



*Lindenwood University*

*Undergraduate Catalog*

*1999-2000*

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# Academic Programs

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## Undergraduate Degrees

### Semester Schedule

Accounting (BA)  
Art History (BA)  
Athletic Training (BS)  
Biology (BA, BS)  
Business Administration (BA)  
Chemistry (BA, BS)  
Computer Science (BA, BS)  
Corporate Communication (BA)  
Criminal Justice (BA)  
Dance (BA)  
Early Childhood Education (BA)  
Early Childhood Special Education (BA)  
Elementary Education (BA)  
Engineering (BA)  
English (BA)  
Fashion Design (BA, BFA)  
Finance (BA)  
French (BA)  
General Studies (BA)  
History (BA)  
Human Resource Management (BA)  
Human Service Agency Management (BA)  
International Studies (BA)  
Management Information Systems (BA)  
Marketing (BA)  
Mass Communication (BA)  
Mathematics (BA, BS)  
Medical Technology (BA, BS)  
Music (BA)  
Performing Arts (BA)  
Physical Education (BA)  
Political Science (BA)  
Psychology (BA, BS)  
Public Management (BA)  
Religion (BA)  
Retail Merchandising (BA)  
Secondary Education (major in subject specialty) (BA)  
Social Work (BA)  
Special Education (BA)  
Teaching (BA)  
Theater (BA)

## Evening College Program

Business Administration (BA)  
Criminal Justice (BA)  
General Studies (BA)  
Human Resource Management (BA)  
Human Service Agency Management (BA)

## Lindenwood College for Individualized Education (LCIE)

Business Administration (BA)  
Corporate Communication (BA)  
Gerontology (BA)  
Health Management (BA)  
Human Resource Management (BA)  
Mass Communication (BA)  
Valuation Sciences (Appraisal) (BA)

## Graduate Degrees

### Lindenwood College for Individualized Education (LCIE)

Master of Arts in Communication  
Master of Arts in Gerontology  
Master of Business Administration (MBA)  
Master of Science (business area of concentration)  
Master of Science in Communication  
Master of Science in Criminal Justice Administration  
Master of Science in Health Management  
Master of Science in Human Resource Management  
Master of Science in Human Service Agency Management  
Master of Science in Valuation (Appraisal)  
Graduate Certificate in Gerontology

### Semester Schedule

Master of Arts in Art  
Master of Arts in Education  
Master of Arts in Educational Administration  
Master of Arts in Theatre  
Master of Fine Arts in Theatre

### Quarter Schedule

Master of Arts in Human Service Agency Management  
Master of Business Administration (MBA)  
Master of Science in Communication  
Master of Science (business area of concentration)

### Trimester Schedule

Professional Counseling and School Counseling  
Master of Arts in Professional Counseling  
Master of Arts in School Counseling  
Master of Arts in Professional and School Counseling  
School Psychological Examiner Certificate

# Introduction to Lindenwood University

This catalog contains a description of the undergraduate programs offered on the traditional day semester schedule and the non-traditional evening quarter schedule of Lindenwood University. A separate catalog is devoted to the description and the special requirements of the Lindenwood University Graduate Programs. All statements in this publication concerning policies, program requirements, fees and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the university.

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The university complies with the Civil Rights Act of 1964 and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment, and intimidation is unacceptable conduct. For the purpose of this policy, discrimination, harassment and intimidation may be defined as any attempt on the part of individuals, groups and recognized campus organizations to deny an individual or group those rights, freedoms or opportunities available to all members of the university community. The university is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University's policy on non-discrimination should be directed to the Campus Life Office or executive offices of the university.

Lindenwood complies with the Drug Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, the Student Right-to-Know and Campus Security Act of 1990, and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992), and seeks to provide a healthy, safe and secure environment for students and employees. (See Campus Life Handbook).

Lindenwood University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and the Missouri Department of Elementary and Secondary Schools, and is a member of the Teacher Education Accreditation Council.

## The Mission of Lindenwood University

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

Lindenwood is committed to

- providing an integrative liberal arts curriculum,
- offering professional and pre-professional degree programs,
- focusing on the talents, interests, and future of the student,
- supporting academic freedom and the unrestricted search for truth,
- affording cultural enrichment to the surrounding community,
- promoting ethical lifestyles,
- developing adaptive thinking and problem-solving skills,
- furthering lifelong learning.

Lindenwood is an independent, liberal arts university that has an historical relationship with the Presbyterian Church and is firmly

rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

## Historic Lindenwood

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

Lindenwood University serves full- and part-time students of all ages, with a wide variety of educational programs leading to baccalaureate and master's degrees. This academic year, Lindenwood University will serve more than 10,000 full-time and part-time students. Eighteen hundred of these students will live on the university's beautifully wooded campus in St. Charles.

## Degree Programs

Lindenwood University offers academic programs leading to the Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science degrees at the undergraduate level. At the graduate level, the university offers coursework leading to the Master of Science, Master of Arts, Master of Business Administration, Master of Fine Arts, and Master of Science in Valuation. Interdisciplinary majors and minors are available in international studies and human resource management. In all divisions individualized degrees may be developed on a contract basis for interdisciplinary specialties. The major areas of concentration and the format in which each degree is offered are listed under "Academic Programs" in this catalog.

## Program Formats

Lindenwood University strives to make quality higher education accessible to traditional and non-traditional students. Undergraduate and graduate academic programs are offered in three distinct formats, known as the Semester, Evening College and the Lindenwood College for Individualized Education formats.

The day semester programs are considered the "traditional" format, with undergraduate classes offered in the semester format during the day. However, graduate degree courses in education, art and music are also held on a semester basis, with some classes meeting in the evenings.

The Lindenwood Evening College was established to meet the request for part-time education for those unable to attend classes during the day. Classes are held on a quarterly basis.

In 1975, the Lindenwood College for Individualized Education (LCIE) was created to provide an accelerated program of study which enables students to make progress toward an undergraduate or graduate degree without relinquishing career and family obligations.

Many older adults who might not pursue higher education in a traditional setting find LCIE's educational philosophy and flexible program an ideal learning environment in which to earn a degree or to pursue studies appropriate to personal learning goals.

Together the Evening College and the Lindenwood College for Individualized Education comprise the evening format.



Since its inception, the evening format has maintained a deep commitment to meet the intellectual and professional needs of adult learners with employment experience. Our purpose continues to be to provide high-quality professional and personal competence.

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

The January term gives both students and faculty members the opportunity to concentrate on a topic of special interest. January term courses will emphasize experiential education, total immersion in a topic or activity, creativity, and close interaction with one faculty member or a team of faculty.

### **Campus Centers**

**St. Charles Campus**—located at 209 South Kingshighway in the heart of St. Charles, this 368-acre site is the original campus founded by the Major George and Mary Easton Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices and residential living.

**Lindenwood University Cultural Center (LUCC)**—located at 400 N. Kingshighway, a few blocks from the main campus. The LUCC is the center for the Lindenwood University for Individualized Education (LCIE) and the university's music department. Classrooms, faculty offices, and a 750-seat auditorium are among the building's amenities.

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

**O'Fallon Center**—located in the senior center of the City of O'Fallon at 100 North Main Street. This partnership with the city provides classroom education and will also encompass a variety of cultural and athletic activities for the citizens of O'Fallon.

**Synergy Center**—located at 5988 Mid Rivers Mall Drive in St. Peters, this facility offers working adults the opportunity to learn in a business atmosphere.

**Historic Daniel Boone Home and Boonesfield Village**—located on Highway F near Defiance, approximately 40 minutes from Lindenwood's main campus, this historic landmark merged with Lindenwood University in 1998. The 750-acre Boone property, with its rich heritage and historic buildings and features, will remain a popular St. Charles County tourist attraction.

The property also serves as a "laboratory" for students to study a variety of frontier-related programs, including the values, culture and history of the American frontier. Classes held at the site include historic preservation, museology and archaeological digs. The tourist component provides for internships and practica in nearly every major in the Lindenwood curriculum, from accounting and marketing to theatre and education.

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

### **Campus Accessibility**

It is the guiding philosophy of Lindenwood University to make our programs and facilities as accessible to students with disabilities as is practical. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students with disabilities. Each student is encouraged to serve as her or his own advocate and be responsible for obtaining special services offered by the university. If the coordinator is unable to satisfy a reasonable request, that request may then be directed to the dean of academic services.

### **Conferences**

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

# Undergraduate Admissions

The standards of admission to Lindenwood University are selective, yet flexible. We do expect our applicants to have a sound academic preparation for college, and we carefully examine each applicant's record to determine whether or not the student has the potential to be successful at Lindenwood.

Lindenwood University consciously seeks a diverse student body and welcomes applicants from a variety of socio-economic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to our campus.

The director of admissions invites correspondence from prospective students, their parents, and school counselors.

## Selection Criteria

Candidates applying to Lindenwood University will be evaluated individually by the director of admissions. Lindenwood recommends at least 16 units of high school study in solid academic areas (one year in a particular subject is considered an academic unit). While no single academic preparation is required, a university preparatory curriculum is preferred. Therefore, a student's high school record should reflect study of English for four years and two or three years each of natural science, mathematics, and social studies. The university also recommends two years of study in a foreign language as well as some study in the areas of fine or performing arts.

Applicants who are juniors or seniors in high school and are offered admission to Lindenwood University are admitted with the provision that all high school graduation requirements will be completed prior to class attendance at the university. A final transcript showing all grades must be submitted after high school graduation and must include the date of graduation.

## Application Procedures

To be considered for admission to the university, an applicant's file must include:

1. A completed and signed application form with the \$25.00 application fee (non-refundable). Checks or money orders should be made payable to Lindenwood University. In cases of financial hardship, the fee may be postponed until enrollment. This postponement may be requested by the high school counselor or an appropriate agency official.

2. Official transcript, indicating graduation, from the last high school attended. A copy of the student's General Education Development (GED) certificate may be provided in lieu of the high school transcript. Home schooled applicants may also provide a copy of their General Education Development (GED) certificate in lieu of a high school transcript. Transfer students who have successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree may not be required to submit their high school transcript. Students wishing to transfer credit from a regionally accredited institution should furnish official university transcripts at the time they apply for admission to Lindenwood University. Candidates who do not have a high school diploma or its recognized equivalent must achieve a passing score on the ACT assessment test.

Provisional admission to the university may be granted by the dean of admissions and financial aid on the basis of facsimile copies of high school transcripts, ACT/SAT scores, GED scores, and/or other university transcripts.

3. Results of either the ACT or SAT. Contact the Admissions Office or your high school counselor for an application and scheduled dates for these examinations. Lindenwood's code number is 2324 for the ACT or 6367 for the SAT. Transfer students with 24 or more hours of credit, applicants who have been out of high school for five or more years, or those given approval by the dean of admissions may not be required to furnish scores from standardized tests, although they are recommended. Satisfactory standardized test scores are required for all students majoring in teacher education.

4. An autobiographical statement or essay is required of all students seeking admission to the LCIE program only. This requirement may be waived in certain instances, as determined by the director of graduate & adult professional admissions.

## International Students

All international students are required to submit the following:

1. A completed and signed International Student Application.
2. A \$50.00 (non-refundable) application fee. Checks or money orders should be made payable to Lindenwood University.
3. Proof of English language proficiency as evidenced by one of the following: a) A TOEFL score of at least 500 for undergraduate and 550 for graduate students; b) successful completion of a secondary or university level course of study in which English is the language of instruction, or c) other evidence of English language proficiency.
4. Results of the ACT/SAT (standardized American tests) are recommended but not required for all undergraduate students. The ACT is required for all teacher education majors and may be taken at Lindenwood.
5. Official transcripts, or a notarized copy of transcripts, from all secondary schools and colleges or universities attended. All transcripts MUST be accompanied by an English translation. Transcripts should be sent directly to Lindenwood from your previous school(s).
6. An autobiographical statement or essay.
7. Two letters of recommendation (graduate students only).
8. A Statement of Personal Finances or an affidavit of support attesting to the student's or sponsor's ability and commitment to pay tuition, fees, and living expenses for one year. Either statement must indicate the exact amount available for support. The amount should be equal to or greater than the tuition and living expenses for one academic year. Either statement must be accompanied by a certified bank letter.
9. An enrollment deposit as described below.

All the steps in the Application Procedures must be completed before Lindenwood will issue an I-20 form. This requirement may be waived in certain instances, as determined by the dean of admissions and financial aid.

First-year international students are required to take room and board on campus. Any waiver of this requirement will be granted only under exceptional circumstances. Written requests for a waiver of this requirement should be addressed to the international student advisor.

# Undergraduate Academic Procedures

Lindenwood University offers academic majors leading to the Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science degrees at the undergraduate level. Specific degree requirements are listed in the appropriate sections of the catalog which describe the various programs. Major requirements are listed along with the courses of instruction in the sections following the description of degree requirements. In addition to the standard major, a contract degree option is available to enable students to design their own majors.

## Bachelor's Degree Requirements

The requirements for a bachelor's degree are as follows:

1. Successful completion of a minimum of 128 semester hours, at least 42 of which must be upper division courses, numbered 300 or above.
2. Successful completion of the requirements for one of the undergraduate majors offered by the university, at least 15 credits (18 credits hours in LCIE) of which must be taken at Lindenwood University.
3. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood University, as well as in the student's major(s).

4. Successful completion at Lindenwood University of the last 30 credits leading to the degree.

5. Successful completion of the following minimal general education course requirement for the BA or BS degree.

## General Education Requirements

General education studies form the foundation on which the more concentrated and specialized studies in the major are based.

They introduce the student to some of the key issues, concepts and perspectives of the disciplines of humanities, social sciences, natural sciences and quantitative thought.

General education studies also are intended to help students develop their analytical, organizational, oral, writing, interpersonal, and research skills.

The following outlines the general education requirements for the bachelor of arts degree, the bachelor of science degree, and for bachelor's degrees earned through the Lindenwood College for Individualized Education (LCIE).

### General Education Requirements for the Bachelor of Arts Degree

#### English Composition

ENG 101 and 102  
(total 6 hours)

#### Humanities

Literature-two courses\*  
Philosophy or Religion-one course\*  
(total 9 hours)

#### Fine Arts

Fine Arts-one course\*  
(total 3 hours)

#### Civilization

HIS 100 World History  
Cross/Cultural or foreign language-two courses\*  
(total 9 hours)

#### Social Sciences

American History or American Government-one course\*  
Anthropology, Criminal Justice, Sociology, Psychology,  
Economics-one course from each of two separate disciplines\*  
(total 9 hours)

#### Natural Science & Mathematics

Mathematics-two courses in college-level mathematics\*  
Natural Science-two courses, representing two of the following three areas: Earth, Physical, or Biological Science; at least one of which must have a lab\*  
(total 13-14 hours)

### General Education Requirements for the Bachelor of Science Degree

#### English Composition

ENG 101 and 102  
(total 6 hours)

#### Humanities

Literature-two courses\*  
Philosophy or Religion-one course\*  
(total 9 hours)

#### Fine Arts

Fine Arts-one course\*  
(total 3 hours)

#### Civilization

HIS 100 World History  
(total 3 hours)

#### Social Sciences

American History or American Government-one course\*  
Anthropology, Criminal Justice, Sociology, Psychology,  
Economics-one course from each of two separate disciplines\*  
(total 9 hours)

#### Natural Science & Mathematics

Mathematics-three courses in university-level mathematics\*  
Natural Science-three courses, representing two of the following three areas: Earth, Physical, or Biological Science; at least one of which must have a lab\*  
(total 19-21 hours)

\*Courses to be selected from approved lists available in the Registrar's Office

## General Education Requirements for the Lindenwood College for Individualized Education (LCIE)

LCIE clusters, transfer credits, or CLEP (College Level Examination Program) credit may be used to fulfill General Education requirements. The following clusters will satisfy these requirements.

### I. Communications Cluster (9)

- ICM 101 Communications I (3)
- ICM 102 Communications II (3)
- ICM 104 Literary Types (3)

**Note:** The communications cluster is required of all LCIE students and may not be met through transfer or experiential learning credits.

### II. Humanities Cluster (9)

- IEN 201 World Literature & Ideas I (3)  
*or*
- IEN 202 World Literature & Ideas II (3)
- IPY 100 Introduction to Philosophy (3)  
*or*
- REL 200 World Religions (3)
- IRT 210 Concepts of Visual Arts (3)  
*or*
- IEN 293 Special Topics in Humanities (1-3)

### III. Social Sciences Cluster (9)

- ISC 102 Basic Concepts of Sociology (3)
- IPS 155 American National Government (3)
- IPY 100 Principles of Psychology (3)  
*or*
- ISS 293 Special Topics in Social Sciences (1-3)

### IV. Mathematics (9)

- IMH 141 Statistics (3)
- IMH 220 Research Design and Methodology (3)
- IMH 310 Quantitative Management Applications (3)

### V. Natural Science Cluster (9)

- INS 110 Modern Topics in Environmental Science (3)
- INS 202 Science and the 21st Century (3)
- INS 303 Science, Public Policy, and Public Values (3)

### VI. Intercultural Cluster (9)

- IHS 100 A History of the Human Community (3)

*plus 6 hours of Focus Courses*

- ICL 320 Chinese Art & Culture (3)
- ICL 321 Issues in Modern China (3)  
*or*
- ICL 330 Japanese Art & Culture (3)
- ICL 331 Issues in Modern Japan (3)  
*or*
- ICL 341 Politics & Culture of 20th Century Africa (3)
- ICL 342 African Continuum (3)  
*or*
- ICL 351 Art & Culture of India (3)
- ICL 352 Literature of India (3)  
*or*
- IHS 212 History of Russia II (3)
- IEN 337 Russian Authors (3)  
*or*

- ENG 350 Myth and Civilization
- ANT 210 Native American Indians

IHU 294 Special Topics in Cross Cultural (1-3)  
(course content to be determined by instructor)

**NOTE:** IHS 294 also may be substituted for one of the above courses with permission of faculty advisor.

## Academic Honesty

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues. The fabric of a learning community is woven by an act of trust: the work to which we affix our names is our own. To act otherwise is to undermine the contract of good faith on which productive study and the open exchange of ideas is based. Students, therefore, wishing to maintain formal membership in a learning community must display the high level of integrity expected of all its members.

Academic dishonesty may result in a failing grade on the piece of work in question, failure in the course, or dismissal from the university.

## Academic Load

### Semester System

*Undergraduate Students:*

12 semester hours or more	full time
9-11 semester hours	three-quarter time
6-8 semester hours	half time
1-5 semester hours	less than half time

*Graduate Students:*

9 semester hours	full time
6-8 semester hours	half time
1-5 semester hours	less than half time

### Quarter System

*Undergraduate & LCIE Undergraduate:*

9 semester hour	full time
8 semester hours	three quarter time
6-7 semester hours	half time
1-5 semester hours	less than half time

*Graduate students:*

9 semester hours	full time
6-8 semester hours	half time
1-5 semester hours	less than half time

Course extensions (including culminating project extensions and thesis extensions) are not considered as "hours enrolled" for purposes of this policy and are therefore less than half time.

For purposes of a Missouri Student Grant, students must be enrolled in 12 hours in the semester system or nine hours in the quarter system both at the time the funds are requested and at the time the funds are received.

One hundred and twenty-eight (128) semester hours are necessary to complete a bachelor's degree. Missouri students expecting to qualify for Missouri State Grant funds are required by the State to be enrolled in a minimum of 12 hours per semester or nine hours per quarter.

A full-time student in the day program may carry a maximum of 18 hours per semester without additional charge with the exception of fees noted for some courses. Hours in excess of 18 during a semester are subject to an overload fee and must be approved by the dean of academic services.



## **Auditing**

A student may register in any lecture course as an auditor. Students are not permitted to audit skill courses such as studio or photography courses involving extensive supervision by an instructor. Auditors will be expected to attend all classes. No credit may be earned or later claimed by a student who audits a course. A student has two weeks into a regular term and two class meetings into a quarter or summer session to make a change in registration to audit a class or to take it for credit. The audit fee is 50 percent of the regular tuition for a course.

## **Advanced Standing**

Advanced standing is the administrative placement of students beyond introductory courses in a curriculum allowing credit for work done in other institutions, or giving credit for examinations or other evidence of learning outside the university setting. Students must submit transcripts of previous academic study, results of examinations or proof of occupational experience to be granted advanced standing.

## **Experiential Learning Credit Process**

Lindenwood considers experience such as career-oriented skills acquired on the job, participation in business seminars, experience in community affairs, self-developed training in particular fields, or non-credit courses with academic content, as part of the many possibilities for experiential learning credit. Credit is not granted for non-university level learning or routine tasks, outdated or forgotten knowledge, or private experience. Limits for credit are also imposed on the acquisition of certain technical skills and specialties. In addition, credit is not given for learning that duplicates a university course already taken.

Students may request up to 27 hours of credit through the experiential learning process depending on the requirements of their degree program. Total advanced standing may not exceed 90 hours. Amounts of credit may vary according to the time spent in particular activities and the nature of the learning experience. Students may satisfy some requirements through experiential learning credit in their major; however, at least 18 semester hours of coursework toward the major must be taken at Lindenwood University. Lindenwood cannot guarantee how any other university might interpret transfer credit from the Experiential Learning Credit program.

## **The Portfolio**

The criterion for the award of experiential learning credit is knowledge accumulated, not time involved. The student may claim such knowledge by the preparation of a portfolio in which the student validates the experience with proof by certificate, diploma, syllabi, letters of testimony, and/or samples of work accomplished. A substantial essay describing the knowledge gained in the learning experience accompanies the validations.

The experiential learning coordinator will help the student develop a portfolio. The coordinator will identify potential credit areas, discuss the organization of the portfolio and whether the process justifies the learning equivalent of existing university-level courses. Students wishing to receive experiential learning credit in their majors must apply before taking courses in their major.

After meeting with the experiential learning coordinator, students wishing to participate in the experiential learning portfolio process must register in the LCIE office and pay a \$225 administrative fee to cover the assistance needed in preparing the portfolio. Credit will not be applied to the transcript until students pay a \$50 per credit hour fee.

## **Experiential Learning Not Requiring A Portfolio**

Certain learning experiences are sufficiently standardized as not to require the preparation of a portfolio. Rather, proof of certification or proficiency can be handled directly by the registrar. The application of credit is evaluated upon presentation of proof of certification or transcripts for the following areas:

**Graduate of Diploma Schools of Nursing** (up to 12). Official transcript.

**Licensed Practical Nurse (LPN)** (3). Official transcript from an LPN program.

**Completion of an accredited course of Medical Laboratory technician or Radiologic Technology** (up to 12). Official transcript from accredited school of MLT or School of Radiology.

**Completion of training and certification for Emergency Medical Technology** (up to 12). Copy of license.

**Completion of training and certification in Respiratory Therapy** (up to 12). Official transcript from accredited school of RT.

**Graduates from the St. Louis or St. Charles Police Academies** (up to 12). Copy of certification or official transcript.

**Real Estate Sale License** (3). Copy of license.

**Real Estate Broker's License** (3). Copy of license.

**Completion of training and certification for Life Insurance Licensure** (3). Students may be eligible for an additional 3 semester hours in an area of specialization. Copy of license.

**Completed training and certification for a Stockbroker's License** (series 6 or 7) (up to 6). Copy of completion certificate.

**Certified Legal Assistant** (up to 24). Copy of certificate.

**Certified Professional Secretary** in selected business and economic areas. (up to 14). Copy of completion certificate.

**Completion of V.I.P. courses from Boeing and McDonnell Douglas** (up to 12 credits). Copy of completion certificate.

**AAIM Credit:** Students may earn up to 9 hours of credit for courses taken in the AAIM Center for Human Resources and Center for Leadership. Students may also earn up to 9 hours of credit for courses taken in the AAIM Center for Supervision and Center for Leadership. See AAIM Education Center Manager or Experiential Learning Coordinator for details. Copy of completion certificate required.

**The American Institute of Banking (AIB):** Lindenwood University agrees to provide direct transfer credit for designated college-level course work offered by the American Institute of Banking (AIB). A complete listing of course equivalencies and acceptable transfer credit may be obtained from the Registrar's Office or the Division of Management.

**Military Experience:** Students seeking an Experiential Learning award for military experience, formal courses in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. For military experience and formal courses, veterans should submit DD Form 214 ("Armed Forces of the United States Report of Transfer or Discharge") or a transcript of in-service training.

There are training courses offered by specific companies that are awarded credit for experiential learning. For a list of these companies and eligible courses, check with the registrar or the experiential learning coordinator.

The award of credit for life experience is a well-established principle in hundreds of colleges and universities around the country. Lindenwood University has been awarding credit for experiential learning for over a decade. Our faculty and administrators have worked to create and maintain a program that meets the needs of students and the requirements of educators. The university and the program have the approval of the North Central Association of Colleges and Secondary Schools.

### **Proficiency Examination**

Most undergraduate courses at Lindenwood University may be challenged by examination. Exceptions include, but are not necessarily limited to the following: student teaching, internships, studio courses, laboratory courses, and private music lessons. In addition, students may not receive credit for courses they previously have audited or attended unofficially.

College Level Examination Program (CLEP) and DANTEs Subject Standardized Tests may also be used to qualify for specific credit. Students with CLEP and/or DANTEs credit should consult with the Lindenwood registrar to determine whether their achievement level qualifies for Lindenwood credit. In addition, Lindenwood University undergraduate students may earn up to 27 credits through college level learning gained through substantial professional experience and training.

Students who pass a proficiency examination have two options. They are as follows:

1. No credit is granted. However, any requirement involving the particular courses is waived.
2. Course credit is granted and posted on the transcript. The cumulative grade point average is not affected because no grade is recorded for a course completed in this manner. An administrative fee of \$50\* per credit hour is charged and must be paid before the credit is posted to the transcript. The charge for the proficiency examination is a flat rate: It may not be included in the student's full-time tuition or any other enrollment charge; nor will the student be charged an overload fee.

\*Note: This fee is subject to change. Please consult the fee schedule for current rates.

### **Transfer Credits From Another University**

Students transferring from an accredited university or university of higher education should submit official transcripts from each university attended to the Admissions Office along with the application for admission. An evaluation of transfer credit will be made by the registrar only after all official documents have been received.

Credits accepted from another institution that correspond to 300 level or higher courses at Lindenwood University will be allowed to be used as part of the 42-hour upper-division requirement. Transfer credits numbered 300 or higher from a four-year

regionally accredited institution will also count toward the 42 required hours. A maximum of 66 semester hours of credit is allowed from two-year institutions. A maximum of 90 semester hours of credit is allowed from other four-year institutions or combination of institutions.

If courses contain similar or like content and credit and a passing grade has been earned, they will transfer as equivalents of this institution's courses and credits. If the content is unlike any course offered at Lindenwood but within our programmatic range of studies, elective credit may be granted. If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of elective credit may be granted. The appropriate department will determine if and how the evaluated transfer credit may be used to meet major and minor requirements.

Appeals of transfer credit evaluations should be submitted in writing to dean of academic services.

A student at Lindenwood who wishes to take courses at another college or university while pursuing a degree at Lindenwood must first obtain permission for the transfer of these courses from the academic advisor and the registrar. A Prior Approval Form may be obtained from the Registrar's Office. Students may be allowed to take courses from other schools during terms in which the requested course is not offered at Lindenwood.

Credits accepted in transfer do not affect the student's grade point average at Lindenwood University, unless the student is seeking teacher certification. In those cases, the student must transfer the actual grade point average for purpose of state licensure.

### **Internships**

Internships are available in most areas of study and provide the opportunity for students to obtain academic credit through an out-of-classroom work experience. To be eligible for an internship, students must be of junior standing; have a cumulative grade point average of at least 3.0, and have a cumulative grade point average of 3.0 in the major, if the internship is in the major. Students interested in applying for an internship should contact their faculty advisor for additional information.

### **Contract Degree**

The contract degree program is designed to serve students whose educational or personal objectives cannot be met through one of the standard Lindenwood programs, but for which the university can provide faculty and other resources. The basic degree requirements for all bachelor degrees shall be maintained. These include 128 semester hours for graduation, standard grading practices, and all applicable general educational requirements. The student for whom a contract is formulated shall have completed at least 30 semester hours of university credit and be in good academic standing.

### **Procedures**

1. The student will work with a faculty advisor to develop a degree plan.
2. The completed plan will be submitted to the division dean(s) for critique.
3. Proposed contract degrees shall be submitted to the dean of academic services with the recommendation of the attendant division dean(s).
4. The decision of the dean of academic services shall be reported to the president in the form of a recommendation for the president's approval and signature.

5. The approved contract degree proposal shall be recorded and reported to the student and the faculty advisor by the dean of academic services.

6. Changes in a contract degree program shall follow the same approval process.

7. Up-to-date contract degree program shall be made a part of the student's file in the Registrar's Office.

### **Attendance**

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

At times, absence from class may be unavoidable—as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student who has been hospitalized should submit a doctor's verification to the registrar, who will notify instructors. The sponsor of an approved university activity where students will miss classes will provide the registrar with a list of participating students, and instructors will be informed of their approved absences. This list of students will be submitted to the registrar for approval at least five class days before the date of the activity.

In case of unsatisfactory work due to excessive absences from class, the instructor may give ample warning to the student that his/her work is unsatisfactory and may report a final grade of "F" to the registrar.

Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance (See "Veterans Benefits").

### **Calendar**

Lindenwood University uses different calendars for different programs of the university. Fall semester begins just before Labor Day and ends before Christmas. Spring semester begins in January and ends in early May.

Programs in Professional Counseling and School Counseling are offered on a trimester basis.

All Evening University programs, LCIE programs, the MBA program, the MS (business specialty areas), and the MA programs (business specialty areas) are offered on a quarter calendar.

All other programs (including the MA in Art and Theatre programs) are offered on a semester calendar. All academic credit is given in semester hours.

### **Course Numbers**

Course numbers used at Lindenwood indicate the following:

051-053 A skill development course

100-199 An introductory course open to all students without prerequisites

200-299 A more specialized course normally open to all students

300-399 Advanced courses normally having prerequisites

391, 392, and 393 Undergraduate, independent study courses

400-499 Senior level courses

450 Internship

500-600 Graduate courses

### **Dean's List**

Immediately following the end of the fall and spring semesters, the dean of academic services announces the names of full-time undergraduate students who have achieved a grade point average of 3.5 or above.

### **Dismissal**

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

### **Grading System**

Students may earn grades of A, B, C, D, F, W, WP, WF, UW, NG, I and Audit. A mark of "A" represents work outstanding in quality; it indicates that the student has shown initiative, skill and thoroughness and has displayed originality in thinking. The "B" grade is awarded for work of high quality, well above average. The grade of "C" indicates average work and satisfactory completion of course requirements. The "D" grade represents work below the average in quality. Although this grade indicates minimal capability in a subject, credit is given. An "F" grade indicates one's course work has been unsatisfactory and no credit is given.

An undergraduate student who has received a "D" or "F" in a course may repeat the course. Only the second grade earned will be used in the calculation of the grade point average.

A grade of "I" (incomplete) is given at the end of a term or semester only for failure to complete course work because of exceptional circumstances beyond the student's control. To receive an "I," a student must initiate a request petition obtained in the Registrar's Office and receive the approval of the instructor and the appropriate division dean. Such approval must be obtained before the final examination is given in the course. An "I" grade must be resolved within six weeks of the beginning of the next semester, quarter, or trimester; otherwise it automatically becomes an "F."

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

Some academic activities such as practica, internships, residencies and thesis projects are graded on the basis of Pass/Fail. The grade of "P" denotes successful completion of the assigned requirements for the aforementioned academic activity courses.

Grade reports are issued to all students at the end of each semester or term. Deficient ("D") and Failing ("F") warning notices are sent to the student, his/her advisor, and the appropriate academic dean after the midterm period. Cumulative records are maintained for each student on individual transcripts. Lindenwood University operates under the 4.0 grading system. An "A" carries 4 quality points; a "B," 3 quality points; a "C," 2 quality points; a "D," 1 quality point. A grade of "F" carries no quality points, and no credit. Thus, a course worth 3 semester hours in which a student earned an "A" would merit 12 quality points.

The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. Only grades earned at Lindenwood are used in computing the grade point average, unless the student is seeking teacher certification.

## Withdrawals

1. The deadline for withdrawals shall be a date for each term as set annually on the academic calendar.
2. Students must complete a withdrawal form and secure the instructor's, advisor's, and the dean of academic service's signature for approval:
  - a) Students who are permitted to withdraw from a course before the deadline will receive a grade of "W" which indicates an official withdrawal.
  - b) Students who are permitted to withdraw after the deadline will receive a grade of either "WP" (withdraw passing) or "WF" (withdraw failing).

Neither grade will affect the student's grade point average.

Late withdrawals will be approved only under extreme circumstances. Normally requests for late withdrawal are NOT approved for the following reasons: inability to master or keep up with course assignments, a lower grade than desired, or discovery that one does not need the course to complete a degree or enter graduate school.

## Unauthorized Withdrawal

This grade is for use when students stop attending a particular class but do not withdraw from the course. The grade of "UW" is treated as a grade of "F" in the calculation of the student's grade point average.

## No Grade

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

## Grievance Procedure

Students who wish to appeal a final grade will normally first contact the course instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the appropriate division dean, the director of LCIE for LCIE students, or the dean of academic services. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters before a recommendation is made to the president for review by the president or his designee. Information about any of these procedures is available through the dean of academic services. Notice of intent to file a grievance must be made in writing to the appropriate division dean or dean of academic services within six weeks of receipt of the grade. Changes under this procedure will only be made during the term immediately following the term in which the disputed grade was given.

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

Lindenwood University has a number of appeals and grievance processes in place (see, e.g., the process for "Appeal of Financial Aid Suspension") in various university publications. Once these normal appeals and grievance procedures have been exhausted, students may make formal written complaints concerning academic

matters to the dean of academic services; concerning student services to the dean of campus life; all other formal written student complaints should be directed to the president's office.

## Honors

The Lindenwood faculty awards general honors to those students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 60 semester hours in residence at Lindenwood University. Students whose Lindenwood cumulative grade point averages fall within the following ranges are eligible:

The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree *cum laude*.

The student whose cumulative grade point average is between 3.86 and 3.93 receives the degree *magna cum laude*.

The student who achieves a cumulative grade point average of 3.94 or above receives the degree *summa cum laude*.

## Re-admission

In all cases in which semester undergraduate students have attended Lindenwood University but have withdrawn voluntarily, an application must be made to the dean of admissions and financial aid. Re-admission may be granted if the student presents clear evidence of ability and motivation to continue successful university work. Any student who has left the university for one academic year or more must be re-admitted under the catalog in effect at the time of re-admission. All current requirements must then be met.

## Thesis/Culminating Project Extensions

Registrations for extensions on undergraduate thesis/culminating projects must be completed by the student each succeeding term after the initial enrollment for their thesis/culminating project. The fee charged will be \$50.00 for each extension.

If the student fails to register for a term, they will no longer be considered a degree candidate. Should they wish to resume their thesis/culminating project, they must pay the full tuition rate for the thesis/culminating project when they re-enroll. In order to appeal that charge, students must submit a written request to the Business Office controller including any evidence which would substantiate the appeal.

## Classification of Students

Academic progress is calculated in semester hours. To be classified as a sophomore, a student must have successfully completed at least 24 hours. To be classified as a junior, a student must have successfully completed at least 54 hours, and to be classified as a senior, at least 84 hours. The classification of a student is changed only at the end of a regular university semester or term.

## Scholarship Standards

The following standards of scholarship have been established by the faculty of Lindenwood University:

1. To qualify for graduation, an undergraduate student must attain a cumulative grade point average no lower than 2.00. Failure to maintain established standards of scholarship will result in probation, suspension, or dismissal from the university.
2. An academic warning will be given to any student not suspended or placed on probation whose term G.P.A. is below 2.00.

3. A student will be placed on probation at the end of any term in which he/she falls below the established standards. If that standard is not attained by the end of the following term, the student may be suspended or dismissed from the university.
4. A student enrolled in 6 or more credit hours who fails to achieve a 1.00 average in the course work of any term will be suspended.
5. A student on academic probation may not receive a grade of incomplete (INC).
6. A student who has earned 0-24 credits must attain a 1.60 grade point average. A student who has earned 25-54 credits must achieve a 1.80 average. A student who has earned 55-84 credits must achieve a 1.90 average, and a student who has earned 85 or more credits must attain at least a 2.00 to maintain acceptable academic progress. Failure to make the aforementioned academic progress at the end of any term will result in academic probation.

Academic probation means that a student is not in good standing and is subject to suspension or dismissal if the student's work does not reach a satisfactory level.

Academic suspension is normally for one term. A student who has been suspended may apply for re-admission. Re-admitted students will enter on probation and be obligated to the requirements in the catalog in effect at the time of the re-admission.

Any re-admitted student failing to achieve the necessary grade point average by the end of the second term after re-admission may be permanently dismissed from the university.

Appeals of academic suspension and petitions for re-admission should be directed to the dean of academic services for review by the president or his designee.

### **Transcripts**

All information in each student's university record folder is considered confidential information and is issued only to authorized individuals. Requests for official transcripts of the academic record from any individual or agency will not be filled until authorization has been received in writing from the individual student.

A fee of \$5.00 is charged for each transcript requested.

A transcript will not be issued when the student is delinquent in payment of tuition, has not returned library books, or when there are other unfulfilled obligations to the university.

A request for a transcript should be made either on a transcript request form or by letter to the Registrar's Office, including name, Social Security Number, date of attendance, and current address. Normal processing time for transcripts is 3 days.

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to insure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Registrar's Office.

### **Honors Program**

The Honors Program at Lindenwood University, based on the regular curriculum, offers students the opportunity to graduate with an honors program certificate in either general education or their major.

To take part in the program, students take classes specified for the program and complete a service requirement. Upon enrolling

in the program, a student signs a contract agreeing to complete the academic and service portions of the program.

To receive the Honors Program certificate in general education, a student is expected to successfully complete eight honors program courses in at least three different divisions/areas. Each department determines what is necessary to receive the certificate in a given major.

In both cases, the student must complete the prescribed courses and complete the service component, which can take a variety of forms, including the mentoring of other students, recruitment and retention efforts, community service, research projects and the like.

The Honors Program also encourages the creation and development of social activities. For example, the program has been a sponsor or co-sponsor of the annual International Festival held each spring.

### **Early College Start Program**

Lindenwood University offers select courses in area high schools through a dual enrollment program. Students pay the required tuition and receive appropriate credit upon satisfactory completion of the course.

### **Consortium Programs**

Lindenwood University belongs to a consortium of colleges and universities in Greater St. Louis. The consortium includes Fontbonne College, Maryville University, Missouri Baptist College, and Webster University. Full-time undergraduate Lindenwood students may enroll in courses offered at colleges and universities in the consortium and count those hours as part of their Lindenwood degree program. No additional tuition cost is involved. Lab fees will be charged at the host university.

### **Junior Year Abroad**

Lindenwood University requires that all foreign study for which degree credit is given must contribute to the student's academic program. The student has two options:

1. An established program supervised by an American college or university with credits transferred back to Lindenwood;
2. Independent study, either under the direction of a member of the Lindenwood faculty or under foreign instruction recognized by the sponsoring member of the Lindenwood faculty, for which papers, examinations, or other acceptable indications of achievement are submitted to establish credit.

Either option must be approved by the division at Lindenwood that will recommend credit. To be eligible for a foreign study program, the student must: (1) Have junior standing, except in unusual cases; (2) Have a grade point average of 3.0 or higher; (3) Have facility in the spoken language of the country to which he or she is going; (4) Satisfy the committee approving the program that he or she has the maturity and self-reliance needed, and (5) Have a definite educational objective acceptable to the chairperson of the department that will recommend credit.

Applications for study abroad must be filed with the chairperson of the appropriate department by February 1 of the year preceding the proposed program. Final approval of the program and the credit to be granted after completion of the study rests with the dean of academic services who acts on the recommendation of the department chairperson.

All responsibility for travel, finances, application for admission to a foreign institution where applicable, and other necessary arrangement rests with the student.

## Washington, D.C. Semester Program

Lindenwood is one of a limited number of liberal arts colleges and universities invited by American University in Washington, D.C., to take part in its Washington Semester Program, in which students spend a semester in the nation's capitol studying and observing the national government in action and meeting with major policy makers and other persons prominent in national and international affairs.

The appointment is restricted to students in their junior year. Selection is based on demonstrated abilities in scholarship and leadership. Costs of the program are borne by the student.

Students should apply to the Washington Semester advisor in their sophomore year.

## ROTC Informal Cross-Enrollment Agreement

Lindenwood University participates in an informal, cross-enrollment agreement with the Department of Military Science, University of Missouri-St. Louis, enabling Lindenwood students to participate in the UM-St. Louis ROTC program as a visiting student. Details and course listings are available from the Registrar's Office.

Military Science grades earned in conjunction with the University's Informal ROTC Cross-Enrollment Agreement with

the University of Missouri-St. Louis are computed in the student's overall GPA; however, credit hours for these courses will not be included in the 128 hours needed for graduation.

## Skill Development Center

All students entering the university in a full-time course of study at the freshman rank must complete a placement examination. Students who fail to demonstrate sufficient competency in the areas assessed by this test will be placed in one or more of the following courses offered by the university:

- COL 051 Fundamentals of Reading
- COL 052 Fundamentals of Writing
- COL 053 Fundamentals of Mathematics

Each of these courses carries two semester hours of credit. Students assigned to these courses will be required to complete 128 semester hours of credit in addition to the credits earned from these courses toward their degree completion.

The Skill Development Center combines individualized instruction with computer-enhanced learning modules to develop the competencies necessary for more advanced learning. Students complete each course at their own learning rate and are successful when acceptable competency levels are reached.

## Fees & Financial Assistance

### Student Expenses

#### 1999-2000 Academic Year

#### Tuition

##### Full-time Undergraduate Tuition

(12 through 18 credit hrs)	\$5,200/semester
Overload Fee	\$295/credit hour

##### Graduate Tuition

Full-time semester rate (9 through 15 credit hours)	\$ 5,200/semester
Full-time quarter rate (9 credit hours)	\$3,240/quarter
Quarter Overload Fee (over 9 hours)	\$270/credit hour

##### LCIE

Undergraduate	\$1,980/9 hour cluster
Graduate	\$2,430/9 hour cluster
Full-time Graduate	\$3,240/12 or more hours

##### Part-time Tuition

Undergraduate Semester rate	\$295/cr hr
Undergraduate Quarter rate	\$220/cr hr
Graduate	\$270/cr hr

### Housing & Meals

Semester/Trimester	\$2,650/term
Quarter	\$2,180/quarter
Room & Board Fee during breaks	\$180/week

### Other Fees

Housing/Enrollment Deposit	\$200
Full-time Student Activity Fee	\$75/term
Telephone Fee	\$75/term
Lab Fee (in specified courses)	\$65/course
Studio Fee (general)	\$65/course
Studio Fee (ceramics, color theory and figure drawing)	\$80/course



Applied Music Fee	\$150/half-hour
<i>(For individual lessons in piano, voice, orchestral instruments and organ; per semester hour credit)</i>	
Student Teaching Fee	\$175
Experiential Learning Fee (one-time only charge)	\$225
Experiential Learning Credit	\$50/cr hr
Overload Fee (except LCIE)	\$295/sem hr
<i>(a charge to full-time students who take more than 18 hours in a term)</i>	
Late Registration Fee	\$25
Promissory Note Origination Fee	\$25
Late Payment Fee (per month)	\$50
Culminating Project Extension Fee	\$50
Graduation/diploma fee	
Undergraduate	\$100
Graduate	\$125

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

Students are expected to pay tuition charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan application should be submitted to the Financial Aid Office prior to the beginning of each term.

## Enrollment Deposit

Resident students are expected to pay a \$200 non-refundable fee to reserve their rooms. After the semester charges have been paid, the room reservation fee becomes a refundable room damage deposit.

This deposit remains on account at the university as long as the student resides in campus housing. Any damage to the assigned housing during the time of residence will be deducted from the deposit. Students are entitled to a deposit refund upon completion of the Residential Check-Out form once all outstanding debts to the university have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application fee is **not refundable**. Continuing students must notify the Office of Residential Services of plans not to return the following term as a resident student and complete the Residential Check-Out form. Failure to complete this process by the date of the last class or exam preceding the departure will result in forfeiture of the deposit.

Students must meet all financial obligations to the university in order to qualify for a room damage deposit refund. Application for the refund is available in the Business Office.

When students have been accepted for admission, students, parents and/or guardians accept all the conditions of payment as well as all the regulations of the university. In making the initial payment of \$200 the student and his parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

An additional charge may be added for all single rooms in the dormitories and/or apartment/house living quarters (on a space-availability basis).

## Payment Options

All tuition and fees are payable prior to the term beginning. Please consult your student account representative in the Business Office regarding due dates or other payments arrangements. Your payment options include:

**Corporate Promissory Note:** The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. This applies to students whose employer pays the university directly; proof of employment and a copy of your company's reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. The student whose employer does not make direct reimbursement to Lindenwood University will be required to make payment arrangements with the Business Office at the time of registration. By signing a promissory note you have given Lindenwood University permission to contact your employer if the note is not paid by the date due.

**Deferred Payment Note (DPN):** The DPN offers the option for students to pay their tuition in installments. It is available to students and/or their parents. There is an origination fee that must be paid when the agreement is executed; the fee is based on the amount of the unpaid balance and is nonrefundable. A monthly late fee of \$50 will be assessed if the payments are delinquent. The DPN may not be used in conjunction with the Corporate Promissory Note without the approval of the Business Office manager.

Any payment or financial aid received prior to the promissory

note due date will be applied to the balance appearing on the student's account.

## Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation.

This means that, each semester or term, each student must pay all money due to the university, including tuition, fees, traffic fines, library fines, and any other financial obligation.

Students with delinquent accounts can expect the following:

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

## Withdrawal & Refund

Students wishing to withdraw from Lindenwood University should contact both the Registrar's Office, and the Office of Financial Aid. In order to receive the proper refund, any notification of withdrawal or cancellation and requests for refund should be made in writing. Students should submit a withdrawal form to the Registrar's Office. Calculations of refunds or tuition adjustment shall be based on the student's last date of attendance.

The refund of all charges for students receiving Title IV aid while attending Lindenwood University for the first time, who withdraw within the first 60 percent of the term, shall be the larger of either the pro rata refund calculation (as defined by the Higher Education Amendments of 1992) or the calculation described below.

All other students are subject to a refund which equals the larger of either the Lindenwood University refund calculation as described below, or the federal refund calculation (defined by the Higher Education Amendments of 1992 as amended 7/1/95). If any student withdraws prior to the beginning of a term, all payments for that term, except the initial \$200 non-refundable room reservation deposit, will be refunded.

The refund policy for tuition fees including overload charges for Semester and Trimester schedules is as follows:

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

The Quarter tuition refund schedule is as follows:

Withdrawal before 1st class meets	100%
Withdrawal before 2nd class meets	75%
Withdrawal before 3rd class meets	50%
Withdrawal before 4th class meets	25%
After 4th class meets	No Refund

No refund for room charges will be made for a term after a student has occupied the room. Board charges will be refunded on a pro-rata basis, plus \$100 for a student who withdraws totally.

Application, activity, lab and miscellaneous fees and room reservation deposits are non-refundable, except as indicated under "Enrollment Deposit" and above.

## Appeals

Appeals on withdrawal and refund calculations for students and parents who feel the individual circumstances warrant exceptions from published policy should be addressed to the Business Office Controller.

In order to appeal a decision, the student must submit a written request to the Business Office Controller including any evidence which would substantiate the appeal

## **Refund Distribution of Financial Aid**

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the Secretary of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined: (1) Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford, and PLUS); (2) Federal Direct Loans; (3) Federal Perkins Loans; (4) Federal Pell Grant awards; (5) Federal SEOG Awards; (6) other Title IV student assistance; (7) other federal, state, private or institutional aid; and (8) the student. No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

## **Cash Disbursements**

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

The university will notify, bill, and collect from the student the amount owed the Title IV program(s).

## **Financial Assistance**

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

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

What the student is expected to pay is determined by a standard analysis of the financial statement the student and his/her family must file. Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Lindenwood does not require students to fill out supplementary fee based forms to determine eligibility for institutional financial aid. All students wishing to receive Title IV aid must submit a valid set of Student Aid Reports or a valid ISIR (Institutional Summary Information Report) which result from the processing of the FAFSA and must complete any required verification. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). Financial aid is an award from grant, loan, and/or work funds which will help meet this need.

## **Scholarships**

A variety of scholarships are awarded to students who have excelled in fields of study, community activities or athletic competition. Lindenwood University's admissions counselors can advise prospective students of the full program of scholarship availability.

Although Lindenwood University scholarships and grants are credited in total at the beginning of each term, they are actually earned as tuition, room and board charges are incurred.

Therefore, tuition, room, and board charges which are reduced as a result of being unearned will automatically result in an immediate proportional reduction of the Lindenwood University scholarship or grant as also being unearned.

All institutional aid will be reduced in accordance with the student's reduced cost, for campus-housed students who move off campus.

## **Older Student & Institutional Grants**

Lindenwood University offers a 50 percent scholarship to all persons age 55 and over. The university also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants apply to the tuition for credit classes and do not apply to courses that are audited. Any other funding may first replace the Lindenwood University grant.

## **Student Employment**

Most full-time resident students are able to defray a portion of their university costs by participating in the Lindenwood University "Work and Learn" Program on campus. Generally, compensation which would otherwise be provided for this work is instead credited against the student's account. If the student chooses not to participate or complete his/her work study, the balance is payable to the Business Office at that time.

