

# LINDENWOOD



# *Lindenwood's "Proficient Graduates" Guarantee*

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## **Success**

Lindenwood University has an excellent placement rate for its graduates because we educate the whole person. A degree from Lindenwood means that the holder is adept at reading, writing, speaking, and problem-solving – all the traits by which society judges one's education level and general competence. That is why more than 98 percent of our students enter a professional job or graduate school within six months of completing their university degrees. We measure our success by the success of our graduates.

We help our students acquire these traits through several means:

## **Liberating Arts Education**

Our standard-setting General Education program assures that every Lindenwood graduate has been steeped in the essential knowledge amassed by humankind across the ages and has acquired the basic thinking and communication skills needed for both adapting to and shaping the world. Lindenwood's broad-based curriculum in the arts and sciences produces free men and women – enlightened, self-determining, productive citizens of a democracy.

## **Preparation for Life**

We encourage each student to build a Talent Transcript. This distinctive resumé documents not only the student's academic preparation and career interests but also his or her leadership posts, real-world experience, work experience, and co-curricular achievements. It is through this investment in our students that we encourage holistic development: growth in the cognitive, spiritual/ethical, physical, and social realms. Essentially this means that our graduates are educated, not just trained.

## **The Guarantee**

*We evaluate each student's proficiency in written communication not only in the freshman composition courses but also just before the start of the junior year of study, when a special junior-level assessment is given. A student who needs to sharpen competencies in grammar, punctuation, and syntax is able to take an additional writing course, Professional Written Communication, prior to graduation, as a value-added bonus.* This unique initiative ensures that any student who graduates from Lindenwood is proficient in writing skills necessary for success in the professional world and everyday life. As the Association of American Colleges has stated, "A bachelor's degree should mean that its holders can read, write, and speak at levels of distinction and have been given many opportunities to learn how. It also should mean that many do so with style."

# Academic Programs

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## Undergraduate Degrees

### *Semester Schedule*

Accounting (BA)  
Acting (BFA)  
Advertising and Media (BA)  
Agribusiness (BA)  
American Studies (BA)  
Art History (BA)  
Arts Management (BA)  
Athletic Training (BS)  
Biology (BA, BS)  
Business Administration (BA)  
Chemistry (BA, BS)  
Christian Ministry Studies (BA)  
Computer Information Systems (BS)  
Computer Science (BA, BS)  
Corporate Communication (BA)  
Criminal Justice (BA, BS)  
Dance (BA)  
Directing-Theatre (BFA)  
Early Childhood Education (BA)  
Early Childhood Special Education (BA)  
Elementary Education (BA)  
English (BA)  
Environmental Biology (BA)  
Fashion Design (BA, BFA)  
Finance (BA)  
French (BA)  
General Studies (BA)  
History (BA)  
Hospitality Services Management (BA)  
Human Resource Management (BA)  
Human Service Agency Management (BA)  
Industrial Technology Education (BA)  
International Business (BA)  
International Studies (BA)  
Management Information Systems (BA)  
Marketing (BA)  
Mass Communication (BA)  
Mathematics (BA, BS)  
Middle School Education (BA)  
Mortuary Management (BS)  
Music (BA)  
Music Performance (BA)  
Musical Theatre (BFA)  
Multimedia (BA)  
Multimedia Production Communication (BA)  
Performing Arts (BA)  
Philosophy (BA)  
Physical Education (BA)  
Political Science (BA)  
Psychology (BA, BS)  
Public Management (BA)  
Religion (BA)  
Retail Merchandising (BA)  
Secondary Education Certification (major in subject specialty) (BA)  
Social Work (BA)  
Sociology (BA)  
Spanish (BA)  
Sport Management (BA)  
Studio Art (BA, BFA)  
Tech Theatre/Design (BFA)  
Theatre (BA)  
Theatre Arts Management (BA)  
Unified Sciences (BS)  
Writing (BA)

### *Pre-Professional Programs*

Pre-Dentistry  
Pre-Engineering  
Pre-Health  
Pre-Law  
Pre-Medicine  
Pre-Optometry

Pre-Nursing  
Pre-Veterinary Science

### **Evening College Program**

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

### *Lindenwood College for Individualized Education (LCIE)*

Business Administration (BA)  
Corporate Communication (BA)  
Criminal Justice (BA)  
Fire Science Management (BS)  
Gerontology (BA)  
Health Management (BA)  
Hospitality Services Management (BA)  
Human Resource Management (BA)  
Information Technology (BA)  
Mass Communication (BA)  
Mortuary Management (BS)  
Valuation Sciences (Appraisal) (BA)

### Graduate Degrees

### *Lindenwood College for Individualized Education (LCIE)*

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

### *Semester Schedule*

Master of Arts in Arts Management  
Master of Arts in Education  
Master of Arts in Educational Administration  
Master of Arts in Studio Art  
Master of Arts in Teaching  
Master of Arts in Theatre  
Master of Fine Arts in Studio Art  
Master of Arts in Communication  
Master of Fine Arts in Theatre  
Master of Arts in Library Media  
Education Specialist (Ed.S.)

### *Quarter Schedule*

Master of Arts in Human Service Agency Management  
Master of Business Administration (MBA)  
Master of Arts in Management - Business to Business  
Master of Arts in Management - Human Resources  
Master of Arts in Management - International Business  
Master of Arts in Management - Investment Management  
Master of Arts in Management - Organizational Behavior  
Master of Arts in Management  
Master of Arts in Management - Marketing  
Master of Arts in Management - Training and Development  
Master of Arts in Management - Leadership  
Master of Arts in Management - Sales  
Master of Arts in Sport Management  
Master of Arts in Communication  
Master of Science (business area of concentration)

### *Trimester Schedule*

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

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# *Introduction to Lindenwood University*

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

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

Lindenwood University complies with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Act of 1990 (Final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (Final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), as amended, including Section 507 of the USA Patriot Act of 2001, and seeks to provide a healthy, safe and secure environment for students and employees. (See Campus Life Handbook).

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

## **The Mission of Lindenwood University**

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

Lindenwood is committed to

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

Lindenwood is an independent, public-serving, liberal arts university that has an historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

## **Historic Lindenwood**

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

Lindenwood University serves full- and part-time students of all ages, with a wide variety of educational programs leading to baccalaureate and master's degrees. This academic year, Lindenwood University will serve more than 13,000 full-time and part-time students. More than 3,000 of these students will live on the university's beautifully wooded campus in St. Charles.

## **Degree Programs**

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

## **Program Formats**

Lindenwood University strives to make quality higher education accessible to traditional and non-traditional students. Undergraduate and graduate academic programs are offered in

three distinct formats, known as the Semester, Evening College and the Lindenwood College for Individualized Education formats.

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

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

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

Many older adults who might not pursue higher education in a traditional setting find LCIE’s educational philosophy and flexible program an ideal learning environment in which to earn a degree or to pursue studies appropriate to personal learning goals. Together the Evening College and the Lindenwood College for Individualized Education comprise the evening format.

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

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

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

## **Campus Locations**

**St. Charles Campus**—located at 209 South Kingshighway in the heart of St. Charles, this 500-acre site is the original campus founded by the Major George and Mary Easton Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices and residential living.

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

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

**Florissant Campus**—Students in the Florissant, Missouri area can take Lindenwood classes conveniently at one of our many sites in that city, such as the Police Department building at 1700 N. Highway 67 and the JFK Community Center in Koch Park. Interested parties should phone the Lindenwood Admissions Office at (636) 949-4933 to get an update on the available Florissant locations.

**O’Fallon Campus**—located on the administrative campus of the City of O’Fallon at 100 North Main Street. This partnership with the city provides classroom education and encompasses a variety of cultural and athletic activities for the citizens of O’Fallon.

**Wentzville Campus**—located at 1102 East Pitman, the Wentzville site serves students in Lincoln, Warren and Western St. Charles counties. The site offers undergraduate and graduate programs designed to meet the needs of adult students.

**South County Campus**—Located in the Hyland Educational Center at 10020 Kennerly Road, the South County Education Center meets the needs of working adults by offering evening undergraduate and graduate degree programs. Classrooms and administrative offices are housed in a modern, air conditioned facility with ample parking.

**Belleville West Campus**—located at 2600 West Main Street in Belleville, IL, the Belleville site has more than 50 classrooms, including science labs, computer labs, and multipurpose classrooms. There is a gymnasium, a computer room, an athletic field, a theater, and offices.

**Lindenwood University Higher Education Center of Lincoln County**—located at 995 Main Street, Moscow Mills, MO, this center has four classrooms with traditional schoolhouse decorum. The center includes a computer laboratory for technology classes.

**Weldon Spring Campus**—located at 7295 Highway 94 South, the Weldon Spring site is housed in the former office complex of the Department of Energy. Generous parking and classroom space characterize this facility, which serves the Chesterfield area as well as the Technology Corridor along Highway 40/61.

**Boone Campus of Lindenwood University**—The site of the Daniel Boone Home and Boonesfield Village is located on Highway F near Defiance, approximately 40 minutes from Lindenwood’s main campus, this historic landmark merged with Lindenwood University in 1998. The 1,000-acre Boone property, with its rich heritage and historic buildings and features, will remain a popular St. Charles County tourist attraction.

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

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

## **Firearms Policy**

No person is permitted to carry firearms or other weapons –

either concealed or visible – on Lindenwood property or to any Lindenwood class (offered anywhere), except duly sworn law enforcement officers who are on duty. Off-duty police officers may carry completely concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

## **Undergraduate Admissions**

### **Campus Accessibility**

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

### **Conferences**

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

### **Admission Standards**

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

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

### **Selection Criteria**

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

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

## **Application Procedures**

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

1. A completed and signed application form with the \$30 application fee (non-refundable). Checks or money orders should be made payable to Lindenwood University. In cases of financial hardship, the fee may be postponed until enrollment. This postponement may be requested by the high school counselor or an appropriate agency official.

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

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

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

## **International Students**

All international students are requested to submit the following documents:

A. International Student Application-The application must be submitted along with a non-refundable \$100 application fee. Graduate applicants must enclose a copy of their resume along with their application.

B. Official TOEFL Score-Minimum scores are:

Graduate candidates-550 (paper-based total)/ 213 (computer-based total)

Undergraduates-500 (paper-based total)/ 173 (computer-based total)

Or other evidence of English proficiency

Lindenwood University code: 6367

C. Affidavit of Support-Please provide an official document or statement from your bank verifying the amount of personal/family funds, in U.S. dollars, that is available for tuition (personal cost) and educational expenses (books, insurance). All documents must be in English.

D. Official transcripts-Undergraduates must submit high school transcripts and any college transcripts if transfer credit is requested. Graduate candidates must submit college transcripts, which include evidence that a baccalaureate degree has been earned. Transcripts must be in English or accompanied by a certified English translation. Transcripts should be sent directly to Lindenwood from your previous school(s).

E. Housing Application-All students must submit a housing application and \$300 housing deposit made payable to Lindenwood University. All international students are required to live on campus during their attendance at Lindenwood University. Campus housing will be assigned upon receipt of the housing application and deposit. Please include your e-mail address on your housing form.

F. Personal Statement (Essay)-Complete an essay concerning your education plans, for example, your essay may include why you wish to further your education, long-term goals you possess, or a special experience in your life.

G. Transfer Procedure-If transferring from another university within the United States, forward the transfer paperwork found in the student application to your school's officials for processing.

H. Passport-Please provide a clear, readable copy of the identification page of your passport.

I. Insurance-All students must be insured while studying in the United States. Lindenwood University does not provide any insurance for students. Students may carry any health insurance policy they choose.

Please send all required documents and any other information you feel is relevant to complete your application to: Lindenwood University, International Office, 209 S. Kingshighway, St. Charles, MO 63301-1695. The email address is: international@lindenwood.edu, the phone number is: (636) 949-4982 and fax is: (636) 949-4108.

### Undergraduate Academic Procedures

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

### Bachelor's Degree Requirements

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

1. Successful completion of a minimum of 128 semester hours, at least 42 of which must be upper division courses, numbered 300 or above.
2. Successful completion of the requirements for one of the undergraduate majors offered by the university, at least 15 credits

(18 credits hours in LCIE) of which must be taken at Lindenwood University.

3. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood University, as well as in the student's major, concentration emphasis, and minor, with at least half of the credits for the minor being earned at Lindenwood.

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

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

NOTE: Undergraduate day students who are first-time freshmen or transfer students with fewer than 24 semester hours of credit must pass Lindenwood's Community Living class in their first semester at the university.

### General Education Requirements

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

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

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

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

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

English Composition  
ENG 150 and 170  
(total 6 hours)

*\*In order to advance to Composition 2 (ENG 170), students must earn at least a C in Composition 1 (ENG 150.) This is true also for transfer students.*

Communications  
Oral Communications--one course  
(total 3 hours)

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

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



## HIS 100 World History

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

### Social Sciences

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

### Natural Science & Mathematics

Mathematics-one course in college-level mathematics\*\*  
Natural Science-two courses, representing two of the following  
three areas: Earth, Physical, or Biological Science; at least one of  
which must have a lab\* (total 10-11 hours)

## General Education Requirements for the Bachelor of Science Degree

English Composition  
ENG 150 and 170  
(total 6 hours)

*\*In order to advance to Composition 2 (ENG 170), students  
must earn at least a C in Composition 1 (ENG 150.) This is true  
also for transfer students.*

Communications  
Oral Communications--one course  
(total 3 hours)

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

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

Civilization  
HIS 100 World History  
(total 3 hours)

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

Natural Science & Mathematics  
Mathematics-two courses in university-level mathematics\*  
Natural Science-three courses, representing two of the following  
three areas: Earth, Physical, or Biological Science; at least one of  
which must have a lab\*  
(total 16-18 hours)

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

*\*\*Specific math courses are required for certain programs.*

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

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

### I. Communications Cluster (9)

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

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

### II. Humanities Cluster (9)

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

### III. Social Sciences Cluster I (9)

ISC 102 Basic Concepts of Sociology (3)  
IPS 155 American National Government (3)  
IPY 100 Principles of Psychology (3)

or

### Social Sciences Cluster II (9)

IPY 101 Interactive Psychology (3)  
ISC 220 Social Problems (3)  
IPS 155 American Government: The Nation (3)  
or  
ISS 293 Special Topics in Social Sciences (1-3)

### IV. Mathematics (9)

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

### V. Natural Science Cluster (9)

INS 101 Modern Topics in Environmental Science (3)  
INS 202 Science and the 21st Century (3)  
INS 303 Science, Public Policy, and Public Values (3)

### VI. Intercultural Cluster (9)

IHS 100 A History of the Human Community (3)  
plus 6 hours of Focus Courses  
ICL 320 Chinese Art & Culture (3)  
ICL 321 Issues in Modern China (3)  
or  
ICL 330 Japanese Art & Culture (3)  
ICL 331 Issues in Modern Japan (3)  
or  
ICL 341 Politics & Culture of 20th Century Africa (3)  
ICL 342 African Continuum (3)

or  
 ICL 351 Art & Culture of India (3)  
 ICL 352 Literature of India (3)  
 or  
 ICL 212 History of Russia II (3)  
 ICL 337 Russian Authors (3)  
 or  
 ICL 350 Myth and Civilization  
 ICL 210 Native American Indians

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

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

### Academic Honesty

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues. The fabric of a learning community is woven by a bond 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. Therefore, students wishing to maintain formal membership in a learning community must display the high level of integrity expected of all its members.

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

### Academic Load

#### Semester System

*Undergraduate Students:*

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

*Graduate Students:*

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

#### Quarter System

*Undergraduate & LCIE Undergraduate:*

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

*Graduate students:*

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

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

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

time the funds are received.

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

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

### Auditing

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

### Advanced Standing

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

### Experiential Learning Credit Process

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

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

### The Portfolio

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

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

After meeting with the experiential learning coordinator, students wishing to participate in the experiential learning portfolio process must register in the LCIE office and pay a \$225 administrative fee to cover the assistance needed in preparing the portfolio. Credit will not be applied to the transcript until students pay a \$75 per credit hour fee.

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

Certain learning experiences are sufficiently standardized as not to require the preparation of a portfolio. Rather, proof of certification or proficiency can be handled directly by the registrar. Credit will not be applied to the transcript until students pay a \$75 per credit hour fee. The application of credit is evaluated upon presentation of proof of certification or transcripts for the following areas:

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

**Licensed Practical Nurse (LPN)** (6). Official transcript from an LPN program.

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

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

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

**Graduates from the St. Louis or St. Charles Police Academies** (up to 15). Copy of certification or official transcript.

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

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

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

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

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

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

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

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

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

**YMCA Leadership Development Courses** (up to 15 hours). Requires submission of YMCA transcript.

**Military Experience:** Students seeking an Experiential Learning award for military experience, formal courses in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. For military experience and formal courses, veterans should submit a DD Form 295, AARTS and/or SMARTS transcripts, depending on the branch of the military, along with a DD Form 214 ("Armed Forces of the United States Report of Transfer or Discharge") or a transcript of in-service training.

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

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

### **Proficiency Examination**

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

College Level Examination Program (CLEP) and DANTES Subject Standardized Tests may also be used to qualify for specific credit. Students with CLEP and/or DANTES credit

should consult with the Lindenwood registrar to determine whether their achievement level qualifies for Lindenwood credit. A student may earn a maximum of 27 hours of credit through a combination of proficiency exams, recognized coursework, or portfolio creation.

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

1. No credit is granted. However, any requirement involving the particular courses is waived.
2. Course credit is granted and posted on the transcript. The cumulative grade point average is not affected because no grade is recorded for a course completed in this manner. An administrative fee of \$75\* per credit hour is charged and must be paid before the credit is posted to the transcript. The charge for the proficiency examination is a flat rate; It may not be included in the student's full-time tuition or any other enrollment charge; nor will the student be charged an overload fee.

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

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

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

Credits accepted from another institution that correspond to 300 level or higher courses at Lindenwood University will be recognized as part of the 42-hour upper-division requirement. Transfer credits numbered 300 or higher from a four-year regionally accredited institution will also count toward the 42 required hours. A maximum of 66 semester hours of credit is allowed from two-year institutions. A maximum of 90 semester hours of credit is allowed from other four-year institutions or combination of institutions.

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

Appeals of transfer credit evaluations should be submitted in writing to provost.

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

Credits accepted in transfer do not affect the student's grade point average at Lindenwood University, unless the student is

seeking teacher certification. In those cases, the student must transfer the actual grade point average for purpose of state licensure.

### **Internships**

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

### **Contract Degree**

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

### **Procedures**

1. The student will work with a faculty advisor to develop a degree plan; both the student and the advisor will sign the proposed plan.
2. The completed, signed plan will be submitted to the division dean(s) for critique.
3. Proposed contract degrees shall be submitted to the provost with the recommendation of the attendant division dean(s).
4. The decision of the provost shall be reported to the president in the form of a recommendation for the president's approval and signature.
5. The approved contract degree proposal shall be recorded and reported to the student and the faculty advisor by the provost.
6. Changes in a contract degree program shall follow the same approval process.
7. Up-to-date contract degree program shall be made a part of the student's file in the Registrar's Office.

### **Attendance**

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

At times, absence from class may be unavoidable—as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student who has been hospitalized should submit a doctor's verification to the registrar, who will notify instructors. The sponsor of an approved university activity

where students will miss classes will provide the registrar with a list of participating students, and instructors will be informed of their approved absences. This list of students will be submitted to the registrar for approval at least five class days before the date of the activity.

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

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

## Calendar

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

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

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

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

## Course Numbers

Course numbers used at Lindenwood indicate the following:

051-053 A skill development course

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

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

300-399 Advanced courses normally having prerequisites

391, 392, and 393 Undergraduate, independent study courses

400-499 Senior level courses

450 Internship

500-600 Graduate courses

## Dean's List

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

## Dismissal

The university reserves the right at any time to request the withdrawal of a student who is unable to meet academic standards or whose continuance in university is felt to endanger the student's

own health or well-being or that of others, or who does not observe the social regulations and standards of conduct of the university.

## Grading System

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

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

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

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

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

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

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

## Withdrawals

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

2. Students must complete a withdrawal form and secure the instructor's, advisor's, and the provost's signature for approval;

a) Students who are permitted to withdraw from a course before the deadline will receive a grade of “W” which indicates an official withdrawal.

b) Students who are permitted to withdraw after the deadline will receive a grade of either “WP” (withdraw passing) or “WF” (withdraw failing).

Neither grade will affect the student’s grade point average. Late withdrawals will be approved only under extreme circumstances. Normally requests for late withdrawal are NOT approved for the following reasons: inability to master or keep up with course assignments, a lower grade than desired, or discovery that one does not need the course to complete a degree or enter graduate school.

### **Unauthorized Withdrawal**

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

### **Administrative Withdrawal**

When in the best interest of a student or Lindenwood University, that student may be given an Administrative Withdrawal (AW) from his or her classes. A grade of AW results in removal of all credits associated with the affected classes and places the student on administrative suspension. Before re-enrolling at the University, the student on administrative suspension must write a letter of appeal to the provost.

### **No Grade**

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

### **Grievance Procedure**

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

Lindenwood University shares information from students’ formal written complaints with the North Central Association of Colleges and Schools as part of its normal accrediting process. Such information is shared in such a manner as to shield all individual

identities of complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

Lindenwood University has a number of appeals and grievance processes in place (see, e.g., the process for “Appeal of Financial Aid Suspension”) in various university publications. Once these normal appeals and grievance procedures have been exhausted, students may make formal written complaints concerning academic matters to the provost; concerning student services to the dean of campus life; all other formal written student complaints should be directed to the president’s office.

### **Honors**

The Lindenwood faculty awards general honors to those undergraduate students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 60 semester hours in residence at Lindenwood University. “In residence” hours are produced by taking graded Lindenwood courses. Transfer and experiential-learning credits do not count as “in residence” semester hours. Students whose Lindenwood cumulative grade point averages fall within the following ranges are eligible: The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree cum laude.

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

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

### **Re-enrollment**

Any student who has voluntarily left the university for one academic year or more must have his/her re-enrollment approved by the dean of admissions. If that student left with a suspended status, he or she must also submit a letter of appeal to the provost, as a part of the readmission process. The student will abide by all current requirements under the catalog in effect at the time of re-enrollment.

### **Thesis/Culminating Project Extensions**

Registrations for extensions on undergraduate thesis/ culminating projects must be completed by the student each succeeding term after the initial enrollment for their thesis/ culminating project. The fee charged will be \$50 for each extension.

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

### **Classification of Students**

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

student is changed only at the end of a regular university semester or term.

## Scholarship Standards

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

1. To qualify for graduation, an undergraduate student must attain a cumulative grade point average no lower than 2.00. Failure to maintain established standards of scholarship will result in probation, suspension, or dismissal from the university.
2. An academic warning will be given to any student not suspended or placed on probation whose term G.P.A. is below 2.00.
3. A student will be placed on probation at the end of any term in which he/she falls below the established standards. If that standard is not attained by the end of the following term, the student may be suspended or dismissed from the university.
4. A student enrolled in 6 or more credit hours who fails to achieve a 1.00 average in the course work of any term will be suspended.
5. A student on academic probation may not receive a grade of incomplete (I)
6. A student who has earned 0-24 credits must attain a 1.60 grade point average. A student who has earned 25-54 credits must achieve a 1.80 average. A student who has earned 55-84 credits must achieve a 1.90 average, and a student who has earned 85 or more credits must attain at least a 2.00 to maintain acceptable academic progress. Failure to make the aforementioned academic progress at the end of any term will result in academic probation.

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

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

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

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

## Transcripts

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

A fee of \$5 is charged for each transcript requested.

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

A request for a transcript should be made either on a transcript request form or by letter to the Registrar's Office,

including name, Social Security Number, date of attendance, and current address. Normal processing time for transcripts is 3 days.

Family Educational Rights and Privacy Act - In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Academic Services Office. Unless specifically prohibited by the student, Lindenwood University may release "Student Information" at its discretion for government-mandated reporting, news releases, and other purposes which it believes serve the student's interest. This includes (1) full name, (2) local and home addresses, (3) local and home telephone numbers, (4) e-mail address, (5) date and place of birth, (6) most recent educational institution attended, (7) enrollment status, (8) class level, (9) dates of attendance, (10) degrees, awards and honors received, (11) participation in officially recognized activities and sports, (12) weight and height of athletic team members, and (13) photographs.

Students may withhold information from some of these disclosure requests by notifying the Academic Services Office in writing the first week of each semester. All written requests for non-disclosure will be honored by the University for only one semester; therefore, authorization to withhold student information must be filed during each semester of attendance.

## Honors College

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

To take part in the program, students take classes specified for the program and complete a service requirement. Upon enrolling in the program, a student signs a contract agreeing to complete the academic and service portions of the program.

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

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

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

## Early College Start Program

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

## Consortium Programs

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

## Junior Year Abroad

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

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

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

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

All responsibility for travel, finances, application for admission to a foreign institution where applicable, and other necessary arrangement rests with the student. A student's enrollment in a program of study abroad which has been approved for credit by Lindenwood, may be considered enrollment at the home institution for the purposes of applying for assistance under the title IV programs; consult Director of Financial Aid for additional information.

## Washington, D.C. Semester Program

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

The appointment is restricted to students in their junior year. Selection is based on demonstrated abilities in scholarship

and leadership. Costs of the program are borne by the student.

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

## ROTC Cross-Enrollment Agreement

See "Military Science" in this catalog.

## Success Center

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

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

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

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

## Student Expenses

### 2005-2006 Academic Year

#### Tuition

##### Full-time Undergraduate Tuition

|                            |                   |
|----------------------------|-------------------|
| (12 through 18 credit hrs) | \$6,000/semester  |
| Overload Fee               | \$330/credit hour |

##### Graduate Tuition

|   |                   |
|---|-------------------|
| Full-time semester rate (9-15 credit hours) | \$ 6,000/semester |
| Full-time quarter rate (9 credit hours)     | \$3,960/quarter   |
| (Except LCIE)                               |                   |
| Quarter Overload Fee (over 9 hours)         | \$330/credit hour |

#### LCIE

|               |                        |
|---------------|------------------------|
| Undergraduate | \$2,385/9 hour cluster |
| Graduate      | \$2,970/9 hour cluster |

#### Part-time Tuition

|                             |             |
|-----------------------------|-------------|
| Undergraduate Semester rate | \$330/cr hr |
| Undergraduate Quarter rate  | \$265/cr hr |
| Graduate                    | \$330/cr hr |
| Educational Specialist      | \$390/cr hr |

#### Housing & Meals

|                        |                 |
|------------------------|-----------------|
| Semester/Trimester     | \$3,000/term    |
| Quarter                | \$2,500/quarter |
| Room Fee during breaks | \$200/week      |

#### Other Fees

|  |       |
|--|-------|
| Housing/Enrollment Deposit ( <i>non-refundable</i> ) | \$300 |
|--|-------|



|   |                  |
|---|------------------|
| Full-time Student Activity Fee  | \$120/term       |
| Communications Fee  | \$180/term       |
| Lab Fee (in specified courses)  | \$25-\$65/course |
| Studio Fee (general)  | \$25-\$65/course |
| Studio Fee (ceramics, color theory and figure drawing)  | \$80/course      |
| Student Teaching Fee  | \$250            |
| Applied Music Fee   | \$150/half-hour  |
| <i>(For individual lessons in piano, voice, orchestral instruments and organ; per semester hour credit)</i> |                  |
| Experiential Learning Fee (one-time only charge)  | \$225            |
| Experiential Learning Credit  | \$75/cr hr       |
| Overload Fee (except LCIE)  | \$330/sem hr     |
| <i>(a charge to full-time students who take more than 18 hours in a term)</i>                               |                  |
| Late Registration Fee   | \$25             |
| Promissory Note Origination Fee   | \$25             |
| Late Payment Fee (per month)  | \$50             |
| Culminating Project Extension Fee   | \$50             |
| Graduation/diploma fee  |                  |
| Undergraduate   | \$100            |
| Graduate  | \$125            |

Note: The undergraduate or graduate contract degree rate will be determined at the time of admission into the program. Provisions for extended stay housing and meals, degree programs, and tutoring and additional services are available upon request.

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

The communications fee covers telephone service, voicemail and cable TV services. The University provides complimentary Internet service to resident students.

## Enrollment Deposit

Resident students are expected to pay a \$300 non-refundable fee to reserve their rooms. After the semester charges have been paid, the room reservation fee becomes a refundable room damage deposit.

This deposit remains on account at the university as long as the student resides in campus housing. Any damage to the assigned housing during the time of residence will be deducted from the deposit. Students are entitled to a deposit refund upon completion of the Residential Check-Out form once all outstanding debts to the university have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application fee is not refundable. Continuing students must notify the Office of Residential Services of plans not to return the following term as a resident student and complete the Residential Check-Out form. Failure to complete this process by the date of the last class or exam preceding the departure will result in forfeiture of the deposit. No refund for room and board charges will be made for an academic year after the student signs either a New Student Housing Application or a Returning Student Housing Application

Students must meet all financial obligations to the university in order to qualify for a room damage deposit refund.

## Application for the refund available in

## the Business Office

When students have been accepted for admission, students, parents and/or guardians accept all the conditions of payment as well as all the regulations of the university. In making the initial payment of \$300 the student and his parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

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

## Payment Options

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

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

**Direct Debit Payment Note (DDP):** Lindenwood University offers a Direct Debit Payment Plan for the convenience of students. Their payments can be made directly (electronically) from their checking account. There are no fees associated with this method of payment.

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

## Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation. This means that, each semester or term, each student must pay all money due to the university, including tuition, fees, traffic fines, library fines, and any other financial obligation.

Students with delinquent accounts can expect the following:

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

## Withdrawal & Refund

Students wishing to withdraw from Lindenwood University should contact both the Registrar's Office, and the Office of Financial Aid. In order to receive the proper refund, any notification

of withdrawal or cancellation and requests for refund should be made in writing. To begin the withdrawal process, students should submit a completed withdrawal form to the Registrar's Office located in the lower level of Roemer Hall. The office hours are Monday-Thursday, 8 a.m. until 6 p.m., Friday and Saturday, 8 a.m. until 5 p.m.

