the Day program and after each payment period for all other students and makes these standards applicable to **all** financial aid offered at Methodist University. Methodist University reserves the right to evaluate a student's SAP more frequently. 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) Minimum Semester Hours Earned/Completion Rate; 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.

### GENERAL SATISFACTORY ACADEMIC PROGRESS PRINCIPLES

1. Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school's SAP policy must include the student's total academic history.
2. These general principles apply to all of Methodist University's degree programs. In addition to the general principles, students must meet specific guidelines for their individual academic program(s). Program specific requirements are listed in the academic catalogue.
3. SAP will be determined **once per academic year for students enrolled in at least 12 semester hours in the Day program** (at the end of the summer payment period). SAP will be determined after each payment period for all other students. SAP will be evaluated before the following Fall semester, regardless of when the student's enrollment began at Methodist University.
4. A student, who fails SAP, **MUST** successfully appeal to continue to receive financial aid and be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).
6. 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.
7. Classes, from which a student has withdrawn, regardless 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.
8. 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.
9. 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.
10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.
11. **Cumulative GPA.** The cumulative number of credits attempted in the undergraduate schools of the university includes those credits attempted at the end of the schedule adjustment (drop/add). 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

**Minimum Semester Hours Earned/Completion Rate**

Each semester (fall, spring, and summer) an undergraduate student must earn a minimum of 70% of the hours registered for at the end of schedule adjustment. Schedule adjustment is also known as drop/add. Schedule adjustment typically ends on the Friday of the first week of classes at 11:59 p.m (usually 5 days into the semester). Please check the University’s Academic Calendar for specific dates.

To find the minimum hours required, take the number of credit hours at the end of schedule adjustment and multiply it by .70. For example: if a student had 12 hours at the end of schedule adjustment then the student would have to earn at least 8 hours to remain eligible for further financial aid (12 X .70 = 8.4). The credit hours will always be rounded down.

**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. The calculation in determining the quality point deficit is the total credit hours attempted, as established by the Registrar, times 2 minus the total quality point.**

**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. This is the maximum allowable time for receipt of federal and state financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. A student cannot have more than 150 % 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 % plus an additional 4 semesters or 50 %). Students will be allowed to receive institutional financial aid for a maximum of ten (10) semesters or five (5) years regardless of whether they are making SAP or not. 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. A student can appeal the 150% maximum timeframe (see Appeals).

**FAILURE TO MEET SAP**

**Financial Aid Probation (PROB)**

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Methodist University must review the student’s progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- If Methodist University determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic plan. MU must review the student’s progress at the

end of that one payment period, as PROB status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.

- If Methodist University determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB and an academic plan must be developed for the student. The student's academic advisor and the student should develop a plan that ensures that the student is able to meet Methodist's SAP standards by a specific point in time. The plan could specify that the review takes place at the next point when the rest of Methodist University's population is reviewed, which could mean every payment period or annually. The plan could also specify that the student is reviewed more frequently than the rest of the institution's population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution's population. An academic plan could take the student to program completion, rather than meeting the institution's SAP standards at a specific point in time.
- **If the academic plan shows that the student can make SAP**, the student will be placed on PROB and Methodist University MUST review the student's progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
- **If the academic plan does NOT show that the student can make SAP**, then the student will NOT be eligible for financial aid and will be immediately 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.

At the end of the PROB period, the student's SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. **Students on PROB 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 have an SAP requirement.**

Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Methodist University while they are on PROB or FAS must meet Methodist's SAP policy in order to regain eligibility for financial aid.

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.

### Appeals (PROB, FAS, 150% Time Frame)

- The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time (2 payment periods). **If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.**
- The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.
- The appeal for the 150% Time Frame must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor's degree.

Examples of mitigating circumstances and appropriate documentation for Appeals, include, but are not necessarily limited to:

1. Serious illness or injury of student- notarized statement from physician that illness interfered with student's ability to meet SAP along with written letter of appeal from student.
2. Serious illness or injury of immediate family member-notarized statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member-notarized 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.

However, the Financial Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an update statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

### 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. The appeal must include why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal must also include an academic plan from the

student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time. **If the plan does NOT show that the student can make SAP, then the student will NOT be granted a waiver.** 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.