## **Types of Federal Financial Aid**

### **Federal Pell Grant Program**

Eligibility is determined by the Pell Grant processor, and is based on a student's Estimated Family Contribution (EFC).

The student must submit the Free Application for Federal Student Aid (FAFSA) and request that pertinent financial data be sent to the Pell Grant processing agency for determination of eligibility. The results are forwarded to the student in the form of a Student Aid Report (SAR) which must then be sent to the Lindenwood University Financial Aid Office. Electronic filing results will also be sent directly to the institution in the form of an Institutional Summary Information Report (ISIR).

### **Federal Supplemental Equal Opportunity Grant (FSEOG)**

Eligibility for this grant depends upon the extent of a family's inability to pay the educational costs. It is determined by an analysis of the family's financial situation, as reflected on the Student Aid Reports.

### **Federal Work-Study Program (FWS)**

This program provides work opportunities for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work 10 hours per week while attending school. Wages are \$5.15 per hour.

### **Federal Perkins Loans**

This is a federal loan to students at an interest rate of 5 percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than 6 credit hours during a semester. Students may borrow up to \$3,000 per year to an aggregate maximum of \$15,000 as an undergraduate, and



\$5,000 per year to an aggregate maximum of \$30,000 as a graduate student.

Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. This loan is administered by Lindenwood University and does not require a separate application other than the FAFSA. Availability of this loan is at the discretion of the dean of admissions and financial aid.

### **Federal Family Education Loan Programs (FFELP) Subsidized Federal Stafford Loan**

The federal government guarantees loans from \$2,625 to \$5,500 for eligible undergraduates and up to \$8,500 for eligible graduate students per academic year. These loans are made by private lending institutions, and interest is subsidized by the federal government. There is a four percent processing fee deducted from the amount of the loan.

#### **Eligible Stafford Borrower Limits:**

##### *Undergraduate Study*

1st year of study	\$2,625/academic yr.
2nd year of study	\$3,500/academic yr.
3rd, 4th & 5th year of study	\$5,500/academic yr.
Cumulative Limit	\$23,000

<i>Graduate Study</i>	\$8,500/academic yr.
Cumulative Limit (including undergraduate study)	\$65,500

For borrowers who have no outstanding loans as of October 1, 1992, the interest rate on a Stafford Loan is variable, and is tied to the 91-day Tbill plus 3.1 percent, not to exceed 8.25 percent. Borrowers with outstanding balances will borrow at the same rate as the prior loan, but may be eligible for interest rebates. These loans qualify for federal interest subsidy while the borrower is in school at least half-time.

Students must file the FAFSA to determine eligibility for a Stafford Loan, and must submit Student Aid Reports in order to receive loan funds.

A student can obtain an application form for the Federal Stafford Loan from the Lindenwood University Financial Aid Office.

### **Unsubsidized Federal Stafford Loan**

Students who meet the eligibility requirements under Section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the FFELP Stafford Loan program may borrow under the Unsubsidized Stafford Loan program.

Similar to the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis. Unsubsidized Stafford Loans are not need based, however, and interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school.

Students must therefore pay the interest payments while in school. There is a 4 percent processing fee deducted from the amount of the student loan.

Stafford Loan forms are available in the Financial Aid Office.

### **Federal Parent Loans to Undergraduate Students (FPLUS)**

Parents may borrow for either dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. FPLUS interest rates are the same as unsubsidized loans.

### **New Unsubsidized Loan (Formerly SLS)**

Supplemental loans to students provide for a maximum of \$4,000 for the first two years of study and \$5,000 per year for third or more year students, with an aggregate loan limit of \$23,000, and up to \$10,000 a year for graduate students.

Graduate and professional students or independent undergraduate students are eligible to borrow under this program. Loans made under the new unsubsidized loan program are not eligible for interest subsidy. Repayment is to begin within 60 days after disbursement, except if the borrower is entitled, and requests, to defer principle or interest (contact your lender).

The variable interest rate for any calendar year will be equal to the bond equivalent rate of a 52-week Treasury Bill auctioned at the final auction prior to June 1 of that year, plus 3.1 percent, not to exceed 8.25 percent for unsubsidized loans and 9 percent for FPLUS loans.

#### **Loan Limits**

Pursuant to P.L. 101-508, Lindenwood University reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student.

In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

### **Types of State Financial Aid**

#### **Missouri Student Grant Program**

The Missouri Student Grant Program is a program available to Missouri residents who attend eligible institutions in the State of Missouri. Lindenwood University is an eligible institution where students receive up to \$1,500 an academic year. Students may apply for the Missouri Student Grant Program by completing the Free Application for Federal Student Aid (FAFSA) by the published deadline.

#### **Missouri Higher Education Academic Scholarship Program**

The Missouri Higher Education Academic Scholarship Program is available to Missouri residents who have a composite score on either the ACT or SAT tests which places them in the top 3 percent of all Missouri students taking those tests. The Scholarship is renewable for up to four years for Missouri residents who enroll as full-time undergraduate students at an approved institution for the period of the scholarship. Lindenwood University is an approved eligible institution. Students will be notified by the Missouri Department of Higher Education as to their eligibility.

#### **Missouri Teacher Education Scholarship**

Eligible applicants for the Missouri Teacher Education Scholarship Program are defined as residents of Missouri who:

1. Are high school seniors, university freshman, or university sophomores enrolled in a four-year college or university located in Missouri, or students enrolled in a junior or community college located in Missouri;
2. Make a commitment to pursue an approved teacher education program and enroll as full-time students in a four-year college or university in Missouri;
3. Have achieved scores on an accepted nationally-normed test of academic ability such as the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the School College Ability Test (SCAT) which place them at or above the 85th percentile or have achieved a high school grade point

average which ranks them in the upper 15 percent of their high school graduating class as calculated at the end of the sixth semester

Applications are available through high school counselors or financial aid offices throughout the state of Missouri.

### **Marguerite Ross Barnett Memorial Scholarship Program**

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

### **Vocational Rehabilitation**

Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits. Students may contact the Lindenwood University Financial Aid Office if they have questions.

### **Satisfactory Progress**

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

The minimum cumulative Grade Point Average (GPA) is listed under "Scholarship Standards" below and in the graduate catalog.

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

### **Full-time Students**

#### **Undergraduate College**

*Academic Years Completed*

1    2    3    4    5    6

*Earned Credit Hours:*

16   34   55   77   100   128

#### **Graduate College**

*Academic Years Completed*

1    2    3    4

*Earned Credit Hours*

12   27   39   48

Satisfactory Academic Progress determination is made for all students at the end of each academic year.

For a student to be eligible for Title IV Aid at Lindenwood University, the student must have academic standing at the point in the program that is consistent with Lindenwood University's requirements for graduation as listed under "Scholarship Standards" previously. Before each payment period, the student's academic record will be checked for satisfactory academic progress based on the most recent determination.

In general, satisfactory progress requires that for each two semesters (which constitutes one academic year, summer being optional) of enrollment, 16 credit hours must be earned the first year, a total of 34 by the end of the second year, and so on according to the above chart for full-time undergraduate semester students, and 12 hours the first year, and so on for full-time graduate students.

Part-time and quarter schedule undergraduate students must successfully complete at least 50 percent of their credit hours attempted and have academic standing at that point in the program

that is consistent with Lindenwood University's requirements for graduation.

Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance, following a financial aid probationary period, except as follows: If a student fails to meet the minimum requirements as stated at the end of the second academic year, the student will be placed on Financial Aid Suspension.

### **Financial Aid Probation/ Suspension Reinstatement**

Except at the end of the student's second year, if a student fails to meet the minimum requirements as stated, the student will be placed on financial aid probation for the next succeeding academic year of enrollment. If at the end of the probationary academic year of enrollment, the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. Students placed on probation or suspension will have their L.U. Institutional Grant re-evaluated. Withdrawal from the university has no effect on the student's satisfactory progress upon re-entering.

### **Appeal**

A student has the right to appeal if the student feels that he/she has complied with the requirements of the satisfactory academic progress policy, or that there are factors such as undue hardship because of the death of a relative, the student's injury or illness, or similar special circumstances that could affect the decision, or that said decision was not correctly made. If the student's appeal is granted, the student will be placed on Financial Aid probation and will have the next succeeding term of enrollment to meet the minimum requirements stated above.

In order to appeal a decision, the student must submit a written application to the dean of admissions and financial aid, including any evidence which would substantiate the appeal.

The case will be evaluated by the Appeals Committee. The committee will advise the student of its decision within 10 working days following the date the appeal is received.

### **Veterans' Benefits**

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. Coordinator at the university. Educational assistance is also provided to widows or children of veterans who died in service or as a result of service-related injuries. Wives and children of disabled veterans are also eligible for assistance.

It is the responsibility for the student to notify the V.A. Coordinator of any changes in their class schedule. The Registrar's Office promptly reports to the Veterans Administration when notified that a veteran is no longer attending class, is making unsatisfactory progress, or has withdrawn from a class or from studies.

Because of requirements imposed by the Veterans Administration, and as a condition of being certified to receive benefits from the V.A., the student receiving such benefits acknowledges the following policies which may differ from those required of other students at Lindenwood.

1. The university will notify the V.A. of all terminations, interruptions, or any change in semester-hour load within 30 days. This may change the benefits available to the student.

2. The student accepts the responsibility of notifying the registrar, the V.A. Coordinator at the university, and his/her advisor immediately in case of withdrawal from any course.

3. The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student may be withdrawn by the university for any excessive absences.

4. The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of "F" grades.

5. LCIE students receiving benefits through the Veterans Administration must comply with the university's general policies regarding withdrawal, attendance, and satisfactory progress.

## Out of Classroom Life

The fabric of a learning community weaves itself whole. To bridge formal and out-of-classroom learning, the offices and staff of the Campus Life—often in collaboration with the Lindenwood Student Government Association—promote programs, services, and diverse opportunities for personal growth and development.

Lindenwood University currently serves over 10,000 students in over 50 undergraduate and graduate degree programs. Resident students live on the 368-acre, wooded, highly attractive campus within a large metro area that offers almost unlimited cultural, recreational, entertainment and service opportunities.

### Lindenwood Student Government Association

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

### Residence Halls

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

### Athletics

Intercollegiate, intramural, and recreational sports are an important part of Lindenwood's out-of-classroom life.

Intramural sports offer exercise and competition to all students in the community. Intercollegiate baseball, basketball, cross country, field hockey, football, golf, soccer, softball, track, volleyball, wrestling, tennis, swimming and diving, bowling, along with various intramural sports are offered for full-time students.

Lindenwood is a member of the Heart of America Athletic Conference (HAAC) and the Men's and Women's Divisions of the National Association of Intercollegiate Athletics (NAIA).



*The Robert F. Hyland Performance Arena*

For those involved in team sports and others interested in personal fitness, the university has a Field House and Fitness Center with extensive weight training equipment.

In addition, the university provides an indoor pool, baseball and softball fields and two practice fields for soccer, football and other sports. Hunter Stadium, with a seating capacity of 5,000, is the only artificially-surfaced football/soccer stadium in the St. Charles area. The new 3,000-seat Robert F. Hyland Performance Arena is home to the men's and women's basketball, volleyball, and men's wrestling teams.

### Religious Life

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

### Campus Tobacco Use

The use of both smoking and smokeless tobacco is prohibited in all buildings on campus except where designated. This includes classrooms, laboratories, hallways, restrooms, and lounges.

### KCLC-FM 89.1

Students may participate in the operation of the university's radio station, KCLC-FM, through the Communications Department. A 25,500-watt stereo facility, it is the principal local radio station in St. Charles County and performs a major role in community affairs, entertainment programming, local news gathering, and amateur sports broadcasting.

# Academic Calendar

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## Semester Schedule

### Fall Semester 1999

Faculty Workshops .....	August 23-27
New Student Registration/Orientation .....	August 29
Classes Begin.....	August 30
Opening Convocation, 4 p.m.....	August 31
Last day to register, add class , or choose an audit .....	September 10
Last day to withdraw with a "W" .....	September 24
Last day to register or add a Late Start class .....	Before the 2nd class meeting
Deadline for making up "INC" grades from Spring.....	October 8
Midterm grades due.....	October 15
Deadline to apply for May/June graduation.....	November 1
Thanksgiving Holiday-No Classes .....	November 25-26
Last Day of Classes .....	December 10
Final Exams .....	December 13-17
Final Grades Due, 12:00 Noon .....	December 20

### January Term 2000

Registration/Orientation .....	January 2
Classes Begin.....	January 3
Last day to register, add a class, or choose an audit .....	January 5
Last day to withdraw with a "W" .....	January 7
Midterm grades due .....	January 12
Last Day of Classes .....	January 21
Final Grades Due, 12:00p.m. Noon.....	January 24

### Spring Semester 2000

New Student Registration/Orientation.....	January 23
Classes Begin.....	January 24
Last day to register, add a class, or choose an audit .....	February 4
Last day to withdraw with a "W" .....	February 18
Last day to register or add a Late Start class .....	Before the 2nd class meeting
Deadline to apply for August/September/December graduation.....	March 3
Deadline for making up "INC" grade from Fall .....	March 5
Midterm grades due by 12:00 Noon .....	March 20
Spring Break.....	March 20-24
Easter Break.....	April 21
Last Day of Classes .....	May 12
Final Exams .....	May 15-19
Baccalaureate .....	May 19
Commencement .....	May 20
Final Grades Due, Noon .....	May 22

# Quarter Schedule

## Fall Quarter 1999

LCIE Opening Session .....	October 2
MBA classes begin.....	October 4
Last day to register, add, or withdraw from.....	Before the 2nd class meeting a class with a "W," or choose an audit
Midterm grades due.....	November 12
Deadline for making up "INC" from previous term.....	November 12
Deadline to apply for May/June graduation.....	November 1
Thanksgiving Holiday-No Classes .....	November 25-26
Quarter Ends .....	December 18
Final Grades Due, Noon .....	December 22

## Winter Quarter 2000

LCIE Opening Session .....	January 8
MBA Classes begin .....	January 10
Last day to register, add, or withdraw from.....	Before the 2nd class meeting a class with a "W," or choose an audit
Midterm grades due .....	February 18
Deadline for making up "INC" grades from previous quarter.....	February 18
Deadline to apply for August/September/December graduation.....	March 1
Quarter Ends .....	March 25
Final Grades Due, Noon .....	March 29

## Spring Quarter 2000

LCIE Opening Session .....	April 8
MBA Classes begin .....	April 10
Last day to register, add, or withdraw from.....	Before the 2nd class meeting a class with a "W," or choose an audit
Midterm grades due .....	May 13
Deadline for making up "INC" grade from previous quarter .....	May 13
Memorial Day-No Classes.....	May 30
Quarter Ends .....	June 24
Final Grades Due, Noon .....	June 28

## Summer Quarter 2000

LCIE Opening Session, 6:00 p.m. ....	July 8
MBA Classes begin .....	July 10
Last day to register, add, or withdraw from.....	Before the 2nd class meeting a class with a "W," or choose an audit
Deadline for making up "INC" grades from previous quarter.....	August 19
Midterm grades due .....	August 19
Quarter Ends .....	September 23
Final Grades Due, Noon .....	September 27

# Trimester Schedule

## Fall Trimester 1999

Opening Weekend Session .....	August 21
Last day to register, add a class, or choose an audit .....	September 3
Last day to withdraw with a "W" .....	September 17
Deadline to apply for December graduation .....	October 1
Deadline for making up "INC" from previous term.....	October 15
Deadline to apply for May/June graduation.....	November 1
Thanksgiving Holiday.....	November 25-26
Classes End .....	December 11
Final Grades Due, Noon .....	December 20

## Spring Trimester 2000

Opening Weekend Session .....	January 8
Last day to register, add a class, or choose an audit .....	January 21
Last day to withdraw with a "W" .....	January 21
Deadline to make up "INC" grade from previous term .....	February 18
Deadline to apply for August/September/December graduation.....	March 1
Midterm grades due .....	March 4
Trimester ends.....	April 29
Final Grades Due, Noon .....	May 3

## Summer Trimester 2000

Opening Weekend Session.....	May 6
Last day to register, add a class, or choose an audit .....	May 20
Last day to withdraw with a "W" .....	May 20
Deadline for making up "INC" from previous term .....	June 24
Midterm Grades due .....	July 8
Trimester ends .....	August 19
Final Grades Due, Noon .....	August 23

***Graduation Application Deadlines  
1999-2000***

**Deadline to apply for May graduation .....November 1**

**Deadline to apply for June graduation .....November 1**

**Deadline to apply for August graduation.....March 1**

**Deadline to apply for September graduation .....March 1**

**Deadline to apply for December graduation.....March 1**

# Academic Programs and Course Descriptions

## All-College

### Courses of Study

**COL 051 Fundamentals of Reading (2)** This course reintroduces the student to basic reading concepts, as well as provides a refresher course of study. By assignment.

**COL 052 Fundamentals of Writing (2)** This course reintroduces the student to basic writing concepts, as well as provides a refresher course of study in other areas of English, including sentence structure, spelling, and punctuation. By assignment.

**COL 053 Fundamentals of Mathematics (2)** This course reintroduces the student to basic math concepts, as well as provides a refresher course of study. By assignment.

*NOTE: Students assigned to the courses listed above will be required to complete 128 semester hours of credit toward their degree completion in addition to the credits earned from these fundamental courses.*

**COL 100 Introduction to Alcohol and Drug Studies (3)** A comprehensive overview of chemical dependency and its effect on the individual, family and society. An overview of the medical, psychological, social, and legal aspects are covered as well as the disease concept, modalities of treatment, 12-step programs, and prevention. Offered as needed.

**COL 110 College Community Living (1)** As an orientation course, the purpose is to introduce students to the many facets of College life and to provide the direction and support that will enhance their potential for success in their undergraduate program. The Seminar will provide information, instruction, exercises, techniques, group identity and interaction, and guidance in the four major areas of personal growth.

**COL 170 Microcomputer Applications (3)** An introductory course designed to address issues and practical applications important to microcomputer users. Utilizing a "hands-on" lab approach. Subject areas addressed include: basic DOS command applications, word processing skills development, and spreadsheet/database development and use. Offered each semester.

**COL 350 Career Development (1)** Course will encompass career development strategies inclusive of self assessment and exploration, occupational examination, and job campaigning. Experiential learning activities in the areas of leadership development, decision making, and goal setting will also be incorporated. Prerequisite: Junior/senior standing.

**COL 450 Community Service Internship (1)** Involves service within volunteer agencies and social service programs in the local community, to enable students to be involved in practical experiences beyond their normal disciplines, and to provide diverse opportunities that will enhance the student's educational background and broaden their range of marketable talents. Requires 150 hours of service in an approved agency during one semester of the student's Junior or Senior year. (May only be taken once).

## American Humanics

See the Human Service Agency Management section of this catalog.

## Anthropology Program Description

Courses in Anthropology are offered in the Division of Science. Students may choose an emphasis in Anthropology as a part of a BA in Sociology degree. A minor in Anthropology requires 18 credit hours. Students should consult with the faculty if they want to pursue a minor in Anthropology.

### Courses of Study

**ANT 112 Cultural Anthropology (3)** An introduction to the four subfields of Anthropology (Physical Anthropology, Archaeology, Linguistics, and Ethnology). The course will examine the findings of each of these differing fields in order to explore the development of various cultures throughout the world.

**ANT 122 Human Evolution: Biology and Culture (3)** This course surveys the findings from recent anthropological research on the physical and cultural evolution of humanity. Students will be introduced to the recent genetic, fossil, and archaeological evidence for human physical and cultural evolution. Special attention will be given to the evidence linking biological and cultural factors in influencing human behavior.

**ANT 210 Native American Indians (3)** An examination of the origin, traditional culture, and current situation of the Native Americans. Some attention is given to the history of Indian/White relations.

**ANT 300 Focus on Modern Asia (3)** This multidisciplinary course on Modern Asia will provide a context for understanding the distinctive cultural heritage of more than half of the world's population. The course will introduce recent technological, demographic, economic, social, political, religious, philosophical, linguistic, literary and artistic trends in various regions of Asia.

**ANT 317 Social and Cultural Change (3)** This course examines the processes of social and cultural change providing both theoretical positions and empirical data to assess and evaluate societal change. Prerequisite: ANT 112 or SOC 102.

**ANT 324 Religion and Culture (3)** Anthropological approaches to the study of religion, religious beliefs and practices of selected non-Western and Western cultures. Prerequisites: ANT 112 or SOC 102 or REL 200 or consent of instructor.

**ANT 334 Islamic Societies (3)** An introduction to Islamic societies of the Near East, South and Southeast Asia. The course will focus on the contemporary demographic, economic, social political, religious, and ideological trends that are evident in Islamic regions. Prerequisites: HIS 100, or SOC 102, or ANT 112.



**ANT 342 Current Topics in Anthropology (3)** This course will deal with a specialized aspect, topic or region of anthropological interest. Each topic is announced and a course description will be provided at the time of registration.

**ANT 391, 392, 393 Independent Study Courses (1-3)**

**ANT 450 Internships (3 or more)**

## **Athletic Training**

### **Program Description**

Lindenwood University offers a Bachelor of Science degree in Athletic Training. This program allows the athletic training student to meet the requirements to sit for the National Athletic Trainers Association Certification Exam. The program is applying for certification by the Joint Review Committee on Educational Programs in Athletic Training Curriculum (JRC-ATC) as an approved athletic training curriculum.

The major requires 54 hours in the following courses: BIO 121, 227 and 228, PE 160, 200, 290, 291, 292, 293, 295, 301, 302, 310, 315, 319, 390, 391, 430, 431, 432, 433, 435, 436, 437, 438, and 439.

See Biology and Physical Education sections of this catalog for course descriptions.

## **Art**

### **Program Description**

Lindenwood University offers three degree programs: the Bachelor of Fine Arts (Studio Art), the Bachelor of Arts in Studio Art and the Bachelor of Arts in Art History.

The Bachelor of Fine Arts (Studio Art) degree requires a minimum of 60 hours within the discipline. The program outline is as follows: a 21-hour core curriculum which includes 2-D Design, Color Theory, 3-D Design, Introduction to Drawing, Figure Drawing, Introduction to Photography, Introduction to Graphic Design and Computer Art; 9 hours of Drawing; 15 hours of Art History which must include the survey course History of Art, 3 hours of art history pre-1800 and 3 hours of art history post-1800; 15 hours of studio art courses; and Senior Seminar which will include the senior thesis and exhibition. The Bachelor of Fine Arts degree with a Graphic Arts emphasis requires a minimum of 60 hours within the discipline. The program consists of the BFA Core Curriculum, 15 hours of Art History as described above, and Senior Seminar (exhibition and thesis) plus the following courses: ART 317, ART 318, ART 319, ART 344, ART 345 and 9 additional hours of Drawing.

The BFA may include independent study, field study and internships as part of the major requirements. All students who are BFA candidates must present an exhibition of their work in their final semester. Students must receive prior faculty approval one month before their show regarding the content of their BFA exhibition. No work will be hung without faculty approval. All students must surrender one work approved by the faculty in their final semester.

A member of the Art faculty should be consulted regarding requirements for other areas of emphasis.

The Bachelor of Arts in Studio Art requires a minimum of 48 hours within the discipline. The program is structured as follows: an 18-hour core requirement which includes 2-D Design, Color Theory, 3-D Design, introduction to Drawing, Figure Drawing, and Introduction to Photography or Introduction to Graphic Design and Computer Art; 3 hours of Drawing; 12 hours of Art History which must include the survey course History of Art, 3 hours of art histo-

ry pre-1800 and 3 hours of art history post-1800; 9 hours of studio art and the Senior Seminar which may include a project or thesis.

The Studio Art requirements may include independent study, field study and internships as part of the major program of study. All students in Studio Art must surrender one work approved by the faculty during their last semester.

The Bachelor of Arts in Art History requires a minimum of 48 hours within the discipline. The program includes the following: a 12-hour core requirement which includes the History of Art, 2-D Design, 3-D Design, and a choice of Introduction to Drawing, Color Theory, Introduction to Photography, or Intro to Graphic Design and Computer Art; 33 hours of upper division art history courses. Of those 33 hours, 6 must be art history classes pre-1800 and 6 must be art history classes post-1800. Senior Seminar is required. Students are also required to satisfy the general education language requirement rather than the cross-cultural requirement by taking 6 hours in Spanish, French, Italian or German.

The Art History requirements may include independent study, field study and internships as part of the major program of study.

Studio courses numbered at 300-level and above may be repeated one or more times.

Consult a member of the Art faculty regarding requirements for double majors and for the minor in Studio Art and Photography. A minor in Studio Art will generally include: 2-D Design, Color Theory, 3-D Design, Intro to Drawing, Figure Drawing, History of Art, 3 additional hours of Drawing, and 3 hours of Studio Art electives. Programs are also available for a concentration in Art Education. Contact the Education Department about requirements concerning teacher certification.

### **Courses of Study**

#### **Art History**

**ART 210 Concepts in Visual Arts (3)** A course for non-art majors which presents a study of selected works in the visual arts by exploring the role of art in society. Emphasis will be placed on the creation and interpretation of works of art in varied media by examining aesthetics, style, social function and the expression of cultural values. Students will also explore the creative process via studio projects.

**ART 220 History of Art (3)** A general historical survey of art and architecture from Prehistory to Modern with an emphasis on the relationship between art, society, culture, religion and politics. Major artists, works of art and architecture will be discussed such as the Parthenon, Michelangelo, Monet and Picasso. This course is open to all students. It is required for every art major.

**ART 335 History of Photography (3)** A history of the artistic, technological, and sociological developments in photography from 1839 to the present. The role of photography as a major art form in the nineteenth and twentieth centuries will be evaluated. Prerequisite: ART 220 or consent of the instructor.

**ART 353 The Art of Japan (3)** A survey of Japanese art from the most ancient styles to modern. Prerequisite: ART 200 or consent of the instructor.

**ART 354 Nineteenth Century Art (3)** A study of Neoclassicism, Romanticism, Realism, Impressionism, and Post Impressionism in Europe during the 19th century. Prerequisite: ART 220 or consent of the instructor.

**ART 356 Baroque Art (3)** A survey of the development of painting, sculpture and architecture in 17th and 18th century Europe. Emphasis on the work of Bernini, Caravaggio, Rubens, Rembrandt, and Velazquez. Prerequisite: ART 220 or consent of the instructor.

**ART 357 Ancient Art (3)** A survey of the art and architecture of the Ancient Near East, Egypt, the Aegean, Greece and Rome. Prerequisite: ART 220 or consent of the instructor.

**ART 359 American Art I (3)** A study of American painting, sculpture, and architecture from the Colonial period to the Gilded Age (1870's). Prerequisite: ART 220 or consent of the instructor.

**ART 360 American Art II (3)** A study of American painting, sculpture and architecture from the 1870's to WWII. Prerequisite: ART 220 or consent of the instructor.

**ART 361 Twentieth Century Art I (3)** A study of the development of modern European art during the early 20th century. Stylistic movements such as Dada, Surrealism and Expressionism will be examined. Prerequisite: ART 220 or consent of the instructor.

**ART 362 Twentieth Century Art II (3)** A study of the major styles of modern European and American art. Major trends in art such as Abstract Expressionism, Art Brut, and Pop Art will be studied. Prerequisite: ART 220 or consent of the instructor.

**ART 363 Women Artists (3)** A survey of women artists from the medieval period to the present. Images of women in art from the prehistoric period to the present will also be examined. Prerequisite: ART 220 or consent of the instructor.

**ART 371/TA 317 History of Costume in Fashion and Decor (3)** The course traces the fashions and styles of human clothes and the interior decor with which humanity lived from ancient eras of Mesopotamia and Egypt to the late 20th century. Prerequisites: HIS 100, ART 220 or consent of the instructor.

**ART 383 Renaissance Art (3)** A study of painting, sculpture and architecture of the Renaissance in Italy and Northern Europe from 1300 to 1600. Prerequisite: ART 220 or consent of the instructor

**ART 385 Gallery Management (3)** An experiential and hands-on approach to learning about galleries and exhibitions. Students are expected to spend time outside of class for gallery walks and exhibition installations. Topics covered include: networking, art venues, legal issues, press releases, documentation, cover letters, reviews, etc.

**ART 386 Special Topics (3)** A course designed to offer a variety of topics in art history, studio art and design. May be repeated as topics vary. Prerequisite: ART 210, 220, HIS 100 or consent of the instructor.

**ART 400 Senior Seminar (3)** An introduction to the research methods employed in art which includes procedures for conduction research/field work. The course will also address portfolios, resumes, job opportunities, networking, exhibitions, legal issues and other resources available to the artist and art historian. Art history majors and students working toward their Bachelor of Arts in Studio Art will write a paper within their particular field of interest. Bachelor of Fine Arts candidates will write their senior thesis based on their senior exhibition. An element of assessment will also be included.

**ART 465 Art Internship (3-6)** Supervised work experience for the advanced student which requires the application of principles, skills and strategies within the discipline. Prerequisite: permission of the instructor. May be repeated with departmental permission.

### **Studio Art**

**ART 106 Two-Dimensional (2-D) Design (3)** An introductory course in the theory and practice of applying the elements of art and principles of composition to design problems.

**ART 108/BRM 377 Color Theory (3)** A study of the properties of color and the optical effects in perception. The application of color theory through design problems using various media. Studio fee may be assessed.

**ART 120 Introduction to Graphic Design and Computer Art (3)** Designed for both art and non-art majors, this introductory course shows how technology and art can blend. Topics covered include special effectors in the cinema, graphic art on the Internet, interactive CD games, and related topics. There is also a hands-on component which teaches basic computer operation and artwork creation on the Macintosh. This course requires no prior computer experience or knowledge.

**ART 130 Introduction to Drawing (3)** An introductory course to drawing in varied media. Problems in rendering objects, perspective, and spatial relationships, and drawing of the figure are presented. Varied media and techniques of drawing are introduced. The course is designed for art and non-art majors. Sketchbook required. Studio fee.

**ART 136 Three-Dimensional (3-D) Design (3)** An exploration of three dimensional space and design. Problems in the additive and subtractive processes will be concerned with open and closed space, mass, and volume. Basic fabrication skills will be covered. Studio fee.

**ART 181 Introduction to Photography (3)** A course to introduce the student to photography. The course will include a hands-on component on producing and printing of photographic images. Other aspects of the course will include a discussion of photography as a profession, a historical overview, materials and techniques. Course is open to all students. Lab fee.

**ART 200 Introduction to Painting (3)** An introductory course to painting using varied media. Problems in composition, rendering of forms, color, and the techniques of painting. Studio fee. Prerequisite: ART 130.

**ART 240 Introduction to Ceramics (3)** An introductory investigation of clay as a medium for creating functional and sculptural forms. Techniques are taught in wheel throwing, hand building, glazing, and kiln-firing. The student becomes familiar with historical and contemporary ceramics through lectures, exhibits, and visual aids. This course is designed for art and non-art majors. Studio fee. Prerequisite: ART 130.

**ART 300 Painting (3)** Painting in varied media with instruction and criticism appropriate to the need and level of the individual student. Studio fee. Prerequisites: ART 130, 136, 200 or consent of the instructor student. Studio fee. Repeatable for credit.

**ART 315 Printmaking (3)** An exploration of the principles and processes of the following types of printmaking: Relief, Lithography, Silkscreen and Intaglio. Repeatable. Sketchbook required. Studio fee. Prerequisite: ART 106, 130 or consent of the instructor.

**ART 316 Fashion Drawing (3)** Basic fashion figures are developed. Fashion students research past and present designers to develop their own design figures for producing small collections. Studio fee. Prerequisite: ART 130.

**ART 317 Advertising Art (3)** An exploration of the principles and processes of commercial graphics including analysis of layout strategies, typefaces and reproduction techniques in discussion sessions and problem-solving labs. Sketchbook required. Prerequisite: ART 106, 130 or consent of the instructor.

**ART 318 Computer Art I (3)** This course covers the basics of artwork created on the computer, emphasizing how technology and aesthetics can coexist. Coursework covers basic computer operation and the use of Adobe Photoshop on the Macintosh computer platform. Class discussion includes basic computer components, display technologies, and file storage methods, as well as composition, color usage, and typography. Assignments will include experimentation with color, composition, and design, as well as photo retouching and illustration. Lab fee may be assessed.

**ART 319 Computer Art II (3)** A continuation of ART 318, this course delves more deeply into the intricacies of artwork creation and illustration on the Macintosh. Coursework will emphasize aesthetic aspects, with instruction and criticism appropriate to the need and level of the individual student. Lab fee may be assessed. Prerequisite: ART 318 or consent of the instructor.

**ART 320 Sculpture (3)** Sculpture in various media with instruction and criticism appropriate to the need and level of the individual student. Studio fee. Repeatable for credit. Prerequisites: ART 130, 136 or consent of the instructor.

**ART 330 Drawing (3)** Drawing in various media with instruction and criticism appropriate to the need and level of the individual student. Sketchbook required. Studio fee. Repeatable for credit. Prerequisite: ART 130 or consent of the instructor.

**ART 331 Figure Drawing (3)** A course which deals with the study of drawing techniques and their application to the human form. Varied media and concepts will be introduced while studying the human figure. Sketchbook required. Studio fee. Repeatable for credit. Prerequisite: ART 130 or consent of the instructor.

**ART 334 Fibers (3)** Form, color and surface design will be explored by means of basic fiber techniques as well as new innovative approaches to fiber. Skills in designing and making low relief three dimensional objects, dyeing and weaving will be approached. Media will vary. Studio fee. Prerequisite: ART 106 or consent of the instructor.

**ART 340 Ceramics (3)** Using clay as a three-dimensional medium. Class projects are both functional and sculptural in nature allowing the student to perfect skills in wheel throwing, hand building, and kiln firing. The history and techniques of ceramics will be discovered through workshops, lectures, field trips and other visual aids. Repeatable. Studio fee. Prerequisites: ART 240 or consent of the instructor.

**ART 344 Design I (3)** Advanced level studio courses examining industrial product design and production. Students will develop concepts, engineering specifications and dimensional mock-ups. Studio fee. Prerequisite: ART 106.

**ART 345 Design II (3)** Expanded advanced level studio course examines environmental design and production. Students will develop concepts, engineering specifications and dimensional mock-ups. Studio fee. Prerequisite: ART 344.

**ART 386 Special Topics (3)** Same as ART 386 in the Art History section.

**ART 400 Senior Seminar (3)** Same as ART 400 in the Art History section.

**ART 406 Applied Art Studio (3)** This course is designed with a "hands-on" approach whereby students apply their experiences in art history or studio art to a variety of projects, such as: sports photography, mural painting, environmental design, illustration, archival research, etc. Projects may be developed on an individual or group basis. Prerequisite: Core curriculum or consent of the instructor.

**ART 450/AFD 450 Portfolio Design (3)** Creation of two complete fashion-design portfolios revolving around design for the senior collection and for a major clothing manufacturer. Prerequisites: ART 316 and permission of the instructor.

### **Arts Management**

The Arts Management program is a multi-disciplinary curriculum combining specialized art coursework with core business administration classes. The major requires a minimum of 54 hours as follows: BA 170, 200, 210, 320, 330, 350, 360, HSA 300, ART 130, 181, 200, 220, 386, 400 and 12 hours art elective.

## **Biology**

### **Program Description**

Degrees offered include the Bachelor of Arts or Bachelor of Science in Biology, and a Bachelor of Science in Medical Technology. A minor in Biology is also available.

### **Requirements for the Major in Biology**

The requirements of a Bachelor of Arts degree with a major in Biology will include:

1. Required courses (30 semester hours) in Biology are as follows:

- BIO 151 General Biology I (4)
- BIO 152 General Biology II (4)
- BIO 204 Cell Biology (4)
- BIO 234 Plant Biology (4)
- BIO 262 Environmental Biology (4)

or

- BIO 365 General Ecology (4)
- BIO 308 Genetics (4)
- BIO 364 Evolution (3)
- BIO 401 Biology Review (2)
- BIO 402 Independent Research (1)

2. Biology electives (15 hours)

- Other courses from Division of Sciences (17 hours)
  - CHM 151 General Chemistry I (4)
  - CHM 152 General Chemistry II (4)
  - MTH 141 Basic Statistics (3)
  - MTH 151 College Algebra (or proficiency) (3)
  - MTH 152 Pre-Calculus and Elementary Functions (3)

The requirements of a Bachelor of Science degree with a major in Biology will include:

- Required courses (30 semester hours) in Biology as follows:

BIO 151 General Biology I (4)  
 BIO 152 General Biology II (4)  
 BIO 204 Cell Biology (4)  
 BIO 234 Plant Biology (4)  
 BIO 262 Environmental Biology (4)

*or*

BIO 365 General Ecology (4)  
 BIO 308 Genetics (4)  
 BIO 364 Evolution (3)  
 BIO 401 Biology Review (2)  
 BIO 402 Independent Research (1)

- Biology focus electives (15 semester hours), to be chosen from the following areas: Plant Biology, Molecular Biology/ Biochemistry, Ecology/Environmental Biology.

- Other courses from Division of Sciences (29 hours)

CHM 151 General Chemistry I (4)  
 CHM 152 General Chemistry II (4)  
 CHM 361 Organic Chemistry I (4)  
 CHM 362 Organic Chemistry II (4)  
 MTH 141 Basic Statistics (3)  
 MTH 171 Calculus I (5)  
 MTH 172 Calculus II (5)

### **Requirements for an Emphasis in Environmental Biology**

Students wishing to have an emphasis in Environmental Biology pursue the Bachelor of Science degree by meeting the following requirements:

- Required courses as follows:

ESG 100 General Geology (4)  
 ESG 110 Environmental Geology (3)  
 BIO 151 General Biology I (4)  
 BIO 152 General Biology II (4)  
 BIO 262 Environmental Biology (4)  
 BIO 263 Conservation of Natural Resources (3)  
 BIO 308 Genetics (4)  
 BIO 364 Evolution (3)  
 BIO 365 General Ecology (4)  
 BIO 401 Biology Review (2)  
 BIO 402 Independent Research (1)

- Biology focus electives (15 semester hours), to be chosen from the following areas: Plant Biology, Molecular Biology/ Biochemistry, practical in wetland and prairie areas.

- Other courses from the Division of Sciences (14 hours):

CHM 151 General Chemistry I (4)  
 CHM 152 General Chemistry II (4)  
 CHM 171 Environmental Science I (3)  
 MTH 141 Basic Statistics (3)

### **Requirements for the Minor in Biology**

A Biology minor may be earned by completing the following:

BIO 151 General Biology I (4)  
 BIO 152 General Biology II (4)  
 BIO 204 Cell Biology (4)  
 BIO 308 Genetics (4)

One 4 hour 300 level Biology elective.

### **Requirements for the Major in Medical Technology**

A major in Medical Technology qualifies the student to take the registry examination to become a registered Medical Technologist. The requirements for a Bachelor's degree in Medical Technology include completion of a three year liberal arts program and one year of internship training in a NAACLS accredited School of Medical Technology. Entrance into the internship program is competitive.

In addition to the internship year, Medical Technology students are required to take Cell Biology, two semesters of Anatomy and Physiology, one semester each of Microbiology, Genetics, Immunology, Parasitology, General Chemistry I and General Chemistry II, Organic Chemistry I, Organic Chemistry II and/or Biochemistry, and College Algebra.

Other supportive courses are strongly recommended and will be selected in advisement during the student's career. Medical Technology students frequently pursue a double major in Biology in the context of either a B.S. or B.A. liberal arts program. For additional information, contact the college's Medical Technology advisor.

### **Courses of Study**

#### **Biology**

**BIO 100 Concepts in Biology** (4) Examines mechanisms of evolution, cellular biology, genetics, and ecology with emphasis on scientific thinking and methods, historical developments, current understandings and applications, and ethical issues. The laboratory includes use of instrumentation in data collection, methods of data collection, analysis, and experimentation.

**BIO 106 Modern Topics in Biology** (3) Topics of current interest in biological research are discussed by students and faculty. Various areas of biology will be selected on a rotational basis. For non-majors. Prerequisite: CHM 100 or equivalent physical science (enrollment may be concurrent).

**BIO 107 Human Biology** (3) A study of human physiological and anatomical systems as they apply to health, disease, and social interactions, including a thorough discussion of AIDS.

**BIO 110 Principles in Biology** (3) Examines historical development and current theory about cells, genetics, evolution and environmental biology.

**BIO 121 Nutrition** (3) A study of aspects of nutrition such as food molecules, metabolic value, daily allowances, and physiological importance of informed nutritional choices. The relationship between nutrition and health will also be examined.

**BIO 145 Mushrooms and Slime Molds** (1) Trips to local woodlands and streams are combined with laboratory exercises to examine the rich diversity of Missouri saphrophytes. Although this course will not specifically emphasize edibles, some attention will be directed towards recognition of interesting, edible, useful, poisonous, and harmful members of these groups. Lab fee.

**BIO 151 General Biology I** (4) Introduces concepts and basic information about evolution, biodiversity and plant biology. Scientific methods, applications and ethical issues are included when appropriate. Prerequisite: CHM 151 or permission of the instructor. Laboratory. Lab fee.

**BIO 152 General Biology II** (4) Course examines systems approach emphasizing animal organ systems and the ecological systems of the biosphere. Prerequisite: BIO 151 or permission of the instructor. Laboratory. Lab fee.

**BIO 165 A Survey of the Plant Kingdom** (3) Biodiversity of plants including examination of life cycles, ecology, and taxonomy.

**BIO 172 Environmental Science II: Biology** (4) For non-majors. A study of the biological systems comprising the biosphere, and those perturbations which would threaten homeostasis of the systems. Biological feedback systems and emergent properties will be emphasized. Laboratory. Lab fee.

**BIO 204 Introduction to Cell Biology** (4) Concepts in cellular and subcellular structure, organization and function are examined stressing relationships between cell structure and the dynamics of the cell. Laboratory experiments are designed to gain an understanding of cellular activities and structure-function relationships in cells. Prerequisite: General Biology I & II, CHM 151 or concurrent enrollment. Lab fee.

**BIO 227 Human Anatomy and Physiology I** (4) A study of structure and function in the human body including the following systems: integumentary, skeletal, skeletal muscle, nervous and sensory. Prerequisite: CHM 100 or equivalent and BIO 112 or equivalent. Lab fee.

**BIO 228 Human Anatomy and Physiology II** (4) A study of structure and function in the human body including the following systems: endocrine, respiratory, heart and circulatory, excretory, digestive, reproductive, and immune (including a discussion of HIV). Prerequisite: BIO 227. Lab fee.

**BIO 234 Plant Biology** (4) Lecture and laboratory course examines concepts in cell biology, energy transformation, genetics, evolution, ecology, anatomy, reproduction and taxonomic characteristics of plants. Prerequisite: BIO 151 Lab fee.

**BIO 245 Identification and Taxonomy of the Local Flora** (2) Survey of the flora of St. Charles and surrounding counties with an emphasis on flowering plant taxonomy. Course includes field trips, lecture, and laboratory experience. Lab fee.

**BIO 260 Biology in the Subtropics** (3) A general study of plants and animals with an emphasis on ecology. Sometimes the course locates near a reef environment, in which case aquatic organisms are the focus of the course. Prerequisite: consent of instructor. Fees.

**BIO 262 Environmental Biology** (4) A course designed for analysis of environmental problems. Basic ecological principles are studied as the background for examining problems as they relate to humans in the ecosphere. Lab fee. Prerequisite: BIO 152 or equivalent.

**BIO 263 Conservation of Natural Resources** (3) Examination of the history and status of renewable natural resource conservation and multiple use, including forest, watershed, wildlife, wetland and recreation. Prerequisite: BIO 262.

**BIO 265 Biodiversity** (4) The five kingdoms of organisms will be studied in lecture, laboratory and the field. Students gain basic knowledge concerning systematics, population studies and specimen collection. Prerequisite: BIO 151 or equivalent. Lab fee.

**BIO 280 Introduction to Medical Technology** (2) A course designed to introduce students to the laboratory procedures and subject matter of the medical technology program. Taught at St. John's Mercy Hospital. Prerequisite: CHM 151 and one beginning level biology course and permission of Medical Technology Advisor.

**BIO 306 Modern Topics in Biology** (3) Offered with BIO 106. Requires additional research focus on one topic to be submitted as a paper. Prerequisite: Any 200 level or higher biology course.

**BIO 308 Genetics** (4) A study of classical and modern genetics, including principles of Mendelian inheritance, the genetic code, gene interactions, gene control, and population genetics. Prerequisite: BIO 204. Lab fee.

**BIO 313 Immunology** (3) A lecture and laboratory course introducing concepts and technology in immunology. Prerequisite: BIO 204, CHM 151. Lab fee.

**BIO 316 Biochemistry** (4) A lecture and laboratory study of the structure and functions of the various chemical constituents of living matter. Prerequisite: CHM 362 and BIO 204 or consent of instructor. Lab fee.

**BIO 317 Molecular Biology** (4) A course which deals with the fundamental roles of nucleic acids and proteins. The molecular basis of the genetic code and gene expression will be examined with special emphasis on current recombinant DNA and RNA technology. Laboratory experiments will focus on plasmid vector systems and bacterial genes to provide basic experience in molecular cloning. Lab fee. Prerequisites: BIO 308, 316.

**BIO 327 Comparative Vertebrate Anatomy and Physiology I** (4) A study of the structure and function of vertebrate organ systems. Emphasis is on basic organization and structure, covering support and movement as well as the nervous and sensory systems. Laboratory exercises include dissection, neuromuscular physiology, and sensory physiology. Prerequisite: BIO 204. Lab fee.

**BIO 328 Comparative Vertebrate Anatomy and Physiology II** (4) A study of the structure and function of vertebrate organ systems. Emphasis is on the endocrine system, energy acquisition and metabolism, body fluid regulation and reproduction. Prerequisite: BIO 327 or consent of instructor. Lab fee.

**BIO 330 Developmental Biology** (4) This course examines the general principles of developmental biology. The course includes studies of recent discoveries expanding our understandings of human brain development, connections between developmental events and cancer. Major topics are concepts about the onset of development, molecular and cellular phenomena of development, cell and tissue interactions, and morphogenesis. Prerequisite: BIO 204. Lab fee.

**BIO 331 Rhythmic Phenomena in Plants** (2) Lecture and discussion course which examines the evidence concerning the ability of plants to measure time in such phenomena as sleep movements, flower opening, opening of stomata, odor production, time to flower and time to grow. Prerequisite: BIO 234.

**BIO 332 Plant Growth & Development** (4) A lecture and laboratory course which examines growth and differentiation in higher plants. Rhythmic phenomena such as leaf and fruit abscission as well as flowering are investigated. Tissue culture and other techniques in biotechnology are used in the laboratory. Lab fee. Prerequisite: BIO 234.

**BIO 335 Experiments in Tissue Culture** (3) A procedural and historical examination of the use of cell and tissue culture under controlled laboratory conditions to study differentiation, organogenesis, and clonal proliferation of plant and animal tissue. Prerequisite: BIO 204. Lab fee

**BIO 343 Invertebrate Zoology** (4) A lecture and laboratory study of invertebrate animal groups with the exception of insects. Emphasis is placed on the ecology, behavior, physiology, and phylogenetic relationships of the taxa. Lab fee. Prerequisite: BIO 152.

**BIO 351 Field Studies in Taxonomy** (3 5) Studies on a taxon of student's choice conducted on Cuivre River property. Work includes collection, identification, and preservation techniques. Lab fee. Prerequisite: BIO 152.

**BIO 353 Microbiology** (4) A course relating major principles in biology to the microbial world. Primary emphasis is on prokaryotes with consideration of the algae, fungi, protista and viruses. Lab fee. Prerequisite: BIO 152.

**BIO 355 Survey of Plants** (4) A lecture and laboratory survey of the plant kingdom emphasizing gross structure, reproduction, and evolutionary relationships of representative forms. Lab fee. Prerequisite: BIO 152.

**BIO 358 Parasitology** (3) An introductory lecture and laboratory course on members of the animal kingdom living in and on the human body with aspects of medical significance. Includes the study of vectors, reservoirs, hosts, and factors of an ecologic and epidemiologic nature associated with disease transmission and prevention. Lab fee. Prerequisite: BIO 152.

**BIO 364 Evolution** (3) A course of readings and discussion of the major evolutionary theories from Lamarck and Darwin to Gould with comprehensive treatment of the Modern Synthesis. Current research in evolution is considered. Prerequisite: BIO 308.

**BIO 365 General Ecology** (4) A study of ecology, including ecosystem dynamics, models of population growth and distribution, measurement of energy flow and population dynamics. Lab fee. Prerequisite: MTH 141.

**BIO 366 Coevolution** (2) Lecture and discussion course which examines mutual evolutionary adjustments of different organisms in relation to each other. Plant pollination and insects, mimicry, warning colorations and other interesting relationships will be viewed from an evolutionary perspective. Prerequisite: BIO 364.

**BIO 390 Seminar Topics in Biology** (3) Special topics selected from various areas of biological investigation either of recent or historical origin. Topics differ from year to year. Prerequisite: 15 hours in biology.

**BIO 400 Field Study** (1-5)

**BIO 401 Biology Review** (2) Course assimilates information from required courses in biology. Prerequisite: Senior status.

**BIO 402 Independent Research** (1)

**BIO 450 Internship** (6 or more)

### **Medical Technology**

Internship courses are taken during the fourth year of the Medical Technology degree program and must be taken at an NAACLS accredited program. Variations in credit hours indicated after each entry are due to specific program variations at the internship institutions.