Calculations of the return of Title IV aid or tuition adjustments shall be based on the date the student begins the withdrawal process, provides official notification of the intent to withdraw or the midpoint of the payment period for which Title IV aid was disbursed.

Students who receive Title IV aid while attending Lindenwood University and withdraw during the first 60 percent of the term will be disbursed Title IV aid in direct proportion to the length of time he/she remains enrolled. A student who remains enrolled beyond the 60 percent point of the term will not be entitled to a return of Title IV aid.

All students are subject to the Lindenwood University refund calculation as described below. If any student withdraws prior to the beginning of a term, all payments for that term, except the initial \$300 non-refundable room reservation deposit, will be refunded.

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

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

The Quarter tuition refund schedule is as follows:

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

No refund for room charges will be made for a term after the student signs either a New Student Housing Application or a Returning Student Housing Application.

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

## Appeals

Appeals of withdrawal and refund calculations, or other institutional charges, for students and parents who feel that individual circumstances warrant exceptions from published policy should be addressed to the Business Office Controller.

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

## Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the Secretary of Education. Refunds to specific Title IV programs will be made to the

following programs in the order outlined: (1) Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford); (2) Federal Perkins Loans; (3) PLUS; (4) Federal Pell Grant awards; (5) Federal SEOG Awards; (6) other Title IV student assistance; (7) other federal, state, private or institutional aid; and (8) the student. No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

## Cash Disbursements

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

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

## Financial Assistance

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

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

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

## Scholarships

A variety of scholarships are awarded to students who have excelled in fields of study, community activities or athletic competition. Lindenwood University's admissions counselors

can advise prospective students of the full program of scholarship availability.

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

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

All institutional aid will be reduced in accordance with the student's reduced charges.

Lindenwood University undergraduate grants/scholarships are intended for and may only be used for undergraduate programs; they are not intended for, and may not be used for graduate programs.

### **Older Student & Institutional Grants**

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

### **Student Employment**

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

### **Types of Federal Financial Aid**

#### **Federal Pell Grant Program**

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

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

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

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

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

This program provides work opportunities for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work

10 hours per week while attending school. Wages are \$8 per hour.

### **Federal Perkins Loans**

This is a federal loan to students at an interest rate of 5 percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than 6 credit hours during a semester. Students may borrow up to \$4,000 per year to an aggregate maximum of \$20,000 as an undergraduate, and \$6,000 per year to an aggregate maximum of \$40,000 as a graduate student.

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

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

#### *Subsidized Federal Stafford Loan*

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

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

|  |                      |
|--|----------------------|
| Undergraduate Study                              |                      |
| 1st year of study                                | \$2,625/academic yr. |
| 2nd year of study                                | \$3,500/academic yr. |
| 3rd, 4th & 5th year of study                     | \$5,500/academic yr. |
| Cumulative Limit                                 | \$23,000             |
| Graduate Study                                   | \$8,500/academic yr. |
| Cumulative Limit (including undergraduate study) | \$65,500             |

For borrowers who have no outstanding loans as of June 30, 1998, the interest rate on a Stafford Loan is variable, and is tied to the 91-day T-bill plus 1.7 percent, not to exceed 8.25 percent. Borrowers with outstanding balances will borrow at the same rate as the prior loan, but may be eligible for interest rebates. These loans qualify for federal interest subsidy while the borrower is in school at least half-time.

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

#### **Unsubsidized Federal Stafford Loan**

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

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

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

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

Parents may borrow for dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. FPLUS interest rates for a loan disbursed on/after 7/1/98 is variable based on the 91-day T-bill auctioned at the final auction before the preceding June 1 of each year plus 3.1percent, not to exceed 9 percent.

A student can obtain a Master Promissory Note application form for the subsidized Federal Stafford Loan from the Lindenwood University Financial Aid Office.

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

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

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

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

## **Loan Limits**

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

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

## **Loan Repayment**

Student loans are funds borrowed by students to pay educational expenses. Student loans must be repaid, as consistently emphasized in the University's Student Loan Entrance and Exit Interviews for both the Federal Perkins Loan Program and the Federal Stafford Loan Program, as required by 34 CFR 672.42 and CFR 682.04, respectively. A sample loan repayment schedule may be obtained by contacting the Office of Financial Aid.

The term and conditions whereby borrowers under the Federal Family Loan Program may obtain deferral of their principal and interest are reviewed during the Student Loan Exit Interview. Additional information regarding a deferment may be obtained by contacting the Student Loan Guarantor, or the Office of Financial Aid.

## **Types of State Financial Aid**

Several grants are available to Missouri residents who attend eligible institutions in the state of Missouri. Lindenwood University is an eligible institution.

- **Charles Gallagher Student Financial Assistance Program** (formerly known as Missouri State Grant Program) is a need-based grant available to eligible full-time undergraduate students and is worth up to \$1,500 each year.

- **Missouri College Guarantee Program** is a need-based grant available to eligible full-time undergraduate students and is based on high school and college academic achievement.

Students may apply for these grants by completing the Free Application for Federal Student Aid (FAFSA) by the published deadline.

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

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

## **Missouri Teacher Education Scholarship**

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

1. Are high school seniors, university freshman, or university sophomores enrolled in a four-year college or university located in Missouri, or students enrolled in a junior or community college located in Missouri;
2. Make a commitment to pursue an approved teacher education program and enroll as full-time students in a four-year college or university in Missouri;
3. Have achieved scores on an accepted nationally-normed test of academic ability such as the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the School College Ability Test (SCAT) which place them at or above the 85th percentile or have achieved a high school grade point average which ranks them in the upper 15 percent of their high school graduating class as calculated at the end of the sixth semester

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

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

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

## **Vocational Rehabilitation**

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

### **Satisfactory Progress**

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

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

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

### **Full-time Students**

#### **Undergraduate College**

|                          |    |    |    |     |     |  |
|--------------------------|----|----|----|-----|-----|--|
| Academic Years Completed |    |    |    |     |     |  |
| 1                        | 2  | 3  | 4  | 5   | 6   |  |
| Earned Credit Hours:     |    |    |    |     |     |  |
| 16                       | 34 | 55 | 77 | 100 | 128 |  |

#### **Graduate College**

|                          |    |    |    |  |
|--------------------------|----|----|----|--|
| Academic Years Completed |    |    |    |  |
| 1                        | 2  | 3  | 4  |  |
| Earned Credit Hours      |    |    |    |  |
| 12                       | 27 | 39 | 48 |  |

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

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

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

Part-time and quarter schedule undergraduate students must successfully complete at least 50 percent of their credit hours attempted and have academic standing at that point in the program that is consistent with Lindenwood University’s requirements for graduation.

Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance, following a financial aid probationary period, except as follows:

If a student fails to meet the minimum requirements as stated at the end of the second academic year, the student will be placed on Financial Aid Suspension.

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

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

### **Appeal**

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

In order to appeal a decision, the student must submit a written application to the dean of financial aid, including any evidence that would substantiate the appeal. The case will be evaluated by the Appeals Committee. The committee will advise the student of its decision within 20 working days following the date the appeal is received.

### **Veterans’ Benefits**

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

It is the responsibility for the student to notify the V.A. Coordinator of any changes in their class schedule. The Registrar’s Office promptly reports to the Veterans Administration when notified that a veteran is making unsatisfactory progress, or has withdrawn from a class or from studies.

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

1. The university will notify the V.A. of all terminations, interruptions, or any change in semester-hour load within 30 days. This may change the benefits available to the student.
2. The student accepts the responsibility of notifying the Registrar, the V.A. Coordinator at the university, and his/her advisor

immediately in case of withdrawal from any course.

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

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

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

### **Out of Classroom Life**

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

Lindenwood University currently serves over 13,000 students in over 100 undergraduate and graduate degree programs. Resident students live on the 500-acre, wooded, highly attractive campus within a large metro area that offers almost unlimited cultural, recreational, entertainment and service opportunities.

Built in 1929, Margaret Leggat Butler Library is a beautiful building full of character and tradition meant to provide an environment for scholarly pursuit. The library contains a balanced collection of books, periodicals, online resources, and other instructional and media resources. The materials in the library exist to support the curricular offerings of the university as well as the idea of reading and research as essential skills for the life-long-learner.

Butler Library is fully automated allowing students to access its resources both on campus and off. Faculty and students have access to 25 subscription databases providing them with the ability to retrieve full-text documents at no cost. In addition, the library is a member of the MOBIUS consortium that provides students access to over 14 million book titles throughout the state of Missouri. If an item is not available through MOBIUS, patrons may use Butler Library’s Inter-Library Loan service.

Butler Library’s dedicated staff is available to help patrons navigate the wealth of traditional print and electronic resources that it offers. The library staff has developed a series of workshops, class presentations, and study guides to assist users. In addition, Lindenwood’s librarians are available during all library hours to assist patrons with whatever their research needs might be. Reference librarians may be contacted in person, by phone or email.

For additional information about Butler Library, you may access the website at: [www.lindenwood.edu/Library/librarymain.htm](http://www.lindenwood.edu/Library/librarymain.htm).

### **Lindenwood Student Government Association**

All students at Lindenwood, full-time and part-time, in or out of St. Charles, undergraduate or graduate, are encouraged to participate in the Lindenwood Student Government Association (LSGA). The LSGA works to promote structure for student

expression and self-government. Members of the LSGA play a strong role in the academic and administration decision-making process of the university through representation in various planning governance committees.

### **Residence Halls**

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

### **Athletics**

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

Intramural sports offer exercise and competition to all students in the community.

Intercollegiate baseball, basketball, bowling, cheerleading, cross country, field hockey, ice hockey, football, golf, lacrosse, roller hockey, soccer, softball, tennis, track, trap and skeet, spirit squad, volleyball, water polo, wrestling, swimming and diving, are offered for full-time students.

Lindenwood is a member of the Heart of America Athletic Conference (HAAC) and the men’s and women’s Divisions of the National Association of Intercollegiate Athletics (NAIA).

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

In addition, the university provides an indoor pool, baseball and softball fields and a practice field for soccer, football and other sports. Hunter Stadium, with a seating capacity of 6,000, is the only artificially-surfaced multi-sport stadium in the St. Charles area. The 3,000-seat Robert F. Hyland Performance Arena is home to the men’s and women’s basketball, volleyball, and men’s wrestling teams. Lindenwood also has an all-weather 8-lane track and has recently purchased the CenturyTel Ice Arena in Wentzville.

### **Religious Life**

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

### **Campus Tobacco Use**

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

### **KCLC-FM 89.1**

Students may participate in the operation of the Lindenwood’s all-digital radio station, KCLC-FM, through the Communications Department. A 35,500-watt stereo facility, it is the principal local radio station in St. Charles County and performs a major role in community affairs, entertainment programming,

local news gathering, and sports broadcasting.

### **Lindenwood University LU-TV**

Students have the opportunity to conduct practica and internships in the context of Lindenwood's Higher Education

Television Channel. St. Charles County's only Higher Education TV venue offers original programming designed to provide education experiences and cultural enrichment for persons of all ages in Charter Communications' St. Charles County broadcast area. Tune into Channel 26.

# 2005-06 Academic Calendar

## Semester Schedule

### Fall Semester 2005

|   |                              |
|---|------------------------------|
| Faculty Workshops .....   | August 15-19                 |
| New Student Registration/Orientation - Residential Housing opens .....    | August 20-21                 |
| Classes begin .....   | August 22                    |
| Opening Convocation, 4 p.m. ....  | August 23                    |
| Last day to register, add class, or choose an audit .....                 | September 2                  |
| Last day to withdraw with a "W" .....                                     | September 30                 |
| Last day to register for or add a Late Start class .....                  | Before the 3rd class meeting |
| Deadline for making up "INC" grades from Spring .....                     | October 3                    |
| Midterm grades due .....  | October 7                    |
| Deadline to apply for March/May/June graduation .....                     | November 1                   |
| Spring Semester & J-Term Registration & Residential Housing Sign-up ..... | November 7-11                |
| Thanksgiving Holiday-No Classes .....                                     | November 24-25               |
| Last day of classes .....   | December 2                   |
| Final exams .....   | December 5-9                 |
| Lindenwood residential housing closes at 6 p.m. ....                      | December 9                   |
| Final grades due, 3 p.m. ....   | December 12                  |

### January Term 2006

|   |            |
|---|------------|
| Classes begin .....   | January 3  |
| Last day to register, add a class, or choose an audit ..... | January 4  |
| Last day to withdraw with a "W" .....                       | January 5  |
| Last day of classes .....                                   | January 20 |
| Final grades due, 3 p.m. ....                               | January 25 |

### Spring Semester 2006

|  |                              |
|--|------------------------------|
| New Student Registration/Orientation - Residential Housing opens ..... | January 22                   |
| Classes begin .....  | January 23                   |
| Last day to register, add a class, or choose an audit .....            | February 3                   |
| Deadline to apply for August/September/December graduation .....       | February 28                  |
| Last day to withdraw with a "W" .....                                  | March 3                      |
| Last day to register for or add a Late Start class .....               | Before the 3rd class meeting |
| Deadline for making up "INC" grades from Fall .....                    | March 6                      |
| Midterm grades due by noon .....                                       | March 10                     |
| Fall Semester Class Registration & Residential Housing Sign-up .....   | March 20-24                  |
| Spring Break .....   | March 27-March 31            |
| Easter Break...□ .....   | April 14                     |
| Final grades due for graduating students .....                         | May 8                        |
| Last day of classes .....  | May 12                       |
| Final exams .....  | May 15-19                    |
| Baccalaureate Ceremony & Graduate Students' Commencement.....          | May 19                       |
| Undergraduate Commencement .....                                       | May 20                       |
| Lindenwood residential housing closes at 6 p.m. ....                   | May 19                       |
| Final grades due, 3 p.m. ....  | May 22                       |



# Quarter Schedule

## Fall Quarter 2005

|  |                              |
|--|------------------------------|
| LCIE Continuing Undergraduate Student Opening Session (6 p.m.).....                        | September 28                 |
| LCIE New and Graduate Student Opening Session (8:15 a.m.).....                             | October 1                    |
| MBA classes begin ... <input type="checkbox"/>   | October 3                    |
| Last day to register, add, or withdraw from a class<br>with a “W” or choose an audit ..... | Before the 2nd class meeting |
| Deadline to apply for March/May/June graduation.....                                       | November 1                   |
| Midterm grades due .....   | November 11                  |
| Deadline for making up “INC” from previous term .....                                      | November 14                  |
| Thanksgiving Holiday No Classes.....   | November 24-25               |
| Lindenwood residential housing closes at 6 p.m. ....                                       | December 17                  |
| Quarter ends..... <input type="checkbox"/>   | December 17                  |
| Final grades due, 3 p.m.....   | December 19                  |

## Winter Quarter 2006

|  |                              |
|--|------------------------------|
| LCIE Continuing Undergraduate Student Opening Session (6 p.m.).....                        | January 4                    |
| LCIE New and Graduate Student Opening Session (8:15 a.m.).....                             | January 7                    |
| MBA classes begin..... <input type="checkbox"/>  | January 9                    |
| Last day to register, add, or withdraw from a class<br>with a “W” or choose an audit ..... | Before the 2nd class meeting |
| Midterm grades due <input type="checkbox"/>  | February 17                  |
| Deadline for making up “INC” grades from previous term.....                                | February 20                  |
| Deadline to apply for August/September/December graduation .....                           | February 28                  |
| Quarter ends..... <input type="checkbox"/>   | March 25                     |
| Final grades due, 3 p.m.....   | March 27                     |

## Spring Quarter 2006

|  |                              |
|--|------------------------------|
| LCIE Continuing Undergraduate Student Opening Session (6 p.m.).....                        | April 5                      |
| LCIE New and Graduate Student Opening Session (8:15 a.m.).....                             | April 8                      |
| MBA classes begin ..... <input type="checkbox"/>   | April 10                     |
| Last day to register, add, or withdraw from a class<br>with a “W” or choose an audit ..... | Before the 2nd class meeting |
| Midterm grades due ... <input type="checkbox"/>  | May 19                       |
| Deadline for making up “INC” grades from previous term .....                               | May 22                       |
| Memorial Day, no classes .....   | May 29                       |
| Quarter ends ..... <input type="checkbox"/>  | June 24                      |
| Final grades due, 3 p.m. ....  | June 26                      |

## Summer Quarter 2006

|  |                              |
|--|------------------------------|
| LCIE Continuing Undergraduate Student Opening Session (6 p.m.).....                        | July 5                       |
| LCIE New and Graduate Student Opening Session (8:15 a.m.).....                             | July 8                       |
| MBA classes begin ..... <input type="checkbox"/>   | July 10                      |
| Last day to register, add, or withdraw from a<br>class with a “W” or choose an audit ..... | Before the 2nd class meeting |
| Midterm grades due . <input type="checkbox"/>  | August 18                    |
| Deadline for making up “INC” grades from previous term .....                               | August 21                    |
| Quarter ends ..... <input type="checkbox"/>  | September 23                 |
| Final grades due, 3 p.m.....   | September 25                 |

# Trimester Schedule

## Fall Trimester 2005

|   |                |
|---|----------------|
| Opening weekend orientation .....                           | August 27      |
| Last day to register, add a class, or choose an audit ..... | September 9    |
| Last day to withdraw with a "W" .....                       | September 23   |
| Deadline for making up "INC" from previous term .....       | October 10     |
| Midterm grades due . <input type="checkbox"/>               | October 21     |
| Deadline to apply for May/June graduation .....             | November 1     |
| Thanksgiving Holiday .....                                  | November 24-25 |
| Trimester ends ..... <input type="checkbox"/>               | December 10    |
| Final grades due, 3:00 p.m. ....                            | December 12    |

## Spring Trimester 2006

|  |             |
|--|-------------|
| Opening weekend orientation .....                                | January 7   |
| Last day to register, add a class, or choose an audit .....      | January 20  |
| Last day to withdraw with a "W" .....                            | February 3  |
| Deadline for making up "INC" from previous term .....            | February 20 |
| Deadline to apply for August/September/December graduation ..... | February 28 |
| Midterm grades due ..... <input type="checkbox"/>                | March 3     |
| Trimester ends..... <input type="checkbox"/>                     | April 22    |
| Final grades due, 3:00 p.m. ....                                 | April 24    |

## Summer Trimester 2006

|   |           |
|---|-----------|
| Opening weekend orientation .....                           | May 6     |
| Last day to register, add a class, or choose an audit ..... | May 19    |
| Memorial Day, no classes .....                              | May 29    |
| Last day to withdraw with a "W" .....                       | June 2    |
| Deadline for making up "INC" from previous term .....       | June 19   |
| Midterm grades due ..... <input type="checkbox"/>           | July 7    |
| Trimester ends ..... <input type="checkbox"/>               | August 19 |
| Final grades due, 3:00 p.m. ....                            | August 21 |

## *Graduation Application Deadlines 2005-2006*

|  |             |
|--|-------------|
| Deadline to apply for May graduation       | November 1  |
| Deadline to apply for June graduation      | November 1  |
| Deadline to apply for August graduation    | February 28 |
| Deadline to apply for September graduation | February 28 |
| Deadline to apply for December graduation  | February 28 |

# Academic Programs and Course Descriptions

## All-College

### Courses of Study

**COL 051 Fundamentals of Reading (3)** This course reintroduces the student to basic reading concepts, as well as provides a refresher course of study. By assignment.

**COL 052 Fundamentals of Writing (3)** This course reintroduces the student to basic writing concepts, as well as provides a refresher course of study in other areas of English, including sentence structure, spelling, and punctuation. Placement through examination.

**COL 053 Fundamentals of Mathematics (3)** This course reintroduces the student to basic math concepts, as well as provides a refresher course of study. By assignment.

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

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

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

**COL 111 Internet Library Research Strategies (1)** An activity-based course designed to build upon basic computer/Internet skills necessary for a 21st century society. Students will conduct a series of focused retrievals of on-line information and resources specific to their areas of study.

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

**COL 350 Career Development (1)** Course will encompass career development strategies inclusive of self-assessment and exploration, occupational examination, and job campaigning.

Experiential learning activities in the areas of leadership development, decision-making, and goal setting will also be incorporated. Prerequisite: Junior/senior standing.

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

## American Humanics

See the Human Service Agency Management section of this catalog.

## American Studies

### Program Description

The American Studies major focuses on the interdisciplinary study of the American Experience by looking at how people in the United States think about their country and themselves. American studies is a viable major offering many options for graduates in media, government service, business, non-profit organizations, museums, libraries, journalism, politics, teaching, as well as advanced study in graduate school.

A major in American Studies requires 42 semester hours of designated courses. The following courses are required for the major: AST 101, HIS 105, HIS 106, ENG 235, ENG 236, ART 359, AST 400, plus 21 hours in of electives to develop an emphasis with program advisor approval. In addition, American Studies majors will be required to take six hours of foreign language at the intermediate level or higher, World Literature, and World Religion to fulfill general education requirements.

A minor in American Studies requires the completion of 21 semester hours in the following courses: AST 101, HIS 105 or 106, ENG 235 or 236, ART 359 or 360, REL 202, and two electives.

American Studies Major: Students may pursue a degree in American Studies with an emphasis in the following areas. Along with the major requirements, students must complete 12 hours in that area of emphasis. Courses that meet this 12-hour requirement may be obtained from an American Studies advisor.

### Areas of Emphasis:

Art and Culture  
Character Education  
History  
Human Service Agency Management  
Literature  
Political Science

### Courses of Study

**AST 101 Introduction to American Studies (3)** An introductory and interdisciplinary course about the American

Experience. It will incorporate American beliefs, history, literature, art, architecture, the American character, values, diversity, self-reliance, responsibility, self-determination, pluralism, assimilation, nationalism, and patriotism as they apply to the American national character, culture, and belief system.

**AST 340 American Cultural Studies I (3)** An interdisciplinary course to examine the culture and society of the United States and the American national character. Various American beliefs such as self-determination, pluralism, the work ethic, immigrants and their influence, cultural diversity, nationalism, the frontier, self-reliance, westward expansion, American morals, values, sovereignty, and integrity will be studied and discussed as related to American culture. This course will examine American art, architecture, other visual culture, literature, history, and material culture within contexts. This course will concentrate on the period covering the Mississippians to the end of the pre-Civil War.

**AST 341 American Cultural Studies II (3)** This course is a continuation of American Cultural Studies I, with the emphasis on the Civil War era to 1900.

**AST 400 Senior Seminar (3)** Supervised work experience for the senior major gives an opportunity to explore applications in the field of study. Under department supervision, students will develop a project and explore primary and secondary research.

**AST 386 Special Topics in American Studies (3)**

## **Anthropology**

### **Program Description**

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

### **Courses of Study**

**ANT 112 Cultural Anthropology (3)** Students are introduced to the various fields within anthropology with a focus on the study of different forms of societies. The course includes such topics as culture, language, and the impact of globalization on societies.

**ANT 122 Human Evolution (3)** Students are introduced to the fields of paleoanthropology, fossil, and genetic studies of human populations. The course also includes the field of archaeology and prehistory.

**ANT 210 (3) Native American Indians (3)** A broad survey of the archaeology, traditional cultures, and the current conditions of Native American Indian populations of North America.

Prerequisite: ANT 112 or SOC 102 or HIS 105

**ANT 300 Focus on Modern Asia (3)** An anthropological survey of the contemporary conditions of Southwest, South, East, and Southeast Asia. Prerequisite: ANT 112 or SOC 102 and HIS 100

**ANT 317 Social and Cultural Change (3)** A broad survey of the prehistoric, historical and contemporary global changes in societies throughout the world. Prerequisite: ANT 112 or SOC 102 and HIS 100

**ANT 324 Religion and Culture (3)** An introduction to the anthropological studies of religions throughout the world. Prerequisites: ANT 112 or SOC 102 or REL 200 or consent of instructor

**ANT 334 Islamic Societies (3)** An introduction to Islamic societies of the Middle East, South, and Southeast Asia. The course will introduce the history and the current trends in the Islamic world. Prerequisite: ANT 112 or SOC 102 or REL 200

**ANT 342 Current Topics in Anthropology (3)** This course will deal with a specialized topic of interest within anthropology. Prerequisite: ANT 112 or SOC 102 or consent of instructor

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

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

## **Athletic Training**

### **Program Description**

Lindenwood University offers a Bachelor of Science degree in Athletic Training. This program is designed to prepare the athletic training students to become Certified Athletic Trainers by enabling them to take the National Athletic Trainers Certification Exam. The student must complete the required coursework and 1500 hours of contact hours with a certified athletic trainer and clinical instructor. The 1500 hours will be completed by the students successfully completing the National Athletic Trainers Association's Athletic Training Clinical Competencies and Proficiencies, the remainder will be completed in field experiences in various athletic training settings. The Athletic Training Program at Lindenwood University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. Each student entering the program is required to have a physical. The candidate will also be required to verify they understand and meet the technical standards or believe that, with certain accommodation, they can meet the standards to be accepted in the program.

Lindenwood University's Athletic Training Program is accredited by the Joint Review Committee on Education Programs in Athletic Training. The degree requirements are:

### **Athletic Training Coursework**

PE 160 First Aid/Sports Injuries/CPR (2)  
PE 200 Health & Nutrition (4)  
AT 293 Clinical Experience I (3)  
AT 295 Introduction to Athletic Training (3)  
AT 290 Introduction to Athletic Training Lab (1)  
AT 301 Therapeutic Exercise & Rehabilitation of Athletic Training Injuries (3)  
AT 390 Therapeutic Exercise lab (1)  
AT 302 Assessment of Athletic Injuries-Lower Body (3)  
AT 303 Assessment of Athletic Injuries-Upper Body (3)  
AT 391 Lower Body Assessment Lab (2)  
AT 392 Upper Body Assessment lab (2)  
AT 393 Clinical Experience II(3)  
AT 394 Clinical Experience III (3)  
PE 310 Kinesiology (3)  
PE 315 Physiology of Exercise (3)  
AT 429 Clinical Experience IV (3)  
AT 430 Therapeutic Modalities (3)  
AT 435 Therapeutic Modalities lab (1)  
AT 431 Organization & Administration of Athletic Training (3)  
AT 432 Pharmacology (3)  
AT 433 Pathology of Non-Orthopedic Injuries & Illnesses (3)  
AT 436 Pathology of Non-Orthopedic Inj. & Illnesses lab (1)  
AT 437 Football Experience (1)  
AT 438 Senior Seminar (1)  
AT 439 Athletic Training Integrating Experience (3)

#### **Math/Science Coursework**

MTH 141 Basic Statistics (3)  
Math Elective (3)  
CHM 100 Concepts in Chemistry (4)  
BIO 100 Concepts in Biology (4)  
BIO 121 Nutrition (3)  
BIO 227 Anatomy & Physiology I (4)  
BIO 228 Anatomy & Physiology II (4)  
See the Biology and Physical Education sections of this catalog for course descriptions.

#### **Courses of Study**

**AT 290 Introduction to Athletic Training Lab (1)** This course is designed as a Lab for AT 295. This course is to be taken concurrently with AT 295.

**AT 293 Clinical Experiences I (1)** The student, under the direct supervision of a Staff Certified Athletic Trainer, will complete game and practice coverage and athletic training room responsibilities. Prerequisite: Must be completed before formal admission into the Athletic Training School.

**AT 295 Introduction to Athletic Training (3)** This course is designed to provide an introduction to the field of athletic training. The course will cover basic knowledge related to the prevention and rehabilitation of athletic injuries.

**AT 301 Therapeutic Exercise and Rehabilitation of Athletic Injuries (3)** This course will study the ways therapeutic exercise can be applied to the treatment of various athletic injuries including modes of strengthening, flexibility improvement, facilitation

techniques, post-operative exercises, muscles testing and functional activities. Prerequisite: AT 295.

**AT 302 Assessment of Athletic Injuries-Lower Body (3)** This course will study the mechanism of injuries and specific orthopedic evaluation to determine injury pathology found in lower body injuries in athletics.

**AT 303 Assessment of Athletic Injuries-Upper body (3)** This course will study the mechanism of injuries and specific orthopedic evaluation to determine injury pathology found in upper body injuries in athletics.

**AT 390 Therapeutic Exercise & Rehabilitation of Athletic Injuries Lab (2)** This course is designed as a Lab for AT 301. This course is to be taken concurrently with AT 301.

**AT 391 Assessment of Athletic Injuries--Lower body Lab (2)** This course is designed as a Lab for AT 302. This course is to be taken concurrently with AT 302.

**AT 392 Assessment of Athletic Injuries--Upper Body Lab (2)** This course is designed as a Lab for AT 303. This course is to be taken concurrently with AT 303.

**AT 393 Clinical Experiences II (1)** The student, under the direct supervision of a Staff Certified Athletic Trainer, will be assigned to a specific team. They will be responsible for providing complete coverage of that team. Prerequisite: Acceptance in the Lindenwood Athletic Training Curriculum.

**AT 394 Clinical Experiences III (1)** The student, under the direct supervision of Staff Certified Athletic Trainer, will be assigned to a specific team. They will be responsible for providing complete coverage of that team. Prerequisite: AT 393.

**AT 429 Clinical Experiences IV (1)** The student, under the direct supervision of a Staff Certified Athletic Trainer, will be assigned to a specific team. They will be responsible for providing complete coverage of that team. Prerequisite: AT 393 and AT 394.

**AT 430 Therapeutic Modalities (3)** The theory and application of hydrotherapy, electrotherapy, thermotherapy, cryotherapy, manual and mechanical techniques for the prevention and care of athletic injuries. Prerequisite: Senior standing.

**AT 431 Organization and Administration of Athletic Training (3)** Examines the various policies and procedures involved with the administration of athletic training. Studies include facility organization and design, legal liability, personnel management, equipment, maintenance, budgeting, record-keeping, health-care services, counseling and public relations. Prerequisite: Senior standing.

**AT 432 Pharmacology (3)** The study of actions and side effects of functional groups of drugs. Attention is given to diet, age and other factors influencing drug response. The discussion of the effects of drugs on athletic performance will also be covered. Prerequisite:

**AT 433 Pathology of Non-Orthopedic Injuries and Illness (3)**

Identification of those injuries and illness not usually observed in an orthopedic type injury. The course will consist of the discussion of symptoms and treatments of viral and bacterial diseases, as well other disabling illnesses and injuries. Some of the topics covered include diabetes, heart diseases, neural disorders and hepatitis. Prerequisite: Senior standing.

