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LINDENWOOD COLLEGE

St. Charles • Westport • Olivette

1991-92 EVENING DIVISION/QUARTER SCHEDULE UNDERGRADUATE CATALOG

Undergraduate Evening Division/Quarter Schedule Programs & Lindenwood College for Individualized Education

Preface

This catalog contains a description of the undergraduate programs offered on the quarter schedule of Lindenwood College. Separate catalogs are devoted to the description of the traditional undergraduate semester programs and to the special requirements of the Lindenwood College Graduate Program. 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 College.

Lindenwood College is an Equal Opportunity, Affirmative Action Employer. The College complies with the Civil Rights Act of 1964, as amended, 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 College 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 College community. The College 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 College's policy on non-discrimination should be directed to the Student Life Office or executive offices of the College.

Lindenwood complies with the Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988 and the Student Right-to-Know and Campus Security Act of 1990, and seeks to provide a healthy, safe and secure environment for students and employees. (See Student Handbook pages 15 and 17).

Lindenwood College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, and by the National Council for the Accreditation of Teacher Education. Lindenwood is a member of the American Assembly of Collegiate Schools of Business.

Degree Programs

Lindenwood College 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 College offers coursework leading to the Master of

Science, Master of Arts, Master of Business Administration, Master of Fine Arts, and Master of Valuation Sciences. The major areas of concentration and the format in which each degree is offered are listed as follows.

Semester Schedule

Undergraduate Programs

Bachelor of Arts Degrees

- Art History
- Biology
- Business Administration
- Chemistry
- Computer Science
- Corporate Communication
- Criminal Justice
- Early Childhood Special Education
- Elementary Education
- English
- Fashion Marketing
- French
- History
- Mass Communication
- Mathematics
- Medical Technology
- Music
- Performing Arts
- Physical Education
- Political Science

Psychology
 Public Administration
 Secondary Education
 (major in subject specialty)
 Sociology
 Spanish
 Studio Art (Bachelor of Fine Arts)
 Theatre

Interdisciplinary majors and minors are available in international studies, human resource management, and legal studies.

Graduate Programs

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

Quarter Schedule

Evening College

Bachelor of Arts Degrees

Art
 Business Administration
 Computer Science*
 Corporate Communication

*courses in major offered in evening on semester schedule.

Graduate Degrees

Master of Arts in Art
 Master of Arts in Education
 Master of Business Administration (MBA)
 Master of Science (business specialty area)

Lindenwood College for Individualized Education (LCIE)

Undergraduate Degrees

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

Graduate Degrees

Master of Arts in Gerontology
 Master of Arts in Professional Counseling
 Master of Business Administration (MBA)
 Master of Science (business specialty area)
 Master of Science in Corporate Communication
 Master of Science in Health Management
 Master of Science in Human Service Agency Management
 Master of Science in Mass Communication
 Master of Science in Valuation (Appraisal)

Trimester Schedule

Center for Professional 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

Note: In all divisions individualized degrees may be developed on a contract basis for interdisciplinary specialties.

The Mission of Lindenwood

The following mission statement of Lindenwood College was affirmed by the Board of Directors on February 17, 1987.

Lindenwood College is an independent, liberal arts college with a covenantal relationship with the Presbyterian Church. It is committed to the values inherent in the Judeo-Christian tradition and believes in the importance of a value-oriented education for all of its students.

The College offers a wide range of undergraduate majors, both in the disciplines of the traditional liberal arts and sciences and in career-oriented areas. Its distinctive and flexible educational programs, offered in both traditional and innovative formats, are designed to meet the individual needs of a diverse student body which includes both traditional and non-traditional college-age students. The College also offers a number of graduate programs which are intended to meet the needs of working adults in the St. Louis metropolitan area.

Lindenwood College, founded in 1827, has a distinguished tradition as a residential college and its alumni have strong ties with their alma mater. The College appreciates the support of her graduates and seeks to foster and preserve the spirit of the campus experience through alumni activities. Today, the College continues to offer a strong residential life program in the belief that the residential experience can contribute significantly to the academic and personal development of its students.

The College affirms its commitment to the principles of a liberal arts education and to the development of the whole person. To these ends, we seek to

... introduce students to the abiding values, knowledge, skills, and issues that shaped great cultures and civilizations and, in this context, to nurture the process whereby an individual acquires useful guidelines for determining responsible decisions and actions;...encourage students to develop the capacities for examining, evaluating and understanding themselves and others, as well as their relationship with their environment;

... encourage an understanding of the intellectual disciplines and creative endeavors that have served humanity throughout history;

... provide a variety of educational experiences

through which students acquire information and abilities relevant to their chosen area of life-work; ... develop within students a critical awareness of the impact of scientific, technological, economic, literary, political, artistic, and social-scientific developments;

... promote respect of persons for each other, understanding of divergent views, ethical and intellectual integrity, empathy, a concern for justice and an appreciation of life-enhancing activity;

... prepare individuals for continuing their self-education and for engaging in rewarding work and service;

... foster responsiveness to social issues and concerns which face the local, national and world communities; and

... encourage the work-service experience as part of the learning process and as a valuable dimension to a liberal arts education.

As a community encompassing students, faculty, administrators, staff, alumni and friends of Lindenwood College, we are dedicated to a spirit of open and earnest inquiry and of dialogue among disciplines to academic freedom and to personal responsibility and to high academic standards and the pursuit of excellence. We are a community marked by collegiality, a genuine concern for one another and a desire to be of service to larger community of which we are a part.

Historic Lindenwood

Founded in 1827, Lindenwood College is one of the oldest institutions of higher learning in the United States and the second oldest west of the Mississippi River.

Its founders, Major George C. and Mary Easton Sibley, began a liberal arts school for young women, which has served as a nucleus around which other programs have clustered for over 160 years. The original College for women was expanded in 1969 to include men.

Lindenwood's day program is fully integrated, offering co-educational experiences and serving both full- and part-time students with a variety of liberal arts offerings leading to baccalaureate and master's degrees.

In 1972 the Evening College was formed offering a full range of courses and instruction at both the undergraduate and graduate levels to those students such as working adults who cannot attend day classes. The Evening College has been expanded in recent years to serve students at various sites in the metropolitan St. Louis area as well as at the main campus in St. Charles.

Following the formation of the Evening College, the Lindenwood College for Individualized Education (LCIE) was created in 1975 to offer individually-designed programs of study at the undergraduate levels. Cited as a "model program" in the United States, LCIE provides students with full-time undergraduate and graduate instruction through participation in cluster groups, workshops, colloquia and supervised internships. Today, these varied programs form the cluster of educational endeavors that is Lindenwood College—an historic institution currently serving over 2,500 students in

undergraduate degree programs.

Off-Campus Centers

Olivette Center—located at 9137 Old Bonhomme Road at Logos School, this site provides classroom facilities for the Lindenwood College for Individualized Education.

Westport Center—located in the 12000 Building, 12960 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 College Evening Division. Classrooms and administrative offices are housed in a newly constructed, air-conditioned facility with ample free parking.

Conferences

The College offers a variety of services and accommodations to community groups, religious organizations, businesses, 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 College are selective, yet flexible. We do expect our applicants to have a sound academic preparation for college, but we carefully examine each applicant's record to determine whether or not the student has the potential to be successful at Lindenwood.

Lindenwood College 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 Dean of Admissions invites correspondence from prospective students, their parents, and school counselors.

Selection Criteria

Candidates applying to Lindenwood College will be evaluated individually by the Dean 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 college 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 College also recommends two years of study in a foreign language as well as some study in the areas of fine or performing arts.

Application Procedures

To be considered for admission to the College, 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 College. 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. 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. Candidates who do not have a high school diploma or its recognized equivalent, must achieve a passing score on the ACT Assessment Test.

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 30 or more hours of credit and applicants who have been out of high school for five or more years 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 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 Evening Admissions.

International Students

All International Students are required to submit the following:

1. A completed and signed International Student Application.

2. A \$25.00 (non-refundable) application fee. Checks or money orders should be made payable to Lindenwood College. In case of financial hardship, the fee may be postponed until enrollment. A request to postpone the fee should be sent to the student's admissions counselor for consideration by the Dean of Admissions.

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 college 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 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 a Statement of Personal Finances and Assurance 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. At this time, the I-20 is the only form Lindenwood College is authorized to issue to International Students.

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

Student Expenses 1991-92 Academic Year

Full-Time Tuition

Undergraduate (12 or more credit hours)
\$8,100 per year
\$4,050 semester

Lindenwood College for Individualized Education

Undergraduate \$7,785 per term
Graduate \$1,665 per term

Part-time Tuition

Semester Schedule
Undergraduate \$250 per credit hour
Graduate \$185 per credit hour

Quarter Schedule
Undergraduate \$165 per credit hour
Graduate \$185 per credit hour

Room Charges \$1,100 per semester

Board Charges \$1,100 per semester

NOTE: Quarter schedule room and board charges are pro-rated.

Enrollment Deposit

Resident students are expected to pay a \$150 non-refundable fee to reserve their rooms. After the semester charges have been paid, the room reservation fee becomes a refundable room damage deposit.

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

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 College. In making the initial payment of \$150 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 College unless it has been signed by the Chief Operating Officer of Lindenwood College. The College reserves the right to increase or reduce fees each year according to changes in fiscal conditions. If a student withdraws prior to the beginning of a term, all payments except the initial \$150 non-refundable room reservation deposit will be refunded.

Additional Charges

Additional charges, when applicable include:

Student Activity Fee	\$40 per semester
Laboratory Fees	\$40 per course
Studio Fees	\$60 per course
Student Teaching Fee	\$150
Experiential Learning Processing Fee (one-time-only charge)	\$200
Experiential Learning Credit	\$50 per credit hour
Applied Music Fee	\$125 per half-hour (For individual lessons in piano, voice, orchestral instruments and organ; one semester hour credit)
Applied Music Fee	\$250 per hour (For individual lessons in piano, voice, orchestral instruments and organ; two semester hours credit.)
Overload Fee (Except LCIE)	\$200 per hour (A charge to full-time students who take more than 18 hours)
Graduation/Diploma Fee	\$100 (undergraduate) \$120 (graduate)

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.

