



LINDENWOOD COLLEGE

St. Charles • Westport • Olivette • (314) 949-2000

1989-91 EVENING DIVISION UNDERGRADUATE CATALOG

Undergraduate Evening College and Lindenwood College for Individualized Education

Preface

This catalog contains a description of the undergraduate programs offered in the Evening Divisions of Lindenwood College. Separate catalogs are devoted to the description of the Day College programs and to the special requirements of the Lindenwood College Graduate Programs. All statements in this publication concerning policies, program requirements, fees and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the College.

It is the policy of Lindenwood College not to discriminate in its educational policies and programs nor in its employment practices on the basis of age, race, creed, sex, handicap, or natural or ethnic origin.

Lindenwood College is accredited by the North Central Association of Colleges and Secondary Schools and by the National Council for the Accreditation of Teacher Education.

Degree Programs

The Evening Division of Lindenwood College offers academic programs leading to the Bachelor of Arts degree at the undergraduate level. At the graduate level, the College offers courses leading to the Master of Science, Master of Arts, Master of Business Administration and Master of Valuation Sciences. The major areas of concentration and the format in which each degree is offered is listed as follows:

EVENING COLLEGE

Undergraduate Programs—

Bachelor of Arts Degrees

- Art
- Business Administration
- Computer Science*

*courses in major offered in evening on semester schedule.

Graduate Programs—

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

LINDENWOOD COLLEGE FOR INDIVIDUALIZED EDUCATION (LCIE)

Undergraduate Programs—

LCIE Bachelor of Arts Degrees

- Business Administration
- Corporate Communication
- Gerontology
- Health Management
- Human Resource Development

LCIE Bachelor of Arts Degrees contd.—

- ~~Human Resource Administration~~
- Mass Communication
- Professional Counseling
- Valuation Sciences (Appraisal)

LCIE Graduate Degrees

- Master of Arts in Gerontology
- Master of Arts in Professional Psychology*
- 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 Health Promotion
- Master of Science in Mass Communication

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

*not available after Spring Quarter 1989-90 academic year.

DAY COLLEGE

Undergraduate Programs—

Bachelor of Arts Degrees

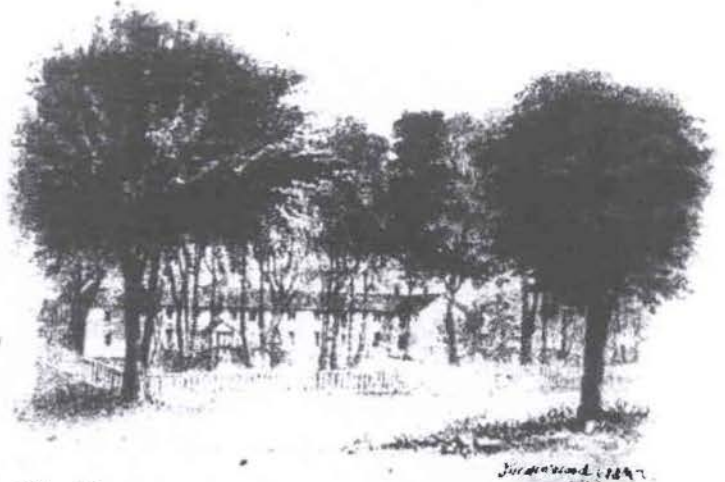
- Art History
- Biology
- Business Administration
- Chemistry
- Computer Science
- Corporate Communication
- Elementary Education
- English



DAY COLLEGE continued—

Fashion Marketing
 French
 History
 Mass Communication
 Mathematics
 Medical Technology
 Music
 Performing Arts
 Political Science
 Psychology
 Secondary Education (major in subject specialty)
 Sociology
 Spanish
 Special Education
 Studio Art (Bachelor of Fine Arts)
 Theatre

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



About Lindenwood College

The Lindenwood Mission

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 lifework;

... 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 the larger community of which we are a part.

Off Campus Centers

Olivette Center—located at 9137 Old Bonhomme 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.

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 offering 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 man 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 and graduate levels. Cited as a "model program" in the United States, LCIE provides students with full-time 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 2,000 students in 50 undergraduate and graduate degree programs.



Undergraduate Admissions

The standards of admission to Lindenwood College are selective, yet flexible. At Lindenwood, each student's need is reviewed individually.

We are interested in students who possess a desire to learn. We also look for students whose life experiences enhance and complement their academic skills. In the evaluation process, we look for evidence of intellectual capability, communication skills and leadership ability.

Selection Criteria

Candidates applying to Lindenwood's Evening Division will be evaluated on the basis of their academic records, communication skills and life experiences.

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 waived. This waiver may be approved by an appropriate College official.
2. Official transcript 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. **A transfer student with 30 or more hours of credit from an accredited college or university may not be required to submit a high school transcript.**

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 applicants for the major in Education.

4. In lieu of procedures 2 and 3, an applicant may provide other documentation which demonstrates the student's ability to succeed in the academic programs offered by Lindenwood College. The documentation may include, but is not limited to: a) recommendation from teachers, counselors or principals indicating an ability to make satisfactory progress in the College's academic programs; b) scores from the College's standardized "Ability to Benefit" test (contact the Director of Admissions for additional information, or to set up a testing date), and c) results of counseling given to the student prior to admission.

5. An autobiographical statement or essay is required of all students seeking admission to the LCIE program.

Financial Aid cannot be awarded until a student has been admitted to the College.

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 waived. A request to waive the fee should be sent to the International Student Advisor 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 450 for undergraduate and 500 for graduate students; b) successful completion of a secondary or college level course of study in which English is the language of instruction, and c) other evidence of English language proficiency.

4. Results of the ACT/SAT (a standardized American test) 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 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 to pay for 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. A deposit of \$150.00 which will be applied toward tuition.

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.

Student Expenses

Academic Year Tuition

Lindenwood College for Individualized Education	
Undergraduate 1989-90	\$150 per credit hour \$1,350 per term
Graduate 1989-90	\$175 per credit hour \$1,575 per term
Undergraduate 1990-91	\$155 per credit hour \$1,395 per term
Graduate 1990-91	\$175 per credit hour \$1,575 per term
Part-time tuition	
Undergraduate evening 1989-90	\$150 per credit hour
Undergraduate evening 1990-91	\$155 per credit hour
Graduate 1989-90	\$175 per credit hour
Graduate 1990-91	\$175 per credit hour

Audit Courses

Courses are available to audit in the Evening College at a rate of 50% tuition per credit hour. Studio courses and all LCIE clusters are not available as audit courses.

Additional Charges

Additional charges, when applicable include:

Laboratory Fees:	\$40
Studio Fees:	\$40
Student Teaching Fee:	\$60
Experiential Learning	
Processing Fee (one-time only):	\$200
Per Credit Hour Fee:	\$50

Extension & Fee: Determined on course-by-course basis

Applied Music Fee: \$80/half-hour - one hour credit
 Applied Music Fee: \$160/hour - two hours credit
 (Applied Music Fees include individual lessons in piano, voice, orchestral instruments and organ.)

Overload Fee (except LCIE): \$150 per hour
 (A charge to full-time studentstaking more than 18 hours.)

Students are expected to pay tuition charges 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 \$25.00 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. A down payment of 30% of the total tuition and fees for the term is required. The DPP may not be used in conjunction with the Corporate Promissory Note.

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.

Older Student Tuition

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

Withdrawal & Refund

Refunds are calculated from the date of official withdrawal or leave of absence. Students who withdraw unofficially or at the request of Lindenwood College are not entitled to any refund for the current term. A withdrawal or leave of absence is considered official when notice, stating the intention of the student to discontinue the course in which he/she is registered, has been approved by the instructor, faculty advisor and all other requisite College administrators.



Withdrawal & Refund continued—

Full-time students who withdraw completely from Lindenwood College may be entitled to a refund, but such students will not be reclassified until the end of the semester. Part-time students who withdraw from a course also may be entitled to a refund. The amount of the refund is determined by the date upon which written notification of intent to withdraw or to change the student's schedule is received in the Registrar's Office, and NOT on the date of the last class attended, unless the two dates coincide.

All requests to withdraw must be submitted on a withdrawal form which can be obtained from the Registrar's Office.

The refund schedule for Evening Division (quarter calendar) and Summer Session courses is as follows:

Before first class meets	100% refund
Before second class meets	75% refund
Before third class meets	50% refund
After the third class meets	No Refund

There is no refund of tuition, room or board, or other fees for students who withdraw from the College as a result of suspension or dismissal.

Application fees are non-refundable.

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) Guaranteed Student Loan (GSL), (4) Pell Grant. Any remaining refund will be made first to the Missouri Student Grant Program and then to 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 noninstitutional 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.

In determining the date a student unofficially withdraws, Lindenwood College will use the date of the student's last recorded attendance in class, or if the College cannot document that date, the student is considered to have withdrawn two weeks after the start of classes, and all of the cash disbursement made to that student constitutes an overpayment.

Lindenwood 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 and loans are outlined below. Institutional awards and grants are offered to students in both the Day and Evening Divisions.