**AT 435 Therapeutic Modalities Lab (1)** This course is designed as a Lab for AT 430. It should be taken concurrently with AT 430.

**AT 436 Pathology of Non-Orthopedic Injuries & Illnesses Lab (1)** This course is designed as a Lab for AT 433. This course is to be taken concurrently with AT 433.

**AT 437 Football Experience (1)** This course allows the student to experience the skills needed to administer an athletic training program for a football team. Topics covered include budgeting, field preparation, preseason sports screens, student trainer assignment, practice coverage, injury evaluation and rehabilitation. Prerequisite: Junior standing, AT 301 and 302.

**AT 438 Senior Seminar (1)** Students will discuss their experiences received from their internships provided in their Athletic Training Integrating Experiences. Students will also be responsible for input into the case studies the other student present. Prerequisite: Senior standing. Prerequisite: AT 439.

**AT 439 Athletic Training Integrating Experience (3)** The student will apply the skills and competencies they have learned by doing internships at three different athletic training settings. These settings will be traditional and non-traditional. Prerequisite: AT 438.

**AT 441 Advance Topics in Athletic Training-Ankle (3)** This course is designed to study the ankle joint beyond the basics. In-depth anatomy, biomechanics, advance testing, surgical techniques and advance rehabilitation techniques will be discussed. Prerequisites: Sophomore standing, and AT 302 and 303.

**AT 442 Advance Topics in Athletic Training-Knee (3)** This course is designed to study the knee joint beyond the basics. In-depth anatomy, biomechanics, advance testing, surgical techniques and advance rehabilitation techniques will be discussed. Prerequisites: Sophomore standing, and AT 302 and 303.

**AT 443 Advance Topics in Athletic Training-Shoulder (3)** This course is designed to study the shoulder joint beyond the basics. In-depth anatomy, biomechanics, advance testing, surgical techniques and advance rehabilitation techniques will be discussed. Prerequisites: Sophomore standing, AT 302 and 303.

**AT 444 Advance Topics in Athletic Training-Spine (3)** This course is designed to study the spine beyond the basics. In-depth anatomy, biomechanics, advance testing, surgical techniques and advance rehabilitation techniques will be discussed. Prerequisites: Sophomore standing, AT 302 and 303.

**Art**

**Program Description**

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

The Bachelor of Fine Arts in Studio Art degree requires a minimum of 60 hours within the discipline. The program outline is as follows:

- ART106 2-D Design (3)
- ART108 Color Theory (3)
- ART136 3-D Design(3)
- ART130 Intro. to Drawing(3)
- ART331 Figure Drawing (3)
- ART120 Intro. to Graphic Design and Computer Art(3)
- ART181 Intro. to Photography (3)
- 9 additional hours of ART330 Drawing and/or ART331 Figure Drawing
- 12 hours of Art History which must include ART220 History of Art (3)
- 3 hours of Art History pre-1800 and
- 3 hours of Art History post-1800
- 12 hours of studio art electives
- ART400 Senior Seminar (3)
- ART460 Exhibition (3)

The Bachelor of Fine Arts in Studio Art degree with an Emphasis in Graphic and Computer Art also requires a minimum of 60 hours within the discipline. The program outline is as follows:

- ART106 2-D Design (3)
- ART108 Color Theory (3)
- ART136 3-D Design (3)
- ART130 Intro to Drawing (3)
- 3 hours of ART330 Drawing or ART331 Figure Drawing
- ART220 History of Art (3)
- ART361 Twentieth Century Art/Modern (3)
- ART362 Twentieth Century Art/Contemporary (3)
- ART120 Into to Graphic and Computer Art (3)
- COM355 Desktop Publishing (3)
- ART306 Digital Imaging (3)
- ART308 Vector Graphics (3)
- ART310 Adv. Page Layout (3)
- ART318 Computer Art I (3)
- ART418 Computer Art II (3)
- COM333 Electronic Resources (3)
- COM433 Adv. Web Design (3)
- COM443 Integrated Web Development I (3)
- ART400 Senior Seminar (3)
- ART465 Art Internship (3)

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

The Bachelor of Arts in Studio Art requires a minimum of 48 hours within the discipline. The program outline is as follows:

- ART106 2-D Design (3)
- ART108 Color Theory (3)
- ART136 3-D Design (3)
- ART130 Intro.to Drawing (3)

ART331 Figure Drawing (3)  
ART181 Intro.to Photography (3)  
ART120 Intro.to Graphic Design and Computer Art (3)  
3 additional hours of ART330 Drawing or ART331 Figure Drawing.  
12 hours of Art History which must include ART220 History of Art (3)  
3 hours of art history pre-1800 and  
3 hours of art history post-1800  
9 hours of studio art electives  
ART400 Senior Seminar (3)

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

The Bachelor of Arts in Art History requires a minimum of 48 hours within the discipline. The program outline is as follows:

ART 220 History of Art (3)

ART 106 2-D Design (3)

ART 136 3-D Design (3)

and a choice of ONE of the following four courses:

ART130 Intro. to Drawing (3)

ART 108 Color Theory (3)

ART181 Intro.to Photography (3)

ART120 Intro to Graphic Design and Computer Art (3)

33 hours of upper division art history courses. Of those 33 hours, 6 must be art history classes pre-1800 and 6 must be art history classes post-1800.

ART400 Senior Seminar (3)

Students are also required to satisfy the general education language requirement rather than the cross-cultural requirement by taking 6 hours in Spanish, French, Italian or German.

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

Studio courses numbered at 300-level and above may be repeated one or more times as approved by the faculty advisor.

Consult a member of the Art faculty regarding requirements for double majors and for the minors in Studio Art and Art History.

A minor in Studio Art will generally include 24 credits as follows:

ART106 2-D Design (3)

ART108 Color Theory (3)

ART136 3-D Design (3)

ART130 Intro to Drawing (3)

ART331 Figure Drawing (3)

ART220 History of Art (3)

3 additional hours of ART330 Drawing Or ART331 Figure Drawing

3 hours of Studio Art electives.

The minor in Art History will generally include 24 credits as follows:

ART220 History of Art(3)

An art history elective pre-1800 (3)

An art history elective post-1800 (3)

12 hours of art history electives

3 hours of either ART106 2-D Design or ART 130 Introduction to Drawing.

Programs are available for concentration in Art Education. Contact the Education department about requirements concerning teacher certification.

## Early Access to the MA or MFA Program

With approval of the dean of Fine & Performing Arts/Communication and the provost, students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the MA or MFA degree, but not toward the bachelor's degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking master's-degree credits under this option.

## Courses of Study

**ART 106 Two-Dimensional (2-D) Design (3)** An introductory course in the elements of design applied to a two-dimensional surface. The course will address the variables of these elements as applied to a flat surface. The student will learn how these variables can positively affect the dynamics of these surfaces.

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

**ART 120 Introduction to Graphic Design and Computer Art (3)** This hands-on computer lab course is designed to teach the basic fundamentals and theory of graphic design. Students will be introduced to several programs that are used in the visual communications industry. Students will learn to manipulate photographs, create custom artwork and illustrations, layout pages, and use the computer as a tool to create fine art pieces. Prior experience in the use of computers is helpful but not required.

**ART 130 Introduction to Drawing (3)** An introductory course to drawing in varied media. Problems in rendering objects, perspective, space, and light are presented. Varied media and techniques of drawing are introduced. The course will be offered for art and non-art majors. Sketchbook required.

**ART 136 Three-Dimensional (3-D) Design (3)** An exploration of three dimensional space and design. Problems in the additive and subtractive processes will be concerned with open and closed space, mass, and volume. Basic fabrication skills will be covered. Sketchbooks required. Prerequisite: ART 106. Lab fee may apply.

**ART 181 Introduction to Photography (3)** A course to introduce the student to photography. The course will include a hands-on component on producing and printing black and white photographs. Basic camera and composition skills will be covered. Other aspects of the course will include a discussion of photography as a profession, an historical overview, materials and techniques. Students will need to buy film and photographic paper. Studio fee. A 35mm SLR camera is required.

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

**ART 210 Concepts in Visual Arts (3)** A course for non-art majors that presents a study of selected works in the visual arts by exploring the role of art in society. Emphasis on the creation

and interpretation of works of art in media by examining style, aesthetics, social function and the expression of cultural values. Students will explore the creative process via studio projects.

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

**ART 240 Introduction to Ceramics (3)** An introductory investigation of clay as a medium for creating functional and sculptural forms. Techniques are taught in hand building, glazing, and firing. Other aspects of this course will include a discussion of the historical aspects of ceramics, materials and basic glaze chemistry. The student will become familiar with historical and contemporary ceramics through lectures, exhibits, and visual aids. This course is designed for art and non-art majors. Studio fee.

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

**ART 306 Digital Imaging (3)** This course explores the use of digital imaging applications. Topics such as scanning, image correction and manipulation, resolution and color space requirements, and production practices will be covered. Students will become familiar with the tools, palettes, menus and creative capabilities of the software. This class will utilize lecture, demonstration, discussion, and hands-on experiences. Lab fee. Prerequisite: ART 120.

**ART 308 Vector Graphics (3)** This course explores the use of vector based illustration applications. Students will become familiar with the tools, palettes, menus, and creative capabilities of the software. This class will utilize lecture, demonstration, discussion, and hands-on experiences. Lab fee. Prerequisite: ART 120.

**ART 310 Advanced Page Layout (3)** This advanced course focuses on the design and production aspects of page layout software. This lab-based class will include the study of typography, page design and page architecture. The use of CMYK, spot colors, and paper selection will be reviewed. At the conclusion of this class, the student will be able to conceptualize, design and produce projects for a wide variety of pre-press demands. Additional topics may include: preparing projects for web-based and paper-based distribution, building self-contained high and low resolution files. Lab fee. Prerequisites: COM355, ART106, ART108.

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

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

may apply. Prerequisite: ART 130.

**ART 318 Computer Art I (3)** This course covers the creation of artwork for fine art and commercial purposes. Professional design practices will be stressed. Coursework covers the advanced use of design applications to create portfolio worthy pieces for the student. Assignments will include experimentations with typography, color, and composition, as well as photo-manipulation and illustration. Lab fee. Prerequisites: ART120, ART310, COM433.

**ART 319 Computer Art II (3)** A continuation of ART 318, this course delves more deeply into the intricacies of artwork creation and illustration. Assignments will focus on traditional and digital portfolio development. Coursework will emphasize aesthetic aspects, with instruction and criticism appropriate to the need and level of the individual student. Lab fee. Prerequisite ART 318.

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

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

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

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

**ART 340 Ceramics (3)** Using clay as a three-dimensional medium. Class projects are both functional and sculptural in nature allowing the student to perfect skills in wheel throwing, hand building, kiln firing and more advanced glaze formulation Repeatable for credit. Studio fee. Prerequisites: ART 136, 240 or consent.

**ART 350 Advanced Photography (3)** Advanced course in the exploration of photographic techniques and principles. Students will explore more advanced techniques: including nontraditional photographic techniques, the Zone system for 35mm, toning and bleaching prints, lighting, electronic flash. Emphasis will be placed on the development of individual printing style. Prerequisite: ART 181. Repeatable for credit. Students are required to have a 35mm SLR camera with flash, photographic paper and film. Studio Fee.

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

**ART 355 Intermediate Animation-Lightwave 3D (3)** This hands-



on computer course is designed to teach the basic and intermediate functions of Lightwave 3-D animation software. Students will explore the concepts and capabilities of the program and 3-D animation. Students will also continue to learn the fundamentals of animal and human movement. Other software programs used in the visual communications industry to create 3-D animations for web-sites, video production, computer-based training and the film industry will also be discussed. The course uses computer-based animation techniques and the Macintosh computer platform. Prerequisite: ART 306 or permission.

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

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

**ART 359 American Art (3)** A study of American painting, sculpture, and architecture from the Colonial period to 1900. Prerequisite: ART 220 or consent of the instructor.

**ART 361 Twentieth Century Art/Modern (3)** The development of European and American Art from prior to the start of the twentieth century through the second world war. Stylistic movements such as Fauvism, Symbolism, Expressionism, Realism, Dada and Surrealism through Abstract Expressionism are examined. Prerequisite: ART 220 or permission.

**ART 362 Twentieth Century Art/Contemporary (3)** A study of modern European and American Art from the second world war through the Post Modern era. The development of contemporary art and the contributions made since Abstract Expressionism in the visual arts and architecture are examined. Prerequisite: Art 220 or permission.

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

**ART 364 Non-Western Art (3)** A survey of the major artistic developments in world cultures other than the Greco-Roman-European tradition. Course material may focus on a specific culture, i.e. China, Japan, when identified as a subtitle. Prerequisite: ART 220 or permission.

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

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

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

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

**ART 400 Senior Seminar (3)** This capstone course is designed to help the student position him/herself in the path of an art career through an acquired awareness of his/her own creative direction. Verbal and written articulation of related artistic theories and ideas is the primary focus. Career related topics such as exhibition design and presentation, artwork documentation, resume and self-promotion development, legal and financial basics, etc. are interspersed with theory. Students must enroll in this course during the first semester of their senior year. Prerequisite: senior status.

**ART 406 Applied Art Studio-Advanced Animation (3)** This course is designed to teach the advanced fundamentals of the Lightwave 3-D animation software program. Students will be instructed in the advanced capabilities of the software, animal and human movement and will be introduced to software programs used in the visual communications industry to create 3-D animations for WEB sites, video production, computer-based training, computer gaming and the film industry. Students will be given class assignments that require the use of theoretical and visual concepts and software application. Prerequisite: ART 355 or permission.

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

**ART460 Exhibition (3)** Students working toward the BFA must enroll in this class during the term in which they mount their exhibition and complete their thesis. Prerequisites: senior standing and ART400, or permission.

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

### **Arts Management–Studio Art and Art History**

The Arts Management program with an emphasis in Studio Art and Art History is a multi-disciplinary curriculum. The major requires a minimum of 51 hours as follows: COL 170, BA 200, 210, 330, 350, 360, HSA 300, ART 130, 181, 200, 220, 385, 400 and 12 hours of art electives.

### **Biology**

#### **Program Description**

Degrees offered include the Bachelor of Arts or Bachelor

of Science in Biology, and a Bachelor of Arts in Environmental Biology. A minor in Biology is also available.

## Requirements for the Major in Biology

### Requirements of a Bachelor of Arts Degree:

1. Required courses (31 semester hours) in Biology are as follows:

BIO 251 General Biology I (4)  
BIO 252 General Biology II (4)  
BIO 304 Cell Biology (4)  
BIO 308 Genetics (4)  
BIO 320 Plant Biology (4)

either BIO 362 Adv. Environ. Biol (4)

or BIO 365 General Ecology (4)

BIO 364 Evolution (3)  
BIO 401 Senior Synthesis (3)  
BIO 402 Independent Research (1)

2. Biology electives (14 hours)

3. Other courses from Division of Sciences (19 hours)

CHM 251 General Chemistry I (3)  
CHM 261 General Chemistry I Lab. (2)  
CHM 252 General Chemistry II (3)  
CHM 262 General Chemistry II Lab. (2)  
MTH 141 Basic Statistics (3)  
MTH 151 College Algebra (or proficiency) (3)  
MTH 152 Pre-Calculus and Elementary Functions (3)

### Secondary Education Option

In conjunction with the Education Division, a Unified Science degree with Biology Endorsement is offered for students wishing to pursue a career in secondary education. The required courses in science, mathematics and education (110 semester hours) include:

CHM 251/261 General Chemistry I (5)  
CHM 252/262 General Chemistry II (5)  
BIO 251 General Biology I (4)  
BIO 252 General Biology II (4)  
BIO 227 Human Anat. & Phys. I (4)  
BIO 228 Human Anat. & Phys. II (4)  
BIO 304 Cell Biology (4)  
BIO 308 Genetics (4)  
BIO 320 Plant Biology (4)

either BIO 362 Advanced Environ. Biology (4)

or BIO 365 General Ecology (4)

BIO 364 Evolution (3)  
BIO 401 Senior Synthesis (3)  
BIO 402 Independent Research (1)

either PHY 251 Intro Physics I (4)

or PHY 301 General Physics I (4)

either PHY 252 Intro Physics II (4)

or PHY 302 General Physics II (4)

ESC 100 General Geology (4)  
ESC 110 Meteorology (3)  
ESC 111 Meteorology Lab (1)  
SCI 212 History of Science (3)  
MTH 141 Basic Statistics (3)  
MTH 152 Pre-Calculus (3)  
EDU 110 Orientation & Observation (3)

EDU 301 Human Development (3)

EDU 302 Educational Psychology (3)

EDU 307 Teaching Reading in the

Content Areas (3)

EDU 320 Hist. & Phil. of Education (3)

EDU 321 Middle/High School Classroom

Teaching & Mgmt(3)

EDU 330 Meth. of Teaching Science (3)

EDU 341 Education of the Exceptional Child (3)

EDU 380 Pre-Student Teaching Pract (1)

EDU 410 Student Teaching (12)

### Bachelor of Science Degree:

1. Required courses (31 semester hours) in Biology as follows:

BIO 251 General Biology I (4)

BIO 252 General Biology II (4)

BIO 304 Cell Biology (4)

BIO 308 Genetics (4)

BIO 320 Plant Biology (4)

either BIO 362 Adv. Environ. Biol. (4)

or BIO 365 General Ecology (4)

BIO 364 Evolution (3)

BIO 401 Senior Synthesis (3)

BIO 402 Independent Research (1)

2. Biology electives (14 semester hours)

3. Other courses from Division of Sciences (31 hours)

CHM 251 General Chemistry I (3)

CHM 261 General Chemistry I Lab. (2)

CHM 252 General Chemistry II (3)

CHM 262 General Chemistry II Lab. (2)

CHM 361 Organic Chemistry I (4)

CHM 362 Organic Chemistry II (4)

MTH 141 Basic Statistics (3)

either MTH 271 Calculus I (5)

and MTH 272 Calculus II (5)

or MTH 170 Survey Calculus (3)

and PHY 251 Intro. Physics I (4)

and PHY 252 Intro Physics II (4)

### Requirements for Major in Environmental Biology

#### Bachelor of Arts Degree:

1. Required courses (33 semester hours) in Biology are as follows:

BIO 251 General Biology I (4)

BIO 252 General Biology II (4)

BIO 263 Environmental Policy (3)

BIO 300 Genes & Heredity (4)

BIO 320 Plant Biology (4)

BIO 362 Advanced Environ. Biology (4)

BIO 364 Evolution (3)

BIO 365 General Ecology (4)

BIO 366 Field Biology (3)

2. Focus electives (7 semester hours) to be selected from:

ENV 450, ESC 200 or Biology courses numbered 300 and above

3. Other courses from the Division of Sciences (23 hours):

CHM 251 General Chemistry I (3)  
CHM 261 General Chemistry I Lab. (2)  
CHM 252 General Chemistry II (3)  
CHM262 General Chemistry II Lab. (2)  
ESC 100 General Geology (4)  
ESC 310 Environmental Geology (3)  
MTH 141 Basic Statistics (3)  
MTH 151 College Algebra (or proficiency) (3)

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

CHM 251/261 Gen Chem I + Lab (5)  
CHM 252/262 Gen Chem II + Lab (5)  
BIO 251 General Biology I (4)  
BIO 252 General Biology II (4)  
BIO 304 Cell Biology (4)  
BIO 308 Genetics (4)

Either BIO 364 Evolution (3)  
Or BIO 365 General Ecology (4)  
One 300-400 level biology course

### **Courses of Study**

**BIO 100 Concepts in Biology (4)** Examines mechanisms of evolution, cellular biology, genetics, and ecology with emphasis on scientific methods, historical developments, current applications, and ethical issues. Laboratory activities emphasize classroom learning. Lab fee.

**BIO 106 Modern Topics in Biology (3)** Topics of current interest in biological research are discussed by students and faculty. Various areas of biology will be selected on a rotational basis. For non-majors.

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

**BIO 110 Principles in Biology (3)** Examines mechanisms of evolution, cellular biology, genetics, and ecology with emphasis on scientific methods, historical developments, current applications, and ethical issues

**BIO 111 Introductory Lab Techniques in Biology (3)** Hands-on study of the basic techniques of biological experimentation such as microscopy, reagent preparation, chromatography, electrophoresis, spectrophotometry and centrifugation. Lab fee

**BIO 112 Environmental Biology (4)** For non-majors. A study of the biological systems comprising the biosphere, and those perturbations which would threaten homeostasis of the systems. Lab fee.

**BIO 121 Nutrition (3)** A study of nutrition emphasizing food molecules, their metabolic value and daily allowances. The importance of informed nutritional choices and their effects on health will also be examined..

**BIO 227 Human Anatomy and Physiology I (4)** A study of structure and function in the human body including the following

systems: integumentary, skeletal, skeletal muscle, endocrine, nervous and sensory. Prerequisite: CHM 100 & BIO 100 Lab fee.

**BIO 228 Human Anatomy and Physiology II (4)** A study of structure and function in the human body including: respiratory, cardiovascular, excretory, digestive, reproductive, and immune. Prerequisite: BIO 227. Lab fee.

**BIO 251 General Biology I (4)** The first biology course for majors, introducing: biological molecules; cell structure/ function; genetics; and evolution. Lab activities reinforce lecture concepts, introduce techniques, and model modern scientific inquiry. Prerequisite: CHM 251 Lab fee.

**BIO 252 General Biology II (4)** A study of prokaryotic, protist, fungal, and animal taxonomy and systems from an evolutionary perspective. Prerequisite: BIO 151. Lab fee.

**BIO 263 Environmental Policy (3)** Introduction to development of environmental policy in the US and role of international law. Includes examination of development and implementation of environmental regulations, conservation and municipal management and environmental impacts of regulation. Prerequisite: BIO 252

**BIO 280 Introduction to Clinical Laboratory Science (3)** Introduces students to the laboratory procedures and subject matter of clinical laboratory science. Taught at St. John's Mercy Medical Center. Prerequisite: CHM 251, BIO 251 and permission of instructor.

**BIO 300 Genes & Heredity (4)** Lecture and laboratory course covering gene structure and function, Mendelian genetics, population genetics, and gene technology. Only for students pursuing the B.A. degree in Environmental Biology. Prerequisites: BIO 251, MTH 141 & CHM 252. Lab fee.

**BIO 304 Cell Biology (4)** Examines cellular and subcellular structure, organization, and function with emphasis on relationships between cell structure and the dynamics of the cell. Hands-on laboratory experiments strengthen understanding of these concepts. Prerequisites: BIO 251 and CHM 252. Lab fee.

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

**BIO 308 Genetics (4)** A study of classical and modern genetics, including Mendelian inheritance, the genetic code, gene interactions, gene control, and population genetics. Prerequisite: BIO 304 & MTH 141. Lab fee.

**BIO 313 Immunology (4)** Introduces students to the role of blood cells in the defense of the human body. Cells and organs of the immune system, immune effector mechanisms, and the immune system in health and disease will be covered. In the laboratory, molecular diagnostic techniques are emphasized. Prerequisite: BIO 304. Lab fee.

**BIO 320 Plant Biology (4)** Lecture and laboratory course examines concepts in cell biology, energy transformation, genetics, evolution, ecology, anatomy, reproduction and taxonomic characteristics of plants. Prerequisite: BIO 251. Lab fee.

**BIO 329 Human Physiology (4)** An intensive study of the function and interactions of the systems of the human body. This course will also discuss common disease mechanisms in humans. Prerequisite: BIO 252. Lab fee.

**BIO 330 Comparative Vertebrate Anatomy and Physiology (4)** A study of the structure and function of vertebrate organ systems from an evolutionary perspective. Prerequisite: BIO 252 or permission of instructor. Lab fee.

**BIO 332 Plant Physiology (4)** In depth examination of plant growth and development, including plant cells, biochemistry, development and environmental physiology. Prerequisite: BIO 320. Lab fee

**BIO 343 Invertebrate Zoology (4)** A lecture and laboratory study of invertebrate animal groups with the exception of insects. Emphasis is placed on the ecology, behavior, physiology, and phylogenetic relationships of the taxa. Lab fee. Prerequisite: BIO 252.

**BIO 345 Identification and Taxonomy of the Local Flora (2)** Survey of the flora of St. Charles and surrounding counties with an emphasis on flowering plant taxonomy. Course includes field trips, lecture, and laboratory experience. Lab fee.

**BIO 351 Field Studies in Taxonomy (3-5)** Studies on a taxon of student's choice. Work includes collection, identification, and preservation techniques. Lab fee. Prerequisite: BIO 252 & BIO 320.

**BIO 353 Microbiology (4)** A lecture and laboratory course on parasites of importance to human health and economics. Emphasizes vectors, reservoirs, hosts, and those ecologic and epidemiologic factors associated with disease transmission and prevention. Lab fee. Prerequisite: BIO 252.

**BIO 358 Parasitology (3)** A lecture and laboratory course on parasites of importance to human health and economics. Emphasizes vectors, reservoirs, hosts, and those ecologic and epidemiologic factors associated with disease transmission and prevention. Lab fee. Prerequisite: BIO 252.

**BIO 362 Advanced Environmental Biology (4)** Emphasizes analysis of environmental problems. Basic ecological principles are used to examine problems of human interactions with the ecosphere. Prerequisite: BIO 252 Lab fee.

**BIO 364 Evolution (3)** An in-depth study of evolutionary theory and its implications throughout biology. Topics include: Darwinian Natural Selection; mechanisms of evolutionary change; adaptation; and the history of life on earth. Prerequisite: BIO 300 or 308.

**BIO 365 General Ecology (4)** A study of ecology, including ecosystem dynamics, models of population growth and distribution,

measurement of energy flow and population dynamics. Lab fee. Prerequisite: MTH 141, and BIO 300 or BIO 308.

**BIO 366 Field Biology (3)** This course provides students interested in field biology with the necessary background and tools to carry out field research projects. Students learn to analyze and describe populations and communities of organisms, and the environments in which they are found. Students learn to use mathematical and chemical procedures for analyzing data and samples. Prerequisite: BIO 252 or BIO 112, and MTH 141.

**BIO 370 Wetlands Ecology (3)** Study of wetland ecology, including functional and scale attribute, classification, restoration, conservation and management. Students will learn identification of wetland plants and delineation techniques. Prerequisite: BIO 320, BIO 362 or BIO 365.

**BIO 390 Special Topics in Biology (3-4)** Special topics selected from various areas of biological investigation either of recent or historical origin. Topics differ from year to year. Prerequisite: based on topic requirements.

**BIO 400 Field Research (1-6)** May be repeated. Spring semester. Prerequisite: BIO 366.

**BIO 401 Senior Synthesis (3)** This is the capstone course for Biology majors. Students will assimilate information from prior coursework through a focus on contemporary research literature in biology. Prerequisite: Senior status and permission of instructor.

**BIO 402 Independent Research (1)** May be library or laboratory research. May be repeated. Prerequisite: Permission of instructor.

**BIO 416 Biochemistry (4)** A lecture and laboratory study of the structure and functions of the various chemical constituents of living matter. Emphasis is placed on the relationship between molecular structure and the functional properties of biomolecules, and the dynamic and self-regulating nature of living processes. Prerequisites: CHM 362 & BIO 304 Lab fee.

**BIO 417 Molecular Biology (4)** Covers the fundamental roles of nucleic acids and proteins; the molecular basis of the genetic code; and gene expression with special emphasis on current recombinant DNA & RNA technology. Laboratory experiments will focus on using plasmid vector systems to clone bacterial genes. Lab fee. Prerequisites: BIO 308, 416.

**BIO 426 Developmental Biology (4)** Examines general principles of animal development, including embryology, molecular phenomena of development, and the relationship between development and evolution. Prerequisite: BIO 304. Lab fee.

## **Business Administration Program Description**

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

Merchandising.

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

All Business Administration degree candidates are required to take either MTH 131 or 141 in order to meet their General Education requirement. In addition, all are required to show proficiency in microcomputer applications unless waived by their advisor. COL 170 (Microcomputer Applications) fulfills this requirement.

### Major Requirements

**Accounting-** A total of 27 semester hours of approved accounting courses must be completed for a major in accounting. This 27 hour requirement does not include BA 200 and 201, which are part of the business administration core. The required accounting courses in the major include: BA 300, 301, 305, 400, 401, 402 and 404. In addition, two courses from the following must be taken as accounting electives: BA 302, 361, 403, 405, 406, 409, 427, and 450.

Accounting students aspiring to become CPAs will be required to obtain 150 hours of college credit to meet the Uniform CPA Exam qualifications. Students wishing to meet these requirements should consult with a faculty advisor to discuss the options that are available. Additional information is available in the Graduate Catalog.

**Agribusiness**—A total of 21 semester hours of agribusiness courses must be completed beyond the core requirements for a major in Agribusiness. The required courses after the core include: AG 210, 330 and electives consist of AG 382, 410, 412 and 450.

**Arts Management**—The following courses (54 hours) must be taken for a major in Arts Management with a Fine Arts emphasis: COL 170, BA 200, 210, 330, 350, 360, HSA 300, ART 210, 220, 364, DAN 110, 371, MUS 100, 330, TA 117, 336, 371 and 372. In order to ensure that the student meets the 42-hour graduation requirement for upper-level courses, a minimum of 12 credit hours in general education or free elective classes should be at the 300-400 level.

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

**Finance**—A total of 21 semester hours of approved finance courses must be completed beyond the core requirements for a major in finance. The required finance courses to be taken after the core include: BA 312, 323, and 325. Recommended electives for those on a Corporate Finance track include: BA 300, 301, 401, 423, and 427. Recommended electives for those on a Financial Services track include: BA 326, 328, 401 and 425. Other electives include: BA 313, 324, 422 and 428.

**International Business**—A total of 42 semester hours must be completed for this major. The program is as follows: BA 200, 201, 211, 212, 240, 320, 330, 350, 430, 470, PS 300, 350, and two elective courses chosen from courses with International Business

Emphasis. See International Studies for other international programs.