Payment Options

Corporate Promissory Note: The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. There is a \$25 origination fee for the promissory note except in those cases where the company pays the College directly. In those cases, the fee is waived. The due date for all promissory notes is 45 days following the conclusion of the term for which the note applies.

Deferred Payment Plan (DPP): The DPP offers the option for students to pay their tuition in installments. It is available to Day and Evening 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. The DPP may be not be used in conjunction with the Corporate Promissory Note.

Any payment or financial aid received prior to the promissory note or deferred payment plan due dates will be applied to any balance appearing on the student's account.

Delinquent Accounts

Students must meet all financial obligations to the College 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 College, 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 College 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 "Notice of 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 following policy is effective for all students enrolled in the Semester and Trimester Schedule of the College. If a student withdraws prior to the beginning of a semester; all payments except the initial \$150 non-refundable room reservation deposit will be refunded.

The refund for tuition fees including overload charges for the Fall and Spring Semesters is as follows:

Withdrawal during first two weeks	75%
Withdrawal during third week of term	50%
Withdrawal during fourth week of term	25%
Withdrawal after fourth week of term	No Refund

The Quarter tuition refund schedule is as follows:

Withdrawal before first class meets	100%
Withdrawal before 2nd class meets	75%
Withdrawal before 3rd class meets	50%
After 3rd 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, less \$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" 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) Supplemental Educational Opportunity Grant (SEOG), (2) Perkins Loan, (3) Stafford Guaranteed Student Loan (GSL), (4) Pell Grant. Any remaining refund will be made first to the Missouri Student Grant Program and then the Lindenwood Scholarship Program.

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 exceed 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 College will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment.

The College 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 College 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 College 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 college education.

What the student is expected to pay is determined by a standard analysis of the financial statement of the student and his/her family must file. Lindenwood College accepts either the Family Financial Statement (FFS) or the Financial Aid Form (FAF) or the Application for Federal Student Aid (AFSA). These forms are available from high school counselors and the Lindenwood College Financial Aid Office.

Financial need is calculated as the difference between the cost of attendance and the expected 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 College's admissions counselors can advise prospective students of the full program of scholarship availability.

Older Student Scholarship

Lindenwood College offers a 50% scholarship to all persons age 55 and over. This scholarship applies to the tuition for credit classes and does not apply to courses that are audited.

Student Employment

Full time resident students are able to defray a portion of their College costs by participating in the Lindenwood College "Work and Learn" Program on campus. Generally, compensation which would otherwise be provided for this work is instead credited against the student's account.

Types of Federal Financial Aid

Pell Grant

Eligibility and the grant amount are determined by the Pell Grant processor.

The student must submit the Family Financial Statement (FFS), the Financial Aid Form (FAF), or the Application for Federal Student Aid (AFSA) 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 College Financial Aid Office.

Supplemental Equal Opportunity Grant (SEOG)

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 reported on the FFS or FAF.

College Work-Study Program (CWSP)

This program provides work opportunities for

needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAF, FFS, or AFSA. 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 ten hours per week while attending school. Wages are \$5.00 per hour.

Perkins Loan (formerly National Direct Student Loan)

This is a federal loan to students at an interest rate of 5% repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than six credit hours during a semester. The maximum aggregate amount of loans an eligible student may borrow is limited to \$9,000 as an undergraduate for a combined total not to exceed \$18,000.

Repayment extends over a maximum of 10 years at a minimum monthly payment of \$30. This loan is administered by the Lindenwood College Financial Aid Office and does not require a separate application other than the FFS or FAF.

Robert T. Stafford Guaranteed Student Loans (GSL)

The Federal government guarantees loans from \$2,625 to \$4,000 for eligible undergraduates and up to \$7,500 for eligible graduate students per academic year. These loans are made by private lending institutions.

Eligible GSL Borrower Limits:

Undergraduate Study

1st and 2nd year of study	\$2,625/academic year
3rd, 4th and 5th year of study	\$4,000/academic year
Cumulative Limit	\$17,250

Graduate Study

	\$7,500/academic year
Cumulative Limit	\$54,750

The loan limits are for loans to cover periods of enrollment beginning on or after January 1, 1987.

GSL's currently carry an 8% simple interest rate, which the Federal government pays while an eligible student borrower is enrolled in college at least half-time. Student borrowers will pay a 5% origination fee and up to a 3% insurance premium will be charged. These charges will be deducted up-front from the loan principal.

Students must file an approved standard need analysis to determine their eligibility. Lindenwood College accepts either the family Financial Statement (FFS) or the Financial Aid Form (FAF) or the Application for Federal Student Aid (AFSA).

A student can obtain an application form for the Guaranteed Student Loan from the Lindenwood College Financial Aid Office.

Parent Loans to Undergraduate Students (PLUS)

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 \$4,000 per academic year, with aggregate loan maximum for each eligible student of \$20,000. These loan limits do not include amounts borrowed by a student under the GSL-SLS programs. PLUS loans do not qualify for interest benefits. PLUS interest rates are the same as SLS loans.

Supplemental Loans to Students (SLS)

Supplemental loans to students provides for a maximum loan of \$4,000 an aggregate loan limit of \$20,000 and provides that such loan limits do not include amounts borrowed under the GSL or PLUS programs. Graduate and professional students or independent undergraduate students are eligible to borrow. Loans made under SLS are not eligible for interest benefits. Repayment is to begin within 60 days after disbursement, except that the borrower is entitled to a certain deferment (contact your lender) of repayment of principal. The interest rate for SLS loans made for periods of enrollment beginning before July 1, 1987 is 12%. SLS and PLUS loans made for periods of enrollment on or after July 1, 1987, will have a variable interest rate.

The variable interest rate for any calendar year will be equal to the bond equivalent rate of 52-week Treasury bills auctioned at the final auction prior to June 1, plus 3.25%. However, the rate may not exceed 12%.

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 College is an eligible institution where students receive up to \$1,500 an academic year. Students may apply for the Missouri Student Grant Program on the FFS, FAF, or Missouri-specific single file forms by completing the Missouri Student Grant Section and paying the required fee.

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% 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 College 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, college freshman, or college 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% 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.

Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. Coordinator at the College. 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.

See also "Veteran's Benefits" in Undergraduate Academic Procedures section for additional guidelines.

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 College Financial Aid Office if they have questions.

Satisfactory Academic 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.

Full-Time Students

Undergraduate College

Academic Years Completed

1 2 3 4 5 6 7 8

Earned Credit Hours:

15 30 45 60 75 90 105 120

Graduate College

Academic Years Completed

1 2 3 4 5

Earned Credit Hours

6 12 18 24 30

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 College, the student must have academic standing at the point in the program that is consistent with Lindenwood College's requirements for graduation as listed under "Scholarship Standards" below. 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 for full-time students requires that for each two semesters (which constitutes one academic year, summer being optional) of enrollment, 15 credit hours must be earned for full-time undergraduate students and 6 hours for full-time graduate students. Part-time students must successfully complete at least 50% of their credit hours attempted and have academic standing at that point in the program that is consistent with Lindenwood College'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. Withdrawal from the college 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 ten working days following the date the appeal is received.

Undergraduate Academic Procedures

Lindenwood College 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. Students' progress toward a specific degree will be guided by the "Program Overview" sheet which will be designed by the faculty advisor in conjunction with the student upon the student's initial matriculation.

Bachelor's Degree Requirements

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

1. Successful completion of a minimum of 120 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 College.
3. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood College as well as in the student's major(s).
4. Successful completion of the following General Education course requirements:

English Composition
Eng 101 and 102
(total 6 hours)

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

Fine Arts
one course*
(total 3 hours)

Civilization
HIS 100-Human Community
Cross/Cultural or foreign language-two courses*
(total 9 hours)

Social Sciences
American History or American Government-one
course*
Anthropology, 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-one Physical and one Biological
Science course, at least one of which must have a
lab* (total 13-14 hours)

Or for LCIE, the Natural Science Cluster and the
Mathematics Cluster

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

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 College.

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
5-8 semester hours	half time
1-4 semester hours	less than half time

Quarter System

Undergraduate & LCIE Undergraduate	
9 semester hours	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
5-8 semester hours	half time
1-4 semester hours	less than half time

Culminating Project and Thesis Project Extensions

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.

One hundred and twenty (120) 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 eight 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 appropriate division dean.

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 college setting. Students must submit transcripts of previous academic study, results of examinations or proof of occupational experience to be granted advanced standing.

Credit for Learning from Life & Work Experience

Experiential Learning credit is available to any Lindenwood adult undergraduate with sufficient hours of non-credit training in the described categories below.

The Experiential Learning Program at Lindenwood College allows credit for college-level knowledge acquired outside the traditional classroom. Lindenwood recognizes that many adults, prior to entering college, have already acquired knowledge that may have been obtained through employment, the military, community participation or any other type of activity that lends itself to learning through experience. If you can demonstrate, through either a portfolio or proper certification, that you possess college-level learning experience, you may obtain credit toward graduation.

Experiential Learning Credit Requiring A Portfolio

Credit is not granted for non-college level learning or routine tasks, outdated or forgotten learning, or private experience. A limit is also

imposed on certain technical skills and specialties. Credit is also not given for learning that duplicates a college course already taken. Students may claim up to 27 hours of credit through the Experiential Learning Program. Credit hours awarded vary according to the time spent in particular activities and the quality and intensity of the material learned. Some requisites in the may be satisfied through Experiential Learning credit. Lindenwood College does not guarantee how other colleges might interpret transfer credit from the Experiential Learning Credit Program.