### **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 listed in the financial aid section of this catalogue. For information concerning monetary benefits contact the U.S. Department of Veterans Affairs Regional Processing Office in Decatur, GA (888) 442-45501 or their web site *www.va.gov*. For information about the available programs at Methodist University contact the Director of Veteran Services (910) 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 2013 and December 1 for Spring 2014) are three weeks prior to the start of classes:

**Fall 2013: July 29, 2013**

**Spring 2014: December 16, 2013**

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:

1. 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.
2. 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.
3. 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 Office of Financial Aid 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. Military Tuition Assistance (MTA) is not credited to student accounts until shortly before the 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 Office



- of Financial Aid.
- b. The Office of Financial Aid will credit scholarships/grants from outside agencies to the student's account once funds have been received and student's enrollment has been verified.
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 Federal Direct Loan funds until the drop/add period is over. Once drop/add is complete and the student is still enrolled, loan funds are credited to student accounts. 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 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 monies are credited when received.

**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. Students may charge additional purchases throughout the semester if they have not exceeded a total of \$700 of books and supplies. These additional charges will be billed monthly.

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

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

**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 2013 are:**

September 12, 2013 — Day & Evening Term I Students  
November 14, 2013 — Evening Students/Term II

**The earliest scheduled pick-up dates for Spring 2014 are:**

January 30, 2014 — Day & Evening Term I Students  
April 3, 2014 — Evening Students/Term II

**The earliest scheduled pick-up dates for Summer 2014 are:**

May 29, 2014 — Day Students/Term I  
June 12, 2014 — Evening /Online  
June 26, 2014 — Day Students/Term II  
July 24, 2014 — 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 Direct Loans, Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, 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 Business 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 <sup>st</sup> Week	100.00%
2 <sup>nd</sup> Week	90.00%
3 <sup>rd</sup> Week	75.00%
4 <sup>th</sup> Week	70.00%
5 <sup>th</sup> Week	65.00%
6 <sup>th</sup> Week	60.00%
7 <sup>th</sup> Week	55.00%
8 <sup>th</sup> Week	50.00%
After 8 <sup>th</sup> Week	0.00%

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. 1233), 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 (MCSERPP), 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 1030 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](http://www.methodist.edu/ir/GraduationRate.htm).

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Dr. Eric LeMoine Mansfield, Fayetteville  
Dr. Allen G. Mask, Jr., Chapel Hill

Mr. Don Price, Fayetteville  
Dr. William Dickson Schaefer, Fayetteville  
Dr. Louis Spilman, Jr. '64, Oriental  
Dr. Harvey T. Wright II '70, Fayetteville

### **TERMS EXPIRING JULY 1, 2016**

Dr. Richard R. Allen, Sr., Fayetteville  
Mr. Peter Broome, Barrington, RI  
Dr. Mary Lynn Bryan, Fayetteville  
General (ret.) John W. Handy '66, Charlotte  
LTG Frank Helmick, Reston, VA

Mr. J. Daniel Highsmith, Fayetteville  
Mrs. Linda Huff '74, Fayetteville  
Mr. Jerry A. Keen '65, Goldsboro  
Mr. Earl D. Leake '73, Charlotte  
Mr. George W. Miller, Jr., Durham

### **TERMS EXPIRING JULY 1, 2017**

Mrs. Margaret Highsmith Dickson,  
Fayetteville  
Mr. Leslie A. Griffin, Fayetteville  
Dr. Rakesh Gupta, Fayetteville  
Mrs. Betty Upchurch Hasty, Laurinburg  
Mr. O. Ray Manning, Jr. '73, Fayetteville

Mr. Ron B. Matthews, Linden  
Mr. William O. Musgrave, Charlotte  
Mr. Lawrence Walsh '93, Fayetteville  
Mr. William R. West, Sr. '69, Fayetteville  
Dr. Jason A. Williams '98, Fayetteville



## TRUSTEES EMERITI

Mr. Frank Barragan, Jr., Savannah, Georgia    Dr. Frank P. Stout, Fayetteville  
The Reverend Dr. Brian G. Gentle, Durham    Mr. David K. Taylor, Jr. '68, Fayetteville  
Mr. Richard L. Player, Jr., Fayetteville    Ms. Terri Union, Fayetteville  
Dr. R. Dillard Teer, Durham    Mr. Thomas J. Walden, Youngsville  
Mr. Vance B. Neal, Fayetteville

## HONORARY TRUSTEE

Bishop Hope Morgan Ward  
The United Methodist Conference

## HONORARY DEGREE RECIPIENTS

May 1977	Vergil E. Queen (Divinity) Charles H. Mercer (Divinity) John W. Hensdale (Humanities)
May 1978	L. Stacy Weaver (Humanities) William Horner (Letters) Wallace Kirby (Divinity)
December 1978	Clyde McCarver (Divinity)
May 1979	Jim Bailey (Divinity)
May 1980	Samuel T. Ragan (Letters)
May 1981	Terry Sanford (Law) Paul Carruth (Divinity)
May 1982	Langill Watson (Divinity)
December 1982	Offie L. Hathaway (Divinity)
May 1983	Wilson Franklin Yarborough, Sr. (Letters)
August 1983	Samuel Duncan McMillan, Jr. (Divinity) Arthur W. Winstead (Divinity)