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 the College expects the student to make a realistic contribution to meet these costs. Financial aid is a supplement for those students 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 the student 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 an admissions advisor 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. Financial aid is an award from grant, loan and/or work funds which will meet this need.

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) or the Financial Aid Form (FAF) 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 Educational 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.

Perkins Loans (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 and \$9,000 as a graduate 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.

Supplemental Loans to Students (SLS)

Supplemental loans to students provide for a maximum loan of \$4,000, an aggregate loan limit of \$20,000, and provide that such loan limits do not include amounts borrowed under the GSL or PLUS (Parents Loans to Undergraduate Students) programs. Graduate and professional students and 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 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 Higher Education Academic Scholarship Program

The Missouri Higher Education Academic Scholarship Program is a new program 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.



State Financial Aid continued—

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 freshmen 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 VA 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 of the student to notify the VA Coordinator of any changes in their class schedule. The College Registrar's Office promptly reports to the Veterans Administration when notified that a veteran or eligible dependent(s) is no longer attending class, is making unsatisfactory progress, or has withdrawn from a class or from studies.

See also "Veterans' 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 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 credit hours over a maximum number of enrollment periods, and if applicable, a cumulative grade point average for each period of attendance.

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

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

For a student to be eligible for Title IV Aid at Lindenwood College, the student must have academic standing at that point in the program that is consistent with Lindenwood College's requirements for graduation. Before each payment period, the student's academic record will be reviewed for satisfactory academic progress based on the above. In general, satisfactory progress requires that for each two semesters (which constitutes one academic year, summer being optional of enrollment) 15 credit hours must be earned for undergraduate and 6 hours for graduate students. 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.

Financial Aid Probation/Suspension

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 is not meeting the minimum requirements stated, the student will be placed on financial aid suspension and will not be eligible for financial aid until the minimum cumulative requirements of the policy are attained.

Appeal and Re-instatement

A suspended student may be eligible to receive financial aid if the Chief Academic Officer will confirm in writing that the student is in good standing and academically progressing. An appeal to explain mitigating circumstances can be submitted to the Academic Officer.





Undergraduate Academic Procedures

The Evening Division at Lindenwood College offers academic majors leading to the Bachelor of Arts and Bachelor of Science degrees at the undergraduate level. Specific degree requirements are listed in the appropriate sections of the catalog which describes 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. Student 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 requirement 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 (see General Education Requirements in this catalog for course descriptions):

- HIS 100 History of Human Community (3)
- American History or Government (3)
- HIS 105 or 106, US History I or II, or PS 155
- CHM 100 Concepts in Chemistry (4)
- BIO 112 Concepts in Biology (4)
- MTH 111 Concepts in Mathematics I, and one additional mathematics course (6)
- ENG 101 & 102 English Composition I & II (6)
- Foreign Language/Cross Cultural courses (6)
Either 6 hours of a single foreign language, or 6 hours of cross cultural courses to include a focus and a specialty course.
- The Arts (3)
ART 210 Concepts in the Visual Arts, or
MUS 165 Introduction to Music Literature, or
TA 117 Introduction to Theatrical Arts
- The Role of the Individual in Society (6)
SOC 102 Basic Concepts of Sociology,
ANT 112 Cultural Anthropology,
PSY 100 Principles of Psychology, or
BA 210 Survey of the Principles of Political Economics.
- ENG 201 & 202 World Literature and Ideas I & II (6)
- PHL 100 Introduction to Philosophy may be substituted for ENG 202 (3)

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

At Lindenwood, a full-time student is one taking 12 or more semester hours of undergraduate work in the Day or Evening College, Saturday Campus, at an off-campus site, 9 semester hours in the Lindenwood College for Individualized Education, or 6 or more hours in a graduate program.

One hundred and twenty (120) semester hours are necessary to complete a bachelor's degree.

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 equal to that found in a college curriculum. This knowledge may have been obtained through employment, the military, community participation or any other type of activity that leads 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 major 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 Learning Program registers in the Academic Administration

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. Students pursuing Experiential Learning Credits 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 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, read and comment on drafts of the essays, and assist in selecting proper validations. The portfolio process justifies the learning equivalents of existing college-level courses which the student has mastered.

Experiential Learning Credit Not Requiring A Portfolio

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

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

- Graduate of Diploma Schools of Nursing (12)
- Licensed Practical Nurses (LPN's) (3)
- Completion of an accredited course of Medical Laboratory Technician or Radiologic Technology (12)
- Completed training and certification for Emergency Medical Technology (12)
- Completed training and certification in Respiratory Therapy (12)
- Graduates from the St. Louis Police Academy (12)
- Real Estate Sales License (3)
- Real Estate Brokers License (3)
- Completed 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 Stock Brokers License (series 6 or 7) (6)
- A Certified Legal Assistant (24)
- A Certified Professional Secretary (14) in selected business and economic areas

Experiential Learning continued—

Military Experience Students seeking an Experiential Learning award for military experience, formal courses in the military, or for proficiency in a military experience, 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 the Registrar for evaluation. This credit requires no transcribing 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.

Graduates from Sanford Brown Business College may be awarded credit for certain course equivalencies. Students may inquire at the Registrar's Office.

Attendance

The faculty has adopted the following statement regarding class attendance:

1. It is desirable that a student attend each meeting of each course.
2. The responsibility for a student's educational program rests with the individual student. Each student must adapt to the attendance requirements for each course.
3. 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.
4. 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 is 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. All evening classes, with the exception of the program in Education, use a year-round quarter calendar. All academic credit is given in semester hours.

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, at least 54 hours; 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.

Course Numbers

Course numbers used at Lindenwood indicate the following:

- 100-199 An introductory course open to all students without prerequisites
- 200-299 A more specialized course normally open to all students
- 300-399 Advanced courses normally having prerequisites
- 391, 392 and 393 Undergraduate independent study courses
- 400-499 Senior level courses
- 500-600 Graduate courses

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, 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. No credit is given. "W" indicates an official withdrawal.

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 academic 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 or quarter; 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 academic dean to be considered for approval.

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

completion of the assigned requirements for the aforementioned academic activity courses.

Grade reports are issued to all students at the end of each semester or term. "D" and "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 four quality points; a "B," three quality points; a "C," two quality points, and a "D," one quality point. A grade of "F" carries no quality points and no credit. Thus, a course worth three (3) semester hours in which a student earned an "A" would merit 12 quality points. The grade point average is computed 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 should 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. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters. Information about these procedures is available in the Office of Dean of Academic Administration. Notice of intent to file a grievance must be made in writing to the appropriate division dean within six weeks of the receipt of the grade. Changes under this procedure will only be made during the term immediately following the term in which the disposed grade was given.

Readmission

In all cases in which students have attended Lindenwood College but have withdrawn voluntarily or been suspended for academic or other reasons but now desire to return, an application must be made to the Dean of Academic Administration. Readmission 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 readmission. All current requirements must then be met.

Residency

An undergraduate student not previously enrolled at Lindenwood College must complete a minimum of 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.

Transcripts

All information in 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 filled 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. Include name, date of attendance and current address. Normal processing time for transcripts is 3-4 days.

Transfer Credits From Another College

A student wishing to transfer credit to Lindenwood from an accredited college or university should request official transcripts be sent directly to Lindenwood College's Office of Evening Admissions by the school(s) previously attended.

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 credit. It is the student's responsibility to contact the Registrar 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 for this purpose 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.

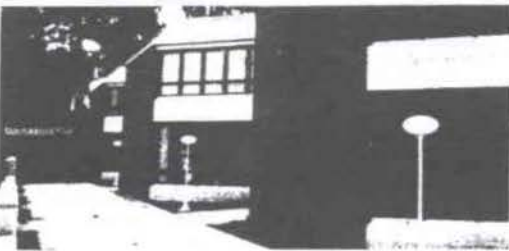
2. The student accepts the responsibility of notifying the Registrar, the VA Coordinator at the College, and his/her advisor immediately in case of withdrawal from any course.

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 "Veterans' Benefits" in the Financial Assistance section of this catalog.



Out-of-Classroom Life

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.

Publications

A weekly campus newspaper (The LindenWorld), a yearbook (Linden Leaves), and a literary magazine (The Griffin), are published through the sponsorship of the Lindenwood Student Government and the work of students in and out of the classroom.

Students are also encouraged to submit announcements, information, articles or suggested ideas for additional news coverage to the College's Director of Public Relations for use in press releases and Lindenwood Bulletins, a weekly administrative newsletter.

KCLC

Students may participate in the operation of the campus radio station, KCLC-FM. A stereo facility with 25,500 watts of power, it is the principal local radio station in St. Charles County and performs a major role in community affairs. It is operated by the Communications Department.

Religious Life

Lindenwood College enjoys a rich, long standing relationship with the 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 1984, 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 College.

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 a College chaplain, who is an ordained Presbyterian minister. Students wishing to worship off campus can find religious services of all major faiths within walking distance from the College. 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.

Athletics

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

Intramural sports such as volleyball and softball offer exercise and competition to all students in the community. Intercollegiate baseball, basketball, cross country, football, soccer, softball, tennis, track and various club sports are offered for full-time students.