**Management Information Systems**—A total of 21 semester hours of approved management information systems courses must be completed beyond the core requirements for a major in management information systems. The required management information systems courses to be taken after the core include: BA 342, 347, 441, and 442. In addition, three courses from the following must be taken as management information systems electives: BA 305, 340, 341, 343, 449 or Advanced Web Design COM 433.

**Marketing**—A total of 24 semester hours of approved sales/marketing courses must be completed beyond the core requirements for a major in marketing. The required marketing courses to be taken after the core include: BA 355, 356, 357, 358, and 453. In addition three courses from the following must be taken as sales/marketing electives: BA 351, 451, 452, 458, or BRM 171, 260, 353, 372, 454, 461.

**Retail Merchandising**—A total of 24 semester hours of retail merchandising courses must be completed beyond the core requirements for a major in retail merchandising. The required retail merchandising courses to be taken after the core include: BRM 171, 260, 353, 355, 357, 372, 373, 461 and optional electives consist of: BRM 451, 458, 465, BA 351, 356, 452, and 453.

### Concentrations are available in the following:

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

### Requirements for the Minor in Business Administration

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

### Early Access to the MBA Program

With approval of the Dean of Management and the Provost, semester students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the MBA degree, but not toward the bachelor's degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking MBA credits under this option.

### Courses of Study

#### General Business

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

## **Accounting**

**BA 200 Principles of Financial Accounting (3)** Study of accounting information framework used by organizations to collect, maintain, and report financial information. Special emphasis is given to transaction analysis and the resulting effect on the accounting equation. Considerable time is spent on financial statement analysis and use by its outside users. Prerequisite: Sophomore status recommended.

**BA 201 Principles of Managerial Accounting (3)** The development, analysis, interpretation, and communication of financial information designed to assist managers in achieving the goals of an organization. Topics include discussions about different cost accumulation systems, cost management systems, activity-based costing and management, and planning and control. Prerequisite: BA 200.

**BA 202 Accounting Cycle Analysis (3)** This course is designed to focus on the more technical aspects of the accounting cycle and is intended for a student wishing to pursue a major in accounting. Prerequisite: BA 200.

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

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

**BA 305 Accounting Information Systems (3)** A study of the role information managers play in the development and use of event-driven information systems. Topics discussed will include the use of modeling to determine value-added activities within an organization, the identification of risks and corresponding controls developed by an organization, and the design of an integrated relational database to support the information processes of the organization. Prerequisites: BA 201 and BA 240.

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

**BA 401 Income Tax (3)** Survey of conceptual framework of federal and state income tax as applicable to businesses and individuals. Emphasis on determining and controlling the tax consequences of business and personal decisions. Compliance addressed but emphasis on planning and concepts. Prerequisite: BA 201, 320.

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

**BA 403 Managerial Accounting (3)** The development and use of accounting information for decision-making purposes. The

course will emphasize the development of financial information for management’s use in the decision-making process. Topics will include internal reporting techniques, cost-volume-profit analysis, relevant cost, capital budgeting and management planning and control. Prerequisite: BA 201.

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

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

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

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

**BA 427 Financial Statement Analysis (3)** A detailed case study of techniques and procedures for analyzing financial statements of corporations within different industries. Prerequisites: BA 300 or 323.

## **Agribusiness**

**AG 210 Economics of Agriculture (3)** Economic concepts that relate to agriculture with a focus on pricing, subsidies, purely competitive markets and governmental farming programs.

**AG 330 Principles of Agribusiness Management (3)** The understanding of agriculture organizations and the decision-making skills required in agriculture management. Examination of the basic functions of planning, organizing, and controlling management. The planning goals, forecasting, weather issues, genetics, and environmental concerns are investigated.

**AG 382 Food and Agriculture Product Retailing (3)** Explores the retail operation of food and agriculture products; including planning, promotion, merchandising, and expense control.

**AG 410 Agricultural Law (3)** Governmental legal issues as related to agricultural, including property rights, subsidies, Department of Agriculture and contract law.

**AG 412 Agricultural Commodity Markets (3)** Study of the history and structure of commodity markets, including futures contracts, indices, and exchanges.

## **Business Law**

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

**BA 361 Business Law II (3)** Governmental regulation of business,

(Corporations, Partnerships, Limited Liability Companies); Selected Articles of the Uniform Commercial Code (Sales, Commercial Paper, Secured Transactions); Real Property and Estates; Bankruptcy; and Insurance. Prerequisite: BA 360 or permission.

**BA 460 Sport Law (3)** A study of the law as it pertains to the three main divisions in sports: amateur, professional and international. Issues addressed are governing bodies, governmental regulations, agents, contracts, labor relations, torts and social responsibility.

### **Economics**

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

**BA 211 Principles of Microeconomics (3)** Introduction to economic concepts, relationships and institutions related to individual and firm decision-making. Supply, demand and opportunity cost are used to analyze individual and firm actions in a market framework. Pre- or co-requisite: MTH 131 or MTH 141. Please note: This course is part of the core business administration requirements. BA 210 may not be substituted.

**BA 212 Principles of Macroeconomics (3)** Introduction to basic economic concepts, relationships and institutions related to the aggregate economy. Keynesian analysis used to analyze the effect of fiscal and monetary policy actions on employment, output and prices. Prerequisite: BA 211. Please note: This course is part of the core business administration requirements. BA 210 may not be substituted.

**BA 311 Managerial Economics (3)** Explores theory of firm decision making applicable to organizations in various market environments through an applications-based approach, economic theory is integrated with other business administration disciplines. Prerequisites: BA 211 and 212. MTH 152 recommended.

**BA 312 Money and Banking (3)** Extends macroeconomic policy analysis with emphasis on the role of financial markets, financial institutions and the monetary authority. Topics covered include the money markets, bond markets, interest rates, monetary authority, financial market structure and macroeconomic policy. Prerequisite: BA 212 and 320.

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

**BA 315 International Business and Economic Development**

**(3)** Examination of the major theories of economic development as they apply to different societies around the world. The role of the multinational corporation in promoting economic development will be assessed. Prerequisite: BA 210 or 212.

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

**BA 383 Economics and the Environment (3)** A one-semester introduction to the economics of environmental and natural resource problems. The course covers: externalities, public goods and property rights; economics of pollution control--air pollution, global climate change, water pollution; principles of cost-benefit analysis and risk assessment; and natural resource economics--renewable and non-renewable resources. Prerequisite: BA 211,

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

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

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

### **Finance**

**BA 312 Money and Banking (3)** Extends macroeconomic policy analysis with emphasis on the role of financial markets, financial institutions and the monetary authority. Topics include money, interest rates, monetary authority, financial market structure and macroeconomic policy. Prerequisite: BA 212 and BA 320.

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

**BA 320 Principles of Finance (3)** The fundamentals of financial management including 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 212, and, or concurrent with BA 201.

**BA 323 Corporate Finance I (3)** In-depth examination of issues and techniques of financial management, including financial statement analysis, financial planning, financial markets and

institutions, securities valuation, cost of capital and capital budgeting. Prerequisite: BA 320 or the equivalent.

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

**BA 325 Investments I (3)** Survey of the basics of investing with an emphasis on common stocks. Students are required to prepare a report on an investment in an assigned company based on economic, industry and company-specific factors. Prerequisite: BA 320 or the equivalent.

**BA 326 Consumer Finance (3)** Surveying the economic factors and personal decisions that affect financial well-being. Cash and credit management, taxes, major expenditures, insurance, investments, and retirement and estate planning. Emphasis on practical knowledge for personal financial management and serving customers of the banking, brokerage, insurance and other consumer finance industries. Prerequisites: BA 320.

**BA 328 Risk & Insurance (3)** Survey of the area of risk and insurance. Examines the concepts of risk, the nature of the insurance device, and the principles of risk management. Life insurance, health insurance, property and liability insurance, and social insurance are treated in terms of their relationship to the wide range of insurable risks to which the individual and the business firm are exposed. Prerequisite: BA 320.

**BA 401 Income Tax (3)** Survey of conceptual framework of federal and state income tax as applicable to businesses and individuals. Emphasis on determining the tax consequences of business and personal decisions and controlling those consequences. Compliance addressed but emphasis is on planning and concepts. Prerequisite: BA 320.

**BA 422 Financial Institution Management (3)** A study of asset and liability management for financial institutions. The effect of regulations and laws on the management of financial institutions. Prerequisites: BA 312, 320.

**BA 423 Corporate Finance II (3)** Continuation of BA 323 Corporate Finance I. Capital structure decisions, financing decisions, working capital management, short-term financing, mergers and acquisitions, and multinational financial management. Prerequisites: BA 323 or the equivalent.

**BA 425 Investments II (3)** Continuation of BA 325 Investments I. Coverage of fixed income securities, mutual funds, commodities, derivative securities and portfolio management. Students are required to construct a model portfolio for an individual or institution as a final project. Prerequisites: BA 325 or the equivalent.

**BA 427 Financial Statement Analysis (3)** A detailed case study of techniques and procedures for analyzing financial statements of corporations within different industries. Prerequisites: BA 300 or 323

**BA 428 Seminar in Finance (3)** An application of finance theory to case studies on special financial problems such as international

finance, small business finance, the timing of financial policy and optimum capital structure. Prerequisites: Senior standing and BA 312, BA 323, and BA325.

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

### **Management**

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

**BA 331/HRM 332 Organizational Behavior and Development (3)** Development of knowledge and skill in the application of behavioral science theories and concepts to organizational processes and problems. Emphasis is on small group, intra-personal, interpersonal, inter-group, managerial, and organizational issues and problems. Prerequisite: BA 330.

**BA 332/HRM 330 Human Resource Management (3)** Examination of human resource functions related to business organizations including techniques of recruitment, training development, compensation, placement, safety, labor-management relations, team formation and employee security. Students will develop an understanding of the relationship of human resources to legal matters, relevant research pertinent to human resource evaluation, and the relationship of human resources to other departments within an organization.

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

**BA 336/HRM 331 Labor Management Relations (3)** Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, NLRB role and major labor acts. Prerequisite: BA 332, HRM 330, or equivalent.

**BA 337/HRM 333 Human Resources Development (3)** Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, evaluation and testing. Prerequisite: BA 331, HRM 332, or equivalent.

**BA 338/HRM 410 Personnel Law (3)** Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation, and



record-keeping requirements. Prerequisites: BA 332, HRM330, or equivalent.

### **BA 339/HRM 411 Compensation and Salary Administration**

**(3)** Examination of pay structures, pay systems, parity, comparable worth, the relationship between pay and performance, internal and external equity, executive pay, benefits, and legal issues. Prerequisite: BA 332, HRM 330, or equivalent.

**BA 430 Management Policy (3)** This class will examine how a business sets its strategy, implements and evaluates that strategy in order to compete globally. This is the capstone course for all business majors and draws on the information and skills developed throughout the core business courses. Examinations and case study analysis serve to reinforce the integration of the core business program with the degree. Prerequisite: Senior level and completion of business core.

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

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

**BA 438/HRM 412 Human Resource Issues (3)** This course uses the case study method wherein the student is required to analyze, synthesize, and present the case information to the class. Prerequisite: Business or HRM major and senior standing.

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

### **International Business**

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

**BA 471 International Risk and Politics (3)** Determination and assessment of factors of risk in international business ventures from this course, to include analysis of domestic and foreign constraints imposed by the political and economic environment of

multinational business operations. Special emphasis is given to the means of identifying, evaluating, and neutralizing risks related to international law, hyper-inflationary economics, nationalization of assets, revolution, war and inconvertibility of currency. The roles of governments in heightening and reducing risk also studied for their impact upon international business. Prerequisite: Junior Standing.

**BA 472 International Management (3)** Organizing, staffing, and managing the international enterprise constitute the core subject matter of this course. Problems for international or multinational business begins when pricing, investment, financing, production, and similar decisions that affect foreign subsidiaries are considered by the parent firm. Particular concerns are the adaptation of management to culture, adapting methods to local conditions and attitudes, and agreements in contracts. Prerequisite: BA 330.

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

### **Entrepreneurial Studies**

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

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

### **Management Information Systems**

**BA 240 Introduction to Information Systems (3)** This course covers basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics discussed include hardware, software, communications and networking, database management and systems development methodologies. Issues of computer crime and computer ethics will also be addressed. The concepts of the course are illustrated by the use of a spreadsheet, presentation graphics and word processing software on microcomputer, as well as programming in Visual Basic. World Wide Web exercises are incorporated into the course material.

**BA 305 Accounting Information Systems (3)** A study of the role information managers play in the development and use of event-driven information systems. Topics discussed will include the use of modeling to determine value-added activities within an organization, the identification of risks and corresponding controls

developed by an organization, and the design of an integrated relational database to support the information processes of the organization. Prerequisites: BA 201 and BA 240.

**COM 433 Advanced Web Page Design (3)** A lab-based course designed to familiarize students with advanced forms of Web page design and implementation, with focus on developing skills useful in the contemporary, internet capable work environment. Topics covered will include tables, forms, Cascading Style Sheets, JavaScript and server-side programming techniques. Prerequisite: COM 333 or Web page design experience.

**BA 340 COBOL Programming I (3)** Computer programming for business applications in structured COBOL in a PC environment. Applications using sequential file techniques are written, compiled and executed on a microcomputer. Prerequisite: BA 240 or permission of instructor, BA 342 or any other programming course.

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

**BA 342 Programming in Visual Basic (3)** Focuses on developing Windows applications using Visual Basic. Students learn to build Visual Basic.Net applications with multiple forms and dialog boxes, create menus and sub-menus for program control, and access database files. Essentials of Visual Basic.Net environment are presented including objects, properties, methods and code structures. Prerequisite: BA 240.

**BA 343 Information Systems Programming in C++ (3)** This course is designed to provide working knowledge of object-oriented programming using C++ as the language of implementation. The student will learn the basic concepts of object-oriented programming and object-oriented software design. The fundamental control structures of C and C++ will be presented. How to build objects using classes and to define operations on objects will be taught along with the use of predefined classes in C++. Prerequisite: BA 342 or any other programming course.

**BA 347 Advanced Programming in Visual Basic (3)** Continuation of application development in Visual Basic .Net with emphasis on writing database programs and creation of class modules. Prerequisite: BA 342.

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

and completion of General Education Math coursework.

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

**BA 442 Information Systems Analysis and Design (3)** Tools and methods of systems analysis and design as well as issues relating to systems implementation are presented. Coverage includes a review of the traditional life cycle methodology, along with newer methods used in the field. The course will expose students to computer aided system development tools. Prerequisite: BA 441 or CSC 305.

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

**BA 449 Special Topics in Management Information Systems (1-6)** Various subject areas of current interest to information system professionals are explored. May include coverage of Web-based programming in Java, operating systems and new emerging technologies. Prerequisite: Permission of instructor. BA 342 or equivalent.

### **Marketing**

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

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

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

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

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

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

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

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

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

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

**BA 458 International Marketing (3)** An extensive analysis of the marketing mix and how it can be standardized for transnational markets. Techniques used to identify potential markets of products and/or services in the global marketplace. Prerequisite: BA 350.

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

### **Internships**

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

### **Mortuary Management**

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

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

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

**BA 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 332/HRM 330 Human Resource Management (3)** Examination of human resource functions related to business organizations including techniques of recruiting, training, development, compensation, placement, safety, labor-management relations, team formation and employee security. Students will develop an understanding of the relationship of human resources to legal matters, relevant research pertinent to human resource evaluation, and the relationship of human resources to other departments within the organization.

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

**BA 458 International Marketing (3)**

**COL 170 Microcomputer Applications (3)**

**BA 430 Management Policy (3)** Examine the process for the setting of business objectives, strategy selection, implementation and evaluation in a competitive global economy. The students will

develop the ability to conduct both an external and an internal organizational analysis and to demonstrate an understanding of strategy, strategic management and its processes using the case study methodology. This course is the capstone course for all business students and draws on the information and skills developed throughout the core business courses.

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

### **Retail Merchandising**

**BRM 171 Introduction to Retailing (3)** A survey of the interrelationships of industries and services that comprise the field of retailing. Included are topics relating to product development, retail distribution, store planning, promotional activities, merchandising practices, organizational structure, and expense control

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

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

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

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

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

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

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

**BRM 454 Corporate Culture and Socialization (3)** This course is designed to introduce students to the world of corporate culture and socialization. At the conclusion of this class the students will have been exposed to topics within three main areas: communications, interpersonal skills, and corporate dress. Subtopics within the three main areas include networking, interview preparation, appropriate body language, social conversation, dinner etiquette, and the psychology of corporate dress. Prerequisite: BA 350.

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

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

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

## **Chemistry**

### **Program Description**

The Chemistry Department offers:

1. a Bachelor of Arts in Chemistry,
2. a Bachelor of Science in Chemistry,
3. a Bachelor of Science with concentration in Biochemistry,

and

4. a minor in Chemistry.

These degrees may be used as a Pre-Professional program for those students wishing to apply for medical, dental, optometry or veterinary schools. The bachelor of science with concentration in Biochemistry is well suited for this purpose offering a number of the chemistry, math and biology courses required by the professional schools.

### **Education Option**

In conjunction with the Education Division, a Chemistry degree with a Unified Science Endorsement is offered for those students wishing to pursue a career in secondary science education. See "Requirements for Unified Science" below.

1. Required courses (28 hours) in major as follows:

CHM 251 General Chemistry I(3)  
CHM 252 General Chemistry II (3)  
CHM 261 General Chemistry I Laboratory (2)  
CHM 262 General Chemistry II Laboratory (2)  
CHM 351 Analytical Chemistry (5)  
CHM 361 Organic Chemistry I (4)  
CHM 362 Organic Chemistry II (4)  
CHM 375 Instrumental Analysis (5)  
or CHM 471 Physical Chemistry I (4)  
CHM 490 Chemistry Seminar (1)

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

3. Additional required courses in the division of science(18 hours):

MTH 271 Calculus I (5)  
MTH 272 Calculus II (5)  
PHY 301 General Physics I (4)  
PHY 302 General Physics II (4)  
or

PHY 251 Introductory Physics I (4)  
PHY 252 Introductory Physics II (4)

### **Requirements for the Bachelor of Science**

1. Required courses in major (40 hours):  
CHM 251 General Chemistry I (3)

CHM 252 General Chemistry II (3)  
CHM 261 General Chemistry I Laboratory (2)  
CHM 262 General Chemistry II Laboratory (2)  
CHM 351 Analytical Chemistry (5)  
CHM 361 Organic Chemistry I (4)  
CHM 362 Organic Chemistry II (4)  
CHM 375 Instrumental Analysis (5)  
CHM 441 Inorganic Chemistry (3)  
CHM 471 Physical Chemistry I (3)  
CHM 472 Physical Chemistry II (3)  
CHM 490 Chemistry Seminar (1)  
CHM 473 Physical Chemistry Lab (2)

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

3. Additional required courses in the division of science (18 hours)

MTH 271 Calculus I (5)  
MTH 272 Calculus II (5)  
PHY 301 General Physics I (4)  
PHY 302 General Physics II (4)

In addition, MTH 303 Calculus III is strongly recommended.

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

(This degree will also prepare students for professional studies in the health sciences.)

1. Required courses (28 hours) in major as follows:

CHM 251 General Chemistry I (3)  
CHM 252 General Chemistry II (3)  
CHM 261 General Chemistry I Laboratory (2)  
CHM 262 General Chemistry II Laboratory (2)  
CHM 351 Analytical Chemistry (5)  
CHM 361 Organic Chemistry I (4)  
CHM 362 Organic Chemistry II (4)  
CHM 490 Chemistry Seminar (1)  
CHM 471 Physical Chemistry I (3)

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

BIO 251 General Biology I (4)  
BIO 252 General Biology II (4)  
BIO 304 Cell Biology (4)  
BIO 316 Biochemistry (4)

3. Additional required courses in the division of science (18 hours)

MTH 271 Calculus I (5)  
MTH 272 Calculus II (5)  
PHY 301 General Physics I (4)  
PHY 302 General Physics II (4)  
or  
PHY 251 Introductory Physics I (4)  
PHY 252 Introductory Physics II (4)

### **Requirements for the Minor in Chemistry**

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

CHM 251 General Chemistry I (3)  
CHM 252 General Chemistry II (3)  
CHM 261 General Chemistry I Laboratory (2)  
CHM 262 General Chemistry II Laboratory (2)  
CHM 351 Analytical Chemistry (5)  
CHM 361 Organic Chemistry I (4)

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

### **Requirements for Chemistry with a Unified Science Endorsement**

1. Required courses in Chemistry (36 hours):

CHM 251 General Chemistry I (3)  
CHM 252 General Chemistry II (3)  
CHM 261 General Chemistry I Laboratory(2)  
CHM 262 General Chemistry II Laboratory (2)  
CHM 111 Environmental Science (3)  
CHM 351 Analytical Chemistry (5)  
CHM 352 Instrumental Analysis (5)  
CHM 361 Organic Chemistry I (4)  
CHM 362 Organic Chemistry II (4)  
CHM 471 Physical Chemistry I (3)  
CHM 490 Chemistry Seminar (1)

2. Required courses in other areas of science (31 hours)

BIO 251 General Biology I (4)  
BIO 252 General Biology II (4)  
BIO 112 Environmental Biology (4)  
or  
BIO 362 Ad Environmental Biology (4)  
PHY 301 General Physics I (4)  
PHY 302 General Physics II (4)  
or  
PHY 251 Introductory Physics I (4)  
PHY 252 Introductory Physics II (4)  
ESC 100 Physical Geology (4)  
ESC 110 Intr to Meteorology (4)  
SCI 212 History of Science (3)

3. Required Education Courses (36):

EDU 110 Orientation to Ed. (3)  
EDU 301 Human Development (3)  
EDU 302 Educational Psychology (3)  
EDU 307 Teaching Reading in the Content Areas (3)  
EDU 320 History and Philosophy of Education (3)  
EDU 321 Middle/High School Classroom Teaching & Management (3)  
EDU 330 Methods of Teaching Science (3)  
EDU 341 Education of the Exceptional Child (3)  
EDU 380 Pre-Student Teaching Practicum (1)  
EDU 410 Student Teaching (12)

### **Courses of Study**

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

**CHM 101 The World of Chemistry (3)** A journey through the exciting world of chemistry. The foundations of chemical structures and their behaviors are explored through a combination of lectures and videos. The emphasis will be on the understanding of the principles of chemistry and their application to items in our current daily experiences. This is a course for non-science majors.

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

**CHM 111 Environmental Science (3)** An introductory course on global environmental issues with an emphasis on chemistry. There is a need to understand the scientific principles along with social, political, and economic background as we address topics such as air and water qualities, energy resources, waste management, and toxicology.

**CHM 251 General Chemistry I (3)** A systematic treatment of the principles of chemistry. Topics include atomic structure, chemical bonding, classification of the elements, physical properties of gases and solution chemistry. CHM 261 must be taken concurrently with this course. Prerequisite: 2 years of high school algebra or MTH 151.

**CHM 252 General Chemistry II (3)** A continuation of CHM 151. Topics include stoichiometry, solutions, thermodynamics, kinetics, equilibria, and classification of the elements. CHM 162 must be taken concurrently with this course. Prerequisite: Grade of C or better in CHM 251 or permission of instructor.

**CHM 261 General Chemistry I Laboratory (2)** Course consists of one 2-hour laboratory period and one discussion meeting per week. Laboratory includes hands-on experimental procedures of general chemistry phenomena. Discussion focuses on mastery of chemistry concepts through class participation and group work. Must be taken concurrently with CHM 251. Lab fee.

**CHM 262 General Chemistry II Laboratory (2)** Course consists of one 2-hour laboratory period and one discussion meeting per week. Laboratory includes hands-on experimental procedures of general chemistry phenomena. Discussion focuses on mastery of chemistry concepts through class participation and group work. Must be taken concurrently with CHM 252. Lab fee.

**CHM 301 Industrial Chemistry (3)** An examination of the principles of chemistry as applied to the manufacture of large quantities of chemicals. Topics will include material and energy balances, flow charts, environmental concerns and the importance of patents in industry. Prerequisite: CHM 252.

**CHM 311 Applications in Forensic Science (3)** Course covers the theory and applications of basic methods of forensic science including: physical properties of glass, soil, hair, fiber and paint;

analytical techniques involving chemical analysis of drugs, alcohol, and bodily fluids; and techniques in DNA fingerprinting and ballistic analysis. Prerequisite: C or better in CHM 252 or instructor permission.

**CHM 343 Coordination Chemistry (2)** A laboratory course covering modern coordination chemistry, The central theme is inorganic coordination chemistry, with emphasis on a variety of common analytical instrumental techniques which are fundamental in the characterization of inorganic compounds. Prerequisites: CHM 252 and consent of the instructor. Lab fee.

**CHM 351 Analytical Chemistry (5)** The study of different quantitative analytical techniques such as gravimetric, volumetric and chromatographic methods of analysis. Laboratory work is included Prerequisite: CHM 252. . Lab fee.

**CHM 361 Organic Chemistry I (4)** A systematic study of the nomenclature, structures, properties and reactions of organic compounds with emphasis upon the principles by which chemists predict the properties and reactions of organic compounds. Prerequisite: CHM 252. Lab fee.

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

**CHM 363 Biochemistry (4)** A study of the structure and function of the various chemical constituents of living matter. Laboratory work is included. Lab fee. Prerequisites: CHM 362 and BIO 304.

**CHM 371 Instrumental Analysis (5)** The study of instrumental methods of chemical analysis including spectroscopy, electrochemistry and thermal analysis as well as separation techniques. Emphasis is upon principles of the techniques and their applications rather than black box approaches. Laboratory work included. Prerequisite: CHM 351 or concurrent and CHM 361. Lab fee.

**CHM 382 Chemical Equilibria (3)** A study of chemical systems in equilibrium and the use of equilibrium constants of several types in calculating the extent to which reactions occur. Prerequisites: CHM 252 and consent of instructor.

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

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

**CHM 401 Inorganic Chemistry (3)** The chemistry of non-

transitional elements including non-metals and noble gases, emphasizing the periodic character of properties of these elements and the relationship between various physical and structural properties with the type of chemical bonding employed by the various elemental groups. Prerequisite: CHM 362 and Junior standing.

### **CHM 402 Inorganic Chemistry of Transition Elements (3)**

The chemistry of transition metals, emphasizing the unusual bonding properties, stereochemistry, and relationship to reactivity. The study includes organo-metallics, catalysis, and biologically important coordination compounds. Prerequisite: CHM 362 and Junior standing.

### **CHM 403 Coordination Chemistry (2)**

A laboratory course covering modern coordination chemistry. The central theme is inorganic coordination chemistry, with emphasis on a variety of common analytical instrumental techniques that are fundamental in the characterization of inorganic compounds. To be taken concurrently with CHM 401 or CHM 402. Lab fee

### **CHM 471 Physical Chemistry I (4)**

A theoretical and mathematical study of chemical properties and the methods of predicting physical and chemical changes. The principles of thermodynamics are emphasized. Prerequisites: CHM 361, MTH 272 and PHY 302 (or PHY 252).

### **CHM 472 Physical Chemistry II (4)**

A continuation of CHM 471 with emphasis upon chemical kinetics and quantum chemistry as means of explaining and predicting chemical behavior. Prerequisite: CHM 471.

### **CHM 473 Physical Chemistry Lab (2)**

Laboratory course focusing on data acquisition and statistical analysis of thermodynamic and kinetic data. To be taken concurrently with CHM 472. Prerequisite: C or better in CHM 471 Lab fee

### **CHM 474 Chemical Dynamics (3)**

A study of both the empirical and the theoretical treatment of chemical reaction rates and the mechanisms that can be devised from them, plus specific treatment of gaseous and atomic reactions, reactions in solution and very rapid reactions. Prerequisites: CHM 361, 471 and MTH 272

### **CHM 490 Seminar (1)**

Course will provide background for the retrieval of information from the expanse of chemical literature. The course will prepare the student for library research on a topic selected jointly by the student and instructor. Student will present the paper to students and faculty. Prerequisite: Junior or senior status and consent of instructor

## **Christian Ministry Studies**

### **Program Description**

Students may earn a Bachelor of Arts in Christian Ministry Studies, with either of three concentrations: Pastoral Ministry, Youth Ministry or Missions and Social Justice. This program is designed for students who sense or desire to explore a call to Christian Ministry to serve in a church, parachurch, or denominational setting. It is also beneficial for students who want a thorough knowledge of

the Bible, theology, and practical ministry training as preparation for seminary or graduate study. This major requires the completion of 57 semester hours.

### **Pastoral Ministry**

A concentration in Pastoral Ministry prepares the student for service in the role of pastor or associate pastor in a local church setting, or in parachurch or denominational positions requiring skills and expertise commonly associated with pastoral ministries. Specific requirements for the degree include: REL 100 or 200, 202, 210, 211, 300, 325, CMS 101, 115, 120, 251, 301, 310, 330 or 340, 306, 307, 460. Three additional classes of 3 credit hours each must be taken from the following: CMS 110, 221, 305, 315, 321, 330 or 340, 311, 312, 351, 380, REL 100, 160/360, 200, HSA 360, BA 200, 330, 350.

### **Youth Ministry Concentration**

A concentration in Youth Ministry prepares the student for service in the role of Youth Pastor (or student minister) in a local church setting, or in parachurch or denominational positions requiring skills and expertise commonly associated with youth ministry. Specific requirements for the degree include: REL 100 or 200, 202, 210, 211, 300, 325, CMS 120, 201, 251, 301, 302, 310, 350, 351, 461. Four additional classes of 3 credit hours each must be taken from the following list: CMS 101, 110, 115, 221, 305, 315, 321, 330 or 340, 311, 312, 348, 380, REL 100, 160/360, 200, HSA 360, BA 200, 330, 350, PSY 201.

### **Missions and Social Justice Concentration**

A concentration in Missions and Social Justice prepares students for service in Christian mission work through denominational or parachurch mission sending organizations. It is also beneficial for students wanting a thorough knowledge of the Bible, theology and practical ministry training in preparation for graduate school or seminary training. Specific requirements for the degree include: REL 100/200, 202, 210, 211, 300, 325; CMS 101, 110, 115, 120, 251, 301, 310, 330 or 340, 462. Four additional classes of 3 credit hours each must be taken from the following: CMS 115, 221, 305, 315, 321, 330/340, 311, 312, 351, 375, 380, REL 100, 160/360, 200, ANT 112, HSA 360, BA 200, 330, 350.