The student wishing to participate in the Experiential Program registers in the Provost's Office after meeting with the Experiential Learning Coordinator and paying a \$200 fee, which covers all assistance the student might need. Inquiries and scheduling for completing a portfolio should be done when the student has accumulated 50 semester hours. Transfer students with 50 semester hours or more should apply soon after the end of their first term at Lindenwood, keeping in mind that they may not have more than 90 semester hours in advanced standing in order to be eligible for Experiential Learning credit in their major, should consult with their advisor, and apply before taking courses in their major. Upon evaluation of the Experiential Learning claim by a qualified person and the award of the credit, the student is charged a \$50 per credit hour fee which must be paid before the credit is entered on the transcript. The portfolio must be read and fees paid six months before the student's graduation.

Experiential Learning credit is awarded for life experience with a meaningful measure of college level learning. Emphasis is placed on knowledge accumulated, not time involved. Such knowledge is claimed through the careful preparation of a portfolio, validating the claimed experience with proofs of certificate, diploma, syllabi, letters of testimony, or other forms and/or samples of work accomplished. These validations are accompanied by a substantial essay describing the knowledge gained in the learning experience.

The Experiential Learning Advisor will be available to assist you in the development of your portfolio. The Advisor will help you to identify potential credit areas, comment on the organization of the portfolio process justifies the learning equivalent of existing college-level courses which the student has mastered.

Experiential Learning Credit Not Requiring A Portfolio

Certain learning experiences are sufficient standardized as not to require the preparation of portfolio. Rather, proof of certification proficiency can be handled directly by the Experiential Learning Coordinator. Credits for these experiences may be accumulated on a limit basis in addition to portfolio claims. There generally a charge of \$50 per credit hour Experiential Learning not requiring a portfolio.

The following awards of credit may be made upon presentation of proof of certification payment of the appropriate fees:

- Graduate of Diploma Schools of Nursing (12)
- Licensed Practical Nurse (LPN's) (3)
- Completion of an accredited course of Medical Laboratory technician or Radiologic Technology (12)
- Completion of training and certification for Emergency Medical Technology (12)
- Completion of training and certification in Respiratory Therapy (12)
- Graduates from the St. Louis Police Academy (12)
- Real Estate Sale License (3)
- Real Estate Brokers License (3)
- 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.
- Completed training and certification for a Stockbrokers License (series 6 or 7) (6)
- A Certified Legal Assistant (24)
- A Certified Professional Secretary (14) in selected business and economic areas
- Completion of V.I.P. courses from McDonnell Douglas (up to 15 credits)

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. Submit the above forms to Registrar for evaluation. This credit requires no transcription fee. Students may be awarded up to 12 semester hours of credit.

Corporate Learning: There are also some training courses offered by specific companies that may be awarded automatic credit for experiential learning. For information on specific companies and credit hours for eligible courses, check with the Lindenwood Registrar's Office.

Proficiency Examination

Most undergraduate courses at Lindenwood College 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.

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 is charged and must be paid before the credit is posted to the transcript.

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

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 Degrees

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 College can provide faculty and other resources. The basic degree requirements for all bachelor degrees shall be maintained. These include 120 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 college 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 Council of Deans with the recommendation of the attendant Division Dean(s).
4. The decision of the Council of Deans 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 in the minutes of the Council of Deans and reported to the student and the faculty advisor by the appropriate Division Dean.
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 College 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 college 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 normally 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 College uses different calendars for different programs of the College. The on-campus day program and selected graduate degree programs are on a semester calendar. Fall semester begins just before Labor Day and ends before Christmas. Spring semester begins in January and ends in early May. Most evening classes, use a year-round quarter calendar. Graduate classes in counseling are offered on the trimester schedule. 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, & 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 the College announces the names of full-time students who have achieved a grade point average 3.5 or above.

Dismissal

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

Grading System

Students may earn grades of A, B, C, D, F, W, WP, WF, UW, NG, INC 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 "INC" (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 "INC," 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 "INC" 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 "INC" 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.

Withdrawals

1. The deadline for withdrawals shall be a date for each term as set annually on the Academic Calendar.

2. Students who withdraw from a course before the deadline will receive a grade of "W", which indicates an official withdrawal.

3. Students who are permitted to withdraw after the deadline will receive a grade of either "WP" (withdrew passing) or "WF" (withdrew failing). Neither grade will affect the students' grade point average.

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".

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 College 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.

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 or Dean of the College. 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 the College. Notice of intent to file a grievance must be made in writing to the appropriate Division Dean or Dean of the College 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.

Re-Admission

In all cases in which students have attended Lindenwood College 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 college work. Any student who has left the college for one full 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.

Residency

An undergraduate student not previously enrolled at Lindenwood College must complete their last 30 semester hours at Lindenwood, 15 of which must be in the major in the Evening College and 18 of which must be in the major in LCIE. Courses must be approved by the appropriate department.

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 college semester or term.

Scholarship Standards

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

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 College.

2. 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 College.

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 College.

Appeals of academic suspensions and petitions for re-admission should be directed to the Dean of the College for review by the President or his designee.

Transcripts

All information on each student's college 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 filed until authorization has been received in writing from the individual student.

A fee of \$3.00 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 College.

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 3-4 days.

In conformance with the Family Rights and Practice Act of 1974 (the Buckley Amendment), Lindenwood College 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.

Transfer Credits From Another College

Students transferring from an accredited college or university of higher education should submit official transcripts from each college 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. Credit may be transferred from regionally-accredited institutions only. 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.

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 sources from the academic advisor and the Registrar. A Prior Approval form may be obtained from the Registrar's Office.

Credits accepted in transfer do not affect the student's grade point average at Lindenwood College.

Veterans' Benefits

Because of requirements imposed by the Veterans Administration, and as a condition of being certified to receive benefits from the VA, the

student receiving such benefits acknowledges the following policies which may differ from those required of other students at Lindenwood.

1. The College will notify the VA of all terminations, interruptions, or any change in semester-hour load within thirty days. This may change the benefits available to the student.

2. The student accepts the responsibility of notifying the Registrar, the VA Coordinator at the College, 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 College 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 College's general policies regarding withdrawal, attendance, and satisfactory progress.

For additional information, see also "Veteran's Benefits" in the Financial Aid Section of this catalog.

Consortium Programs

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

Lindenwood/ Washington University Three-Two Plan Leading to an Engineering Degree

The Three-Two Plan is a program designed to enable Lindenwood students to complete three years of study in the liberal arts and then take a two-year intensive course at Sever Institute of Technology of the School of Engineering and Applied Science at Washington University.

During the three-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 (waived for electrical engineering).
6. At least six courses in humanities and social sciences, with three of those courses being in a

single field.

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:

- (1) Applied Mathematics and Computer Science;
- (2) chemical engineering;
- (3) Civil Engineering;
- (4) Electrical Engineering, and
- (5) Mechanical Engineering.

Lindenwood/ Washington University Three-Two Plan Leading to a Master of Social Work Degree

Lindenwood College and the George Warren Brown School of Social Work at Washington University have a three-two arrangement by which qualified candidates may complete the baccalaureate degree at Lindenwood and the Master of Social Work degree at George Warren Brown in five years, rather than the normal six years. To accomplish this:

1. The student must complete all general education and departmental requirements for the Lindenwood degree in the first three years. Only electives may remain in the program at the time of entering the Master of Social Work program.

2. The student must have an outstanding academic record and must apply for admission to George Warren Brown School of Social Work prior to completion of the junior year.

3. Lindenwood will certify to George Warren Brown that the student has fulfilled all specific degree requirements and that the student will be eligible to graduate from Lindenwood on successful completion of the first year's work at the George Warren Brown School.

4. George Warren Brown will certify the successful completion of that first year's work to Lindenwood, and the student will be eligible to graduate from Lindenwood while continuing to be a student at the School of Social Work for an additional year.

Junior Year Abroad

Lindenwood College 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 the College 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 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.

Skill Development Center

All students entering the College 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 College:

COL 051 Fundamentals of Reading

COL 052 Fundamentals of Writing

COL 053 Fundamentals of Mathematics

Each of these courses carry two semester hours of credit. Students assigned to these courses will be required to complete 120 semester hours of credit in addition to the credits earned from these courses toward their degree completion.

The Skill Development Center is located in

Roemer Hall and 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.

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 Dean of Students--often in collaboration with the Lindenwood Student Government--promote programs, services, and diverse opportunities for personal growth and development.

Lindenwood College currently serves over 2,500 students in 45 undergraduate and graduate degree programs. Resident students live on a small, wooded, highly attractive campus within a large metro area that offers almost unlimited cultural, recreational, entertainment and service opportunities.

Lindenwood Student Government

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 (LSG). The LSG works to promote structure for student expression and self-government. Members of the LSG play a strong role in the academic and administration decision-making process of the College through representation in various planning governance committees.

Residence Halls

Each Lindenwood residence hall has a distinctive atmosphere, meant to extend and enhance the College's classroom experience. The sense of local identity in each hall is built by residents who, through the elected officers and members of the college staff, recommend and evaluate residence policy. Head Residents provide support to 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, volleyball, basketball, cross country, track, football, soccer, softball, wrestling, golf, and various club sports are offered for full time students.

Lindenwood is a member of the Men's and

Women's Divisions of the National Association of Intercollegiate Athletics (NAIA).

For those involved in team sports and others interested in personal fitness, the college has a recently completed field house with extensive weight training equipment. In addition, the college provides indoor and outdoor pools, a softball field 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.

Religious Life

Lindenwood College enjoys a rich, long standing relationship with the Presbyterian Church (USA). The College was founded by Presbyterian pioneers Mary and George Sibley. Since its founding, Lindenwood has been blessed with many distinguished Presbyterians who have given leadership in the administration, faculty and student body. In 1987, the College affirmed its church-related character through a covenant with the Synod of Mid-America. This covenant encourages the development of a rich and varied religious life at Lindenwood.