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 an indoor and outdoor pool, a softball field, an archery range and four tennis courts. Hunter Stadium, a 5,000-seat facility, is the only artificial surfaced football/soccer stadium in this area.

General Education Requirements for Evening College and the Lindenwood College for Individualized Education (LCIE)

Evening College

History (3 hrs)

A study of the growth of traditional societies around the world and their recent transformation by the urban, industrial revolution. The first half-term focuses on the evolution of the major world civilizations and their differences and similarities. The second half-term deals with the impact of the urban and industrial revolutions on these civilizations and their reactions to the modern world. (General Education Course)

American History or Government (3 hrs)

PS 155 American National Government (3) A survey of the structures, principles and decision-making processes of the institutions of American national government, with selected studies of particular policy areas. (General Education course option)

or

HIS 105 America: Colony to Civil War (3) or
HIS 106 America: Civil War to World Power (3) A two-semester survey of American history. The first semester begins its examination with the colonial origins of the United States and concludes with the Civil War. The second semester traces the development of the United States from reunification to its present status as a world power. Both semesters stress political, economic and social foundations of American development. (General Education course options)

Natural Science (8 hrs)

CHM 100 Concepts in Chemistry (4) An examination of the principles of chemistry, especially those which find application in the study of biology. Topics to be covered include atomic structure, chemical bonding, intermolecular forces, gas laws, solutions and chemical energy. This course is the prerequisite for BIO 112. Laboratory work included. Lab fee. (General Education course)

BIO 112 Concepts in Biology I (4) Examine mechanisms of evolution, cellular biology, genetics and ecology with emphasis on scientific thinking and methods, historical developments, current understandings and applications and ethical issues. The laboratory will include use of instrumentation in data collection, and methods of data collection and analysis. Lab fee. Prerequisite: CHM 111. (General Education course)

Mathematics (6 hrs)

MTH 111 Concepts in Mathematics I (3) An introduction to the basic language and concepts of mathematics for the non-major. Topics include sets, logic, numeration and number systems, the real number system, mathematical systems, equations and inequalities. (General Education course)

plus

one additional Mathematics class at or above College Algebra level (3)

English (6 hrs)

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. (General Education course)

ENG 102 English Composition II (3) Continuation of ENG 101 with special attention to the development of a mature style and to the research, mechanics and writing of a documented paper. Oral presentation, formal and informal, is an important component of the course. (General Education course)

Either 6 hours of a single foreign language or 6 hours of cross-cultural courses to include a focus and a specialty course.

Foreign Language or Cross-Cultural (6 hrs)

Either 6 hours of a single foreign language or 6 hours of cross-cultural courses to include a focus and a specialty course.

The Arts (3 hrs)

TA 117 Introduction to Theatre Arts (3) Understanding forms of drama, basic acting techniques, the relationship of performer to audience, technical theatre, and how to view a play. Primarily an observation and discussion course for persons interested in learning about theatre, rather than participating in it. (General Education course option)

MUS 165 Introduction to Music Literature (3) This course is designed to introduce students to major forms, masterworks and composers of Western art music. The approach will be by genre (i.e., symphony, opera, concerto, etc.) with specific attention to the major works in each rather than a chronological survey, and although a certain amount of

or

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. (General Education course option)

or

ENG 202 World Literature and Ideas II (3) A continuation of ENG 201, dealing with the Renaissance to the present in the West plus, and in relation to, African and Native American cultures. Prerequisites: ENG 102, HIS 100 or concurrent enrollment. (General Education course option)

or

ENG 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. Works will be read in English translation. Lectures and discussions interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values. Student written work consists of both critical and creative writing. Prerequisites: ENG 102, HIS 100 or concurrent enrollment. (General Education course option)

PHL 100 Introduction to Philosophy (3) This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free-will, the basis for human knowledge and the justification of moral beliefs. (General Education course option)

Role of the Individual in Society (6 hrs)

Choose two:

SOC 102 Basic Concepts of Sociology (3) An introduction to the basic concepts and theories that enable us to understand and explain human group behavior in various social contexts. Application of sociological concepts to socialization, social interaction, groups, stratification, contemporary industrial society and Third World Societies, ethnic groups, social change and social institutions. (General Education course option)

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

PSY 100 Principles of Psychology (3) An introduction to behavioral science, focusing on the study of perceptual, learning and motivational processes. The student will explore basic psychological concepts, methods, and findings leading to an understanding of human behavior. (General Education course option)

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. (General Education course option)

Humanities (6 hrs)

Choose two:

ENG 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. Works will be read in English translation. Lectures and discussions interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values. Student written work consists of both critical and creative writing. Prerequisites: ENG 102, HIS 100 or concurrent enrollment. (General Education course option)



General Education Curriculum (Evening College)

continued—

ENG 202 World Literature and Ideas II (3) A continuation of ENG 201, dealing with the Renaissance to the present in the West plus, and in relation to, African and Native American cultures. Prerequisites: ENG 102, HIS 100 or concurrent enrollment. (General Education course option)

PHL 100 Introduction to Philosophy (3) This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free-will, the basis for human knowledge and the justification of moral beliefs. (General Education course option)

LCIE

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

Communications Cluster

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 organization. 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 113 Fundamentals of Speech (3) Study of public speaking that includes the planning, organization, idea development, delivery and articulation of an oral presentation. Other topics covered are body communication, the use of audio-visual aids, informative and persuasive speeches, and the question and answer session. Students develop skills by giving speeches.

Humanities Cluster

IEN 201 World Literature and Ideas I (3)
IEN 202 World Literature and Ideas II (3)
IRT 210 Concepts in the Visual Arts (3)

or
IEN 293 Special Topics in Humanities (3)
(course content determined by instructor)

Social Science Cluster

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
(course content determined by instructor)

Mathematics Cluster

IHM 111 Concepts in Mathematics (3)
IHM 106 Basic Statistics (3)

IBA 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 design methodology is explained and simple programming techniques in BASIC are presented.

or
IHM 306 Computer Application of Statistics (3)
(course content determined by instructor)

Natural Science Cluster

ICH 111 Concepts in Chemistry (4)
IBI 112 Concepts in Biology (4)

Intercultural Cluster

IHS 100 A History of Human Community (3)

or
IHS 100 History of Human Community (3) This course will emphasize the unity of African Thought as expressed historically through its religious doctrine, art and philosophy. These expressions will be viewed in the context of parallel expressions from other cultures around the world. (course corresponds to the Intercultural Cluster with ICL 341 and ICL 342)

or
IHS 100 History of the Human Community (3) A survey of Western civilization which includes historical map studies. This course will be used as the base for comparison and contrast with the development of the U.S.S.R. (course corresponds to Intercultural Cluster with IHS 212 and IEN 337)

and
ICL 300 Focus on Modern Asia (3) This multidisciplinary course on Modern Asia will provide a context for understanding the distinctive cultural heritage of more than half of the world's population (approximately 3 billion people). The course will introduce students to recent technological, demographic, economic, social, political, religious, philosophical, linguistic, literary and artistic trends in various regions in Asia. The course will provide multiple springboards from which various facets of the cultural heritage of different Asian regions will be compared and examined in depth. This course is intended to enhance global awareness by focusing on the multiplicity of factors which shape a cultural region such as Asia. (General Education course option)

or
ICL 310 Focus on Modern Europe (3) This multidisciplinary course on Modern Europe will provide a context for understanding the cultural heritage of the peoples of Europe and how that cultural heritage has shaped that continent's response to the problems of a world in which Europe no longer occupies the central position that it once did. The course will introduce students to recent political, economic, cultural, and demographic trends on the continent which give Europe and its various regions their distinctive cultural identity. The course is intended to enhance global awareness by focusing on a region which, although similar to the United States in some respects, has evolved quite differently in others. (General Education course option)

or

ICL 341 Politics and Culture in 20th Century Africa (3) This course will survey African political and cultural thought in the 20th century as it interacts with non-African influences. It will emphasize the African attempt to assimilate and transform Western political influences.

ICL 342 The African Continuum: Africa and Its Diaspora (3) An overview of the survival techniques and spiritual relationship that exists among peoples of African descent as expressed through African, Afro-Caribbean and Afro-American literature in the modern period.

or

IHS 212 History of Russia II (3) Historical and cultural study of the U.S.S.R. A survey of Russian history focusing upon the Twentieth century. John Reed, Gorbachev, as well as standard texts of Russian history will be read in this course. Cultural studies are included.

IEN 337 Russian Authors (3) Readings in Russian cultural life and Russian literature. A survey of the literary traditions of Russia with comparisons and contrasts to the Soviet literature of the Twentieth century. Literary themes and their relationship to issues in Russian life will be of special interest.





Evening College 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.

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.
4. Successful completion of Lindenwood's General Education Requirements.

BACHELOR OF ARTS DEGREES OFFERED

Art
Business Administration
Corporate Communication
Computer Science

ART

Program Description

Bachelor of Arts is 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.

The Art History or Studio Art student-to-course 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.