**MTC 400 Fundamentals in Clinical Laboratory Science** (4) The lecture and laboratory exercises introduce students to the basic concepts in the major areas of laboratory diagnostic procedures. Basic laboratory mathematics, methodology, terminology, concepts of quality control, biological, chemical safety, and pH laboratory are presented. Successful completion of this course is required before enrollment in subsequent MTC courses. Some MTC programs may include education and clinical laboratory management in this course.

**MTC 401 Clinical Bacteriology** (3) Study of the morphology, cultural and growth characteristics of bacteria which cause infectious disease. Specimen and media selection, collection, transport, storage and processing are also studied. Students learn to differentiate normal from pathogenic micro-organisms and review viral procedures.

**MTC 410 Bacteriology Practicum** (4) Students learn to select proper media for isolation and differentiation of organisms. Basic and special testing are practiced to identify specify micro-organisms. Sensitivity of organisms to antimicrobial drugs are determined. Safety procedures are taught and practiced.

**MTC 420 Mycology** (2) Lecture and laboratory exercises are designed to present the major clinically-important fungi and common contaminants. Microscopic and other methods of identification and classification are discussed and practiced.

**MTC 430 Parasitology** (2) Lecture and laboratory exercises are designed to present the major parasites. Classification, diagnostic stages, life cycles and vectors are studied and microscopic identification is practiced.

**MTC 440 Clinical Immunology** (2) Introduces the principles of both normal and abnormal responses of the immune system through the molecules, cells, organs and systems responsible for the recognition and disposal of foreign materials. Immunological manifestations of diseases are discussed.

**MTC 445 Immunology Practicum** (1) The focus of the clinical practice is on serologic and immunologic testing. Data interpretation, trouble shooting in rest systems and disease correlation with laboratory data are stressed.

**MTC 450 Immunohematology** (3) Presents the theory and principles in immunology and genetics that determine blood types and transfusions. Aspects of red cells, platelets and components are discussed regarding selection, collections, transport, storage, processing and their use for transfusion. Donor requirement and laboratory operations are included.

**CLS 455 Immunohematology Practicum (3)** The focus of clinical practice is the basic and special testing to assure safe blood supply and transfusion. Adverse reactions are investigated to identify cause.

**MTC 460 Hematology (3)** The study of anatomy and physiology of red cells, white cells and platelets uses quantitation and morphology of these cells to identify normal and abnormal processes. Hematopoietic diseases are presented. The physiology and diseases of hemostasis are presented.

**MTC 465 Hematology Practicum (3)** The clinical practice focuses on the basic and special testing in hematology. Identification of normal and abnormal cell morphology is studied and disease is correlated with abnormal cells. Hemostasis testing is practiced; these tests monitor anticoagulant drugs. Other tests practiced identify coagulation deficiency and other homeostatic diseases.

**MTC 470 Clinical Chemistry (4)** The focus of this course is on biochemical theory and physiology of carbohydrates, lipids and lipoproteins, heme derivatives, proteins and enzymes. The biochemistry and physiology of electrolytes and acid base balance are discussed. Endocrinology, therapeutic drug monitoring and instrumentation specific to the chemistry laboratory testing are also discussed. Normal and abnormal manifestations of diseases and correlation with other laboratory tests are presented. A brief overview of management and education techniques are discussed.

**MTC 475 Chemistry Practicum (4)**

## **Business Administration**

### **Program Description**

A Bachelor of Arts degree in Business Administration is offered with majors in Accounting, Business Administration, Finance, International Business, Management Information Systems, Marketing, and Retail Merchandising.

Core requirements total 36 credit hours. For all majors except International Business, core courses include: BA 200, 201, 211, 212, 240, 320, 330, 350, 360, 370, 430, and COM 303. For International Business, core courses include BA 200, 201, 211, 212, 240, 330, 350, 370, 430, COM 303, PS 300, and PS 350. (*NOTE: BA 430 is a capstone course taken toward the end of the degree program.*)

All Business Administration degree candidates are required to show proficiency in microcomputer applications unless waived by your advisor. COL 170 (Microcomputer Applications) fulfills this proficiency requirement.

Highly recommended courses within the General Education requirements include: MTH 131 and 141.

### **Major Requirements**

**Accounting-** A total of 28 semester hours of approved accounting courses must be completed for a major in accounting. This 28 hour requirement does not include BA 200 and 201, which are part of the business administration core. The required accounting courses in the major include: BA 202, 300, 301, 305, 400, 401, 402 and 404. In addition, two courses from the following must be taken as accounting electives: BA 327, 361, 403, 405, 409 and 450.

Accounting students aspiring to become CPAs will be required to obtain 150 hours of college credit to meet the Uniform CPA Exam qualifications beginning with the November 1999 examination. Students wishing to meet these requirements should consult with a

faculty advisor to discuss the options that are available. Additional information is available in the Graduate Catalog.

**Business Administration**—A total of 21 semester hours of business courses must be completed beyond the core requirements for a major in business administration. At least 12 semester hours must be in the 300 or 400 business course level.

**Finance**—A total of 21 semester hours of approved finance courses must be completed beyond the core requirements for a major in finance. The required finance courses to be taken after the core include: BA 322, 323, and 325. In addition, four courses from the following must be taken as finance electives: BA 313, 324, 327, 422, 423, or 425.

**International Business**—A total of 21 semester hours of international courses must be completed beyond the core requirement for a major in international business. At least 12 hours must be taken at the 300 or 400 level. Courses may be selected from the following list: GEO 201, BA 315 413, 458, 470, 471, 472, 476 and foreign language courses beyond the 100 level. Students are strongly encouraged to take World Religion (REL 100), Cultural Anthropology (ANT 112) and foreign language as part of the general education requirement.

**Management Information Systems**—A total of 21 semester hours of approved management information systems courses must be completed beyond the core requirements for a major in management information systems. The required management information systems courses to be taken after the core include: BA 342, 347, 441, and 442. In addition, three courses from the following must be taken as management information systems electives: BA 340, 341, 343, 443, or 449.

**Marketing**—A total of 24 semester hours of approved sales/marketing courses must be completed beyond the core requirements for a major in marketing. The required marketing courses to be taken after the core include: BA 355, 356, 357, 358, and 453. In addition three courses from the following must be taken as sales/marketing electives: BA 351, 354, 451, 452, or 458.

**Retail Merchandising:** A total of 24 semester hours of retail merchandising courses must be completed beyond the core requirements for a major in retail merchandising. The required retail merchandising courses to be taken after the core include: BRM 171, 260, 353, 355, 357, 372, 373, 461 and electives consist of: BRM 451, 458, and 465.

### **Areas of Concentration**

A concentration consists of 12 additional semester hours, in a particular area of study, beyond the business core requirements. This includes Accounting, Economics, Finance, Human Service Agency Management, Management, Management Information Systems, Marketing, and Retail Merchandising.

### **Requirements for the Minor in Business Administration**

Students may choose to have a minor in Business Administration. The minor consists of the following courses: BA 200, 201, 210, 240, 320, 330, 350, and 360 (24 hours total). Certain non-business majors, including Communications majors, define a minor in Business Administration. Students should discuss these minors with their major advisors.

## **Early Access to the MBA Program**

Students who have completed 100 undergraduate credit hours and have a grade point average of 3.5 or higher may take up to 9 credit hours at the graduate level that count toward both the undergraduate and graduate degrees in business administration.

## **Courses of Study**

### **General Business**

**BA 100 Survey of American Free Enterprise System (3)** This course introduces the student to the essentials of business activities in managing, marketing, accounting, and finance, and to various economic systems, with special emphasis on the free enterprise system. May not be taken by Business majors with Junior or Senior standing. Offered each semester.

**BA 122/MTH 122 Business Math (3)** A survey course designed to develop critical thinking and problem solving skills, and to provide a solid preparation and foundation for students going on to careers in business or for personal consumer needs. Quantitative thought and numerical analysis accounted for in everyday as well as complex business-related topics.

### **Accounting**

**BA 200 Financial/ Managerial Accounting I (3)** The focus of this course will be the use of accounting information by internal and external users. This focus will be organized around discussions of business and accounting, planning for operating activities, performing operating events, and evaluating and controlling operating events. This course is the first course in an integrated two course sequence. Offered each semester.

**BA 201 Financial/ Managerial Accounting II (3)** This course is designed as a continuation of BA 200. Discussions in this course will be organized around topics such as planning for financing and investing activities, performing financing and investing events, and controlling business - financing, investing, and operating activities. Prerequisite: BA 200. Offered each semester.

**BA 202 Accounting Cycle Analysis (1)** This course is designed to focus on the more technical aspects of the accounting cycle and is intended for the student wishing to pursue a major in accounting. The course will involve work by the student on interactive computer-resident cases as well as the completion of a manual cycle-based practice set. This course should be taken in conjunction with BA 201. Prerequisite: BA 200.

**BA 300 Financial Accounting and Reporting I (3)** The development, application and importance of accounting standards, principles and conventions, including current FASB opinions. Problems of balance-sheet valuations and their impact upon income statements; effects of judgment and opinion on the "fairness" of statement presentation. Prerequisite: BA 201.

**BA 301 Financial Accounting and Reporting II (3)** Continuation of BA 300. Prerequisite: BA 300.

**BA 305 Computer Based Accounting Systems (3)** Theory and integration of microcomputer based accounting systems with the structure and demands of accounting and data flow. Analysis to include the design and application of computer based accounting systems utilizing current spreadsheet technology. Prerequisite: BA 200.

**BA 400 Auditing (3)** Theory and application of generally accepted auditing standards and procedures used by independent public accountants. Responsibilities and ethics of the CPA as well as practical problems are examined. Prerequisite: BA 301.

**BA 401 Income Tax (3)** Introduction to the Federal Tax Code as it pertains to the individual taxpayer. Areas of interest to include tax determination, computation methods, and special tax considerations. This course includes an introduction to business taxation. Prerequisite: BA 201.

**BA 402 Introduction to Cost Accounting (3)** Concepts of cost determination, reporting, and control applied to manufacturing operations. Emphasis is placed on job order and process cost accounting systems. Prerequisite: BA 201.

**BA 403 Managerial Accounting (3)** The development and use of accounting information for decision-making purposes. The course will emphasize the development of financial information for management's use in the decision-making process. Topics will include internal reporting techniques, cost-volume-profit analysis, relevant cost, capital budgeting and management planning and control. Prerequisite: BA 201.

**BA 404 Financial Accounting and Reporting III (3)** Specialized topics in advanced financial accounting: consolidations, mergers, partnership liquidations, consignments, installment sales, estates and trusts. Prerequisites: BA 301.

**BA 405 Governmental and Nonprofit Accounting (3)** Concepts of accounting and financial reporting for federal, state, and local government and for nonprofit organizations. Prerequisite: BA 301.

**BA 406 Income Tax-Corporate (3)** Analysis of the Federal Tax Code as it relates to Corporations, Partnerships, Estates, and Trusts. Prerequisite: BA 401.

**BA 409 Directed Studies in Accounting (1-6)** Prerequisite: Permission of instructor. Business Law.

### **Business Law**

**BA 360 Business Law I (3)** An introduction to the law with emphasis on the sources of law, the role of society, the judicial function, and selected area such as Governmental Regulation & Agencies, Crimes & Torts, Contracts, Personal Property, Agency, and Employment law.

**BA 361 Business Law II (3)** Governmental regulation of business, including Business Organizations (Corporations, Partnerships, Limited Liability Companies); Selected Articles of the Uniform Commercial Code (Sales, Commercial Paper, Secured Transactions); Real Property and Estates; Bankruptcy; and Insurance. Prerequisite: BA 360.

### **Economics**

**BA 210 Survey of Economics (3)** This course is designed to introduce basic economic concepts, relationships and institutions. The course provides a foundation for applying economics to individual decision making and for critically analyzing aggregate economic behavior and policy. Please note: This course satisfies one social science general education requirement. This course will not fulfill a core or elective requirement for business administration students.



**BA 211 Principles of Microeconomics (3)** This course is designed to introduce basic economic concepts, relationships and institutions related to individual decision-making. Supply, demand opportunity cost are used to analyze individual and firm actions in a market framework. Pre requisite: Concepts of Math or equivalent. Please note: This course is part of the core business administration requirements. BA 210 may not be substituted for this course.

**BA 212 Principles of Macroeconomics (3)** This course is designed to introduce basic economic concepts, relationships and institutions related to aggregate economic relationships. Aggregate demand and aggregate supply are used to analyze the effect of fiscal and monetary policy actions on employment, output and prices. Prerequisite: BA 211. Please note: This course is part of the core business administration requirements. BA 210 may not be substituted for this course or for the prerequisite.

**BA 311 Managerial Economics (3)** The course develops a theory of firm decision making applicable to for-profit and not for-profit organizations in various market environments. Using an applications-based approach, economic theory is integrated with other business administration disciplines. Prerequisites: BA 211 and 212.

**BA 314/HIS 314 American Economic History (3)** Economic life and institutions in the United States from colonial days. Economic growth, state and private authority in relation to economic activity, monetary and banking history, trade and commerce, industrial development, labor problems, transportation, land and agricultural policy. Prerequisite: One course in U.S. History, BA 210 or 212. Please note: This course meets a general education requirement.

**BA 315 International Business and Economic Development (3)** This course will examine the major theories of economic development as they apply to different societies around the world. The role of the multinational corporation in promoting economic development will be assessed. Prerequisite: BA 210 or 212.

**BA/PS 318 Public Policy (3)** This course focuses on examining the implementation and evaluation of public programs at the national, state, and local levels of government. In addition, students will analyze particular public programs through a case study method.

**BA 412 Money and Banking (3)** This course is designed to extend macroeconomic policy analysis with emphasis on the role of financial markets, financial institutions and the monetary authority. Topics covered include money, interest rates, monetary authority, financial market structure and macroeconomic policy. Prerequisite: BA 212.

**BA 413 International Economics (3)** This course addresses three aspects of international economics: (1) the causes and composition of international trade and policies used to control or promote it, (2) the balance of payments as an accounting framework and as a framework for macroeconomic adjustment and (3) foreign exchange markets and institutions. Prerequisite: BA 212.

**BA 415 History of Economic Thought (3)** An inquiry into the development of economic theory from the Mercantilists to the present. Focus is on the major trends in the evolution of economic theory and tools. Possible roles of existing economic and social conditions and of developments in other fields are examined. Prerequisite: BA 212 or BA 210 with permission of the instructor.

**BA 419 Directed Studies in Economics (1-6)** Prerequisite: Permission of instructor.

### **Finance**

**BA/PS 313 Public Finance (3)** This course focuses on public financial issues at the national, state, and local levels of government. Topics examined include: taxation at all three levels of government, the role of the Federal Reserve Board, the impact of recession and economic recovery on public finances, and the financing of public programs.

**BA 320 Principles of Finance (3)** The fundamentals of financial management which includes planning, budgeting, and control; also external sources and methods of capital acquisition. A study of the evolution, functions, and practices of the many financial intermediaries with which the firm must interface. Prerequisites: BA 201, 212.

**BA 322 Financial Markets and Institutions (3)** A study of the markets and institutions that participate in the finance function of the U.S. and international capital and money markets. The impact of regulation and the unique role of finance in influencing aggregate economic activity will be examined. Prerequisites: BA 320.

**BA 323 Corporate Finance I: Capital Budgeting & Long-term Financing (3)** A detailed study of investment decisions concerning fixed assets and long-term financing decisions. Topics covered include cost of capital, capital structure, dividend policy, stock financing, debt financing, leases, options, warrants, and futures. Prerequisite: BA 320.

**BA 324 International Finance (3)** A study of the financial decision making for multinational companies. Prerequisite: BA 320.

**BA 325 Investments (3)** Presentations of the investment field in theory and practice. A survey and analysis of particular types of investment securities and vehicles—public stock companies, private stock companies, bonds, various types of securities, real estate, various government and private financial paper. A survey of the bases for investment decisions and the management of investment portfolios. Prerequisite: BA 320.

**BA 326 Personal Finance (3)** A study of managing personal finances dealing with financial planning, purchasing real estate and insurance, savings, investing and tax planning. Prerequisites: BA 320 or instructor's permission.

**BA 327 Financial Statement Analysis (3)** A detailed case study of techniques and procedures for analyzing financial statements of corporations within different industries. Prerequisites: BA 320 and one 300-400 level finance course.

**BA 422 Financial Institution Management (3)** A study of asset and liability management for financial institutions. The effect of regulations and laws on the management of financial institutions. Prerequisites: BA 320, 322, and 412.

**BA 423 Corporate Finance II: Working Capital Management and Financial Analysis (3)** A detailed study of investment decisions concerning current assets and the analysis of a corporation's financial position and operations for planning the future. Prerequisites: BA 320, BA 323.

**BA 425 Portfolio and Security Analysis (3)** A study of methods and theories for analyzing securities and developing a portfolio. An analysis of a company based on economic and industry conditions. Portfolio development based on security and market analysis. Prerequisites: BA 320, BA 325.

**BA 428 Financial Theory (3)** An application of finance theory to case studies on special financial problems such as international finance, small business finance, the timing of financial policy and optimum capital structure. Prerequisites: Senior standing and completion of BA 320, BA 322, BA 323, and BA325.

**BA 429 Directed Studies in Finance (1-6)** Prerequisite: Permission of instructor.

### **Management**

**BA 330 Principles of Management (3)** Development of the understanding of organizations and of the decision-making skills required in management positions. Examination of the various concepts of management and the basic functions of management—planning, organizing, motivating and controlling. The planning of goals, changes, progression of people, and the managerial value systems will be investigated.

**BA 331 Organizational Behavior and Human Resource Management (3)** Development of knowledge and skill in the application of behavioral science theories and concepts to organizational processes and problems. Emphasis is on small group, intrapersonal, interpersonal, intergroup, managerial, and whole organizational issues and problems. Prerequisite: BA 330.

**BA 332 Management of Personnel Systems (3)** Designed to provide basic understanding of the field of industrial relations including personnel management and labor relations. Labor relations deals with those activities impacting on employees as members of a collective bargaining unit as they relate to management goals. Personnel management is concerned with those activities related to individuals and their employment and employers.

**BA/PS 335 Public Management (3)** This course focuses on a close examination of governmental reform efforts and evaluating the success or failure of these endeavors. In addition, topics discussed include: fiscal federalism, presidential management of the federal bureaucracy, budgetary politics, and evaluating the term "big government" and what it might mean.

**BA 336 Labor Management Relations (3)** Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, NLRB role and major labor acts. Prerequisite: BA 332, HRM 330, or equivalent.

**BA 337 Human Resources Development (3)** Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, evaluation and testing. Prerequisite: BA 331, HRM 332, or equivalent.

**BA 338 Personnel Law (3)** Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage

and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation, and recordkeeping requirements. Prerequisites: BA 332, HRM330, or equivalent.

**BA 339 Compensation and Salary Administration (3)** Overview course covering pay structures, pay systems, parity, comparable worth, matrices, relationship between pay and performance, performance evaluation, internal and external equity and legal issues. Prerequisite: BA 332, HRM 330, or equivalent.

**BA 430 Management Policy (3)** Development and understanding of the top management view of organizations. Understanding the formulation and scope of general policy to direct activities of organization. Methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives, & ability to react to evolving situations. Prerequisite: Senior level and completion of business core.

**BA 431 Production Management (3)** The techniques, methodology and tools used in assisting production decision-making. Basic concepts in management science and operations research. Optimization problems, transportation problems, inventory production and problems, and linear programming will be discussed. Prerequisites: BA 330 and completion of all-college mathematics requirement, including BA 370.

**BA 432 Managerial Ethics (3)** Defining the position of business enterprises to the general value of society. Discussion of public policy and the role of managing an enterprise, the responsibility of the public and the government to provide an atmosphere of the operation of business and the responsibility of management of enterprise to provide for the common good; the business enterprise as a good neighbor at the local and national level. Prerequisite: BA 330.

**BA 438 Human Resource Issues (3)** Culminating course covering current trends and issues of importance to the human resource profession. Student will conduct guided research in a chosen area of specialty and present orally and in writing, a summary of research. May be repeated once for a maximum of 6 hours. Prerequisite: HRM major, Senior standing, others only by permission of instructor.

**BA 439 Directed Studies in Management (1-6)** Prerequisite: Permission of instructor

**BA 470 International Business Operations (3)** An introductory course for the international studies program providing a historical perspective on patterns of trade between and within demographic regions and examining recent shifts in traditional markets and the forces that led to them. Current world-wide interests and strategic resources will be examined in this context. Analysis of import/export opportunities, problems, and constraints also is provided, particularly from the American business point of view.

**BA 471 International Risk and Politics (3)** Determination and assessment of factors of risk in international business ventures from this course, to include analysis of domestic and foreign constraints imposed by the political and economic environment of multinational business operations. Special emphasis is given to the means of identifying, evaluating, and neutralizing risks related to international law, hyper-inflationary economics, nationalization of assets, revolution, war and inconvertibility of currency. The roles of governments in heightening and reducing risk also studied for their impact upon international business. Prerequisite: BA 470.

**BA 472 International Management** (3) Organizing, staffing, and managing the international enterprise constitute the core subject matter of this course. Problems for international or multinational business begins when pricing, investment, financing, production, and similar decisions that affect foreign subsidiaries are considered by the parent firm. Particular concerns are the adaptation of management to culture, adapting methods to local conditions and attitudes, and agreements in contracts. Prerequisite: 470.

**BA 476 International Business and Cross-Cultural Communications** (3) The course provides an overview of the international business milieu with specific reference to relations between home and host countries, demographic and geo-political patterns and problems, the need for international entrepreneurs and constraints of other people. Prerequisite: BA 470.

### **Entrepreneurial Studies**

**BA 333 Small Business and Entrepreneurship** (3) This course examines the impact of small business and entrepreneurship on the economy and their function in new-venture creation. The business venture is examined with respect to the business plan, financial planning, marketing and management, decisions at the various stages of the business life cycle. Prerequisite: BA 200

**BA 433 Seminar: New Venture Initiation** (3) Course designed to aid student in gaining a better understanding of the venture initiation process. This will be accomplished through the development of a new venture initiation model. An understanding is developed in regard to the strengths and weaknesses of the entrepreneur. Insight is gained into the mechanics of venture initiation. Marketing, funding, and opportunity identification is stressed. Prerequisite: BA 334 or approval of instructor.

### **Management Information Systems**

**BA 240 Introduction to Information Systems** (3) This course covers basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics discussed include hardware, software, tele-communications, database management and systems development methodologies. The concepts of the course are illustrated by the use of spreadsheet and database software on microcomputers, as well as programming in BASIC. Offered each semester.

**BA 340 COBOL Programming I** (3) Computer programming for business applications in structured COBOL in a PC environment. Applications using sequential file techniques are written, compiled and executed on a microcomputer. Prerequisite: BA 240 or permission of instructor.

**BA 341 COBOL Programming II** (3) Advanced computer programming for business applications in structured COBOL. Topics covered include data validation, control break logic, interactive input and output, table processing, sequential update, and index file processing. Applications using multiple input and output files are written, compiled, and executed on a microcomputer. Prerequisite: BA 340.

**BA 342 Programming in Visual Basic** (3) This courses focuses on developing Windows applications using Visual Basic. Students learn how to build Visual Basic applications with multiple forms and dialog boxes, create menus and submenus for program control, and access database files. The concepts of objects and their related properties, methods and events are introduced. Prerequisite: BA 240.

**BA 343/CSC 301 Information Systems Programming in C++** (3) This course is designed to provide working knowledge of object-oriented programming using C++ as the language of implementation. The student will learn the basic concepts of object-oriented programming and object-oriented software design. The fundamental control structures of C and C++ will be presented. How to build objects using classes and to define operations on objects will be taught along with the use of predefined classes in C++. Prerequisite: BA 341 or CSC 102.

**BA 347 Advanced Programming in Visual Basic** (3) Continuation of application development in Visual Basic with emphasis on the use of VP as a front end for a database programming. Expanded coverage of objects, properties, methods and events. Prerequisite: BA 342.

**BA 370 Introduction to Management Science** (3) Course will introduce students to quantified techniques of management science. A microcomputer software package capable of solving a variety of management science problems will be utilized extensively throughout the course. Formulating linear programming models and interpreting computer solutions will be stressed. The course will also present network, inventory and simulation models, as well as project management. Forecasting techniques used in business will be discussed. Prerequisite: BA 240 and high school level algebra and completion of General Education Math coursework.

**BA 441 Database Design and Management** (3) This course provides management-oriented introduction to database systems. Theoretical foundations necessary for understanding of hierarchical, network and relational models are provided. Various approaches to database design are presented, with emphasis on normalization and data modeling. Course concepts are reinforced by the use of cases and projects. The basics of SQL are covered, and technical aspects of database administration are examined. Prerequisite: BA 342 or any other programming course.

**BA 442 Principles of Systems Development** (3) Designed to provide the basic skills and understanding needed to develop computerized information systems. This course presents techniques and strategies used throughout a systems development project from determining user requirements to the final evaluation of the installed system. Use of CASE tools and prototyping is emphasized. Prerequisite: BA 441.

**BA 443 Management of Information Technology** (3) This course addresses management issues facing IS professionals. Topics covered include strategic planning, technology assessment, application portfolio management, operational activities, and controls. Prerequisite: BA 442 or concurrent enrollment.

**BA 449 Directed Study in Management Information Systems** (1-6) Prerequisite: Permission of instructor.

### **Marketing**

**BA 350 Principles of Marketing** (3) An in-depth introduction to the functional business area of Marketing, which includes both a macro and micro view of the presenting of goods and services to target customers through the use of the marketing variables of Product, Price, Place, and Promotion. Emphasis of this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings.

**BA 351 Marketing Information and Research (3)** An introduction to the various sources of data and information used in making strategic and tactical marketing decisions. The focus of this course is on the marketing and research process from problem definition, data collection techniques, data analysis, interpretation, oral and written presentation of research findings. Students will conduct a marketing research project. Prerequisite: BA 350. Recommended: BA 370.

**BA 354 Retail Operations (3)** See BRM 372.

**BA 355 Selling (3)** A detailed examination of personal selling. An extensive analysis of innovative selling strategies and concepts to negotiate mutually enriching agreements. Building long term relationships with customers; sales theory concepts involved in personal sales and business to business sales. Prerequisite: BA 350.

**BA 356 Pricing Strategy & Negotiations (3)** A detailed analysis of pricing strategies in the marketplace. Determination of profit requiring output and prices as defined by the particular market structure. Examination of shadow pricing, break even points and margins. Examination of negotiating skills from the seller/buyer perspective. Prerequisite: BA 350.

**BA 357 Channels of Distribution (3)** Examines the channels of distribution between manufacturers, wholesalers, and customers. Emphasis on the development, operation, and management of various channel systems in restrictive dynamic environments. Methods and techniques of developing a wholesaler and/or a retailer as part of the overall marketing plan. Prerequisite: BA 350.

**BA 358 Advertising and Promotional Strategy (3)** The marketing function of communicating the various promotional activities such as advertising, direct selling, and telemarketing. The strategy, planning, research, and execution of marketing communications are analyzed. The problems of operating in the multi-faceted American society are reviewed. Prerequisite: BA 350.

**BA 451 Consumer Behavior (3)** A survey and analysis of the consumer's marketplace behavior, including motivation, buying behavior, learning, problem solving, perception, and decision making. Social, cultural, and psychological factors formulating buyer's behavior are explored as well as marketer's techniques to anticipate and define consumer needs, wants, and desires and predict their responses to various marketing strategies to increase financial success in the marketplace. Prerequisite: BA 350. Recommended: BA 351.

**BA 452 Principles of Public Relations (3)** A study of the theoretical and practical concepts of the purposes and functions of public relations. Primary emphasis will be placed on evaluation of public opinion, selection of media and message, and the organizational and environmental aspects of public relations. Prerequisite: BA 350 or consent of instructor.

**BA 453 Marketing Management and Planning (3)** The capstone sales/marketing course. An exploration of the processes involved in managing the marketing function of the organization. Emphasis is placed on defining marketing problems and opportunities, evaluating alternative solutions and developing strategies to address these issues as a member of a marketing management team in a variety of marketing settings through case analysis. Prerequisites: BA 350, 351, 451.

**BA 458 International Marketing (3)** An extensive analysis of the marketing mix and how it may or may not be standardized for transnational markets. Techniques used for identifying potential markets of products and/or services in the global marketplace.

**BA 459 Directed Studies in Marketing (1-6)** Prerequisite: Permission of instructor.

#### **Internships**

**BA 450 Internship (1-9)** With permission of advisor and dean. Junior standing required.

#### **Retail Merchandising**

**BRM 171 Introduction to Retailing (3)** This course is an introduction to the general field of retailing. Included are topics relating to store planning, promotional activities, merchandising practices, organizational structure, and expense control

**BRM 260 Retail Communication (3)** Study and use of various marketing and promotion strategies in the retail industry, including trade, national, and retail advertising methods.

**BRM 353 Retail Buying (3)** An analysis of the buying function and the buyer's role in various retail organizations. This course focuses on the buyer's responsibilities relative to consumer research, merchandising and management, domestic and foreign resources and purchase negotiation. Prerequisite: BRM 171 or concurrent enrollment.

**BRM 355/BA 355 Selling (3)** See BA 355.

**BRM 357/BA 357 Channels of Distribution (3)** See BA 357.

**BRM 372/BA 354 Survey of Retail Operations (3)** Explores the strategic framework as related to operational functions of retail firms including store management, market functions, business organization and personnel. Prerequisite: BRM 171 or 350.

**BRM 373 Retail Marketing Internship (3)** On site retail field experience. Direct application of classroom knowledge in combination with on-the-job supervised training. Prerequisite: Junior and permission of division dean.

**BRM 451/BA 451 Consumer Behavior (3)** See BA 451.

**BRM 458/BA 458 International Marketing (3)** See BA 458.

**BRM 461 Retail Merchandising Control (3)** In-depth study of merchandising and control problems encountered in retailing. Prerequisites: BRM 171, grade of "C" or better in General Education Math course.

**BRM 465 Integrative Seminar (3)** Job preparation for students entering the retail merchandising/design industry. Topics include: analysis of career opportunities, networking, application and cover letters, résumé writing, and interviewing preparation sessions. Junior standing.

**BRM 479 Special Topics in Retail Marketing (3)**

# Chemistry

## Program Description

The Chemistry Department offers a Bachelor of Arts and a Bachelor of Science degree. These degrees may be used as a pre-med program.

### Requirements for the Major in Chemistry:

#### Requirements for the Bachelor of Arts

1. Required courses (32 hours) in major as follows:

- CHM 151 General Chemistry I(4)
- CHM 152 General Chemistry II (4)
- CHM 161 General Chemistry Problem Solving I (1)
- CHM 162 General Chemistry Problem Solving II (1)
- CHM 351 Analytical Chemistry (5)
- CHM 361 Organic Chemistry I (4)
- CHM 362 Organic Chemistry II (4)
- CHM 371 Physical Chemistry I (4)
- CHM 388 Chemistry Seminar (1)
- PHY 302 General Physics (4) *or*
- PHY 152 Introductory Physics (4)

2. At least 3 credits of chemistry elective at the 300 or higher level.

3. Related Area Requirements: The general education mathematics requirement must be fulfilled with MTH 171 Calculus I (5) and MTH 172 Calculus II (5). The general education physical science requirement must be fulfilled with PHY 301 General Physics I (4) or PHY 151 Introductory Physics (4).

#### Requirements for the Bachelor of Science

1. Required courses in major (44 hours):

- CHM 151 General Chemistry I (4)
- CHM 152 General Chemistry II (4)
- CHM 161 General Chemistry Problem Solving I (1)
- CHM 162 General Chemistry Problem Solving II (1)
- CHM 351 Analytical Chemistry (5)
- CHM 352 Instrumental Analysis (5)
- CHM 361 Organic Chemistry I (4)
- CHM 362 Organic Chemistry II (4)
- CHM 371 Physical Chemistry I (4)
- CHM 372 Physical Chemistry II (4)
- CHM 388 Chemistry Seminar (1)
- CHM 441 Inorganic Chemistry (3)
- PHY 302 General Physics II (4)

2. At least 3 credits of chemistry elective at the 300 or higher level.

3. Related Area Requirements: The general education mathematics requirement must be fulfilled with MTH 171 Calculus I (4) and MTH 172 Calculus II (4). The general education physical science requirement must be fulfilled with PHY 301 General Physics I (4)

#### Requirements for the Bachelor of Science with Concentration in Biochemistry:

1. Required courses (32 hours) in major as follows:

- CHM 151 General Chemistry I (4)
- CHM 152 General Chemistry II (4)
- CHM 161 General Chemistry Problem Solving I (1)
- CHM 162 General Chemistry Problem Solving II (1)
- CHM 351 Analytical Chemistry (5)
- CHM 361 Organic Chemistry I (4)

CHM 362 Organic Chemistry II (4)

CHM 371 Physical Chemistry I (4)

CHM 388 Chemistry Seminar (1)

PHY 302 General Physics (4) *or*

PHY 152 Introductory Physics (4)

2. Required courses in the field of Biology (16 hours)

BIO 151 General Biology I (4)

BIO 152 General Biology II (4)

BIO 204 Cell Biology (4)

BIO 316 Biochemistry (4)

3. Related Area Requirements: The general education mathematics requirement must be filled with MTH 171 Calculus I (5) and MTH 172 Calculus II (5). The general education physical science requirement must be fulfilled with PHY 301 General Physics I (4) or PHY 151 Introductory Physics I (4).

#### Requirements for the Minor in Chemistry

1. A Chemistry minor may be earned by completing the following: (22 hours minimum)

CHM 151 General Chemistry I (4)

CHM 152 General Chemistry II (4)

CHM 161 General Chemistry I Problem Solving (1)

CHM 162 General Chemistry II Problem Solving (1)

CHM 351 Analytical Chemistry (5)

CHM 361 Organic Chemistry I (4)

2. One 300 level chemistry course that is three or more credit hours.

## Courses of Study

**CHM 100 Concepts in Chemistry** (4) An examination of the principles of chemistry, especially those which find application in the study of biology. Topics to be covered include atomic structure, chemical bonding, intermolecular forces, gas laws, solutions, and chemical energy. Laboratory work is included. Lab fee.

**CHM 101 The World of Chemistry** (3) A journey through the exciting world of chemistry. The foundations of chemical structures and their behaviors are explored through a combination of lectures and videos. The emphasis will be on the understanding of the principles of chemistry and their application to items in our current daily experiences. This is a course for non-science majors. (No laboratory.)

**CHM 105 Chemistry in Society** (3) Provides a basis for understanding problems of global proportion facing societies in the coming millenium. Fundamental chemical concepts will enable an understanding of the role chemistry plays in the problems considered, and in their potential resolution or solution. Issues include environmental concerns, energy, hunger and food production, health, pollution and population considerations. (No Laboratory)

**CHM 151 General Chemistry I** (4) A systematic treatment of the principles of chemistry. Topics include atomic structure, chemical bonding, classification of the elements, physical properties of gases and solution chemistry. CHM 161 should be taken concurrently with this course. Laboratory work is included. Prerequisite: 2 years of high school algebra or MTH 151.

**CHM 152 General Chemistry II** (4) A continuation of CHM 151. Topics include stoichiometry, solutions, thermodynamics, kinetics, equilibria, and classification of the elements. CHM 162 should be

taken in concurrently with this course. Laboratory work is included. Prerequisite: CHM 151.

**CHM 161 General Chemistry I Problem Solving (1)** Solutions of problems in general chemistry will be discussed with class participation. To be taken concurrently with CHM 151. Offered each year.

**CHM 162 General Chemistry II Problem Solving (1)** Solutions of problems in general chemistry will be discussed with class participation. To be taken concurrently with CHM 152.

**CHM 171 Environmental Science I; Chemistry (3)** This is the first part of an introductory course to global environmental issues with an emphasis on chemistry. There is a need to understand the scientific principles along with social, political, and economic background as we address topics such as air and water qualities, energy resources, waste management, and toxicology. Students are encouraged to enroll in the second part, BIO 172 Environmental Science II. With a biological emphasis for a complete overview. No pre-requisite, no lab.

**CHM 230 Industrial Chemistry (3)** An examination of the principles of chemistry as applied to the manufacture of large quantities of chemicals. Topics will include material and energy balances, flow charts, environmental concerns and the importance of patents in industry. No lab. Prerequisite: CHM 152.

**CHM 343 Coordination Chemistry (2)** A laboratory course covering modern coordination chemistry. The central theme is inorganic coordination chemistry, with emphasis on a variety of common analytical instrumental techniques which are fundamental in the characterization of inorganic compounds. Prerequisites: CHM 152 and consent of the instructor. Lab fee.

**CHM 351 Analytical Chemistry (5)** The study of different quantitative analytical techniques such as gravimetric, volumetric and chromatographic methods of analysis. Laboratory work is included. Lab fee. Prerequisite: CHM 152.

**CHM 352 Instrumental Analysis (5)** The study of instrumental methods of chemical analysis including spectroscopy, electrochemistry and thermal analysis as well as separation techniques. Emphasis is upon principles of the techniques and their applications rather than black box approaches. Laboratory work included. Prerequisite: CHM 351.

**CHM 361 Organic Chemistry I (4)** A systematic study of the nomenclature, structures, properties and reactions of organic compounds with emphasis upon the principles by which chemists predict the properties and reactions of organic compounds. Laboratory work is included. Lab fee. Prerequisite: CHM 152.

**CHM 362 Organic Chemistry II (4)** A continuation of CHM 361. The principles of chemical behavior are applied to many types of organic compounds, including those of biological significance. Laboratory work is included. Lab fee. Prerequisite: CHM 361.

**CHM 363 Biochemistry (4)** A study of the structure and function of the various chemical constituents of living matter. Laboratory work is included. Lab fee. Prerequisites: CHM 362 and BIO 204.

**CHM 371 Physical Chemistry I (4)** A theoretical and mathematical study of chemical properties and the methods of predicting physical and chemical changes. The principles of thermodynamics

are emphasized. Prerequisites: CHM 361, 352 and PHY 302 (or PHY 152 with MTH 172).

**CHM 372 Physical Chemistry II (4)** A continuation of CHM 371 with emphasis upon chemical kinetics and quantum chemistry as means of explaining and predicting chemical behavior. Laboratory work included. Lab fee. Prerequisite: CHM 371.

**CHM 382T Chemical Equilibria (3)** A study of chemical systems in equilibrium and the use of equilibrium constants of several types in calculating the extent to which reactions occur. Prerequisites: CHM 152 and consent of instructor.

**CHM 383 Spectroscopy and Molecular Structure (3)** An examination of physical and chemical principles involved in the various types of spectroscopy and the use of spectroscopy to determine the structure of molecules. Emphasis is given to nuclear magnetic resonance and infrared absorption spectroscopy, but ultraviolet absorption and mass spectroscopy also are considered. No lab. Prerequisite: CHM 362.

**CHM 385T Chemical Dynamics (3)** A study of both the empirical and the theoretical treatment of chemical reaction rates and the mechanisms that can be devised from them, plus specific treatment of gaseous and atomic reactions, reactions in solution and very rapid reactions. No lab. Prerequisites: CHM 152, MTH 172 and the consent of the instructor.

**CHM 386 Special Topics (3)** Special topics of interest in chemistry will be discussed by both students and faculty. Prerequisites: At least two 300 level courses in Chemistry.

**CHM 388 Seminar (1)** Course will provide background for the retrieval of information from the expanse of chemical literature. A discussion of primary journals and secondary sources such as Chemical Abstracts and Science Citation Index will prepare the student for library research on a topic selected jointly by the student and instructor. Student will present the paper to students and faculty. Prerequisite: Junior or senior status and consent of instructor.

**CHM 441 Inorganic Chemistry (3)** The chemistry of non-transitional elements including non-metals and noble gases, emphasizing the periodic character of properties of these elements and the relationship between various physical and structural properties with the type of chemical bonding employed by the various elemental groups. No lab. Prerequisite: CHM 372 or consent of instructor.

**CHM 442 Inorganic Chemistry of Transition Elements (3)** The chemistry of transition metals, emphasizing the unusual bonding properties, stereochemistry, and relationship to reactivity. The study includes organometallics, catalysis, and biologically important coordination compounds. No lab. Prerequisite: CHM 371 or consent of instructor.

*Note: The letter T following the course number indicates a tutorial course which is usually offered when requested by the student.*



## Communications

### Program Description

Bachelor's degrees in Corporate Communication and Mass Communication are offered. A minor is offered in Communication for Business.

### Corporate Communication

The Corporate Communication undergraduate degree (48 hours) requires the following courses: (46 hours) COM 101, 130, 240, 242, 254, 302, 303, 305, 307, 320, 333, 460, BA 350, 358, 452, and either BA 360 or COM 401. In addition, 2 credit hours in activity/experiential coursework must be selected from COM 105, 301, 311/312/313, 350 and/or 450. (Students may not double major in Corporate Communications and Business.)

### Mass Communication

The Bachelor's degree in Mass Communication consists of 48 hours. The following courses (31 hours) are required: COM 101, 130, 151, 240, 242, 254, 302, 307, 333, 401 and 460. An activity/experiential component (5 credit hours) should be selected from COM 105, 301, 311/312/313, 350 and/or 450.

In addition, specialized coursework (12 hours) will determine a major emphasis in Radio/TV (COM 304, 352, 356, 360), Electronic Journalism (COM 304, 305, 340, 352), Industrial Communication (COM 303, 352, 354, 360), Media Management and Sales (COM 303, 360, BA 350, and one of: COM 320, BA 355 or 358), Multi-media (COM 305, 352, 354/356, and ART 120), Public Relations (COM 303, 305, 342, and BA 452), or Sports Information (COM 142, 305, PE 410, BA 452).

### Minor in Communication for Business

A minor in Communication for Business requires the completion of the following courses: (19-22 hours) COM 101, 130, 240, 303, 320, and 331. Elective courses: (3-6 hours) ENG 212, COM 242, 305, 307, 333, and/or 340.

### Early Access to the MA or MS Program

Students who have completed 100 undergraduate credit hours and have a grade point average of 3.5 or higher may take up to 9 credit hours at the graduate level that count toward both the undergraduate and graduate degrees in communications.

### Courses of Study

**COM 101 Communication for the 21st Century (3)** A comprehensive course which will introduce students to skills necessary to effectively communicate in the beginning of the 21st century. Course content will include the fundamentals of public speaking, electronic communication through the internet and mass media literacy. Students will be evaluated on in-class oral presentations including two extended speeches to inform and/or persuade, demonstrate basic computer and internet competency in order to evaluate and process information resources, and analyze mass message content using the fundamental principles of media literacy. (Students may receive credit for either COM 101 or COM 110.)

**COM 105 Fundamentals of Dynamic Speaking (1)** A skill-building course designed to aid participants in developing effective oral presentation techniques. Focus will be on active practice of presentation skills before groups, with special attention given to verbal and non-verbal keys to dynamic, effective presentations.

**COM 110 Fundamentals of Oral Communication (3)** An introduction of theories and techniques of non-written communication in business and society. Topics will include: the nature of human communication, listening skills, interpersonal communication, nonverbal communication, small group communication, and public speaking. Students will participate in communication skill-building activities, as well as research, organize and present formal speeches. (Students may receive credit for either COM 101 or COM 110.)

**COM 120 American Dialect for International Students (1)** This course is for international students for whom English is a second language. It will help them learn general American pronunciation, making the transition from the first language to American English by modifying substitutions, omissions and phrasing. Individualized audio cassette taping will be used.

**COM 121 Voice and Diction (3)** Training and development of optimum voice quality and diction. Topics for study and application include: breath control, resonance, pitch, projection and word usage. Students will focus on improved articulation based on general American pronunciation. Course work will include the study of the International Phonetic Alphabet.

**COM 122 General American Dialect (1)** This course will help American students with regional or ethnic dialects develop general American speech. Students will be able to differentiate substitutions and omissions by learning the International Phonetic Alphabet (IPA). Students will learn to modify articulation and intonation patterns with individualized audio cassette taping.

**COM 130 Survey of the Professional Media (3)** An examination of the evolution of media from their traditional roots to the turbulent marketplace of today. Students will study career opportunities in the field and be exposed to the issues facing those professionals. An introduction to government regulation, ethical issues and the relationship between media and society will introduce students to the challenges and responsibilities facing the future communications professional.

**COM 142 Foundations of Sports Information (3)** An exploration of potential careers in the sports information/promotion field. The course will highlight the basic structure of gathering and reporting data for institutional and media needs. Students will participate in hands-on assignments (both in the classroom and on the playing field) in sports statistical record-keeping, reporting and promotion.

**COM 151 Radio Production (3)** An introduction to basic radio station operations. Analysis of programs and audiences in American broadcasting. Directed experiences in organization, writing, production, direction, and performance of basic radio programs. Lab fee. Suggested prerequisite: COM 130 or concurrent registration.

**COM 201 Internet Resources (1)** An activity-based course designed to build upon basic computer/internet skills necessary for a 21st century society. Students will conduct a series of focused retrievals of on-line information and resources specific to their areas of study.

**COM 240 Interviewing (1)** Practice in the organization and execution of an interview. Topics include the interviewing process, structure, questions, creating rapport, exchanging information, and closing the interview. Various types of interviews will be discussed.

**COM 242 Basic Reporting (3)** An analysis of the role of the reporter in communicating public intelligence. Laboratory work will stress basic news gathering, reporting and writing techniques. Prerequisites: ENG 102, COM 130.

**COM 254 Video Production (3)** Theory and practice of video production techniques. An examination of basic program types, equipment operation, staff organization, script writing, and studio production problems. Laboratory work in fundamental video productions. Lab fee. Prerequisite: COM 130.

**COM 300 Communication Workshop (1-3)** A focused examination of the specialized skills required in a communications field. Lab fees will vary. Prerequisite: Consent of instructor.

**COM 301 Applied Mass Communication (1)** Staff assignments in campus-related media with a term involvement of 45-70 work hours. The course is designed to give students practical experience in the media. Assignments include the following:

**Radio** (prerequisites: COM 130, 151)

**Video** (prerequisites: COM 130, 254)

**Public Relations** (prerequisites: COM 130, 242)

**Publications** (prerequisites: ART 181 or COM 242 or COM 305)

**Sports Information** (prerequisites: COM 130, 142)

Students may repeat a particular section once and may earn a maximum of 4 credits in applied mass communication coursework.

**COM 302 Seminar in Professional Practice and Ethics (3)** An examination of career opportunities, practices and professional activities in the Communications field. A review of the historical development of the field will be contrasted with the introduction of the new media technologies. The student will examine moral and ethical issues within the communications industry and their effects on media and society. Students will be required to develop a portfolio and a career development plan. Upon completion of the course, students will be expected to update the portfolio and present it as part of the course requirements for COM 460. Prerequisites: COM 130, 240, 242, and 254.

**COM 303 Written Communication for Business (3)** The study and practice of effective business writing. Topics will include writing memorandums, letters and reports as well as writing for various publics. Special focus on persuasive communication, international business communication and writing style for corporate publications. Prerequisites: ENG 102. Suggested prerequisite: COM 101.

**COM 304 Broadcast Newswriting (3)** A laboratory course in the preparation and presentation of newscasts and special news programs. Consideration of reporting, interviewing, documentaries and special events. Prerequisites: ENG 102, COM 130, 151 and 242. Suggested prerequisite: COM 254 or concurrent registration.

**COM 305 Desktop Publishing (3)** An examination of traditional and computer assisted techniques of editing, design, graphic production and layout of publications. Study will include magazines, newspapers, brochures, yearbooks and other business publications. Prerequisites: ENG 102, COM 130 and 242.

**COM 307 Writing for the Electronic Media (3)** A laboratory course in techniques and forms of script writing for all types of electronic media. Prerequisites: ENG 102, COM 130 and 254.

**COM 311 Announcing for Radio (1)** An activity-based course in which exercises and live performances will hasten skill development of basic radio announcing. Fundamental voice, diction and pronunciation skills will be applied to news, sports and music announcing for radio. Prerequisite: COM 151.

**COM 312 Video Performance (1)** An activity-based course in which exercises and live performances will hasten skill development for performing in front of the camera. Fundamental voice, diction and pronunciation skills as well as nonverbal style will be applied for basic video presentation. Prerequisite: COM 254.

**COM 313 Broadcast Performance (1)** An activity-based course which further develops announcing/performance skills for the media. Prerequisite: COM 311 and/or 312.

**COM 315/EDU 315 Argumentation and Debate (3)** The study of the argumentation process and its usage in daily communications, advertising, politics, and speech writing. Debate includes selection and development of material for presentation in the formal debate. Formal debate techniques are examined as well as procedures for organizing and coaching debate teams. Prerequisite: ENG 102. Suggested prerequisite: COM 101 or 110.

**COM/PS 325 Politics and the Media (3)** In America at the turn of the millennium, mass media and mass politics are so intertwined that we cannot imagine one without the other. This course examines how politicians and the media interact with one another, and what the effects are on both institutions. We also look at issues such as agenda-setting, bias vs. objectivity in the media, and the growing use of "spin doctors" to manipulate press reporting of political events. Prerequisite: American Government, PS 155 or 156.

**COM 331 Intercultural Communication: US and Japan (3)** A study of similarities and differences between Japan and the United States and methods for developing intercultural understanding and improved intercultural communication. Course focus includes the study of Japanese cultural history, literature, interpersonal behavior, and aspects of Japanese language. Business applications are explored including: motivation, organizational behavior and business etiquette. Prerequisite: ENG 102.

**COM 333 Electronic Resources and Communication (3)** A lab-based course designed to familiarize communications students with advanced methods of information retrieval via the Internet or corporate intranets. Special attention will be given to net-based methods of reaching a mass media audience, as well as the design of World Wide Web-based resources for both individual and corporate entities. Prerequisite: COM 101 or COL 170.