The College fosters an ecumenical spirit which celebrates the wide range of religious traditions represented on a campus. Worship services are led on campus by a Roman Catholic priest and the College Chaplain, an ordained Presbyterian minister. Students wishing to worship off-campus can find religious services of all major faiths within walking distance. Presbyterian students are welcome at the St. Charles Presbyterian Church located adjacent to the campus. The College Chaplain chairs the Religious Life Council, an officially recognized student organization which promotes diverse religious expression and plans a variety of community events.

KCLC-FM 89.1

Students may participate in the operation of the campus 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.

Academic Calendar 1991-92

Semester Schedule

Fall Semester 1991	
Faculty Workshop & Planning	Aug 19-23
Freshman/New Student Orientation	Aug 24
Returning Student Orientation	Aug 25-26
Registration/Student Activity Booths	Aug 26
Classes Begin	Aug 27
Last day to register, add/drop a class, or choose an audit	Sept 4
Deadline for making up "INC" grades from Spring or Summer 1991	Oct 4
Fall Activity Day	Oct (TBA)
Last day to withdraw with a "W"	Oct 25
Deadline to apply for December graduation	Oct 31
Thanksgiving Holiday--no classes	Nov 28-29
Last Day of Classes	Dec 11
Study Day (no classes/exams)	Dec 12
Final Exams Begin (schedule to be announced)	Dec 13
Spring Semester 1992	
Faculty Workshop & Planning	Jan 2-3
Registration	Jan 6
Classes Begin	Jan 7
Last day to register, add/drop a class, or choose an audit	Jan 20
Activity Day	Jan (TBA)
Deadline to apply for May graduation	Feb 7
Deadline for making up "INC" grades from Fall 1991	Feb 21
Activity Day	Feb (TBA)
Last day to withdraw with a "W"	March 6
Spring Break--no classes	March 23-27
Activity Day	April (TBA)
Last Day of Classes	May 4
Study Day (no classes/exams)	May 5
Final Exams Begin (schedule to be announced)	May 6
Baccalaureate	May 15
Commencement	May 16

Quarter Schedule

Fall Quarter 1991	
Deadline for registering without a late fee	Sept 26
Evening Classes Begin	Sept 26
LCIE Opening Session	Sept 28
Saturday Art Classes Begin	Sept 28
Last day to register, add/drop a class, or choose an audit	Oct 4
Last day to withdraw with a "W"	Oct 25
Deadline to apply for December graduation	Oct 31
Deadline for making up "INC" grades from previous term	Nov 8
Thanksgiving Holiday--no classes	Nov 28-29
Quarter Ends	Dec 13
Winter Quarter 1992	
Deadline for registering without a late fee	Jan 2
Opening Session for LCIE	Jan 4
Saturday Art classes begin	Jan 4
Evening Classes begin	Jan 6
Last day to register, add/drop a class, or choose an audit	Jan 10
Last day to withdraw with a "W"	Jan 31
Deadline to apply for May graduation	Feb 7
Deadline for making up "INC" grades from previous term	Feb 14
Quarter ends	March 21
Spring Quarter 1992	
Deadline for registering without a late fee	April 2
LCIE Opening session	April 4
Saturday Art classes begin	April 4
Evening Classes begin	April 6
Last day to register, add/drop a class, or choose an audit	April 10
Last day to withdraw with a "W"	May 1
Deadline for making up "INC" grades from previous term	May 15
Baccalaureate & Commencement	May 15 & 16
Memorial Day--no classes	May 25
Quarter ends	June 22
Summer Quarter 1992	
Deadline for registering without a late fee	July 9
LCIE Opening Session	July 11
Saturday Art Classes begin	July 11
Evening classes begin	July 13
Last day to register, add/drop a class, or choose an audit	July 17
Deadline for making up "INC" grades from previous term	Aug 21
Quarter ends	Sept 26

Trimester Schedule

Fall Trimester 1991		Spring Trimester 1992		Summer Trimester 1992	
Deadline for registering without a late fee	Aug 22	Deadline for registering without a late fee	Jan 2	Deadline for registering without a late fee	May 16
Opening Session	Aug 24	Opening Session	Jan 4	Opening Session	May 18
Last day to register, add/drop a class, or choose an audit	Sept 4	Last day to register, add/drop a class, or choose an audit	Jan 15	Last day to register, add/drop a class, or choose an audit	May 29
Last day to withdraw with a "W"	Oct 25	Last day to withdraw with a "W"	March 6	Last day to withdraw with a "W"	July 17
Deadline to apply for Dec graduation	Oct 31	Trimester ends	May 9	Trimester ends	Aug 8
Thanksgiving Holiday--no classes	Nov 28-29				
Trimester ends	Dec 7				

General Education Requirements for Quarter Schedule/Evening College Programs and the Lindenwood College for Individualized Education (LCIE)

Quarter Schedule/Evening Programs

English Composition

(total 6 hours)

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 department 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. Three sections with different emphasis are available.

Humanities

Literature—two courses*

Philosophy or Religion—one course*

(total 9 hours)

Fine Arts

(total 3 hours)

Fine Arts—one course*

Civilization

(total 9 hours)

HIS 100 A History of the Human Community (3) A study of the growth of traditional societies around the world and their 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.

Cross-Cultural or Foreign Language—two courses*

Social Sciences

(total 9 hours)

American History or American Government—one course*

Anthropology, Sociology, Psychology,

Economics—one course from each of two separate disciplines*

Natural Science and Mathematics

(total 13-14 hours)

Mathematics—two courses in college-level

mathematics*

Natural Science—one physical and one biological science course, at least one of which must have a lab*

*Courses to be selected from approved lists available in the Registrar's Office. Additional course descriptions not noted above available in the 1991-92 Semester Schedule Undergraduate Catalog.

LCIE

See course descriptions above if not described in the following LCIE General Education Requirements:

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.

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.

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.

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)

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)
(course content determined by instructor)

Mathematics Cluster (6)

IHM 131 Problem Solving and Statistics (3) The course presumes a knowledge of basic arithmetic operations. Emphasis is placed on the application of descriptive and inferential statistics along with research design suitable for all fields of endeavor. Topics include probability; normal, binomial, chi-square, and t distribution; hypotheses testings and regression analysis.

Natural Science Cluster (6)

INS 110 Modern Problems in Science (6) Examines the relevance of classical science ideas such as relativity, atomic structure, energy, evolution, and connectedness of life systems to the analysis of societal problems in areas such as medicine, the environment, and politics. The problems will vary with the interests of the professor and the students.

Intercultural Cluster (9)

IHS 100 A History Of Human Community (3)

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 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.

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 intersects 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.

of
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.

of
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 Russians 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.

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.

Evening College/Quarter Schedule Degree Programs

Lindenwood established its Evening College in 1972 to meet the educational needs of students unable to attend classes during the day. In the Fall of 1987, the Evening College evolved from its traditional semester format to the faster track quarter system which exists today. The Evening College has several unique features: The academic year consists of four 11-week terms; most classes meet only one evening a week. Classes in the Evening College conform to the same high standards as Lindenwood's day classes. Credits earned are awarded in semester hours.

Art

Program Description

Bachelor of Arts and Bachelor of Fine Arts degrees offered. A Bachelor of Arts in Studio Art requires: A minimum of 27 hours in Studio Art and 9 hours in Art History including—ART 106, 108, 136; Three hours in Drawing; Three hours in Painting and Printmaking; Three hours in a three-dimensional study; Nine hours in electives toward an area of emphasis; and 9-15 hours in Art History.

A Bachelor of Arts in Art History requires: a minimum of 27 hours in Art History and 9 hours in Studio Art. Two years of a foreign language are a

requirement of the major.

The Art History or Studio Art requirements may include independent study, field study and internships as part of the major program of study. Studio courses numbered at the 300-level and above may be repeated one or more times. Studio Art courses are not open for auditing.

The Bachelor of Fine Arts requires at least 45 hours in studio courses: ART 106, 108, 136; Three hours in photography; Nine hours in drawing; Three hours in Painting; Three hours in Printmaking and 6 hours in other two-dimensional courses; Nine hours in three-dimensional studies; 15 hours in Art History; and 3 or more hours in studio electives.

Consult Art Faculty for requirements for the minor in Studio Art and in Photography. Programs are available for a concentration in Art Education, a dual concentration in Fashion Marketing and Fashion Art, and a coordinated program between Art and Valuation Sciences.

Courses of Study

Art History

ART 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. Prerequisites: ENG 102 and HIS 100.

ART 225 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.

ART 245 Art and Culture of Egypt (3) A study of the art, architecture, and literature of the Old, Middle, and New Kingdoms within the historical context of Egyptian culture.

ART 264 Art and Culture of Japan (3) A study of the arts and literature of Japan in relation to the historical and aesthetic traditions which have enriched Japanese culture.

ART 354 Nineteenth Century Art (3) Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism in European and American art. Prerequisite: HIS 100.

ART 355 Pre-Columbian Art (3) A study of the arts and artifacts of Indian cultures of the United States Southwest, Mexico, and Central and South America. Prerequisite: HIS 100.

ART 356 Baroque Art (3) A study of the national and international aspects of the Baroque and Rococo styles in European Art. Prerequisite: HIS 100.

ART 357 Greek and Roman Art (3) A study of Aegean, Greek, and Roman art and architecture. Prerequisite: HIS 100.

ART 359 American Art I (3) A study of American art and architecture from colonial times to 1820 with an emphasis on European influences and the development of indigenous styles. Prerequisite: HIS 100.

ART 360 American Art II (3) A study of American art and architecture from 1820 to 1900. Prerequisite: HIS 100.

ART 361 Twentieth Century Art I (3) A study of the "isms" which define the styles of European and American art in the early twentieth century. Prerequisite: HIS 100.

ART 362 Twentieth Century Art II (3) A study of the major styles of the twentieth century from 1930 to the present with particular reference to the role of art in American culture. Prerequisite: HIS 100.