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. (General Education course option)

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. Prerequisite: 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 continued—

ART 333 Stained Glass: Techniques and Tradition (3) A course stressing the techniques of making stained glass pieces: windows, lamp-shades, 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

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 34 credit hours and are as follows: BA170, 200, 211, 212, 240, 320, 330, 350, 360, 370, and 430. (NOTE: BA430 is a culminating course.)

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.

All students intending to major or minor in Business Administration programs must be counseled by the Business Administration Department prior to the junior year. Transfer students should consult with the department as soon as admitted to Lindenwood.

Courses of Study

Accounting

BA200 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 presentations. 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) courses 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. Prerequisite: 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. (General Education course option)

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. Prerequisite: sophomore standing.

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 and sophomore standing.

BA 311 Managerial Economics (3) This course is designed to demonstrate the broad applicability of economic analysis to provide a 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 and 370.

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.

Business Administration contd.—

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 for 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 Microcomputer Applications (3) This course will familiarize the students with microcomputers and teach them how to become competent microcomputer users. The course will introduce fundamental MS-DOS commands and provide students with hands-on experience in using some of the popular software packages including word processing and spread sheets. This will be 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 design 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 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.



Management Science

BA 170 Microcomputer Applications (1) 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 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 queueing models.

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 market place. 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 multifaceted 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.



COMMUNICATION

Program Description

Bachelor's degree in Corporate Communication is offered.

Corporate Communication

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

Minor in Communication for Business

The minor in Communication for Business requires the completion of the following courses: BA 170, 330, 350, 452, 454 (16 hours) (see course descriptions under "Courses of Study - Business Administration section), and COM 100, 110, 240, 303, 320 and 331. Electives (3-6 hours).

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 181/ART 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.

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 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 303 Written Communication for Business (3) The study and practice of effective business writing. Topics will include writing memorandums, letters and reports as well as writing for various publics. Special focus on persuasive communication, international business communication and writing style for corporate publications. Prerequisites: ENG 102, COM 100, 110.

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, 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, 254.

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 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 450 Communications Internship (1-6) Supervised work experience for the advanced student which requires the application of communication principles, skills and strategies in business or professional communications organizations. Prerequisites: 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.

COMPUTER SCIENCE*

The Computer Science degree requires 24 semester hours as follows: CSC 101, 102, 303, 304, 305, 306, 406, and two semester hours from all the following, CSC 407, 410, and 408, in addition to MTH 141, 171, 172 and 321.

A minor in Computer Science is also available.

Courses of Study

CSC 101 Computer Science I (3) 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. There is a laboratory component to this course.

CSC 102 Computer Science II (3) 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. There is a separate laboratory component to this course.

CSC 220 UNIX Workshop (3) A workshop in the fundamentals of the UNIX™ 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 troff, 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, Fortran 77, and Prolog. 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 and 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 the 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 the DEC PDP-11, VAX-11, IBM 370 Series, Hewlett Packard HP3000, Intel 80X86 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. Prerequisite: 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 matching, goal reduction, constraint exploitation, depth-first and breadth-first search, problem solving, expert systems, and logic programming. Prerequisite: CSC 102.

CSC 406 Operating Systems (4) This course covers the theory and practice of modern operating system design. Topics include processor scheduling and management, memory management techniques, file systems, virtual memory, I/O and secondary storage scheduling, deadlocks, concurrency, and distributed systems. The specific operating systems studied are UNIX, and VAX/VMS. There is a laboratory component to the course. Student projects include writing a simulation of processor scheduling, a device driver, or the kernel of a simple time-sharing operating system. Prerequisites: CSC 304, MTH 106.

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.

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

Computer Science continued

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

CSC 410 The Structure and Interpretation of Computer Programs (4) 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. Prerequisites: MTH 172, 321 and CSC 101, 102.

MTH 141 Basic Statistics (3) An introduction to the theory and application 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 104.

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 111. Recommended: MTH 172.



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 the use of resources—tools they can use in a continuing process of self-education long after they leave LCIE.

The Students

LCIE enrolls approximately 600 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 subject areas are integrated into one seminar. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline.

Cluster groups are comprised of a faculty member and approximately 10 students who meet weekly during an evening or weekend, for four to 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 the 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.

LCIE Undergraduate Majors

- Business Administration
- Corporate Communication
- Gerontology
- Health Management
- Human Resource Development
- Mass Communication
- Valuation Sciences and Appraisal

Academic Standards

Students in LCIE are expected to conform to the same academic standards expected of all Lindenwood College undergraduate students. Under this standard students must maintain at least a "C" (2.0) cumulative average to graduate. If a student falls below a 2.0 for any term the student will be placed on academic probation. Two successive terms of probation will lead to dismissal for academic deficiency.



LCIE continued—

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 113 Fundamentals of Speech (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)
- IEN 202 World Literature and Ideas II (3)
- IRT 210 Concepts in the Visual Arts (3)
- or
- IEN 293 Special Topics in Humanities (3)

III. 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 Science (3)

IV. Mathematics Cluster (9)

- IMH 111 Concepts in Mathematics I (3)
- IMH 106 Basic Statistics (3)
- IBA 240 Intro to Data Processing (3)
- or
- IMH 306 Computer Applic. of Statistics (3)

V. Natural Science Cluster (8)

- ICH 111 Concepts in Chemistry (4)
- IBI 112 Concepts in Biology I (4)

VI. Intercultural Cluster (9)

- IHS 100 A History of the Human Community (3)
- ICL 300 Focus on Modern Asia (6)
- or
- ICL 301 Focus on Modern Europe (6)
- or
- ICL 341 Politics & Culture of 20th Century Africa (3)
- ICL 342 African Continuum (3)
- or
- IHS 212 History of Russia II (3)
- IEN 337 Russian Authors (3)

Requisite Study: Major

Requirements vary, but at least 30 semester hours in the major area of concentration are necessary, 18 of which must be taken at Lindenwood College. In some majors, LCIE requires prescribed areas of study to be covered. In other majors, requirements are more flexible, and the program of study is developed by the student in consultation with the Faculty Advisor. Individualized studies are possible within virtually all LCIE clusters.

Graduation Requirements

In addition to completing the work necessary to qualify for a baccalaureate degree, the student must meet LCIE graduation requirements within the scope of the specific degree program designed with the help of the Faculty Advisor. The following are the general 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 of 2.0 in all courses taken at Lindenwood College, as well as in the student's major area 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 communication 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)

Quarter II:

- IBA 200 Principles of Accounting (3)
- IBA 308 Managerial Accounting (3)
- IBA 320 Principles of Finance (3)

Quarter III:

- IBA 350 Principles of Marketing (3)
- IBA 431 Production Management (3)
- IBA 453 Marketing Management & Planning (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)

Quarter V:

- IBA 360 Business Law (3)
- IBA 323 Personal Finance (3)
- IBA 420 Investments (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.



Business Administration contd. —

IBA 430 Management Policy (3) Development of the understanding of the top management views of organizations. Understanding the formulation and scope of general policy to direct the activities of the organization, including methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives and ability to react to evolving situations.

IBA 439 Special Topics in Management (1-3) An intensive study of a topic in Management.

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 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, multinational product planning, communications, 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. 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.

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 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.

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)

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 or 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 (6)
Documentary Expression (9)
Journalism (9)
Video Production (9)

Writing Track

Foundations Cluster (9)
Plus three clusters from:
Journalism (9)
PR and Advertising (9)
Documentary Expression (9)
Creative Writing (9)
Video Production (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)

Creative Expression Track

Foundations Cluster (9)
Plus three clusters from:
Creative Writing (9)
Journalism (9)
Video Production (9)
Visual Communication (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.



Communication continued—

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 varied elements, strategic scheduling and planning, and promotion's use in development.

Organizational Journalism

IMC 344 Corporate Newswriting 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 and trends.

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 beginnings 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 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 the 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 Communication 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 on organizations, and the use of various theoretical approaches in problem solving and decision making.

Video Production

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

IMC 358 Writing for Television (3) Practice in the techniques used in writing for television. This includes creating storyboards, scripting commercials of varying lengths and subjects, PSA's and writing and editing news leads.

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 474 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 setting.
IMC 420 Business Technical Writing (3) Study and review of various forms of business exposition and proposal research and writing.

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.



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 complexes, 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 Physiological 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)

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 Physiological 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 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 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 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.

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 existing skills and to give the student a strong liberal arts and professional business/health promotion background.

In their individualized programs, students typically pursue one of several different tracks of Health Management Studies. A typical format for students majoring in Health Management will include the completion of 36 semester hour core requirements, a culminating project in their area of concentration and the completion of two or more of the following specialized tracks indicating the students' area of concentration.