May 1984	Bishop William Ragsdale Cannon (Humanities) Ernest R. Porter (Humanities) William C. Fields (Humanities) Warren B. Petteway (Divinity)
May 1985	Heather Ross Miller (Letters) Charles A. Simonton, Jr. (Divinity) Vernon Tyson (Divinity)
May 1986	F. Belton Joyner, Jr. (Divinity) Joel Lawrence Fleishman (Letters) Robert Byrd Jordan III (Humanities)
May 1987	John T. Henley (Humanities)
December 1987	William Robert Johnson (Humanities)
May 1988	J. Roy Parker, Jr. (Letters)
August 1988	Mary Lynn McCree Bryan (Letters)
May 1989	Charles Michael Smith (Divinity) Lura Tally (Humanities) Isaac Hawley O'Hanlon (Humanities)
December 1989	Charles Mercer Reeves (Humanities) Thomas Sidney Yow III (Divinity)
December 1990	Helen Gray Crotwell (Divinity) J. Allen Norris, Jr. (Humanities)
May 1991	William Michael Presnell (Divinity) Richard W. Pearce (Humanities)
May 1992	John W. Handy (Humanities) Kermit Lee Braswell (Divinity) Carlton P. Minnick, Jr. (Divinity)
May 1993	Rufus H. Stark II (Divinity) E. Glen Holt (Divinity)
May 1994	H. Sidney Huggins III (Divinity) James M. Link (Humanities) Joseph P. Riddle, Jr. (Humanities)
December 1994	J. Thomas Smith (Divinity) Charlie Gaddy (Humanities)

My 1995	Peggy Kirk Bell (Humanities)
May 1996	Mott Blair (Humanities)
April 1997	Sir John Templeton (Business Administration, during Stock Market Symposium)
May 1997	Jerome Richardson (Humanities) William James Weisser (Humanities)
May 1998	Robert H. Dedman (Humanities)
May 1999	J. Nelson Gibson, Jr. (Humanities)
December 1999	Rodney Gene Hamm (Divinity)
May 2000	R. Dillard Teer (Humanities) Pauline Longest (Humanities)
May 2001	William C. Harrison (Humanities)
December 2001	Wesley F. Brown (Divinity)
May 2002	Bishop Marion M. Edwards (Divinity)
December 2002	Michael W. Safley (Divinity) Bob Timberlake (Humanities)
May 2004	General H. Hugh Shelton (Humanities)
December 2004	Dr. Linda C. McPhail (Science)
May 2005	Charles K. McAdams (Humanities)
May 2006	Richard R. Allen, Sr. (Humanities) Louis Spilman, Jr. (Humanities)
May 2007	Dr. Philip O. Geier (Humanities)
May 2008	Mr. Anthony E. Rand (Humanities)
May 2009	Duncan McLaughlin Faircloth (Humanities) William H. Willimon (Humane Letters)
May 2010	Dr. M. Elton Hendricks (Humanities)
December 2010	James H. Maynard (Humanities) Jason A. Williams (Humanities)

May 2011	Hollister Petraeus (Public Service)
December 2011	Kent C. (Oz) Nelson (Humane Letters) Ramon L. Yarborough (Humane Letters)
May 2012	Frank B. Holding, Jr. (Humane Letters) Harvey T. Wright II (Humane Letters)
December 2012	Gene T. Clayton (Humane Letters)
May 2013	Alfred E. Cleveland (Humane Letters) LTG Daniel B Allyn (Humane Letters)

## **ADMINISTRATIVE AREAS**

### **PRESIDENTS EMERITI**

M. Elton Hendricks, B.A., M.Div., M.S., Ph.D., D.Hum.  
Richard W. Pearce, B.A., J.D., M.A., LL.D.

### **OFFICE OF THE PRESIDENT**

Ben E. Hancock, Jr., B.A., M.Ed., Ph.D.	President
Lisè Glazier, B.S.	Assistant to the President for Special Events
Gerri Williams, B.A.	Administrative Assistant to the President