### **Courses of Study**

**CMS 101 – Disciplines of the Christian Life (3)** This course examines the basic habits or disciplines necessary for cultivating spiritual stability and strength in the life of a believer in Jesus Christ. Issues such as personal Bible study, prayer and private devotions, financial stewardship, fasting, confronting temptations and trials, and sharing one's faith will be addressed, with attention being given to great writings of Christian authors in these various areas

**CMS 110 Introduction to Christian Missions (3)** A study of the biblical foundations, history, and philosophy of missions. Special attention will be given to insights from the modern mission era and the challenges of contextualization.

**CMS 115 Personal Evangelism (3)** A study of the personal presentation of the Gospel message, including a review of the

biblical basis of evangelism.

**CMS 120 Introduction to Christian Theology (3)** An overview of the foundational teachings of Christianity, approached from a faith perspective. Attention will be given to theology proper (doctrine of God), Christology, (including His person and work), pneumatology (doctrine of the Holy Spirit), anthropology (doctrine of humanity), ecclesiology (doctrine of the church), soteriology (doctrine of salvation), doctrine of revelation, and eschatology (doctrine of the end times). Some attention will be given to the historical development of doctrine, significant theological controversies, and theological distinctives between various denominations and faith perspectives within evangelical Christianity.

**CMS 201 Principles of Youth Ministry (3)** Defining and examining the age of adolescence, a brief history of the origin and growth of student ministries, and orientation to principles and strategies necessary for successful adolescent ministry programming.

**CMS 221 – Doctrine of Salvation and Doctrine of Humanity (3)** A survey of the biblical teachings concerning salvation, as well as the historical development of various schools of thought. Attention will be given to the issues of eternal security, the extent of the atonement, and the work of the Holy Spirit in the conversion process. Additionally, a survey of the biblical teachings concerning human beings in relation to God, creation, and other humans. Attention will be given to the understandings of anthropology in the teachings of several major theologians of the church. Contemporary views of human nature will be discussed and evaluated. Prerequisite: CMS120.

**CMS 251 – Professional Orientation (3)** Students will focus on their call to ministry, examining personal growth and commitment. Goal setting, time and financial management, and strategic planning will be emphasized, with special attention given to the challenge of learning to adapt to different leadership styles, church decision-making, etc. Students will learn to write a professional resume.

**CMS 301 Hermeneutics (3)** A study of the principles of biblical interpretation. Attention will be given to the historical, geographical, linguistic, and cultural settings of the Bible. Prevalent hermeneutical errors will be identified and addressed. Significant attention will also be given to the doctrines of revelation, biblical inspiration, and biblical authority.

**CMS 302 Models of Youth Ministry (3)** An overview of different ministry models with a pragmatic approach to successful program design and implementation. Fundamental elements of administration and management will be explored.

**CMS 305 Principles of Youth Camping (3)** A study of the biblical/theological basis for ministry beyond the church walls for Millennials in the “owned” stage of faith development. The student will gain skills and knowledge necessary to plan, implement, and assess off-site camping ministry events, and to biblically interpret the message of the cosmos. Topics will include risk management, transportation, legal and liability concerns, insurance, first aid and medical concerns, preparations, equipment, food, locations, wilderness ethics, sexuality issues, relevant recreational activities,

and spiritual guidance. Special emphasis is placed on a biblical doctrine of nature, the “witness of creation,” and the wilderness experience as curriculum. The highlight of the course will be a backpacking hike in the Wilderness Areas of Colorado as a laboratory experience.

**CMS 306 Pastoral Ministry (3)** An introduction study of the principles and practices of pastoral leadership in the local church. An examination of the nature and tasks of Christian leadership, with an emphasis on the multiple roles of pastoral ministry.

**CMS 307 Church Administration (3)** A survey of effective methods of administration within the local church context. The wide range of differences in church polity and decision-making will be examined. Contemporary corporate management models applied to church life will be considered.

**CMS 310 Oral Communication in Ministry (3)** A study of sermon/lesson construction and delivery. Attention will be given to principles of successful communication, platform techniques, use of analogy and illustration, and general speaking qualifications within the context of cultural appropriateness.

**CMS 311 Church History: Early Church Fathers to the Reformation (3)** An historical and critical study of the history of the Christian church, from the second century A.D. to the Reformation.

**CMS 312 Church History: Renaissance and Reformation (3)** A historical and critical study of the history of the Christian church during the era of the Renaissance and the Reformation.

**CMS 321 – Doctrine of the Triune God (3)** The doctrine of God the Father, God the Holy Spirit, and God the Son, each considered from the perspectives of biblical, historical, and systematic theology, with special attention to current issues. (Prerequisite: CMS120).

**CMS 330 New Testament Book Study (3)** A study of a selected book in the New Testament based on the English text. (May be taken more than once for credit if a different book is studied.)

**CMS 340 Old Testament Book Study (3)** A study of a selected book in the Old Testament based on the English text. (May be taken more than once for credit if a different book is studied.)

**CMS 348 Youth and Family Ministry (3)** A comprehensive examination of the adolescent in context with the family dynamic. This course will not only examine the traditional home, but will also investigate the non-traditional home. Special attention will be given to providing strategies and resources to parents. Additionally, special attention will be given to enable the student to develop skills needed in identifying and connecting with “at risk” children. Special attention will be given to behavior and learning disorders, conflict resolution, temperament, and group dynamic.

**CMS 350 Evangelism and Discipleship in Youth Ministry (3)** This course explores and evaluates techniques in evangelism with special attention given to “campus ministry,” working with school officials, and legal issues. Additionally, principles and methods



of developing spiritual maturity will be examined, with special emphases on curriculum development and interactive, learner-based teaching.

**CMS 351 Leadership Development (3)** An overview of basic leadership principles as applied to Christian ministry, formulating an organized system of recruitment, accountability, training, encouragement, motivation and vision casting.

**CMS 380 Special Topics** A concentrated study of topics relevant to the preparation for ministry. For example, courses in traditional and contemporary worship may be offered. This course may be repeated. Prerequisites will be noted in the course listing.

**CMS 460 Pastoral Ministry Internship (3)** This internship will allow the student to partner with a local pastor, both observing and doing ministry in the context of a local congregation, thus facilitating a mentoring relationship as well as enhancing the students skills and spiritual giftedness. It will be a supervised field experience at an approved site.

**CMS 461 Youth Ministry Internship (3)** This internship will focus on both the programming and leadership aspects of Youth Ministry, and is a supervised field experience at an approved site.

**CMS 470 Missions Internship/Laboratory (3)** In addition to a review of Christian missions, this course places students in actual missions settings for “hands on” laboratory experience. The exact location will be determined according to individual student vocational expectations.

## **Communication Program Description**

Undergraduate degrees are offered in Corporate Communication, Multimedia Design Communication, Advertising and Media, Professional Writing, and Mass Communication with a variety of emphases or concentrations.

All students majoring in Corporate Communication, Multimedia Production Communication, and Advertising and Media must complete a portfolio. Faculty advisors will review the specific requirements with the students well in advance of their senior year. An evaluation of the portfolio will be completed in COM 460 (Senior Communication Seminar) and will constitute a portion of the student’s grade in that class.

### **Corporate Communication**

The Bachelor of Arts in Corporate Communication (48 hours) requires the following courses: COM 130, 154, 242, 302, 303, 305, 307, 327, 333, 460, BA 330, 350, 358, 452 and PSY 333. Three credit hours are also required in activity/experiential coursework and must be selected from COM 301 and/or 450.

### **Multimedia Design Communication**

The Bachelor of Arts in Multimedia Design Communication consists of 51 hours requiring the following courses: ART 106, 108, 120, 310.51, 310.53 COM 154, 305, 307, 320, 321, 333, 342, 357, 405, 433, 443, 444, 450, BA 350.

### **Advertising and Media**

The Bachelor of Arts in Advertising and Media consists of 48 hours requiring the following courses: COM 130, 151, 154, 302, 305, 307, 327, 333, 335, 360, 401, 427, 460, BA 350, 358, 452.

### **Professional Writing**

The Bachelor of Arts in Professional Writing consists of 49 hours requiring the following courses: COM 130, 242, 303, 304, 305, 307, 327, 401, ENG 211, 212, 302, 311, 340, 358, 391, 470 and either ENG 291 or 292.

### **Mass Communication**

The Bachelor of Arts in Mass Communication consists of between 48 and 54 hours. The following courses (33 hours) constitute the core for all the areas of emphases: COM 130, 151, 154, 242, 301, 302, 307, 327, 333, 401 and 460. An additional activity/experiential component will be selected from COM 301 or 450. Specialized coursework will determine a major emphasis in Radio/TV (COM 256, 301, 304, 333, 352, 357, 360); Radio (COM 301, 304, 352, 360); Television (COM 256, 301, 304, 354, 360); Electronic Journalism (COM 304, 305, 360, 433); Media Management and Sales (COM 303, 360, BA 350 and one from COM 427, BA 355 or 358); Public Relations (COM 303, 305, 427, and BA 452) or Sports Information (COM 301, 305, PE 410 and BA 452).

### **Minor in Communication**

A minor in Communication requires the following courses: (24 hours) COM 130, 242, 303, 305, 327, 333 and 6 hours of Communication electives.

### **Early Access to the MA or MS Program**

With approval from the Dean of Fine & Performing Arts/Communication and the Provost, students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the M.A. degree in Communication, but not toward the bachelor’s degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking M.A. credits under this option.

### **Courses of Study**

**COM 105 Group Dynamics and Effective Speaking (3)** This course is designed to teach participants various interpersonal skills pertinent to one-on-one, small group and large group communication. Topics covered will include: “reading” the audience, non-verbal communication, the rules of etiquette and appropriate dress, effective use of the voice, the phonetic alphabet, and group dynamics. Students will be required to make a series of formal and informal presentations in class.

**COM 110 Fundamentals of Oral Communication (3)** Introduction of theories and techniques of non-written communication in business and society. Topics include: the nature of human communication, listening skills, interpersonal communication, nonverbal communication, small-group communication, and public speaking. Students will participate in communication activities, as well as research, organize and present formal speeches.

**COM 120 American Dialect for International Students (3)** This course is for international students for whom English is a second language. The course will assist them in learning general American sounds, words, and phrases. In addition, the course will increase English vocabulary to an acceptable level. Emphasis will be placed on reading from textbooks and for pleasure.

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

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

**COM 154 Video Production (3)** Theory and practice of video production techniques. An examination of basic program types, equipment operation, staff organization, script writing, and studio production problems. Laboratory work in fundamental video productions. Lab fee. Prerequisite: COM 130 or concurrent.

**COM 242 Basic Reporting (3)** An analysis of the role of the reporter in communicating public intelligence. Laboratory work will stress basic news gathering, reporting and writing techniques. Prerequisites: ENG 170, COM 130.

**COM 256 Production for Television (3)** A laboratory environment is used to develop planning, scripting, shooting, directing, editing, budgeting and studio skills to produce a program for television or cable broadcast. Lab fee. Prerequisite: COM 154, 307.

**COM 301 Applied Mass Communication (3)** Staff assignments in campus-related media with a term involvement of 45-70 work hours. The course is designed to give students practical experience in the media. Repeatable. Assignments include the following:

Radio (prerequisites: COM 130, 151)

Video (prerequisites: COM 130, 154)

Public Relations (prerequisites: COM 130, 242)

Publications (prerequisites: COM 242, 305)

Sports Information (prerequisites: COM 130, 242)

**COM 302 Seminar in Professional Practice and Ethics (3)** Class discussions include ethical questions within the communications industry and the affects of media on society. In addition to lectures and material from the text, the course will include guest speakers, films/videos in which media ethics play an important role, and group exercises designed to stimulate moral imaginations. Prerequisites: ENG 170, COM 130, and Junior Standing.

**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 170.

**COM 304 Broadcast Newswriting (3)** A lab course in the preparation and presentation of newscasts and special news programs. Consideration of reporting, interviewing, documentaries and special events. Prerequisites: ENG 170, COM 130, 151 and 242.

**COM 305 Desktop Publishing (3)** A hands-on exploration of computer assisted techniques of editing, design, graphic production and layout of publications. Study will include magazines, newspapers, brochures, yearbooks and other business publications. Lab fee.

**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 170, COM 130, 151 and 154.

**COM 315 Argumentation and Debate (3)** The study of the argumentation process and its usage in daily communications, advertising, politics, and speech writing. Debate includes selection and development of material for presentation in the formal debate. Formal debate techniques are examined as well as procedures for organizing and coaching debate teams. Prerequisite: ENG 170. Suggested prerequisite: COM 105 or 110.

**COM 320 Digital Imaging (3)** This course explores the use digital imaging applications. Topics such as scanning, image correction and manipulation, resolution and color space requirements, and production practices will be covered. Students will become familiar with the tools, palettes, menus and creative capabilities of the software. This class will utilize lecture, demonstration, discussion, and hands-on experiences. Lab fee. Prerequisites: ART 120 or by permission.

**COM 321 Vector Graphics (3)** This course explores the use vector based illustration applications. Students will become familiar with the tools, palettes, menus and creative capabilities of the software. This class will utilize lecture, demonstration, discussion, and hands-on experiences. Lab fee. Prerequisites: ART 120 or by permission.

**COM 327 Media Literacy (3)** In this course, students will focus on the cognitive, emotional, moral, and aesthetic influences of the media. (Radio, Film, TV, Multimedia and the Internet). Higher levels of media literacy can give students more options and control over their beliefs and behaviors. Prerequisite: ENG 170.

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

**COM 335 Buying and Selling Media (3)** An in-depth study of the

process of researching the cost effectiveness of the various media as advertising tools. The course examines the processes of media buying and the methods of selling radio, television, newspaper, magazine, and cyberspace advertising. Prerequisites: COM 327.

**COM 340 Television Sports Production I (3)** An experiential study in the basic skills of sports television production and broadcasting from planning to post-production. The course is offered in conjunction with LUHE-TV's coverage of Lindenwood Athletics and the scheduled assigned work will be determined by the Lindenwood Athletic calendar. Prerequisites: COM 154

**COM 341 Television Sports Production II (3)** An experiential study in the intermediate skills of sports television production and broadcasting from planning to post-production. The course is offered in conjunction with LUHE-TV's coverage of Lindenwood Athletics and the scheduled assigned work will be determined by the Lindenwood Athletic calendar. Prerequisites: COM 154, COM 340.

**COM 342 Television Sports Production III (3)** An experiential study in the advanced skills of sports television production and broadcasting from planning to post-production. The course is offered in conjunction with LUHE-TV's coverage of Lindenwood Athletics and the scheduled assigned work will be determined by the Lindenwood Athletic calendar. Prerequisites: COM 154, COM 340 and COM 341. May be repeated with departmental permission.

**COM 343 Television News Production I (3)** An experiential study in the basic skills of television news production. This course combines theory and practice as students learn the essentials in writing, producing, directing and performing. Course work includes both in-studio and field production. Prerequisites: COM 154

**COM 344 Television News Production II (3)** An experiential study in the intermediate skills of television news production. This course combines theory and practice as students learn news writing, producing, directing and performing. Course work includes both in-studio and field production. Prerequisites: COM 154, COM 343

**COM 345 Television News Production III (3)** An experiential study in the advanced skills of television news production. This course gives students the opportunity to learn the complexities of managing and scheduling crews by serving as an Executive Producer. Course work includes both in-studio and field production. Prerequisites: COM 154, COM 343, COM 344. May be repeated with departmental permission.

**COM 346 Television Fine Arts Production I (3)** An experiential study in the basic skills of television fine arts production. Students are introduced to the unique issues involved in recording and televising artistic presentations from varied venues. Course work will include producing television broadcasts of Lindenwood theatre and musical presentations. Prerequisites: COM 154

**COM 347 Television Fine Arts Production II (3)** An experiential

study in the intermediate skills of television fine arts production. Emphasis is given to the special lighting and audio needs of staged artistic presentation and the importance of production planning. Course work will include producing television broadcasts of Lindenwood theatre and musical presentations. Prerequisites: COM 154, COM 346

**COM 348 Television Fine Arts Production III (3)** An experiential study in the intermediate skills of television fine arts production. This course gives students the opportunity to learn the complexities of managing, scheduling crews and working with theatrical producers. Course work will include producing television broadcasts of Lindenwood theatre and musical presentations. Prerequisites: COM 154, COM 346, COM 347

**COM 351 Audio for Fine Arts (3)** A course in sound design for non-broadcast majors. Students will develop skills in computer-based audio editing using professional-level software. They will also learn techniques for using sound systems to maximize acoustics and enhance performance venues. Topics will include music editing for accompaniment and dance, sound editing for theatre, and the basic operation and uses of sound systems. Lab fee.

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

**COM 354 Advanced Video (3)** This course trains students as producers and directors of visual media. Students will learn to maximize production value when shooting on location. Planning, scripting, budgeting, shooting, and editing skills will be developed and applied to the production of a professional-quality video project. Lab fee. Prerequisite: COM 154, 307.

**COM 357 Intermediate Non-linear Video Editing (3)** This hands-on computer course is designed to advance the student's editing skills using non-linear editing systems. Instruction will also include the integration of video, graphics and audio imported from other multimedia production programs. Students will be instructed in the use of editing software and will be given class assignments that require practical application of theories and software. Lab fee. Prerequisites: COM 154.

**COM 360 Media Management (3)** An examination of various media industry operations. Students will focus on management theories and practices, fundamentals in financial administration, and human resources. Emphasis includes understanding and use of media research, effective marketing strategies and costs, FCC rules and regulations, and broadcast engineering and ownership. Prerequisites: ENG 170, COM 130, 151, and/or 154, and junior standing.

**COM 370 History of Film (3)** A study of the historical perspective of film from the efforts of early American and European filmmakers through the works of contemporary artists around the world. Emphasis will be placed on the art of film making, and its reflection of culture. Films would include works from Griffith, Eisenstein,

Truffaut, Bergman, Kurosawa, and others. Open to all students.

**COM 386 Special Topics (1-3)** A course designed to offer a variety of topics in Communication and Multimedia. May be repeated as topics vary. Lab fee may be required. Prerequisite: COM 130 or permission.

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

**COM 404 Managerial and Corporate Communication (3)** The theory and practice of managerial communication in the corporate and nonprofit organizational environment, with emphasis on writing, speaking, and group communication. Topics will include small group communication, leadership, problem solving and organizational barriers to effective communication for management. Students will complete both formal reports and oral presentations, as well as letters and memos. Prerequisite: COM 303 or permission.

**COM 427 Advertising Campaign Management (3)** A comprehensive study of the processes involved in the development and deployment of successful advertising campaigns. The class will focus on the conceptualization, planning, budgeting, project timeline development and measurements of success and other stages of these campaigns. Creating a media plan, market segmentation overview and analysis of response rate are part of this class. An understanding of expectations, investment and return on investment will be reviewed as well. Prerequisites: COM 327, 401, 360 and BA 350.

**COM 433 Advanced Web Design (3)** This is a laboratory-based course in which students will sharpen their existing HTML/page-building skills by completing exercises in newly-developed and advanced forms of layout and coding. Subjects covered include Cascading, Style Sheets, JavaScript, and compliance with W3 consortium standards. Lab fee. Prerequisite: COM 333 or permission.

**COM 442 Professional Copywriting (3)** A focused examination of the special skills required in writing for public relations and marketing communications programs. Emphases will include planning and executing written documents for both advertising and publicity placement. Students will be encouraged to select organizational clients both within and outside the college and to compose work of professional quality sufficient to warrant inclusion in a professional portfolio and to gain organizational support for its publication/placement. Prerequisites: COM 242 and 307.

**COM 443 Integrated Web Development I (3)** A laboratory-based course during which students learn complex web design skills through special projects and exercises. Emphasis is given to on-line animation and the manipulation of both vector and bitmap images to create graphics and interactivity. Students will also learn the skills of graphics file management. Lab Fee. Prerequisite: COM 333, COM 433 or by permission.

**COM 444 Integrated Web Development I I (3)** A laboratory-based course during which students learn complex web design skills through special projects and exercises. Work is done in web develop software with concentration on advanced tools such as code editing, modularize user interfaces, and distribution applications. Considerable emphasis is given to web services, enterprise applications that transfer and exchange data, automate processes, and share tasks over the Internet. Lab Fee. Prerequisite: COM 333, COM 433, COM 444 or by permission.

**COM 450 Advanced Page Layout (3)** This advanced class focuses on the design and production aspects of page layout software. This lab-based class will include the study typography, page design, and page architecture. The use of CMYK, and paper selection will be reviewed. At the conclusion of this class the student will be able to conceptualize, design, produce and develop specifications for a wide variety of pre-press demands. Additional topics may include: preparing projects for web-based and paper-based distribution, building self-contained high and low resolution files. Lab Fee. Prerequisite: COM 355 Desktop Publishing, Digital Imaging, Vector Graphics.

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

## **Computer Science Program Description**

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

The Bachelor of Science degree in Computer Science requires the completion of 69 hours consisting of: CSC 100, 144, 184, 200, 255, 305, 321, 360, 402, 403, 406, and two computer science electives numbered 300 or above. Also required are MTH 271, 272, 303, 315, and PHY 301, 302.

The Bachelor of Arts degree in Computer Science requires the completion of 51 hours consisting of: CSC 100, 144, 184, 200, 255, 305, 360, 402, 403, 406 and two Computer Science electives numbered 300 or above. Also MTH 141, 271, and 315 are required.

The minor in Computer Science requires the completion of 20 hours consisting of: CSC 100, 144, 184, 360 and two Computer Science electives numbered 300 or above.

The Bachelor of Science degree in Computer Information Systems requires the completion of 62 hours consisting of: CSC 100 (or BA 240), CSC 144, 184, 305, 320, 340, 402, 425, 447 and 6 hours of BA, CSC, or MTH electives numbered 300 or higher. Also required are: MTH 141 and 170, BA 200, 201, 210, 330, 331, and 442.

A student majoring in Computer Science may also participate in a dual degree program in Engineering. See the Pre-Engineering section of this catalog for more information.

## Cooperative Education Program

Cooperative Education credit is available to selected undergraduate students in Computer Science. Participation in the program is on a voluntary basis, allowing a student to earn up to nine hours of credit. This program affords the student the opportunity to integrate work experience with academic experience. The Cooperative Education Program is a partnership between the student, Lindenwood University, and the employer. Participation in the program greatly increases a student's opportunities for employment after graduation.

To be eligible for the program, the student must complete the freshman year, have a minimum 2.8 grade point average, currently have a good-standing status at the college and receive the recommendation of the Computer Science Faculty. For further information contact your academic advisor.

## Courses of Study

**CSC 100 Introduction to Computer Science (3)** This course provides the student with a general orientation to computer science, including a basic understanding of the components of a computer and how they function. It will introduce the student to the process of program development and provide the student with an overview of computer operations to include the operating system, basic networking and telecommunications. Other topics covered include number systems, file management, data organization, and an introduction to the C++ programming.

**CSC 144 Computer Science I (4)** Introduction to problem solving using the C++ programming language. Topics include algorithm and program development, syntax of C++, input/output statements, file I/O, assignment operations, conditional iteration statements, statements, functions, and single dimensional array processing. Additional topics may be added if time permits. Prerequisite: Credit or concurrent enrollment in CSC 100.

**CSC 184 Computer Science II (4)** This course is a continuation of CSC 144. Topics include multidimensional array processing, character manipulation, elementary searching and sorting techniques, structures, and classes to include overloading, and pointers. Prerequisite: CSC 144 with a grade of C or better.

**CSC 290 Discrete Structures I (3)** See MTH 290.

**CSC 221 Language Workshop (3-4)** A workshop in one of several programming languages available. Topics include the structure of programs, control structures, functions, data types, string operations, and special topics appropriate to the language being studied. Students write several programs in the selected language during the course of the workshop. This course may be repeated for credit. Languages include Scheme, Perl, and FORTRAN. Prerequisite: C or better in CSC 184.

**CSC 255 Assembly Language Programming (3)** This course is an investigation of the logical basis of a particular computer from

the programmer's viewpoint. Topics covered include machine representation of numbers and characters, instruction formats, machine operations and organization, and addressing techniques. Students will write programs using the Assembly Language. Prerequisite: Completion of CSC 144 with a grade of C or better.

**CSC 305 Principles of Database Systems (3)** Designed to give an overview of the major themes of database theory, design and manipulation. Concepts and techniques of structuring data on secondary storage devices, file processing, and database organization will be introduced. The network and hierarchical models will be discussed, but attention will be paid to application of database systems, conceptual modeling, the relational data model, and relational algebra. Prerequisite: C or better in CSC 184.

**CSC 320 UNIX Workshop (3)** A workshop in the fundamentals of the UNIX/LINUX operating system. Topics covered will include using shells, text editing, file system structure, file system security, file system processing-processes, electronic mail, networking, shell programming, software development tools, system administration, window managers and desktop managers. Prerequisite: C or better in CSC 184.

**CSC 321 Discrete Structures II (3)** See MTH 321.

**CSC 340 COBOL Programming (3)** This course addresses programming in a business-oriented environment. It focuses on developing applications for business use. The student will learn how to work with sequential files, control breaks and data validation, 144 interactive input and output, sequential updates, table processing and index file processing. Prerequisite: C or better in CSC 184

**CSC 360 Data Structures and Algorithms (3)** This course continues the study of data structures and algorithms begun in CSC 184. Topics covered include: stacks, queues, linked lists, and trees. Also included are recursion, graphs, and hashing techniques. Various representations of data structures will be reviewed. Prerequisites: C or better in CSC 184.

**CSC 380 Telecommunications and Computer Networking (3)** Theoretical foundation necessary for understanding telecommunication and networking is the main focus of this course. Students will learn to define the components required for successful communications, identify various sending and receiving devices, understand the various topologies and communications technologies and differentiate between a local area network and wide area network. Prerequisite: C or better in CSC 184.

**CSC 402 Object Oriented Programming (4)** This course explores the object oriented paradigm using the JAVA or Visual Basic programming languages. Topics include the structure of the language, control structures, functions, data types, Object Oriented Programs, Data Files, Sub Procedures, Accessing databases and creation of multiple forms, radio buttons, check boxes, drop down lists, scroll bars, list boxes and combo boxes. May be repeated for credit in different languages. Prerequisite: C or better in CSC 184.

**CSC 403 Computer Architecture (3)** The course deals with the

hardware software interface. The course includes topics in computer performance, computer organization and structure, machine language, computer arithmetic, assembly language, addressing techniques, program segmentation and linkage, the assembly and linking process, the fundamentals of digital logic, sequential processor design and performance, and the memory hierarchy. Prerequisite: C or better in CSC 255 and CSC 360.

**CSC 405 Computer Graphics (3)** A first course in computer graphics. Topics include: graphics systems and packages, output primitives and their attributes, two-dimensional geometric transformations and viewing, structures and hierarchical modeling, graphical user interfaces, and interactive input methods. Additional topics may include: three dimensional object representations, three dimensional geometric and modeling transformations, visible-surface detection methods, illumination models and surface rendering methods, color models and applications, and computer animation. Prerequisite: C or better in CSC 184.

**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, deadlock, concurrency and security issues. Prerequisite: C or better in CSC 255

**CSC 408 Organization of Programming Languages (3)** This course is designed to give the student a deep, hands-on understanding of the essential concepts of programming languages. Techniques developed lead to the creation of scanners, parsers and compilers. Prerequisites: C or better in CSC 184 and 255.

**CSC 409 Topics in Computer Science (3)** This course explores selected emerging issues and topics in the field of computer science. Topics may include: Software Engineering, Human Factors in Software Design, Computers and Society, Complexity Theory, Concurrent/Parallel programming, Artificial Intelligence, Expert Systems, Computer Simulations and Operations Research. The course may be repeated one time for credit. Prerequisite: CSC 360 plus 6 credit hours of CSC courses numbered 300 or higher.

**CSC 425 Advanced Database Design (3)** This course is the continuation of CSC 305. Topics include: database application design, multi-user databases and enterprise database processing. This course is project oriented will include experience in functioning in a project group, meeting users, writing requirements documents, and implementing the requirements document into a functional database. Prerequisites: C or better in CSC 305.

**CSC 447 Project Management and Practice (3)** This course prepares the student for planning, scheduling and controlling the activities during the System Development Life Cycle. The focus of this course is the specific role of the Project Manager which will include time management, cost estimation, order of activities and determination of the responsible parties involved in the process. Prerequisite: CSC 305.

**CSC 451, 452, 453 Cooperative Education in Computer Science (3)** These courses give a student the opportunity to earn academic

credit in a planned learning process that integrates academic training with supervised work experience. This course may be taken on a pass/fail basis. Prerequisite: Acceptance into the Lindenwood Computer Science Cooperative Education Program.

## **Criminal Justice**

### **Program Description**

Criminal Justice refers to the agencies of government charged with the enforcement of law, the adjudication of crime, and the correction of criminal conduct. The Criminal Justice system is essentially an instrument of social control. Only the Criminal Justice system maintains the power to control crime and punish criminals.

The Criminal Justice degree prepares students to enter the work force with a Generalist degree or with a specified Concentration in Criminal Justice. The major in Criminal Justice may earn a BA or BS degree. The BA requires a minimum of 39 hours, with 27 hours from the Core group and 12 hours from the General Elective Group. Students seeking a Criminal Justice degree with a Concentration must complete the 27 hours in the Core group and 18 hours within one of six Concentration groups. Special Note: The Forensics/Criminalistics Concentration requires completion of all courses in the Concentration group in addition to the Core. The Concentration groups are Law Enforcement, Legal Studies, Forensics/Criminalistics, Forensics/Crime Scene, Corrections/Probation & Parole, and Corrections/Juvenile.

The BS degree requires an additional 12-13 hours in Natural Science and Mathematics beyond the BA degree requirement and 3 semester hours in Research Methodology.