**COM 340/ENG 340 Magazine Writing (3)** Writing popular non-fiction articles for magazines with emphasis on targeting and selling articles to publications. Prerequisites: ENG 102 and permission of the instructor.

**COM 342 Professional Copywriting (3)** A focused examination of the special skills required in writing for public relations and marketing communications programs. Emphases will include planning and executing written documents for both advertising and publicity placement. Students will be encouraged to select organizational clients both within and outside the college and to compose work of professional quality sufficient to warrant inclusion in a professional portfolio and to gain organizational support for its publication/placement. Prerequisites: COM 242 and 307.

**COM/PS 345 Campaigns and Elections (3)** Americans vote on more issues and public offices than do citizens in any other Western industrialized democracy. Despite our nation's reliance on the public vote, there is much about political and public issue campaigns that is misunderstood. COM/PS 345 studies elections and campaigns throughout the course of American history, as the franchise has been opened to more and more citizens in the last 220 years. There also is an examination of the science of public opinion, and how it helps determine who runs our cities, our states, and our nation. Prerequisite: American Government, PS 155 or 156.

**COM 350 Practicum in Media (2)** Intensified staff assignments and supervisory experience in campus-related media. The course is designed to give students practical experience in the media. Prerequisites: COM 301 and instructor's permission. May be repeated with departmental permission.

**COM 352 Advanced Audio Production (3)** Students carry out advanced assignments in audio production. Preparation, production and evaluation of various audio projects will require students to refine skills in analog and digital video production. Lab fee. Prerequisite: COM 130 and 151.

**COM 354 Corporate Video (3)** A laboratory environment will be used to develop planning, scripting, shooting, editing, and budgeting skills needed to produce a video for a corporate client. Lab fee. Prerequisite: COM 254, 307.

**COM 356 Production for Television (3)** A laboratory environment will be used to develop planning, scripting, shooting, directing, editing, budgeting and studio skills needed to produce a program for television or cable broadcast. Lab fee. Prerequisite: COM 254, 307.

**COM 360 Broadcast Operations (3)** An examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast station operations will be studied. Special attention will be placed on programming, promotion, audience research, and broadcast management techniques. Prerequisites: ENG 102, COM 130 and 151. Suggested prerequisites: COM 254 and 301.

**COM 370 History of Film (3)** Concentrated study of film from the pioneering efforts of Edison, Griffith and Eisenstein through Charlie Chaplin and Buster Keaton to the recent films of Hitchcock, Bergman and Fellini. Emphasis is placed on the art and graphic history of film as well as its place in the media. Lab fee.

**COM 401 Mass Communication Law (3)** The study of laws which affect and regulate the mass media. Includes a study of constitutional, statutory and administrative laws. Prerequisites: Completion of 12 credits in Communications courses and senior standing.

**COM 404 Communication in the Corporate Environment (3)** The study and practice of effective business communication, with emphasis on writing, speaking and group communication. Topics will include principles of verbal and nonverbal communication in the workplace; writing memorandums, letters, reports, and proposals; interviewing and oral presentations. Work will focus on persuasive communication for both internal and external business audiences. Prerequisite: COM 303.

**COM 420 Managerial Communication (3)** The theory and practice of effective managerial communication in the business environment, with emphasis on writing, speaking, and group communication. Topics would include small group communication, leadership, problem-solving, and organizational barriers to managerial communication effectiveness. Students would complete both formal reports and oral presentations, as well as letters and memos. Prerequisites: COM 303 (Students without COM 303 may be accepted with instructor's permission and agreement to complete supplemental written work during the course of the term.)

**COM 450 Communications Internship (1-6)** Supervised work experience for the advanced student which requires the application of communication principles, skills and strategies in business or professional communications organizations. Prerequisites: COM 301, 305, and a minimum of junior standing and approval of the departmental internship committee. May be repeated with departmental permission.

**COM 460 Senior Communications Seminar (3)** An examination of the relationship between communication theory and the evolution of the communications industry will be viewed from the perspective of a future communications professional. Students will write corporate memos, position papers and a business proposal, as well as make oral presentations. Portfolio and résumé materials from COM 302 will be revised and focused. Students must pass a comprehensive examination of their major requirements in order to successfully complete this class. Prerequisites: COM 302 and senior standing.

## **Computer Science**

### **Program Description**

A Bachelor of Science degree, a Bachelor of Arts degree, and a minor in Computer Science are offered at Lindenwood.

The Bachelor of Science degree in Computer Science requires the completion of 65 hours consisting of: CSC 101, 102, 301, 303, 304, 305, 406, 408, and one computer science elective numbered above 300. Also required are MTH 171, 172, 200, 303, 315, 321, 341 or 351, and PHY 301, 302.

The Bachelor of Arts degree in Computer Science requires the completion of 46 hours consisting of: CSC 101, 102, 301, 303, 304, 305, 406, and one Computer Science elective numbered above 300. Also required are MTH 141, 171, 172, 200, and 321.

The minor in Computer Science requires the completion of 20 hours consisting of: CSC 101, 102, 301, 303, 304, and 305.

Participation in the Computer Science Cooperative Education Program will require at most nine semester hours.

## **Computer Science Cooperative Education Program**

The Computer Science Program offers a Cooperative Education Program to selected undergraduate students in Computer Science. Participation in the program is on a voluntary basis, allowing a student to earn up to nine hours of credit. This program affords the student the opportunity to receive professional work experience in Computer Science while pursuing an academic degree. A benefit is that the student receives greater motivation in learning and clarity of focus in career choice. The program diligently works to integrate the student's work experience with studies and career goals. The Cooperative Education Program is a partnership between the student, Lindenwood University, and the employer. Participation in the program greatly increases a student's opportunities for employment after graduation.

The interested student is required to complete an application form within a given time-frame and attend appropriate interviews as set by the program. To be accepted by the program, the student must complete the freshman year, have a minimum 2.8 grade point average, currently have a good-standing status at the college and receive the recommendation of the Computer Science Faculty.

Generally, each student will participate in a minimum of two work periods. Each work period can be alternating or parallel. In the alternating program, the student works full-time for each period. Here, each period lasts one semester and alternates with academic semesters on campus. Participating in the alternating program will often extend a student's stay at Lindenwood by about a year. In the parallel program, for each work period, a student works 15 to 20 hours a week and takes a full academic load. At the end of each work period, employer and student evaluations are completed and placed in the student's Cooperative Education file. This file along with the student's academic record, indicating participation in the program, provides recognition for the student.

When a student is accepted by the Cooperative Education Program and paired with an appropriate employer, the student must formally register through the college for each work period. For that period, the student will register for three semester hours in CSC 451, CSC 452, or CSC 453, depending on which period the student is participating in. The student participating in an alternating work period must register for three semester hours in the Cooperative Education Program and must take an additional three semester hours. The student participating in a parallel work period must register for three semester hours in the Cooperative Education Program and take at least an additional nine semester hours. During a Cooperative Education period, a student will have all privileges of a regular student. The student will be allowed to live in the dormitory, paying dormitory expenses and activity fees.

### **Courses of Study**

**CSC 101, 102 Computer Science I, II (4), (4)** Computer Science deals with the techniques for controlling the complexity of large software systems. These systems embody the development of imperative knowledge. We shall use a modern high level language which has a simple syntax (Scheme) but is nevertheless powerful enough to learn and develop all of the major ideas of computer science. Topics covered will include problem solving strategies, procedural and data abstraction, functional programming, block structure, recursion, iteration, sequential programming, object-oriented programming, and algorithm performance. Emphasis will be on design, analysis, and clear communication. A documentation standard will be used throughout the course. Many programs dealing with symbolic and numeric ideas will be developed, tested, and studied. Prerequisite: CSC 101 and permission of department.

**CSC 220 UNIX Workshop (3)** A workshop in the fundamentals of the UNIX TM operating system. The course will cover the basics of using UNIX for program development and text processing, the UNIX file system, UNIX commands, the Bourne and C shells, the VI screen editor, and awk, nroff, tbl, and a brief introduction to C programming. Prerequisite: CSC 102 and permission of department.

**CSC 221 Language Workshop (3)** A workshop in one of several programming languages available. Topics include the structure of programs, control structures, functions, data types, string operations, and special topics appropriate to the language being studied. Students write several programs in the selected language during the course of the workshop. When a workshop features a different language than one previously offered, the course may be repeated for credit. Languages include Visual Basic, Java, C, C++, and FORTRAN. Prerequisite: CSC 102 and permission of department.

**CSC/MTH 300 Problem Seminar (1)** This seminar is primarily intended for mathematics and computer science majors. It will provide an opportunity for students to deal with larger problems arising in both of these disciplines. The problems studied will differ each time the seminar is offered. This seminar may be repeated. Prerequisites: C or better in MTH 172 and CSC 102.

**CSC 301 Objected Oriented Design with C++ (3)** This course is designed to provide a working knowledge of object-oriented programming using C++ as the language of implementation. The student will learn the basic concepts of object-oriented programming and object-oriented software design. The fundamental control structures of C and C++ will be presented. Constructing objects using classes, defining operations on objects, using predefined classes, operator overloading, inheritance, polymorphism, virtual functions, and templates will be covered. Prerequisite: Prerequisite: CSC 102 and permission of the instructor. Offered every fall semester.

**CSC 303, 304 Computer Organization I, II (3) (3)** This is the first course in computer organization. Modern computer systems are complex combinations of hardware and software. The course deals with the hardware software interface. The course includes topics in computer performance, computer organization and structure, machine language, computer arithmetic, assembly language, addressing techniques, program segmentation and linkage, the assembly and linking process, the fundamentals of digital logic, sequential processor design and performance, the memory hierarchy, processor interfacing, and parallel processors. Prerequisite: C or better in CSC 301. Offered every spring and fall semester (note the order).

**CSC 305 Principles of Database Systems (3)** This course is designed to give an overview of the major themes of database theory, design and manipulation. Concepts and techniques of structuring data on secondary storage devices, file processing, and database organization will be introduced. The network and hierarchical models will be discussed, but particular attention will be paid to application of database systems, conceptual modeling, the relational data model, and relational algebra. Prerequisite: CSC 102 and permission of department.

**CSC 311 Artificial Intelligence (3)** This course presents an introduction to the ideas of artificial intelligence and the LISP programming language. Topics covered include history of automata, the mind body problem, knowledge representation, pattern match-

ing, goal reduction, constraint exploitation, depth-first and breadth-first search, problem solving, expert systems, and logic programming. Prerequisite: CSC 102 and permission of department

**CSC 405 Computer Graphics (3)** This course introduces such topics as an overview of computer graphics, graphics systems and packages, output primitives and their attributes, two-dimensional geometric transformations and viewing, structures and hierarchical modeling, graphical user interfaces, and interactive input methods. In addition, material can be chosen from such topics as three dimensional object representations, three dimensional geometric and modeling transformations, visible-surface detection methods, illumination models and surface rendering methods, color models and applications, and computer animation. The programming language used to illustrate these concepts will be C++. Prerequisites: CSC 301, MTH 303, and permission of department.

**CSC 406 Operating Systems (4)** This course covers the theory and practice of modern operating system design. Topics include processor scheduling and management, memory management techniques, file systems, virtual memory, I/O and secondary storage scheduling, deadlocks, and concurrency. Includes a two hour laboratory in which students study and modify the implementation of a specific operating system. Prerequisites: CSC 304, experience using C or C++ and permission of department.

**CSC 407 Data Structures and Algorithms (3)** This course is devoted to advanced algorithms, this course continues and deepens the study of data structures and algorithms begun in CSC 102 Computer Science II. Data structures such as the following are included: stacks, queues, linked lists, trees, graphs, hashing, advanced tree structures, and file structures. Various representations of data structures will be reviewed. Algorithm design methods will be discussed and algorithms such as those to perform internal sorting and searching will be developed. Heap-based allocation is stressed. Performance analysis and measurement, focusing on time and space requirements for algorithms are derived and complexity theory is extended. Complexity classes will be discussed. Prerequisites: CSC 102, MTH 321 and permission of the department.

**CSC 408 Organization of Programming Languages (3)** This course is designed to give the student a deep, hands-on understanding of the essential concepts of programming languages. It includes the basics for the Scheme programming language, the connection between inductive data specification and recursive programming, notions related to the scope of variables, commonly used syntax abstractions, data abstractions, and basic program transformations. Techniques developed lead to the creation of scanners, parsers and compilers. The approach supports imperative, function, logic and object-oriented programming styles. Prerequisites: CSC 102, MTH 321 and permission of the department.

**CSC 409 Topics in Computer Science (3)** This course will vary from year to year depending on the interests of the students and the instructor. The course has a seminar format and is open only to students who have already completed the courses required for the Computer Science major. Course topics include Computer Networks, Software Engineering, Human Factors in Software Design, Computers and Society, Complexity Theory, and Computer Graphics. The course may be repeated for credit. Prerequisite: Completion of the Computer Science major.

**CSC 451, 452, 453 Cooperative Education in Computer Science (3)** These courses give a student the opportunity to earn academic credit in a planned learning process that integrates academic training with supervised work experience. This course may be taken on a pass/fail basis. Prerequisite: Acceptance into the Lindenwood Computer Science Cooperative Education Program.

## **Criminal Justice**

### **Program Description**

The major in Criminal Justice requires a minimum of 36 hours, with 24 hours from the Core group and 12 hours from the elective group. A minor in Criminal Justice requires a total of 15 hours to be selected from either CJ 200, 210, 300, 301, 305, 310, or 311.

### **Core Group**

- CJ 200 Criminology (3)
- CJ 210 Criminal Justice Systems (3)
- CJ 300 Policing (3)
- CJ 301 Criminal Procedure (3)
- CJ 305 Institutional and Community Corrections (3)
- CJ 310 Criminal Law (3)
- CJ 311 The Juvenile Justice System (3)
- CJ 440 Senior Seminar in Criminal Justice (3)

### **Elective Group**

- CJ 340 Special Topics in Criminal Justice (3)
- SOC 220 Social Problems (3)
- SOC 315 Alcohol, Drugs, & Society
- SOC 318 Race and Ethnicity (3)
- SOC 321 Urban Sociology (3)
- SOC 322 Social Deviance (3)
- SS 310 Social Science Statistics (3)
- PSY 201 Psychology of Adolescence (3)
- PSY 303 Abnormal Psychology (3)
- PSY 330 Psychology of Learning (3)
- PHL 214 Ethics (3)
- PHL 260 Philosophy of Law (3)
- PS 155 American Government: The Nation (3)
- PS 156 American Government: The States (3)
- PS 335 Public Management (3)
- PS 360 Civil Liberties (3)
- BA 200 Financial/Managerial Accounting I (3)
- BA 330 Principles of Management (3)

### **Courses of Study**

**CJ 200 Criminology (3)** This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior.

**CJ 210 Criminal Justice Systems (3)** A survey of various institutions by which the criminal justice system is administered—police, the legal profession, the courts, and penal institutions—including an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

**CJ 300 Policing (3)** An analysis of the contemporary role of the police relative to such areas as the police subculture and community relations, police accountability and civil liability, police stress, and unique problem situations and groups encountered by the police. Prerequisite: CJ 210 and junior standing.

**CJ 301 Criminal Procedure (3)** A study of the law as it relates to arrest, search, and seizure with emphasis on present controlling legal decisions and historical development, philosophy, and problems underlying these decisions. Prerequisite: CJ 210 and sophomore standing.

**CJ 305 Institutional and Community Corrections (3)** A contemporary analysis of the operation of and problems encountered by jails and prisons. Also, the study of probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Prerequisite: CJ 200 and 210, and junior standing.

**CJ 310 Criminal Law (3)** Analysis of the purposes and sources of the criminal law. Examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken. Prerequisite: CJ 210 or permission of instructor, and sophomore standing.

**CJ 311 The Juvenile Justice System (3)** An examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision making process of police, court, and probation officials relative to the apprehension, processing and treatment of juveniles. Supreme Court decisions in the juvenile field also will be addressed. Prerequisites: Any one of the following: CJ 200, CJ 210, PSY 100, or SOC 102, and sophomore standing.

**CJ 340 Special Topics in Criminal Justice (3)** This course will deal with a specialized topic in criminal justice. Subject areas will change from time to time to reflect relevant issues within the field of criminal justice. Possible topical fields may be drawn from such areas as comparative criminal justice, victimology, the history of criminal justice, white collar crime, ethics in criminal justice, the law of criminal evidence, criminal investigation, drugs and alcohol, and private security. The particular topic to be addressed will be announced and a course description provided at the time of registration. Prerequisite: Twelve hours in Criminal Justice "core" courses or consent of the instructor. This course may be repeated for additional credit if a different topic is offered.

**CJ 440 Senior Seminar in Criminal Justice (3)** This is a capstone course that will tie together the various components of the criminal justice system and allow students to critically examine the justice system as it exists in American society. A substantial research paper and class presentation of the research paper topic is a major component of the course. Additionally, criminal justice practitioners in the areas of policing, corrections, juvenile justice, and the courts will be frequent guest lecturers who will provide students with relevant information on differing roles within the justice system and enlighten the class on trends within their fields. Prerequisite: Fifteen hours in Criminal Justice "core" courses, senior class standing, and consent of instructor.

**CJ 450 Internship (3-6)** Field experience in policing, corrections, juvenile justice, the court system, or within the private security/investigation sector. This course may be repeated. Prerequisite: Senior standing, 15 hours in Criminal Justice courses, and consent of the instructor. May be repeated for additional credit.



## Dance

### Program Description

The Dance major of 51 hours requires the following:

- 12 hours of modern dance (at least 3 at the advanced level)
- 8 hours of ballet (DAN 220, 320)
- 6 hours of jazz (DAN 201, 202)
- 2 hours of tap (DAN 210)
- 2 hours of dance practicum (DAN 103-403)
- 6 hours of dance theory and composition (DAN 309, 310)
- 6 hours in dance as art and dance history (DAN 110, 371)
- 3 hours in dance teaching methods (DAN 372)
- 3 hours in Senior Project (DAN 472)

In addition, students are required to take the following courses related to dance: MUS 110 Fundamentals of Music or MUS 165 Introduction to Music Literature, TA 111 Introduction to Technical Theatre I and PE 310 Kinesiology of Physical Education.

A minor in dance is available and requires 26 hours of coursework. Required are 6 hours of modern dance (DAN 101, 301, 401), 4 hours of ballet (DAN 220, 320), 3 hours of jazz (DAN 204, 304), 2 hours of tap (DAN 210), 3 hours of dance aesthetics or history (DAN 110 or 371), 3 hours of dance composition (DAN 309), 3 hours of dance teaching methods (DAN 372), and 2 hours of dance practicum (DAN 103-403).

### Courses of Study

**DAN 101 Introduction to Dance (3)** A beginning movement course in dance techniques and styles including elements of modern dance, jazz dance and ballet. It will help students develop body awareness, flexibility, and creativity. Includes beginning instruction in theory and technique.

**DAN 103-403 Dance Practicum (1)** Open to all students by permission of the dance faculty. Students will participate in public performances as members of various Lindenwood dance groups. May be repeated for credit up to four credits.

**DAN 110 Dance As An Art (3)** An introductory course designed to develop the student's ability to enjoy and analyze dance performance through a consideration of dance style, technique, choreography and the role of dance in culture. Lecture course, no dance training necessary.

**DAN 112/PE 123 Stretch and Coordination** (1) An eight-week activity course which promotes health and well-being through selected exercises that teach participants to stretch safely and effectively and enhances coordination. Of special interest to athletes.

**DAN 115/PE 125 Folk Dance** (1) An 8-week activity course to introduce students to basic folk and social dance styles from countries throughout the world.

**DAN 201 Beginning Jazz Dance** (3) Through a variety of warm-ups, dance exercises and extended movement combinations set to contemporary music, students will learn the basic steps and movements of jazz dance. No dance training necessary.

**DAN 210 Tap Dance** (2) Studies in tap from basics to advanced. May be repeated for credit. Studio fee applies.

**DAN 220 Beginning/Intermediate Ballet** (2) An introduction to and review of basic ballet steps and terminology. May be repeated for credit. Studio fee applies.

**DAN 301 Intermediate Modern Dance** (3) Emphasizes intermediate modern dance techniques and styles of major choreographers. May be repeated for credit. Prerequisite: Dance 101 or permission of the instructor.

**DAN 304 Intermediate/Advanced Jazz Dance** (3) Continuing study in Jazz dance techniques. May be repeated for credit. Prerequisite: DAN 201 or permission of instructor.

**DAN 309 Dance Theory and Composition I** (3) An exploration of the basic compositional theories of dance through mastery of improvisational movement techniques and the creation of dance compositions. Prerequisite: One semester of modern dance techniques or permission of the instructor. (It is recommended that the course be taken in conjunction with a dance technique course.)

**DAN 310 Dance Theory and Composition II** (3) Continuing study of compositional techniques with emphasis on group dance. Prerequisite: DAN 309 or permission of the instructor.

**DAN 320 Intermediate/Advanced Ballet** (2) Continuing study of ballet techniques and performance styles. May be repeated for credit. Studio fee applies. Prerequisite: DAN 220 or permission of the instructor.

**DAN 371 Dance in the 20th Century** (3) A survey of the history of Western concert dance from 1900 to the present day. Emphasis on multicultural influences on Western concert dance. Lecture course, no dance experience necessary.

**DAN 372 Dance Teaching Methods** (3) A survey of principles and practices of teaching dance in the schools and private studio settings. Prerequisite: concurrent enrollment in a dance techniques course or permission of the instructor.

**DAN 401 Advanced Modern Dance** (3) Further exploration of modern dance techniques and performance styles. May be repeated for credit. Prerequisite: DAN 301 or permission of instructor.

**DAN 470 Seminar in Dance** (3-9) Advanced studies in dance for students with special interests. Topics may include dance therapy, professional internships, off-campus studies and performance, anthropology, pedagogy, etc. May be repeated for credit as topics vary. Studio fee may apply.

**DAN 472 Senior Project** (3) Students must complete a senior project determined in conjunction with their advisor. Emphasis may be choreography, performance, history, pedagogy, therapy or other specialized topic. Studio fee may apply.

## **Earth Sciences**

### **Program Description**

The Lindenwood University curriculum in Earth Sciences is designed to meet a threefold need: 1) a change in certification requirements for secondary science teachers, when demand for science educators is at an all time high; 2) additional flexibility in meeting the general education science requirements for all undergraduates; and 3) a new opportunity for all undergraduates who desire it to earn the Unified Science Certificate.

### **Course Descriptions**

**ESA 100 Introductory Astronomy** (3) This course addresses the following topics: planets — a brief survey of their motions and properties; stars — observations including stellar spectra and colors, stellar evolution, and star clusters; galaxies — structure and content of the Milky Way Galaxy, its relationship to other galaxies; cosmology — the origin and evolution of the universe.

**ESG 100 General Geology** (4) This course focuses on the study of earth materials and processes, including geological aspects of the resource/energy problem. Laboratory involves identification of common rocks and minerals.

**ESM 100 Introductory Meteorology** (3-4) Acquaints the student with the physical and thermal dynamics of the lower atmosphere. It deals with the role the sun plays as the source of energy for all phenomena. Topics include thermal energy; atmospheric temperature, humidity, pressure, and wind; cloud formation; frontal systems; severe weather phenomena; hands-on use of weather data; and a tour of a weather facility. The optional lab will complement each of these topics. Lab is not offered as a single course.

**ESG 110 Environmental Geology** (3) Exploration of the physical structure of the earth, plate tectonics, ground and surface water processes, earthquakes, and other earth processes as they relate to human interaction and modification.

**ESG 120 Oceanography** (3) Exploration of the physical oceanography to include waves, tides, currents, shoreline, ocean basins, ocean sediments, and properties of salt water. A portion of the course covers marine ecology. Humankind interaction with this environment will be studied.

## **Economics**

See the Business Administration section of this catalog.

# Education

## Program Description

The Lindenwood University Teacher Education Programs are accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and the Missouri State Department of Education. The Education Division is also a member of the Teacher Education Accreditation Council. Successful completion of the Lindenwood University approved teacher education program qualifies the student for the recommendation that a teaching certificate be issued by the Missouri Department of Elementary and Secondary Education.

Admission to the Teacher Education Program is the result of action by the Council on Teacher Education. The Council, broadly representative of teacher education at the University, considers applications after the student has completed the course Orientation to Education. Test scores, basic skills competency, and other evidence will be considered by the Council in determining admission. An ACT or SAT test is generally required for consideration. The C-Base test must be passed. A minimum grade point average of 2.50 is required for admission into and continued participation in the Teacher Education Program.

The university degree does not serve as a license to teach. Each state issues its own teaching certificates, based on its own requirements. Upon successful completion of the planned degree program and after passing a state administered test, each student applies for certification to teach in Missouri. The student who wishes certification in other states should seek advice from the Certification Officer in the Education Division concerning requirements in other states.

## Education Certification Programs

Early Childhood Special Education

Early Childhood (Pre-K through Grade 3)

Elementary (1-6)

Elem/Special Education (K-8)

Secondary (9- 12)

Art

Business Education

Education (non-vocational)

English

Health

Mathematics

Unified Science (Biology/chemistry endorsement)

Social Studies

Speech and Theatre

Special Education (K-12)

Learning Disabilities

Behaviorally Disordered

Mentally Handicapped

Cross-categorical

K-12 Certification

Art

Foreign Language (French, Spanish)

Music (Instrumental, Vocal)

Physical Education

Students interested in special education will note that the program leads to certification in elementary education (grades 1-6) and an area of special education (K-12).

It is recommended that students consider other combination certificates, for example:

Early Childhood/Elementary (Pre-K-6)

Elementary/Middle School (1-9)

Secondary/Middle School (5-12)

Those seeking secondary certification must complete a major in their subject specialty; those seeking middle school certification must complete an area of concentration in the specialty area. Both secondary and middle school education students are encouraged to consider adding an endorsement in a second area. Because these programs are demanding, the student must carefully plan and sequence the courses.

## Courses of Study

### Teacher Education

**EDU 110 Orientation to Educational Experiences (1)** This course is a general introduction to the area of education and schooling. All students planning to teach are required to take this course before or in conjunction with their first education course(s). Classroom observation is required. Dual enrollment with EDU 111.

**EDU 111 School Observation (1)** This course is taught in conjunction with EDU 110, and provides the education student with observation experience in the school setting.

**EDU 201/PSY 201 Psychology of Adolescence (3)** This course is a study of physical, intellectual, emotional and social development during the period of adolescence. Research studies are given special attention in studying the development of a sense of personal identity, changing roles in family, school and community, and problems of adjustment, delinquency and drug abuse. A prior course in psychology is desirable.

**EDU 246 Children's Literature (3)** This course is a study of the history and development of literature suitable for elementary school students. Evaluation of current materials is included.

**EDU 247 Adolescent Literature (3)** This course is a study of the history and development of literature suitable for the secondary school (junior and senior high). Evaluation of current materials is included.

**EDU 274 Physical Education in Elementary Schools (2)** This course covers organizational and instructional aspects of planning a sequential K-8 program of physical education, emphasizing fundamental motor skill development, rhythms, games and sports.

**EDU 275 Methods in Health Education (3)** This course is designed to bridge the gap between theory and practice in the health education classroom. Program planning and curriculum development are emphasized with special attention given to philosophy, content, goals and objectives, learner-centered instruction, and resources available.

**EDU 301 Human Development (3)** This course is a study of growth and development from prenatal stages through adulthood. Specific attention is paid to theories of cognitive, physical, social, and emotional development of children through age 18 as related to their education. Prerequisites: Sophomore standing and EDU 110 or concurrent registration.

**EDU 302 Educational Psychology (3)** This course involves a study of the theories of learning from infancy through secondary school and their influences on current classroom practices. Prerequisites: Sophomore standing and EDU 110 or concurrent registration.

**EDU 305 Elementary Reading Methods (3)** This course involves a comprehensive study of the skills required for reading development, such as word attack and perception, vocabulary, and comprehension. A variety of reading methodologies, materials, and evaluation items will be presented and used with readers in the school system. Prerequisite: EDU 303 and EDU 322.

**EDU 306 Elementary/Middle School Language Arts Methods (3)** This course involves a comprehensive study of listening, grammar, speaking and writing skills as they are integrated into the contemporary language and reading program. Various methods and materials are explored. Prerequisite: EDU 301 and EDU 322.

**EDU 307 Teaching Reading in the Content Areas (3)** The course is designed to provide prospective teachers of Grades 5-12 with techniques for assessing and improving reading and study skills in the content areas. Students will learn to apply reading concepts, theories, and techniques to content area material by developing model lessons and materials. This course satisfies state requirements for a basic reading course for middle school and secondary certification. Prerequisite: EDU 321 or concurrent registration.

**EDU 309 Analysis and Correction of Reading Disabilities (3)** This course is designed to teach students the diagnostic/prescriptive process necessary to deal with readers at various levels in the classroom. Students learn to use and analyze a variety of informal and standardized diagnostic reading tests appropriate for individual and group diagnosis. Students also learn to use commercial and teacher-made materials in conjunction with basal readers to provide appropriate instruction. Students are expected to work with a problem reader during the course. Prerequisite: EDU 305 or 307.

**EDU 310 Elementary Music Methods (2)** This course provides a general preparation for the teacher in the elementary classroom. A study of the principles, procedures, and objectives of school music is included. Prerequisite: EDU 322.

**EDU 311 Elementary Art Methods (2)** This course is designed for either the classroom teacher who may be responsible for an art program or for the art teacher in the elementary school. Studio work and lecture on creative expression and techniques. Prerequisite: EDU 322.

**EDU 312 Elementary/Middle School Mathematics Methods (3)** This course provides a survey of approaches to the teaching of mathematics that is offered for the student preparing to teach in elementary schools. Prerequisites: EDU 322 and two college mathematics courses.

**EDU 313 Elementary/Middle School Social Studies Methods (3)** This course includes the theoretical and practical aspects of the early childhood, elementary and middle school social studies curriculum. Methodology, techniques, strategies and materials appropriate to the area are investigated. Students will be expected to plan and develop a variety of social studies instruction formats. Prerequisite: EDU 322.

**EDU 314 Utilizing Family and Community Resources (3)** This course involves an exploration of the resources of the community and methods of incorporating them into the early childhood program. Family resources and family-school relationships are studied, and materials and methods for developing such relationships contribute a focus of efforts. Practicum experience is a major part of this course. Prerequisite: EDU 317.

**EDU 316 Language Acquisition and Development for Young Children (3)** This course involves a study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course includes a concern for: understanding the influence of environment and culture in language development, development of techniques and materials for stimulating language growth, identification of speech and articulation problems and appropriate referral methods, familiarity with instrument, and techniques for assessing language development. Prerequisite: Junior standing.

**EDU 317 Introduction to Early Childhood/Special Education (3)** This course includes a study of principles basic to the early childhood environment designed to meet the needs of the developing child. Cognitive, physical, social, emotional, and creative development are investigated and observed in the early childhood setting. Curriculum and materials appropriate for early education will be emphasized, as well as planning and executing activities for the young child. The growth, development and special needs of preschool children with disabilities will be discussed. This will include developmentally appropriate practices, assessment, and material and curriculum adaptation that may be necessary when working with this population.

**EDU 319 Elementary/Middle School Science Methods (3)** This course is designed to explore various methods, materials, strategies and processes used in early childhood, elementary, and middle school science programs. Students will be expected to develop and teach several science lessons. Students will be expected to plan and develop a variety of science instruction formats. Prerequisite: EDU 322.

**EDU 320 History and Philosophy of Education (3)** This course involves a comprehensive study of the historical structure and philosophy of American education, its roots in the past, its relationship to other present educational systems and its possible future directions. Prerequisite: Junior standing and EDU 110.

**EDU 321 Middle/High School Classroom Teaching and Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific micro-teaching skills, techniques of classroom management and discipline. Prerequisite: EDU 301 & 302.

**EDU 322 Elementary Classroom Teaching and Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific micro teaching skills, techniques of classroom management and discipline. Prerequisite: EDU 301 & 302.

**EDU 323 Methods of Teaching Elementary School Music (3)** This course is a study of the various approaches to music education in the elementary schools. For music education majors. Prerequisite: EDU 322.

**EDU 324 Assessment of Intellectual Skills (3)** This course teaches students about the use of nonprojective, educationally relevant tests, theories of measurement, test construction, test administration, and ethical use. Students will attain competence in administration of one of the more commonly used methods of assessment, either Binet or Wechsler.

**EDU 325 Perceptual Motor Development (2)** This course examines the complex relationship between sensory perception and the development of gross and fine motor skills. The student will ana-

lyze and evaluate the research in this field, the methods and tools of assessment, materials and activities used to enhance and/or remediate the development of perceptual-motor skills. Prerequisite: EDU 317.

**EDU 327 Early Childhood Cognitive Curriculum Concepts (3)** This course will provide the student with techniques, methods and materials used in the curriculum areas of science and social studies for the young child (ages 3-8). Students will review relevant child development issues, learn the rationale for teaching these curriculum areas, and the importance of integrating them into the entire curriculum. Development and implementation of lesson plans will be part of this course.

**EDU 329 Creative Curriculum Materials for Early Childhood/Early Childhood Special Education Programs (4)** This course is designed to familiarize students with innovative curricula and materials which support art, music and movement in developmentally appropriate early childhood and early childhood special education programs. Students will construct and evaluate their own curriculum and materials. Techniques for integrating best practices throughout the curriculum and implementing adaptations for children with special needs will be emphasized.

**EDU 330-340 Methods of Teaching a Specialty Subject (3)** This course addresses problems of teaching the specialty subject in middle and high schools. New materials and methods are examined, implemented, and evaluated. Prerequisite: EDU 321. Subjects available are:

- 330 Science
- 331 Mathematics
- 332 Modern Languages
- 333 Art
- 334 English
- 335 Social Studies
- 336 Business Education
- 337 Speech & Theatre
- 338 Music
- 340 Physical Education

**EDU 341 Education of the Exceptional Child (3)** This course allows the student to develop an understanding of the unique characteristics, strengths and challenges of children classified as exceptional. An historical and legal overview of the field of special education will be presented as well as current trends, issues and best practices for educating children with exceptionalities in the 1990's. Students will understand the competencies necessary to effectively teach, communicate and live with individuals with exceptionalities in educational and natural environments. This course will focus on the social and emotional implications of the "exceptional" label to individuals, their families, and society as a whole. Prerequisite: EDU 110.

**EDU 345 Childhood Health, Nutrition & Safety (3)** This course focuses upon health, nutritional requirements, safety precautions, first aid techniques, and emergency procedures of the young child. Prerequisite: EDU 301 and 302.

**EDU 351 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)** This course focuses upon methods and materials utilized in screening and diagnosing learning problems in early childhood education. Methods and materials for prescribing instruction will be utilized. Field experiences are part of the course. Prerequisite: EDU 317.

**EDU 359 Multicultural Education (3)** This course is designed to promote an understanding of the importance of multicultural education in a pluralistic society. Students develop awareness of their own cultural heritage and attitudes, obtain information about various minority cultures, and analyze the school as a product of the cultural heritage and attitudes. Prerequisite: EDU 110.

**EDU 380 Pre-Student Teaching Practicum (1-3)** This course is designed to offer the education student experience in elementary and secondary schools or other educational environments. Evaluations will be made by the college consultant and the host teacher. Students in EDU 321 and 322 must enroll for one hour of practicum. Prerequisite: EDU 301 or 302.

**EDU 385 Middle School Philosophy/ Organization (3)** This course examines the unique philosophy and structure associated with the middle school organization. Special characteristics of program content and design are included. Prerequisite: EDU 110.

**EDU 386 Middle School Curriculum/ Instruction (3)** This course investigates current trends in instructional programs found in typical middle schools. Attention is given to the unique learning needs of adolescents, and how schools can address those needs. Prerequisite: EDU 110.

**EDU 387 Reading/Writing Across Curriculum (3)** This course addresses the process of making reading and writing educational activities relevant to adolescents by crossing subject matter lines. Emphasis is placed on integrating basic skills in all subject area instruction. Prerequisite: EDU 110.

**EDU 388 Middle School Psychology (3)** This course will provide an understanding of and appreciation for the characteristics of the middle school adolescent. The growth of adolescents: physically, emotionally, socially, and intellectually will be studied as they relate to the child's education at the middle school level and in high school. Prerequisite: EDU 110.

**EDU 399 Practicum: Analysis and Correction of Reading Disabilities (2)** This course is required concurrently for students enrolled in EDU 309 or the semester following. Working with regular classroom teacher and remedial teacher in a school setting, students will apply the testing and remediation techniques taught in EDU 309. Practicum students will be responsible for observing and working with students throughout the semester. An initial diagnostic report, lesson plans, and progress reports will be required for each student tutored. Prerequisite: EDU 305 or 307.

**EDU 410 Student Teaching (12)** This course consists of observation, individual conferences, supervised teaching in an early childhood setting, elementary middle and/or secondary school and a weekly student-teaching seminar. This practicum is designed to be the culminating experience in one's teacher preparation program; thus students should have completed all of the courses necessary for the degree and certification prior to this course. The student is responsible for arranging and paying the expense of transportation to and from the assigned school. Course registration must be approved by the Council on Teacher Education. The student teacher's total academic load is limited to one course in addition to student teaching. Students seeking K-12 certification must teach at both the elementary and secondary levels. Special education majors will teach in a regular classroom and a special education classroom. Students must also participate in a pre-teaching experience prior to the official start of the student-teaching semester. A student-teaching fee is required.



## **Special Education**

**EDS 302 Behavior Management (3)** This course is designed to increase the student's knowledge and repertoire of ethical, effective and efficient behavioral management techniques and programs that can be used with children and youth in general and special education, home and community settings. Conceptual models that have been made and continue to make significant contributions to our knowledge of learning and behavior are reviewed and analyzed through an integrative framework. Observation and application of behavior management strategies are part of this course. Prerequisite: EDU 341.

**EDS 303/PSY 303 Abnormal Psychology (3)** This course consists of a survey of the major classes of behavior disorders. Emphasis is given to understanding symptoms, the complex interaction of factors related to disordered behavior, and various approaches to correction of behavior problems.

**EDS 318 Introduction to Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course allows the student to examine the theories, classification system, characteristics, historical data, and related resources affecting students from the elementary through secondary levels with learning disabilities, behavior disorders, mental retardation, and physical impairments who are placed in cross-categorical settings. Leading to teaching certification for mild and moderate disabilities K-12, service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. Prerequisite: EDS 341.

**EDS 326 Methods of Teaching Children with Disabilities in Cross-Categorical Settings (3)** Methods and materials needed in teaching students from the elementary through secondary levels in cross-categorical settings will be studied. Both commercial and teacher-developed materials are examined. Introduction to basic research in the field of mild and moderate disabilities, as well as methodology of the development of academic related areas, perceptual, cognitive, pre-vocational, and social skills will be emphasized. This class will lead to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. Prerequisite: EDS 341.

**EDS 328 Introduction and Methods of Teaching Children with Learning Disabilities (4)** This course allows the student to examine the theories, classification system, characteristics, historical data, and related resources. Methods and materials needed in teaching learners with learning disabilities in regular and special education programs are studied. Both commercial and teacher developed materials are examined. Prerequisite: EDU 341.

**EDS 329 Intro and Methods of Teaching Children With Mental Retardation (4)** This course allows the student to examine the theories, classification system, characteristics, historical data and related resources. Methods and materials needed in teaching learners who are mentally retarded in regular and special education programs will be studied. Both commercial and teacher-developed materials are examined. Practicum work is an expected part of this course. Prerequisite: EDU 341.

**EDS 331 Intro and Methods of Teaching Children with Behavior Disorders (4)** This course allows the student to examine the theories, classification system, characteristics, historical data and related resources. Methods and materials needed in teaching the

student with behavior disorders will be studied. Both commercial and teacher developed materials are examined. Practicum work is an expected part of this course. Prerequisite: EDU 341.

**EDS 333 Speech and Language Development for the Exceptional Learner (3)** This course is designed to increase the student's knowledge of the characteristics of human language and how such knowledge facilitates a clearer understanding of the young special education learner. Theoretical schemes of language acquisition, the child's stages in acquisition of morphology and syntax, sound and semantics are an integral part of the course. Prerequisite: EDU 341.

**EDS 337 Special Education Counseling (3)** This course combines the traditional psychology of counseling in all its variety with special consideration of the problems experienced by exceptional children, their families and their teachers. Prerequisites: EDU 341 and EDS 303.

**EDS 340 Career Development (3)** This course emphasizes current theories and vocational development. Interest testing and aptitude testing significantly related to vocational development and their application to occupational training are included. Prerequisite: EDU 341.

**EDS 350 Practicum for Teaching Children with Disabilities in Cross-Categorical Settings (1-3)** This course is required concurrently for students enrolled in EDS 326 or the semester following. Working with a special education teacher in a cross-categorical setting, students will apply the principles, techniques, strategies and methods taught in EDS 326. Practicum students will be responsible for observing and working with special education students throughout the semester. Development of an Individual Education Program (IEP), lesson plans, and progress reports will be required. This class will lead to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. Prerequisite: EDU 341.

**EDS 357 Remediation in Elementary Math (3)** This course focuses on: (1) the teacher's knowledge of mathematical principles and remedial techniques fundamental to arithmetic and the psychological aspects of arithmetic learning; (2) the teacher's competency in the use of concrete materials embodying mathematical principles and structures; (3) the teacher's sensitivity and willingness to adapt instruction to experiential needs of students. Prerequisites: EDU 303 or 322, 312, and two college mathematics courses.

## **Engineering (see Pre-Engineering)**

# English

## Program Descriptions

### English Major

A major in English requires 42 semester hours of designated courses. The following courses are required for the major: ENG 235, 302, 304, 305, 333 or 334, 354, plus 18 hours of English electives, plus 6 hours of a foreign language at the intermediate level or higher. English majors will be required to take ENG 236 and 306 to fulfill the general education requirement in literature.

### Writing Major

A writing major requires 46 semester hours of designated courses. All students electing a writing major will be required to take 16 hours of core courses (ENG 212, 344, 358, 470, and 6 hours of a foreign language at the intermediate level or higher) and 30 hours of courses selected from an emphasis in either **Creative Writing** (ENG 211 and ENG 311; 9 hours from: ENG 302, ENG 340, ENG 354, ENG/COM 450, COM 242, COM 254, COM 305, COM 307, COM 342, TA 206; 3 hours from: ENG 310, ENG 346, ENG/TA 335, ENG 351; and 12 hours of literature electives) or **Professional and Technical Writing** (ENG 302, ENG 340, ENG 344; 9 hours from: ENG 211, ENG 311, ENG 354, ENG/COM 450, COM 242, COM 303, COM 305, COM 307, COM 342; 6 hours of literature electives, and 6 hours of focused course work taken outside of English, selected in consultation with the director of the writing program). In addition, writing majors will be required to take ENG 236 and 306 to fulfill the general education requirement in literature.

### Minor in Professional and Technical Writing

A minor in Professional and Technical Writing requires the completion of 21 semester hours in the following courses: ENG 212, ENG 302, ENG 344, 3 hours of 300 level literature courses, and 9 hours of writing courses.

### Minor in Creative Writing

A minor in Creative Writing requires the completion of 21 semester hours in the following courses: ENG 211, ENG 212, ENG 342, ENG 311, and 9 hours of 300 level English Classes.

### Minor in English Literature

A minor in English Literature requires the completion of 18-21 semester hours in the following courses: ENG 235 or 236, ENG 305 or 306, ENG 333 or 334, and 9-12 hours in literature courses to be chosen in consultation with a faculty advisor from the English program.

### Minor in Comparative Literature

A minor in Comparative Literature requires the completion of 18-21 semester hours in the following courses chosen in consultation with a faculty advisor from the English program: ENG 201, ENG 202, ENG 354 and 9-12 hours from ENG 216, ENG 278, ENG 302, ENG 339, ENG 345, ENG 350.

## Courses of Study

**ENG 100 Foundations for Effective Writing** (3) Practice in producing clear, concise, coherent, and mechanically correct English prose to enhance the writing skills necessary for college level composition. Through a program of graduated exercises, reading and writing assignments, students will demonstrate proficiency in writing well-structured sentences, paragraphs and personal essays.

**ENG 101 English Composition I** (3) An intensive review of the English language and its use in college-level writing, including the mechanics of written discourse, sentence structure, paragraph development, and essay organization. Oral presentation, formal and informal, is an important component of the course. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics.

**ENG 102 English Composition II** (3) Continuation of ENG 101 with special attention to the development of a mature style and to the research, mechanics and writing of a documented paper. Oral presentation, formal and informal, is an important component of the course. The writing assignments will be related to the subject areas anticipated in college study and the focus will be on developing clear, direct style in expository prose.

**ENG 200 Introduction to Literature** (3) An introduction to the reading and analysis of literature around the study of individual genres; the semester's work will involve extensive reading in one of the following forms: poetry, short fiction, novel, drama, or essay. Student written work consists of both critical and creative writing.

**ENG 201 World Literature I** (3) A study of ideas that have shaped civilizations, Western and non-Western, with emphasis on the literature of various cultures and periods. The first semester of the sequence deals with Far and Near Eastern cultures and Western culture from Ancient Egypt through the Middle Ages. Works will be read in English translation. Lectures and discussions interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values. Student written work consists of both critical and creative writing. Prerequisites: HIS 100 or concurrent enrollment and ENG 102.

**ENG 202 World Literature II** (3) A continuation of ENG 201, dealing with the Renaissance to the present in the West plus, and in relation to, African and Native American cultures. Student written work consists of both critical and creative writing. Prerequisites: HIS 100 or concurrent enrollment and ENG 102.

**ENG 211 Introduction to Creative Writing** (3) A studio course in writing. Students will learn and practice the skills required in the three main genres of creative writing: poetry, narrative fiction, and playwriting. Prerequisite: ENG 102

**ENG 212 Introduction to Technical and Professional Writing** (3) An introduction to the problem-solving skills and forms required in technical and professional writing. Prerequisite: ENG 102.

**ENG 216 Comedy: Its Origin and Development** (3) An investigation of the nature of laughter and the function of comedy in society. Lover or scoundrel, the comic hero is the "wise fool" upholding basic human values of mirth and pleasure in a society caught up in its own complacency. Papers and projects may deal with topics such as the Feast of Fools, Mardi Gras, clowns and jesters, vaudeville and comedians of the silent film. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 235 American Literature I** (3) A study of American writing from the colonial frontier to 1890. Emphasis will be on the struggle of New World writers to develop distinctive American themes and characters arising from the conquest of a virgin continent. Stu-

dent written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 236 American Literature II (3)** A study of late 19th and 20th century American novels, poetry, prose, and drama. A continued exploration of distinctive American themes as reflected through an ever changing and growing society. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 276 African American Literature (3)** A study of pre-emancipation literature includes slave narratives, spirituals, poetry, and essays; and post-emancipation literature which includes poetry and song, autobiography, prose, and drama. This course aims to study works from a selection of African American authors; to consider some of those ways these writers defined themselves, their culture, their "America;" to disclose some of the obstacles they met; and to discuss criticism of a "Black" aesthetic. Prerequisite: ENG 102.

**ENG 278 Latino Literature (3)** A study of the contemporary literature in Latin countries, including Mexico, Cuba, Chile, and Argentina. The literature will be a focal point for revealing values, problems and assertions of identity in Latin countries and cultures, as contrasted with our own. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 302 Advanced Writing and Research (3)** Introduces students to library reference material as well as to the skills of finding information regarding topics of individual interest and general knowledge. Students would complete bibliographies and papers in selected area of their interest. Prerequisites: ENG 101, 102 or the course may fulfill ENG 102 requirement with recommendation of the English Department.

**ENG 304 History of the English Language (3)** Introduction to the study of the English language. The phonology, history and grammar of English are studied in the context of cultural, social and political history with attention also to current linguistic theory. Prerequisite: ENG 102.

**ENG 305 English Literature to 1660 (3)** A study of English poetry and prose from the Anglo-Saxon period through the Age of Milton. Selected representative readings are studied in terms of the cultural changes and literary conventions which constitute English literary history. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 306 English Literature 1660 to 1900 (3)** A continuation of English 305 covering the Restoration, Augustan and late-eighteenth-century Romantic and Victorian periods of English literary history. The works of major writers are studied in terms of each writer's own critical statements or in terms of the particular school or movement to which the works belong. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 309 The English Novel (3)** A study of selected novels from the eighteenth century to the early twentieth century with attention to the development of the novel as a literary form and to its importance in the culture of its historical period. Also included is an account of the forerunners of the novel in the narrative tradition since the Homeric era. Student written work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 310 Twentieth Century Novel (3)** The study of the novel in the twentieth century with an emphasis on American and British works. Consideration will be given to treatment of contemporary problems against a background of modern thought. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 311 Advanced Creative Writing (3)** An advanced workshop course which will concentrate on one of the following forms: poetry, short fiction, playwriting, or non-fiction. Prerequisite: ENG 211.

**ENG 323 Intersections of Literature and Science (3)** A study of the relationship between literature and science through the ages. The course examines, on the one hand, the response of human beings to developments in science and technology as evidenced in poetry and fiction; and, on the other hand, it considers the literary merits of scientific writing intended for the general public. Prerequisite: ENG 102

**ENG 333 Introduction to Shakespeare (3)** Placing Shakespeare in the context of English theatrical conventions in the late 16th and early 17th centuries, this course will introduce students to a representative sample of the major comedies, histories and tragedies. Prerequisite: ENG 102.