### **ACADEMIC AFFAIRS**

Delmas S. Crisp, Jr., B.A., M.A., Ph.D.	Executive Vice President and Academic Dean of the University
Samantha Anderson, B.A.	Fort Bragg Student Services Administrative Assistant
Christina P. Beard, B.H.S., M.P.A.S., PA-C	Director, Physician Assistant Program
Allison Bennett, B.A.	Assistant Director, Writing Center
Gina Billman	Administrative Assistant, Registrar's Office
Deborah Branson, B.S., M.S., M.A., M.S., M.A., Ph.D.	Director, Southeastern Center for Environmental Excellence
Steven P. Brey, B.A., S.T.M., M.Div., M.A., Ph.D.	Dean, School of Arts and Humanities
Cory J. Briglin, B.S.	Network Engineer
Lori Brookman, B.S., Ph.D.	Interim Dean, School of Health Sciences

Jasmin Brown, B.A., M.B.A.	Associate Dean and Registrar
Kara Dawson, B.S.	Secretary, School of Science and Human Development
Marty V. Cayton, B.A., M.B.A.	Director, Center for Entrepreneurship
Darl H. Champion, Sr., B.A., M.C.J., Ed.D.	Director, Master of Justice Administration Program
Tat W. Chan, B.S., Ph.D.	Dean, School of Science and Human Development
Samuel J. Clark, B.A., M.B.A., J.D.	Director of Institutional Computing
Joseph F. Doll, B.S., M.B.A.	Dean, Reeves School of Business
Amy Elliott, B.A.	Administrative Assistant to the Director of Clinical Studies, Physician Assistant Program
Pamela A. Ellis-Phipps, B.S.	Administrative Assistant for Academic Affairs
Leslie Emanuel, B.S.	Administrative Assistant, Reeves School of Business
Zachary Emanuel	Library Assistant
Arleen Fields, B.A., M.S.L.S.	Archives Librarian
Silvana Foti, B.F.A., M.F.A.	Executive Director, David McCune International Art Gallery
Sarah Gainey, PA-C, M.M.S.	Director of Clinical Studies, Physician Assistant Program
Trenessa Gambrell	Secretary, Teacher Education
Jane Weeks Gardiner, B.M., M.M.	Associate Vice President for Academic Affairs and Director of Center for Student Success
E. Sue Godwin, B.S., M. Ed., Ed. D	Director, Master of Education Program
Linda T. Gravitt, B.A., M.B.A.	Assistant Dean for MU at Night and Summer School
Robin Greene, B.A., M.A., M.F.A.	Director, Writing Center
George Hendricks, B.S., M.S.W., Ph.D.	Dean, School of Graduate Studies
Roswitha Howard, B.A.	Assistant Registrar
Mary Lou Hupp, B.S.	Systems Programmer
Lisa Jacobs, B.S.	Library Technical Assistant
Thomas Jester	Help Desk/Computer Lab Attendant
Eugenia Johnson, B.A., B.S., M.S.	Academic Services Associate
Jason Joseph, B.S.	Network Engineer
Sharon Kerr	Secretary, PGA Golf Management and PTM
Charles M. Koonce, B.S., M.Ed.	Associate Director and Director of Internships, PGA Golf Management Program
Suzanne Langley	Coordinator, MU Journey
Quincy Malloy, B.S.	Academic Services Associate; Director, Testing and Tutoring Center
Janice Luce, B.A.	Coordinator, The Master of Education Program
Thomas E. Marthers	Network Manager
Katherine McCandless, B.S.	Administrative Assistant to the Director of Academic Studies, Physician Assistant Program
Brandon Miller, B.S., M.A.	Debate Coach
Jennifer Mish, B.S., M.B.A.	Director of Admissions and Administration, Physician Assistant Program
Laurice Mitchell	Secretary, School of Humanities
Deborah Morris, B.A., PA-C, M.D.	Director of Academic Studies, Physician Assistant Program
Sam Morrison, B.S., M.B.A.	Assistant Director, Center for Student Success
Tracey Pearson, B.A., M.L.I.S.	Director of Library Services
Ryan Pretlow, B.B.A., M.B.A.	Systems Programmer
Tiffany Prokop, B.S.	Chemistry Laboratory Coordinator
Sharonda Pugh, B.A., M.A.	Director of Multicultural Affairs
Deanne Renshaw, B.M., M.M.	Fine Arts Coordinator
Yasmin Rivera, B.A., M.A.	Director, Fort Bragg Office