ART 368 Christian Art (3) A study of the arts of the Christian world from 300 to 1300 in relation to the cultures in which they have flourished. Early Christian, Byzantine, Carolingian, Ottonian, Romanesque, and Gothic styles are studied. Prerequisite: HIS 100.

ART 380 Renaissance Art I (3) The art of Italy and Northern Europe from 1300 to 1450 in relation to late Medieval and Renaissance cultures. Prerequisites: HIS 100.

ART 382 Renaissance Art II (3) The art of Italy and Northern Europe from 1450 to 1600 with consideration of the emerging High Renaissance and Mannerist styles. Prerequisite: HIS 100.

Studio Art

ART 106 Introduction to Design (3) An introductory course in the theory and practice of applying the elements of art and principles of composition to design problems. Lab fee.

ART 108/BFM 377 Color Theory and Design (3) A study of the properties of color and the optical effects in perception. The application of color theory through design problems using color papers and other media.

ART 136 Three-Dimensional 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 are taught. Lab fee.

ART 181/COM 181 Beginning Still Photography (3) Study of photographic imagery and processes, including camera techniques and darkroom procedures. Emphasis on the creative use of photography. A 35MM SLR camera is desirable. Lab fee.

ART 200 Introduction to Painting (3) An introductory course to painting in varied media. Problems in composition, rendering of forms, color, and the techniques of painting. The course is directed toward the non-art major who wishes to attain basic skills in painting. Lab fee.

ART 217 Advertising Art (3) Design problems in layout, typography, and illustration are presented for solutions in relation to the theory and techniques of advertising design. This course may be repeated one or more times.

ART 218/BFM 378 Fashion Illustration (3) The application of varied drawing techniques and materials to the illustration of fashion figures for advertisements, catalogs, and other communications media. Previous course work in figure drawing is strongly recommended. Lab fee.

ART 219/BFM 477 Fashion Photography (3) The application of photography to the visual presentation of fashion. Problems in effective lighting, composition, developing and printing for fashion photography will be explored. The history of fashion images and trends and the business of fashion photography will be discussed. Lab fee. Prerequisite: ART 181 or other experience in photography.

ART 230 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 directed toward the non-art major who wishes to attain basic skills in drawing. Lab fee.

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. Studio fee.

ART 300 Painting (3) Painting in varied media with instruction and criticism appropriate to the need and level of the individual student. Lab fee. Prerequisites: ART 106 and 108 or 200, or consent of the instructor.

ART 313 Printmaking-Relief (3) Basic techniques in woodblock and linoleum block printing in black and white or color on a variety of papers and surfaces. Experimentation with found-object printing, embossing, and batik are also included. Lab fee. Prerequisite: ART 230 or 330.

ART 314 Printmaking-Silk Screen (3) The technique of silk screen printing as it relates to commercial art and the fine arts. The materials and techniques used in screen printing, including photographic processes, will be explored. The aesthetic properties of the silk screen print constitute the focus of the course. Lab fee. Prerequisite: ART 230 or 330.

ART 320 Sculpture (3) Sculpture in various media with instruction and criticism appropriate to the need and level of the individual student. Lab fee. Prerequisites: ART 136 and 330 or consent of the instructor.

ART 330 Drawing (3) Drawing in varied media with instruction and criticism appropriate to the need and level of the individual student. Lab fee. Prerequisite: ART 106, 136 or 230.

ART 333 Stained Glass: Techniques and Tradition (-) A course stressing the techniques of making stained glass pieces: windows, lampshades, and decorative articles. The history of colored glass and its application are briefly considered with field trips to studios and public buildings for first-hand study of the techniques and effects. Costs of materials will be the responsibility of the student. Prerequisite: Any Studio Art course.

ART 340 Ceramics (3) Studio experience creating with 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 student broadens an understanding of ceramics through guest workshops, lectures, field trips and visual aids. Studio fee. Prerequisites: ART 106 and 136 or 240.

ART 381/COM 381 Intermediate Still Photography (3) Creative experimentation in photography through studio and field assignments. Craft control through fuller understanding of exposure and development is emphasized. An introduction to color printing is included. Lab fee. Prerequisite: ART 181 or consent of instructor.

ART 385 Topics in Photography (3) Directed individual creativity or research in photography or photographically-derived image making. Lab fee. Prerequisite: ART 381 or consent of the instructor.

Business Administration

Program Description

Bachelor of Arts degree in Business Administration offered. Areas of emphasis include: accounting, economics, finance, management, marketing, management information systems, and fashion marketing. Core requirements total 36 credit hours and are as follows: 200, 201, 211, 212, 240, 320, 330, 350, 360, 370, 430, and COM 303. (NOTE: BA 430 is a culminating course.)

All Business Administration majors should demonstrate a proficiency in microcomputer application. This may be accomplished by successfully completing BA 170/COL 170.

An additional 12 hours of advanced business electives (numbered in the 300s and 400s) are required. These electives may be concentrated in one area of specialization.

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.

Accounting

BA 200 Principles of Accounting (3) A basic study of the financial aspects of asset resources including their nature, valuation, sources, and uses in operations analyses within the accounting information processing system and cycle, and income and financial position measurements and reporting.

BA 201 Principles of Accounting II (3) A basic study of accounting principles applies to corporations and partnerships; financial statement analyses and fund flows; and an introduction to the managerial uses of accounting. Prerequisite: BA 200.

BA 300 Intermediate Financial Accounting Theory and Practice 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 Intermediate Financial Accounting Theory and Practice II (3) Continuation of BA 300. Prerequisite: BA 300.

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 Principles of Income Taxation (3) Study of the Federal Income Tax laws as they affect individuals, partnerships, corporations, estates and trusts, in determination of the taxable income for computing the tax liability due. 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) Course is designed to provide students not concentrating in accounting with an understanding of utilization of internal accounting data for management planning and decision making. Prerequisite: BA 201.

BA 404 Advanced Accounting (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) About 40 percent of all persons employed in the U. S. are employed by organizations operating under these accounting concepts. Any student planning to take the CPA, CTA, CMA examinations should have this course.

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

Economics

BA 210 Survey of the Principles of Political Economics (3) A one-semester survey of the major economic issues of the day and an introduction to the principles used in the analyses of these problems. The basic economic problem of how scarce resources should be used to meet human needs will be the central theme of the course. This course serves as an introduction to Political Economy for non-business majors.

BA 211 Principles of Political Economy-Micro (3) The scope and method of economics. The market economy, demand, supply and current price system, market structures, distribution of income, current problems that can be investigated by micro-economic analysis.

BA 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. Prerequisites: BA 211.

BA 311 Managerial Economics (3) This course is designed to demonstrate the broad applicability of economic analysis to provide framework for private and public decision-making. Topics will include demand estimation, production theory, cost theory, market structure, and government regulation of business. Prerequisites: BA 212.

BA 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. Identical with History 314. Prerequisite: One course in U.S. History and Economics 210 or 212.

BA 315 Multinational Corporations 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 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 policy and theory. Prerequisite: BA 210 or 212.

BA 413 International Economics (3) An exploration of the economic, financial, political, and cultural framework in which international business is conducted as well as the global strategies of the multinational firm. Prerequisite: BA 210 or 212.

BA 414 Comparative Economic Systems and Development (3) An analysis and evaluation of capitalism, socialism, and communism both historically and functionally with an emphasis on the role of economic development in each form of economic system. An integration of the theory of economic systems and development and a critical examination of current economic development, policies, and programs. Prerequisite: BA 210 or 212.

BA 415 History of Economic Thought (3) An inquiry into the development of economic ideas and the environment of the men connected with them. Prerequisite: BA 210 or 212.

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

Finance

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 and 370.

BA 321 Financial Management (3) A case study approach to the problems of finance including special topics such as international finance, small business finance, the timing of financial policy and optimum capital structure. Prerequisite: BA 320.

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 200, 210 or 212, 320.

BA 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 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 200, 210, 212 or 320.

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 intrapersonal, interpersonal, small group, 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. Prerequisite: BA 330.

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 the activities of the organization. Methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives, and ability to react to evolving situations. Prerequisite: Senior level.

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 300 and completion of all-college mathematics requirement, including BA 370.

BA 432 Management and Society (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 439 Directed Studies in Management (1-6)
Prerequisite: Permission of instructor.

Management Information Systems

BA 170/COL 170 Microcomputer Applications (3) Course will familiarize students with microcomputers and teach them how to become competent microcomputer users. Course will introduce the fundamentals of MS-DOS commands and provide students with hands-on experience in using popular software packages which include word processing and spreadsheets. This is a lab course.

BA 240 Introduction to Data Processing (3) This course covers the need for data processing, basic design features of computers, historic development of computers, major components of computer systems, and the impact of computers on business management. The concept of programming and structured designed methodology is explained and simple programming techniques in BASIC are presented.

BA 241 Computer Programming Logic (3) A study in methods of problem solving used in designing computer-based application programs, including system flowcharting, application program flowcharting, and structured techniques. Prerequisite: BA 240.

BA 340 COBOL Programming I (3) Computer programming for business applications in structured COBOL. Applications using sequential file techniques are written, compiled and executed on the computer. Prerequisite: BA 241 or permission of instructor.

BA 341 COBOL Programming II (3) Advanced computer programming for business applications in structured COBOL. Applications using multiple input files are written, compiled, and executed on the computer. Prerequisite: BA 340.

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. The course will emphasize the use of linear programming models in managerial decision-making. Formulating linear programming models and interpreting computer solutions will be stressed. The course will also present network, inventory and queuing models.

BA 440 Quantitative Methods (3) Introduction to quantitative approaches to solving management problems. Emphasizes recognition of management problems that can be cast in the form of optimization models. Also covers some commonly used methodologies used in business for estimating the demand for the output of the organization. Prerequisites: MTH 106 and 171 or equivalent.