**ENG 334 Shakespeare and his Contemporaries (3)** This course will have a comparative focus; concentrating on representative Shakespeare plays, students will learn to compare his works with those of other Renaissance playwrights such as Marlowe, Kyd, Webster, Jonson and Ford. Prerequisite: ENG 102.

**ENG 335/TA 335 Modern Drama (3)** A study of directions in modern and contemporary drama from Ibsen to the present. Includes realism and naturalism and symbolist, poetic, expressionist, existentialist, "epic," and experimental plays. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 339 The Bible as Literature (3)** A study of the Bible as literature and of its adaptation into English literature of the seventeenth century. Included may be works of Milton, Bunyan, Donne, Herbert and Vaughn. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 340/COM 340 Magazine Writing (3)** Writing popular non-fiction articles for magazines with emphasis on targeting and selling articles to publications. Prerequisite: ENG 102 and permission of instructor.

**ENG 344 Advanced Technical and Professional Writing (3)** Students learn the techniques of conveying information clearly, fluently and effectively in written and visual form, focusing on such skills as definition, description of mechanisms and processes, classification, and interpretation. Writing includes various reports, instructions, abstracts, memoranda, and proposals. Prerequisites: ENG 102 and ENG 212.

**ENG 345 Folklore and Fables: The Telling of Tales (3)** A course dealing with the art of storytelling and with the role of the storyteller in society. Readings will include folk stories from around the world, fairy tales, fables, and parables. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 346 Short Fiction (3)** A study of short fiction as an enduring form of literature. Selections of American and/or world literature will be used to discuss the development, structure, and style of short fiction. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 350 Myth and Civilization (3)** An introduction to the myths that have been understood as origins of civilization and culture. Readings include tales of creation and myths concerning the origins of organized society. The readings provide information and understanding about the functioning of myth as it survives in the present. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 351 Twentieth Century Poetry (3)** Poetry from 1900 to the present, principally English and American but with selections in translation from other cultures. Readings include poetry representing the growing importance of women and other writers who have not previously been in the mainstream of poetic tradition. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 354 Criticism (3)** The major texts in criticism from the Greeks through the Moderns. Students will have an opportunity to individualize their study through projects applying critical theory to different art forms: literature, music, film, photography, painting, sculpture and theatre. Prerequisite: ENG 102 and six hours of literature.

**ENG 356 Epic and Tragedy: the Hero and the City (3)** Readings in classical Greek literature, examining the differences between genres of epic and tragedy and the changes in philosophical, political and economic conditions which are reflected in the literature. Readings from Homer, Aeschylus, Sophocles and Euripides; selections from Plato and Aristotle concerning poetry and its role in society. Student work consists of both critical and creative writing. Prerequisite: ENG 102.

**ENG 358 Writer's Market (1)** This course focuses on practical strategies to help students market their work, including how to research various markets and write effective query letters.

**ENG 372 Modern Grammar (3)** An intensive study of the nature and structure of the English language with emphasis on recent developments in linguistic analysis, but with coverage also of traditional grammar. Prerequisites: ENG 102 and junior standing.

**ENG 374 Mark Twain and the Mississippi (3)** A study of the major novels, short stories and narratives of Mark Twain *nee* Samuel Clemens. Twain's works will be studied as they relate to the tradition of American frontier humor, his mastery of the evolving American language, his satire on social issues and his influence on American literature.

**ENG 380 Selected Topics in Literature (3)** A concentrated study and analysis of specific authors, genres or topics in English, American, and World Literatures. The course may be repeated as topics vary. Prerequisites: ENG 102, others may vary by topic.

**ENG 470 Seminar in Writing (3)** Students will complete a portfolio project demonstrating that they have achieved a significant level of mastery in one of the principal genres. Portfolios will typically consist of a collection of a dozen or more poems, two to four short stories, one-act plays or non-fiction pieces, or a novella length work of fiction, a full-length play or an equivalent feature-

length television or film script. During the course students will develop their work through successive revisions until, in the instructor's judgment, the required level of mastery has been obtained.

## **English as a Second Language**

### **Course Scheduling and Placement**

All international students, regardless of their TOEFL scores, must undergo additional evaluation on campus to assure appropriate placement.

### **Courses of Study**

**ESL 301 Listening and Conversation Skills for Advanced ESL Students (3)** International students will learn and practice the skills needed to understand formal and informal spoken English. They will become more aware of how cultural differences may affect communication and they will become more confident in their abilities to communicate effectively with American English speakers in a variety of situations.

**ESL 302 Introduction to American Culture (3)** This course introduces international students to some of the basic aspects of American life and values, and how they have affected the development of business, politics, government, education, and the family in our society. In becoming more aware of the cultural values of the United States, students will increase their understanding of the values and heritage of their own countries. Reading and discussion skills, vocabulary, comprehension and writing will be stressed.

**ESL 303 Advanced English Workshop, American English (3)** Grammar, reading speed and comprehension, vocabulary building and writing skills are emphasized. Students will develop their ability to analyze college-level readings and to take notes. They will practice writing a variety of short compositions.

## **Fashion Design**

### **Program Description**

The Fashion Design major will provide students with educational opportunities that will enable them to enter the professional world in a variety of areas, including: design, manufacturing, advertising, marketing, merchandising, retail operations and post-baccalaureate study. Beneficiaries of the program will be, not only those students who major in Fashion Design, but those students in theatre, studio art and management who will be more adequately prepared to find employment in very competitive fields. The Bachelor of Fine Arts (BFA) degree will include the core and additional coursework as approved by the faculty advisor (54-60 hours). The Bachelor of Arts (BA) degree will include the core and additional coursework approved by the faculty advisor (45-48 hours). Major courses required are ART 130, BA 170, BRM 171, ART 210, AFD 212/TA 212, AFD 230/TA 230, AFD 235/TA 235, AFD 309/TA 309, ART 316, TA 317, ART 331, AFD 350, AFD 351, BRM 372/BA 354, AFD 380/BRM 380, AFD 405/TA 405, AFD 450/ART 450, and AFD 499/TA 499.

## Courses of Study

**AFD 212/TA 212 Beginning Costuming and Fashion Design Studio (3)** A course focusing on the basic components of clothing and costume construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply.

**AFD 230/TA 230 Patternmaking I (3)** Development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Prerequisite: AFD 212/TA 212.

**AFD 235/TA 235 Patternmaking II (3)** Continuation of sloper manipulation for flat pattern design. Prerequisite: AFD 230/TA 230.

**AFD 309 Intermediate Costuming and Fashion Design Studio (3)** A course that is a continuation of basic costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Prerequisite: AFD 212/TA 212 and/or permission of the instructor(s). Studio fee may apply.

**AFD 350 Computer-Aided Design I: Patternmaking (3)** Use of the computer to produce full-sized, original patterns. Prerequisite: BA 170 and AFD235/TA 235. Studio fee.

**AFD 351 Computer-Aided Design II: Flats, Illustrations (3)** Use of the computer to produce fashion-related materials, designs, etc. Prerequisite: AFD 350. Studio fee.

**AFD 380/BRM 380 Production Design Practicum (3)** Practical experience designing for an existing company. The company's past sales history and current fashion trends will be researched and a sample line for the up-coming season will be designed and constructed. Students will merchandise the line and company personnel will critique the finished product line. Prerequisites: AFD 235/TA 235, AFD 309/TA 309 and BRM 372/BA 354.

**AFD 405/TA 405 Advanced Costume and Fashion Design Studio (3)** A course focusing on advanced costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply. Prerequisites: AFD 309/TA 309 and permission of instructor(s).

**AFD 450/ART 450 Portfolio Design (3)** Creation of two complete fashion-design portfolios revolving around design for the senior collection and for a major clothing manufacturer. Prerequisites: ART 316 and permission of the instructor.

**AFD 499/TA 499 Senior Project (3-9)** All students in their senior year must enroll in this course which is a culmination of their work at Lindenwood. Each student will meet in consultation with a faculty member to develop his/her senior project. Fashion Design majors will be expected to design and execute a collection of original fashions. In all cases, a proposal for the senior project must be submitted in writing and approved by the faculty sponsor. Studio fee may be assessed.

## Foreign Languages

### Program Description

A major in French or Spanish is offered. Program requirements (24-36 hours) are as follows: at least 3 credit hours in conversation and composition, at least 3 credit hours in the culture and civilization of the country or countries where the language is spoken, and at least 18 hours in literature given in the foreign language.

Upon declaring a major in French or Spanish, all students will be given a reading list of texts consisting of histories of literary genres, anthologies, literary criticism, grammar, culture and civilization, and major works and authors of French and Hispanic literature.

Students will also receive a list of potential topics and questions related to the texts on the reading list, in addition to the works studied in the core courses of the respective major.

A required one-credit-hour oral and written comprehensive exam will be offered each semester. This exam will be based on the reading list and on the content of the grammar, culture and civilization, and literature core courses that the student has taken to fulfill the major's requirements. Ideally, the exam will be taken during the fall semester of the student's senior year, with the possibility of a make-up re-examination to be taken in the following spring. The re-examination will concentrate only on the section in which the student has shown a weakness.

Requirements for a minor in French or Spanish (12-24 hours) are as follows: 12 credit hours beyond the intermediate level coursework including one course in the history of civilization of the language, one course in conversation and composition, and two 300-level literature courses in the language.

The faculty of the Lindenwood University Foreign Language Program has developed a required written and oral comprehensive exam for the minor in French and Spanish, in order to assess the student's skills in grammar, syntax, culture and civilization, and a general knowledge of the major literary genres. By means of this exam, the student must demonstrate proficiency in the four skills of reading, writing, listening and speaking in the target language. This exam will be offered every semester, ideally to be taken at the end of the semester in which the student has fulfilled the minor's requirements as stated in the catalog.

### Courses of Study

#### French

**FLF 101 Elementary French I (3)** Oral inductive approach but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing.

**FLF 102 Elementary French II (3)** Oral inductive approach, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Prerequisite: FLF 101.

**FLF 201 Intermediate French I (3)** Reading of modern French prose, review of syntax, and continued practice in oral expression. Further development of all four language skills. Prerequisite: FLF 102 or proficiency exam.

**FLF 202 Intermediate French II (3)** Reading of modern French prose, review of syntax, and continued practice in oral expression. Further development of all four language skills. Prerequisite: FLF 201.

**FLF 210 French Phonetics (1-3)** Study of the key intonation patterns of French in order to improve French pronunciation and spelling. Historical study of the linguistic development of the language. Exercises based on various literary texts. Prerequisite: FLF 102. Repeatable for credit.

**FLF 311 French Conversation and Composition I (3)** Systematic grammar review and vocabulary building with readings, oral reports, and written composition on topics of current interest. Prerequisite: FLF 202.

**FLF 312 French Conversation and Composition II (3)** Systematic grammar review and vocabulary building with readings, oral reports, and written composition on topics of current interest. Prerequisite: FLF 311.

**FLF 337 History of French Civilization (3)** A survey of the social, cultural, and political history of France from the middle ages to the present with emphasis on the major intellectual and artistic contribution of France to the Western World. Prerequisite: FLF 202.

**FLF 350 Masterpieces of French Literature to 1800 (3)** Reading from selected works of prose, poetry, and drama from the Middle Ages through the 18th century. Prerequisite: FLF 311.

**FLF 351 Masterpieces of French Literature since 1800 (3)** Reading of selected works of prose, poetry and drama from the 19th century to the present. Prerequisite: FLF 311.

**FLF 370 Seminar on Selected Authors and Genres of French Literature (3)** A concentrated study and analysis of a genre and its representative authors, their major works and influence. The content of the course varies and will present in rotation different periods of French Literature. It may be repeated for credit as topics vary. Prerequisite FLF 311.

### **German**

**FLG 101 Elementary German I (3)** An introduction to the fundamentals of the language and a mastery of the basic principles with emphasis on speaking and reading comprehension.

**FLG 102 Elementary German II (3)** An introduction to the fundamentals of the language and a mastery of the basic principles with emphasis on speaking and reading comprehension. Prerequisite: FLG 101.

**FLG 201 Intermediate German I (3)** A review of grammar and a study of linguistic, phonetic, and syntactical problems through reading and discussion of modern German prose. Prerequisite: FLG 102.

**FLG 202 Intermediate German II (3)** A review of grammar and study of linguistic, phonetic, and syntactical problems through reading and discussion of modern German prose. Prerequisite: FLG 201.

**FLG 311 German Conversation and Composition I (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentation. Prerequisite: FLG 202.

**FLG 312 German Conversation and Composition II (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentation. Prerequisite: FLG 311.

### **Italian**

**FLI 101 Elementary Italian I (3)** A beginning course taught by the audio-lingual method, while developing simultaneously the four language skills: listening, speaking, reading, and writing.

**FLI 102 Elementary Italian II (3)** A beginning course taught by the audio-lingual method, while developing simultaneously the four language skills: listening, speaking, reading, and writing. Prerequisite: FLI 101.

**FLI 201 Intermediate Italian I (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: FLI 102.

**FLI 202 Intermediate Italian II (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: FLI 201.

### **Japanese**

**FLJ 101 Elementary Japanese I (3)** Introduction to modern Japanese through drills, exercises and role-playing. Development of practical vocabulary and grammatical skills.

**FLJ 102 Elementary Japanese II (3)** A continuation of an introduction to modern Japanese through drills, exercises and role-playing. Development of practical vocabulary and grammatical skills. Prerequisite: FLJ 101.

**FLJ 201 Intermediate Japanese I (3)** Reading of Japanese prose, a review of syntax and continued practice in oral expression. Further development of language skills in listening comprehension, speaking, reading and writing. Prerequisite: FLJ 102.

**FLJ 202 Intermediate Japanese II (3)** A continuation of language skills developed in Intermediate Japanese I, including reading of Japanese prose, a review of syntax and continued practice oral expression. Further development of language skills in listening comprehension, speaking, reading and writing. Prerequisite: FLJ 201.

### **Russian**

**FLR 101 Elementary Russian I (3)** A beginning course taught by the audio-lingual method in order to master the fundamentals of the language and to develop the four language skills: listening, speaking, reading and writing.

**FLR 102 Elementary Russian II (3)** A beginning course taught by the audio-lingual method in order to master the fundamentals of the language and to develop the four language skills: listening, speaking, reading and writing. Prerequisite: FLR 101.

**FLR 201 Intermediate Russian I (3)** This course reviews the grammatical structures of the Russian language. It is also designed to increase the student's vocabulary and fluency and writing ability.

ty through reading and analysis of short literary works and cultural selections. Prerequisite: FLR 102.

**FLR 202 Intermediate Russian II (3)** This course reviews the grammatical structures of the Russian language. It is also designed to increase the student's vocabulary and fluency and writing ability through reading and analysis of short literary works and cultural selections. Prerequisite: FLR 201.

### **Spanish**

**FLS 101 Elementary Spanish I (3)** A beginning course in Spanish taught by the audio-lingual method, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Integrated laboratory experience.

**FLS 102 Elementary Spanish II (3)** A beginning course in Spanish taught by the audio-lingual method, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Integrated laboratory experience. Prerequisite: FLS 101.

**FLS 201 Intermediate Spanish I (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selection. Prerequisite: FLS 102.

**FLS 202 Intermediate Spanish II (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: FLS 201.

**FLS 241 Spain: A Cultural Experience (Term in Spain)** This course is designed to offer the student the opportunity to experience and learn first hand about the many aspects of Spanish life, history, culture and institutions. Numerous places of historical, cultural and social importance in Madrid, Toledo, Aranjuez, Segovia, Valley of the Fallen, Escorial, Avila, Salamanca, Zaragoza, Barcelona, Valencia, Granada, Malaga, Sevilla, Cordoba, etc. will be extensively visited and their significance will be intensively studied and discussed. Offered as needed.

**FLS 311 Spanish Conversation and Composition I (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentations. Prerequisite: FLS 202.

**FLS 312 Spanish Conversation and Composition II (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentations. Prerequisite: FLS 311.

**FLS 335 Spanish Culture and Civilization (3)** A study of historical, cultural, and folkloric sources of the life and customs of the Spanish peoples. Emphasis on the social, economic and intellectual life of Spain today. Prerequisite: FLS 202.

**FLS 336 Latin American Culture and Civilization (3)** A study of historical, cultural, and folkloric sources of the life and customs of the Latin American peoples. Emphasis on the social, economic

and intellectual life of Latin America today. Prerequisite: FLS 202.

**FLS 370 Seminar on Selected Authors and Genres of Spanish and Spanish-American Literatures (3)** A concentrated study and analysis of a literary genre and its representative authors, their major works and influence. The content of the course varies and will present in rotation different periods of Spanish and Spanish-American literatures. It may be repeated for credit as topics vary. Prerequisite: FLS 311.

## **General Studies**

### **Program Description**

The major in General Studies requires 42 hours of coursework in the following areas:

- Microcomputer Applications (3)
- Literature\* (6)
- American Government or History\* (3)
- Foreign Language or Cross-Cultural\* (6)
- Social Services\* (3)
- Fine & Performing Arts\* (6)
- Religion or Philosophy\* (6)
- Fundamentals or Oral Communication or Voice & Diction (3)
- Survey of American Free Enterprise (3)

\* These courses must be taken in addition to those taken to satisfy the General Education requirements. A student majoring in General Studies must take two semesters of a foreign language and two cross-cultural courses to satisfy the general education requirements and the major requirements.

Students must also complete 37 hours of electives, 27 of which are upper-level division classes.

## **Geography**

**GEO 201 World Regional Geography (3)** A study of the major areas of the world divided along political boundaries and levels of development. Some attention is given to the impact of the physical and cultural environment on the world areas and current issues in population, resource depletion, and economic disparities.

## **History**

### **Program Description**

The major in History requires a minimum of 40 hours of departmental coursework in the following areas:

- World History:** HIS 100, 200, and 205 or 206 (9)
- European History:** HIS 301, 302 and two electives (12 hours, may include HIS 223 or 224)
- United States History:** HIS 105 or 106, and three electives (12)
- Comprehensive Exam:** HIS 400 (1)
- Economics:** BA 210 (3)
- American Government:** PS 155 (3)

A minor in history requires a minimum of 18 hours of coursework, including HIS 100, HIS 200, at least six hours in American history and at least six hours in European and/or Asian history.

## **Courses of Study**

### **History**

**HIS 100 World History: The Human Community (3)** A study of the growth and interactions of world cultures. After a brief survey of the early growth of world cultures, the course concentrates on the history of the world since 1500. The emphasis is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation. All sections may be taken for Honors Program credit.

**HIS 105, 106 America: Colony to Civil War (3) America: Civil War to World Power (3)** A two-semester survey of American history. The first semester begins its examination with the colonial origins of the United States and concludes with the outbreak of the Civil War. The second semester traces the development of the United States from the Civil War to its present status as a world power. Both semesters stress political, economic, and social foundations of American development.

**HIS 200 History of the Contemporary World (3)** Focus on the post-1945 super-power rivalry, the collapse of European communism, and decolonization and revolution in the Third World. Areas of emphasis include the Chinese Revolution, Latin American revolutions, the Indochinese wars, and Middle East conflicts.

**HIS 204 The Westward Movement (3)** A one-semester survey of the significance of the West in American national development. The course begins with the study of the colonial frontiers and concludes with the closing of the national frontier in the 1890's.

**HIS 205, 206 History of Asia I, II (3) (3)** A two-semester survey course focusing on South, East, and Southeast Asia. The first semester explores the history of the Indian sub-continent and Southeast Asia from the earliest times to the present. The second semester focuses on the histories of China and Japan.

**HIS 209 The Nazi State (3)** An examination of Hitler and his Reich—the origins of National Socialism, the Nazi Revolution, and the social, cultural, and political changes that followed.

**HIS 214 The United States and Vietnam (3)** A history of the U.S. involvement in Vietnam beginning with an examination of the French colonial effort and ending with the U.S. withdrawal in 1975.

**HIS 223 The Ancient World (3)** The course examines the growth of the early civilizations of the Near East and the Mediterranean through the fall of the Roman empire and includes brief comparisons with South and East Asian ancient civilizations.

**HIS 224 The Medieval World (3)** This course examines medieval Asian civilizations, Islam, Byzantium, and the new European civilizations, with a particular emphasis on the growth of Europe out of German and classical elements and the new Western civilization's relationship with the more developed civilizations to the east.

**HIS 255 The South in American History (3)** Study of the colonial beginnings and expansion of southern life. Major themes are the growth of slavery, establishment of a staple agriculture, the "southern way of life," agrarian politics, relations with other sections, and industrial growth.

**HIS 301 Modern Europe I: Advanced Survey (3)** A history of the creation and rise of European civilization from the Renaissance to the French Revolution. The course begins with a survey of the medieval background and then traces the main themes of the evolution of modern society from the Renaissance to 1815. Prerequisite: HIS 100 or instructor's permission.

**HIS 302 Modern Europe II: Advanced Survey (3)** A survey of the history of modern Europe from the French Revolution until the end of World War II. Prerequisite: HIS 100 or instructor's permission.

**HIS 308 History of Colonial America to 1760 (3)** A one-semester survey of North America from its pre-Columbian origins until 1760. In particular, this course will explore relations between Indians and Europeans, the creation of unique political institutions, and the beginnings of slavery in a land of liberty. It will especially focus on the rise of the British-American colonies in the years before the American Revolution. Prerequisite: HIS 105 or permission of instructor.

**HIS 309 The Revolutionary Republic: America, 1760-1848 (3)** A thorough examination of the United States from the nation's successful revolution against Great Britain to its ominous triumph in the Mexican War. This course will deal with such themes as the war for independence, the paradoxical growth of slavery in a land of liberty, increasing sectional tensions, and developing industrialization and urbanization. Prerequisite: HIS 105 or permission of instructor.

**HIS 310 The Era of the Civil War and Reconstruction (3)** An examination of the sectional conflict from the end of the Mexican War in 1848 to the end of Reconstruction in 1877. Political, military and social developments are emphasized including the long-range impact of the disruption of the Union. Prerequisite: HIS 105.

**HIS 312 The Growth of Modern America (3)** This course spans American history from the end of Reconstruction (1877) to 1933. Its main focus is on the social, political, economic, and cultural aspects of the period, with particular emphasis on the role of the period in shaping modern-day America. This course utilizes the period to examine the development and impact of industrialization, urbanization, technology, and transportation on the United States; the rise of consumer culture; changing ideologies, and reform movements. Prerequisite: HIS 105 or 106, or permission of instructor.

**HIS 314/BA 314 History of American Business (3)** Economic life and institutions since colonial period; special emphasis on United States since 1800. Particular emphasis on economic growth, industrial growth, entrepreneurship, labor-management relations and unionization, transportation, evolution of commercial agriculture, managerial and organizational development. Prerequisite: HIS 105 or 106, or permission of instructor.

**HIS 315, 316 American Thought and Culture I, II (3) (3)** A two-semester survey of the intellectual development of the United States from colony to present. The first semester considers the major themes of early America, their origins and how they were shaped by the new American environment. The second semester begins with the Civil War and analyzes major religious, scientific and literary developments and their impact on American ideas and institutions. Prerequisite: HIS 105 or 106 or consent of instructor.



**HIS 320 The American Century (3)** The development of the United States from the Great Depression of the 1930s to the present. The course examines the problems of world leadership, changing political alignments, shifting social patterns, emerging minorities and the concept of the welfare state. Prerequisite: HIS 106.

**HIS 322 History of Missouri (3)** Missouri stands as a hybrid state: too far west to be eastern, yet not western either; neither northern or southern, yet with aspects of both. In its unique role as a passage point connecting east and west, Missouri has evolved differently than other states, with a unique mix of attitudes, economic activities, politics, and functions. This course will analyze this development and evolution based on its immigration and transportation patterns, location, economic development, and social evolution.

**HIS 330 European Intellectual History (3)** Using selections from representative thinkers, the course examines their impact on 17th century ideas of reason and the scientific method, and then investigates the impact of these on 18th century ideas of political and social reform and on 19th and 20th century theories of human nature, history, and political systems. These thinkers include Bacon, Descartes, Hobbes, Locke, Voltaire, Rousseau, Darwin, Marx, and Freud. Prerequisite: HIS 100.

**HIS 332 Revolution in the Modern World (3)** A comparative study of the English, American, French, Russian and Chinese revolutions focusing on underlying demographic, economic, intellectual and political factors in revolutionary change as well as the internal dynamics of revolutions.

**HIS 336 The Civilization of Industrialism (3)** An examination of the industrial and scientific revolutions of the eighteenth and nineteenth centuries and their impact on economic, social, political, and intellectual life in Western Europe in the eighteenth and nineteenth centuries. Prerequisite: HIS 100.

**HIS 338 War and Society in the Twentieth Century (3)** The causes, onsets, course and results of the two World Wars on the twentieth-century world. The course focuses on Europe, but it will include the involvement of the non-European world and the impact of the two wars on world society. Prerequisite: HIS 100.

**HIS 355 Focus on Modern Europe (3)** This multidisciplinary course on Modern Europe will provide a context for understanding the cultural heritage of the peoples of Europe and how that cultural heritage has shaped that continent's response to the problems of a world in which Europe no longer occupies the central position that it once did. The course will introduce students to recent political, economic, cultural, and demographic trends on the continent which give Europe and its various regions their distinctive cultural identity. Prerequisite: HIS 100 or consent of the instructor.

**HIS 400 Comprehensive Exam (1)**

## **Human Resource Management**

### **Program Description**

The Lindenwood University undergraduate program in Human Resources Management offers courses leading to the Bachelor of Arts in Human Resources Management Degree. The curriculum focuses on the functional divisions found within the typical human resource department. Stressing a practical, hands-on approach, the HRM program offers students opportunities to develop the requisite skills and knowledge to embark on a career in human resources management. This degree program prepares the graduating student to serve in a generalist capacity within most organizations.

**Degree Requirements:** 128 hours

- 92 hours in general studies and general electives.
- 36 hours in major field of study

### **Core Requirements**

- BA 200 Financial/Managerial Accounting I (3)
- BA 201 Financial/Managerial Accounting II (3)
- BA 211 Prin of Microeconomics (3)
- BA 212 Prin of Macroeconomics (3)
- BA 360 Business Law 1(3)
- HRM 330 Human Resources Management (3)
- HRM 331 Labor-Management Relations (3)
- HRM 332 Industrial/Organizational Psych. (3)
- HRM 333 Human Resources Development (3)
- HRM 410 Personnel Law (3)
- HRM 411 Compensation Management (3)
- HRM 412 Human Resources Issues (3)
- Total — 36 hours

### **Courses of Study**

**HRM 330 Human Resource Management (3)** An overview course in human resources covering the basic principles of HR planning, organizational integration, recruiting, selection, legal issues, labor relations, compensation and benefits, training and development, safety, workforce diversity and current trends and issues facing the HR profession.

**HRM 331 Labor-Management Relations (3)** Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, arbitration, NLRB role and major labor acts.

**HRM 332 Industrial/Organizational Psychology (3)** Overview course covering fundamental psychological principles as applied to group and organizational settings. Students will learn theories of motivation, group dynamics, conflict resolution, need theory, force field analysis, job design, contingency theory, etc. and will apply these models to real world situations. Prerequisite: Course in psychology recommended.

**HRM 333 Human Resource Development (3)** Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, evaluation and testing. Prerequisite: HRM 332 or equivalent.

**HRM 410 Personnel Law (3)** Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation and recordkeeping requirements. Prerequisite: HRM 330 or equivalent.

**HRM 411 Compensation and Salary Administration (3)** Overview course covering pay structures, pay systems, parity, comparable worth, matrices, relationship between pay and performance, performance evaluation, internal and external equity and legal issues. Prerequisite: HRM 330 or equivalent

**HRM 412 Human Resource Issues (3)** Culminating course covering current trends and issues of importance to the human resource profession. Student will conduct guided research in a chosen area of specialty and present orally and in writing, a summary of research. May be repeated once for a maximum of 6 hours. Prerequisite: HRM major and senior standing

## **Human Service Agency Management**

### **Program Description**

The programs in Human Service Agency Management at Lindenwood University are designed to prepare students for leadership positions in youth and community service agencies. The baccalaureate program is intended to serve a broad spectrum of career paths. Therefore, the major core combines a focus on human services with selected concentrations in a number of different practice settings. Students seeking the major in HSAM will complete 18 credits of directed studies in agency management and will select an area of emphasis to complete the major core.

For students majoring in other related disciplines, such as social work, business administration, health management, education, gerontology, political science, public administration, performing arts, psychology or sociology, the HSAM program also offers the ability to obtain an Area of Concentration in Human Service Agency Management.

Students seeking either the major in HSAM or the Area of Concentration must complete the following focused core curriculum: HSA 100, 200, 300, 350, 450 and 499. Students seeking the major in HSAM must complete one of the Areas of Emphasis. Those seeking certification in American Humanics must also complete HSA 490 American Humanics Management Institute.

### **American Humanics**

American Humanics, Inc., is a national not-for-profit organization. Through its 40 affiliated campus programs and 16 affiliated national agencies, American Humanics recruits, educates, and places competent professionals in careers with not-for-profit youth and human service agencies.

LU students may participate in the American Humanics Student Association. Through this campus organization students will be offered a variety of career preparation opportunities including the annual American Humanics Management Institute. Interested students should contact the Director of the Human Service Agency Management program to make application to this specialized program.

### **HSAM Areas of Emphasis**

Students seeking the major in Human Service Agency Management must complete one of the following Areas of Emphasis (course descriptions may be found in other areas of this catalog.)

#### **Criminal Justice Emphasis (24)**

CJ 200 Criminology (3)  
CJ 210 Criminal Justice Systems (3)

*Choose four of the following classes:*

CJ 300 Policing  
CJ 301 Criminal Procedure (3)  
CJ 305 Institutional & Community Corrections (3)  
CJ 310 Criminal Law (3)  
CJ 311 Juvenile Justice System (3)  
CJ 340 Special Topics in CJ (3)

#### **Management Emphasis (24)**

COI 170 Micro Computer Applications (3)  
BA 200 Financial/Managerial Accounting I (3)  
BA 201 Financial/Managerial Accounting II (3)  
BA 211 Microeconomics (3)  
BA 212 Macroeconomics (3)  
BA 320 Principles of Finance (3)  
BA 350 Principles of Marketing (3)  
BA 452 Principles of Public Relations (3)

#### **Recreation Management Emphasis (18)**

PE 150 Foundations of P.E (3)  
PE 160 First Aid/CPR (2)  
PE 200 Personal Health & Nutrition (3)  
PE 349 Organization & Administration of P.E. Programs (3)  
PE 101 Recreational Sports I (1)  
PE 102 Recreational Sports II (1)  
PE 124 Gymnastics (1)  
PE 127 Swimming I (1)  
PE/Dance Elective Courses (2)

#### **Social Science Emphasis (18)**

PSY 101 Interactive Psychology (3)  
PSY 200 Human Development: Childhood (3)  
PSY 201 Psychology of Adolescence (3)  
PSY 220 Social Problems (3)

*Choose two of the following classes:*

PSY 301 Theories of Personality (3)  
PSY 303 Abnormal Psychology (3)  
PSY 332 The Psychology of Motivation (3)  
PSY 334 Exploration in Social Psychology (3)  
PSY 365 Human Sexuality (3)

#### **Gerontology Emphasis (18)**

IGE 202 Psychological Aspects of Aging (3)  
IGE 313 Physical Aspects of Aging (3)  
IGE 320 Community Organization & Resource Allocation (3)  
IGE 321 Social Policy in Gerontology (3)  
IGE 322 Service Provision to the Elderly (3)  
IGE 330 Sociology of Aging (3)



### **Courses of Study**

**HSA 100 Introduction to Human Service Agencies (3)** Course covers the history of volunteerism and agencies designed to provide social services. Focus will be on voluntarism in a democratic society, the function and purpose of volunteer and social service agencies, and their sponsorship. Features weekly presentations by agency managers from a wide range of service providers.

**HSA 250 Leadership (3)** Designed to explore the various techniques for exercising influence in structured situations. Emphasis on leadership research and techniques including the development of attitudes and action for effective leadership.

**HSA 300 Fundraising (3)** Examines the differences between the for-profit and not-for-profit organization. Includes an examination of philanthropy and techniques of fundraising, relationships with umbrella funding organizations, government funding, grantsmanship, and budgeting.

**HSA 350 Management of Human Service Agencies (3)** General management techniques are applied in the specialized settings of Human Service Agencies. Includes management of agency staff, volunteers, and client services. Focuses on membership acquisition and member services to encourage and retain participation.

**HSA 450 Internship (3)** Students are placed in human service agencies to serve in functions normally assigned to entry level managers. Under the supervision of agency personnel, students will observe and practice human service agency management skills. May be repeated once in a different practicum setting. Requires 15 hours of agency participation each week throughout a semester.

**HSA 490 American Humanics Management Institute (1-2)** Students must complete the program of study provided through the American Humanics, Inc. at the American Humanics Management Institute.

**HSA 493 Special Topics in Human Service Agency Management (1-3)** Directed studies in the management of not-for-profit agencies. Students must have completed the HSAM core curriculum prior to enrolling in this course.

**HSA 499 Senior Synthesis (3)** Required capstone seminar to be completed during the last year of baccalaureate study. Provides an opportunity for discussion of professional standards and ethics and an evaluation of case studies related to students' internship experiences.

## **International Studies**

### **Program Description**

The International Studies program prepares students for a diversity of careers in today's global community. A student may elect to follow any of three tracks in International Studies: International Business, International Relations, or Cross-Cultural. The following courses are required of all International Studies majors, regardless of the track selected: 12 hours in Foreign Language (students may test out of this requirement), ANT 112, BA 211, 212, GEO 201, PS 350, REL 200, and INT 400 (senior tutorial).

### **Tracks in International Studies**

#### **International Business**

BA 315 International Business and Economic Development  
 BA 413 International Economics  
 BA 476 International Business and  
     Cross-Cultural Communications  
 BA 470 International Business Operations

#### **International Relations**

PS 300 Comparative Politics  
 PS 301 Comparative Public Policy  
 PS 306 Twentieth Century Political Ideologies  
 PS 351 American Foreign Policy

#### **Cross-Cultural Studies: Asian Studies**

HIS 205 History of Asia I  
 HIS 206 History of Asia II  
 COL 300 Focus on Modern Asia  
     and one of the following:  
 TA 360 Traditional Drama of Asia  
 ART 353 Art of Japan

#### **Cross-Cultural Studies: European Studies**

Four courses chosen from the following:  
 ART 354 19th Century Art  
 ART 361 20th Century Art I  
 HIS 301 Advanced European Survey I  
 HIS 302 Advanced European Survey II  
 HIS 330 European Intellectual History  
 HIS 336 Civilization and Industrialism  
 HIS 355 Focus on Modern Europe  
 PHL 212 Modern Philosophy

### **Course Description**

**INT 400 Senior Tutorial (3)** The Senior Tutorial will involve specialized research by each student in a chosen field of interest in international affairs. The student will be required to write a major paper for review and evaluation by selected members of the program faculty. Regular consultation between the student and his/her principal advisor is to take place throughout the tutorial.

# Mathematics

## Program Description

Both a Bachelor of Arts degree and a Bachelor of Science degree are offered in Mathematics. The B.A. major requires the completion of 41 hours consisting of MTH 171, 172, 200, 303, 311, 315, CSC 101, PHY 301, and an additional 9 hours of mathematics at the 300 level or above. For secondary certification, the 9 hours must consist of MTH 320, 330 and 341.

The B.S. major requires the completion of 52 hours consisting of MTH 171, 172, 200, 303, 311, 315, 321, CSC 101, 102, PHY 301, 302, and an additional 9 hours of mathematics at the 300 level or above.

A minor in Mathematics is also offered. The minor requires the completion of 28 hours consisting of MTH 171, 172, 200, 303, 315, CSC 101 and an additional 3 hours of mathematics at the 300 level or above.

## Actuarial Studies Program

Students who wish to combine a mathematics major with selected business coursework can earn an emphasis in actuarial studies. In addition to the courses required for a major in mathematics, students pursuing an actuarial studies emphasis must take: BA 200, 201, 211, 212, 370, and 6 semester hours in mathematics/computer science or business communications electives.

## Courses of Study

### Mathematics

**MTH 101 Fundamentals of Mathematics (3)** This course provides a review of basic mathematical principles and concepts including signed numbers, fundamental algebraic operations, basic geometric concepts, sets and arithmetic skills. Does not fulfill a General Education requirement.

**MTH 121 Introduction to Contemporary Mathematics (3)** An introductory course on how mathematics is used today. Included are statistics and topics from the areas of Management Science, Social Choice and Decision-making, and Size and Shape.

**MTH 122/BA 122 Business Math (3)** A survey course designed to develop critical thinking and problem solving skills, and to provide a solid preparation and foundation for students going on to careers in business or for personal consumer needs. Quantitative thought and numerical analysis accounted for in everyday as well as complex business-related topics.

**MTH 131 Introduction to Quantitative Methods (3)** This course is designed to introduce business students to the use of quantitative methods. Topics covered will include solving and graphing linear and non-linear functions and inequalities, using mathematical models, solving systems of equations, using matrices, linear programming, and linear regression. Tools used will include calculators and computers. A graphing calculator is required. Prerequisite: one year of high school algebra.

**MTH 134 Concepts in Mathematics (Education) (3)** An introduction to the basic language and concepts of mathematics. This course is designed for education majors and students seeking secondary or middle school certification who are not science majors. Topics include sets, number systems, the real number system, mathematical systems, logic, problem-solving, equations and inequalities.

**MTH 141 Basic Statistics (3)** An introduction to the theory and applications of statistics, including probability, descriptive statistics, random variables, expected values, distribution functions, and hypothesis testing.

**MTH 151 College Algebra (3)** A first course in college algebra including the following topics: polynomial equations and inequalities, mathematical modeling and problem solving, rational functions, other functions and relations. Students who enjoy math, students who need MTH 151 for their major, students who are going on and taking higher level math courses, and/or students who are majoring in math but need to strengthen their algebra skills are the *only* students for whom this course is recommended. Prerequisite: Two years of high school algebra.

**MTH 152 Precalculus: Elementary Functions (3)** A preparation for calculus covering polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, applications and systems of linear equations. A graphing calculator is required. Prerequisite: Two years of high school algebra or MTH 151 and permission of department.

**MTH 171, 172 Calculus I, II (4) (4)** A first study of real functions and some of their applications. Differentiation and integration are developed and used to study rational, algebraic, trigonometric, and exponential functions and their applications. A graphing calculator is required. Prerequisite for MTH 171: High school algebra and trigonometry or MTH 152 and permission of department. Prerequisite for MTH 172: MTH 171 and permission of department.

**MTH 200 Introduction to Advanced Mathematics (3)** A transition course from elementary to advanced mathematics. Topics covered include logic, proof techniques, set theory, discrete math, the natural numbers, induction, functions, relations and the foundations of number systems. Prerequisite: MTH 172 and permission of department or taken concurrently.

**MTH/CSC 300 Problem Seminar (1)** This seminar is primarily intended for Mathematics and Computer Science majors. It will provide an opportunity for students to deal with larger problems arising in both of these disciplines. The problems studied will differ each time the seminar is offered. This seminar may be repeated. Prerequisites: MTH 200, CSC 102 and permission of department.

**MTH 303 Calculus III (5)** The study of real functions of more than one variable. Topics include partial derivatives, gradient, potential functions, line integral, multiple integration, and Taylor's formula. A graphing calculator is required. Prerequisite: MTH 172 and permission of department.

**MTH 311 Differential Equations (3)** A first course in ordinary differential equations and some of their applications, including first order equations, linear differential equations, Laplace Transform, and series solutions. Prerequisites: MTH 200 and permission of department. Recommended: MTH 303.

**MTH 313 History of Mathematics (3)** A first course in the history of Mathematics, including the Classical, Medieval, Renaissance, Early Modern and Modern periods, spanning the time from 3000 BC to the present. Prerequisite: MTH 200 and permission of department.

**MTH 315, 316 Linear Algebra I, II (3) (3)** A study of the finite dimensional vector spaces, linear mappings between them and applications to differential equations and geometry. Topics include solution of linear equations, matrices, determinants, bilinear mappings and forms, diagonalisation. Prerequisite: MTH 200 and permission of department.

**MTH 320 Algebraic Structures (3)** A first course in the main structures of abstract algebra. Groups, rings and fields will be studied together with applications to geometry, and number theory. Prerequisite: MTH 315 and permission of department. Offered fall semester of even numbered years.

**MTH 321 Discrete Mathematics (3)** This course will briefly review logic, sets, functions and relations, and methods of proof before using these concepts to study discrete (rather than continuous) mathematics. Topics covered may include combinatorics, graph theory, algorithms and their analysis, Boolean algebra, finite state machines, finite difference equations and applications of these topics. Prerequisite: MTH 200 and permission of department.

**MTH 330 Geometry (3)** A careful review of euclidean geometry of the plane and space, and an introduction to non-Euclidean geometry. Prerequisites: MTH 200, 303, 315 and permission of department.

**MTH 341, 342 Probability and Mathematical Statistics I, II (3)** (3) A calculus-based sequence on these subjects, including the following topics: combinatorics, probability spaces, conditional distribution functions, the central limit theorem, hypothesis testing, and regression analysis. Prerequisites: MTH 200, 303 and permission of department.

**MTH 351 Numerical Analysis (3)** A first course in numerical methods, including the solution of linear and non-linear equations, numerical integration and differentiation, the theory of approximation, and the solution of differential equations. Prerequisites: MTH 311, 315 and permission of department.

**MTH 361 Applied Engineering Mathematics (4)** Course will include the Laplace transform and applications; series solutions of differential equations, Bessel's equation, Legendre's equation, special functions; matrices, eigenvalues and eigenfunctions; vector analysis and applications; Fourier series and Fourier integrals; solution of partial differential equations of mathematical physics. Prerequisites: MTH 311, 315 and permission of department.

## Music

### Program Description

The major in music performance (55-58 hours) requires: MUS 131, 132, 133, 134, 165, 231, 232, 300, 355, 356, 357, 390 and 490; 16 hours from MUS 104, 204, 304, and 404; 8 hours from MUS 109, 209, 309, 409, 110, 210, 310, 410, 112, 212, 312 and/or 412; and 3-6 hours of electives in music. All majors must pass a piano proficiency exam. Those interested in a music minor should contact department faculty. All students with a music talent award from Lindenwood University are expected to participate in a large instrumental or vocal ensemble each semester.

### Courses of Study

**MUS 100 Fundamentals of Music (3)** A general survey of music reading, instrumental performance and music theory. The course is designed for students with little or no previous musical experience. (This course does not apply toward the degree in music.)

**MUS 101, 201, 301, 401 Performance Practicum (1) (1) (1) (1)** Participation in a performance activity under the direction of faculty or outside conductor. Generally refers to non-Lindenwood ensembles such as the St. Louis Youth Symphony or the Kirkwood Philharmonic. Prerequisite: permission of the instructor. May be repeated for credit.

**MUS 104, 204, 304, 404 Private Lessons (1-2)** Lessons are typically available in voice and standard orchestral instruments and some non-standard ones. Students should inquire at the Department office for current offerings. Prerequisite: Permission of music faculty. Private lesson fee applies.

**MUS 105 Instrumental Techniques: String (1)** The teaching of violin, viola, cello, and bass in the classroom. Private lesson fee may apply.

**MUS 106 Instrumental Techniques: Woodwinds (1)** The teaching of the clarinet, flute, oboe, saxophone, and bassoon in the classroom. Private lesson fee may apply.

**MUS 107 Instrumental Techniques: Brass (1)** The teaching of the trumpet, tuba, trombone, and horn in the classroom. Private lesson fee may apply.

**MUS 108 Instrumental Techniques: Percussion (1)** The teaching of percussion instruments in the classroom. Private lesson fee may apply.

**MUS 109, 209, 309, 409 The Lindenwood Bands (1) (1) (1) (1)** These large instrumental ensembles may include the Showcase Band, the Lindenwood Symphonic Ensemble, the Pit Band, the Pep Band, the Jazz Bands and Combos. Ensembles may be formed with selected members of the core ensemble. Musical literature will include concert band, popular, Broadway and seasonal repertoire. Students will be allowed to register for upper division courses depending upon their mastery of the material and continued participation in any or all of the bands. Prerequisite: permission of instructor. May be repeated for credit. No more than 9 hours will be counted toward total credit hours required for graduation. Instrumental music majors will be required to perform in the band each semester. Exceptions must be approved by the Director of Bands.

**MUS 110, 210, 310, 410 The Lindenwood Choirs (1) (1) (1) (1)** These large choral ensembles may include: *Choral Ensemble*, which provides a wide variety of styles and eras (medieval to 20th Century, accompanied and unaccompanied works, classical to popular, language pieces, etc.) Requires permission of the instructor.

*Show Choir*, which provides an integration of choreography, stage movement and choral-style vocal music, and focuses primarily on popular styles of music (Jazz, Broadway, Tin Pan Alley, Gospel, Big Band, Rock & Roll, etc.) Requires permission of the instructor.

*Community Chorus* is open to all students and members of the community. Will include a wide repertoire with a variety of styles and eras.

Smaller ensembles and soloists comprising select members of any Lindenwood University choir may be featured in concerts. Repeatable for credit.

**MUS 112, 212, 312, 412 Instrumental Chamber Music Ensembles** (1) (1) (1) (1) Open to all students by audition. Repeatable for credit. Upper division courses available with instructor's permission and based on mastery, difficulty of the repertoire and continued participation in the particular ensemble(s). Prerequisite: audition and permission of the instructor.

**MUS 113, 213, 313, 413 Vocal Chamber Music Ensembles** (1) (1) (1) (1) Open to all students by audition. Repeatable for credit. Upper division courses available with instructor's permission and based on mastery, difficulty of the repertoire and continued participation in the particular ensemble(s). Prerequisite: audition and permission of the instructor.

**MUS 114 Class Piano 1**(2) A course for the student with little or no musical background who wishes to learn the basic principles and concepts of reading and playing music.

**MUS 115 Class Piano II** (2) Continuation of Class Piano 1. Prerequisite: MUS 114 or consent of instructor.

**MUS 131, 132 Music Theory I, II** (3) (3) Develop skills of harmony, sight singing, and ear training. Includes lab. Prerequisite: Passing music proficiency exam. Offered: (MUS 131) each fall; (MUS 132) each spring. Students must be concurrently enrolled in MUS 133 or MUS 134.

**MUS 133, 134 Aural Training I, II** (1) (1) Part of a 4-semester sequence, each course develops tonal memory and sight singing skills needed for the music major. It will be a practicum for developing harmonic/ melodic dictation and sight singing techniques. Course content corresponds with materials presented in the Music Theory course. Prerequisite (for non-major/ minors): permission of instructor. Students must be concurrently enrolled in MUS 131 or MUS 132.

**MUS 165 Introduction to Music Literature** (3) This course is designed to introduce students to major forms, master works, and composers of Western art music. The approach will be by genre (i.e. symphony, opera, concerto, etc.) with specific attention to the major works in each rather than a chronological survey, and although a certain amount of elementary stylistic and formal analysis will be involved, the emphasis will be on listening skills. The one-semester course will help students prepare for more advanced work in Form and Analysis and Music History classes. This course is required for all music majors.

**MUS 204 Private Lessons** (1-2) Prerequisite: MUS 104 and permission of music faculty. Private lesson fee applies. MUS 231, 232

**MUS 231 Advanced Music Theory I** (3) With lab. Principles of musical composition, approached from the basis of both theoretical and historical development. Further work in harmony, sight-singing, and ear training. Prerequisites: MUS 131, 132, 133 and 134. Students must be concurrently enrolled in MUS 233 or MUS 234.

**MUS 232 Advanced Music Theory II** (3) Continuing advanced study of the principals of musical composition approached from the basis of both theoretical and historical development. This course will also include advanced studies in form, dealing with standard and complex musical structures not encountered in previous theoretical study. Activities may also include further work in harmony, sight-singing and ear training.

**MUS 260 The History of Jazz** (3) A study of jazz from its early folk song origins in the 19th century, through the forties, to the free jazz of Ornette Coleman, John Coltrane, and Miles Davis. Recordings are used to help the student hear stylistic differences and the musical developments which grew out of this an form. No previous musical experience is required.

**MUS 300 Piano Pedagogy** (2) A course designed for the student interested in maintaining a private studio. Study of pedagogical techniques, graded literature and materials, and other problems related to the teaching of private lessons.

**MUS 304 Private Lessons** (1-2) Prerequisite: MUS 204 and permission of music faculty. Private lesson fee applies. May be repeated for credit.

**MUS 320 Applied Music Literature** (3) A study of applied music literature through performances and extended listening to the applied area of concentration. Standard works chosen from the concert repertoire receive an analytical and stylistical study. Prerequisites: MUS 232, 234 and consent of the instructor. Private lesson fee may apply.

**MUS 330 Music in the 20th Century** (3) This lecture and hands-on course open to all students, will explore contemporary music and include a studio component where students will make instruments, create simple compositions and explore more fully what it means to "make music". No previous musical training is required.

**MUS 355 History of Music I** (3) Traces the development of Music in the culture of the Western World from 1000 B.C. to approximately 1750 A.D. Prerequisite: MUS 165.

**MUS 356 History of Music II: The Music of the Baroque through the Classical era within the Culture of Europe.** (3) The course will focus on the study of the various genres, composers and musical traditions that sprang from the cultural influences of Europe from 1600-1825. In order to give breadth to the student's experience this study of music will also be approached in relationship to the baroque and classical styles as they were manifested in the other arts within the culture of Europe.