Tamala Anderson Rivers	Assistant to the Library Director
Jennifer Rohrer-Walsh, B.A., M.Ed., M.A., Ph.D.	Co-Director, Honors Program
Edward Salisbury, A.A.S.	Systems Programmer
Sabina Schneider, B.S.	MU at Night Admissions and Student Services Coordinator
Derrick Soellner, B.S., M.B.A.	Student Solutions Coordinator
Joseph H. Swanner, Jr.	Senior Network Engineer
Kristine A. Thomas, B.S., M.S.	Coordinator, Master of Justice Administration Program
Richard G. Walsh, B.A., M.Div., Ph.D.	Co-Director, Honors Program
Anne C. Way	Coordinator, Master of Business Administration Program
Brock White, B.S.	Director of Recruiting, PGA Golf Management
Kathryn L. Zybeck, B.A., M.S.I.	Systems/Reference Librarian
Daniel McCloud, B.M., M.M., D.A.	Director of University Bands

## ATHLETICS

Robert McEvoy, B.S., M.A.Ed.	Athletic Director
Thomas V. Austin, B.A., M.A.	Head Baseball Coach
Frances Barragan, B.S., M.A.	Head Women's Tennis Coach
Michael Bonnell, B.A.	Head Men's Tennis Coach
Rachelle Bowman, B.S.	Assistant Athletic Trainer
Steve Conley, B.S., M.Ed.	Head Men's Golf Coach
.	Assistant Athletic Trainer
Tameka Delmar, B.S., M.A.	Head Cheerleading Coach
Dave Eavenson, B.S., M.Ed.	Assistant Athletic Director
Courtney Falatovich, B.F.A.	Head Dance Coach
Charles J. Goss, B.S.	Head Football Coach
Gregory Harbaugh, Jr., B.S.	Assistant Football Coach
Zachary Hufford, B.S., M.Ed.	Assistant Football Coach
Tom Inczauskis, B.S., M.B.A.	Head Women's Golf Coach
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.	Assistant Head Football Coach
Nicole Lorencen	Administrative Assistant
Michael Maraschiello, B.S.	Assistant Football Coach
Edward Matthews, B.S.	Head Women's Volleyball Coach
Spencer Martin, B.A.	Assistant Baseball Coach
Justin Pini, B.A., M.A.	Assistant Men's Basketball Coach
Brandon Reynolds, B.S., M.Ed.	Head Athletic Trainer
Phillip Schuman, B.A., M.A.	Head Women's Lacrosse Coach
Ron Simpson, B.A., M.A., M.S.S.	Head Softball Coach
David G. Smith, B.A.	Head Men's Basketball Coach
Justin Terranova, B.S.	Head Men's Soccer Coach
Keven Williams, B.A.	Assistant Football Coach
Vernon Wright, B.S.	Assistant Football Coach
J. Nicole Yard, B.S., M.S.	Assistant Athletic Trainer

## BUSINESS AFFAIRS

Gene T. Clayton, B.A., M.Ed.,LHD	Vice President for Business Affairs
Dawn Ausborn, B.A., M.S.A., CPA	Associate Vice President for Business Affairs and Controller
Linda Autry, A.A.S.	Collections Coordinator/Accounts Receivable Specialist
L. Taylor Blackley, B.S.	Director of Environmental Health and Safety
Howard Bragg	Assistant Superintendent, Buildings and Grounds
Diana Childress	Head Cashier & Accounts Receivable Specialist
Danielle Crawford	Bookstore Assistant
Thomas Daughtrey	Superintendent, Buildings and Grounds
Deborah Dembosky, B.S., M.B.A.	Jr. Staff Accountant
Steven Dockery, A.S.	Golf Course Superintendent
Dottie Earwood	Mail Room Supervisor
Charles Gourlay	Director of Facilities
Rhonda Harris, B.S.	Lead Payroll Administrator
Sheila Keen, B.A., M.P.A.	Disbursements Manager
Nicole Lorencen	Coordinator of Campus Telephone Systems
Melba McLemore, A.A.	Accounts Payable Supervisor
Mary L. Mercer, B.S., CFE	Accounts Receivable Accountant
Mark Miller	Assistant Supervisor of Golf Course
Maria Moran, B.S., M.A.	Administrative Assistant, Housekeeping & Maintenance
Mark Munns	Mail Room Courier
Lisa Murphy	Bookkeeper
McKenzie Phillips, B.A., M.P.A.	Procurement Services Specialist
Constance Pratt	Superintendent of Housekeeping
Melanie Ritzmann	Payroll Administrator
Rick Rode, B.S., M.B.A.	Treasurer
Edna Sanchez	Procurement Services/Corporate Card Administrator
Cheri Sapp, B.B.A.	Assistant Director of Human Resources
John D. Shaw, B.S., M.A.	Business Office Manager
Larry G. Smith	Bookstore Manager
Jody Souder	Mail Room/Bookstore Assistant
Joyce Teal	HR/Payroll/Accounting Office Assistant
Gina Thornton, B.S., M.B.A.	Assistant Controller
Tiffany Vital	Assistant Manager, Bookstore
Katherine A. Watt	Secretary, Vice President for Business Affairs
Renee Wright	Special Billings Coordinator/Accounts Receivable Specialist
Debra Yeatts, B.S., M.B.A.	Director of Human Resources