BA 441 File and Data Base Management (3) This course introduces the concepts and techniques of structuring data on secondary storage devices. File processing techniques, including sorting and retrieval of random and sequential records are presented. The concepts of database organization

and design are discussed, and experience with a database management system is provided. Prerequisite: BA 340.

BA 442 Principles of Management Information Systems (3) Explores various types of applications that are part of an information system. Illustrates the use of linear programming in Decision Support Systems and provides practical experience in data base processing. Emphasizes the interactive nature of the system analysis and design process. Presents the concept of the Systems Development Life Cycle. Prerequisites: BA 240, 340 or any other course in programming.

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

Marketing

BA 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 organization's preparation, goals, methods 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.

BA 351 Marketing Information Source and Research (3) An introduction to the various sources of data and information employed in planning and operating a marketing and sales program. Defining markets in terms of potential customers and geographic areas is examined. Consumer behavior and preferences, data collection systems and industrial data are reviewed. Methods of market and marketing research are developed. Prerequisite: BA 350. Recommended: BA 370.

BA 352 Sales Policy and Management (3) An examination of the organization and the sales effort and of functions of salesmen and sales managers (including all echelons from the general marketing managers to the territory salesmen.) Problem areas such as sales department organization, recruitment and training, motivation, supervision, and goal setting are reviewed. Prerequisite: BA 350.

BA 451 Consumer Behavior (3) An analysis of consumer motivation, buying behavior, market participation, legal constraints, consumerism, etc. A survey of explanatory theories of consumer market behavior and producer reactions and problems. Developing methods of anticipation of consumer needs and wants, and research on consumer issues. 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) Development of the ability to identify, organize, and manage the marketing function in the organization. Analyze the interfaces of marketing as a function of 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. Prerequisites: BA 350, 351.

BA 454 Advertising and Promotion Policy (3) The marketing function of communicating with the various publics the organization must address in presenting its goods and services is examined. 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 459 Directed Studies in Marketing (1-6) Prerequisite: Permission of instructor.

Business Law

BA 360 Business Law I (3) An introduction to the sources of law and the judicial function, contracts, agency, employment, partnerships and corporations.

BA 361 Business Law II (3) Federal regulation of business, including insurance, sales, commercial papers, real and personal property, secured transactions, debtors' and creditors' rights. Prerequisite: BA 360.

Computer Science*

Program Description

Bachelor's degree in Computer Science is offered. The Computer Science degree requires the following courses: CSC 101, 102, 303, 304, 305, 406, and two of 407, 408, and 410. Also required are MTH 141, 171, 172 and 321. A Computer Science minor is also available.

*Courses in the Computer Science major are offered in the evening on the semester schedule only.

Courses of Study

Mathematics

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 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. Prerequisite: High School Algebra through Trigonometry or MTH 152.

MTH 321 Discrete Mathematics (3) The language of set theory and the tools of logic are used to study important aspects of discrete (rather than continuous) mathematics. Topics include number theory, combinatorics, graphs, trees, finite state machines, boolean algebra, and coding theory. Prerequisite: MTH 172.

Computer Science

CSC 101 Computer Science I (4) This course introduces the fundamental ideas of Computer Science, including computer organization, data storage, programming as a problem-solving activity, top-down design, and methods of algorithm development. The high-level programming language Pascal is taught and used to design, code, debug, and document programs. Good programming style is emphasized heavily throughout.

CSC 102 Computer Science II (4) This course continues the analysis of problems and the development of algorithms started in Computer Science I. This is the first course in Data Structures and Algorithms. The course introduces topics such as recursion, internal sorting and searching, fundamental string processing, simple data structures including stacks, queues, lists, trees, and the algorithms to manipulate them. Prerequisite: CSC 101.

CSC 220 UNIX Workshop (1) A one credit 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 the *grep*, *awk*, *yacc*, *lex*, *tbl*, and mail utilities. Prerequisite: CSC 102.

CSC 221 Language Workshop (1) A one-credit workshop in one of several programming languages available, and in programming in the UNIX development environment. 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. Each workshop will feature a different language and the course may be repeated for credit. Languages taught include C, Basic, Lisp, Fortran 77, Prolog, Ada, and Modula-2. Prerequisite: CSC 102.

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: MTH 172, CSC 102.

CSC 303 Computer Systems (3) This is the first course in computer architecture presented through the vehicle of assembly language programming. The course includes topics in computer organization and structure, machine language, computer arithmetic, assembly language, addressing techniques, program segmentation and linkage, and the assembly and linking process. The assembly language used is that of PDP-11, with comparisons to the VAX 11. Prerequisite: CSC 102.

CSC 304 Computer Architecture (3) This course provides a detailed examination of computer architecture. Topics include logic design, processor control, microprogramming, the memory hierarchy, input/output organization, arithmetic, computer communications, and microprocessor architecture. Machines studied include Intel 8086 and Motorola 680x0. Prerequisite: CSC 303.

CSC 305 Principles of Database Systems (3) This course introduces the concepts and techniques of structuring data on secondary storage devices, file processing technique, data base organization, design, and manipulation using the relational, network, and hierarchical models. Particular attention is paid to the relational model and relational algebra. The INGRES data base management system is primarily used for laboratory work, but students also use the Oracle and DBASE III relational database systems. Prerequisites: CSC 102.

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

CSC 406 Operating Systems (3) 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, concurrency, and distributed systems. The specific operating systems studied are UNIX, and VAX/MVMS. Student projects include writing a simulation of processor scheduling, a device driver, or the kernel of a simple time-sharing operating system. Prerequisite: CSC 304, MTH 141.

CSC 407 Data Structures and Algorithms (3) Devoted to advanced algorithms, this course continues and deepens the study of data structures and algorithms begun in CSC 102 Computer Science II. Topics include linked data structures, such as trees and generalized lists, and graphs, records and files. Algorithms are developed to perform internal sorting, searching, union and find operations. Dynamic storage allocation is stressed.

Time and space requirements for the algorithms are derived and complexity theory is introduced. Prerequisites: CSC 102, MTH 321.

CSC 408 Organization of Programming Languages (3) This course introduces programming language constructs from the point of view of the language designer. Topics include language definition, syntactic and semantic definition languages, data types and structures, control structures and the power of control structures, interpretive languages, functional languages, lexical analysis and parsing. The laboratory component of the course usually involves writing a parser for a small structured procedural programming language. Prerequisites: CSC 102, MTH 321.

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 Performance Evaluation of Computer Systems. The course may be repeated for credit. Prerequisite: Completion of the Computer Science major.

CSC 410 The Structure and Interpretation of Computer Programs (3) A course in functional programming, which uses Scheme as a language to address the fundamental issues of computer science: such as managing the complexity of large systems, building abstractions, establishing conventional interfaces, and establishing new descriptive languages. Prerequisite: MTH 172, 321 and CSC 101, 102.

Corporate Communications

Program Description

Bachelor's degree in Corporate Communication is offered. A minor is offered in Communication for Business.

Corporate Communication

The Corporate Communication undergraduate degree (46-49 hours) requires the following courses: (43 hours) COL 170/BA 170, BA 330, 350, 452, 454, COM 100, 110, 240, 242, 254, 303, 305, 307, 320 and 460. Electives (3-6 hours) may be chosen from: ART 181, COM 301, 331, 340, 356 or 450.

Minor in Communication for Business

A minor in Communication for Business requires the completion of the following courses: (16 hours) COM 100, 110, 240, 303, 320, and 331. Elective courses: (3-6 hours) ENG 211, COM 242, 305, 307 and/or 340.

Courses of Study

COM 100 Introduction to Mass Communication (3) A survey of the mass communication field. A general description of the mass media, their role in society, how they work together, and their effect on society. Emphasis on newspapers, magazines, photography, film, radio, television, public relations, advertising, and industrial communication.

COM 110 Fundamentals of Oral Communication (3) An introduction to 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.

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 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 100 or concurrent registration.

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 100.

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 100.

COM 260 Broadcast Announcing (2) An examination of the theory, practices and skill development of broadcast announcing. The student should acquire basic fundamentals of voice, diction and pronunciation needed by a broadcast announcer. Discussion will include elements necessary for announcing news, sports, weather, music, agriculture, business, commercials, audio-visual narration, and free-lance. Laboratory exercises and live performances will be required of

all students. Prerequisite: COM 100, 151.

COM 270 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 mass media. Lab fee.

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 seventy work hours. The course is designed to give students practical experience in the media. Assignments include the following:

COM 301 (a) Radio Prerequisites: COM 100 and COM 151

COM 301 (b) Video Prerequisites: COM 100 and COM 254

COM 301 (c) Newspaper Prerequisites: COM 100 and COM 242

COM 301 (d) Public Relations Prerequisites: COM 100 and COM 242

COM 301 (e) Yearbook Prerequisites: ART 181 or ENG 102

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

COM 303 Written Communication in 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, COM 100, 110.

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 100, 151 and 242. Suggested Prerequisite: Concurrent registration COM 254.

COM 305 Publication, Editing and Production (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 100 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 100 and 254.

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 110.

COM 320 Communication in Organizations (3) An examination of dynamic communication within a business setting. Focus will include small group communication, leadership, problem-solving, communications flow, and detecting organizational communication breakdowns. Students will also present formal speeches for the business and professional environment. Prerequisites: ENG 102, COM 110 (Suggested prerequisite: COM 303.)

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 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 Advanced Reporting (3) Discussion and implementation of gathering information as well as writing news, background stories, interpretive stories, and documentaries for print and broadcast. Analysis of legal, social and moral responsibilities of the reporter. Prerequisites: ENG 102, COM 100, 242 and 304.

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.

COM 352 Advanced Radio Production (3) Students carry out advanced assignments in radio production and direction. Preparation, production and evaluation of various radio programs which may include music, entertainment, interviews, commercials and special events. Prerequisites: COM 100, 151.

COM 356 Advanced Video Production (3) Students carry out advanced creative assignments in video production and direction. Preparation, production and evaluation of various programs which may include news, discussion, educational interview, entertainment, documentary commercial, and special events programming. Prerequisites: ENG 102, COM 100, 151, 254 and 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 107, COM 100, 151. Suggested prerequisites: COM 254, 301.