Core Curriculum
(Required of all majors):

Foundation Studies in Health Management

- IHM 361 Organization & Operation of the U.S. Health Care System (3)
- IHM 362 History & Development of the U.S. Health Care System (3)
- IHM 363 Alternative Health Care Systems (3)

Management Cluster

- IBA/IHM 330 Principles of Management (3)
- IBA/IHM 332 Management of Personnel Systems (3)
- IBA/IHM 430 Management Policy (3)

Concentrations in the Major

Health Promotion/Wellness Track

- IHM 490 Current Life Issues in Health Promotion/Wellness (3)
 - IHM 491 Health Promotion/Wellness in the Workplace (3)
 - IHM 496 Health Promotion Program Management (3)
- Plus electives from:
- Public Relations, Advertising and Promotions Cluster (9)
 - Business Communication Cluster (9)
 - Human Factors Cluster (9)
 - Video Production Cluster (9)
 - Gerontology Issues Cluster (9)

Accounting/Finance Track

- (see Business Administration Evening College for course descriptions)
- IBA/IHM 200 Principles of Accounting (3)
 - IBA/IHM 308 Managerial Accounting (3)
 - IBA/IHM 320 Principles of Finance (3)
- Health Management Related Cluster
- Plus electives from:
- Information Technologies Cluster
 - Business Communications Cluster
 - Independent Study in Health Management Specialized Area (may be repeated 3 times)

Human Factors Track

- IOD 480 Fundamentals of Human Factors (3)
 - IOD 481 Selected Human Factors Topic Areas (1-3)
 - IOD 482 Human Factors in the Workplace (3)
- Health Management Related Cluster
- Plus electives from:
- Information Technologies Cluster
 - Business Communication Cluster
 - Independent Study in Health Management Specialized Area (may be repeated 3 times)

Marketing Track

- Marketing Cluster
 - Health Management Related Cluster
- Plus electives from:
- Public Relations, Advertising, Promotions Cluster
 - Business Communication Cluster
 - Independent Study in Health Management Specialized Area (may be repeated 3 times)

Gerontology/Aging Issues Track

- Gerontology Cluster
 - Health Management Related Cluster
- Plus electives from:
- Information Technologies Cluster
 - Business Communications Cluster
 - Human Factors Cluster
 - Independent Study in Health Management Specialized Area (may be repeated 3 times)



HEALTH MANAGEMENT continued—

Training and Development Track

Training and Development Cluster
Health Management Related Cluster
Plus electives from:

Organizational Journalism Cluster
Information Technologies Cluster
Organization Communication Cluster
Business Communication Cluster
Independent Study in Health Management
Specialized Area (may be repeated 3 times)

Electives

IHM 328 Stress Management (3)
IOD 329 Women in Management (3)
IHM 493-495 Special Topics in Health Management (1-3)

Courses of Study

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

IHM 361 Organization & Operation of the U.S. Health Care System (3) Study of the existing health care systems in the United States. Health care economics, organization, politics and professional preparation and services are some of the subject areas covered.

IHM 362 History & Development of the U.S. Health Care System (3) Study of the U.S. health care system including sociocultural, organizational and professional development.

IHM 363 Alternative Health Care Systems (3) An introduction to changes in the organization and provision of health care. Includes the study of health maintenance organizations, preferred provider arrangements, emergency centers, hospice, adult day and respite care, community care and health promotion.

IHM 490 Current Life Issues in Health Promotion/Wellness (3) A survey of the major issues in the health/wellness field with an in-depth examination of the more critical topics.

IHM 491 Health Promotion/Wellness in the Workplace (3) A study of how to design, analyze content for cost/benefit issues, implement, and evaluate health promotion programs in the workplace. This is a comprehensive examination of all phases of program development including targeting the human factors/ergonomics involved in risk/loss management.

IHM 492 Independent Study in Health Management Specialized Area (1-3 credits, may be repeated three times) An intensive study of a topic in the health management/health promotion/wellness area.

IHM 493-495 Special Topics in Health Management (1-3) An intensive study of a topic in the Health Care field.

IHM 496 Health Promotion Program Management (3) This course focuses on the administration, development and health promotion from the vendor or hospital side. Students will learn specific skills to use in the market area.

IOD 329 Women in Management (3) Refer to IOD 329 in Human Resource Development section of this catalog.

IOD 330 Principles of Management (3) Refer to IBA 330 in the Business Administration section of this catalog.

IOD 332 Management of Personnel Systems (3) Refer to IBA 332 in the Business Administration section of this catalog.

IOD 430 Management Policy (3) Refer to IBA 430 in the Business Administration section of this catalog.

IOD 480 Fundamentals of Human Factors (3) Refer to IOD 480 in Human Resource Development section of this catalog.

IOD 481 Selected Human Factors Topic Areas (1-3) Refer to IOD 481 in Human Resource Development section of this catalog.

IOD 482 Human Factors in the Workplace (3) Refer to IOD 482 in Human Resource Development section of this catalog.

Bachelor of Arts In Human Resource Development

Program Description

LCIE's Human and Organizational Development program focuses on organizational theory and the behavior of individuals within organizations, including issues of employee productivity, motivation and leadership. Action, analytical and interpersonal skills are stressed. Clusters deal with both individual training and development and with planning for an organization as a whole.

Human Resource Development majors in LCIE can pursue individualized degrees depending upon their career interests and individual needs. They may choose from a broad range of offerings in different career tracks. In the major, 36 hours of credit and a culminating project (ICU 499) are required. Core course work is designed to provide knowledge of (1) The major principles of management, personnel systems and management policies; (2) organizational behavior and change; and (3) Adult learning processes, training and development.

In their individualized programs, students typically pursue one of nine tracks of Human Resource Development Studies. Specific courses are recommended for each track, for which students and their advisors plan individualized programs. Clusters are open to non-majors as well as to majors.

A typical format for students majoring in HRD will include the completion of all the College general education requirements, the 36 semester hour requirements, a culminating project in their area of concentration, and including one or more of the courses in their specialized track.

Core Curriculum (Required of all majors):

Management Cluster

IOD 350 Management and Administration Theory (3)
IOD 351 Organizational Theory (3)
IOD 352 Group Behavior in Organizations (3)

Training and Development Cluster

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

Organizational Change and Development Cluster

IOD 370 Group Dynamics (3)
IOD 371 Conflict Resolution (3)
IOD 452 Organizational Change and Development (3)

Concentrations in the Major (Select one or more)

Training and Development Track

IMC 344, 388, 346 Organizational Journalism Cluster (9)
IMC 463, 464, 465 Information Technologies Cluster (9)
IMC 462, 461, 460 Organizational Communication Cluster (9)
IMC 420, 425, 243 Business Communication Cluster (9)

Human Factors Track

IOD 480 Fundamentals of Human Factors (3)
IOD 481 Selected Human Factors Topic Areas (3)
IOD 482 Human Factors in the Workplace (3)

Marketing Track

IBA 350 Principles of Marketing (3)
IBA 353 International Marketing (3)
IBA 453 Marketing Management & Planning (3)

Plus electives from:

Organizational Journalism Cluster (9)
Public Relations, Advertising, Promotions Cluster (9)
Business Communication Cluster (9)

Organizational Research and Information Track Information Technologies Cluster (9)

Plus electives from:

Business Communication Cluster (9)
Human Factors Cluster (9)

Information Technologies (Computer) Track

Same as Organizational Research and Information Track

Supervisory Skills Track

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

Plus electives from:

Business Communication Cluster (9)
Information Technologies Cluster (9)

Entrepreneurship/Small Business Track

IOD 470 Internal/External Consulting (3)

or

IOD 471 Small Business Management (3)
IOD 472 Managerial Control for Small Businesses (3)
IOD 473 Decision Making and Planning for Small Businesses (3)

Plus electives from:

Organizational Journalism Cluster (9)
Business Communication Cluster (9)
Information Technologies Cluster (9)
Human Factors Cluster (9)

Gerontology/Retirement/Aging Issues Track

Gerontology Cluster (9)

Plus electives from:

Information Technologies Cluster (9)
Business Communication Cluster (9)
Human Factors Cluster (9)

Health Promotion/Wellness Track

Health Promotion/Wellness Cluster (9)

Plus electives from:

Health Administration Foundations Cluster (9)
Public Relations, Advertising, Promotions Cluster (9)
Business Communication Cluster (9)
Human Factors Cluster (9)
Video Production Cluster (9)
Gerontology Retirement Issues Cluster (9)
Independent Study in Health Promotion/Wellness Area (1-3) (may be repeated 3 times)

Electives

IOD 329 Women in Management (3)
IOD/IHM 328 Stress Management (3)

Human Resource Development continued—

Courses of Study

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.

IOD 330 Principles of Management (3) Refer to IBA 330 in the Business Administration section of this catalog.

IOD 332 Management of Personnel Systems (3) Refer to IBA 332 in the Business Administration section of this catalog.

IOD 430 Management Policy (3) Refer to 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. It will include a survey of current psychological literature on the subject of leadership.

IOD 358 Legal Issues for Human Resource Development (3) This course examines the various laws relating to the employer-employee relationship. Special emphasis will be placed on topics such as affirmative action, grievance handling, hiring and firing, training, questions of equity, labor relations, and other issues associated with the management of human resource development areas.

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 nonunionized 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 also included. Projects and exercises supplement the readings.

IOD 370 Group Dynamics (3) Study of motivation, leadership, communication, morale, intra- and inter-group dynamics, and decision making in organizations.