## INSTITUTIONAL ADVANCEMENT

Robin P. Davenport, B.S., M.B.A.	Vice President for Institutional Advancement
H. Ray Baker, B.S.	Director of Research/Scholarship Coordinator
Landon Bentham, B.S., M.B.A.	Director of Development

Rhonda L. McMillan  
Krista J. Lee, B.S.  
Eric Rivenbark, B.S., M.B.A.  
Jessica Wanger, B.S.  
Lauren Cook Wike, B.A.

Gift Records Coordinator  
Director of Annual Fund  
Director of Development/Gift Planning  
Assistant Director of Development  
Director of Alumni Affairs

## ENROLLMENT SERVICES

Rick Lowe, B.A.  
Bonnie Adamson, B.S., M.B.A.  
Denice Carter, B.S.  
Shasta Culbreth, B.A.  
Patricia Douthit, B.S.

Vice President for Enrollment Services  
Director of Financial Aid  
Assistant Director of Financial Aid  
Associate Director of Admissions  
Associate Director of Financial Aid  
Veterans Advisor  
Admissions Counselor  
Dean of Admissions  
Financial Aid Counselor  
Admissions Counselor  
Admissions Counselor  
Loan Coordinator  
Office Assistant, Admissions  
Financial Aid Counselor  
Director of Veteran Services  
Admissions Counselor  
Associate Director of Admissions  
Financial Aid Planning Counselor/Loan Coordinator

Alyson Impellizzeri, B.A.  
Jamie Legg, B.S., M.B.A.  
Kristopher Livingston, B.A.  
Kelsey Magnine, B.S.  
Whitney Moore, B.S.  
Margot Runion  
Carole Samperton  
Kathy Schuber  
Randy Smith, B.S. B.A.  
Trey Such, B.S.  
David Webb, B.S., M.Ed.  
Marilyn Wicker, B.S., M.B.A.

## PLANNING AND EVALUATION

Donald L. Lassiter, B.S., M.S., Ph.D.  
Beth Butler, B.B.A., M.B.A.  
Michael Hadley, B.S., M.B.A.  
Bruce Morgan, B.A., M.S., Ph.D.  
Jennifer Hannigan, B.A., M.Phil.

Vice President for Planning and Evaluation; Title III Director  
Coordinator for Planning and Evaluation and Title III  
Assistant Dean for Institutional Research and Effectiveness  
Director of Instructional Technology  
Research Analyst

## STUDENT AFFAIRS

William Walker, B.A., M.A.  
Dave Baggett, B.S., B.H.S., M.S.  
Antoinette Bellamy, B.S., M.A.  
Janet Bird, B.S., M.P.A.  
Olga Polyak Booth, B.A., M.P.A.

Vice President for Student Affairs/Dean of Students  
University Medical Officer  
Director of Career Services  
Assistant Director of Public Safety  
Assistant Director of International Programs



J. Ryan Bowyer, B.A., M.S.	Assistant Director of Campus Life
Charlotte Brown, B.S.	Residential Coordinator
Laura Burlson	Career Counselor
Sandra S. Combs, R.N.	Director of Health Services
Duane Davis	Director of Food Services
Carl Douglas	Lieutenant of Security
Jananne Fiebig, B.A.	Residential Coordinator
Lori French, B.S.	Student Insurance Coordinator
Susan Hall	Administrative Assistant for Housing and Residence Life
Todd Harris, B.A., M.Ed.	Associate Dean of Students
Heather O. Herring, B.A., M.A., LPC-A	Counselor and Coordinator of Parent Programs
Darlene Hopkins, B.A., M.S., LPC-S	Director of Counseling and Psychological Services
Tavares Hunter, B.S.	Residential Coordinator
Antoinette Iannone	Secretary, Public Safety
Michael McCabe	Admissions and Immigration Specialist
	Assistant Director for Housing & Residence Life
Barbara Morgan, B.A.	Director of Housing and Residence Life
Doris Munoz, B.S., M.A.T.	Director of Campus Life
Deborah V. Owens, B.S.	Assistant Director for Career Services
James Phillips, B.S., M.B.A.	Director of Police and Public Safety
Carol Pope, B.S., B.A.	Program Coordinator for Student Affairs
Lyle Sheppard, B.S., M.S.	Director of International Programs and Study Abroad
Clifton Bobbitt, B.A., M.A.	Director of Campus Recreation and Intramurals
R. Stan Starling	Lieutenant of Police
Linda Szulc, B.S.	Director of Disability Services
Amanda Vosloh, B.A., M.S.	Residential Coordinator