**MUS 357 History of Music III: The Music of the Romantic through the Modern Era within the Cultures of Europe, the United States and portions of Africa and Asia.** (3) Cultural influences that shaped the romantic musical style in Europe will be examined as well as the composers, genres and musical traditions associated with it. As the study draws closer to and into the 20th century, cross cultural influences which brought change to the shape, content and sound of musical art in Europe and the United States will be considered.

**MUS 360 Orchestration/Arranging** (3) A study of the instruments of the modern symphony orchestra, their respective characteristics, and their uses in orchestration. Arrangements are made for string, woodwind, and brass combinations, and scoring is done for full orchestra. Prerequisite: MUS 231.



**MUS 370 Choral Arranging (3)** A course designed to teach the student to develop written vocal arrangements in various styles of accompanied and unaccompanied music. Areas of study include chord voicing, vocal range and flexibility considerations, voice leading and copyright laws. Concurrent enrollment in MUS 110, 210, 310 or 410 required. *This class is required by the Department of Elementary and Secondary Education for music education majors who graduate after September of 1997.*

**MUS 375 Choral Techniques (3)** The teaching of choral music in the classroom. Areas of study include teaching proper vocal techniques, developing an ensemble sound, designing warm-up exercises and craft sessions, planning a rehearsal and selecting choral literature. Concurrent enrollment in MUS 110, 210, 310 or 410 required. *This class is required by the Department of Elementary and Secondary Education for music education majors who graduate after September of 1997.*

**MUS 383 Introduction to Conducting (2)** Score reading, conducting techniques, rehearsal procedures, organizational procedures.

**MUS 384 Conducting Studio (2)** A study of advanced techniques effective for conducting and managing a large choral or instrumental group. Prerequisite: MUS 383.

**MUS 386 Special Topics (1-6)** A focused examination of a specific subject in the field of music. May include a performance component. May be repeated as topics vary. Lab fees may apply to some topics.

**MUS 390 Junior Recital (1)** The student will perform a formal recital representing a culmination of applied studies from the degree program. A faculty committee will be appointed to approve or disapprove the recital performance. Private lesson fee may apply.

**MUS 400 Advanced Pedagogy (2)** Advanced studies in instrumental and/or vocal pedagogy. May include a supervised internship in a studio setting. May be repeated for credit. Prerequisite: MUS 300 and consent of instructor.

**MUS 404 Private Lessons (1-2)** Prerequisite: MUS 304 and permission of the music faculty. Private lesson fee applies. May be repeated for credit.

**MUS 490 Senior Recital (1)** The student will perform a formal recital representing a culmination of applied studies from the degree program. A faculty committee will be appointed to approve or disapprove the recital performance. Private lesson fee may apply.

**MUS 499 Internship (3-9)**

### **Sacred Music Institute**

The growth in religious music has created a demand for this Institute. Programs include a Bachelor of Arts in Music Performance with an emphasis in Sacred Music and certificate programs (basic and professional).

Program requirements for the Bachelor of Arts are as follows: MUS 131, 133, 134, 165, 231, 232, 320 (6-9 credit hours), MUS 356, 357, 375, 383, 384, 112-412 (4 credit hours—instrumental) or MUS 113-413 (4 credit hours—choral), MUS 386 (Special Topics: Accompanying for 3-6 credit hours) and MUS 499. Students are also required to earn 12 credit hours in MUS 104-404 (8 hours major instrument and 4 hours minor instrument). If the student's major instrument is voice, the minor must be taken in piano or organ.

The certificate programs are academically based. Courses are designated as "certificate" classes and can be combined to produce the equivalent of full semester courses in Music. Details for the certificate programs can be obtained from any member of the Music Department.

## **Natural Sciences**

### **Program Description**

Natural Science courses are offered as interdisciplinary courses in the Natural Science and Mathematics Division. No major is offered.

### **Courses of Study**

**SCI 210 Scientific Terminology (2)** A course designed for students in pre-medicine, pre-dentistry, nursing, and the allied scientific fields to give a command of scientific vocabulary through the study of prefixes, suffixes, and root words derived from Latin and Greek.

**SCI 212 History of Science (3)** Science viewed as a series of peaceful interludes punctuated by intellectually violent revolutions—in which one conceptual world view is replaced by another.

**SCI 214 Ethical and Moral Problems in Science and Medicine (3)** A brief consideration of some of the ethical and moral problems in science and medicine. Advances in science and medicine have posed many problems that call for a solution if life and the universe as we know it are to survive. It shall be the task of this course to attempt to address at least some of the following topics: the care of the earth, research and human experimentation, genetic engineering, death and dying, and allocation of scarce resources.

# Performing Arts

## Program Description

An interdisciplinary major is offered through the programs in Music, Dance and Theatre. The major (45-48 hours) requires:

Course	Credit Hrs	Credit Hrs Req
MUS 100	3	3
MUS 109-409	1	3 hrs from MUS
MUS 110 (instrumental)	1	109-409, 110-410 or 112-412
MUS 112-412	1	
MUS 110-410 (choral)	1	1 hr. from MUS 110-410
MUS 104	1-2	6 hrs from MUS
MUS 204	1-2	104-404
MUS 304	1-2	
MUS 404	1-2	
TA 101	3	3
TA 201	3	3
TA 206	3	3
TA 371	3	3
TA 372	3	3
TA 100-400	1	3-6 hrs from TA
TA 403	3	100-400, 403, 404,
TA 404	3	405, or DAN 103-
TA 405	3	403, 470
DAN 103-403	1	
DAN 470	3	
TA 301	3	3 hrs from TA 301
TA 401	3	or TA 401
(TA 301 & 401 are repeatable)		
DAN 101	3	3
DAN309	3	3
TA 204	3	6-7 hours from TA
DAN 201	3	204, DAN 201,
DAN 301	3	301, 304, 401, or
DAN 304	3	MUS 165
DAN 401	3	
MUS 125	3	

The minor in performing arts (27 hours) requires: TA 101, 206, 371, 372, 6 hours of electives in music or dance courses and 9 hours in a specialty.

Course descriptions may be found under the Dance, Music and Theatre course listings.

# Philosophy

## Program Description

Courses in Philosophy are offered, but no major is offered in the subject. A minor in Philosophy requires 18 credits (at least 9 of which must be completed at Lindenwood) including PHL 100 and PHL 305..

## Courses of Study

**PHL 100 Introduction to Philosophy (3)** This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs.

**PHL 211 Ancient/Medieval Philosophy (3)** This course investigates the key ideas of the major philosophers from 600 B.C. to 1400 A.D. 13th century, including the pre-Socrates, Socrates, Plato, Aristotle, Augustine, Anselm, and Aquinas. Special emphasis is placed on Aristotelian metaphysics, classical proofs for the existence of God, nature of knowledge and the relation between philosophy and Christianity. Only original sources are used.

**PHL 212 Modern Philosophy (3)** An investigation of the original texts of the major philosophers of the enlightenment — rationalists and empiricists — tracing the emergence of modern science, the great political revolutions of the 17th and 18th centuries and rising romanticism of the early 19th century. Emphasis on the works of Descartes, Locke, Hobbes, Hume, Rousseau and Kant. Only original sources are used.

**PHL 213 Contemporary Philosophy (3)** A study of the major philosophical movements of the 19th and 20th centuries, including existentialism, philosophy of science and language, pragmatism, and social and political philosophy. Emphasis on the works of Hayek, Nietzsche, Sartre, Russell, Wittgenstein, Austin, James and Marx. Only original sources are used.

**PHL 214 Ethics (3)** This course provides students with a general understanding of the development and status of ethics as a theoretical discipline and of its relation to social and political philosophy. It includes an investigation of the ethical theories of Aristotle, Kant, Rawls, utilitarians, rights theorists, and contractarians. Issues of virtues and rights are examined in detail. Only original sources are used.

**PHL 215 Logic (3)** This course provides students with the information and tools for developing skills in constructing and analyzing arguments. The course presents the basic principles of Aristotelian and contemporary truth functional logic. It treats logical fallacies, categorical syllogism, the square of opposition, Venn diagrams, propositional logic, truth tables, natural deduction, and induction.

**PHL 216 Philosophy of Business and Economics (3)** This course investigates the philosophy of business and economics as developed in the works of Aristotle, Aquinas, Adam Smith, Karl Marx, Ludwig von Mises, welfare economists, and contemporary market theorists.



**PHL 260 Philosophy of Law (3)** An examination of the major positions taken with respect to issues in the Philosophy of Law. Some of the questions which the philosophy of law attempts to answer are: What is a legal system? Do we have a moral obligation to obey the law and if so, why? What, if anything, justifies punishing violators of the law? Should morality be legislated?

**PHL/PS 305 Political Philosophy (3)** This course introduces students to the writings of well-known classical and modern political philosophers and theorists. Instead of secondary accounts or summaries of these writers, students will read the original thoughts of well-known political thinkers.

## **Physical Education**

### **Program Description**

A Bachelor of Arts in Physical Education is offered with emphasis in four areas: (1) Elementary and Secondary teaching, (2) Athletic Training, (3) Sports Management and (4) Dance.

### **Teaching Emphasis**

Students may pursue a degree in Education that will lead to certification as an elementary/secondary physical education or health teacher. Successful completion of the planned degree program allows the University to recommend to the State of Missouri the certification of the graduate. Following degree completion and passing state mandated examinations, the student may apply for certification to teach in Missouri. Degree requirements are as follows:

### **Physical Education/Teaching Emphasis**

#### **PE Coursework**

- PE 150 Foundations of PE (3)
- PE 160 First Aid/CPR/Sport Injuries (2)
- PE 200 Health and Nutrition (4)
- PE 205 Elementary PE Methods (3)
- PE 211 Intermediate PE Methods (3)
- PE 220 Motor/Rhythmic Activity (3)
- PE 305 Measurement/Evaluation (3)
- PE 310 Kinesiology (3)
- PE 315 Exercise Physiology (3)
- PE 320 Psychology & Sociology of PE (4)
- PE 400 Adaptive PE (3)
- PE \_\_\_ Team/Lifetime Sports (7)

#### **Education Coursework**

- EDU 110 Orientation to Education (1)
- EDU 111 School Observation (1)
- EDU 301 Human Development (3)
- EDU 302 Education Psychology (3)
- EDU 307 Reading/Content Area (3)
- EDU 320 History/Philosophy of Ed (3)
- EDU 321 Classroom Management (3)
- EDU 325 Motor Dev/Motor Lang (3)
- EDU 340 Secondary PE Methods (3)
- EDU 341 Ed. Exceptional Child (3)
- EDU 380 Practicum (1)
- EDU 410 Student Teaching (12)

### **Math/Science Coursework**

- MTH 141 Basic Statistics (3)
- MTH 151 College Algebra (3)
- CHM 100 Concepts in Chemistry (4)
- BIO 100 Concepts in Biology (4)
- BIO 227 Anatomy & Physiology I (4)

### **Additional Coursework Required for Health Certification**

- SOC 315 Alcohol, Drugs & Society (3)
- PSY 303 Abnormal Psychology
- PE 300 Community Health (3)
- EDU 275 Methods in Health Education (3)
- Electives in Health (4)

Students who desire to receive a coaching endorsement must possess a valid Missouri teaching certificate and complete the courses specified for endorsement in the desired sport.

### **Athletic Trainer Emphasis**

Students may pursue a degree in Physical Education with an emphasis that will prepare them to seek certification offered by the National Trainers Association. To earn certification, the student must pass an examination that measures specific competencies in athletic training. To seek certification, the candidate must meet designated core requirements as follows: (1) A minimum of 1500 hours of athletic training experience under the supervision of an NATA certified trainer. These hours must be obtained over a period of two years and not more than five years. Of these 1500 hours, 1000 hours must be obtained in a traditional athletic training setting, at the inter-scholastic, inter-collegiate or professional sports level. The additional 500 hours may be obtained from acceptable related areas under the direct supervision of the certified trainer. (2) Proof of completion of required formal coursework.

### **Physical Education/Athletic Trainer Emphasis (must graduate by 2004)**

#### **PE Coursework**

- PE 150 Foundations of PE (3)
- PE 160 First Aid/CPR/Sport Injuries (2)
- PE 200 Health & Nutrition (4)
- PE 290 Athletic Training Practicum I (1)
- PE 291 Athletic Training Practicum II (1)
- PE 292 Athletic Training Techniques I (1)
- PE 293 Athletic Training Techniques II (1)
- PE 295 Intro to Athletic Training (3)
- PE 301 Assessment of Athletic Injuries (3)
- PE 302 Rehabilitation of Injuries (3)
- PE 310 Kinesiology (3)
- PE 315 Exercise Physiology (3)
- PE 320 Psychology & Sociology of PE (4)
- PE 349 Org/Adm of PE (3)
- PE 390 Athletic Training Practicum III (1)
- PE 391 Athletic Training Techniques III (1)
- PE 435 Athletic Training Practicum IV (1)
- PE 436 Athletic Training Techniques IV (1)
- PE \_ Team/Lifetime Sports (4)
- PE \_ Physical Education Electives (6)

### **Math/Science Coursework**

- MTH 141 Basic Statistics (3)
- MTH 151 College Algebra(3)
- CHM 100 Concepts in Chemistry (4)
- BIO 100 Concepts in Biology (4)
- BIO 121 Nutrition (4)
- BIO 227 Anatomy & Physiology I (4)
- BIO 228 Anatomy & Physiology II (4)

Students who are earning majors in areas other than Physical Education may seek Athletic Trainer certification by completing the following coursework and meeting all other certification requirements, including a Bachelor's Degree and 1500 hours of athletic training experience. This must be completed by 2004.

- PE 160 First Aid/CPR/Sport Injuries (2)
- PE 200 Health and Nutrition (4)
- PE 290 Athletic Training Practicum I (1)
- PE 291 Athletic Training Practicum II (1)
- PE 292 Athletic Training Techniques I (1)
- PE 293 Athletic Training Techniques II (1)
- PE 295 Intro to Athletic Training (3)
- PE 301 Assessment of Athletic Injuries (3)
- PE 302 Rehabilitation of Injuries (3)
- PE 310 Kinesiology (3)
- PE 315 Exercise Physiology (3)
- PE 390 Athletic Training Practicum III (1)
- PE 391 Athletic Training Techniques III (1)
- PE 435 Athletic Training Practicum IV (1)
- PE 436 Athletic Training Techniques IV (1)
- BIO 121 Nutrition (4)
- BIO 227 Physiology & Anatomy I (4)
- BIO 228 Physiology & Anatomy II (4)

Students seeking additional information on the Athletic Trainer certification should contact the NATA national office.

### **Sports Management Emphasis**

Students may pursue a degree in Physical Education with an emphasis in Sports Management. The student must complete 30 hours of approved Physical Education courses and earn 30 hours in Communications and Business courses. Degree requirements are as follows:

### **Physical Education/Sports Management Emphasis**

#### **PE Coursework**

- PE 150 Foundations of PE (3)
- PE 160 First Aid/CPR/Sport Injuries (2)
- PE 260 Orientation/Sports Management (1)
- PE 305 Measurement/Evaluation in PE (4)
- PE 320 Psychology & Sociology of PE (4)
- PE 349 Organization/Administration of PE (3)
- PE 410 Sport Management Promotion (3)
- PE 450 Sport Management Practicum (3)
- PE\_ Physical Education Electives (5)

#### **Business Coursework**

- BA 200 Financial/Managerial Accounting I (3)
- BA 330 Principles of Management (3)
- BA 350 Principles of Marketing (3)
- BA 360 Business Law (3)
- BA 170 Microcomputer Applications (3)
- BA 358 Advertising/Promotion Strategy (3)
- BA \_\_\_ Business Electives (6)

### **Communications Coursework**

- COM 100 Intro Mass Communication (3)
- COM 303 Written Comm for Business (3)

### **Dance Emphasis**

Students may pursue a Physical Education degree with an emphasis in Dance. The student must complete 40 hours of approved Physical Education courses, and earn a minimum of 27 hours of approved Dance courses. Degree requirements are as follows:

### **Physical Education/Dance Emphasis**

#### **PE Coursework**

- PE 150 Foundations of PE (3)
- PE 160 First Aid/CPR/Sport Injuries (2)
- PE 200 Health & Nutrition (4)
- PE 220 Motor/Rhythmic Activity (3)
- PE 305 Meas/Eval in PE (3)
- PE 310 Kinesiology (3)
- PE 315 Exercise Physiology (3)
- PE 320 Psychology & Sociology of PE (4)
- PE 349 Org/Adm. of PE (3)
- PE 400 Adaptive PE (4)
- PE 124 Gymnastics (I)
- PE 125 Folk Dance (I)
- PE 127 Swimming (I)
- PE \_ Team/Lifetime Sports (6)

#### **Dance Coursework**

- DAN 101 Intro. to Dance I (3)
- DAN 201 Beginning Jazz Dance (3)
- DAN 301 Inter. Modern Dance (3)
- DAN 302 Advanced Modern Dance (3)
- DAN 304 Int/Advanced Jazz Dance(3)
- DAN 309 Dance Composition (3)
- DAN 371 Dance 20th Century (3)
- DAN 372 Dance Teach. Meth. (3)

### **Math/Science Coursework**

- MTH 141 Basic Statistics (3)
- MTH 151 College Algebra (3)
- CHM 100 Concepts in Chemistry (4)
- BIO 100 Concepts in Biology (4)
- BIO 227 Anatomy & Physiology I (4)

### **Courses of Study**

#### **Activity Courses**

Activity courses may be taken for credit only one time)

#### **Team Sports**

- PE 100 Competitive Sports
- PE 101 Rec. Sports I
- PE 102 Rec Sports II
- PE 103 Volleyball
- PE 104 Softball
- PE 105 Track & Field
- PE 106 Flag Football
- PE 107 Basketball
- PE 108 Soccer
- PE 109 Wrestling
- PE 110 Golf

### **Lifetime Sports**

- PE 120 Weight Lifting I
- PE 121 Weight Lifting II
- PE 122 Orienteering
- PE 123 Stretch/Conditioning
- PE 124 Gymnastics
- PE 125 Folk Dance
- PE 126 Aerobic Dance
- PE 127 Swimming I
- PE 129 Lifeguarding
- PE 130 Water Aerobics
- PE 131 Bowling
- PE 132 Lifetime Fitness
- PE 133 Tennis I
- PE 134 Tennis II
- PE 135 Badminton
- PE 136 Scuba
- PE 137 Archery
- PE 138 Racquetball
- PE 139 Pickleball
- PE 140 Plyometrics
- PE 141 Self-Defense I
- PE 142 Cardiovascular Fitness
- PE 143 Self-Defense II

### **Professional Courses**

**PE 150 Foundations of Physical Education (3)** This is an introductory study of health and physical education. It is intended to help interested students decide if they wish to major in physical education. The history of physical education will be examined along with the goal of guiding students in the discovery of themselves and their career interests.

**PE 160 First Aid/CPR/Sport Injuries (2)** This course is designed to provide training and offer certification in the areas of First Aid and CPR. The student will meet the skill and knowledge standards as determined by the certifying organization.

**PE 200 Health and Nutrition (4)** This course is designed to prepare the student in the areas of personal and community health covering factors that contribute to the development, maintenance and nutrition of health for living in a contemporary automated society and an overview of medical aspects associated with sport and play.

**PE 205 Methods of Elementary Physical Education (3)** This course is designed to prepare the elementary physical education teacher in the methodologies associated with teaching physical education to the elementary school child. This course applies the tenets of human growth and development, motor learning, physiology of exercise, self concept, and personal development to the physical education of elementary students (Grades K-4). It covers basic skills, gymnastics/tumbling, rhythms, relays, games of low organization and body awareness and mechanics. The course includes a practicum placement in an elementary school. Prerequisite: EDU 300 or EDU 303.

**PE 211 Methods of Intermediate Physical Education (3)** This course is designed to provide a study in the techniques for instruction in motor skills, basic game skills, posture and body mechanics, games of low organization, body awareness, and introduce/institute the concepts of fair play and team work to the intermediate school student (Grades 5-9). The course includes a practicum placement in an intermediate school setting. Prerequisite: EDU 300 or EDU 303.

**PE 220 Motor Learning and Rhythmic Activity (3)** This course is designed to show the process and factors related to the acquisition and performance of motor skills and effective application to rhythmic activity teaching methods. Prerequisite: PE 150.

**PE 260 Orientation to Sport Management (1)** This course is designed to orient and introduce the student into the field of Sport Management. Students will clock a minimum of 30 hours of observation at one of the approved area sites in sport management while maintaining a verified journal of their experience. Supervision will be shared between the college and the cooperating institution/business.

**PE 290 Athletic Training Practicum I (1)** This course provides the student the opportunity to practice and perform, in a clinical and field setting, those competencies and skills learned in Athletic Training Techniques I. Prerequisite: Sophomore standing. Corequisite: PE 292.

**PE 291 Athletic Training Practicum II (1)** This course provides the student the opportunity to practice and perform, in a clinical and field setting, those competencies and skills learned in Athletic Training Techniques II. Prerequisite: Sophomore standing. Corequisite: PE 293.

**PE 292 Athletic Training Techniques I (1)** The student will develop and learn skills and competencies in blood pathogens, cryotherapy, evaluation and management of low back and neck injuries. Prerequisite: Sophomore standing. Corequisite: PE 290.

**PE 293 Athletic Training Techniques II (1)** The student will develop and learn skills and competencies in evaluation and management of injuries to the upper and lower extremities of the body. Prerequisite: Sophomore standing. Corequisite: PE 291.

**PE 295 Introduction to Athletic Training (3)** This course is designed to provide an introduction to the field of athletic training. The course will cover basic knowledge related to the prevention and rehabilitation of athletic injuries.

**PE 300 Community Health (3)** This course is designed to give a broad overview of the many dimensions of health promotion, care and legislation. Transcending the study of personal health practices, this course focuses on broader issues including government's role in health, health organizations, socioeconomic health factors, epidemiology and mental illness.

**PE 301 Therapeutic Exercise and Rehabilitation of Athletic Injuries (3)** This course will study the ways therapeutic exercise can be applied to the treatment of various athletic injuries including modes of strengthening, flexibility improvement, facilitation techniques, post-operative exercises, muscles testing and functional activities. Prerequisite: PE 295.

**PE 302 Assessment of Athletic Injuries (3)** This course will study the mechanism of injuries and specific orthopedic evaluation to determine injury pathology found in athletics. Prerequisite: PE 295.

**PE 305 Measurement & Evaluation in Physical Education (3)** This course is a survey of the development, evaluation, and application of tests in health and physical education. The use and interpretation of statistical techniques in terms of their strengths and weaknesses will be considered. Prerequisites: MTH 141 and MTH 151.

**PE 310 Kinesiology of Physical Education (3)** The course will study the anatomical and mechanical phenomenon which underlie human motion. The student will learn to undertake a systematic approach to the analysis of motor skill activities and exercise programs and acquire experience in applying that knowledge to the execution and evaluation of both the performer and the performance in the clinical and educational milieu. Prerequisites: MTH 141 and MTH 151, BIO 227 and BIO 228.

**PE 315 Exercise Physiology (3)** This course will provide an adequate understanding of the physiological responses to exercise. Such understanding will provide the student with a means to (a) analyze exercise and sports; (b) assess individual responses to sports and exercise; (c) evaluate claims against various forms of exercise; (d) plan programs for the optimal enhancement of human well-being; and (e) communicate program. Prerequisites: MTH 151, BIO 227 and BIO 228, CHM 100.

**PE 320 Psychological and Sociological Aspects of Physical Education (4)** This course includes the theoretical foundations, methodological foundations, experimental foundations, and applied foundations of sport sociology, as well as the historical perspectives of psychology, altered states of consciousness, the sport personality, motivation, arousal, anxiety, attention, aggression, self-regulation of psychological processes, sport leadership, humanism in sports, cohesiveness, sex roles, racism, the historical aspects of play theory, social psychological aspects of play, bio-behavioral aspects of play, research methodology, and the environmental aspects of play. Prerequisites: PSY 100 and SOC 102.

**PE 331 Analysis and Teaching of Lifetime Sports (2)** This course includes the study of skills analysis and techniques of teaching team sport activities. An emphasis will be given to exercise, history, strategy, rules, materials and teaching of the various activities. The students will have opportunities to plan and teach activities through the use of micro and peer teaching.

**PE 333 Analysis and Teaching of Aquatic, Gymnastics, and Dance (2)** This course includes the study of skill analysis and techniques of teaching aquatics, gymnastics, and dance. An emphasis will be given to exercise, history, strategy, rules, materials and teaching of the various activities. The students will have opportunities to plan and teach activities through the use of micro and peer teaching.

**PE 349 Organization and Administration of Health and Physical Education (3)** This course includes a study of the organization and administration of the health and physical education program with consideration of such problems as critical issues and present trends, professionalism, class management, facilities, equipment and supplies, budget, intramural programs and interschool athletics. Prerequisite: PE 150.

**PE 350 Theory & Methods of Coaching Football (2)** This course helps prepare students to coach the game of football. Emphasis will be placed on offensive and defensive theory, the kicking game, scouting, and the components of a successful football program. Prerequisite: Junior standing.

**PE 351 Theory & Methods of Coaching Basketball (2)** This course includes the study of the rules, regulations, and traditions of basketball along with practical techniques for conditioning players, supervising effective practice, planning games, and effective supervision of players during contests. Prerequisite: Junior standing.

**PE 352 Theory & Methods of Coaching Softball and Baseball (2)** This course includes the study of the game of baseball including the rules, important technology, conditioning the players, the fundamentals of offensive play, the fundamentals of defensive play, the promotion of teamwork, an array of practice techniques, the use of teamwork in successful play, and game coaching. Prerequisite: Junior standing.

**PE 353 Theory & Methods of Coaching Track & Field (2)** This course includes the study of track and field theories, events, history, and outstanding coaches. The student will be prepared to coach track and field events. Prerequisite: Junior status.

**PE 354 Theory & Methods of Coaching Volleyball (2)** This course includes the study of knowledge, skills, and techniques necessary for coaching volleyball. It includes learning how the skills are performed and participating therein. Practical experience in teaching volleyball is included. Prerequisite: Junior standing.

**PE 355 Theory & Methods of Coaching Soccer (2)** This course is a study of coaching-soccer. Emphasis will be placed on specific conditioning for soccer, the technical skills of the game, teamwork, offenses, defenses, the psychology of soccer play, and the game behavior of the coach. Prerequisite: Junior standing.

**PE 356 Theory & Methods of Coaching Weight Training (2)** This course is designed to prepare students to teach and supervise weight training programs in athletic, recreational, and physical education class environment. Prerequisite: Junior standing.

**PE 357 Theory and Methods of Coaching Wrestling (2)** This course will prepare students to coach interscholastic wrestling. The areas of study includes: history, rules, scoring, technology, conditioning, offensive/defensive maneuvers, and actual "on the mat" practice. Additionally, planning and supervising effective practice sessions and administering dual meets and tournaments will be covered. Prerequisite: Junior standing.

**PE 390 Athletic Training Practicum III (1)** This course provides the student the opportunity to practice and perform, in a clinical and field setting, those competencies and skills learned in Athletic Training Techniques III. Prerequisite: Junior standing. Corequisite: PE 391.

**PE 391 Athletic Training Techniques III (1)** The student will develop and learn skills and competencies in evaluation and management of injuries to the head, face, chest and abdomen. The administering of exercise and testing programs for specific areas of the body will also be covered. Students will also learn to manage common injuries to the body and dermatological conditions. Prerequisite: Junior standing. Corequisite: PE 390.

**PE 400 Adapted Physical Education (3)** The intended outcome of this course is to produce an individual who is not only capable of teaching students with various disabilities who are integrated into regular physical education classes, but also the more disabled students requiring a special physical education program. Prerequisites: PE 310 and PE 315.

**PE 410 Sport Management, Policy, and Promotion (3)** This course is designed to provide the student with the principles and methods of sport management, the strategy, planning, research and marketing of sport promotion, and the proper and lawful execution of the policies therein. Students will be provided with appropriate learning experiences in management, promotion, and policy-making. Prerequisite: Senior standing.

**PE 420 Practicum in Coaching (2)** This course is designed as a culminating experience for the coaching emphasis offered. The student must complete a minimum of 60 hours in a practicum placement in the sport for which they desire the coaching emphasis. The student may not complete this requirement during season if they also are a participant in that sport. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of that sport who will also serve as the supervisor/instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member.

**PE 420.50 Practicum in Coaching Football**

**PE 420.51 Practicum in Coaching Basketball**

**PE 420.52 Practicum in Coaching Baseball/Softball**

**PE 420.53 Practicum in Coaching Track & Field**

**PE 420.54 Practicum in Coaching Volleyball**

**PE 420.55 Practicum in Coaching Soccer**

**PE 420.56 Practicum in Coaching Weight Training**

**PE 420.57 Practicum in Coaching Wrestling**

**PE 430 Therapeutic Modalities (3)** The theory and application of hydrotherapy, electrotherapy, thermotherapy, cryotherapy, manual and mechanical techniques for the prevention and care of athletic injuries. Prerequisite: Senior standing.

**PE 431 Organization and Administration of Athletic Training (3)** Designed to examine in-depth the various policies and procedures involved with the administration of athletic training. Studies include facility organization and design, legal liability, personnel management, equipment, maintenance, budgeting, record-keeping, health-care services, counseling and public relations. Prerequisite: Senior standing.

**PE 432 Pharmacology (3)** The study of actions and side effects of functional groups of drugs. Attention is given to diet, age and other factors influencing drug response. The discussion of the effects of drugs on athletic performance will also be covered. Prerequisite: CHM 100, Senior standing.

**PE 433 Pathology of Non-Orthopedic Injuries and Illness (3)** Identification of those injuries and illness not usually observed in an orthopedic type injury. The course will consist of the discussion of symptoms and treatments of viral and bacterial diseases, as well other disabling illnesses and injuries. Some of the topics covered include diabetes, heart diseases, neural disorders and hepatitis. Prerequisite: Senior standing.

**PE 435 Athletic Training Practicum IV (1)** This course provides the student the opportunity to practice and perform, in a clinical and field setting, those competencies and skills learned in Athletic Training Techniques IV. Prerequisite: Junior standing. Corequisite: PE 436.

**PE 436 Athletic Training Techniques IV (1)** The student will develop and learn skills and competencies needed to administer therapeutic modalities, including whirlpool, hydrocollator packs, contrast bath, ultrasound, high volt EMS, intermittent compression, and massage. Prerequisite: Junior standing. Corequisite: PE 435.

**PE 437 Fall Football Experience (1)** This course allows the student to experience the skills needed to administer an athletic training program for a football team. Topics covered include budgeting, field preparation, preseason sports screens, student trainer assignment, practice coverage, injury evaluation and rehabilitation. Prerequisite: Junior standing, PE 301 and 302.

**PE 438 Senior Seminar (1)** Students will discuss their experiences received from their internships provided in their Athletic Training Integrating Experiences. Students will also be responsible for input into the case studies the other student present. Prerequisite: Senior standing. Corequisite: PE 439.

**PE 439 Athletic Training Integrating Experience (3)** The student will apply the skills and competencies they have learned by doing internships at three different athletic training settings. These settings will be traditional and non-traditional. Corequisite: PE 438.

**PE 450 Practicum in Sport Management (6)** This course is designed to be the culminating experience in the Sport Management program. The student will be placed in a practicum placement at one of the approved sites. This placement should provide practical, hands-on experience for the student in the area of sport management. Supervision will be shared between the college and the cooperating institution/ business when proximity permits. The student will be required to clock a minimum of 320 hours during this placement. (Prerequisite: Senior Standing)

## Physics

### Program Description

Courses in Physics are offered in the Division of Science. No major is offered.

### Courses of Study

**PHY 100 Concepts in Physics (4)** A course for non-science majors which focuses on three areas of physics: mechanics and energy, electricity and magnetism, atomic and nuclear structure (including radioactivity). The importance of these areas in the physical world around us will be emphasized. Frequent demonstrations will be used to reinforce concepts. Prerequisite: High school algebra.

**PHY 151, 152 Introductory Physics I, II (4) (4)** By the application of algebra and trigonometry to examine the fundamental principles of physics. Topics covered in this course include mechanics, heat, sound, light, electricity, magnetism, and nuclear structure. Laboratory work is included. Prerequisite: high school trigonometry/precalculus or MTH 152.

**PHY 301, 302 General Physics I, II (4) (4)** By the application of calculus to the definitions, the fundamental principles of physics are simplified. Topics covered in this course include mechanics, heat, sound, electricity, magnetism, light and nuclear physics. Includes a two-hour laboratory. Lab fee. Prerequisite or concurrent registration: MTH 171 or equivalent. Lab fee.

## ***Political Science/ Public Management***

### ***Program Description***

The Political Science degree requires 30 semester hours in Political Science. The major has five required courses: PS 155, 156, 300, 305, and 370. In addition, five elective courses chosen from any of the available Political Science courses. The minor in Political Science consists of 18 semester credit hours in Political Science. Four courses are required: PS 155, 156, 300, and 305. In addition two elective courses chosen from any of the available Political Science courses.

The major in Public Management requires a minimum of 30 semester credit hours. The major has seven required courses: PS 155, 156, 313, 335, 370, MTH 141, and BA 200. In addition three elective courses may be chosen from the following: PS 301, 310, 311, 324, 327, 360, 367, 395, 450, or business courses BA 300, 301, 311, 320, 322, 327, 330, 332, 405, 412, or 422.

The minor in Public Management requires a minimum of 18 semester credit hours. Four courses are required: PS 155, 156, 313, and 335. In addition two elective courses chosen from the list of elective courses under the Public Management major.

### ***Pre-Law***

Students interested in attending law school usually major in either political science or public management (or both). Law schools would like students to have a familiarity with government, as well as possessing the capability to think analytically, read critically, and write clearly. Courses offered through the political science and public management majors help students develop the background and skills necessary to succeed in law school. In addition, students are frequently encouraged to take mock Law School Entrance Examinations (LSAT) offered through the Pre-Law program.

### ***Courses of Study***

#### ***Political Science***

**PS 155 American Government: The Nation (3)** This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key terms such as "democracy" and "politics" as well as on providing students with an overview of American national government.

**PS 156 American Government: The States (3)** This course focuses on the role and function of state governments in our federal system. Attention is focused on providing students with an ability to analyze state governments through comparison, realizing that there are differences as well as similarities among the fifty states.

**PS 300 Comparative Politics (3)** This course focuses on providing students with different methods and approaches used in making political comparisons. Furthermore, students are shown how they can use these methods and approaches in the study of individual countries.

**PS 301 Comparative Public Policy (3)** This course focuses on the study of public policy issues in other countries as a way to provide insight into public policy topics within the United States.

**PS/PHL 305 Political Philosophy (3)** This course introduces students to the writings of well-known classical and modern political philosophers and theorists. Instead of secondary accounts or summaries of these writers, students will read the original thoughts of well-known political thinkers.

**PS 310 Congress, the Presidency, and the Party System (3)** This course focuses on specific issues that help students develop a finer appreciation of the study of American national government. Topics examined include: Presidential Congressional relations, members of Congress and their world, political leadership, and the functions of political parties in elections and public policy.

**PS 311 American Constitutional Law (3)** This course focuses on an in-depth examination of judicial review as well as a close look at different Supreme Court justices. Other topics examined include: significant court cases, methods of evaluating liberal/conservative leanings of the court, and the impact of the court on public policy.

**PS/BA 313 Public Finance (3)** This course focuses on public financial issues at the national, state, and local levels of government. Topics examined include: taxation at all three levels of government, the role of the Federal Reserve Board, the impact of recession and economic recovery on public finances, and the financing of public programs.

**PS/BA 318 Public Policy (3)** This course focuses on examining the implementation and evaluation of public programs at the national, state, and local levels of government. In addition, students will analyze particular public programs through a case study method.

**PS/COM 325 Politics and the Media (3)** In America at the turn of the millennium, mass media and mass politics are so intertwined that we cannot imagine one without the other. This course examines how politicians and the media interact with one another, and what the effects are on both institutions. We also look at issues such as agenda-setting, bias vs. objectivity in the media, and the growing use of "spin doctors" to manipulate press reporting of political events. Prerequisite: American Government, PS 155 or 156.

**PS 327 Urban Politics and Policy (3)** This course focuses on the particular problems of politics and policy-making within medium and large American cities. In addition, topics discussed include: economic development, governing metropolitan areas, and the role of urban issues in national politics.

**PS/BA 335 Public Management (3)** This course focuses on a close examination of governmental reform efforts and evaluating the success or failure of these endeavors. In addition, topics discussed include: fiscal federalism, presidential management of the federal bureaucracy, budgetary politics, and evaluating the term "big government" and what it might mean.

**PS/COM 345 Campaigns and Elections (3)** Americans vote on more issues and public offices than do citizens in any other Western industrialized democracy. Despite our nation's reliance on the public vote, there is much about political and public issue campaigns that is misunderstood. PS/COM 345 studies elections and campaigns throughout the course of American history, as the fran-

chise has been opened to more and more citizens in the last 220 years. There also is an examination of the science of public opinion, and how it helps determine who runs our cities, our states, and our nation. Prerequisite: American Government, PS 155 or 156.

**PS 350 International Relations (3)** This course focuses on a close examination of the writings of classical and modern theorists who have had an impact on the study of international relations. Students will also be introduced to different approaches used in studying international relations. Furthermore, key concepts such as "balance of power," "power," "power politics," "levels of analysis," and "negotiations and diplomacy" will be addressed.

**PS 351 American Foreign Policy (3)** This course focuses on the conduct of American foreign policy by examining key participants such as the President, Congress, and governmental departments with important roles in foreign policy making. In addition, students are provided with a historical background to current foreign policy issues.

**PS 360 Civil Liberties (3)** This course focuses on both constitutional law and criminal justice issues related to civil liberties. In addition, students will examine the relationship of civil liberties to public policy.

**PS 365 Appreciating Political Books (3)** This course will be offered depending upon the desire by students. At the beginning of this course, students, in conjunction with the professor, decide upon the books on politics which will be read and discussed. No lectures are planned; course meetings are book discussion sessions and include papers that demonstrate students critical reading capacities.

**PS 367 Directed Research (3)** Students approved to take directed research will work with a department faculty member who will approve an appropriate topic that will lead to a research paper that demonstrates an ability on the part of the student to think and write clearly and analytically.

**PS 370 Governmental Research (3)** Students will take this in either their second semester, junior year or either semester, senior year. The purpose of this course is to help students develop research skills—particularly a familiarity with library resources—that will become necessary in graduate and professional school programs. In addition, students will become comfortable with the use of various computer available information, governmental data and publications.

**PS 395 Public Affairs Forum (3)** This course will be offered as the demand warrants. The approach of this course is to have a faculty member act as a moderator and instructor. Depending upon the particular emphasis of the Public Affairs Forum, (e.g., county government efficiency, intergovernmental relations, state and local economic development), students will hear presentations by different practitioners in the public sector and have the opportunity to ask questions. As assignments, students will write essays that will compare and contrast the assigned readings with the course presentations.

**PS 450 Government Internship (3)** Sometimes through members of the faculty, sometimes through the initiative of students themselves, students can work in a political or public management environment and receive credit. Students interested in this internship are expected to keep a journal and will write a lengthy research paper or several shorter papers related to the internship and keep in frequent touch with a faculty member who will be their mentor.

## Pre-Engineering

Lindenwood University offers programs in pre-engineering, in which students take the first two or three years of their program at Lindenwood and complete the remainder of their preparation in an engineering specialty at an affiliated university.

A large number of engineering programs require completion of a certain core of courses in mathematics, physics, chemistry and engineering. The pre-engineering program at Lindenwood is consistent with these programs and requires completion of MTH 171, 172, 303, 311, PHY 301, 302, CHM 151, 152, 161, 162, and EGR 261, 262. Some variations may occur due to certain articulation agreements with different engineering programs.

### Lindenwood University/ University of Missouri-Columbia 2+2 Program in Engineering

During the initial segment of this program, engineering students complete a pre-engineering program at Lindenwood, which includes departmental requirements of the baccalaureate degree in the major discipline. The major may be selected from the sciences, with a minor, if any, in the liberal arts.

A student who completes the following two years of required course work and achieves a minimum grade-point average of 2.0 (based on a 4.0 maximum) at Lindenwood will be permitted to continue through the engineering degree at the College of Engineering, University of Missouri-Columbia. The student can continue with a choice from any of ten\* engineering degrees. The baccalaureate degree will be conferred when all baccalaureate requirements have been satisfied, including the prerequisite course work prescribed by the College of Engineering.

#### First Semester (16 hrs)

MTH 171 Calculus I (5)  
PHY 301 General Physics I (4)  
CSC 101 Computer Science I (4)  
ENG 101 English Composition (3)  
COL 110 College Community Living (1)

#### Second Semester (15 hrs)

MTH 172 Calculus II (5)  
PHY 302 General Physics II (4)  
CSC 102 Computer Science II (4)  
BA 211 Principles of Microeconomics (3)

#### Third Semester (15 hrs)

MTH 303 Calculus III (5)  
EGR 261 Engineering Mechanics 1—Statics (3)  
CHM 151 General Chemistry I (4)  
CHM 161 General Chemistry I Problem-Solving (1)  
HIS 105 America: Colony to Civil War (3)

#### Fourth Semester (17 hrs)

MTH 311 Differential Equations (3)  
EGR 262 Engineering Mechanics II—Dynamics (3)  
CHM 152 General Chemistry II (4)  
CHM 162 General Chemistry II Problem Solving (1)  
Humanities/Social Science (6)

\*Engineering degrees that a student can continue with are Biological, Chemical, Biochemical and Environmental Option, Civil, Electrical, Computer and Electrical, Computer Science, Industrial, and Mechanical. For more detailed information, see the *Engineering Transfer Program Guide* for the University of Missouri-Columbia.

## **Lindenwood University/Washington University Dual Degree Program in Engineering**

The Dual Degree Plan is a program designed to enable Lindenwood students to complete three of four years of study in the liberal arts and then take a two-year intensive course at the Sever Institute of Technology of the School of Engineering and Applied Science at Washington University.

The student must meet all Lindenwood graduation requirements during the liberal arts phase of the program (except the total number of semester hours required for graduation, if one elects the 3-year option).

Upon successful completion of the first year at the Sever Institute and transfer of a sufficient number of first-year credits to Lindenwood, the student will receive a baccalaureate degree from Lindenwood University. This first degree may be in any discipline.

The second degree, which will be in some area of engineering, will be conferred by Washington University when all requirements for the second phase of the program have been satisfied.

During the three- or four-year liberal arts phase of the program, the student may elect a major in any discipline, as long as the following minimum requirements are met for entry into the engineering program:

1. A minimum grade average of B. (Courses with grade below C will not transfer).
2. Calculus through differential equations.
3. One year of calculus-based physics.
4. One year of chemistry with laboratory.
5. One course in computer programming.
6. At least 6 courses in humanities and social sciences, with three of those courses being in a single field (one of which must be at the 300 level).
7. For entry into chemical engineering, a one-year course in organic chemistry would have to be included.

Lindenwood students should be aware that admission to Sever Institute of Washington University cannot be guaranteed.

Options for the student during the two year engineering phase include concentrations in:

- (a) Chemical Engineering
- (b) Civil Engineering
- (c) Computer Engineering
- (d) Computer Science
- (e) Electrical Engineering
- (f) Engineering & Public Policy
- (g) Mechanical Engineering
- (h) Systems Science & Engineering

### **Courses of Study**

**EGR 261 Engineering Mechanics I-Statics** (3) This course includes statics of particles and rigid bodies, equivalent systems of forces, distributed forces, centroids, application to trusses, frames, machine beams and cables, friction, moments of inertia and principles of virtual work and applications. Prerequisite: PHY 301, MTH 172 and permission of department.

**EGR 262 Engineering Mechanics II-Dynamics** (3) This course reviews vector algebra and calculus. It introduces kinematics of a particle, Newton's laws and kinetics of a particle, work and energy, impulse and momentum, kinematics of rigid bodies, general theorems for systems of particles, kinetics of rigid bodies and the inertia tensor. Prerequisite: EGR 261, PHY 302, MTH 311 and permission of department.

**EGR 361 Introduction to Electric Networks** (3) Studies include elements, sources and interconnects, Ohm's law, Kirchoff's law, superposition and Thevenin's theorem, the resistive circuit, transient analysis, sinusoidal analysis and frequency response. Prerequisite: PHY 302, MTH 311 and permission of department.

**EGR 362 Introduction to Digital and Linear Electronics** (3) Introduction to contemporary electronic devices and their circuit applications. Incremental and D-C models of active circuit components are used to design single and multistage amplifiers. Models of BJT, diodes and field effect devices are used to design digital circuits. Prerequisites: EGR 261, PHY 301, MTH 311 (or taken concurrently) and permission of department.

## **Pre-Law**

See Political Science/Public Management

## **Pre-Professional Studies in Health Sciences**

At Lindenwood Pre-Professional Studies in the Health Sciences include Pre-Medicine, Pre-Veterinary Medicine, Pre-Dentistry, and Pre-Optometry programs, which are specifically designed to meet the course requirements and prepare the students to take the mandatory entrance exams.

More than ever before, health professions schools are placing the value on personal characteristics, including intellectual curiosity and a sense of altruism in the selection of successful applicants. Nevertheless, performance on the entrance exams, cumulative undergraduate GPA, Science and Math GPA along with experience (work related or voluntary) in the desired field, are still important criteria in obtaining admission into the desired health profession.

Some factors which bear serious consideration by the student prior to his/her decision to enter any of the pre-professional studies are: personal motivation, realistic assessment of the demands of clinical training and practice, including 7-11 years of training after the undergraduate years, and working with the ill and infirm. Students should also realize that admission into the health professions schools is highly competitive.

With regard to undergraduate curriculum, specific course requirements may vary among medical/ veterinary/ dental/ optometry schools, but all schools realize the value of a broad education, with demonstrated ability in the sciences, well-developed verbal and written communication skills, and a background in the humanities and social sciences.

As soon as the student decides to enroll as a pre-professional health science student (which is suggested to be no later than the end of the freshman year) an advisor for these studies should be contacted and the prescribed course work begin immediately. Both the Biology and Chemistry departments have a pre-health advisor to help the students.

To perform above the national norms, students should finish certain courses before appearing for the entrance exam in their chosen



profession. Students should also check the coursework-related information on specific schools in the *Admissions Requirements* books which are published annually in the various disciplines by the professional associations. Consult a Lindenwood pre-health advisor regarding the *Admissions Requirements* books.

### **Pre-Medicine/Pre-Veterinary Medicine/ Pre-Dentistry/Pre-Optometry**

The majority of the health professions schools expect the student to have the following requirements:

General Chemistry	2 semesters
General Biology	2 semesters
General Physics	2 semesters
Organic Chemistry	2 semesters
English	2 semesters

and completion of an entrance test (MCAT or GRE/VCAT or DAT or OAT).

A few health professions schools require or strongly recommend other courses such as biochemistry, cell/molecular biology, genetics, statistics, calculus, humanities, and social science.

## **Psychology**

### **Program Description**

Lindenwood offers both the BA and the BS degrees in psychology. All psychology majors are required to take SS 310 and 33-42 hours in psychology including PSY 100, 102, 300, 432, plus two courses from the following: PSY 324, 330, 332, 334, 335. For the B.S. degree PSY 335 (Topics in Biopsychology) is highly recommended as a core course and PSY 401 (Field Study in Experimental Psychology) is also highly recommended as a psychology elective.

The B.S. degree requires an additional 12-13 hours in Natural Science and Mathematics beyond the General Education requirements. In addition, the sciences courses should have a lab component.

### **Emphases in Psychology**

Within the B.A. or B.S. in Psychology, students can pursue one of four possible emphases in psychology. These include: Pre-Clinical/Counseling Psychology, Developmental Psychology, Applied Psychology, and Experimental Psychology. Courses need to complete each emphasis include:

**Pre-Clinical/Counseling:** PSY 301, 302, 303, 320, 341, 403

**Developmental:** PSY 200, 201, 302, 312, 402

**Applied Psychology:** PSY 231, 310, 320, 324 (if not taken as core course), 332 (if not taken as core course), HRM/PSY 333, PSY 400

**Experimental Psychology:** PSY 302, 320, 324 (if not taken as core course), 330 (if not taken as core course), 335 (if not taken as core course), 365, 401

### **Courses of Study**

**PSY 100 Principles of Psychology** (3) An introduction to behavioral science, focusing on the study of perceptual, learning, and motivational processes. The student will explore basic psychological concepts, methods, and findings leading to an understanding of human behavior.

**PSY 101 Interactive Psychology** (3) An introductory study of the reciprocal relationships between personality and society. The emphasis is on understanding the dynamics of the interaction among personality dispositions, social behavior and social-cultural influences. Group activities and demonstrations provide student-generated data to test and to expand the student's understanding of text materials.

**PSY 102 Experimental Psychology** (3) A first course in the logic and methods of psychological research, focusing on the working aspects of understanding and doing psychological research. Introduces the experimental approach to answering questions, describing data, and developing critical thinking skills for the analysis and evaluation of behavioral research. Students will actively engage in group activities and research demonstrations to reinforce pivotal concepts. Prerequisite: PSY 100.

**PSY 200 Human Development: Childhood** (3) Study of the factors influencing the child's perceptual, motor, intellectual, language, social and personality development from birth to maturity.

**PSY 201/EDU 201 Psychology of Adolescence** (3) A study of physical, intellectual, emotional and social development during the period of adolescence. Research studies are given special attention in studying the development of a sense of personal identity, changing roles in family, school and community, and problems of adjustment, delinquency and drug abuse.