IOD 371 Conflict Resolution/Team Building (3) Examination of causes of conflict in human interactions; 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 452 Organizational Change and Development (3) Dynamics and theory of planned change; application of theory to actions within students' own organizations; analysis of organizational problems, strategy development and solution implementation.

IOD 470 Internal/External Consulting (3) Students will develop their skills in contracting, diagnosis, intervention, feedback and follow-up, team building and the delivery of services to a client and become clearer about their own consultation style and level of expertise.

IOD 471 Small Business Management (3) This course focuses on many aspects of planning, organizing and controlling a small business. Also strategy determination, problems in starting a small business, financial, administrative, legal, governmental controls and the operation of certain types of small businesses.

IOD 472 Managerial Control for Small Businesses (3) This course is designed to develop skills in understanding the use of financial statement and reports for the control of business resources. Emphasis is placed on preparation of budgets, cash flow statements and the design and development of records and reporting systems.

IOD 473 Decision Making and Planning for Small Businesses (3) This course is designed to develop skills in effective decision making. Case studies and projects will be used to enhance students ability to develop business plans encompassing the areas of marketing, staffing and budgeting.

IOD 480 Fundamentals of Human Factors (3) Review of human capabilities and limitations relevant to human-machine systems. Examination of the role and value of Human Factors work.

IOD 481 Selected Human Factors Topic Areas (3) In-depth examination of several applications of experimental psychology to the workplace (e.g., environmental stressors, control-display compatibility, information overloading and display codes).

IOD 482 Human Factors in the Workplace (3) Understanding of the interaction between the user and specific work applications (e.g., computer workstation). Student will learn how to study and implement workstation designs for successful interfaces.

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, in 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.

Degree Programs

Requirements for both the Bachelor's and Master's degree programs in Valuation Sciences are found in this section of the catalog.

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 appraisers 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.



BACHELOR OF ARTS IN VALUATION SCIENCES

The Lindenwood College for Individualized Education program in Valuation Sciences meets the vital needs of the appraisal profession. It provides a broad and specialized theoretical education as well as skills for valuation and appraisal. Students in the program come from many fields: real estate, business, appraisal of personal property, antiques and fine arts, art history, archaeology, museums, banking, government, engineering and marketing research. Students without appraisal experience complete internships in the field.

These are the objectives of the Valuation Sciences program:

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 27 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)

or

Personal Property Track:

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

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 archaeological methods, furniture, glass, ceramics, metals, technology, architectural history, artistic styles and design, methods of identification, condition.



Valuation Sciences continued—

IVS 464 Craftsmanship: 1680-1840 (3) Study of American crafts and craftsmanship, tools and technology, economic development, organization, industrialization, European influences. Applications and case studies.

IVS 468 Connoisseurship and Identification (3) Role and process of the connoisseur and appraiser, 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 estate 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, reversion 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 Culminating Project (NC) Final research paper.

Principles of Valuation— International Valuation Sciences Institute American Society of Appraisers Lindenwood College

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 data analysis; appraisal functions.

IVS 414 Introduction to Business Valuation (1) Overview of business valuation profession; theory and techniques for analysis and valuation of small closely held businesses; data collection sources and techniques; economic and industry analysis; financial statement analysis; ratio analysis; asset-based valuation techniques; government regulation and business valuation, report formats.

IVS 415 Introduction to Real Property Valuation (1) Principles and methodology of valuation; the appraisal process; application to residential appraisal; land valuation; adjustments; depreciation; research methods; form appraisals; report writing; ethics and standards.

IVS 416 Introduction to Machinery and Equipment Appraising (1) Valuation theory and approaches to value; value definitions with M&E applications; purposes and objectives of appraisals; M&E appraisal terminology for industrial plant and equipment; preparation and organization of the appraisal; identification and classification of machinery and equipment; function and purposes of M&E description; depreciation; field inspection techniques and field safety; uses of indices in appraising M&E: basic pricing practice.

IVS 421 Research and Analysis in Appraising Personal Property (1) Development of data sources; market economics, statistics and analysis; identification and authentication; primary and secondary sources; research organization; condition; damage, restoration, conservation; bibliographies and libraries.

IVS 424 Business Valuation Methodology (1) Specific methods for valuation of closely-held companies; comparable publicly-held companies; discounted cash flow analysis; capitalization of dividends; discounted future earnings; price-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 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 disaster 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; typing; 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.

The Undergraduate Program

The Bachelor's of Art 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)



LINDENWOOD COLLEGE

1990-91 Academic Calendar

FALL SEMESTER 1990

August 13-17	Faculty Workshop & Planning
August 18-19	Students Arrive
August 20	General Registration
August 21	Classes Begin
October 12	Fall Break
November 22-23	Thanksgiving Break - No Classes
December 12	Last Day of Classes
December 13	Study Day - No Classes or Tests
December 14-15 and 17-19	Final Exams
December 21	Final grades due by 12 noon

*Note: Classes will meet on September 3 (Labor Day)

FALL QUARTER 1990 (LCIE, Evening College, MBA)

September 26, 7:00 p.m.	LCIE Deadline for Registering Without Late Fee
September 27, 7:00 p.m.	Evening College & MBA Deadline for Registering Without Late Fee
September 27, Thursday 6-10 p.m.	Opening Session & First Class for LCIE
September 29, 8 a.m. - 12 noon	Saturday Art Classes Begin
October 1	Evening Classes Begin
October 5	Last Day to Register, Add a Class, or Choose Audit
October 5	Last Day to Drop With No Record
October 26	Deadline for Applying for December 30 Graduation
November 9	Midterm Grades Due
November 9	Deadline for Making up "INC" Grades From Previous Term.
	Those Not Made up Change to "F"
November 16	Last Day to Withdraw With a "W"
December 14	Quarter Ends
December 18	Final grades due by 4:00 p.m.

SPRING SEMESTER 1991

January 9-11	Faculty Workshop & Planning
January 12-13	Students Arrive
January 14	General Registration
January 15	Classes Begin
March 18-22	Spring Break
May 6	Last Day of Classes
May 7	Study Day - No Classes or Tests
May 8-10 and 13-14	Final Exams
May 16	Grades Due by 12:00 noon
May 18	Baccalaureate & Commencement

209 S. Kingshighway • St. Charles, MO 63301 • Phone (314) 949-2000



LINDENWOOD COLLEGE

WINTER QUARTER 1991

January 3, 7:00 p.m.
January 5
January 5
January 7
January 11
January 11
February 8
February 15
February 15

February 22
March 23
March 26

Deadline for Registering Without Late Fee
Opening Session for LCIE
Saturday Art Classes Begin
Evening Classes Begin
Last Day to Register, Add a Class, Choose Audit
Last Day to Drop With No Record
Last day to apply for May Graduation
Mid-term grades due
Deadline for Making up "INC" Grades From Previous Term.
Those Not Made up Change to "F"
Last day to Withdraw with "W" - Spring Semester
Winter Quarter Ends
Final Grades Due by 4:00 p.m.

SPRING QUARTER 1991

April 4, 7:00 p.m.
April 6
April 6
April 8
April 12
April 12
May 3
May 17
May 17

May 24
May 27
June 22
June 25

Deadline for Registering Without a Late Fee
Opening Session for LCIE
Saturday Art Classes Begin
Evening Classes Begin
Last Day to Register, Add a Class, Choose Audit
Last Day to Drop With No Record
Last day to apply for June 30 Graduation
Midterm Grades Due
Deadline for Making up "INC" Grades From Previous Term.
Those Not Made up Change to "F"
Last Day to Withdraw With a "W"
Memorial Day - No Classes
Spring Quarter Ends
Final Grades Due by 4:00 p.m.

SUMMER SCHEDULE 1991

June 10 - August 2

One Eight-Week Session

May 20 - June 14

June 17 - July 12

July 15 - August 9

Three Four-Week Sessions

SUMMER QUARTER 1991

July 3, 7:00 p.m.
July 6
July 6
July 8
July 12
July 12
August 2
August 16
August 16

August 23
September 21
September 24

Deadline for Registering Without Late Fee
Opening Session for LCIE
Saturday Art Classes Begin
Evening Classes Begin
Last Day to Register, Add a Class, Choose Audit
Last Day to Drop With No Record
Last day to apply for September 30 Graduation
Midterm Grades Due
Deadline for Making up "INC" Grades From Previous Term.
Those Not Made up Change to "F"
Last Day to Withdraw With a "W"
Summer Quarter Ends
Final Grades Due by 4:00 p.m.