## UNIVERSITY RELATIONS AND CAMPUS MINISTRY

Michael W. Safley, B.A., M.Div., D.Div.	Vice President for University Relations and Campus Ministry
	University Chaplain
Sandra Ammons	Associate Vice President for Universitys Relations
Eric Dowden	Monarch Press Assistant
Grimaneza Grasser	Administrative Assistant
Michael Harrison	Director of Monarch Press
Pam McEvoy, B.A.	Director of Public Affairs
Michael C. Molter, B.A., B.S., M.S.A.	Webmaster
Sam Morrison, B.S., M.B.A.	Director of University Calendar and Events
	Graphic Designer
Roxana Ross, B.A.	Assistant Director of Marketing and Communications
Clifford M. Wells, B.A.	Director of Reeves Auditorium and Technical Services
Donna L. Wilson, B.S.	Director of Campus Ministry Programs and Administrative Service

## FACULTY EMERITI

- Linda Sue Barnes** Professor of Biology  
B.S., Mississippi College; M.S., University of Mississippi; Ph.D., University of Tennessee
- Robert Bloodworth** Associate Professor of Mass Communication  
B.A., M.A., University of North Carolina at Chapel Hill
- Janet M. Cavano** Professor of English  
B.A., University of Denver; M.A.T., Ph.D., University of North Carolina at Chapel Hill
- Suzan K. Cheek** Professor of Political Science and Leadership Studies  
B.A., Wake Forest University; M.P.A., American University; Ph.D., University of North Carolina at Chapel Hill
- Robert Stone Christian** Professor of English  
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
- Sid Gautam** Professor of Economics  
B.A., M.A., Ph.D., Vikram University
- Jean B. Ishee** Associate Professor of Piano and Organ  
B.M., Greensboro College; M.A.T., University of North Carolina
- Patricia H. Jones** Distinguished Service Professor of Mathematics  
B.A., Meredith College; M.A.T., University of North Carolina at Chapel Hill
- Sue Laslie Kimball** Professor of English  
B.A., University of Kentucky; M.S., Saint Mary College; Ph.D., University of Alabama
- Thomas Garland Knott** Professor of Religion  
B.S., Mississippi State University; B.D., Emory University; Ph.D., Boston University
- Tryon D. Lancaster** Professor of Education  
B.S., East Carolina College; M.A., East Carolina University; Ed.D., Duke University
- Helen B. Matthews** Associate Professor of Education  
B.S., M.A., East Carolina University
- Betty Neill Guy Parsons** Associate Professor of Music  
B.A., Methodist College; M.M., East Carolina University
- Robert C. Perkins** Professor of History  
B.A., University of Richmond; M.A., Ph.D., University of South Carolina

- John Claude Peyrouse, Jr.** Professor of Theatre and Speech  
B.A., M.A., University of Denver; Ph.D., University of Nebraska
- Alan Miller Porter** Professor of Music  
B.M., Mount Union College; M.M., University of Illinois; further study with Pierre Bernac  
and Paul Ulanowsky
- Joyce Elaine Porter** Distinguished Service Professor of French  
B.A., Mount Union College; M.A., Duke University
- Robert Ritzema** Professor of Psychology  
A.B., Calvin College; M.A., Ph.D., Kent State University
- John S. Sill** Professor of Sociology  
B.S., M.A., Central Missouri State University; M.Div., Phillips University; Ph.D., Oklahoma State  
University
- Walter M. Swing** Associate Professor of Accounting  
B.A., East Carolina University; M.S., B.A., Boston University