**PSY 231 Creative Problem Solving** (2) An intensive experience designed to develop an understanding of the processes of problem-solving and creativity. Students will be directly involved in activities through which they can explore and expand their own creativity in solving everyday problems encountered in management, decision-making, working, and living. (A previous course in Psychology is recommended.)

**PSY 300 Research Methods in Psychology and the Social Sciences** (4) A course in the techniques of behavior observation and analysis in which students learn to design and conduct research in the social sciences, to analyze the data meaningfully, and to present their findings to others. Equal emphasis is given to survey, correlational, and experimental methods. Prerequisite: SS 310 and PSY 102.

**PSY 301 Theories of Personality** (3) The major theories of personality are studied along with the research on which the theories are based. Students will undertake independent projects exploring aspects of personality theories. Prerequisite: PSY 100 or 101.

**PSY 302 Behavior Modification** (2) Study of the application of learning principles to practical problems of behavior with emphasis on behavior management and behavior modification in home, school, and clinical settings, laboratory study in acquisition of new behaviors, and visits to local programs using behavior modification with normal and exceptional persons. Prerequisite: PSY 100 or permission of instructor.

**PSY 303/SED 303 Abnormal Psychology** (3) A survey of the major classes of behavior disorders. Emphasis is given to understanding symptoms, the complex interaction of factors related to disordered behavior and various approaches to correction of behavior problems. Prerequisite: PSY 100 or 101.

**PSY 305/REL 305 The Psychology of Religion** (3) An overview of the current field of psychological study of religion and its impact on the individual and the community. The course will provide a well-balanced and thorough look at psychological literature and the many lines of psychological research in the areas of faith development and practice, conversion experiences, religion and social compassion, attitudes and behavior, religion/personality/mental health, and religious development from early childhood through old age.

**PSY 310 Industrial/Organizational Psychology** (3) Survey of the principles of psychology as related to people in organizations. Will consider behavior from individual, group, and organization-wide perspectives. Sample issues are testing, motivation, leadership, and power. Some relevant case studies are discussed, and games and simulations are used to explore principles. Prerequisite: PSY 100 or 101.

**PSY 312 Psychology of Aging** (3) This course focuses on the aging person. Development processes involving sensory, perceptual, intellectual and personality changes from young adulthood through old age provide the framework for understanding the process of aging. The area of study includes the role of the older person in the family and society as well as issues related to economics, leisure, retirement and death. Prerequisite: PSY 100 or 101.

**PSY 320 Health Psychology** (3) An investigation and discussion of the psychological influences on how people keep themselves healthy, how they become ill, and how they adapt physically, behaviorally, and cognitively when they become ill. Attention is given to the effect of the mind-body relationship and various sociopsychological variables on both physical and psychological health. Topics will include exercise, stress, weight control, pain management, meditation, coping styles, psychoimmunology, and behavioral habits. Prerequisites: PSY 100 or 101.

**PSY 324 Psychological Testing** (4) A study of theory of mental measurement and the principles of reliability, validity and standardization as they are applied to the construction, interpretation and use of education and psychological tests. Tests of achievement, aptitude, intelligence, interest and personality will be studied as illustrations of the problems of measurement and the variety of solutions to those problems. Ethics of test use will be given special consideration. Each student will complete a term project in constructing, validating, and norming a test. Prerequisites: Two prior courses in psychology.

**PSY 330 Psychology of Learning** (3) Study of how old behaviors are changed and new behaviors are acquired as a result of experience. Attention is also given to theories and empirical findings in the field of human memory. Students will carry out an experiment in learning or memory. Prerequisite: PSY 100.

**PSY 332 The Psychology of Motivation** (3) An analysis of the major theories of motivation, the data on which they are based, and applications of motivation concepts. Prerequisite: PSY 100 or 101.

**PSY 333 Human Resource Development** (3) See HRM 333 in the Human Resource Management section of this catalog.

**PSY 334 Explorations in Social Psychology** (3) Study of theories of and research into the individual's interrelationships with other people and with his/her social groups. Topics include social motivation, socialization, personal perception, liking and attraction,

conformity, persuasion, attitude formation and change, prejudice, and mob and crowd behavior. Prerequisite: PSY 100 or 101.

**PSY 335 Topics in Biopsychology** (2) Study of biological aspects of behavior, including neurophysiology, motivation and memory. Prerequisite: PSY 100 or BIO 101 or BIO 110.

**PSY 341 Counseling and Psychotherapy** (3) An introduction to the theories, principles and techniques of counseling and psychotherapy. Prerequisite: PSY 301 or 303.

**PSY 365 Human Sexuality** (3) Survey of theories of and research into psychological aspects of human sexual behavior. Topics include: sex differences in the development of sexuality, psychological factors in sexual behavior, sexual behavior in cross-cultural perspective, sexual behavior in special populations, aberrant sexual patterns, and current sexual trends in America. Prerequisite: PSY 100 or 101.

**Field Studies:** Advanced students are given an opportunity to explore applications of psychology in field study experiences. Field studies require prior mastery of psychological concepts related to the designated situation and thus must be approved by the department chairperson before registration on demand.

**PSY 400 Field Study in Applied Psychology** (Credit Variable) Supervised work experience for the advanced student which requires the application of psychological principles, research skills and problem solving strategies to real world areas of business and community agencies. Recommended for students with Human Resources Management focus. Prerequisite: PSY 300, junior standing, and approval of department chairperson.

**PSY 401 Field Study in Experimental Psychology** (Credit Variable) Opportunity for the advanced student to work in a professional laboratory situation and to take responsibility for development and execution of a substantial behavioral research project. Prerequisites: PSY 300, Junior standing, and approval of chairperson.

**PSY 402 Field Study in Child Development** (Credit Variable) Opportunity for the advanced student to actively participate under qualified supervision in a psychological program for normal or exceptional children. Prerequisites: PSY 300, Junior standing, and approval of department chairperson.

**PSY 403 Field Study in Interpersonal Behavior** (Credit Variable) Supervised work experience for the advanced student in the psychology department of a mental health agency, emphasizing the objectives and procedures required in establishing a helping relationship with persons who have behavior problems. Prerequisites: PSY 300, Junior standing, and approval of department chairperson.

**PSY 432 Advanced General Psychology** (3) Students survey the history of psychology and analyze recent developments in various fields of psychology in historical perspective. Also, professional issues and ethics will be covered. Prerequisites: PSY 100 and Junior standing.

**PSY 450 Internship** (Credit Variable).

## **Public Management**

See Political Science/Public Management.

# Religion

## Program Description

Lindenwood offers a bachelor's degree in Religion. The degree requires 36 hours of courses, including the core courses of REL 100, 200, 325, and ANT 324, plus 12 more hours of religion courses. Students may then select the remaining 12 hours of courses from the following list: ANT 112, 234, ENG 339, 345, 350, HIS 223, 224, PHL 211, 212, 213, and 214; SOC 102, 320 and PSY 305.

A minor in Religion requires 18 credits (at least 9 of which must be completed at Lindenwood) including REL 100 and 325.

## Courses of Study

**REL 100 Introduction to Religion** (3) An introduction to the academic study of religion, this course is not intended to convince students of the truth (or falsehood) of any particular religious beliefs, but rather to develop an understanding of the religious aspect of being human. Topics may include: the question What is religion?; brief looks at particular religions such as Hinduism, Islam, and the Biblical faiths; religion and ethics; religion and Western culture; and a theological topic such as the problem of evil.

**REL 200 World Religions** (3) A course aiming to familiarize the student with the great religious systems of the world. Specific attention is given to Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**REL 202 Religion in America** (3) An overview of the history and development of the major religious traditions in the United States, beginning with the Puritans and concluding with contemporary religious movements. Included are the beliefs, programs, and organizations of the major Protestant denominations, the Roman Catholic Church, and Judaism, along with ethno-religious groupings, ecumenical movements, and church-state relations.

**REL 210 Old Testament** (3) A basic introduction to the literature and theology of the Old Testament.

**REL 211 New Testament** (3) An introduction to the analytical (or "critical") study of the New Testament, which assumes no particular denominational or faith standpoint. The course familiarizes students with the content of the New Testament, by teaching them to use reasoning abilities and the methods developed by modern critical scholars to understand that content.

**REL 300 Religion, Science, and Faith** (3) Overview of the issues in the dialogue between science and Religion. Discussion will include the following topics: relationship of science and Christianity, problems of reductionism in science and religion, understandings of human nature and the role of religion, and philosophical and theological views of evolutionary science.

**REL 305/PSY 305 The Psychology of Religion** (3) An overview of the current field of psychological study of religion and its impact on the individual. The course will provide an overview of psychological research in the areas of faith development, conversion experiences, religion/personality/ mental health, and religious development from early childhood through old age. Prerequisites: one introductory religion course and one introductory psychology course.

**REL 320 Christian Doctrine** (3) An examination of the great foundational teachings of the Christian faith (the Trinity, Creation, the doctrine of humanity, the Person and Work of Christ, the Church, justification, the future hope, etc.). Attention will be given both to the history of the development of doctrine and to some suggestions by contemporary theologians as to the meaning of these teachings today. Prerequisite: One course in Philosophy or Religion or permission of the instructor.

**REL 325 Philosophy of Religion** (3) A survey of the philosophical investigation of religion. Topics examined may include arguments for and against the existence of God; the basis in reason and experience for religious faith; problems of religious language; the conflicting claims to the truth of different religions; and human destiny after death. Prerequisite: one course in philosophy or religion or permission of the instructor.

## Skill Development

See All College.

## Social Science

**SS 310 Social Science Statistics** (3) This course presumes a knowledge of basic mathematical operations. Emphasis is placed on the application of descriptive and inferential statistics to research problems and data sets characteristically encountered in the social sciences. Topics included are point and interval estimation of population parameters, correlational techniques for all scales of measurement, and parametric and nonparametric hypotheses-testing techniques. Prerequisite: MTH 141 or permission of the instructor.

## Social Work

### Program Description

Lindenwood offers a bachelor's degree in Social Work; a program designed to prepare graduates for generalist (entry-level) social work practice. The degree focuses on social work values and ethics, diversity, social and economic justice, populations-at-risk, and practice at the individual, group, family and community levels (micro, mezzo, macro levels). Application of knowledge and skills from related fields such as psychology, sociology and human service agency management\* are also integrated into this degree program. The bachelor's degree in Social Work requires 45 credit hours:

#### First Year Courses

SW 110 Introduction to Social Work  
HSA 100 Introduction to Human Service Agencies  
PSY 100 Introduction to Psychology  
SOC 102 Basic Concepts of Sociology

#### Second Year Courses

HSA 250 Leadership

PSY 201 Psychology of Adolescence

PSY 200 Human Development: Childhood

SOC 330 Sociology of Aging  
(3rd year course)

SOC 214 The Family *either*  
*or*  
SOC 220 Social Problems  
*or*

SOC 315 Alcohol, Drugs & Society  
(3rd year course)

#### *Third Year Courses*

SW 310 Social Work Practice  
SW 325 Introduction to Social Research Methods  
HSA 350 Management of Human Service Agencies  
SOC 318 Race and Ethnicity

#### *Fourth Year Courses*

SW 420 Social Welfare Policy & Services  
SOC 450 or HSA 450 Internship (6)

\*With an additional 9 credit hours of Human Service Agency Management, (HSAM) courses, a student can become certified with American Humanics, the only national organization devoted to preparing college students for careers in non-profit youth and human service organizations. For more information on American Humanics and the HSAM program, see Human Service Agency Management in this catalog.

A minor in Social Work requires 18 hours of coursework: 12 hours of core courses— SW 110, HSA 100, SW 310, SW 420 and 6 hours of electives from either HSA 350, SOC 214, SOC 315, SOC 330, PSY 200, PSY 201, PSY 303 or CJ 311.

### **Courses of Study**

**SW 110 Introduction to Social Work (3)** An introduction to the field of social work as a helping profession at the micro (individual), mezzo (groups and family), and macro (organization, community) levels. The role of the generalist social worker in a variety of service settings with a focus on at-risk populations is presented. An overview of social work history, theories, values, ethics and skills necessary for the best practices of social work services.

**SW 310 Social Work Practice (3)** The basic theory, knowledge and skills required to develop professional relationships in entry-level generalist social work practice. Skills in defining issues, assessment, interviewing, crisis intervention, referral linkages, communication and documentation will be covered. Initiation and termination of helping relationships with diverse at-risk populations will be explored. Prerequisite: SW 110.

**SW 325 Introduction to Social Research Methods (3)** See SOC 325 in the Sociology section of this catalog.

**SW 391 Independent Study (1-3)** Prerequisite: Junior standing, consent of instructor.

**SW 420 Social Welfare Policy and Services (3)** The history, mission and philosophy of the social work profession focusing on the American social welfare system. A survey of governmental intervention into meeting social needs, the effect of policy on social work practice, the role of the social worker as advocate and community organizer, and major programs such as income maintenance, Social Security and family services. Prerequisite: SW 110.

**SW 450 Field Practicum (6)** Students are placed in supervised social work practice to provide opportunities to apply classroom learning in the field setting. Requires a minimum of 400 hours (25 hours per week to complete in one semester at the same agency or 12.5 hours per week over two semesters—students can remain at same agency or change agencies). Prerequisites: SW 110, SW 310 and senior standing.

**SW 499 Honors Project (6)**

## **Sociology**

### **Program Description**

Lindenwood University offers a bachelor's degree in Sociology. The Sociology degree requires 27-42 hours in sociology or anthropology including the core requirements of ANT 112, SOC 102, SOC 320, SOC 325, and SS 310. Majors who choose to orient their studies toward an applied field such as social work are required to take at least one internship in a social agency. Majors who choose to pursue a graduate degree in sociology or anthropology are required to complete an independent study course focused on theory. Students may choose to emphasize Anthropology rather than Sociology for their bachelor degree requirements. A minor in Sociology requires 18 credit hours. Students should consult with the faculty if they want to pursue a minor in Sociology.

### **Courses of Study**

#### **Sociology**

**SOC 102 Basic Concepts of Sociology (3)** An introduction to the basic concepts and theories that enable us to understand and explain human group behavior in various social contexts. Application of sociological concepts to socialization, social interaction, groups, stratification, contemporary industrial society and Third World Societies, ethnic groups, social change, and social institutions.

**SOC 214 The Family (3)** An exploration of the interpersonal dynamics of family life, the variation in family structure and function in different social classes and cultures.

**SOC 220 Social Problems (3)** A systematic description and exploration of social problems of industrial and post industrial society. The relationship of social problems to social change, value conflict and personal deviation will be examined. Urban and rural change, threats to the natural environment, the family, education, poverty, crime and civil liberties are some of the problem areas explored. This course is relevant to career preparation for all of the helping professions.

**SOC 240 The Sociology of Sex Roles (3)** (GE) Female and male are biological categories; femininity and masculinity are socially-defined roles. This course will survey cross-cultural variations in sex-role definitions, evolving historical trends in sex roles, and the relationship of social movements, ethnic, class, and life-style differences to sex roles.

**SOC 315 Alcohol, Drugs, and Society (3)** This class will examine alcohol and drug use and abuse from a sociological perspective. Thus, although giving consideration to the pharmacological properties of various substances, the main focus of the class will be on the social forces which surround drug and alcohol use and abuse. The effects of social class, gender, race, ethnicity, socialization, and other sociological variables on drug use will be con-

sidered. The "response system" to drug abuse, including policy implications, will likewise be examined.

**SOC 318 Race and Ethnicity: A Global Perspective (3)** This course focuses on patterns of race and ethnic relations throughout the world. Selected issues in contemporary race and ethnic relations in American society are examined. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 320 Social Thought and Theory (3)** Survey introduction to the history of sociological theory and social thought. Emphasis on selected European and early American theorists who have had a strong impact on contemporary sociology. Prerequisite: SOC 102 or ANT 112.

**SOC 321 Urban Sociology (3)** Covers the growth of cities with primary emphasis upon the industrial and post-industrial periods. Specific topics covered will include metropolitan growth, suburbanization, patterns of social geography and social segregation. Attention will also be paid to the relatedness of urban development and emergent economic, political and social issues. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 322 Social Deviance (3)** Social deviance is defined as behavior which violates social norms. The social creation, function, organization and consequences of types of social deviancy are studied as well as ways to regulate and to control it. This course is central to career preparation for Public Administration, the Administration of Justice and Social Work. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 323 Sociology of Health and Medical Care (3)** An examination of the social facts of health and illness, the social functions of health institutions and organizations, and the relationship of systems of health care to other social systems. Disease prevention and health promotion, women's health movement, self-care, and current trends in social and economic policy relevant to public health and to private health care will also be covered. This course is central to career preparation for Medicine, Sports Medicine, Athletic Training, Public Health, Medical Care Administration and Social Work. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 325 Introduction to Social Research Methods (4)** A basic course introducing current research techniques, methodological approaches, and the analysis of data. Students participate in designing and conducting research. Prerequisites: SOC 102 or ANT 112.

**SOC 330 Sociology of Aging (3)** An exploration of human aging: demographic trends, physical, psychological, and social aging; family and social support; employment and retirement; death and dying; the economics and politics of aging; health and social services; future prospects.

**SOC 340 Current Topics in Sociology or Anthropology (3)** This course will deal with a specialized aspect, topic, or region of sociological interest. Each topic is announced and a course description provided at the time of registration. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 391, 392, 393 Independent Study Courses (1-3)**

**SOC 400 Field Study (3)**

**SOC 450 Internships (6 or more)**

**SOC 499 Honors Project (6)**

## **Emphasis in Anthropology**

Students who choose to emphasize Anthropology in their bachelor's degree in Sociology would have the same core requirements for the major in Sociology in addition to the following required courses:

ANT 122 Human Evolution: Biology and Culture  
ANT 210 Native American Indians  
ANT 317 Social and Cultural Change  
ANT 324 Religion and Culture  
BIO 107 Human Biology  
ESG 100 Geology

## **Theatre**

### **Program Description**

The Theatre major (51 hours) will include core requirements of 39 hours and a major emphasis of 9 hours in (acting, directing, design or technical theatre). Students are also required to take ENG 333 Shakespeare and English Drama to 1600, ENG 334 Shakespeare and English Drama 1600-1642, TA 335/ENG 335 Modern Drama, or TA 336 Survey of Dramatic Literature to satisfy one of the general education courses in Literature.

The core requires: TA 101, 111, 112, 204, 205, 206, 210, 216, 306, 371, 372, 3 hours from TA 100, 200, 300, 400, 403, 404, or 405. Students must also take the capstone course, TA 499 Senior Project.

To complete the degree requirements, students will take 9 hours in an area of specialty (acting, directing, design or technical theatre).

The minor in Theatre (27 hours) requires: TA 101, 111, 204, 206, 216, 371, 372, and 6 hours of electives. Students must also take ENG 333, ENG 334, TA 335/ENG 335, or TA 336 to satisfy one of the general education courses in Literature.

### **Courses of Study**

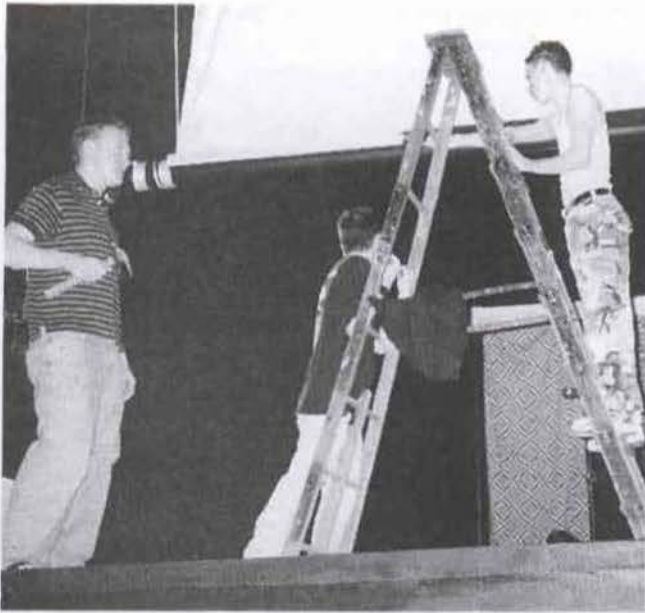
**TA 100, 200, 300, 400 Technical Practicum (1-2 credits each session)** Practical work on stage productions. Open to all students within the discipline. Course numbers in the upper division reflect more sophisticated and responsible participation as students progress through the program. Repeatable for credit.

**TA 101 Acting I (3)** Designed to teach basic skills to the beginning actor, the course explores the techniques of concentration, relaxation, nonverbal communication, and improvisation. This course is designed for both theatre majors and non-majors.

**TA 111 Introduction to Technical Theatre I (3)** An introduction to the total technical spectrum of the theatre from the construction of scenery to scene painting, stage lighting, mechanics and construction of costumes. Topics range from scarf joints to color theory, drafting techniques, fabric, darts and French seams. Studio fee.

**TA 112 Introduction to Technical Theatre II (3)** Further exploration of the rudiments of technical theatre (lighting, properties, set construction, etc.) and costume construction and maintenance. Prerequisite: TA 111 or permission of the instructor. Studio fee.

**TA 117 Introduction to the Theatrical Arts (3)** An examination of the origins, forms and styles of drama, dance and musical theatre and their esthetic values and studies the relationships of the



collaborative artists in their contributions to these arts in performance. Laboratory work will include attending actual performances of the various forms. Lab fee.

**TA 120 Workshop in Performing Arts Fundamentals (3)** A survey of the basic skills of the performing artist. Concentrated study in the areas of character development, stage movement and voice production will be supplemented by performance activities. The course will culminate in a public performance.

**TA 191 Acting for Non-Majors (1)**

**TA 192 Appreciation of Live Theatre (1)**

**TA 201 Acting Studio (3)** Designed to be a scene-study class, the course explores the techniques for character analysis as described by Stanislavski. Students perform selected scenes from plays especially chosen to give them the necessary skills for building a character and creating a role for the stage. Prerequisite: TA 101.

**TA 204 Stage Voice and Movement (3)** Basic exploration of the actor's voice and body as psychologically and physically responsible instruments. Prerequisites: TA 101.

**TA 205 Scenography (3)** An exploration of the European approach to stage productions in which a scenographer creates the total visual environment including sets, lights and costumes. The conceptualization process will be examined through script analysis and graphic collages for opera, drama, and concert productions. This course must be taken prior to or concurrently with TA 306. Prerequisites: TA 111, 112, 306.

**TA 206 Script Analysis (3)** This basic course in theatrical theory presents the analytical and research processes necessary to the consideration of any play prior to production. The approach is necessary for persons working in any of the artistic roles in the theatre.

**TA 210 Stage Management (3)** A course exploring the principles and processes of the stage manager. The course will include examinations of physical equipment, and performance procedures and the production of a practical prompt book. Students will be required to create a stage manager's kit.

**TA 211 Problems in Technical Theatre (3)** Study and practice of theories and skills in set construction, scene painting, lighting instrumentation, and costume construction/design.

**TA 212/AFD 212 Beginning Costuming and Fashion Design Studio (3)** A team-taught course focusing on the basic components of clothing and costume construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply.

**TA 216 Stage Make-up (3)** Correct techniques in the application of stage make-up &om corrective to old age, style in make-up form realistic through stylized to fantasy, creation and use of facial hair and prosthetics, wig and hair style, and the development of masks.

**TA 230/AFD 230 Patternmaking I (3)** Development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Prerequisite: AFD 212/TA 212.

**TA 235/AFD 235 Patternmaking II (3)** Continuation of sloper manipulation for flat pattern design. Prerequisite: AFD 230/TA 230.

**TA 301 Advanced Acting Studio I (3)** This class is designed to be an advanced scene study class for the study of such topics as: auditioning, improvisation, dialects and musical theatre. Semester study will be devoted to a particular subject area and related activities. Prerequisites: TA 101 and 201. Repeatable for credit.

**TA 306 Directing (3)** Fundamental theory and practice for the stage director. Must be taken concurrently with TA 205. Prerequisite: TA 201 and 206.

**TA 307 Set Design (3)** An introduction to the process of set design, from research and thumbnail sketches to color elevations, and property sketches. Two (or more) designs will be completed in a thorough step-by-step procedure. Prerequisites: TA 111, 112, 205 or permission of instructor.

**TA 308 Lighting Design (3)** An introduction to the mechanics of stage lighting, from ohms to SCR's and a thorough examination of lighting design, from lighting plot and dimmer list to rough copy of cues and levels. Prerequisites: TA 111, 112, 205 or permission of instructor.

**TA 309 Costume Design (3)** Study of the purposes of stage costume, research of script and period, designer/director relationship, character and mood choices in styles and colors, and rendering of plates. Prerequisite: TA 111, 205 or permission of the instructor.

**TA 317 History of Costume and Fashion (3)** Course traces the styles of human dress in world culture from the Biblical era to the end of the 20th century.

**TA 335/ENG 335 Modern Drama (3)** A study of directions in modern and contemporary drama from Ibsen to the present. Includes realism and naturalism and symbolist, poetic, expressionist, existentialist, "epic," and experimental plays.

**TA 336 Survey of Dramatic Literature (3)** All major periods of the Western World from ancient Athens to the present.

**TA 360 Traditional Drama of Asia (3)** A study of the universal puppet drama, Sanskrit drama of India, Yuan Drama and Peking Opera in China and the Noh and Kabuki theatre in Japan, their historic development and styles and their modern production and influence on contemporary culture.

**TA 371 History of Performing Arts I (3)** Study of the performing arts of drama, dance, and music: their interrelation, styles in form and production, their basis in contemporary philosophical ideas and their interpretations in the original period and now, from the beginnings to the developments in 17th century French Neoclassicism. Prerequisite: HIS 100 or concurrent registration, ENG 102.

**TA 372 History of Performing Arts II (3)** Study of the performing arts of drama, dance, and music: their interrelation, styles in form and production, their basis in contemporary philosophical ideas and their interpretations in the original period and now, from the English Restoration through the rise of modern forms. Prerequisites: HIS 100 or concurrent registration, ENG 102.

**TA 386 Special Topics (3)** A focused examination of a specific subject in the field of theatre. May be repeated as topics vary. Lab fees may apply to some topics.

**TA 401 Advanced Acting Studio (3)** Designed to be an advanced acting class for scene work and acting styles. Topics will include Shakespeare, comedy, Neoclassic, Restoration, and non-realism acting among others. Repeatable for credit. Prerequisites: TA 101 and 201.

**TA 403 Applied Acting Studio (3)** Performance course related to a specific role in a dramatic work, concentrating on style, period and genre of the work. May be repeated for credit with permission of the instructor.

**TA 404 Applied Set Design and Technical Theatre Studio (3)** Set design and technical theatre course related to a specific dramatic work, concentrating on style, period and genre of the work. Specific application of technical related skills will play a major part of this course. May be repeated for credit with the permission of the instructor.

**TA 405/AFD 405 Advanced Costume and Fashion Design Studio (3)** A team-taught course focusing on advanced costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply. Prerequisites: AFD 309/TA 309 and permission of instructor(s).

**TA 406 Advanced Directing (3)** Exercises in analysis and style leading to the production of a one-act play. Prerequisite: TA 306 with letter grade of B or above and permission of instructor.

**TA 407 Advanced Set Design (3)** Studio course for the student interested in a career in scenic design. Designs chosen and completed with an emphasis on portfolio and personal artistic growth, the business of making a living in the field, from contacts to contracts, to the union and underlying themes. Lab fee. Repeatable for credit. Prerequisite: TA 307.

**TA 408 Advanced Lighting Design Studio (3)** Studio course for the student interested in a career in lighting design. Designs will be chosen to build individual portfolios and to challenge one's knowledge of lighting. Repeatable for credit. Prerequisite: TA 308.

**TA 409 Advanced Costume Design Studio (3)** Studio course for students interested in a career in costuming. Designs will be chosen to build individual portfolios and to challenge the advanced student's knowledge of costuming and design. Repeatable for credit. Prerequisite: TA 309.

**TA 465 Professional Internship (1-6)** The student will work for a professional theatre in a capacity related to his or her emphasis. Prerequisite: Student must have achieved at least sophomore standing and must have the supervising instructor's permission.

**AFD 499/TA 499 Senior Project (3-9)** All students in their senior year must enroll in this course which is a culmination of their work at Lindenwood. Each student will meet in consultation with a faculty member to develop his/her senior project. Fashion Design majors will be expected to design and execute a collection of original fashions. In all cases, a proposal for the senior project must be submitted in writing and approved by the faculty sponsor. Studio fee may be assessed.

### ***Theatre Management***

The Theatre Management program is a multidisciplinary curriculum combining specialized theatre coursework with core business administration classes. The major requires a minimum of 54 hours as follows: COL 170, BA 200, 210, 330, 350, 360, HSA 300, TA 101, 111, 117, 206, 210, 306, and 12 hours theatre electives.

# Lindenwood College for Individualized Education (LCIE)

In the Lindenwood College for Individualized Education (LCIE), emphasis is placed upon using community and academic resources to acquire both practical and theoretical knowledge. LCIE degree requirements embody the essentials for professional preparation. It is the University's responsibility to provide the basic framework. We recognize, however, that older adult learners come to LCIE programs with a wealth of experience and skills; they often have specific needs and demonstrate a variety of learning styles. LCIE provides significant flexibility within courses designed to meet established academic criteria.

Upon entry each student is assigned an advisor to help with program design. The student-advisor link remains critical throughout a student's career at Lindenwood and often extends beyond graduation. The LCIE learning experience involves selecting among many educational options. When students have completed their LCIE education, they find they have acquired skills in planning, organizing, and communicating, and an understanding of their use of resources—tools they can use in a continuing process of self-education long after they leave LCIE.

## The Students

Most LCIE students are employed full time, have significant employment experience, and are seeking degrees to continue their professional advancement or to make career changes through the acquisition of new skills. LCIE graduates constitute a strong network of people in leadership positions throughout the greater St. Louis metropolitan area.

## The Cluster

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge.

LCIE seeks to achieve this through the construction of the cluster, in which two or three related subject areas are integrated into one seminar. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline. Cluster groups are comprised of a faculty member and approximately 12 students who meet weekly during an evening or weekend, for four hours. These cluster group meetings provide a collegial environment in which students present their work and share their learning.

One objective of this format is the development of students' analytical and communication skills. Therefore, emphasis is placed upon written and oral presentation rather than upon exams.

## The Colloquium

The interdisciplinary nature of all studies in the liberal arts institution is the heart of the programs offered through the LCIE format. For that reason, all students in the LCIE model are required to participate in at least one colloquial experience during each term of enrollment. Each term the faculty of Lindenwood College present workshops, seminars, and creative expositions to fulfill the colloquium requirement for all LCIE students.

In addition, LCIE faculty advisors compile a list of other such events available in the community. Students are encouraged to seek other colloquial opportunities that, with the approval of their faculty advisor, will fulfill this requirement. At the end of each term, students submit a short critique and evaluation of the colloquium in which they participated.

## Full-Time Accelerated Pace

The academic year at Lindenwood College for Individualized Education consists of eleven-week terms with 13 cluster meetings per term. The LCIE student enrolls in one cluster per term earning nine credit hours in most degree programs.

New students may be admitted at the beginning of each term, and they may pursue a full-time academic program by attending all four terms during the year. In this manner, students make rapid progress toward degree completion while still fulfilling professional and personal responsibilities.

Students in LCIE are not permitted to take more than one cluster course per quarter. The accelerated format employing clusters is based on the assumption that highly motivated students are entirely focused on the content of their clusters during the quarter. The one-cluster limit is to maximize the likelihood of a quality effort resulting in a quality learning experience. Ultimately it is intended to protect the academic integrity of the LCIE program and its degree offerings.

A maximum of 12 credit hours per quarter is allowed.

## Individualized Study

LCIE is committed to the idea that people learn more effectively when their experience and goals converge. To this end, the University actively fosters the participation of students in the planning of their educational programs. Students are also expected to individualize their cluster group work through directed independent research.

Upon enrolling in LCIE, each student is assigned a Faculty Advisor who helps the student plan and coordinate a program of study from entry through degree completion. In addition to assisting students in the design of their programs of study, the Faculty Advisor acts as a mentor, provides a source of continuity to students' ongoing academic experience, and evaluates the overall quality of their work. In regularly scheduled conferences the Faculty Advisor monitors student progress by reviewing course work and by providing feedback on projects.

## Special Topics Courses/Numbers

Special topics courses/numbers, listed in the catalog, or designated for use as substitute classes for those who have taken, through transfer credit, one part of a nine-hour cluster. Special topics courses may be taken only in conjunction with a cluster and are not used as a separate course or tutorial. Special topics numbered courses *may not* be used to extend the cluster for three extra hours beyond the nine-hour cluster, i.e., the student may not take a 12-hour cluster. In special cases, however, where the student needs one more hour to graduate, the student, *with the permission of the faculty advisor*, may use the special topics number for one additional semester hour of credit, i.e., a 10-semester hour cluster.



## **LCIE General Education Courses of Study**

### **Communications Cluster (9)**

**ICM 101 Communications I (3)** An intensive review of the English language and its use in college-level writing. Concepts include the mechanics of written discourse, sentence structure, paragraph development, and essay organizations. Students use models from English prose and poetry for discussion and composition topics.

**ICM 102 Communications II (3)** A continuation of Communications I with special attention to skills involved in writing a major analytical research project, including how to gather and organize viable data. In addition, students learn how to communicate in small group settings. These concepts include problem-solving, leadership styles and roles of a group member.

**ICM 104 Literary Types (3)** A study of English prose and poetry; work of major writers studied in terms of the particular school or movement to which they belong.

**Note:** *The Communications Cluster is required of all LCIE students and may not be met through transfer or Experiential Learning credits.*

### **Humanities Cluster (9)**

**IEN 201 World Literature and Ideas I (3)** A study of ideas that have shaped civilizations, Western and non-Western with emphasis on the literature of various cultures and periods. The first semester of the sequence deals with Far and Near Eastern cultures and Western culture from Ancient Egypt through the Middle Ages.

**ENG 202 World Literature and Ideas II (3)** A continuation of ENG 201, dealing with the Renaissance to the present in the West plus, and in relation to, African and Native American cultures. Student written work consists of both critical and creative writing. Prerequisites: ENG 102; HIS 100 or concurrent enrollment.

**IPY 100 Introduction to Philosophy (3)** This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs.

**REL 200 World Religions (3)** A course aiming to familiarize the student with the great religious systems of the world. Specific attention is given to Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**IRT 210 Concepts in the Visual Arts (3)** A study of selected works in the visual arts by examining the role which the arts have traditionally played in society, drawing upon examples from a variety of cultures and historical periods. Emphasis will be placed on the analysis and interpretation of works of art in varied media from the points of view of aesthetics, style, social function, and the expression of cultural values.

*or*

**IEN 293 Special Topics in Humanities (1-3)** *(course content determined by instructor)*

### **Social Science Cluster (9)**

**IPY 100 Principles of Psychology (3)** An introduction to behavioral science, focusing on the study of perceptual, learning, and motivational processes. The student will explore basic psychological concepts, methods, and findings leading to an understanding of human behavior.

**ISC 102 Basic Concepts of Sociology (3)** An introduction to the basic concepts and theories that enable us to understand and explain human group behavior in various social contexts. Application of sociological concepts to socialization, social interaction, groups, stratification, contemporary industrial society and Third World Societies, ethnic groups, social change, and social institutions.

**IPS 155 American National Government (3)** A survey of the structures, principles, and decision-making processes of the institutions of American national government, with selected studies of particular policy areas. Offered each semester.

*or*

**ISS 293 Special Topics in Social Sciences (1-3)** *(course content determined by instructor)*

### **Mathematics Cluster (9)**

**IHM 141 Statistics (3)** An introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing.

**IMH 220 Research Design and Methodology (3)** A first course in collecting, organizing and drawing conclusions from data. Topics include sampling, first steps in statistical design of experiments, ethical problems, correlation, association and causation, and prediction.

**IMH 310 Quantitative Management Applications (3)** This course emphasizes problem solving skills needed in management and finance. Topics include quantitative methods in banking, investments, taxes, financial indices, personal finance, and decision making.

### **Natural Science Cluster (9)**

**INS 110 Modern Topics in Environmental Science (3)** A survey of environmental issues and problems such as global climate change, destruction of stratospheric ozone, ocean pollution, earthquake geology, and loss of biodiversity.

**INS 202 Science and the 21st Century (3)** This course addresses questions such as genetic manipulation and diversity, advances in modern scientific technology, and potential diseases of the new millennium.

**INS 303 Science, Public Policy, and Public Values (3)** Students investigate the morality of scientific experimentation, questions on balancing population, how scientific technology affects public opinions and awareness of world policies, and other topics of current interest.

### **Intercultural Cluster (9)**

**IHS 100 A History Of Human Community (3)** A study of the growth of traditional societies around the world and their recent transformation by the urban, industrial revolution. The first half-term focuses on the evolution of the major world civilizations and their differences and similarities. The second half-term deals with

the impact of the urban and industrial revolutions on these civilizations and their reactions to the modern world. Offered each semester.

*Plus 6 hours of Focus courses:*

**ICL 320 Chinese Art & Culture (3)** An exploration of Chinese cultural traditions, attitudes and values through a study of Chinese art and related concepts and ideas.

**ICL 321 Issues in Modern China (3)** A survey of major trends of thought, culture, politics, philosophy, and religion in China during the modern period. Emphasis will be on how these trends have affected the historical development of China and its current policies.

*or*

**ICL 330 Japanese Art & Culture (3)** An exploration of Japanese cultural traditions, attitudes and values through the study of Japanese art and related concepts and ideas.

**ICL 331 Issues in Modern Japan (3)** A study of significant current issues in Japan regarding business and government policies.

*or*

**ICL 341 Politics and Culture in 20th Century Africa (3)** This course will survey African political and cultural thought in the 20th century as it interacts with non-African attempt to assimilate and transform Western Political influences.

**ICL 342 The African Continuum: Africa and Its Diaspora (3)** An overview of the survival techniques and spiritual relationship that exists among peoples of African descent as expressed through African, Afro-Caribbean and Afro-American literature in the modern period.

*or*

**ICL 351 Art and Culture of India (3)** Survey of Indian art and architecture, with attention to Hindu, Islamic and European influences and ideas.

**ICL 352 Literature of India (3)** Selected readings in Indian sacred literatures as well as in writings by modern Indian authors in working in essay, drama, poetry or fiction.

*or*

**IHS 212 History of Russia II (3)** Historical and cultural study of the USSR. A survey of Russian history focusing upon the Twentieth century. John Reed, Gorbachev, as well as standard texts of Russian history will be read in this course. Cultural studies are included.

**IEN 337 Russian Authors (3)** Readings in Russian cultural life and Russian literature. A survey of the literary traditions of Russia with comparisons and contrasts to the Soviet literature of the Twentieth century. Literary themes and their relationship to issues in Russian life will be of special interest.

*or*

**ENG 350 Myth and Civilization (3)** See description in semester schedule undergraduate catalog.

**ANT 210 Native American Indians (3)** See description in semester schedule undergraduate catalog.

**IHS 294 Topics in Cross-Cultural Studies (1-3)** (*course content determined by instructor*)

**Note:** IHS 294 also may be substituted for one of the above courses with permission of faculty advisor.

## **Requisite Study: Major**

Requirements vary, but at least 30 semester hours in the major area of concentration are necessary, 18 of which must be taken at Lindenwood College. In some majors, LCIE requires prescribed areas of study to be covered. In other majors, requirements are more flexible and the program of study is developed by the student in consultation with the Faculty Advisor. Individualized studies are possible within virtually all LCIE clusters.

## **Graduation Requirements**

In addition to completing the work necessary to qualify for a baccalaureate degree, the student must meet LCIE graduation requirements within the scope of the specific degree program designed with the help of the Faculty Advisor. The following are the overall requirements for graduation from LCIE with a baccalaureate degree:

1. Successful completion of at least 126 semester hours.
2. Demonstration of a satisfactory knowledge of English in oral and written forms, as evaluated by the Faculty Advisor and Faculty Sponsor each term.
3. Completion and approval of the Culminating Project.
4. Completion of at least 30 semester hours of study at Lindenwood College, of which at least 18 semester hours must be in the major area of concentration and at least 42 of which must be upper division courses, numbered 300 or above.
5. A minimum cumulative grade point average 2.0 in all courses taken at Lindenwood College, as well as in the student's major of concentration.

## **The Culminating Project**

To graduate with a baccalaureate degree from Lindenwood University, all LCIE students must complete a culminating project, which is an integral part of the student's program and is equivalent to an extended paper or honors thesis. Under the supervision of the Faculty Advisor, the student will design a culminating project and complete it during the last quarter of study in LCIE. Students will enroll in ICU 499, Culminating Project, at the same time that they register for their last coursework or cluster. Students who do not finish their project within their last term must register for a culminating project extension for each term that the project is not completed.

The culminating project is an opportunity for a student to synthesize his or her major areas of study and to demonstrate mastery of basic written and oral skills and concepts. The project may be a thesis, a demonstration, or a creative work. It may involve a combination of media. If the project is a film, video, computer program, etc, it must still include written analytical documentation.

The culminating project, designated on the student transcript as ICU 499, carries one academic credit and is graded Pass or Fail.

# LCIE Academic Programs and Course Descriptions

## Business Administration

### Program Description

The LCIE Business Administration Bachelor of Arts degree educates managers of business and not-for-profit organizations. The program includes the curriculum content recommended by the American Assembly of Collegiate Schools of Business. Many students are employed in management or are making career changes. The intent of the program is to expand existing skills and to provide students with a strong liberal arts and professional business background.

All LCIE undergraduate degree programs contain core requirements in the liberal arts. This is particularly important to the manager because it provides the opportunity to develop cultural, human, and theoretical understandings essential for successful business interactions and effective community leadership.

Throughout their careers at LCIE students gain practice in management techniques as they learn to write concise papers, make small group presentations, practice effective time management and communicate with fellow student-professionals.

### Core Curriculum

(recommended sequence):

#### Quarter I:

IBA 330 Principles of Management (3)  
IBA 332 Management of Personnel Systems (3)  
IBA 430 Management Policy (3)

or

IBA 439 Special Topics in Management (1-3)

#### Quarter II:

IBA 200 Principles of Accounting (3)  
IBA 308 Managerial Accounting (3)  
IBA 320 Principles of Finance (3)

or

IBA 409 Special Topics in Accounting (1-3)

IBA 429 Special Topics in Finance (1-3)

#### Quarter III:

IBA 350 Principles of Marketing (3)  
IBA 353 International Marketing (3)  
IBA 453 Marketing Management & Planning (3)

or

IBA 459 Special Topics in Marketing (1-3)

#### Quarter IV:

IBA 211 Principles of Political Economy  
(Micro) (3)  
IBA 212 Principles of Political Economy  
(Macro) (3)  
IBA 412 Money and Banking (3)

or

IBA 419 Special Topics in Economics (1-3)

#### Quarter V:

IBA 360 Business Law (3)  
IBA 323 Personal Finance (3)  
IBA 420 Investments (3)

or

IBA 479 Special Topics in Investments (1-3)

or

IBA 469 Cases in Business/Law (1-3)

Using elective studies or focused projects within the core cluster, students may choose to create an emphasis within the business administration degree in such areas as not-for-profit management, public relations, sales/marketing, business communications, or personnel management. In addition to the required core courses, students may select electives in non-administration studies, communications, finance, advanced management, or marketing.

### Courses of Study

#### Management

**IBA 330 Principles of Management (3)** Development of the understanding of organizations and of the decision-making skills required in management positions. Examination of the various concepts of management and the basic functions of management planning, organizing, motivating and controlling. The planning of goals, changes, progression of people and managerial value systems will be investigated.

**IBA 332 Management of Personnel Systems (3)** Designed to provide basic understanding of the field of industrial relations including personnel management and labor relations. Labor relations deals with those activities impacting on employees as members of a collective bargaining unit as they relate to management goals. Personnel management is concerned with those activities related to individuals and their employment and employers.

**IBA 430 Management Policy (3)** Development of the understanding of the top management views of organizations. Understanding the formulation and scope of general policy to direct the activities of the organization, including methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives and ability to react to evolving situations.

**IBA 439 Special Topics in Management (1-3)** An intensive study of a topic in Management.

#### Management Information Systems

**IBA 240 Introduction to Information Systems (3)** This course covers basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics discussed will include an overview of available hardware, software, telecommunications, databases and systems of development methodologies.

**IBA 362 Fundamentals of Management Information Systems (3)** This course will illustrate the concepts of management systems using microcomputer software packages such as Microsoft Word, Excel and Access. Visual Basic will be used to introduce principles of programming.

**IBA 365 Microcomputer Applications in MIS** (3) Techniques for problem solving using microcomputer software packages. Projects in selected business applications.

### **Accounting/Finance**

**IBA 200 Principles of Accounting** (3) A basic study of the financial aspects of asset resources including their nature, valuation, sources and uses in operations; transaction analysis within the accounting information processing system and cycle, and income and financial position measurements and reporting.

**IBA 308 Managerial Accounting** (3) A course designed to provide students not concentrating in accounting with an understanding of the utilization of internal accounting data for management planning and decision making.

**IBA 320 Principles of Finance** (3) The fundamentals of financial management which include planning, budgeting and control, also external sources and methods of capital acquisition. A study of the evolution, functions, and practices of the many types of financial intermediaries with which the firm must interface.

**IBA 420 Special Topics in Accounting** (1-3) An intensive study of a topic in Accounting.

**IBA 429 Special Topics in Finance** (1-3) An intensive study of a topic in Finance.

### **Marketing**

**IBA 350 Principles of Marketing** (3) Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach to the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organizations preparation, methods and goals in presenting its goods and services in the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles and theory of marketing.

**IBA 353 International Marketing** (3) The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

**IBA 453 Marketing Management and Planning** (3) Development of the ability to identify, organize and manage the marketing function in the organization with the other functional areas of the organization. Identify marketing problems, investigate alternative solutions, and render decisions as a member of the marketing management team.

**IBA 459 Special Topics in Marketing** (1-3) An intensive study of a topic in Marketing.

### **Economics/Money & Banking**

**IBA 211 Principles of Political Economy (Micro)** (3) The scope and method of economics. The market economy, demand, supply and the price system. Market structures, distribution of income, current problems that can be investigated by micro-economic analysis. Prerequisite: Sophomore standing.

**IBA 212 Principles of Political Economy (Macro)** (3) National income measurement and determination; consumption, investment and saving; the cyclical nature of economic activity; role of money and financial institutions, economic growth; international economic relationships.

**IBA 412 Money and Banking** (3) The nature and functions of money and banks. The development of the American banking system, the organization and functions of the Federal Reserve System, and monetary and fiscal policy.

**IBA 419 Special Topics in Economics** (1-3) An intensive study of a topic in Economics.

### **Business Law/ Personal Finance**

**IBA 360 Business Law** (3) An introduction to the sources of law and the judicial function, contracts, agency and employment, partnerships and corporations. Federal regulations of business/health, including insurance, sales, commercial papers, real and personal property, secured transactions, debtors' and creditors' rights.

**IBA 323 Personal Finance** (3) A study of consumer credit, interest rates, real estate, risk management (insurance) income tax, estate planning and the application of same to the individual.

**IBA 420 Investments** (3) Presentations of the investment field in theory and practice. A survey and analysis of particular types of investment securities and vehicles, public and relation stock companies, bonds, various types of securities, real estate, various government and private financial paper. A survey of the basis for investment decisions and the management of investment portfolios.

**IBA 469 Cases in Business/Law** (1-3) A study of the application of the business/law to a variety of cases.

**IBA 479 Special Topics In Investments** (1-3)

## **Sales/Marketing Emphasis**

### **Quarter I**

IBA 200 Principles of Accounting  
IBA 308 Managerial Accounting  
IBA 320 Principles of Finance

### **Quarter II**

IBA 211 Principles of Political Economy (Micro)  
IBA 212 Principles of Political Economy (Macro)  
IBA 412 Money and Banking

### **Quarter III**

IBA 360 Business Law  
IBA 323 Personal Finance  
IBA 420 Investments

### **Quarter IV**

IBA 350 Principles of Marketing  
IBA 353 International Marketing  
IBA 453 Marketing Management & Planning

### **Quarter V**

IBA 351 Principles of Personal Selling  
IBA 352 Sales Management  
IBA 354 Sales Strategies & Techniques

### **Quarter VI**

IMC 350 Principles of Advertising  
IMC 389 Principles of Public Relations  
IMC 390 Promotion Management

### **Quarter VII**

IBA 451 Consumer Behavior  
IBA 452 Customer Relations  
IBA 454 Current Issues in Customer Service Management

## **Courses of Study**

### **Accounting**

See IBA 200, 308 and 320

### **Economics/Money & Banking**

See IBA 211, 212 and 412

### **Business Law/Personal Finance**

See IBA 360, 323 and 420

### **Marketing**

See IBA 350, 353 and 453

### **Personal Selling/Sales Management**

**IBA 351 Principles of Personal Selling (3)** Selling principles and processes, industrial vs. personal selling, persuasive communication, selling vs. buying, time management. Sociological and psychological influences on selling and buying process.

**IBA 352 Sales Management (3)** The management of sales including sales force recruitment, selection, training, organization, motivation, compensation and evaluation. Planning, implementation, and control from a sales perspective are also considered.

**IBA 354 Sales Strategies & Techniques (3)** A focus on selling as it relates to the marketing function in organizations including sales strategies and implementation. Included are selected topics in selling techniques and tools, negotiation, territorial quotas, and performance standards. Practical demonstration by each student required.