### **A Minor in Criminal Justice**

Students may earn a Criminal Justice minor by completing CJ200, CJ210, and three additional courses from the following list: CJ300, CJ301, CJ305, CJ310, CJ311, CJ321 or CJ340.

### **Core Group**

- CJ 200 Criminology (3)
- CJ 210 Criminal Justice Systems (3)
- CJ 300 Policing (3)
- CJ 301 Criminal Procedure (3)
- CJ 305 Corrections (3)
- CJ 310 Criminal Law (3)
- CJ 311 The Juvenile Justice System (3)
- CJ 331 Forensic Investigations (3)
- CJ 440 Senior Seminar in Criminal Justice (3)

### **General Elective Group**

- CJ 321 White-Collar Crime (3)
- CJ 340 Special Topics in Criminal Justice (1-3)
- SOC 315 Alcohol, Drugs, & Society
- SOC 318 Race and Ethnicity (3)
- SOC 322 Social Deviance (3)
- SS 310 Social Science Statistics (3)
- PSY 201 Psychology of Adolescence (3)
- PSY 303 Abnormal Psychology (3)
- PHL 215 Logic (3)
- PHL 260 Philosophy of Law (3)
- PS 335 Public Management (3)

PS 360 Civil Liberties (3)  
BA 200 Financial/Managerial Accounting I (3)  
BA 330 Principles of Management (3)  
SW 110 Introduction to Social Work (3)  
SW 280 Human Behavior in Social Environment (3)  
SW 310 Social Work Practice (3)

### **Criminal Justice Concentration Groups**

#### **Law Enforcement (18)**

CJ 340 Special Topics in Criminal Justice (1-3)  
SOC 315 Alcohol, Drugs, & Society  
PSY 303 Abnormal Psychology (3)  
SW 110 Social Work (3)  
SW 240 Human Diversity & Social Justice (3)  
COM 240 Interviewing (3)  
COL 170 Microcomputer (3)  
MS 102 Leadership (3)  
CJ 450 Internship (3-6)

#### **Legal Studies (18)**

CJ 340 Special Topics (1-3)  
PHL 215 Logic (3)  
ENG 212 Intro. Technical & Professional Writing (3)  
COM 101 Communication (3)  
BA 360-361 Business Law (3)  
PS 311 Constitutional Law (3)  
PS 360 Civil Liberties (3)  
SW 240 Human Diversity & Social Justice (3)  
SW 320 Social Welfare Policy & Services I (3)  
CJ 450 Internship (3-6)

#### **Forensics Criminalistics (39)**

Note: This concentration requires completion of all courses listed below. Courses marked with an asterisk will fulfill the General Education requirements in Science and Mathematics.

CJ 331 Forensic Investigation (3)  
CHM 191/CJ 331 Applications in Forensic Science (3)  
CHM 251/261\* General Chemistry I (5)  
CHM 252/262 General Chemistry II (5)  
CHM 351 Analytical Chemistry (5)  
CHM 361 Organic Chemistry (4)  
BIO 100\* Concepts in Biology (4)  
OR BIO 251\* General Biology I (4)  
BIO 227 Anatomy & Physiology (4)  
MTH 151\* College Algebra (3)  
CJ 450 Internship (3-6)

#### **Forensics/Crime Scene (18)**

ART 181 Photography (3)  
COL 170 Microcomputers (3)  
CJ 340 Special Topics Crime Scene Investigations(1-3)  
CJ 331 Forensic Investigations (3)  
CHM 191/CJ 343 Applications in Forensic Science (3)  
MTH 141 Statistics (3)  
ENG 212 Intro. Technical & Professional Writing (3)  
COM 240 Interviewing (3)  
SW 240 Human Diversity & Social Justice (3)  
COL 111 Library Research (3)

CJ 450 Internship (3-6)

#### **Corrections/Probation and Parole (18)**

MS 102 Leadership (3)  
COM 240 Interviewing (3)  
PSY 303 Abnormal Psychology (3)  
SOC 315 Alcohol/Drugs (3)  
PS 318 Public Policy (3)  
SW 240 Human Diversity & Social Justice (3)  
SW 315 Drugs/Alcohol (3)  
HSA 350 Management (3)  
CJ 450 Internship (3-6)

#### **Corrections/Juvenile (18)**

PSY 201 Psychology of Adolescence (3)  
PSY 303 Abnormal Psychology (3)  
SW 110 Introduction to Social Work (3)  
SW 240 Human Diversity & Social Justice (3)  
SW 280 Human Behavior (3)  
SOC 220 Social Problems (3)  
SW 315 Drugs/Alcohol (3)  
HSA 100 Human Service Agencies (3)  
COL 450 Community Service (1)  
CJ 450 Internship (3-6)

#### **Courses of Study**

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

**CJ210 Criminal Justice Systems(3)**A survey of various institutions by which the criminal justice system is administered— police, the legal profession, the courts, and penal institutions—including an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

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

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

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

**CJ 310 Criminal Law (3)** Analysis of the purposes and sources of the criminal law. Examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed.

A consideration of defenses to criminal liability is also undertaken. Prerequisite: CJ 210 or permission of instructor, and sophomore standing.

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

**CJ 321 White-Collar Crime (3)** This course will attempt to define White-Collar Crime. White-collar crimes do not leave a chalk outline on the sidewalk or blood-splatter on the wall, so the American public often overlooks the violent aspects of elite deviance. Additionally, this course will address the costs of White-Collar Crime, unsafe consumer products, institutional corruption, religious fraud, and environmental crimes. Prerequisite: CJ 210, Junior standing and permission.

**CJ 331 Forensic Investigations (3)** Because no two crimes are identical, even if they are committed by the same person, each investigation is unique. Investigators need not have superhuman reasoning ability. They must, however, proceed in an orderly, systematic way, gathering facts to analyze and evaluate. This course will allow students via a multidisciplinary format to attempt to solve a violent crime through the application of forensic tools and methodologies. Applications include: CAD crime-scene sketches, computer-generated composites, blood-splatter analysis, Forensic Entomology, Forensic Anthropology, Forensic Odontology, and crime scene contamination. Prerequisites: CJ 340 Crime Scene Investigations, Junior standing and permission.

**CJ 340 Special Topics in Criminal Justice (1-3)** This course will deal with a specialized topic in criminal justice. Subject areas will change from time to time to reflect relevant issues within the field of criminal justice. Possible topical fields may be drawn from such areas as comparative criminal justice, victimology, the history of criminal justice, white collar crime, ethics in criminal justice, crime scene investigations, gangs, organized crime, Cybercrimes, quantitative and qualitative research methods, probation and parole, comparative CJ systems and criminal profiling. The particular topic to be addressed will be announced and a course description provided at the time of registration. Prerequisite: Twelve hours in Criminal Justice Core courses and/or permission.

**CJ 440 Senior Seminar in Criminal Justice (3)** This is a capstone course that will tie together the various components of the criminal justice system and allow students to critically examine current practices as they exist in American society. Criminal justice practitioners as guest lecturers will enhance student knowledge by providing relevant trends and issues from the field. Students will be able to assimilate knowledge regarding crime, police, corrections, courts, and society. Prerequisite: senior standing (preferably last semester of course work) and/or consent of instructor.

**CJ 450 Internship (3-6)** Field experience in policing, corrections,

juvenile justice, the court system, or within the private security/investigation sector. Prerequisite: Senior standing, 18 hours in Criminal Justice courses, 2.0 GPA and consent of the instructor. This course may be repeated for additional credit.

## Dance

### Program Description

The Dance major of 51 hours requires the following:

- 9 hours of modern dance (300 level or above)
- 9 hours of ballet (DAN 220, 320 and/or 420)
- 6 hours of jazz (DAN 204, 304, and/or 404)
- 2 hours of tap (DAN 210)
- 2 hours of dance practicum (DAN 103-403)
- 6 hours of dance theory and composition (DAN 309, 310)
- 3 hours in dance history (DAN 371)
- 3 hours in dance teaching methods (DAN 372)
- 3 hours in Senior Project (DAN 472)
- 3 hours kinesiology of physical education (PE 310)
- 3 hours in either DAN470 Seminar in Dance or DAN330 Dance Production Workshop

In addition, students must take DAN110 Dance As Art to satisfy one of the cross-cultural or the fine arts credits in General Education. Dance majors are also strongly recommended to take TA111 Introduction to Technical Theatre I and/or a music literature class as electives.

### Minor in Dance

A minor in dance is available and requires 26-27 hours of coursework. Required are 6 hours of modern dance (DAN 101, 301, 401), 6 hours of ballet (DAN 220, 320, 420), 3 hours of jazz (DAN 204, 304, 404), 2 hours of tap (DAN 210), 3 hours of dance aesthetics or history (DAN 110 or 371), 3 hours of dance composition (DAN 309), 3 hours of dance teaching methods (DAN 372), and 2 hours of dance practicum (DAN 103-403).

### Courses of Study

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

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

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

**DAN 204 Beginning Jazz Dance (3)** Through a variety of warm-ups, dance exercises and extended movement combinations set to contemporary music, students will learn the basic steps and movements of jazz dance. No dance training necessary.



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

**DAN 220 Beginning Ballet (3)** An introduction to basic ballet steps and terminology. Studio fee applies.

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

**DAN 304 Intermediate Jazz Dance (3)** Intermediate study in Jazz dance and musical theatre dance techniques. May be repeated for credit. Prerequisite: DAN 101 or permission of instructor.

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

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

**DAN 320 Intermediate Ballet (3)** Continuing study of ballet techniques and performance styles. Repeatable for credit. Studio fee applies. Prerequisite: DAN 220 or permission of instructor.

**DAN 330 Dance Production Workshop (3)** This course is designed for students who have been selected to choreograph for a Lindenwood dance concert or for students enrolled in Senior Project. All elements of concert production will be addressed, including: music selection and editing, lighting, costuming, pre- and post-production, etc.. This course is repeatable for credit. Prerequisites: DAN309 or permission.

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

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

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

**DAN 404 Advanced Jazz Dance (3)** Further exploration of jazz dance techniques and performance styles. May be repeated for credit. Prerequisite: DAN 304 or permission of instructor.

**DAN 420 Advanced Ballet (3)** Advanced studies in ballet with emphasis on technique and performance style. Prerequisite: DAN 320 or permission of instructor. Studio fee applies.

**DAN 470 Seminar in Dance (3-9)** Advanced studies in dance for

students with special interests. Topics may include dance therapy, professional internships, off-campus studies and performance, anthropology, pedagogy, etc. May be repeated for credit as topics vary. Studio fee may apply.

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

### **Arts Management–Dance**

The Arts Management program with an emphasis in Dance is a multi-disciplinary curriculum combining specialized art coursework with core business administration classes. The major requires a minimum of 51 hours as follows: COL 170, BA 200, 210, 330, 350, 360, HSA 300, DAN 101, 110, 204, 220, 301, 304, 309, 371, and 10 hours of dance electives.

Intermediate and/or advanced classes will be substituted for beginning classes as requirements for those students with advanced dance training.

### **Earth Sciences**

#### **Program Description**

The Lindenwood University curriculum in Earth Sciences is designed to meet many needs: 1) requirements for secondary science teachers, when demand for science educators is at an all time high; 2) additional flexibility in meeting the general education science requirements for all undergraduates; 3) an opportunity for undergraduates who desire it to earn the Unified Science Certificate; and 4) new opportunities for undergraduates interested in environmental biology and environmental science.

#### **Course Descriptions**

**ESC 100 Physical Geology with Lab (4)** This course focuses on the study of the earth to include the materials it is made of, the physical and chemical changes that take place both internally and surficially, and the historical background. The lab involves identification of minerals and rocks, the determination of various surficial processes and how they appear on topographical maps. A field trip is included as a lab exercise. Lab fee.

**ESC 105 Survey of Geology (3)** This is a non-lab course that focuses on the study of the earth to include the materials it is made of, the physical and chemical changes that take place both internally and surficially, and the historical background.

**ESC 110 Introductory Meteorology (3)** Acquaints the student with the physical and thermal dynamics of the lower atmosphere. It deals with the role the sun plays as the source of energy for all phenomena. Topics include thermal energy; atmospheric temperature, humidity, pressure, and wind; cloud formation; frontal systems; severe weather phenomena and air pollution.

**ESC 111 Meteorology Lab (1)** This lab is designed to complement Introductory Meteorology. Students will decode raw data, plot maps, analyze the data, and make forecasts. Time permitting, a field trip will be included to the local National weather service station. Concurrent enrollment in ESC 110 or permission of instructor

required. Lab fee.

**ESC 120 Oceanography (3)** Explores the various physical oceanographic concepts to include waves, tides, currents, shoreline interaction, ocean basin structure, ocean sediments, physical and thermal properties of salt water, and atmospheric and oceanic interaction. A portion of the course covers marine ecology.

**ESC 130 Introductory Astronomy (3)** In survey fashion, this course addresses the historical background of astronomy, types of telescopes, identification of stellar characteristics, formation of our solar system, characteristics of the planets, space debris, and the birth and death of both low mass and high mass stars.

**ESC 131 Astronomy Lab (1)** This optional lab studies celestial mechanics, calculating distances to stars, measuring the brightness of stars, as well as their color, the formation of the Universe, and classification of galaxies. Lab fee

**ESC 200 Introduction to Geographic Information Systems (3)** The course introduces basic concepts necessary to an understanding of geographic information systems including its purpose, hardware, software, databases, and application. ArcView software will be used to display various databases and students will design and execute cross-disciplinary projects in order to demonstrate the uses of GIS as a spatial analysis and decision-making tool. Prerequisite: COL 170 or equivalent experience with spreadsheet software.

**ESC 310 Environmental Geology (4)** Applies geologic information to the interactions between people and the physical environment, focusing on water resources, water management, environmental health, air pollution, environmental evaluation and environmental law. Laboratory includes field work. Prerequisite: ESC 100. Lab fee

**ESC 360 Special Topics in Earth Science (3)** This course will deal with special topics selected from various areas of earth science, either of recent or historical origin. Possible geological subjects will include: hydrology, soils, glaciation, seismicity, vulcanism, etc. Possible meteorological subjects would include: air pollution, climatology, tropical meteorology, arctic meteorology, etc. Prerequisites will vary with topic.

## **Economics**

See the Business Administration section of this catalog.

## **Education**

### **Program Description**

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and the Missouri Department of Elementary and Secondary Education accredit the Lindenwood University Teacher Education Programs. The Education Division is also a member of the Teacher Education Accreditation Council.

Students who enroll in the Education Division may take two distinct pathways to completion of their prescribed program. First, successful completion of the Lindenwood University Teacher Education Program qualifies the student for recommendation that

a teaching certificate be issued by the Missouri Department of Elementary and Secondary Education. Second, those students who desire to work in an educational field but do not desire a teaching certificate at this time may pursue an Educational Studies degree.

Acceptance to the Teacher Education Program is divided into two distinct levels and is the result of action by the Council on Teacher Education. The council, broadly representative of all divisions at the university, considers applications after the student has completed a majority of general education requirements, not more than 15 hours of education coursework, minimum GPA of 2.5, and a passing score on the C-Base test

The final level of acceptance comes after the student has passed the subject area exit assessment (PRAXIS II) prior to student teaching. Passage of PRAXIS II before student teaching demonstrates the student teacher has mastered the subject area that he/she will teach. In addition, a portfolio approved by the division must be completed before a grade for student teaching is recorded. This portfolio relates to the 11 beginning standards as outlined by the Department of Elementary and Secondary Education.

An Educational Studies Degree is designed for those students who want to work in an educational field that does not require certification. Those students would meet the same admissions criteria and would complete the same requirements as those admitted to the Teacher Education Program with the exception of student teaching and passage of the state-mandated exit assessment.

The university degree does not serve as a license to teach. Each state issues its own teaching certificates, based on its own requirements. Upon passing the state-mandated exit assessment and successfully completing the planned degree program, each student applies for certification to teach in Missouri. The student who wishes certification in other states should seek advice from the certification officer in the Education Division concerning requirements in other states.

## **Education Certification Programs**

### **Early Childhood Special Education**

#### **Early Childhood (Birth through Grade 3)**

#### **Elementary (1-6)**

#### **Elem/Special Education (Grades K-12)**

#### **Middle School (Grades 5-9)**

Mathematics

Science

Social Studies

English

Business

Speech/Theatre

#### **Secondary (9-12)**

Business

English

Health

Industrial Technology

Mathematics

Marketing Education

Unified Science (Biology/Chemistry endorsement)

Social Studies

Speech & Theatre

#### **Special Education (K-12)**

Learning Disabilities  
Behaviorally Disordered  
Mentally Handicapped  
Cross-categorical

### **K-12 Certification**

Art  
Foreign Language (French, Spanish)  
Music (Instrumental, Vocal)  
Physical Education

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

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

Early Childhood/Elementary (Birth-Grade 6)  
Elementary/Middle School (1-9)  
Secondary/Middle School (5-12)

Those seeking secondary certification must complete a major in their subject specialty; those seeking middle school certification must complete a minimum of 24 specific hours area of concentration within their field of certification. Those seeking special education certification must complete a major in either elementary, middle school, or a secondary content area. Special education is a minor, requiring 24 hours to complete certification. Transcript in completed program acknowledged special education as a minor. The student must carefully plan and sequence the courses, as some courses are offered only in the spring or fall semester. Students seeking only middle school certification should be aware that such certification allows them limited career options in middle school education (Grades 5-9). Therefore, secondary and middle school education students are encouraged to consider an endorsement in a second area. Because of the complexity of both programs, the student must carefully plan and sequence their coursework.

### **Courses of Study**

#### **Teacher Education**

**EDU 110 Orientation to Educational Experiences (3)** This course is a general introduction to the area of education and schooling. All students planning to teach are required to take this course before or in conjunction with their first education course(s). Classroom observation is required. Dual enrollment with EDU 111. \$5 fee for Criminal Record Check.

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

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

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

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

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

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

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

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

**EDU 305 Elementary Reading Methods (3)** This course involves a ten hour practicum. This course involves a comprehensive study of the skills required for reading development such as word attack and perception, vocabulary, and comprehension. A variety of reading methodologies, materials, and evaluation items will be presented and used with readers in the school system. Prerequisite: EDU 302 and EDU 322.

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

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

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

provide appropriate instruction. Students are expected to work with a problem reader during the course. Prerequisite: EDU 305 or 307.

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

**EDU 311 Elementary Art Methods (2)** This course is designed for either the classroom teacher who may be responsible for an art program or for the art teacher in the elementary school. Studio work and lecture on creative expression and techniques. Prerequisite: EDU 322.

**EDU 312 Elementary/Middle School Mathematics Methods (3)** This course provides a survey of approaches to the teaching of mathematics that is offered for the student preparing to teach in elementary schools. Prerequisites: EDU 322 and two college mathematics courses.

**EDU 313 Elementary/Middle School Social Studies Methods (3)** This course includes the theoretical and practical aspects of the early childhood, elementary and middle school social studies curriculum. Methodology, techniques, strategies and materials appropriate to the area are investigated. Students will be expected to plan and develop a variety of social studies instruction formats. Prerequisite: EDU 322.

**EDU 314 Utilizing Family and Community Resources (3)** This course involves an exploration of the resources of the community and methods of incorporating them into the early childhood program. Family resources and family-school relationships are studied, and materials and methods for developing such relationships contribute a focus of efforts. Practicum experience is a major part of this course. Prerequisite: EDU 317.

**EDU 316 Language Acquisition and Development for Young Children (3)** This course involves a study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course includes a concern for: understanding the influence of environment and culture in language development, development of techniques and materials for stimulating language growth, identification of speech and articulation problems and appropriate referral methods, familiarity with instrument, and techniques for assessing language development. Prerequisite: Junior standing.

**EDU 317 Introduction to Early Childhood/Special Education (3)** Includes a study of principles basic to the early childhood environment designed to meet the needs of the developing child. Cognitive, physical, social, emotional and creative development are investigated and observed in the early childhood setting. Curriculum and materials appropriate for early education are emphasized, as well as planning and executing activities for the young child. The growth, development and special needs of preschool children with disabilities are discussed. This includes developmentally appropriate practices, assessment, material and curriculum adaptation necessary when working with this population.

**EDU 319 Elementary/Middle School Science Methods (3)** This course is designed to explore various methods, materials, strategies and processes used in early childhood, elementary, and middle school science programs. Students will be expected to develop and teach several science lessons. Students will be expected to plan and develop a variety of science instruction formats. Prerequisite: EDU 322.

**EDU 320 History and Philosophy of Education (3)** This course involves a comprehensive study of the historical structure and philosophy of American education, its roots in the past, its relationship to other present educational systems and its possible future directions. Prerequisite: Junior standing, EDU 110 and EDU 111.

**EDU 321 Middle/High School Classroom Teaching and Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific micro-teaching skills, techniques of classroom management and discipline. Prerequisite: EDU 301 & 302.

**EDU 322 Elementary Classroom Teaching and Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific micro teaching skills, techniques of classroom management and discipline. Prerequisite: EDU 301 & 302.

**EDU 323 Methods of Teaching Elementary School Music (3)** This course is a study of the various approaches to music education in the elementary schools. For music education majors. Prerequisite: EDU 322.

**EDU 324 Assessment of Intellectual Skills (3)** This course teaches students about the use of non-projective, educationally relevant tests, theories of measurement, test construction, test administration, and ethical use. Students will attain competence in administration of one of the more commonly used methods of assessment, either Binet or Wechsler.

**EDU 325 Perceptual Motor Development (2)** This course examines the complex relationship between sensory perception and the development of gross and fine motor skills. The student will analyze and evaluate the research in this field, the methods and tools of assessment, materials and activities used to enhance and/or remediate the development of perceptual-motor skills. Prerequisite: EDU 317.

**EDU 327 Early Childhood Cognitive Curriculum Concepts (3)** This course will provide the student with techniques, methods and materials used in the curriculum areas of science and social studies for the young child (ages 3-8). Students will review relevant child development issues, learn the rationale for teaching these curriculum areas, and the importance of integrating them into the entire curriculum. Development and implementation of lesson plans will be part of this course.

**EDU 329 Creative Curriculum Materials for Early Childhood/Early Childhood Special Education Programs (4)** Designed to familiarize students with innovative curricula and materials which

support art, music and movement in developmentally appropriate early childhood and early childhood special education programs. Students will construct and evaluate their own curriculum and materials. Techniques for integrating best practices throughout the curriculum and implementing adaptations for children with special needs is emphasized.

**EDU 330-340 Methods of Teaching a Specialty Subject (3)**

This course addresses problems of teaching the specialty subject in middle and high schools. New materials and methods are examined, implemented, and evaluated. Prerequisite: EDU 321.

Subjects available are:

- 330 Science
- 331 Mathematics
- 332 Modern Languages
- 333 Art
- 334 English
- 335 Social Studies
- 336 Business Education
- 337 Speech & Theatre
- 338 Music
- 339 Industrial Education
- 340 Physical Education

**EDU 341 Education of the Exceptional Child (3)** Allows the student to develop an understanding of the unique characteristics, strengths and challenges of exceptional children. An historical and legal overview of the field of special education will be presented as well as current trends, issues and best practices for educating children with exceptionalities in the 1990's. Students will understand the competencies necessary to effectively teach, communicate and live with individuals with exceptionalities in educational and natural environments. This course will focus on the social and emotional implications of the "exceptional" label to individuals, their families, and society as a whole. Prerequisite: EDU 110.

**EDU 345 Childhood Health, Nutrition & Safety (3)** This course focuses upon health, nutritional requirements, safety precautions, first aid techniques, and emergency procedures of the young child. Prerequisite: EDU 301 and 302.

**EDU 351 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)** This course focuses upon methods and materials utilized in screening and diagnosing learning problems in early childhood education. Methods and materials for prescribing instruction will be utilized. Field experiences are part of the course. Prerequisite: EDU 317.

**EDU 359 Multicultural Education (3)** This course is designed to promote an understanding of the importance of multicultural education in a pluralistic society. Students develop awareness of their own cultural heritage and attitudes, obtain information about various minority cultures, and analyze the school as a product of the cultural heritage and attitudes. Prerequisite: EDU 110.

**EDU 365 Coordination of Marketing (3)** This course is designed to prepare the student to plan, organize, deliver, supervise, and evaluate a variety of community-based experiences.

**EDU 366 Methods of Teaching Marketing (3)** This course investigates the teaching of marketing education in high school. New materials and methods are examined, implemented and evaluated.

**EDU 367 Curriculum for Marketing Education (3)** This course develops within the student an understanding of the methods of teaching and assessing student learning in a cooperative education setting.

**EDU 380 Pre-Student Teaching Practicum (1-3)** This course is designed to offer the education student experience in elementary and secondary schools or other educational environments. Evaluations will be made by the college consultant and the host teacher. Students in EDU 321 and 322 must enroll for one hour of practicum. Prerequisite: EDU 301 or 302.

**EDU 385 Middle School Philosophy/ Organization (3)** This course examines the unique philosophy and structure associated with the middle school organization. Special characteristics of program content and design are included. Prerequisite: EDU 110.

**EDU 386 Middle School Curriculum/ Instruction (3)** This course investigates current trends in instructional programs found in typical middle schools. Attention is given to the unique learning needs of adolescents, and how schools can address those needs. Prerequisite: EDU 110.

**EDU 387 Reading/Writing Across Curriculum (3)** This course addresses the process of making reading and writing educational activities relevant to adolescents by crossing subject matter lines. Emphasis is placed on integrating basic skills in all subject area instruction. Prerequisite: EDU 110.

**EDU 388 Middle School Psychology (3)** This course will provide an understanding of and appreciation for the characteristics of the middle school adolescent. The growth of adolescents: physically, emotionally, socially, and intellectually will be studied as they relate to the child's education at the middle school level and in high school. Prerequisite: EDU 110.

**EDU 399 Practicum: Analysis and Correction of Reading Disabilities (2)** This course is required concurrently for students enrolled in EDU 309 or the semester following. Working with regular classroom teacher and remedial teacher in a school setting, students will apply the testing and remediation techniques taught in EDU 309. Practicum students will be responsible for observing and working with students throughout the semester. An initial diagnostic report, lesson plans, and progress reports will be required for each student tutored. Prerequisite: EDU 305 or 307.

**EDU 410 Student Teaching (12)** This course consists of observation, individual conferences, supervised teaching in an early childhood setting, elementary middle and/or secondary school and a weekly student-teaching seminar. This practicum is designed to be the culminating experience in one's teacher preparation program; thus students should have completed all of the courses

necessary for the degree and certification prior to this course. The student is responsible for arranging and paying the expense of transportation to and from the assigned school. Course registration must be approved by the Council on Teacher Education. The student teacher's total academic load is limited to one course in addition to student teaching. Students seeking K-12 certification must teach at both the elementary and secondary levels. Special education majors will teach in a regular classroom and a special education classroom. Students must also participate in a pre-teaching experience prior to the official start of the student-teaching semester. A student-teaching fee is required. In addition to enrolling for the student teaching course, an application must be submitted to the Education Division by the end of the preceding January for summer and fall student teaching experience and by the end of the preceding August for the spring student teaching.

### **Special Education**

**EDS 302 Behavior Management (3)** This course is designed to increase the student's knowledge and repertoire of ethical, effective and efficient behavioral management techniques and programs that can be used with children and youth in general and special education, home and community settings. Conceptual models that have been made and continue to make significant contributions to our knowledge of learning and behavior are reviewed and analyzed through an integrative framework. Observation and application of behavior management strategies are part of this course. Prerequisite: EDU 341.

**EDS 318 Introduction to Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course allows the student to examine the theories, classification system, characteristics, historical data, and related resources affecting students from the elementary through secondary levels with learning disabilities, behavior disorders, mental retardation, and physical impairments who are placed in cross-categorical settings. Leading to teaching certification for mild and moderate disabilities K-12, service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. This course is required for certification. Prerequisite: EDS 341.

**EDS 326 Methods of Teaching Children with Disabilities in Cross-Categorical Settings (3)** Course includes a 30 hour practicum experience and was designed for undergraduates with no paid teaching experience. Methods of Teaching Children with Disabilities in Cross-Categorical Settings (3) methods and materials needed in teaching students from the elementary through secondary levels in cross-categorical settings will be studied. Both commercial and teacher-developed materials are examined. Introduction to basic research in the field of mild and moderate disabilities, as well as methodology of the development of academic related areas, perceptual, cognitive, pre-vocational and social skills will be emphasized. This class will lead to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. This course is required for certification. Prerequisite: EDS 318.

**EDS 328 Introduction and Methods of Teaching Children with Learning Disabilities (4)** This course allows the student to examine

the theories, classification system, characteristics, historical data, and related resources. Methods and materials needed in teaching learners with learning disabilities in regular and special education programs are studied. Both commercial and teacher developed materials are examined. Prerequisite: EDU 341.

**EDS 329 Intro and Methods of Teaching Children With Mental Retardation (4)** This course allows the student to examine the theories, classification system, characteristics, historical data and related resources. Methods and materials needed in teaching learners who are mentally retarded in regular and special education programs will be studied. Both commercial and teacher-developed materials are examined. Practicum work is an expected part of this course. Prerequisite: EDU 341.

**EDS 331 Intro and Methods of Teaching Children with Behavior Disorders (4)** This course allows the student to examine the theories, classification system, characteristics, historical data and related resources. Methods and materials needed in teaching the student with behavior disorders will be studied. Both commercial and teacher developed materials are examined. Practicum work is an expected part of this course. Prerequisite: EDU 341.

**EDS 333 Speech and Language Development for the Exceptional Learner (3)** This course is designed to increase the student's knowledge of the characteristics of human language and how such knowledge facilitates a clearer understanding of the young special education learner. Theoretical schemes of language acquisition, the child's stages in acquisition of morphology and syntax, sound and semantics are an integral part of the course. Prerequisite: EDU 341.

**EDS 337 Special Education Counseling (3)** Combines the traditional psychology of counseling with special consideration of the problems experienced by exceptional children, their families and their teachers. Prerequisites: EDU 341.

**EDS 340 Career Development (3)** Emphasizes current theories and vocational development. Interest testing and aptitude testing significantly related to vocational development and their application to occupational training are included. Prerequisite: EDU 341.