COM 381/ART 381 Intermediate Still Photography (3) Creative experimentation in photography through studio and field assignments. Craft control through fuller understanding of exposure and development is emphasized. An introduction to color printing is included. Lab fee. Prerequisite: ART 181 or consent of instructor.

COM 385 Topics in Media for Secondary Education (3) A course designed to prepare secondary education instructors for advising school media. Discussion includes the problems of staffing, developing annual budgets, and dealing with administrators as well as the legal and ethical issues of school media. Prerequisites: ENG 102 and admission to the Teacher Education Program.

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 405 Ethics and the Media (3) An examination of moral and ethical issues in mass communication. The course focuses on ethical questions within the communications industry and the effects on media and society. Prerequisites: Completion of 12 credits in Communications courses and senior standing.

COM 459 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: Minimum of junior standing and approval of the departmental internship committee.

COM 460 Senior Communications Seminar (3) An examination of the relationship between communication theory and the evolution of the communications industry. Students will develop a major paper as well as explore career opportunities in the field of communications. Prerequisites: Completion of 12 credits in Communications courses and senior standing.

Lindenwood College for Individualized Education

Program Description

The Lindenwood College for Individualized

Education (LCIE) is an accelerated program which specializes in fulfilling the educational needs of adults. Many 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.

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 College's responsibility to provide the basic framework. We recognize, however, that 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. This approach permits students to take considerable responsibility for the design of their degree programs. 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

LCIE enrolls approximately 800 students, most of whom are employed full time. Many students are seeking degrees to continue their professional advancement or to make significant 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 subjects 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 10 students who meet weekly during an evening or weekend, for four or five 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.

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.

Individualized Study

LCIE is committed to the idea that people learn more effectively when their experience and goals converge. To this end, the College actively fosters the participation of students in the planning of their educational programs.

The College for Individualized Education provides the opportunity to construct a curriculum that is responsive to each student's needs. 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.

General Education Curriculum

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. LCIE clusters, transfer credits, or CLEP (College Level Examination Program) credit may be used to fulfill General Education requirements which are specified in the following section.

Requirements

- I. Communications Cluster (9)**
- ICM 101 Communications I (3)
- ICM 102 Communications II (3)
- ICM 104 Literary Types (3)

Note: Communications Cluster required of all LCIE students and cannot be met through transfer or Experiential Learning credits.

II Humanities Cluster (9)

IEN 201 World Literature and Ideas I (3)
IPY 100 Introduction to Philosophy (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 (6)

IMH 131 Problem Solving and Statistics (6)

V Natural Sciences Cluster (6)

INS 110 Modern Problems in Science (6)

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 330 Japanese Art & Culture (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)
IHU 294 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.

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 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 120 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 (four quarters) 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 upperdivision 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 College, 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 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 no academic credit and is graded Pass or Fail.

Bachelor of Arts in Business Administration

Program Description

The LCIE Business Administration 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 of 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)
IGA 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)

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, marketing, business communications, personnel management, or MIS/Data Processing. 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 439 439 Special Topics in Management (1-3) An intensive study of a topic in Management.

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/Business Law

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 bases for investment decisions and the management of investment portfolios.

IBA 469 Cases in Business/Health Law (1-3) A study of the application of the business/health law to a variety of cases.

IBA 479 Special Topics In Investments (1-3)

Note: Special topics courses may be substituted for one of the other courses in the cluster with permission of faculty advisor.

Bachelor of Arts In 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, designing in consultation with a Faculty Advisor, a program consistent with their particular interests and needs. A major is required to take 36 hours in Communication studies (4 clusters of their equivalent), including the cluster of IMC 400, 405 and 406. This class introduces students to the varied field of communication, exploring its historical evolution and cultural impacts and the major issues, theories and trends that mark its development and its relationship to American society.

Typical Concentrations in the Major:

Media Track

Foundation Cluster (9)
Plus three clusters from:
Radio studies (9)
Documentary Expression (9)
Journalism (9)
Video Production (9)
Media Management (9)
Information Technologies (9)

Writing Track

Foundations Cluster (9)
Journalism (9)
PR and Advertising (9)
Documentary Expression (9)
Creative Writing (9)
Video Production (9)
Information Technologies (9)

Organizational Communication Track

Foundations Cluster (9)
Fundamentals of Organizational Communication (9)

Plus two clusters from:

- Journalism (9)
- Public Relations & Advertising (9)
- Documentary Expression (9)
- Video Production (9)
- Information Technologies (9)

**Creative Expression Track
Foundations Cluster (9)**

Plus three cluster from:

- Creative Writing (9)
- Journalism (9)
- Video Production (9)
- Visual Communications (9)
- Photography (9)

Students majoring in Communication are expected to fulfill all General Education requirements, including statistics. In addition, a three-credit Evening College course in Communication Law (COM 401) is recommended for all majors.

Courses of Study

Foundation Studies in Communication (required of all majors)

IMC 400 Historical Development and Trends in Communication (3) An overview of the communication fields, including identification of its varied elements, history and trends.

IMC 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.

IMC 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.

Public Relations, Advertising and Promotion

IMC 350 Principles of Advertising (3) Advertising practices, techniques, and strategies, including copywriting, media attributes and selection, media and marketing plans, advertising distribution and budgeting.

IMC 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.

IMC 390 Promotion Management (3) Promotional concepts and practices including integration of various elements, strategic scheduling and planning, and promotions use in development.

Organizational Journalism

IMC 344 Corporate News Writing and Editing (3) The nature of news, journalistic content and style, basic editing criteria and practices.

IMC 388 Editorial and Feature Writing (3) Subjective vs. objective journalistic styles, persuasive, human interest and documentary writing strategies and techniques.

IMC 346 Newsletters (3) Explores design, layout and editing techniques for the small newsletter, especially for corporate, in-house, trade and special interest journals.

Visual Communication

IMC 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.

IMC 432 Color Theory and Applications (3) Physiology of color perception, emotional and psychological impacts, historical applications in art and design.

IMC 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

IMC 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.

IMC 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.

IMC 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

IMC 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.

IMC 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.

IMC 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.

Organizational Communications

IMC 462 Practical Applications of Communication Processes (3) Practical application of communication theory in simulated and actual organizational settings.

IMC 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.

IMC 460 Organization Theory (3) Study of the theories of communication in organizational settings. Includes attention to organizational structures and their impacts of organizational, and the use of various theoretical approaches in problem solving and decision making.

Media Management

IMC 416 Persuasion (3) Exploration of the ways in which people try to influence others, with attention to changing attitudes, beliefs, values and behavior.

IMC 427 Media Management (3) Exploration of the skills necessary to manage and organize media organizations.

IMC 429 Media: Critical Skills (3) Designed to provide supervision in technical skills in journalism, electronic media production, and oral and written presentation.

Video Production

IMC 354 Television Production (3) Hands-on Television experience in directing, writing, camera work, and various studio and production techniques.

IMC 350 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.

IMC 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

IMC 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).

IMC 476 Advanced Video Directing (3) The study of directing television commercials, and documentary programming. Students work closely with talent and technical personnel.

IMC 477 Advanced Video Editing (3) Advanced study of post-production techniques in lab and seminar settings.

Business Communication

IMC 420 Business Technical Writing (3) Focuses on clear, concise, grammatical writing for business: memos, business letters, reports, proposals and special situations. Final project is a detailed business proposal.

IMC 425 Business Presentation Skills (3) Focuses on verbally communicating ideas to clients, co-workers, business prospects. Students practice presenting reports, outlines, proposals, daily assignments.

IMC 243 Interpersonal Organizational Skills (3) The class is conducted as a weekly business meeting or seminar. Students learn to convey ideas in a business group, and to persuade colleagues of their opinions. The final project is conducted on a team basis, stressing division of responsibilities and teamwork.

Radio Production

IMC 151 Radio Production (3) An analysis of programs and audiences in American broadcasting. Directed experiences in organization, writing, production and performance in radio programs.

IMC 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.

IMC 478 Seminar in Broadcast Communication (3) An examination of the relationship between communication theory and the evolution of the communication industry.

Information Technologies

IMC 405 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.

IMC 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.

IMC 464 Computer Systems Analysis (3) Computer based decision making analysis and quantitative decision making methodology. Data evaluation techniques.

Bachelor of Arts in 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 or the benefit of the elderly, or in conducting gerontological research are served by Lindenwood's baccalaureate in Gerontology. In 1984, a certificate program was added to meet the needs of those who seek a specialty in Gerontology, but who have completed other degree programs. In addition a graduate degree program is available.

There are no typical graduates of the Lindenwood Gerontology program. Alumni serve as directors of retirement housing complex, manager of multi-service senior centers, nursing home administrators, gerontopharmacologists, 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 27 or more semester hours in gerontological studies, plus elective subjects to total 120 semester hours of credit.

Core Curriculum:

Quarter I

IGE 202 Psychological Aspects of Aging (3)
IGE 313 Physical Aspects of Aging (3)
IGE 330 Sociology of Aging (3)

Quarter II

IGE 320 Community Organization and Resource Allocation (3)
IGE 321 Social Policy in Gerontology (3)
IGE 322 Service Provision to the Elderly (3)

Quarter III

Specialized Study in student's area of interest (9)

Quarter IV

IGE 400 Practicum in Gerontology (1-6)
ICU 499 Culminating Project (0)
Quarter of Specialization allows each student to specialize in a particular area of interest (9 semester hours)

Courses of Study

IGE 202 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 (1-3) 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.

ICU 499 Culminating Project

Bachelor of Arts in 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. A three credit course in Selected Readings is recommended for all Health Management majors; IHM 493 Special Topics in Health Management.

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 Business Administration, Communication, Gerontology or Human Resources Development (see catalog).