ADMINISTRATION OF THE COLLEGE

Office of the President

Dennis Spellmann, L.H.D.
President of the College
Daniel Keck, Ph.D.
Vice-President of the College

Academic Services

Arlene Taich, Ph.D.
Dean, Academic Administration
Dominic Soda, Ph.D.
Dean, Division of Math/Science
Gene Henderson, Ed.D.
Dean, Division of Education
C. Edward Balog, Ph.D.
Dean, Division of Social Sciences
James Wilson, M.A.
Dean, Division of Arts/Humanities
Robert King, M.A.
Interim Dean, Division of Management
Bryan Reeder, M.A., M.F.A.
Registrar
Dave Schroeder
Athletic Director
Carol Dillon, B.A.
*Director of Off-Campus Sites
and V.A. Benefits*

Learning Resources

Janice Czapl, M.L.S.
Head Librarian
Jean Taylor, M.A.L.S.
Reference Librarian

Admissions/Financial Aid

John Guffey, M.A.
Dean of Admissions/Financial Aid
Sheryl Guffey, M.B.A.
Director of Day Admissions
Marsha Parker, M.F.A.
*Director of Evening, Corporate and
Graduate Admissions*
Larry Sackman, M.B.A.
Director of Financial Aid

Business Office

David Kandel, C.P.A.
Chief Finance Officer
Mary Freeman
Finance Director

Student Life

Charles Bradburn, M.Div., M.A.
Dean of Student Life
Julie Mueller, R.N., B.A.
*Assistant Dean of Students/
Director of College Work and Learn*
Camille Oehler, B.S.
*Assistant Dean of Students/
Director of Residential Life*

Operations

Susan Rudolph, B.A.
Director of Development
Dan Taylor
Director of Maintenance
Phyllis A. Morris, M.A.
Director of Public Relations

BOARD OF DIRECTORS

Chairman

Robert F. Hyland
*Senior Vice President
CBS Radio Inc.
General Manager, KMOX-KLOU
St. Louis, MO*

Vice-Chairman

Raymond W. Harmon
*Chairman & C.E.O.
Hasco International Inc.
St. Charles, MO*

Treasurer

Henry J. Elmendorf
*Secretary-Treasurer
Jim Meagher Chevrolet-Oldsmobile
St. Charles, MO*

Secretary

Dorothy Warner
*Chairman of the Board
John Warner Bank
Clinton, IL*

Members

Patricia P. Bailey
*Attorney
Squire, Sanders, Dempsey
Washington, D.C.*

Thomas P. Bakewell
Consultant

Nancy Calvert
*Manager, Advertising Sales & Public Relations,
Shure Brothers Inc.
Evanston, IL*

Harold Corbett
*Senior Vice President
Environmental Safety & Health
Monsanto
St. Louis, MO*

Dan Crawford
*President, Southwest Division
MCI Telecommunications
St. Louis, MO*

Jane Crider
*Active Business and Professional Woman
St. Charles, MO*

A. Roger Deppe
*Superintendent
St. Charles School District
St. Charles, MO*

Richard Harris
*Group President
Southwestern Bell Corporation
St. Louis, MO*

Larry G. Kelley
*President
Commerce Bank of St. Charles County
St. Peters, MO*

S. Lee Kling
*Chairman of the Board
Landmark Bancshares Corporation
St. Louis, MO*

Mary Ann Krey
*Chief Executive Officer
Krey Distributing
St. Charles, MO*

Dr. Robert R. McGruther
*Minister
St. Charles Presbyterian Church
St. Charles, MO*

Robert G. McKelvey
*President
McKelvey Building Company
St. Peters, MO*

Elizabeth Rauch
*Community Leader
St. Charles, MO*

Dale Rollings
*Attorney
Rollings, Gerhardt, Borchers,
Stuhler & Carmichael, PG
St. Charles, MO*

Herbert Stone
*Plant Manager, General Motors
Wentzville, MO*

Maurita Estes Stueck
*Alumna
St. Louis, MO*

William Symes
*Consultant
St. Louis, MO*

Faculty

Ammann, Elizabeth M., Assistant Professor, Business Administration and Fashion Marketing, 1983; B.S. Southern Illinois University-Carbondale; M.B.A. Southern Illinois University-Edwardsville.

Anderson, Daryl Jacqueline, Professor, Biology, 1970; B.S., Western Michigan University; Ph.D., Washington University; Post-Doctoral Fellow, Center for the Biology of Natural Systems.

Aucutt, Janet, Assistant Professor, Education, 1989; B.S. Southern Illinois University-Carbondale; M.S. Southern Illinois University-Edwardsville; Specialist, Education Administration, Southern Illinois University-Edwardsville; Ph.D., Southern Illinois University, Carbondale.

Ayyagari, L. Rao, Associate Professor, Biology, 1983; B.S.C. Bombay University; M.S., Ph.D., Loyola University of Chicago; Post-Doctoral Fellow, University of California, Davis.

Balog, C. Edward, Social Science Division Dean, Professor, History, 1973; B.A., M.A., West Virginia University; Ph.D., University of Illinois.

Becvar, Raphael, Associate Professor and Faculty Advisor, LCIE, 1989; B.A., Loras College; M.S., University of Omaha; Ph.D., University of Minnesota.

Bittner, Groff Stewart, Professor, Music, 1961; B.S., Mus.Ed., Indiana Central College; M.M., Indiana University; Doctoral Studies, University of Missouri-Kansas City; piano performance with Ozan Marsh, Patricia Benkman, Reah Sadowsky, Walter Cook.

Bryde, Suzanne M., Assistant Professor, Early Childhood Special Education, 1990; Ph.D., Temple University; M.Ed., University of Delaware; B.S. Home Economics, University of Delaware.

Bornmann, John A., Professor, Chemistry, 1965; B.S., Carnegie Institute of Technology; Ph.D., Indiana University; further study, Technische Hochschule, Stuttgart, Germany.

Canale, Ann, Associate Professor, English, 1981; B.A., Rosary College; M.A., John Carroll University; M.A., Ph.D., University of Massachusetts.

Castro, Michael, Associate Professor and Faculty Advisor, LCIE, 1980; B.A., State University of New York at Buffalo; M.A., Ph.D., Washington University.

Cernik, Joseph A., Associate Professor, History and Political Science, 1990; Ph.D., New York University; M.A., New York University; B.A., Adelphi University.

Charron, Donna, Assistant Professor of Philosophy and Business, 1989; B.A., University of Detroit; M.A., University of Kansas; Ph.D., Washington University.

Crafton, Robert, Assistant Professor, English, 1989; B.A., University of Delaware; M.A., University of Virginia.

Czapla, Janice C., Head Librarian, Assistant Professor, 1982; B.A., Southeast Missouri State University; M.L.S., University of Mississippi.

Donovan, Jeanne, Associate Professor, Education, 1978; B.A., Fontbonne College; M.A., Ph.D., George Peabody College for Teachers.

Eckert, W. Dean, Professor, Art, 1968; B.A., B.F.A., M.A., Ohio State University; Ph.D., University of Iowa.

Estes, Linda S., Assistant Professor, Elementary Education, candidate for Ed.D., University of Missouri-St. Louis; M.Ed., University of Missouri-St. Louis; B.A., University of Louisville.

Evans, James D., Professor, Psychology, 1974; B.S., Geneva College; M.S., Ph.D., Iowa State University.

Erva, Kazimiera, Assistant Professor, Business Administration, 1984; Technical University of Wroclaw, Poland; Ph.D., Southern Illinois University.

Factor, James Dennis, Associate Professor, Computer Science, 1990; Ph.D., St. Louis University; M.S., St. Louis University; B.A., St. Louis University.

Feely, James H., Associate Professor, English, 1958; B.A., M.A., Northwestern University.

Fields, N. Jean, Associate Professor, English and Communications, 1965; B.A., Morris Harvey College; M.A., Ohio State University.

Fleming, Edward V., Instructor, Athletic Training, 1990; M.S., Indiana State University-Terre Haute; B.S., University of Missouri-St. Louis.

Griffin, Peter, Assistant Professor, History, 1989; B.A., University of California-Santa Barbara; M.A., University of California-Santa Barbara; Ph.D., University of California-Santa Barbara.

Henderson, M. Gene, Education Division Dean, Professor, Education, 1981; B.M.E., Central Methodist College; M.Mus., Indiana University; Ed.D., University of Missouri.

Hood, James Frederick, Professor, History, 1961; B.A., M.A., Ph.D., University of Illinois.

Hulett, Robert L., Associate Professor, Business Administration 1981; B.A., B.S., University of Missouri; C.P.A.

Juncker, Nikl, Associate Professor, Theatre, 1981; B.F.A., Washington University; M.F.A., Lindenwood College.

Keck, Daniel N., Professor, Political Science; Vice President, 1986; B.A., Miami University; M.F.A., Ph.D., University of Connecticut.

Kemper, Daniel, Assistant Professor & Faculty Advisor, LCIE, 1988; B.S., Lindenwood College; M.B.A., Lindenwood College.

King, Robert W., Associate Professor, Business Administration and Interim Dean of Management, 1976; B.A., Indiana University; M.A., Purdue University.

Knauper, Rose, Instructor, Skill Development Center, 1989; B.S., Lindenwood College.

Lehmkuhle, Cynthia, Assistant Professor, Mathematics, 1989; B.S., Wright State University; M.S., Middle Tennessee State University.

Levi, Hans, Associate Professor, Art, 1980; B.S., B.A., Washington University; M.A., San Francisco State University.

Martin, Terry, Assistant Professor, Music, 1989; Ph.D., Washington University; M.M., Southern Illinois University-Carbondale; B.M., Webster University; Licence D'Enseignement, Ecole Normale de Musique de Paris.