**EDS 350 Practicum for Teaching Children with Disabilities in Cross-Categorical Settings (1-3)** This course is required concurrently for students enrolled in EDS 326 or the semester following. Working with a special education teacher in a cross-categorical setting, students will apply the principles, techniques, strategies and methods taught in EDS 326. Practicum students will be responsible for observing and working with special education students throughout the semester. Development of an Individual Education Program (IEP), lesson plans, and progress reports will be required. This class will lead to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. Prerequisite: EDU 341.

**EDS 357 Remediation in Elementary Math (3) Focuses on: (1)** the teacher's knowledge of mathematical principles and remedial

techniques fundamental to arithmetic and the psychological aspects of arithmetic learning; (2) the teacher's competency in the use of concrete materials embodying mathematical principles and structures; (3) the teacher's sensitivity and willingness to adapt instruction to experiential needs of students. Prerequisites: EDU 322, 312, and two college mathematics courses.

## **Engineering**

(see Pre-Engineering)

## **English**

### **Program Descriptions**

#### **English Major**

##### **Literature Emphasis**

A major in English with an emphasis in Literature requires a minimum of 42 credit hours of coursework through the English Department. Required courses include 235, 236, 302, 304, 305, 306, 333, and 354. Majors also must complete 6 hours of English electives and at least one course from each of the following four groups: Group A (332, 338); Group B (339, 341); Group C (309, 342, 343); Group D (310, 351, 335). In addition to these 42 hours, English majors must take 201 and 202 to fulfill the university's general education requirement in literature, and they must demonstrate proficiency in one foreign language equivalent to Lindenwood's Intermediate II level. Students who have experience in a foreign language before they enroll at Lindenwood may have their proficiency tested by the Foreign Language Department to determine which courses, if any, they must take to fulfill the requirement.

##### **Creative Writing Emphasis**

A major in English with an emphasis in Creative Writing requires a minimum of 37 credit hours of coursework. Requirements include ENG 211, 212, 311, 358, 470; three courses from ENG 302, 340, 354, COM 450, COM 242, 254, 305, 307, 342, TA 206; one course from ENG 310, ENG/TA 335, ENG 351; and 12 hours of literature electives. In addition to these 37 hours, Creative Writing majors must take ENG 201 and 202 to fulfill the university's general education requirement in literature, and they must demonstrate proficiency in one foreign language equivalent to Lindenwood's Intermediate II level. Students who have experience in a foreign language before they enroll at Lindenwood may have their proficiency tested by the Foreign Language Department to determine which courses, if any, they must take to fulfill the requirement.

##### **Minor in English Literature**

A minor in English requires 21 credit hours of coursework: ENG 235 or 236, ENG 305 or 306, 333, and 12 hours of English electives chosen in consultation with an advisor from the English faculty. At least 6 of these 12 elective hours must be literature courses.

##### **Minor in Creative Writing**

A minor in Creative Writing requires 21 credit hours of coursework: ENG 211, 212, 311, and 12 hours of 300-level English electives chosen in consultation with the director of the writing program.

## **Writing Certificate**

A student in any major may obtain a Writing Certificate by completing 12 hours of writing courses beyond basic composition. Required courses for the certificate are ENG 212 and ENG 302. Students must then choose an additional 6 hours from among the following courses: ENG 211, 311, 340, COM 303, 304, 307 or 442.

## **Writing Center**

This center offers tutorial assistance to students working on written assignments for their classes. Appointments are suggested, but they are not required. Tutors are prepared to help students in all disciplines to create and revise assigned work. Issues covered include organization, sentence clarity, development, grammar, and usage.

## **Courses of Study**

**ENG 100 Foundations of Writing (2)** This course reintroduces the student to basic writing concepts, as well as provides a refresher course of study in other areas of English, including sentence structure, spelling, and punctuation. Placement through examination.

**ENG 110 Effective Writing (3)** This course aims to prepare students for English Composition I, ENG 150. A variety of approaches, including skill-based tutorials, journal writing, reader response, drafting, peer response, and revision will be employed to focus on strengthening competence and confidence in writing ability and performance. Emphasis will be on a process approach to creating and refining student writing. Students will practice improved methods for diagnosing and eliminating potential obstacles to effective writing. Smaller, seminar-style class sessions will facilitate intensive, customized attention to foster writing strengths while successfully addressing areas for improvement. Placement by writing assessment administered by the English department.

**ENG 150 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. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics. In order to advance to ENG 170, students must earn a "C" or above in ENG 150.

**ENG 170 English Composition II (3)** Continuation of ENG 150 with special attention to the development of a mature style of writing and to the research, mechanics and writing of a documented paper. The writing assignments will be related to the subject areas anticipated in college study and the focus will be on developing clear, direct style in expository prose. Prerequisite: ENG 150.

**ENG 200 Introduction to Literature (3)** An introduction to the reading and analysis of literature around the study of individual genres; the semester's work will involve extensive reading in one of the following forms: poetry, short fiction, novel, drama, or essay.

**ENG 201 World Literature I (3)** A study of ideas that have shaped civilizations, with emphasis on the literature of various cultures and periods. 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. Prerequisites: ENG 170.

**ENG 202 World Literature II (3)** A study of ideas that have shaped our cultures, beliefs, and understanding from the Renaissance to the present. Students will examine the cultural contexts of the works, and will consider the universal doctrines and themes these works suggest. Prerequisite: ENG 170.

**ENG 211 Introduction to Creative Writing (3)** A studio course in writing. Students will learn and practice the skills required in poetry, narrative fiction, and creative non-fiction. Prerequisite: ENG 170

**ENG 212 Introduction to Technical and Professional Writing (3)** An introduction to the problem-solving skills and forms required in technical and professional writing. Prerequisite: ENG 170.

**ENG 216 Comedy: Its Origin and Development (3)** An investigation of the nature of laughter and the function of comedy in society. Lover or scoundrel, the comic hero is the “wise fool” upholding basic human values of mirth and pleasure in a society caught up in its own complacency. Papers and projects may deal with topics such as the Feast of Fools, Mardi Gras, clowns and jesters, vaudeville and comedians of the silent film.. Prerequisite: ENG 170.

**ENG 235 American Literature I (3)** A study of American writing from the colonial frontier to 1890. Emphasis will be on the struggle of New World writers to develop distinctive American themes and characters arising from the conquest of a virgin continent. Prerequisite: ENG 170. Suggested prerequisite or concurrent enrollment: HIS 105.

**ENG 236 American Literature II (3)** A study of late 19th- and 20th-century American novels, poetry, prose, and drama. A continued exploration of distinctive American themes as reflected through an ever-changing society. Prerequisite: ENG 170. Suggested prerequisite or concurrent enrollment: HIS 106.

**ENG 276 African-American Literature (3)** A study of pre-emption slave narratives, spirituals, poetry, and essays; and post-emption poetry, song, autobiography, prose, and drama. The course aims to study works from a selection of African-American authors; to consider some of the ways these writers defined themselves, their culture, their “America”; to disclose some of the obstacles they met; and to discuss criticism of a “Black” aesthetic. Prerequisite: ENG 170.

**ENG 278 Latino Literature (3)** Introduces students to literature of the Latino communities in the United States. The literature will serve as a focal point for discussing the differing values, problems, and assertions of the Latin American culture in contrast with the more dominant American culture. Prerequisite: ENG 170.

**ENG 280 Selected Topics in Literature (3)** A study of specific authors, genres, or topics in English, American, and World Literatures. The course may be repeated as topics vary. Prerequisite:

ENG 170.

**ENG 291, 292 Writing for Publication (3)** An intensive workshop in writing and publication. Major project is the publication of *The Lindenwood Pride*. Students will research, write, design, and edit this publication. Prerequisite: ENG 170.

**ENG 302 Advanced Writing and Research (3)** Introduces students to library reference material as well as to the skills of finding information regarding topics of individual interest and general knowledge. Students complete bibliographies and papers in their areas of interest. Prerequisites: ENG 150, 170 or the course may fulfill ENG 170 requirement with recommendation of the English Department.

**ENG 304 History of the English Language (3)** Introduction to the study of the English language. The phonology, history, and grammar of English are studied in the context of cultural, social, and political history with attention also to current linguistic theory. Prerequisites: ENG 170 and junior standing.

**ENG 305 British Literature I (3)** A study of English poetry and prose from the Anglo-Saxon period through the 18th century. Representative readings are studied in terms of the cultural changes and literary conventions that constitute English literary history. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 306 British Literature II (3)** A continuation of English 305 covering the early Romantic period through the 19th and 20th centuries. The works of major writers are studied in terms of each writer’s own critical statements or in terms of the particular school or movement to which the works belong. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 309 The English Novel (3)** A study of selected novels from the eighteenth century to the early twentieth century with attention to the development of the novel as a literary form and to its importance in the culture of its historical period. Also included is an account of the forerunners of the novel in the narrative tradition since the Homeric era. Student written work consists of both critical and creative writing. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 310 Modern Fiction (3)** A study of selected novels and short fiction with an emphasis on both American and British works. Consideration will be given to treatment of contemporary problems against a background of modern thought. Prerequisite: ENG 170 and one 200-level literature course.

**ENG 311 Advanced Creative Writing (3)** Students will learn dramatic structure and practice the skill required to write performable play scripts. Prerequisite: ENG 211 or permission.

**ENG 323 Intersections of Literature and Science (3)** A study of the relationship between literature and science through the ages. The course examines, on the one hand, the response of human beings to developments in science and technology as evidenced in poetry and fiction; and, on the other hand, it considers the literary merits of scientific writing intended for the general public. Prerequisites:



ENG 170 and one 200-level literature course.

**ENG 332 Chaucer (3)** A study of selected works by Chaucer, with emphasis on *The Canterbury Tales*. Students will read and interpret Chaucer's writings in light of the medieval world in which they were written. Chaucer is himself an introduction to that world. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 333 Shakespeare (3)** An introduction to Shakespeare's plays through a representative sample of the comedies, histories, tragedies, and romances. In addition to the dramatic literature, the course may include readings from the sonnets and other poetry. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 335/TA 335 Modern Drama (3)** A study of directions in modern and contemporary drama from Ibsen to the present. Includes realism and naturalism and symbolist, poetic, expressionist, existentialist, "epic," and experimental plays. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 338 Medieval English Literature (3)** Selected readings in Old and Middle English literature to 1500 (exclusive of Chaucer). Lyric, narrative, and dramatic works from *Beowulf* to Malory's *Morte D'arthur* are studied in cultural, literary and linguistic contexts. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 339 Renaissance English Literature (3)** Selected readings from 16th- and 17th-century poetry, prose, and non-Shakespearean drama. Major poets from Spenser to Milton, the origins and development of prose fiction, the literary influence of the King James Bible, and major dramatists from Marlow to Jonson are studied in representative works. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 340 Magazine Writing (3)** Writing popular non-fiction articles for magazines with emphasis on targeting and selling articles to publications. Prerequisite: ENG 170 and permission of instructor.

**ENG 341 Restoration and 18th-Century Literature (3)** Selected readings in Neo-Classical English poetry, prose, and drama from the re-opening of the theaters in 1660 through the Augustan Age and the Age of Johnson. Authors include Dryden, Defoe, Gay, Swift, Pope, Johnson, and Sheridan. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 342 English Romantic Literature (3)** A study of English prose and poetry from approximately 1770 to 1832. Major works are studied in conjunction with their socioeconomic, historical, and political backgrounds. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 343 Victorian Literature (3)** A study of representative works of English literature from 1832 to 1901. These works are examined in their cultural contexts with special attention given to doubts and hopes raised by the new science, the implications of the Industrial Revolution, and the rise of a new middle-class audience.

Prerequisites: ENG 170 and one 200-level literature course.

**ENG 345 Folklore and Fables: The Telling of Tales (3)** A course dealing with the art of storytelling and with the role of the storyteller in society. Readings will include folk stories from around the world, fairy tales, fables, and parables. Prerequisite: ENG 170.

**ENG 350 Myth and Civilization (3)** An introduction to the myths that have been understood as origins of civilization and culture. Readings include tales of creation and myths concerning the origins of organized society. The readings provide information and understanding about the functioning of myth as it survives in the present. Prerequisite: ENG 170.

**ENG 351 Modern Poetry (3)** Poetry from 1900 to the present, principally English and American but with selections in translation from other cultures. Readings include poetry representing the growing importance of women and other writers who have not previously been in the mainstream of poetic tradition. Prerequisites: ENG 170 and one 200-level literature course.

**ENG 354 Criticism (3)** A study of the major schools of literary theory. Readings will include classic and contemporary texts; students will study the contexts of criticism and apply the theories they learn to various literary texts. Prerequisite: ENG 170 and 6 hours of literature.

**ENG 356 Epic and Tragedy: the Hero and the City (3)** Readings in classical Greek literature, examining the differences between genres of epic and tragedy and the changes in philosophical, political and economic conditions which are reflected in the literature. Readings from Homer, Aeschylus, Sophocles and Euripides; selections from Plato and Aristotle concerning poetry and its role in society. Prerequisite: ENG 170.

**ENG 358 Writer's Market (1)** This course focuses on practical strategies to help students market their work, including how to research various markets and write effective query letters. Prerequisites: ENG 211 and 311.

**ENG 372 Modern Grammar (3)** An intensive study of the nature and structure of the English language with emphasis on recent developments in linguistic analysis, but with coverage also of traditional grammar. Prerequisites: ENG 170 and junior standing.

**ENG 380 Advanced Topics in Literature (3)** A concentrated study and analysis of specific authors, genres, or topics in English, American, and World Literatures. The course may be repeated as topics vary. Prerequisites: ENG 170, others may vary by topic.

**ENG 391 Advanced Writing for Publication (3)** An intensive workshop in writing and publication. The course meets concurrently with ENG 291/292; however, 391 students are given more advanced assignments and greater responsibilities. The course may not be repeated. Prerequisite: ENG 291 or 292 and instructor's permission.

**ENG 470 Seminar in Writing (3)** Students will complete a portfolio

project demonstrating that they have achieved a significant level of mastery in one of the principal genres. Portfolios will typically consist of a collection of dozens or more poems, 2-to-4 short stories, one-act plays or non-fiction pieces, or a novella length work of fiction, a full-length play or an equivalent feature-length television or film script. During the course students will develop their work through successive revisions until, in the instructor's judgment, the required level of mastery has been obtained. Prerequisites: ENG 211 and 311.

## **English as a Second Language**

### **Course Scheduling and Placement**

All international students, regardless of their TOEFL scores, must undergo additional evaluation on campus to assure appropriate placement.

### **Courses of Study**

#### **ESL 301 Listening and Conversation Skills for Advanced ESL Students (3)**

International students will learn and practice the skills needed to understand formal and informal spoken English. They will become more aware of how cultural differences may affect communication and they will become more confident in their abilities to communicate effectively with American English speakers in a variety of situations.

#### **ESL 302 Introduction to American Culture (3)**

This course introduces international students to some of the basic aspects of American life and values, and how they have affected the development of business, politics, government, education, and the family in our society. In becoming more aware of the cultural values of the United States, students will increase their understanding of the values and heritage of their own countries. Reading and discussion skills, vocabulary, comprehension and writing will be stressed.

#### **ESL 303 Advanced English Workshop, American English (3)**

Grammar, reading speed and comprehension, vocabulary building and writing skills are emphasized. Students will develop their ability to analyze college-level readings and to take notes. They will practice writing a variety of short compositions.

## **Environmental Science**

Lindenwood University offers a Bachelor of Arts degree in Environmental Biology (see the Biology section of this catalog). Environmental Biology majors and other qualified students may participate in Environmental Internships to develop their knowledge and skills in this rapidly growing field.

#### **ENV 450 Environmental Internship (3-9)**

During their Junior and Senior years at Lindenwood, qualified students may participate in internship experiences in environmental science. Students are responsible for making arrangements with the internship sponsor, but the course instructor must approve the sponsor and the planned activities before the internship work begins. Internship sponsors may be government agencies, for-profit corporations, or non-profit corporations or agencies. Student interns may be paid for their work, but more often they are not. Student interns are required to spend at least 40 hours working on tasks assigned by the Internship Sponsor for every semester credit hour for which they are enrolled.

Completion of the internship requires submission of a report or research paper as specified by the instructor. Prerequisite: Junior status and permission of the instructor.

## **Fashion Design**

### **Program Description**

The Fashion Design major provides students with educational opportunities that will enable them to enter the professional world in a variety of areas, including: design, manufacturing, advertising, marketing, merchandising, retail operations and post-baccalaureate study. Beneficiaries of the program will be, not only those students who major in Fashion Design, but those students in theatre, studio art and management who will be more adequately prepared to find employment in very competitive fields. The Bachelor of Fine Arts (BFA) degree will include the core and additional coursework as approved by the faculty advisor (54-60 hours). The Bachelor of Arts (BA) degree will include the core (48 hours). Major core courses required are ART 130, BRM 171, ART 210, AFD 212/TA 212, AFD 230/TA 230, AFD 235/TA 235, AFD 309/TA 309, ART 316, TA 317/ART 371, ART 331, AFD 350, AFD 351, BRM 372/BA 354, AFD 405/TA 405, AFD 450/ART 450, and AFD 499/TA 499.

### **Courses of Study**

#### **AFD 212/TA 212 Beginning Costuming and Fashion Design Studio (3)**

A course focusing on the basic components of clothing and costume construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply.

#### **AFD 230/TA 230 Patternmaking I (3)**

Development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Prerequisite: AFD 212/TA 212.

#### **AFD 235/TA 235 Patternmaking II (3)**

Continuation of sloper manipulation for flat pattern design. Prerequisite: AFD 230/TA 230.

#### **AFD 309 Intermediate Costuming and Fashion Design Studio (3)**

A course that is a continuation of basic costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Prerequisite: AFD 212/TA 212 and/or permission of the instructor(s). Studio fee may apply.

#### **AFD 350 Computer-Aided Design I: Patternmaking (3)**

Use of the computer to produce full-sized, original patterns. Prerequisite: BA 170 and AFD235/TA 235. Studio fee.

#### **AFD 351 Computer-Aided Design II: Flats, Illustrations (3)**

Use of the computer to produce fashion-related materials, designs, etc. Prerequisite: AFD 350. Studio fee.

#### **AFD 380/BRM 380 Production Design Practicum (3)**

Practical experience designing for an existing company. The company's past sales history and current fashion trends will be researched

and a sample line for the up-coming season will be designed and constructed. Students will merchandise the line and company personnel will critique the finished product line. Prerequisites: AFD 235/TA 235, AFD 309/TA 309 and BRM 372/BA 354.

**AFD 405/TA 405 Advanced Costume and Fashion Design Studio (3)** A course focusing on advanced costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply. Prerequisites: AFD 309/TA 309 and permission.

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

**AFD 499/TA 499 Senior Project (3-9)** All students in their senior year must enroll in this course which is a culmination of their work. Each student will meet in consultation with a faculty member to develop his/her senior project. Majors will be expected to design and execute a collection of original fashions. In all cases, a proposal for the senior project must be submitted in writing and approved by the faculty sponsor. Studio fee may be assessed.

## Foreign Languages

### Program Descriptions

A major in French or Spanish is offered, as well as courses in the German and Russian languages.

### French Major

A major in French requires a minimum of 34 credit hours of coursework beyond the FLF 202 (Intermediate French II), 16 hours of which will be taken at the Université de Caen in France. Degree requirements are as follows:

#### Coursework to be taken at St. Charles campus

FLF 311 French Conversation & Composition (3)  
FLF 337 History of French Civilization (3)  
FLF 350 Masterpieces of French Literature to 1800 (3)  
FLF 351 Masterpieces of French Literature since 1800 (3)  
and two courses from the following list:  
FLF 360 Seventeenth-Century French Theatre (3)  
FLF 361 Rise of the French Novel (3)  
FLF 362 French and Francophone Women Writers (3)  
FLF 363 Twentieth-Century French Theatre (3)  
FLF 364 French Autobiography (3)  
FLF 370 Seminar on Selected Authors and Genres of French Literature (3)

#### Coursework to be taken at Caen, France, campus

FLF 210 French Phonetics (1)  
FLF 340 Advanced French Composition (7)  
FLF 341 Oral Expression in French (5)  
FLF 342 Composition and Conversation Workshop (3)

### French Minor

A minor in French requires 15 hours beyond the intermediate-level

coursework, as follows:

FLF 311 French Conversation & Composition (3)  
FLF 337 History of French Civilization (3)  
FLF 350 Masterpieces of French Literature to 1800 (3)  
FLF 351 Masterpieces of French Literature since 1800 (3)  
And one literature seminar (3)

### Spanish Major

A major in Spanish requires 24 credit hours of coursework beyond FLS 202 (Intermediate Spanish II) level, including at least 6 credit hours in conversation and composition, at least 3 credit hours in the culture and civilization of the countries in which the language is spoken, and at least 15 hours in literature given in the foreign language. The 15 hours in literature must include the two 300-level Masterpieces courses (350 and 351).

### Spanish Minor

A minor in Spanish requires 15 credit hours beyond the intermediate-level coursework, including 6 credit hours in conversation and composition, 3 credit hours in the culture and civilization of the countries in which the language is spoken, and the two 300-level Masterpieces courses (350 and 351).

Opportunities for travel abroad are offered in the January-Term in alternate years.

### Courses of Study

#### French

**FLF 101 Elementary French I (3)** Oral inductive approach but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing.

**FLF 102 Elementary French II (3)** Oral inductive approach, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Prerequisite: FLF 101.

**FLF 201 Intermediate French I (3)** Reading of modern French prose, review of syntax, and continued practice in oral expression. Further development of all four language skills. Prerequisite: FLF 102 or proficiency exam.

**FLF 202 Intermediate French II (3)** Reading of modern French prose, review of syntax, and continued practice in oral expression. Further development of all four language skills. Prerequisite: FLF 201.

**FLF 210 French Phonetics (1-3)** Study of the key intonation patterns of French in order to improve French pronunciation and spelling. Historical study of the linguistic development of the language. Exercises based on various literary texts. Prerequisite: FLF 102. Repeatable for credit.

**FLF 311 French Conversation and Composition I (3)** Systematic grammar review and vocabulary building with readings, oral reports, and written composition on topics of current interest. Prerequisite: FLF 202.

**FLF 312 French Conversation and Composition II (3)** Systematic grammar review and vocabulary building with readings, oral reports, and written composition on topics of current interest. Prerequisite: FLF 311.

**FLF 320 France: Museums, Monuments and Culture (3)** This course is designed so that the student may study directly the various museums and historical monuments of France, as well as participate in an immersive cultural and linguistic experience. The course may include a study of a particular region, such as the castles of the Loire Valley, or an in-depth study of the various museums and monuments of Paris. Students will travel to the area of study to continue their research and to practice their communicative skills. Offered as needed during the January term.

**FLF 337 History of French Civilization (3)** A survey of the social, cultural, and political history of France from the Middle Ages to the present with emphasis on the major intellectual and artistic contributions of France to the Western World. Prerequisite: FLF 202.

**FLF 350 Masterpieces of French Literature to 1800 (3)** Reading from selected works of prose, poetry, and drama from the Middle Ages through the 18th century. Prerequisite: FLF 311.

**FLF 351 Masterpieces of French Literature since 1800 (3)** Reading of selected works of prose, poetry and drama from the 19th century to the present. Prerequisite: FLF 311.

**FLF 360 Seventeenth-Century French Theatre (3)** This course will examine important works of seventeenth-century French theatre: tragedies by Corneille and Racine and comedies by Molière. Our examination of these works will be set in the social and historical contexts in which they were written.

**FLF 361 Rise of the French Novel (3)** This course will examine the novel as genre from its beginnings in the seventeenth century through the end of the eighteenth century, at which time it had come to be accepted as a legitimate literary form. Students will increase their familiarity with the literature of this period while improving their skills in literary analysis.

**FLF 362 French and Francophone Women Writers (3)** This course will examine the works of a large number of women writing in French from the Middle Ages to the end of the 20th century. This examination will take place in the light of issues central to feminist and cultural criticism and will focus on relations between sexual identity and literary practices, between gender and genre, between politics and poetics.

**FLF 363 Twentieth-Century French Theatre (3)** This course will examine the theory and practice of 20<sup>th</sup>-century French theatre. We will also study the ways these plays reflect the historical context in which they were written and the concepts of various literary movements of the 20<sup>th</sup> century, such as Existentialism or the Theatre of the Absurd.

**FLF 364 French Autobiography (3)** This course will examine

autobiography as a modern genre, slippery as that genre may be. We will examine the balance of reality and fiction within autobiography. We will also analyze the difficulties autobiographers encounter as they attempt to reconstruct the past and recreate their past selves through the text. Autobiographies studied may include those of Sartre, de Beauvoir, Sarraute, Duras, Ernaux, and others.

**FLF 370 Seminar on Selected Authors and Genres of French Literature (3)** A concentrated study and analysis of a genre and its representative authors, their major works and influence. The content of the course varies and will present in rotation different periods of French Literature. It may be repeated for credit as topics vary. Prerequisite FLF 311.

**FLF 380 Independent Study (3)** For individualized study of specific topics within the field of French language, culture, and literature, as needed, and in consultation with French faculty. This course may be repeated, if circumstances require. Prerequisites: FLF 311, 350, 351, and faculty permission.

### German

**FLG 101 Elementary German I (3)** An introduction to the fundamentals of the language and a mastery of the basic principles with emphasis on speaking and reading comprehension.

**FLG 102 Elementary German II (3)** An introduction to the fundamentals of the language and mastery of the basic principles, emphasis on speaking and reading comprehension. Prerequisite: FLG 101.

**FLG 201 Intermediate German I (3)** A review of grammar and a study of linguistic, phonetic, and syntactical problems through reading and discussion of modern German prose. Prerequisite: FLG 102.

**FLG 202 Intermediate German II (3)** A review of grammar and study of linguistic, phonetic, and syntactical problems by reading and discussion of modern German prose. Prerequisite: FLG 201.

**FLG 311 German Conversation and Composition I (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentation. Prerequisite: FLG 202.

**FLG 312 German Conversation and Composition II (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentation. Prerequisite: FLG 311.

**FLG 320 From the Berlin Wall to the Bavarian Alps (3)** This course is designed to give students the opportunity to study directly the history and culture of two major German cities, Berlin and Munich, and to immerse students in German language and culture. Students will research a particular site prior to traveling to the two cities (and several smaller ones as well) to continue their research

and to practice their communication skills.

### **Russian**

**FLR 101 Elementary Russian I (3)** A beginning course taught by the audio-lingual method in order to master the fundamentals of the language and to develop the four language skills: listening, speaking, reading, and writing.

**FLR 102 Elementary Russian II (3)** A beginning course taught by the audio-lingual method in order to master the fundamentals of the language and to develop the four language skills: listening, speaking, reading, and writing. Prerequisite: FLR 101.

**FLR 201 Intermediate Russian I (3)** This course reviews the grammatical structures of the Russian language. It is also designed to increase the student's vocabulary and fluency and writing ability through reading and analysis of short literary works and cultural selections. Prerequisite: FLR 102.

**FLR 202 Intermediate Russian II (3)** This course reviews the grammatical structures of the Russian language. It is also designed to increase the student's vocabulary and fluency and writing ability through reading and analysis of short literary works and cultural selections. Prerequisite: FLR 201.

### **Spanish**

**FLS 101 Elementary Spanish I (3)** A beginning course in Spanish taught by the audio-lingual method, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Integrated laboratory experience.

**FLS 102 Elementary Spanish II (3)** A beginning course in Spanish taught by the audio-lingual method, but with concurrent development of all four language skills: listening comprehension, speaking, reading, and writing. Integrated laboratory experience. Prerequisite: FLS 101.

**FLS 201 Intermediate Spanish I (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: FLS 102.

**FLS 202 Intermediate Spanish II (3)** An intensive review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: FLS 201.

**FLS 311 Advanced Spanish Conversation and Composition I (3)** Further development in aural comprehension and oral expression through reading and analysis of cultural and literary materials. Exercise in advanced grammar topics. Techniques of group discussion, formal and informal oral and written presentations. Prerequisite: FLS 202.

**FLS 312 Advanced Spanish Conversation and Composition II (3)** Further development in aural comprehension and oral expression

through reading and analysis of cultural and literary materials. Exercise in syntax and elements of style. Techniques of group discussion, formal and informal oral and written presentations. Prerequisite: FLS 311.

**FLS 314 Introduction to Spanish Linguistics (3)** An introduction to the study of Spanish linguistics, the science of language. This is a survey of major linguistic concepts, including phonetics, phonology, morphology, and syntax. This course is evaluated via exams and heavy student participation. Prerequisite: FLS 311.

**FLS 320 Travel Experience in Spanish-speaking Nations (3)** This course is designed to offer the student the opportunity to experience and learn first hand about the many aspects of life in Spanish-speaking nations. Several places of historical, cultural, and social importance will be visited. Location will be announced in advance. Offered in alternating January-term sessions.

**FLS 335 Peninsular Spanish Culture and Civilization (3)** A study of historical, cultural, and folkloric sources of the life and customs of the Spanish peoples. Emphasis on the social, economic, and intellectual life of Spain today. Prerequisite: FLS 202.

**FLS 336 Latin American Culture and Civilization (3)** A study of historical, cultural, and folkloric sources of the life and customs of the Latin American peoples. Emphasis on the social, economic, and intellectual life of Latin America today. Prerequisite: FLS 202.

**FLS 350 Masterpieces of Peninsular Spanish Literature (3)** Readings of selected works of prose, poetry, and drama from the Middle Ages to the present. Prerequisite: FLS 311 or permission of instructor.

**FLS 351 Masterpieces of Spanish-American Literature (3)** Readings of selected works of prose, poetry, and drama from the Colonial period to the present. Prerequisite: FLS 311 or permission of instructor.

**FLS 370 Seminar on Selected Authors and Genres of Spanish and Spanish-American Literatures (3)** A concentrated study and analysis of a literary genre and its representative authors, their major works and influence. The content of the course varies and will present in rotation different periods of Spanish and Spanish-American literatures. It may be repeated for credit as topics vary. Prerequisite: FLS 311.