Area of Specialization—Health Management

IHM 490 The History and Future of Health Promotion Wellness (3)
IHM 491 Health Promotion/Wellness in the Workplace (3)
IHM 496 Administration of Health Promotion/Wellness Programs (3)

Electives

IHM 492 Independent Study in Health Management (1-3)
IHM 493-495 Special Topics in Health Management (1-3)
IOD 328 Stress Management (3)
IOD 329 Women In Management (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 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.

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.

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 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.

IOD 328 Stress Management (3) Studies the impact of stress conditions within the organization and how they impair effective communication and perceptions of organizational behavior. Involves a holistic approach to emotional and psychological stress management.

IOD 329 Women In Management (3) Designed to increase women's expertise in achieving success in management through a theoretical, issues-oriented analysis of problems facing women in male-

oriented organizations.

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.

ICU 499 Culminating Project

Bachelor of Arts in Human Resource Management

Program Description

The Business program of Lindenwood College employs the curriculum content recommended by the American Assembly of Collegiate Schools of Business (AACSB). Lindenwood, with its central campus in St. Charles, Missouri, is a member of the AACSB and accredited by the North Central Association of Colleges and Secondary Schools (NCACSS), one of the most prestigious accrediting agencies in higher education. The College was reviewed in 1987 by visiting teams from the NCACSS organization and was awarded full accreditation. In addition, its College of Individualized Education (LCIE) has been cited as a "national model" for programs serving adult students.

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 College general education requirements, the 36 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

IOD 357 Employee Supervision (3)
IOD 358 Legal Issues for Human Resource Management (3)
IOD 359 Performance Management/Performance Appraisal Systems

Cluster III

IOD 360 Adult Learning Processes (3)
IOD 361 Career/Staff Development (3)
IOD 362 Employee Training and Development (3)

Cluster IV

IOD 370 Group Dynamics (3)
IOD 371 Conflict Resolution (3)
IOD 410 Labor Economics & Industrial Relations (3)

Courses of Study

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.

ICU 499 Culminating Project

Bachelor of Arts in Valuation Sciences

The Undergraduate Program

The Bachelor of Arts in Valuation Sciences requires 120 semester hours of credit. Three-quarters of 9 semester hours each (IVS I, II and V) in valuation studies are required. Micro- and macro-economics, law, statistics and finance-related studies are also required. Students in Personal Property must satisfy art history requirements, including Material Culture. Students must satisfy the College's General Education requirements as well. (see Academic Programs)

1. Interdisciplinary knowledge of appraisal principles, procedures and methodology
2. Knowledge of motivation and valuing, consumer and investor behavior
3. Knowledge of contemporary global social-economic value influences
4. Knowledge of economics, business law and other topics relating to appraisal
5. Interdisciplinary knowledge and skills in income financial and investment analysis
6. Special knowledge of chosen emphasis: e.g. real estate, personal property, business valuation
7. Acceptable appraisal documentation
8. Preparation to obtain certification as an appraiser

The credit requirement for the Bachelor of Arts in Valuation Sciences is 36 hours. In the Bachelor's degree program, four quarters of core studies are followed by the final term which is focused on the culminating project and preparation to take certification examinations. The program is interdisciplinary throughout; at the same time the student focuses on specializations during each term: real estate, personal property, business or the like. Students interested in personal property will study

art history and foreign language.

Core Curriculum

Required of all majors:

Valuation Theory and Practice

IVS 400 Appraisal theory and practice (3)
IVS 409 Value Influences and Analysis (3)
Plus one of the following:
IVS 401 Personal Property Appraisal (3)
IVS 403 Gems and Jewelry Appraisal (3)
IVS 404 Business Valuation (3)
IVS 405 Real Estate Appraisal (3)
IVS 406 Machinery and Equipment Appraisal (3)

Valuation Sciences

IVS 440 Investment Strategy (3)
Advanced Interdisciplinary Studies (3)
IVS 442 Financial Analysis (3)

Business Focus

IBA 211 Principles of Political Economy (Micro) (3)
IBA 212 Principles of Political Economy (Macro) (3)
IBA 360 Business/Health Law (3)

Appraisal Specializations Focus

Real Estate and Business Track

IMH 106 Basic Statistics (3)
IBA 320 Principles of Finance (3)
Business Elective (3)

Personal Property Track

IVS 460 Material Culture: 1680-1840 (3)
IVS 464 Craftsmanship: 1680-1840 (3)
IVS 468 Connoisseurship and Identification

Real Estate Elective Track

(recommended for students specializing in Real Estate)

Real Estate

IVS 470 Real Estate (3)
IVS 474 Real Estate Law (3)
IVS 478 Real Estate Finance (3)

Valuation Core

IVS 445 Appraisal Specializations (3)
IVS 480 Appraisal Documentation (3)
IVS 486 Advanced Review (3)
IVS 492 Special Topics: Appraisal Standards
ICU 499 Culminating Project

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.

The following undergraduate studies would be required for admission to the 30-hour Master's degree program:

Valuation Theory and Practice I

- IVS 400 Appraisal Theory & Practice (3)
- IVS 409 Value Influences and Analysis (3)
plus either
- IVS 401 Personal Property Appraisal (3)
or
- IVS 405 Real Estate Appraisal (3)

Valuation Sciences II: Business Core

(see Business Administration Evening College for descriptions of the following courses)

- BA 211 or IBA 211 Principles of Political Economy (Micro) (3)
- BA 212 or IBA 212 Principles of Political Economy (Macro) (3)
- BA 360 Business Law I (3)
- BA 361 Business Law II (3)
or
- IBA 360 Business Law (3)
- SS 310 Social Science Statistics (3)

Students in Art History will also take the following course of study in LCIE:

Valuation Sciences III: Material Culture

- IVS 460 Material Culture: 1680-1840 (3)
- IVS 464 Craftsmanship: 1680-1840 (3)
- IVS 468 Connoisseurship and Identification (3)
- Prerequisites: ART 356, plus ART 257, 380 or 381

Students in Business Administration or related fields would take the following undergraduate studies in LCIE, along with their major, and complete the Master's in Valuation Sciences in 30 hours:

Valuation Sciences IV: Investment Analysis

- IVS 440 Investment Strategies (3)
- IVS 441 Advanced Interdisciplinary Study (3)
- IVS 442 Financial Analysis (3)

Components of internships in appraisal can be arranged for qualified students. There are significant career opportunities in real estate, personal property, and business valuation for qualified graduates. These include opportunities with major accounting and appraisal firms

Courses of Study

IVS 400 Appraisal Theory 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. 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 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 445 Appraisal Specializations (3) Focused studies in student's field of choice: e.g. real estate, personal property, business valuation, advanced market and income methods, identification, analysis.

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-Appraisal Standards (3)
The study of professional standards of appraisal procedure and reporting, based on the Uniform Standards Of Professional Appraisal Practice (the Appraisal Foundation). Topics include the 10 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 Capstone Project (NC) Final research paper.

The International Valuation Sciences Institute

Program Description

The International Valuation Sciences Institute (IVSI) at Lindenwood College serves the higher education needs of the appraisal profession. It offers degrees in appraisal and fosters research and publications. The IVSI also presents appraisal seminars and conferences. The Institute will enhance the current quality, scope and international professional standing of appraisers.

The Institute meets certain current needs in the field of appraisal:

1. Effective higher education available to all appraisers, especially in the United States, in all

appraisal disciplines;

2. Major improvements in the quality and reliability of appraisal training for the public and for government agencies;

3. Sponsorship and coordination of advanced research and publication in all fields of appraisal education, especially in Valuation Sciences, consumer/investor behavior, value theory and influences;

4. Identification and planning for educational needs in appraisal through multi-disciplinary seminars on appraisal education, principles and methods.

The Institute offers both Bachelor's and Master's degrees in Valuation Sciences for appraisers. The program is fully supported by the American Society of Appraisers and members of other appraisal organizations, many of whom serve as faculty. This support has created a significant increase in the library and other resources of the IVSI for academic and professional research. Graduates play a major role in the profession internationally. All graduates are employed in their chosen fields. The Institute does not offer certification in appraisal, but graduates are prepared to take relevant examinations from various organizations.

The Institute sponsors research and publication in valuation sciences and appraisal, especially for faculty and students in higher education.

A particular strength of academic work at the Institute is its emphasis on communication skills. All students do work in written and oral communication for research, report writing and expert witness testimony.

Membership

Membership in the Institute is open to anyone seeking educational and research resources in appraisal/valuation. Members draw on the services of the Institute, its resources and publications, and serve the development of the profession with their financial support.

Institutional memberships are also encouraged. The Institute works cooperatively with other appraisal societies and institutes, with appraisal/accounting corporations, with museums, and with major auction houses, to enhance the educational and public standing of the appraisal profession.

The St. Louis Regional Program

The regional degree program is for students who live within commuting distance of St. Louis. Classes meet weekly. Internship opportunities are available in real estate appraisal.

The International Program

The International Program is available to appraiser who live beyond commuting distance from St. Louis. Participants come from around the U.S. and the globe. Applicants in this program must have prior appraisal experience.

Principles of Valuation- American Society of Appraisers

The American Society of Appraisers and Lindenwood College 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. In addition, Lindenwood College hosts an International Valuation Sciences Institute which affords appraisers the opportunity to obtain baccalaureate or master's degrees in valuation sciences. The sixteen Principles of Valuation courses described here provide instruction and examination across four major appraisal disciplines: business valuation, machinery & equipment valuation, personal property valuation, and real property valuation.

Undergraduate

Personal Property
IVS 411, 421, 431, 451

Business Valuation
IVS 414, 424, 434, 454

Real Estate
IVS 415, 425, 435, 455

Machinery and Equipment
IVS 416, 426, 436, 456

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 date 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-earnings 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 materials.

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 (3) 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; 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; partitions, 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.

Note: Components of graduate program course offerings in this program are the same as the undergraduate, with 500 plus numbers.

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