### **Advertising/Public Relations**

See IMC 350, 389 and 390 listed under Bachelor of Arts in Communication.

### **Consumer Behavior/Customer Relations**

**IBA 451 Consumer Behavior (3)** Current theories and research on the behavior of consumers are studied from the viewpoint of marketing management decisions. Consideration is given to the behavioral science concepts underlying the study of consumer behavior and the use of theoretical and applied decision-making models.

**IBA 452 Customer Relations (3)** Principles and practice of customer relations, including history of consumerism, customer relations departments, identifying and responding to customer needs, developing skills in giving information, dealing with difficult customers, and developing a positive customer relations climate.

**IBA 454 Current Issues in Customer Service Management (3)** Using the case analysis approach, students will examine current problems in developing, delivering and maintaining good customer service.

### **Elective Cluster**

**IBA 355 Introduction to Small and Growing Companies (3)** This course will begin with small business management and expand into the particular issues faced by growing organizations with a brief look at family-controlled organizations. A "macro" view of small business as a political, economic and cultural cause and consequence will also occur throughout the term. A variety of educational methods will be employed to provide a broad range of learning experiences such as lectures, guest speakers, group discussion, video presentations, case analysis, and field work projects.

**IBA 357 New Venture Formation (3)** This course focuses on analytical techniques used to create and evaluate new concepts and new business operations. Students study the process of feasibility analysis for new business ventures or projects from the time of the generation of the concept through critical concept analysis, opportunity screening and pre-feasibility study, include the financial aspects in starting a business. Students prepare a feasibility study as a term project and may use the completed study as the initial step in writing a business plan.

**IBA 358 Small Business Management (3)** The objectives of this course are to examine the necessary functional skills to operate a small business. The underlying assumptions are that the business is around \$1 million in sales volume, fewer than 20 employees, a mission of stability over growth and is probably in the retail/service sector. The course will develop an understanding and knowledge of the way the critical areas of law, human resources, finance/accounting, marketing, and management are integrated and applied for successful small business management.

## **Communication**

### **Program Description**

The Lindenwood College for Individualized Education (LCIE) Communication major provides students with broad-based knowledge and pragmatic skills. Classes are taught by experienced communication professionals and include a wide range of offerings in both the corporate and mass communication fields.

LCIE students majoring in Communication pursue individualized degrees, designed in consultation with a Faculty Advisor, a program consistent with their particular interests and needs. The major requires 45 hours in Communication studies (5 clusters or their equivalent), including the cluster IMC 400, 405 and 406. This cluster introduces students to the varied field of Communications, exploring its historical evolution and cultural impacts and the major issues, theories, and trends that mark its development and its relationship to America and world culture. Along with the required Foundations cluster, the remaining requirements consist of at least four elective clusters in the major selected from among the following groups (each grouping represents an interest or concentration area a student can use for guidelines in making selections.)

A major takes Foundation Studies in Communications (IMC 400, 405, 406) plus four individual clusters from any of the following interest groups:

### **Mass Communication**

**Radio Studies (9)**

**Documentary Expression (9)**

**Video Production (9)**

**Advanced Video Production (9)**

**Information Technology (9)**

## **Corporate Communication**

**Fundamentals of Organizational**

**Communication (9)**

**Business Writing (9)**

**Public Relations in American Society (9)**

**The Promotional Mix (9)**

**Marketing Studies (9)**

**Human Development & Training (9)**

**Information Technology (9)**

## **Creative Expression**

**Creative Writing (9)**

**Video Production (9)**

**Advanced Video Production(9)**

**Visual Communications (9)**

**Individualized Study in Communications (1-3)**

Students can declare themselves a Communications major with any combination of coursework. Declaring themselves a Corporate Communication or Mass Communication major requires the majority of the coursework in the declared major be selected from the designated concentration area.

## **Courses of Study**

### **Foundation Studies in Communications**

(required of all majors)

**ICM 400 Historical Development and Trends in Communication (3)** An overview of the communication fields, including identification of its varied elements, history and trends.

**ICM 405 Media and Society (Ethics and the Media) (3)** Readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media.

**ICM 406 Theories of Communication (3)** Reading of work by major theorists in the communication field. Theories include image and attitude formation and other impacts of communication media.

### **The Promotional Mix**

**ICM 350 Principles of Advertising (3)** Advertising practices, techniques, and strategies, including copywriting, media attributes and selection, media and marketing plans, advertising distribution and budgeting.

**ICM 389 Principles of Public Relations (3)** Introduction to the field of public relations, including attention to internal and external publics, media relations and practices, event planning, financial reports and ethics.

**ICM 390 Promotion Management (3)** Promotional concepts and practices including integration of various elements, strategic scheduling and planning, and promotions use in development.

### **Business Writing**

**ICM 303 Written Communications for Business (3)** The study and practice of effective business writing. Topics will include writing memorandums, position papers, reports, situational letters, resumes, writing for various publics.

**ICM 446 Newsletters (3)** Design, layout and editing techniques for the small newsletter, particularly related to corporate, in-house trade, special interest journals. The role of the newsletter is examined, along with the relationship of role to format and style.

**ICM 448 Journalistic Writing (3)** The study of journalistic content and style in both news and feature writing. Basic editing criteria and language usage. Problem solving in editing.

### **Visual Communications**

**ICM 431 Design-Visual Communication (3)** Two and three dimensional design concepts: space, form, balance, rhythm, psychological and emotional impacts and historical applications in art and design.

**ICM 432 Color Theory and Applications (3)** Physiology of color perception, emotional and psychological impacts, historical applications in art and design.

**ICM 433 20th Century Art Applications (3)** Individualized study of application of visual communications concepts in art, advertising or design approaches of the 20th Century. Student selects his or her own area of concentration.

### **Documentary Expression**

**ICM 372 Documentary Film and Video (3)** Defines documentary from its beginning and traces its development in subject, techniques and impacts on American and European societies.

**ICM 373 Photojournalism (3)** The history of photojournalism from its inception in the 19th Century to the present. Features the study of important developments, techniques and styles in the field from magazines to newspapers and the individual photographers responsible for those developments.

**ICM 375 Documentary Journalism (3)** Traces the development of documentary and investigative journalism from its origins to the present with concentration on various styles, methods, and subject matters of recent documentary books including informational journalism, propaganda and new journalism.

### **Creative Writing**

**ICM 311 Creative Writing Lab (3)** Development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction or feature writing. Workshop format with a process approach.

**ICM 312 The Art of Fiction (3)** Readings in short fiction by major authors with special attention to character, theme, and style. Introduces aesthetic concepts and strategies ranging from realistic to abstract modes.

**ICM 313 The Art of Poetry (3)** Readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies and to the individual.

## **Fundamentals of Organizational Communications**

**ICM 460 Organizational Communication Theory** (3) Study of major communication theories as they apply to organizational structures.

**ICM 461 Communications Process Analysis** (3) Study of both formal and informal communication flow within the structure of organizations. Analysis and design of communication models and identification of various publics served by the organization.

**ICM 462 Practical Applications of Communication Processes** (3) Practical application of communication theory in simulated and actual organizational settings.

## **Video Production**

**ICM 354 Television Production** (3) Hands-on television experience in directing, writing, camera work, and various studio and production techniques.

**ICM 358 Writing for Television** (3) Practice in the techniques used in writing for television. This includes creating storyboards, scripting commercials of varying lengths and subjects, PSA's and writing and editing news leads.

**ICM 359 Pre-and Post- Production** (3) Conceptualization, organization, research, budgeting, and management for video production. Demonstration of video switching and post-production assembly and insert editing.

## **Advanced Video Production**

**ICM 417 Advanced Video Production** (3) This course focuses on hands-on and remote video production, culminating in an individual or class project produced entirely by the student(s).

**ICM 476 Advanced Video Directing** (3) The study of directing television commercials, and documentary programming. Students work closely with talent and technical personnel.

**ICM 477 Advanced Video Editing** (3) Advanced study of post-production techniques in lab and seminar setting.

## **Radio Studies**

**ICM 151 Radio Production** (3) An analysis of programs and audiences in American broadcasting. Directed experiences in organization, writing, production and performance in radio programs.

**ICM 360 Broadcast Operation** (3) An examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast operations will be studied. Special attention to programming, promotions, audience research, and broadcast management techniques.

**ICM 304 Broadcast News** (3) A survey of the process of gathering, reporting, writing and presenting broadcast news. Discussion of the techniques of interviewing, delivery and story selection.

## **Information Technologies**

**ICM 305 Desktop Publishing in the Workplace** (3) Using desktop publishing tools, students will design projects that meet personal and professional goals. The *Pagemaker* page layout program is used.

**ICM 463 Computer Based Information Systems** (3) Survey of hardware components, software, varieties of systems applications particularly for large organizations. Introduction to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue.

**ICM 445 Information Systems Projects** (3) Computer based decision making analysis and quantitative decision making methodology. Data evaluation techniques.

## **Marketing Studies**

**IBA 350 Principles of Marketing** (3) Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach for the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organization's preparation methods and goals in presenting its goods and services to the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles, and theories of marketing.

**IBA 353 International Marketing** (3) The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

**IBA 453 Marketing Management and Planning** (3) Development of the ability to identify, organize, and manage the marketing function in the organization with the other functional areas of the organization. Also, developing the ability to identify marketing problems, investigate alternative solutions, and render decisions as a member of a marketing team.

## **Public Relations in American Society**

**ICM 441 Group Communication** (3) Examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting.

**ICM 442 PR Ethics** (3) Assessment of professional conduct on issues facing Public Relations practitioners relative to the expanding role of PR in American society. Examination of ethical issues in the context of exploring PR's role in corporate, not-for-profit, institutional, government, and political arenas.

**ICM 443 PR Research and Planning** (3) Study of the basic practices of Public Relations on a day to day basis. Includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions.

## **Human Development and Training**

**IOD 360 Adult Learning Processes** (3) A study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development and evaluation of training programs and staff development.

**IOD 361 Career/Staff Development (3)** Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

**IOD 362 Employee Training and Development (3)** Specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the readings.

**ICM 495 Individualized Study in Communications (1-3)**

**ICU 499 Culminating Project (1)**

## **Criminal Justice**

### **Program Description**

The LCIE undergraduate degree in Criminal Justice requires 128 semester hours including 45 semester hours in the major itself and a culminating project. Five required core CJ clusters are listed below. All LCIE students must complete a culminating project. Five required core CJ clusters are listed below. All LCIE students must complete a culminating project, which is an integral part of the student's program and is equivalent to an extended paper or honors thesis. Under the supervision of the Faculty Advisor, the student will design a culminating project and complete it during the last quarter of study in LCIE. The culminating project is all opportunity for a student to synthesize his or her major areas of study and to demonstrate master of basic written and oral skills and concepts. The project represents the student's independent research and application of knowledge in the field of criminal justice.

#### **Cluster I**

ICJ 210 Criminal Justice Systems (3)  
ICJ 200 Criminology (3)  
ICJ 311 The Juvenile Justice System (3)

#### **Cluster II**

ICJ 310 Criminal Law (3)  
ICJ 301 Criminal Procedure (3)  
ICJ 340 Special Topics (3)

#### **Cluster III**

ICJ 341 Criminal Justice Communications (3)  
ICJ 342 The Media & Criminal Justice (3)  
ICJ 343 Criminal Justice Alternatives (3)

#### **Cluster IV**

ICJ 305 Institutional and Community Corrections (3)  
ICJ 300 Policing (3)  
ICJ 440 Senior Seminar (3)

#### **Cluster V**

Choose one of the following clusters:

### **Fundamentals of Organizational Communication**

ICM 460 Organizational Communication Theory (3)  
ICM 461 Communications Process Analysis (3)  
ICM 462 Practical Applications of Communication Processes (3)

### **Public Relations in American Society**

ICM 441 Group Communication (3)  
ICM 442 PR Ethics (3)  
ICM 443 PR Research and Planning (3)

### **Human Development and Training**

IOD 360 Adult Learning Processes (3)  
IOD 361 Career/Staff Development (3) IOD 362 Employee Training and Development (3)

### **Employee Supervision**

IOD 357 Employee Supervision (3)  
IOD 358 Legal Issues for Human Resource Management (3)  
IOD 359 Performance Management/  
Performance Appraisal Systems

### **Courses of Study**

#### **Criminal Justice Systems**

**ICJ 200 Criminology (3)** This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior.

**ICJ 210 Criminal Justice Systems (3)** A survey of various institutions by which the criminal justice system is administered—police, the legal profession, the courts, and penal institutions—including an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

**ICJ 311 The Juvenile Justice System (3)** An examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision making process of police, court, and probation officials relative to the apprehension, processing and treatment of juveniles. Supreme Court decisions in the juvenile field also will be addressed. Prerequisites: Any one of the following: CJ 200, CJ 210, PSY 100, or SOC 102, and sophomore standing.

#### **Criminal Law & Procedures**

**ICJ 301 Criminal Procedure (3)** A study of the law as it relates to arrest, search, and seizure with emphasis on present controlling legal decisions and historical development, philosophy, and problems underlying these decisions. Prerequisite: CJ 210 and sophomore standing.

**ICJ 310 Criminal Law (3)** Analysis of the purposes and sources of the criminal law. Examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken. Prerequisite: CJ 210 or permission of instructor, and sophomore standing.

**ICJ 340 Special Topics in Criminal Justice (3)** This course will deal with a specialized topic in criminal justice. Subject areas will change from time to time to reflect relevant issues within the field of criminal justice. Possible topical fields may be drawn from such areas as comparative criminal justice, victimology, the history of criminal justice, white collar crime, ethics in criminal justice, the law of criminal evidence, criminal investigation, drugs and alco-



hol, and private security. The particular topic to be addressed will be announced and a course description provided at the time of registration. Prerequisite: Twelve hours in Criminal Justice "core" courses or consent of the instructor. This course may be repeated for additional credit if a different topic is offered.

#### ***Criminal Justice Communications & Alternatives***

**CJ 341 Criminal Justice Communications (3)** Study of major communications processes and theories applied to criminal justice structures and situations. Simulated situations utilizing appropriate writing, interpersonal and group skills will be employed throughout the class.

**CJ 342 The Media and Criminal Justice (3)** Study of the utilization of media and technology by criminal justice agencies and institutions as well as an examination of the portrayal of the criminal justice system by the popular media.

**ICJ 343 Criminal Justice Alternatives (3)** An examination of contemporary alternative programs and processes being implemented domestically and internationally. The course will consider the effectiveness and consequences of programs such as community-based justice, community policing, and mediation centers.

#### ***Law Enforcement & Corrections***

**ICJ 300 Policing (3)** An analysis of the contemporary role of the police relative to such areas as the police subculture and community relations, police accountability and civil liability, police stress, and unique problem situations and groups encountered by the police. Prerequisite: CJ 210 and junior standing.

**ICJ 305 Institutional and Community Corrections (3)** A contemporary analysis of the operation of and problems encountered by jails and prisons. Also, the study of probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Prerequisite: CJ 200 and 210, and junior standing.

**ICJ 440 Senior Seminar in Criminal Justice (3)** This is a capstone course that will tie together the various components of the criminal justice system and allow students to critically examine the justice system as it exists in American society. A substantial research paper and class presentation of the research paper topic is a major component of the course. Additionally, criminal justice practitioners in the areas of policing, corrections, juvenile justice, and the courts will be frequent guest lecturers who will provide students with relevant information on differing roles within the justice system and enlighten the class on trends within their fields. Prerequisite: 15 hours in Criminal Justice "core" courses, senior class standing, and consent of instructor.

**ICJ 499 Culminating Project (1)**



## ***Gerontology***

### ***Program Description***

Since 1980, the College for Individualized Education has provided education for the understanding of the human aging process and problems associated with being elderly in the United States. Students interested in understanding aging, in providing service to older individuals, in effecting social change for the benefit of the elderly, or in conducting gerontological research are served by Lindenwood's baccalaureate in Gerontology.

There are no typical graduates of the Lindenwood Gerontology program. Alumni serve as directors of retirement housing complexes, managers of multi-service senior centers, nursing home administrators, researchers, founders of home health agencies and in a range of other careers dedicated to serving older Americans. Programs of study, therefore, are individualized to provide areas of concentration toward a variety of career paths. Many students elect to take a practicum or residency in a particular agency to develop practical knowledge in an area of service to the elderly. The general aim of the program in Gerontology is to provide a solid foundation in the theories and research in gerontology and then to allow each student to specialize in a particular area of interest.

The Bachelor of Arts in Gerontology includes the College required General Education core and 36 or more semester hours in gerontological studies, plus elective subjects to total 128 semester hours of credit.

### ***Core Curriculum***

All majors must complete the following 18 hours of courses:  
IGE 312 Psychological Aspects of Aging (3)  
IGE 313 Physical Aspects of Aging (3)  
IGE 330 Sociology of Aging (3)  
IGE 320 Community Organization and Resource Allocation (3)  
IGE 321 Social Policy in Gerontology (3)  
IGE 322 Service Provision to the Elderly (3)

Students must also complete a minimum of 18 hours in their area of specialization and the following two courses:

IGE 400 Practicum in Gerontology (1-6)  
ICU 499 Culminating Project (1)

## **Courses of Study**

**IGE 312 Psychological Aspects of Aging (3)** This course discusses current psychological theories of aging. Various behavioral functions in late life are examined including intelligence, memory and personality development. The major functional and organic psychopathologies are discussed.

**IGE 313 Physical Aspects of Aging (3)** This course examines the biological changes associated with the aging process. Both normal and pathological changes are discussed. Special attention is directed toward correcting stereotyped notions regarding the aging process. Students investigate and critique several biological theories of aging.

**IGE 320 Community Organization and Resource Allocation (3)** The application of community organization concepts and techniques of administration to the planning organization, financing and management of social services, health services, informal education and volunteer generated programs for older adults. This course explores operations of health, housing, social and nutrition programs in light of economic and political restraints.

**IGE 321 Social Policy in Gerontology (3)** This course focuses on the political forces that shape official policies toward aging in America at all levels of government, with emphasis on federal policies. Through the use of selected examples, the course examines the impact of political-vested interests in shaping the enactment and implementation of legislation for the elderly. Topics include: retirement income, housing subsidies, age discrimination, the Older Americans Act and state and local programs.

**IGE 322 Service Provision to the Elderly (3)** This course focuses on specific programs that are designed to provide psycho-social and health services to the elderly. Programs under review include those already in existence and potential variations that might be proposed. Designed to aid human services practitioners, managers and policy makers in understanding basic objectives, approaches and options in the most effective means of delivering services to the elderly.

**IGE 330 Sociology of Aging (3)** Attention is directed toward eradicating major myths and stereotypes regarding the elderly and the aging process. Emphasis is on Socio-cultural theories of aging and the role of the older individual in society today. Topics include housing, transportation, health, income, retirement role change and intergenerational relationships.

**IGE 393 Individual Study in Gerontology (3)** Student generated projects on approved topics determined in conjunction with the student's advisor.

**IGE 400 Practicum in Gerontology (1-6)** Students are placed in a practice setting from a variety of gerontological services. Typically a practicum extends for a 14 to 28 week period.

**IGE 440 Multidisciplinary Assessment in Long-Term Care (3)** This course presents an overview of specific assessment and evaluative instruments and techniques related to measuring problems, needs, strengths and changes of older adults in long-term care settings.

**IGE 441 Counseling Older Adults (3)** This course combines information about the specific mental health needs of older adults in long-term care settings with training in basic interactive helping skills.

**IGE 442 Group Work in Long-Term Care (3)** The course focuses on basic principles of group dynamics and information about aging as it applies to group work. Students are introduced to skills and specific techniques required to facilitate groups with older adults in institutional and community-based settings.

**ICU 499 Culminating Project (1)**

## **Health Management**

### **Program Description**

The LCIE Health Management degree prepares students for management positions in health promotion/wellness, acute, ambulatory, long term, or community care organizations. The program is based upon curriculum content recommended by both the Accrediting Commission on Education for Health Services Administration and the American Assembly of Collegiate Schools of Business. The intent of the program is to expand upon the existing skills and to give the student a strong liberal arts and professional business/health promotion background.

Students majoring in Health Management will complete the College general education requirements, the 27 semester hour core requirements, a culminating project in their area of concentration, and the completion of one cluster (9 semester hours) in the area of the student's interest, for a total of 36 semester hours in the major.

### **Core Curriculum**

(required of all majors)

#### **Foundation Management Cluster**

IHM 360 Management in Health Care (3)

IHM 364 Organizational Concepts (3)

IHM 301 Ethical Issues In Health Care Management (3)

#### **Accounting Cluster**

IBA 200 Principles of Accounting (3)

IBA 308 Managerial Accounting (3)

IBA 320 Principles of Finance (3)

#### **Marketing Cluster**

IBA 350 Principles of Marketing (3)

IBA 353 International Marketing (3)

IBA 453 Marketing Management & Planning (3)

One cluster in the area of the student's interest may be selected from clusters offered in major areas of Health Management, Business Administration, Communication, Gerontology or Human Resources Development (see catalog).

#### **Area of Specialization—Health Management**

IHM 490 History & Future of Health Promotion/Wellness (3)

IHM 491 Health Promotion/Wellness in the Workplace (3)

IHM 496 Administration of Health Promotion/Wellness Programs

(3)

### **Area of Specialization—Case Management**

- IHM 315 Introduction to Case Management (3)  
IHM 316 The Case Management Process: Assessment/Data Collection/Interviewing Skills (3)  
IHM 317 Treatment Planning & Implementation (3)

### **Area of Specialization—Long-Term Care Management**

- IHM 325 Historical Overview of the Nursing Home Industry (3)  
IHM 326 Role of Management in Long-Term Care (3)  
IHM 327 Regulations Concerning the Long-Term Care Industry (3)

### **Electives**

- IHM 492 Independent Study in Health Management (1-3)  
IHM 493-495 Special Topics in Health Management (1-3)

### **Courses of Study**

**IHM 301 Ethical Issues in Health Care Management (3)** Issues and problems that arise within the health care field will be reviewed and discussed.

**IHM 315 Introduction to Case Management (3)** History, philosophy and current state of the art will be reviewed and discussed.

**IHM 316 The Case Management Process: Assessment /Data Collection/ Interviewing Skills (3)** This course will provide the necessary information for a service-delivery approach which would include screening, comprehensive assessment, and case planning based on assessed needs and available resources.

**IHM 317 Treatment Planning and Implementation (3)** The focus of this course will be on the facilitation of the data gathering process into a coordinated plan of care utilizing assessed needs and available resources.

**IHM 325 Historical Overview of the Nursing Home Industry (3)** Looks at the history of nursing homes from earliest times to the present; this would include discussion of some of the political, economic, and social conditions in existence at that time.

**IHM 326 Role of Management in Long-Term Care (3)** Includes discussion of the various roles expected of the administrator in the long-term care facility.

**IHM 327 Regulations Governing the Long-Term Care Industry (3)** Federal and state regulations concerning the long-term care institution will be discussed. Future directions for the industry as a whole will also be explored.

**IHM 360 Management in Health Care (3)** Development of the understanding of health care organizations and the decision making skills required in management positions. The origins and functions of various health systems within the United States will be reviewed and discussed.

**IHM 364 Organizational Concepts (3)** To develop better understanding of the nature of organizations such as those in health care and those factors which influence the performance of the individual and the organization as a whole.

**IHM 400 Health Care Management Practicum (1-6)** for a maximum of 6 credits; with advisor's approval.

**IHM 490 The History and Future of Health Promotion Wellness (3)** An introduction to health and wellness, examining topics such as personality, stress, physiology, mind/body interaction, relaxation, bio-feedback training and other behavioral techniques. Health and wellness are viewed as complex processes resulting from biological, psychological and social systems.

**IHM 491 Health Promotion/Wellness in the Workplace (3)** An examination of the designing, implementing and evaluation of health promotion programs in the workplace. The interfacing of major current health issues and health promotion/wellness programs will also be explored.

**IHM 492 Independent Study in Health Management (3)** Specialized area (1-3 credits, may be repeated three times). An intensive study of a topic in the health management health promotion/wellness area.

**IHM 493-495 Special Topics in Health Management (1-3)** An intensive study of a topic in the Health Care field.

**IHM 496 Administration of Health Promotion/Wellness Programs (3)** A study of the present status of the work site environment as it interacts with health promotion/wellness. Focus of the course will be program administration and development.

**IBA 200 Principles of Accounting (3)** Refer to IBA 200 in the Business Administration section of this catalog.

**IBA 308 Managerial Accounting (3)** Refer to IBA 308 in the Business Administration section of this catalog.

**IBA 320 Principles of Finance (3)** Refer to IBA 320 in the Business Administration section of this catalog.

**IBA 350 Principles of Marketing (3)** Refer to IBA 350 in the Business Administration section of this catalog.

**IBA 353 International Marketing (3)** Refer to IBA 353 in the Business Administration section of this catalog.

**IBA 453 Marketing Management and Planning (3)** Refer to IBA 453 in the Business Administration section of this catalog.

**ICU 499 Culminating Project(1)**



# Human Resource Management

## Program Description

The Human Resource Management (HRM) program focuses on organizational theory and the behavior of individuals within organizations, including issues of management theory, employee productivity, motivation and leadership. Action, analytical and interpersonal skills are stressed. Clusters deal with current issues in personnel and focus on such topics as training and development, performance appraisal, conflict resolution, and legal issues. Students majoring in HRM will complete the University general education requirements, the 45 semester hour core curriculum, and a culminating project in their area of concentration.

### Cluster I

IBA 330 Principles of Management (3)  
IBA 332 Management of Personnel Systems (3)  
IBA 430 Management Policy (3)

### Cluster II

IBA 200 Principles of Accounting (3)  
IBA 308 Managerial Accounting (3)  
IBA 320 Principles of Finance (3)

### Cluster III

IOD 357 Employee Supervision (3)  
IOD 358 Legal Issues for Human Resource Management (3)  
IOD 359 Performance Management/  
Performance Appraisal Systems

### Cluster IV

IOD 360 Adult Learning Processes (3)  
IOD 361 Career/Staff Development (3)  
IOD 362 Employee Training and Development (3)

### Cluster V

IOD 370 Group Dynamics (3)  
IOD 371 Conflict Resolution (3)  
IOD 410 Labor Economics & Industrial Relations (3)

ICU 499 Culminating Project (1)

## Courses of Study

**IBA 200 Principles of Accounting (3)** See IBA 200 in the Business Administration section of this catalog.

**IBA 308 Managerial Accounting (3)** See IBA 308 in the Business Administration section of this catalog.

**IBA 320 Principles of Finance (3)** See IBA 320 in the Business Administration section of this catalog.

**IBA 330 Principles of Management (3)** See IBA 330 in the Business Administration section of this catalog.

**IBA 332 Management of Personnel Systems (3)** See IBA 332 in the Business Administration section of this catalog.

**IBA 430 Management Policy (3)** See IBA 430 in the Business Administration section of this catalog.

**IOD 357 Employee Supervision (3)** This course examines the industrial environment and the role of the supervisor. It is directed toward the enhancement of managerial skills and includes a survey of current psychological literature on the subject of leadership.

**IOD 358 Legal Issues for Human Resource Management (3)** This course examines the various laws relating to the employer/employee relationship. Special emphasis will be placed on topics such as equal employment opportunity, affirmative action, grievance handling, hiring and termination, training, questions of equity, labor relations, and other issues associated with the management of human resources.

**IOD 359 Performance Management/Performance Appraisal Systems (3)** Performance appraisal is mandated by the Civil Service Reform Act. This course examines its basic elements, including goal setting, writing behavioral objectives, individual and organizational performance measurement, coaching and counseling, and productivity improvement among both unionized and non-unionized employees. Specific emphasis will be reward systems and methods of positive discipline.

**IOD 360 Adult Learning Processes (3)** A study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development and evaluation of training programs and staff development.

**IOD 361/Career/Staff Development (3)** Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

**IOD 362 Employee Training and Development (3)** Specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the readings.

**IOD 370 Group Dynamics (3)** Study of motivation, leadership, communication, morale, and intra- and inter-group dynamics, and decision making in organizations.

**IOD 371 Conflict Resolution (3)** Examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Development of skills in leadership, group facilitation, team building and handling group conflict.

**IOD 410 Labor Economics & Industrial Relations (3)** A study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration.

**IOD 492 Special Topics (3)**

**ICU 499 Culminating Project (1)**

# Valuation Sciences

## The Undergraduate Program

The Bachelor of Arts in Valuation Sciences requires 128 semester hours of credit. The program focuses on appraisal principles and practice; value influences and analysis; knowledge of economics, business law, accounting and finance; and individualized study in a chosen emphasis, e.g. real estate, personal property, or business valuation.

All students must satisfy the University's general education requirements. It is recommended that students interested in personal property appraisal enroll in art history courses inclusive of ART 356 and ART 383. Internships are available in areas of appraisal specialization.

## Core Curriculum

Required of all majors:

### Cluster I

IVS 400 Appraisal Principles and Practice

IVS 409 Value Influences and Analysis

IVS 410 Market Influences and Analysis

### Cluster II

IBA 200 Principles of Accounting

IBA 308 Managerial Accounting

IBA 320 Principles of Finance

### Cluster III

IBA 211 Principles of Economics (Micro)

IBA 212 Principles of Economics (Macro)

IBA 412 Money and Banking

### Cluster IV

IBA 360 Business Law

IBA 323 Personal Finance

IBA 420 Investments

### Cluster V

IVS 450 Internship

IVS 480 Appraisal Documentation

ICU 499 Culminating Project (1)

## Program Options

Undergraduates in day and evening programs interested in appraisal can take components of Valuation Sciences and business-related courses as part of their Bachelor's degree, and then complete a Master's degree in Valuation Sciences through LCIE in 30 semester hours. Applicants to the graduate program should have very good skills in writing, research and oral communication, as well as a generally good academic record in their major.

## Courses of Study

**IVS 400 Appraisal Principles and Practice (3)** Interdisciplinary study of the foundations of value theory, appraisal principles and procedures; value concepts and history, theory of ownership and personal property. Uniform appraisal standards and appraisal ethics.

**IVS 401 Personal Property Appraisal (3)** Study of principles and procedures in personal property appraisal: purposes and functions, types of appraisal, identification, authentication, condition, provenance, ranking, market and income methods, the appraisal report. Applications and case studies in fine arts, antiques, decorative arts.

**IVS 403 Gems and Jewelry Appraisal (3)** Identification, analysis and valuation of gems and jewelry.

**IVS 404 Business Valuation (3)** Economic, corporate, and industry analysis; data sources, closely held Corporations; taxation; intangibles; financial analysis and valuation.

**IVS 405 Real Estate Appraisal (3)** Study of principles and procedures in real estate appraisal: capital and financial markets, neighborhood and data analysis, highest and best use, cost, market and income methods, capitalization, the appraisal report. Applications and case studies.

**IVS 406 Machinery and Equipment Appraisal (3)** Identification, inspection, description, condition; depreciation; cost and sales analysis; liquidation.

**IVS 409 Value Influences and Analysis (3)** Identification and analysis of forces influencing appraised values; social, political, environmental, economic. Sample topics: global economics, regional and national economic analysis, environmental problems, consumer-investor behavior, consumer rights, equal opportunity, government regulation, public policy, social responsibility of business.

**IVS 410 Market Influences and Analysis (3)** Considers the influence of the various markets and their effect on the appraisal system. This includes the study of market demand versus real market value when dealing with real estate, machinery and equipment, and business.

**IVS 440 Investment Strategies (3)** Study of efficient markets, investment options, risk and decision making, portfolio analysis. Applications in stocks, bonds, real estate, fine arts, etc.

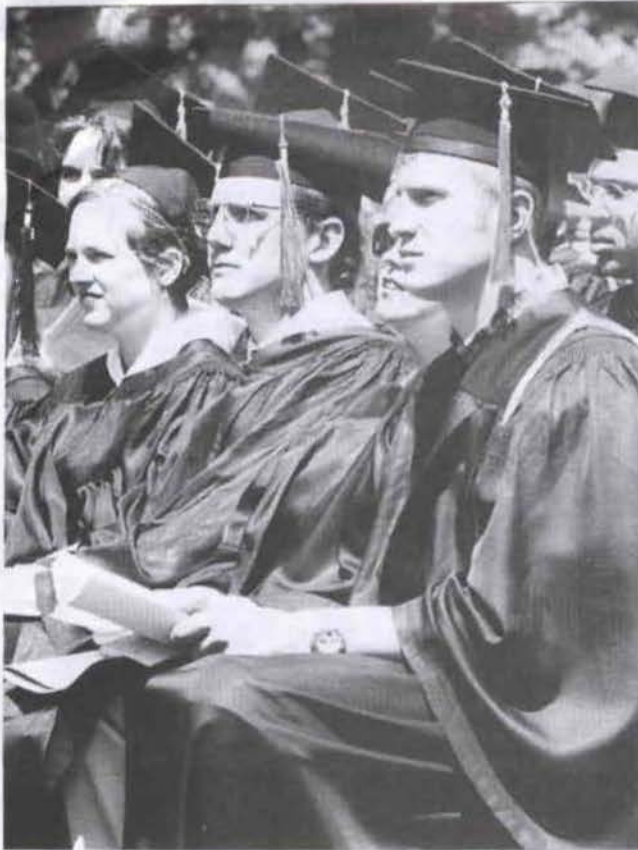
**IVS 441 Advanced Interdisciplinary Study (3)** Specialized applications of appraisal and valuation methods to stocks, bonds, real estate, fine arts, antiques, etc. Case Studies.

**IVS 442 Financial Analysis (3)** Uses of financial ratios and techniques for investment analysis and comparisons. Applications and case studies in stocks and real estate, corporate analysis.

**IVS 450 Internship (3)** Arranged with approval from the student's advisor.

**IVS 460 Material Culture: 1680-1840 (3)** Interdisciplinary study of early American material culture and European antecedents: historical and archeological methods, furniture, glass, ceramics, metals, technology, architectural history, artistic styles and design, methods of identification, condition.

**IVS 464 Craftsmanship: 1680-1840 (3)** Study of American crafts and craftsmanship, tools and technology, economic development, organization, industrialization, European influences. Application and case studies.



**IVS 468 Connoisseurship and Identification (3)** Role and process of the connoisseur and appraisal, identification of periods and styles, condition and preservation of art, antiques and decorative arts, ranking, collection, auctions.

**IVS 470 Real Estate (3)** An introduction to real business and markets, land, property, ownership and rights, legal and economic environment, taxation and insurance, investment and finance, appraisal and investment analysis, development and management, sales and brokerage, regulations, international trends.

**IVS 474 Real Estate Law (3)** The study of legal instruments of real estate, legal descriptions, easements, condemnation and compensation, contracts, titles and deeds, mortgages, foreclosure, zoning and planning, land use change and controls, real estate categories, assessment, federal taxation.

**IVS 478 Real Estate Finance (3)** Financial instruments and markets, lenders, government, mortgage and international markets, investment and financial analysis, risk and decision making, investment portfolio, types of financing, revision and rehabilitation.

**IVS 480 Appraisal Documentation (3)** Analysis and reconciliation of data and valuation conclusions: components and reports; ethics and documentation; alternate forms of reporting; communication skills; expert witness.

**IVS 486 Advanced Review (3)** Advanced work in student's specialization, with review of topics involved in professional examinations: e.g. ethics, principles and definitions, description and analysis of properties, methods, capitalization, financial and statistical analysis, report-writing, law and taxation, expert witness testimony.

**IVS 492 Special Topics (3)** Topics may include standards on real estate appraisal, review appraisal, real estate analysis, mass appraisal, personal property appraisal, business appraisal and appraisal reporting. Applications and case studies.

**ICU 499 Culminating Project (1)**

## ***American Society of Appraisers—Principles of Valuation***

The American Society of Appraisers and Lindenwood University of St. Charles, Missouri, collaborate in a program which makes available one semester hour of undergraduate or graduate college credit per course to persons who successfully complete individual Principles of Valuation courses and subsequently request such credit. The 19 Principles of Valuation courses described here provide instruction and examination across four major appraisal disciplines; business valuation, machinery and equipment valuation, personal property valuation, and real property valuation.

### ***Undergraduate Program***

#### ***Personal Property***

IVS 411, 421, 431, 451, 462

#### ***Business Valuation***

IVS 414, 424, 434, 454

#### ***Real Estate***

IVS 415, 425, 435, 455, 461

#### ***Machinery and Equipment***

IVS 416, 426, 436, 456

### ***Courses of Study***

**IVS 411 Introduction to Personal Property Appraising (1)** Theory of value and value concepts; history of appraisal; identification and valuation of personal property; methodologies and data analysis; appraisal functions.

**IVS 414 Introduction to Business Valuation (1)** Overview of business valuation profession; theory and techniques for analysis and valuation of small closely held businesses; data collection sources and techniques; economic and industry analysis; financial statement analysis, ratio analysis; asset-based valuation techniques; government regulation and business valuation; report formats.

**IVS 415 Introduction to Real Property Valuation (1)** Principles and methodology of valuation; the appraisal process; application to residential appraisal; land valuation; adjustments; depreciation; research methods; form appraisals; report writing; ethics and standards.

**IVS 416 Introduction to Machinery and Equipment Appraising (1)** Valuation theory and approaches to value; value definitions with M&E applications; purposes and objectives of appraisals; M&E appraisal terminology for industrial plant and equipment; preparation and organization of the appraisal; identification and classification of machinery and equipment; function and purposes of M&E description; depreciation; field inspection techniques and field safety; uses of indices in appraising M&E basic pricing practice.

**IVS 421 Research and Analysis in Appraising Personal Property** (1) Development of data sources; market economics, statistics and analysis; identification and authentication; primary and secondary sources; research organization; condition; damage, restoration, conservation; bibliographies and libraries.

**IVS 424 Business Valuation Methodology** (1) Specific methods for valuation of closely-held companies; comparable publicly held companies; discounted cash flow analysis; capitalization of dividends; discounted future earnings; price-earning ratios; excess earnings; price to debt-free cash flow ratios; price to book ratios.

**IVS 425 Income Property Valuation Methods** (1) Present worth concepts; terminology; property classifications; income and expense analysis; capitalization rates and techniques; comparable adjustment grids; residual analysis techniques; interest; six functions of the dollar; IRV formula; cash equivalency; land valuation; discounted cash flow analysis; depreciation and cost approach; research methods; measurement and inspection techniques.

**IVS 426 Machinery and Equipment Appraisal Methods** (1) Focus on the cost approach in M&E appraising; industrial plant case study; concepts of value in M&E appraising; reproduction and replacement cost, fair market value in use liquidation; development and use of indices.

**IVS 431 Personal Property Appraisal Report Writing** (1) Appraisal reports; components and formats; methods of preparation; written communication skills; IRS appraisals; case study material.

**IVS 434 Business Valuation Case Study** (1) Case studies; engagement letter; information request; research and data gathering; field interviews; financial analysis; selecting valuation approaches; developing valuation conclusions; narrative report.

**IVS 435 Analysis and Valuation of Income-Producing Property Case** (1) Study applications of concepts and methods for income analysis; terminology; capitalization techniques; property types; investment analysis; discounted cash flow analysis; mortgage equity analysis; Ellwood formula; marketability; feasibility; leasing; research methods; narrative report writing.

**IVS 436 Case Study Applications of Machinery and Equipment Appraisal Methods** (1) Appraisal of operating entities and industry-specific applications of M&E methods, exponential pricing techniques, cost estimating techniques, obsolescence, functional economic, technological, use of research/data in valuation opinions, case studies, commercial aircraft, process plants, oil terminals, offshore platforms.

**IVS 451 Personal Property Appraisers in Practice, Standards and Obligations** (1) Professional identity of the appraiser; appraisal business management; the legal community; legal precedents; appraiser as expert witness; standards of professional appraisal practice.

**IVS 454 Business Valuation: Selected Advanced Topics** (1) Special case studies; theory and components of capitalization; CAPM, Gordon and other models; selecting rates; comparable sales approach; adjustments to public comparables; ESOP valuations, Department of Labor guidelines; tax valuations; estate planning techniques; preferred stock valuations; valuations for dissenter purposes; minority interest discounts; marketability discounts; control premiums; writing the narrative report.

**IVS 455 Real Property Valuation: Selected Advanced Applications** (1) Special uses of real property valuation methodology; expert witness; condemnation appraisals; tax appeal procedures; portions, bankruptcies, litigation; land valuation; single-purposes and special-use properties; case studies; research methods; report writing.

**IVS 456 Advanced M&E Valuation Techniques and Appraisal Standards** (1) Advanced applications of cost approach; reproduction and replacement costs; components of cost estimates; trending; cost-capacity relationships; present value calculations; analysis of plant operations; capacity, operating costs; obsolescence and measures of obsolescence; Uniform Standards of Professional Appraisal Practice.

**IVS 461 Residential Contents** (1) Appraisal principles and methods for appraising residential contents.

**IVS 462 Fine and Decorative Arts** (1) Advanced research techniques; assessing scholarly and statistical information utilizing research and examination tools; certifying provenance; review of case law; recognizing frauds, fakes and forgeries.

**IVS 469 Master Gemologist Appraiser** (1) Valuation principles and approaches, descriptions, market research and analysis, case study, record keeping, report writing, standards, liability, subject properties.

*Note: Components of graduate program course offerings in this program are the same as the undergraduate, with 500-plus numbers.*

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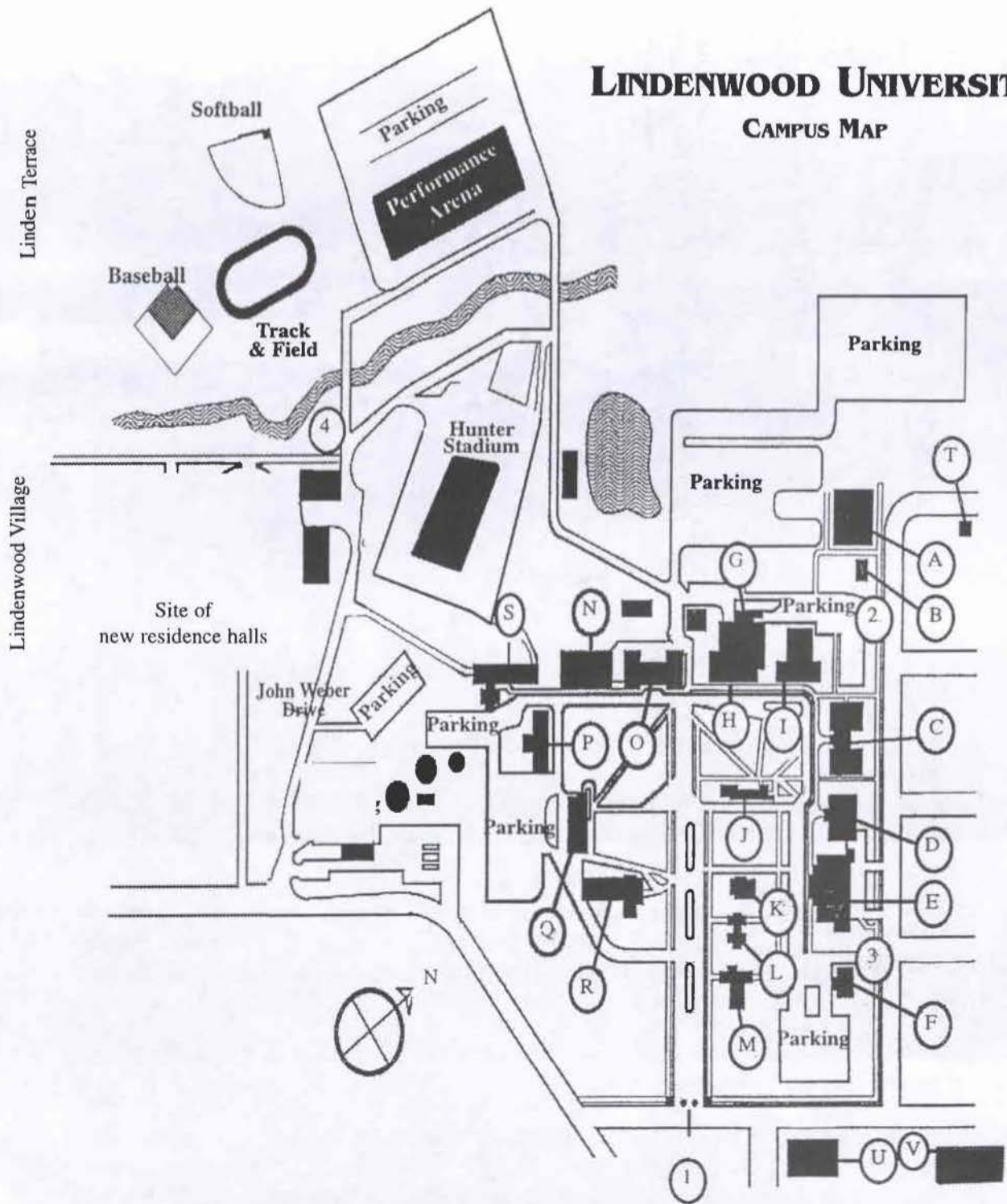
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KARL WILSON

PATTI YORK

# LINDENWOOD UNIVERSITY

## CAMPUS MAP



### Building Key

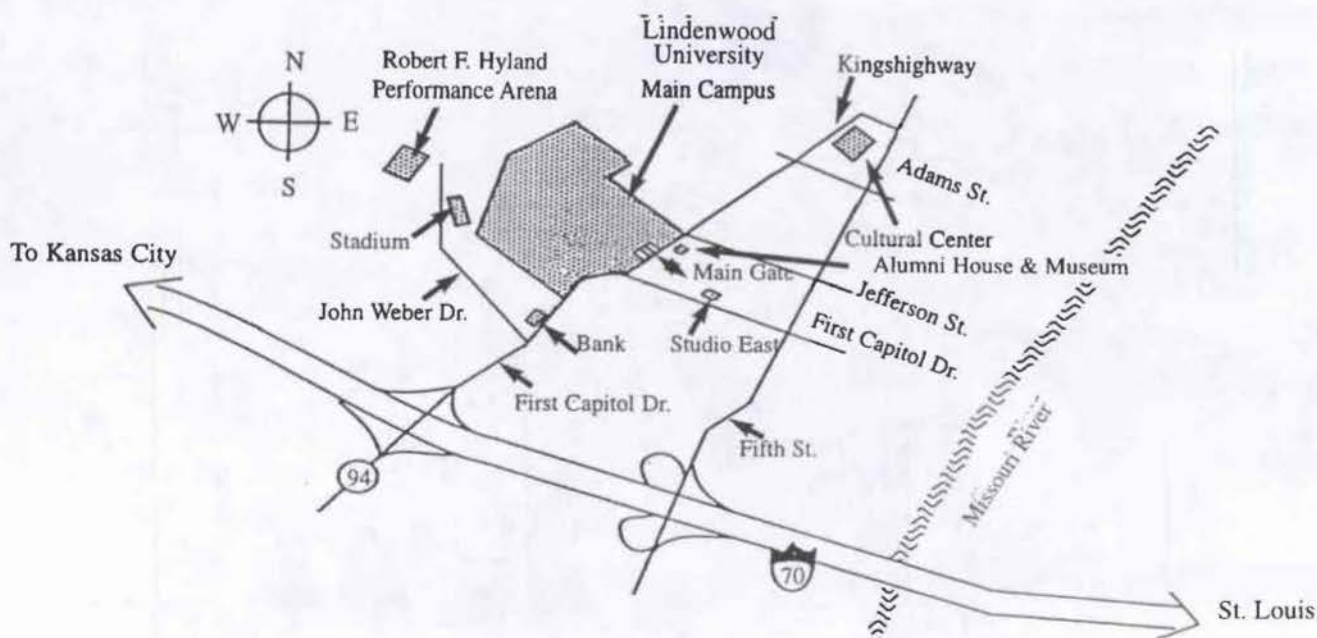
A. Harmon Hall	G. Ayres Dining Hall	M. Memorial Arts Bldg. (MAB)	S. Parker Hall
B. Watson Lodge	H. Ayres Hall	N. Nicolls Hall	T. Gamble Hall
C. Roemer Hall	I. Butler Hall	O. Sibley Hall	U. Alumni House & Museum
D. Butler Library	J. The Gables	P. Cobbs Hall	V. Kingshighway House
E. Young Hall	K. Stumberg Hall	Q. Irwin Hall	W. Fitness Center
F. Eastlick Hall	L. President's Hall	R. McCluer Hall	X. Field House

Gate Locations:      1-King's Gate      2-Watson Gate      3-Houston Gate      4-Stadium Gate



# Lindenwood University

## Main Campus



### Directions to the Lindenwood University Main Campus

#### *From St. Louis:*

Travel west on I-70 across the Missouri River. Take the First Capitol Drive (Highway 94) exit North. Turn right and stay on First Capitol Drive to Kingshighway. The Campus gates are immediately on the left.

#### *You may enter the Main Campus by:*

- (1) turning left off Kingshighway to Main Gate entrance—no buses, no parking.
- (2) turning left off Kingshighway at Watson. Take Watson to first left at Houston Gate to parking lot in front of MAB
- (3) turning left off Kingshighway to Watson. Take third left to visitor parking near Roemer Hall and down to lower lot parking near Harmon Hall.

*For events at the Harlen C. Hunter Stadium and the Robert F. Hyland Performance Arena, turn left on to John Weber Drive (adjacent to Commerce Bank). Follow down to parking areas.*

*To reach the Lindenwood University Cultural Center, continue past the main campus down Kingshighway. Turn right on Adams Street at 400 North Kingshighway.*

Lindenwood University  
209 South Kingshighway  
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