## FACULTY

- Nancy Alexander** (1992) Associate Professor of English (1997)  
B.A., M.A., North Carolina State University
- Christopher Aul** (2000) Professor of Medical Science  
Medical Director, Physician Assistant Program  
Medical Advisor to the Athletic Training Program  
B.A., Wabash College; M.D., Washington University School of Medicine
- Lloyd Bailey** (2010, 1995) Professor of Religion  
B.A., M.Div., Duke University; Ph.D., Hebrew Union College
- Vida Bajc** (2009) Assistant Professor of Sociology  
B.A., University of Akron; M.S., Texas A&M University; Ph.D., University of Pennsylvania
- Josiah Baker** (2011) Nimocks Professor of Business (2013)  
Associate Professor of Economics (2013)  
B.A., M.A.A.E., University of Central Florida; M.A., University of Kentucky; M.A., Ph.D., The  
Catholic University of America
- Peggy Grady Batten** (1993) Professor of Mathematics (1998)  
B.S., Atlantic Christian College; M.S., Ph.D., North Carolina State University

- Christina Beard** (2010) Assistant Professor of Clinical Medicine  
Director, Physician Assistant Program  
B.A., Methodist College; M.P.A.S., University of Nebraska
- Cheryl Berringer** (2012) Assistant Professor of Nursing  
B.S.N., Spring Arbor University; M.S.N., George Washington University
- Bonita Belcastro** (2003) Professor of Social Work  
B.A., Ohio University; M.S.W., West Virginia University; Ph.D., University of Pittsburgh
- Daniel L. Bennett** (2007) Assistant Professor of Mathematics (2013)  
B.S., M.S., Fayetteville State University
- William H. Billings** (2009) Instructor of English  
B.A., Methodist College; M.A., University of North Carolina at Chapel Hill
- Randy Bisnett** (2012) Assistant Professor of Athletic Training  
Clinical Coordinator of Athletic Training  
B.S., California State University Sacramento; M.Ed., Southwest Texas State University
- Joan Bitterman** (1992) Professor of French and German (2001)  
B.A., Dominican College of San Rafael; M.A., Ph.D., University of Oregon
- Mark D. Bowman** (2009) Assistant Professor of Justice Studies  
Director, Center for Excellence in Justice Administration  
B.A., University of Arkansas at Little Rock; M.P.S.L., Christopher Newport University; Ph.D., Old Dominion University
- Don Brady** (2013) Assistant Professor of Health Care Administration  
B.A., Western Carolina University; M.S., Virginia Commonwealth University; D.M., University of Phoenix
- Deborah Branson** (2010) Associate Professor of Environmental & Occupational Management (2013)  
Chair, Department of Environmental and Occupational Management  
B.S., M.S., University of Oklahoma; M.A., Salve Regina University; M.S., Naval War College; M.A., University of Rhode Island; Ph.D., George Mason University.
- Dena Breece** (2013) Assistant Professor of Accounting  
B.S., Methodist College; M.B.A., Campbell University; CPA
- Steven P. Brey** (2003) Associate Professor of Religion (2008)  
Dean, School of Arts and Humanities  
B.A., Ohio Wesleyan University; M.Div., Emory University; M.A., Yale University; Ph.D., University of Notre Dame
- Evan Bridenstine** (2001) Associate Professor of Theatre (2007) Chair, Department of Theatre  
B.A., Ashland University; M.A., Kent State University; M.F.A., University of Virginia; Ph.D., Ohio State University

- Clay H. Britton** (2009) Assistant Professor of Biology  
 Director, Center for Undergraduate Research and Creativity  
 B.S., Elon University; Ph.D., Purdue University
- Lori L. Brookman** (1995) Professor of Biology (2007); Interim Dean, School of Health Sciences  
 B.S., Ph.D., Virginia Polytechnic Institute and State University
- Kathy Brown** (2012) Assistant Professor of Justice Studies  
 B.A., University of Texas at Austin; M.A., Ph.D., Sam Houston State University
- Robert C. Bruns** (2006) Assistant Professor of PGA Golf Management  
 Associate Director, PGA Golf Management  
 B.S.S., Cornell College; M.B.A., University of Iowa
- John F. Campbell** (1986) Professor of Psychology (1996)  
 B.S., University of Missouri at Columbia; M.A., Wichita State University; Ph.D., University of Hawaii  
 at Manoa
- Marty V. Cayton** (2012) Assistant Professor of Business Administration  
 Director, Center for Entrepreneurship  
 B.A., Methodist College; M.B.A., Taylor University
- Darl H. Champion, Sr.** (1993) Professor of Justice Studies (2006)  
 Director, Master of Justice Administration Program  
 B.A., Indiana University of Pennsylvania, M.C.J., University of South Carolina; Ed.D., North Carolina  
 State University
- Tat W. Chan** (2001) Professor of Computer Science;  
 Dean, School of Science & Human Development  
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