Meyers, Alan, Assistant Professor, Religion, 1989; A.B., Princeton University; M.Div., Princeton Theological Seminary; Ph.D., Union Theological Seminary-Virginia.

Mills, Suzanne, Assistant Professor, Theatre, 1985; B.A., State University of New York at Stony Brook; M.F.A., Indiana University.

Moore, Lynn R., Assistant Professor, Director, Fashion Marketing, 1982; B.A., Northwestern University; M.B.A., Lindenwood College.

Myers, Susan, Assistant Professor and Faculty Advisor, LCIE, 1988; B.A., Lindenwood College; M.S., Saint Louis University; Ph.D., University of Missouri-St. Louis.

Nasr, Mohab M., Associate Professor, Chemistry, 1979; B.S., M.S., University of Cairo; Ph.D., University of Minnesota.

Nichols, John, Associate Professor, Mathematics, 1969; B.S., Hampden-Sydney College; M.A., University of Virginia.

Openthaler, Patrick, Assistant Professor and Faculty Advisor, LCIE, 1989; B.A., Cardinal Glennon College; M.A., Ph.D., Saint Louis University.

Perrone, Anthony, Associate Professor, Modern Languages, 1969; B.A., Assumption College; M.A., University of Illinois.

Polette, Nancy, Professor Emerita, Education, 1979; B.S., Washington University; M.S., Southern Illinois University.

Reeder, Bryan, Assistant Professor and Director of Theatre, 1987; M.A., Wake Forest University; M.F.A., Lindenwood College; B.A., Northwestern State University.

Rickert, Richard, Associate Professor and Faculty Advisor, LCIE; Director, Valuation Sciences, 1975; B.A., Concordia Seminary; Ph.D., University of North Carolina.

Ruhiman, Edward, Assistant Professor, Business Administration; B.S., M.B.A., Washington University.

Sakahara, Suzanne A., Assistant Professor, Communications, 1978; B.S., Fontbonne College; M.A., St. Louis University.

Schroeder, Dave, Instructor, Physical Education, 1989; Head Football Coach; B.S., University of Wisconsin-Stephen's Point; M.A., Northern Michigan University.

Scupin, Ray, Associate Professor, Sociology/Anthropology, 1981; Ph.D., University of California-Santa Barbara; M.A. University of California-Santa Barbara; B.A., University of California-Los Angeles.

Siebel, Arthur, Instructor, Physical Education, 1988; Head Basketball Coach; B.S., Southeast Missouri State University; M.Ed., University of Arizona.

Soda, Dominic C., Professor, Mathematics, 1969; B.S., M.S., Queen's University, Canada; M.Sc., University of Missouri-Rolla; Ph.D., Yale University.

Swift, James W., Associate Professor, Sociology, 1984; B.A., Pomona College; B.D., University of Chicago; M.A., University of Colorado; Ph.D., Washington University; Post-Doctoral Study, London School of Economics.

Swift, Wilda, Assistant Professor, English as a Second Language, 1987; M.A. Washington University, B.A. Pomona College.

Taich, Arlene, Associate Professor and Dean of Academic Administration, Sociology, 1980; B.S., Ohio State University; M.S., Ph.D., Saint Louis University.

Taylor, Jean, Instructor, Professional Librarian, 1985; B.A., Bradley University; M.A.L.S., Rosary College.

Utley-Shook, Mary E., Assistant Professor, Psychology, 1990; Ph.D., University of Georgia; M.A., Southern Illinois University-Edwardsville; B.A., St. Louis University.

Wehmer, John H., Professor, Art, 1959; B.F.A., Washington University; M.F.A., University of Illinois.

White, Gary, Instructor, Physical Education, 1989; Head Track and Cross Country Coach; B.S., M.A., Moorehead State University.

Wier, Richard A., Associate Professor, Political Science, 1968; J.D., St. Louis University; Ph.D., Georgetown University; M.A., St. Louis University; B.A., Blackburn College.

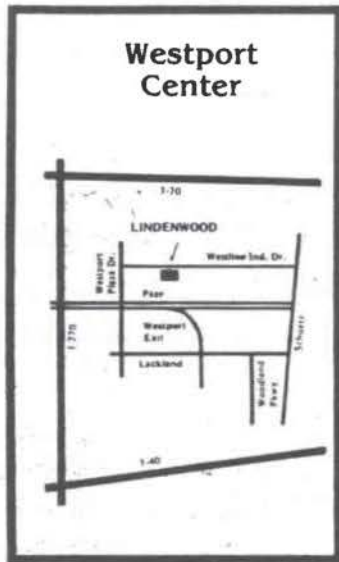
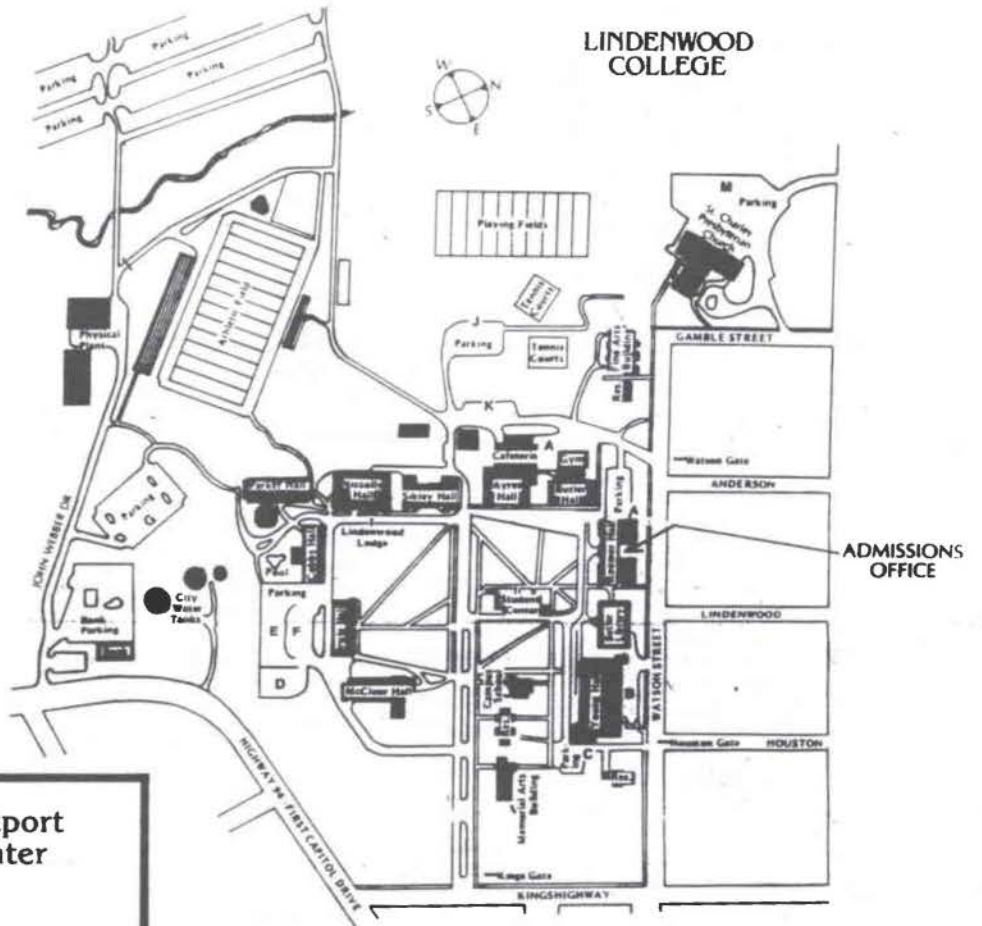
Wilson, James A., Associate Professor, Communications and Dean of Humanities, 1979; M.A. Oklahoma State University; B.S., University of Wisconsin-LaCrosse.

Zambrunnes, Wanita A., Associate Professor, English, 1980; B.A., Coe College; M.A., Mills College; Ph.D., University of Iowa.

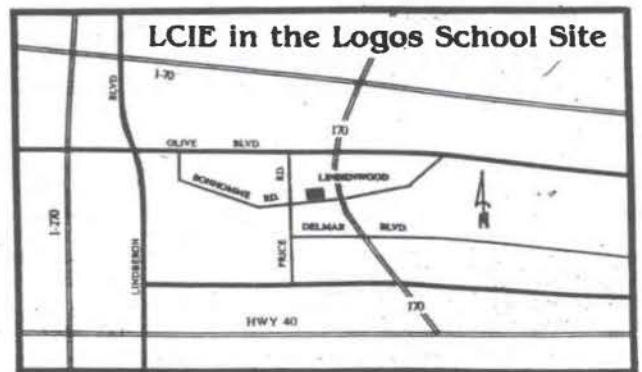


LINDENWOOD COLLEGE

MAIN CAMPUS
 209 S. Kingshighway
 St. Charles, MO 63301
 Phone (314) 949-2000



Suite 250
 11960 Westline Industrial Drive
 St. Louis, Missouri 63146
 (314) 275-2233



9137 Old Bonhomme
 Olivette, MO 63132