**FLS 380 Independent Study (3)** For individualized study of specific topics within the field of Spanish language, culture, and literature, as needed, and in consultation with Spanish faculty. This course may be repeated, if circumstances require. Prerequisites: FLS 311, 350, 351, and faculty permission.

### **General Studies**

#### **Program Description**

To prepare for rapid changes in American and world cultures, the General Studies program is designed to give the student the necessary tools of critical thinking, perspective, and adaptability. The major allows a student to study a broad range of

courses in the Liberal Arts and Humanities, as well as the student's specific areas of interest. In addition to the general education courses required of all students, a major in General Studies requires 39 hours of electives and an additional 39 hours as follows:

Computers/Computer Applications (3)  
Literature (6)  
American Government or History (3)  
Foreign Language or Cross-Cultural\* (6)  
Social Services (3)  
Fine & Performing Arts (6)  
Religion or Philosophy (6)  
Written or Oral Communication (3)  
Economics (3)

\* A major must take two semesters of a foreign language and two cross-cultural courses in order to satisfy both the major and the general education requirements.

## Geography

**GEO 201 World Regional Geography (3)** A study of the major areas of the world divided along political boundaries and levels of development. Attention is given to the impact of the physical and cultural environment on the world areas and current issues in population, resource depletion, and economic disparities. Prerequisite: ENG 170 or permission of instructor.

## History

### Program Description

The major in History requires a minimum of 41 hours of departmental coursework in the following areas:

World History: HIS 100, 200, and 205 or 220 (9)  
European History: HIS 301, 302 and two upper level electives (12 hours)  
United States History: HIS 105 and 106, and 2 upper level electives (12)  
Comprehensive Exam: HIS 400 (2)  
Economics: BA 210 (3)  
American Government: PS 155 (3)

History majors seeking certification in secondary education must also pass HIS400 and the Praxis exam before they will be permitted to student teach.

A minor in history requires a minimum of 18 hours of coursework, including HIS 100, HIS 200, at least six hours in American history and at least six hours in European and/or Asian or Latin American history.

A minor in Social Studies requires a minimum of 18 hours of coursework, including: ANT 112, GEO 201, PS 156, PSY 100, SOC 102 and one course chosen from the following: ANT 210, 300, 317, BA 315, 415, SOC 318, 320. This minor is recommended for students majoring in history who are seeking to be certified to teach social studies at the secondary level. See a history faculty member about this minor.

### Courses of Study

#### History

**HIS 100 World History: The Human Community (3)** A study of the growth and interactions of world cultures. This course concentrates on the history of the world since 1500. The emphasis

is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation. All sections may be taken for Honors Program credit.

**HIS 105 America: Colony to Civil War (3)** This survey of American history begins its examination with the colonial origins of the United States and concludes with the outbreak of the Civil War. Political, economic, and social foundations of American development are stressed.

**HIS 106 America: Civil War to World Power (3)** This survey of American history traces the development of the United States from the Civil War to its present status as a world power. Political, economic, and social foundations of American development are stressed.

**HIS 200 History of the Contemporary World (3)** Focus on the post-1945 super- power rivalry, the collapse of European communism, and decolonization and revolution in the Third World. Areas of emphasis include the Chinese Revolution, Latin American revolutions, the Indochinese wars, and Middle East conflicts.

**HIS 204 The Westward Movement (3)** A one-semester survey of the significance of the West in American national development. The course begins with the study of the colonial frontiers and concludes with the closing of the national frontier in the 1890's.

**HIS 205 History of Asia (3)** This survey explores the history of South, Southeast, and East Asia from the earliest times to the present.

**HIS 206 History of East Asia (3)** This survey explores the histories of China and Japan.

**HIS 207 American Military History through World War Two (3)** This course is a study of the role of the military in American life during war and peace from colonial times through World War Two. Tactical, strategic, political, and economic contexts as well as technological developments are considered in attempting to understand the causes, conduct, and consequences of armed conflict.

**HIS 209 The Nazi State (3)** An examination of Hitler and his Reich—the origins of National Socialism, the Nazi Revolution, and the social, cultural, and political changes that followed.

**HIS 214 American Military History since 1945 (3)** This course is a history of U.S. military involvement in the world since the end of World War Two. Beginning with the end of WWII and moving through to the 21st century, this class includes Korea, Vietnam, US interventions as well as the Gulf War. Tactical, strategic, political, and economic contexts as well as technological developments are considered in attempting to understand the causes, conduct, and consequences of these armed conflicts.

**HIS 220 History of Latin America (3)** This survey examines the history of Latin America from Columbus to the present. Designed

to give the student a better appreciation of Latin American cultures, the course will also examine United States-Latin American relations and their impact.

**HIS 223 The Ancient and Medieval World (3)** This course provides a survey of ancient and medieval world civilizations, noting the emergence of the distinct cultures of the Americas, Eurasia, and Africa and the development of connections among medieval Eurasian cultures.

**HIS 224 The Medieval World (3)** This course examines medieval Asian civilizations, Islam, Byzantium, and the new European civilizations, with a particular emphasis on the growth of Europe out of German and classical elements and the new Western civilization's relationship with the more developed civilizations to the east.

**HIS 255 The South in American History (3)** Study of the colonial beginnings and expansion of southern life. Major themes are the growth of slavery, establishment of a staple agriculture, the "southern way of life," agrarian politics, relations with other sections, and industrial growth.

**HIS 256 History of Race in America (3)** The United States remains a nation of peoples from different races, ethnic groups and nationalities whose cultural backgrounds and American responses to them have shaped the nation's history and culture. The course will address such questions as: How have American values shaped these peoples--and how have the dovetailed theirs with those values? How have different people come to live and work together to craft our society as it stands today? How does that give us a greater understanding of our own time? Why have different peoples come to the United States, and what impact have they had on American society? The history of Race in America will interpret the history of race relations and minority groups in the United States since the end of the Civil War. The course will focus on the role and experiences of African-Americans, American Indians, Hispanics, immigrants, and Asians to gain a greater understanding of the ideas, traditions and events that have shaped the ways people of different colors and backgrounds live in America.

**HIS 301 Modern Europe I (3)** Begins with a survey of the medieval background followed by intensive study of major themes of the evolution of European society from the Renaissance to 1815. Historiography and bibliographical research are integral to the course. Prerequisite: HIS 100 or instructor's permission.

**HIS 302 Modern Europe II (3)** This course covers European history from the French Revolution to World War II. Historiography and research based on primary sources are an important part of the course. Prerequisite: HIS 301 or instructor's permission.

**HIS 305 Historical Methods (3)** This class will examine tools and techniques of historical writing and interpretation of history. This course will act as an introduction to historical methods, source problems, bibliographical aids, source criticism, and use of related techniques. The nature and sources of primary and secondary evidence, as well as historical discourse, will also be examined.

**HIS 308 The Origins of the United States to 1800 (3)** The class is a one-semester survey of North America from its pre-Columbian origins to the election of 1800. It will focus on the creation of British North America, the development of slavery, US political institutions, the Revolution, and the formation of the American Republic. Prerequisite: HIS 105 or permission of instructor.

**HIS 309 The Foundation of American Democracy, 1800 to 1850 (3)** This course is an examination of the United States from the election of 1800 through the compromise of 1850. The course will deal with the development of slavery, abolition, industrialization, urbanization, migration, women's rights, and the early social reform movements. Prerequisite: HIS 105 or permission of instructor.

**HIS 310 The Civil War and Reconstruction (3)** This course examines the great schism in American history. The course focuses on the events immediately preceding the start of the war, the military, social, and political aspects of the war, and the political and social ramifications of the immediate post-war period. Prerequisite: HIS 105 or 106 or permission of instructor.

**HIS 312 The Growth of Modern America (3)** This course spans American history from the end of Reconstruction (1877) to 1933. Its main focus is on the social, political, economic, and cultural aspects of the period, with particular emphasis on the role of the period in shaping modern-day America. This course utilizes the period to examine the development and impact of industrialization, urbanization, technology, and transportation on the United States; the rise of consumer culture; changing ideologies, and reform movements. Prerequisite: HIS 105 or 106, or permission of instructor.

**HIS 314/BA 314 History of American Business (3)** Economic life and institutions since colonial period; special emphasis on United States since 1800. Particular emphasis on economic growth, industrial growth, entrepreneurship, labor-management relations and unionization, transportation, evolution of commercial agriculture, managerial and organizational development.. Prerequisite: HIS 105 or 106, or permission of instructor.

**HIS 315 History of Gender in America (3)** A one-semester study of gender in the development of the US from the colonial period to the present. This course considers both how the environment shaped the role of gender and how gender has influenced America. Prerequisite: HIS 105 or 106 or permission of instructor.

**HIS 316 A Biography of the Constitution (3)** A one semester study of the development of US and British political and constitutional thought from their British origins to the present. This course will focus on the development of both constitutions and the development and shifts in political philosophies. Prerequisite: HIS 105 or 106 or permission of instructor.

**HIS 320 The American Century (3)** The development of the United States from the Great Depression of the 1930s to the present. The course examines the problems of world leadership, changing political alignments, shifting social patterns, emerging minorities

and the concept of the welfare state. Prerequisite: HIS 106.

**HIS 322 History of Missouri (3)** Missouri stands as a hybrid state: too far west to be eastern, yet not western either; neither northern nor southern, yet with aspects of both. In its unique role as a passage point connecting east and west, Missouri has evolved differently than other states, with a unique mix of attitudes, economic activities, politics, and functions. This course will analyze this development and evolution based on its immigration and transportation patterns, location, economic development, and social evolution.

**HIS 330 European Intellectual History (3)** Using selections from representative thinkers, the course examines their impact on 17th century ideas of reason and the scientific method, and then investigates the impact of these on 18th century ideas of political and social reform and on 19th and 20th century theories of human nature, history, and political systems. These thinkers include Bacon, Descartes, Hobbes, Locke, Voltaire, Rousseau, Darwin, Marx, and Freud. Prerequisite: HIS 100.

**HIS 332 Revolution in the Modern World (3)** A comparative study of the English, American, French, Russian, Chinese, and Iranian revolutions focusing on underlying demographic, economic, intellectual and political factors in revolutionary change as well as the internal dynamics of revolutions. Prerequisite: HIS 100 or instructor's permission.

**HIS 336 The Civilization of Industrialism (3)** An examination of the industrial and scientific revolutions of the eighteenth and nineteenth centuries and their impact on economic, social, political, and intellectual life in Western Europe in the eighteenth and nineteenth centuries. Prerequisite: HIS 100.

**HIS 338 War and Society in the Twentieth Century (3)** The causes, onsets, course and results of the two World Wars on the twentieth-century world. The course focuses on Europe, but it will include the involvement of the non-European world and the impact of the two wars on world society. Prerequisite: HIS 100.

**HIS 355 Focus on Modern Europe (3)** This multi-disciplinary course on Modern Europe will provide a context for understanding the cultural heritage of the peoples of Europe and how that cultural heritage has shaped that continent's response to the problems of a world in which Europe no longer occupies the central position that it once did. The course will introduce students to recent political, economic, cultural, and demographic trends on the continent which give Europe and its various regions their distinctive cultural identity. Prerequisite: HIS 100 or consent of the instructor.

**HIS 380 Selected Topics (3)** A concentrated study of a specific topic, time period, geographical area or civilization. This course may be repeated as topics vary. Prerequisites vary by topic and will be noted in course schedule.

**HIS 400 Comprehensive Exam (2)** Students will demonstrate proficiency in United States, European, and World History via written examinations and in research methods via a written project. For history majors: requires minimum 2.00 GPA in major courses.

## Human Resource Management

### Program Description

The Lindenwood University undergraduate program in Human Resources Management offers courses leading to the Bachelor of Arts in Human Resources Management Degree. The curriculum focuses on the functional divisions found within the typical human resource department. Stressing a practical, hands-on approach, the HRM program offers students opportunities to develop the requisite skills and knowledge to embark on a career in human resources management. This degree program prepares the graduating student to serve in a generalist capacity within most organizations.

Degree Requirements: 128 hours

- 92 hours in general studies and general electives.
- 36 hours in major field of study

### Core Requirements

BA 200 Financial/Managerial Accounting I (3)

BA 201 Financial/Managerial Accounting II (3)

BA 211 Microeconomics (3)

BA 212 Macroeconomics (3)

BA 360 Business Law I(3)

HRM 330/BA 332 Human Resources Management (3)

HRM 331/BA 336 Labor-Management Relations (3)

HRM 332/BA 331 Organizational Behavior and Devel. (3)

HRM 333/BA 337 Human Resources Development (3)

HRM 410/BA 338 Personnel Law (3)

HRM 411/BA 339 Compensation Management (3)

HRM 412/BA 438 Human Resources Issues (3)

Total — 36 hours

### Courses of Study

**HRM 330/BA 332 Human Resource Management (3)** An overview course in human resources covering the basic principles of HR planning, organizational integration, recruiting, selection, legal issues, labor relations, compensation and benefits, training and development, safety, workforce diversity and current trends and issues facing the HR profession.

**HRM 331/BA 336 Labor-Management Relations (3)** Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, de-certification, protected activity, worker-employer rights, grievance administration, arbitration, NLRB role and major labor acts. Prerequisite: BA 332, HRM 330 or equivalent.

**HRM 332/BA 331 Organizational Behavior and Development (3)** Development of knowledge and skill in the application of behavioral science theories and concepts to organizational processes and problems. Emphasis is on small group, intra-personal, inter-personal, inter-group, managerial and organizational issues and problems.

**HRM 333/BA 337 Human Resource Development (3)** Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, evaluation and testing.



Prerequisite: HRM 332 or equivalent.

**HRM 410/BA 338 Personnel Law (3)** Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation requirements. Prerequisite: BA 332, HRM 330 or equivalent.

**HRM 411/BA 339 Compensation and Salary Administration (3)** Examining pay structures, pay systems, parity, comparable worth, matrices, relationship between pay and performance, performance evaluation, internal and external equity and legal issues. Prerequisite: HRM 330, BA 332.

**HRM 412/BA 438 Human Resource Issues (3)** Culminating course covering current trends and issues of importance to the human resource profession. The primary teaching approach will be the use of the case study method wherein the student is required to analyze, synthesize, and present the case study information to the class. Prerequisite: HRM major and senior standing.

## **Human Services**

### **Program Description**

The programs in Human Services at Lindenwood University are designed to prepare students for leadership positions in youth and community service agencies. The baccalaureate program is intended to serve a broad spectrum of career paths. Therefore, the major core combines a focus on human services with selected concentrations in a number of different practice settings. Students seeking the major in Human Services will complete 25 credits of directed studies in agency management (included in the core curriculum listed below) and will select an area of emphasis to complete the major core.

For students majoring in other related disciplines, such as social work, business administration, health management, education, gerontology, political science, public administration, performing arts, psychology or sociology, the Human Services program also offers the ability to obtain an Area of Concentration in Human Services.

Students seeking either the major in Human Services or the Area of Concentration must complete the following focused core curriculum: HSA 100, 101, 201, 300, 301, 350, 360, 371, 450 and 499. Students seeking the major in Human Services must complete one of the Areas of Emphasis. Those seeking certification with American Humanics must also complete HSA 489 American Humanics Management Institute.

### **Early Access to the M.A. Program in Human Service Agency Management**

With approval from the Dean of Human Services and the Provost, students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the M.A. degree in Human Services, but not toward the bachelor's degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking M.A. credits under this option.

## **American Humanics, Inc.**

American Humanics, Inc., is a national not-for-profit organization. Through its 85 affiliated campus programs and 19 affiliated national agencies, and 14 collaborating professional agencies, American Humanics recruits, educates, and places competent professionals in careers with not-for-profit youth and human service agencies.

The nationally recognized program qualifies the student who completes it to become a certified American Humanics graduate, providing Human Services graduates additional training and qualifications for work in the nonprofit, public, private, institutional and business setting. Students are expected to attend non-credit activities and seminars sponsored by the American Humanics Student Association.

LU students seeking certification must participate in the American Humanics Student Association HSA 101, 201, 301, 401. Through this campus organization students will be offered a variety of career preparation opportunities including the annual American Humanics Management Institute 489, 490, 491, 492. Interested students should contact the Executive Director of the Human Services program to make application to this specialized program.

National Certification from American Humanics is a highly esteemed and prestigious honor. Students in the Human Services degree program may earn their National Certification by adhering to program guidelines. It is highly recommended for each student pursuing a career in Human Services to strive for this recognition.

### **HSA Areas of Emphasis**

Students seeking a major in Human Services must complete one of the following Areas of Emphasis (course descriptions may be found in other areas of this catalog).

### **Human Service Agency Management Core Requirements (26)**

HSA 100 Introduction to Human Service Agencies (3)

HSA 101 American Humanics Student Association (1)

HSA 120 Human Service Agency Observation (1)

HSA 300 Fundraising and Planning (3)

HSA 350 Management of Human Service Agencies (3)

HSA 360 Leadership (3)

HSA 371 Grantwriting (3)

HSA 450 Internship (3)

HSA 499 Senior Synthesis (3)

Elective Courses for HSAM-3 additional credit hours from the following:

HSA 201, 301, 401 American Humanics Student Association (1 hr/class)

HSA 220 Human Service Agency Observation (1)\*

HSA 351 Volunteer Management (3)

HSA 495, 496, 497, 498 Leadership Experience (1)

HSA 489, 490, 491, 492 American Humanics Management Institute.

HSA 493, 494 Special Topics in HSAM (1-6)

### **Christian Ministry Studies Emphasis (18 hours)**

CMS 101 Disciplines of the Christian Life (3)

CMS 120 Introduction to Christian Theology (3)

Choose four of the following courses:

CMS 110 Introduction to Christian Missions (3)

CMS 115 Personal Evangelism (3)

CMS 201 Principles of Youth Ministry (3)

CMS 221 Doctrine of Salvation and Doctrine of Humanity (3)

CMS 251 Vocational Orientation (3)  
CMS 301 Hermeneutics (3)  
CMS 305 Principles of Youth Camping (3)  
CMS 307 Church Administration (3)  
CMS 310 Oral Communication in Ministry (3)  
CMS 315 Doctrine of Creation (3)  
CMS 321 Doctrine of the Triune God (3)  
CMS 348 Youth and Family Ministry (3)  
CMS 350 Evangelism and Discipleship in Youth Ministry (3)  
CMS 351 Leadership Development (3)  
CMS 370 Worship in the Family of God (3)

### **Communications Emphasis (18)**

COM 130 Survey of Professional Media (3)  
COM 151 Radio Production (3)  
COM 154 Video Production (3)  
COM 301 Applied Mass Communications (3)  
COM 305 Desktop Publishing (3)  
COM 327 Media Literacy (3)

### **Criminal Justice Emphasis (18)**

CJ 200 Criminology (3)  
CJ 210 Criminal Justice Systems (3)  
Choose four of the following classes:  
CJ 300 Policing (3)  
CJ 301 Criminal Procedure (3)  
CJ 305 Corrections (3)  
CJ 310 Criminal Law (3)  
CJ 311 Juvenile Justice System (3)  
CJ 321 White Collar Crime (3)  
CJ 331 Forensic Investigations (3)  
CJ 340 Special Topics in CJ (1-3)

### **Education Emphasis (21)**

EDU 301 Human Development (3)  
EDU 302 Educational Psychology (3)  
EDU 307 Teaching Reading in the Content Area (3)  
EDU 321 or EDU 322 Classroom and Teaching Management (3)  
EDU 341 Education of the Exceptional Child (3)  
EDU 359 Multicultural Education (3)  
EDU 387 Reading/Writing Across Curriculum (3)

### **Fine Arts (18)**

DAN 101 Introduction to Dance (3)  
TA 111 Intro to Technical Theatre I (3)  
ART 210 Concepts in Visual Arts (3)  
TA 117 Introduction to Theatrical Arts (3)  
EDU 311 Elementary Art Methods (3)  
Choose one of the following classes:  
ART 120 Introduction to Graphic and Computer Art (3)  
COM 305 Desktop Publishing (3)

### **Management Emphasis (21-24)**

COL 170 Microcomputer Applications (3) or demonstrated proficiency  
BA 200 Financial/Managerial Accounting I (3)  
BA 211 Principles of Microeconomics (3)  
BA 212 Principles of Macroeconomics (3)  
BA 320 Principles of Finance (3)

BA 350 Principles of Marketing (3)  
BA 452 Principles of Public Relations (3)

### **Military Science Emphasis (19)**

MS 101 Introduction to ROTC (2)  
MS 102 Introduction to Leadership (2)  
MS 201 Self/Team Development (3)  
MS 202 Individual/Team Military Tactics (3)  
MS 301 Leading Small Organizations I (3)  
MS 302 Leading Small Organizations II (3)  
MS 401 Leadership Challenge/Goal Setting (3)

### **Public Affairs and Policy Analysis (18)**

PS 155 American Government: The Nation (3)  
PS 156 American Government: The States (3)  
PS 307 Public Affairs Writing and Reporting (3)  
PS/BA 313 Public Finance (3)  
PS/BA 335 Public Management (3)  
PS 370 Governmental Research (3)

### **Recreation Management Emphasis (21)**

PE 127 Swimming I (1)  
PE 132 Lifetime Fitness (1)  
PE 150 Foundations of P.E. (3)  
PE 160 First Aid/CPR/Sports Injuries (2) or PE 180 First Aid (1) and PE 181 CPR (1)  
PE 200 Personal Health & Nutrition (3)  
PE 349 Organization & Administration of Health and Physical Education (3)  
BSM 410 Sports Management, Policy, & Promotion (3)  
PE Electives (3)  
Choose one of the following courses:  
PE 331 Analysis & Teaching of Lifetime Sports (2)  
PE 333 Analysis & Teaching of Aquatic, Gymnastics, & Dance (2)

### **Social Science/Services Emphasis (18)**

PSY 100 Introduction to Psychology (3)  
PSY 200 Child Psychology (3)  
PSY 201 Psychology of Adolescence (3)  
SOC 220 Social Problems (3)  
Choose two of the following courses:  
PE 300 Community Health (3)  
PSY 303 Abnormal Psychology (3)  
PSY 365 Human Sexuality (3)  
SOC 315 Alcohol, Drugs, and Society (3)  
SW 110 Introduction to Social Work (3)  
SW 280 Human Behavior in the Social Environment (3)

### **YMCA Professional Studies Program Emphasis (21 hours)**

HSA 250 YMCA Principles and Practices (3)  
COM105 Group Dynamics & Effective Speaking (3)  
HSA 300 Fundraising (3)  
HSA 351 Volunteer Management (3)  
HSA 350 Management of Human Service Agencies (3)  
and  
HRM 330/BA332 Human Resource Management (3)  
HRM 332/BA331 Organizational Behavior and Development (3)  
or  
PSY 231 Creating Problem Solving (3)

**Youth Services Emphasis (21)**

EDU 201 Psychology of Adolescence (3)

PE 300 Community Health (3)

PSY 100 Introduction to Psychology (3)

PSY 200 Child Psychology (3)

SOC 214 The Family (3)

SW 110 Introduction to Social Work (3)

SW 280 Human Behavior in the Social Environment (3)

**Courses of Study**

**Core Curriculum**

**HSA 100 Introduction to Human Service Agencies (3)** Course covers the history of volunteerism and agencies designed to provide social services. Focus will be on voluntarism in a democratic society, the function and purpose of volunteer and social service agencies, and their sponsorship. Features weekly presentations by agency managers from a wide range of service providers.

**HSA 101, 201, 301, 401 American Humanics Student Association (1-4)** The American Humanics Class involves the study and experience of the co-curricular program at LU. The class works as a non-profit organization to identify needs and responses as an organization. Students are expected to attend meetings, and work on projects the student association agrees to do.

**HSA 120 Human Service Agency Observation (1)** This course is taught in conjunction with HSA 100, Introduction to Human Agency Management and provides the student with observation experience in the Human Services (Nonprofit or Public Sector) setting.

**HSA 203 Nonprofit Accounting (3)** An introductory course that provides the fundamentals of financial and managerial accounting within the framework of not-for-profit organizations, to include voluntary health and welfare organizations. Emphasis on the unique and accessible presentation of the rules specific to the not-for-profit sector while building a framework to access and apply financial information more effectively. Prerequisite: BA200.

**HSA 300 Fundraising (3)** Examines the differences between for-profit and not-for-profit organizations. Examination of philanthropy and techniques of fundraising, relationships with umbrella funding organizations, government funding, grantsmanship, and budgeting.

**HSA 350 Management of Human Service Agencies (3)** General management techniques are applied in the specialized settings of human service agencies. Includes management of agency staff, volunteers, and client services. Focuses on membership acquisition and member services to encourage and retain participation.

**HSA 351 Volunteer Management (3)** Concepts, issues, significance of the "voluntary society," recruitment, placement, and volunteer development.

**HSA 360 Leadership (3)** Designed to explore the various techniques for exercising influence in structured situations. Emphasis on leadership research and techniques including the development of

attitudes and action for effective leadership.

**HSA 371 Grantwriting (3)** Examines the difference between the for-profit and not-for-profit organization. Includes an examination of philanthropic grantwriting and techniques of fund development through grants, relationships with umbrella funding organizations, government funding, grantsmanship and budgeting.

**HSA 450, 451 Internship (1-6)** Students are placed in human service agencies to serve in functions normally assigned to entry level managers. Under the supervision of agency personnel, students will observe and practice human service agency management skills. May be repeated once in a different practicum setting. Requires 15 hours of agency participation each week and 225-300 hours throughout a semester.

**HSA 489, 490, 491, 492 American Humanics Management Institute (1-4)** Students must complete the program of study provided through the American Humanics, Inc. at the American Humanics Management Institute. National course offering for American Humanics students across the nation. Topics are presented by national youth agencies and corporate leaders with student interaction. Registration and transportation fees are required.

**HSA 493, 494 Special Topics in Human Service Agency Management (1-6)** Directed studies in the management of not-for-profit agencies. Study of unique situations, conditions, and circumstances that occur in agency work. American Humanics co-curricular involvement.

**HSA 495, 496, 497, 498 Leadership Experience (1-4)** The active participation in leadership activities. The organization, staffing, training, financing, and programming of leadership activities. Lab fee.

**HSA 499 Senior Synthesis (3)** Required capstone seminar to be completed during the last year of baccalaureate study. Provides an opportunity for discussion of professional standards and ethics and an evaluation of case studies related to students' internship experiences.

**International Studies**

**Program Description**

The International Studies program prepares students for a diversity of careers in today's global community. A student may elect to follow one of two tracks in International Studies: International Relations or Cross-Cultural. The Cross-Cultural track includes an emphasis on Asian or European studies. (There is an International Business major, see the description under Business Administration). The following courses are required of all International Studies majors, regardless of the track selected: 12 hours in Foreign Language (students may test out of this requirement), ANT 112, BA 211, 212, GEO 201, PS 350, REL 200 and INT 400 (senior tutorial).

**Tracks in International Studies**

**International Relations**

PS 300 Comparative Politics

BA 470 International Business  
HIS 355 Focus on Modern Europe  
ANT 300 Focus on Modern Asia

### **Cross-Cultural Studies: Asian Studies**

HIS 206 History of Asia  
COL 300 Focus on Modern Asia and the following:  
ART 353 Art of Japan

### **Cross-Cultural Studies: European Studies**

Four courses chosen from the following:  
ART 354 19th Century Art  
ART 361 20th Century Art I  
HIS 301 Advanced European Survey I  
HIS 302 Advanced European Survey II  
HIS 330 European Intellectual History  
HIS 336 Civilization and Industrialism  
HIS 355 Focus on Modern Europe  
PHL 212 Modern Philosophy

### **Course Description**

INT 400 Senior Tutorial (3) The Senior Tutorial will involve specialized research by each student in a chosen field of interest in international affairs. The student will be required to write a major paper for review and evaluation by selected members of the program faculty. Regular consultation between the student and his/her principal advisor is to take place throughout the tutorial.

## **Mathematics**

### **Program Description**

Both a Bachelor of Arts degree and a Bachelor of Science degree are offered in Mathematics. The B.A. major requires the completion of 41 hours consisting of MTH 271, 272, 290, 303, 311, 315, CSC 144, PHY 301, and an additional 9 hours of mathematics at the 300 level or above. For secondary certification, the 9 hours must consist of MTH 320, 330 and 341.

The B.S. major requires the completion of 52 hours consisting of MTH 271, 272, 290, 303, 311, 315, 321, CSC 144, 184, PHY 301, 302, and an additional 9 hours of mathematics at the 300 level or above.

A minor in Mathematics is also offered. The minor requires the completion of 28 hours consisting of MTH 271, 272, 290, 303, 315, CSC 144 and an additional 3 hours of mathematics at the 300 level or above.

### **Mathematics & Engineering**

#### **Dual Degree Program**

A student majoring in Mathematics may participate in a dual degree program in Engineering. See the Pre-Engineering section of this catalog for more information.

#### **Actuarial Studies Program**

Students who wish to combine a mathematics major with selected business coursework can earn an emphasis in actuarial studies. In addition to the courses required for a major in mathematics, students pursuing an actuarial studies emphasis must take: BA 200, 201, 211, 212, 370, and 6 semester hours in mathematics/computer science or business communications electives.

## **Courses of Study**

### **Mathematics**

**MTH 110 Intermediate Algebra (3)** Course includes the following topics: operations with real numbers, first degree equations and inequalities, operations with polynomials, factoring, operations with rational expressions, complex numbers, quadratic equations, elementary functions. Only students who are planning to pursue a degree requiring college algebra and who do not have two years of high school algebra should enroll in this course. Counts for elective credit; will not satisfy the general education requirement in mathematics.

**MTH 121 Introduction to Contemporary Mathematics (3)** An introductory course on how mathematics is used today. Included are: statistics; consumer math; and topics from the areas of Management Science, Social Choice and Decision-making, and Size and Shape..

**MTH 131 Quantitative Methods for Business (3)** This course is designed to introduce business students to the use of quantitative methods. Topics covered will include: solving and graphing linear and functions and inequalities; writing mathematical models; solving systems of equations; linear regression; and an introduction to linear programming. Tools used will include calculators and computers. A graphing calculator is required. Prerequisite: one year of high school algebra.

**MTH 134 Concepts in Mathematics (Education) (3)** An introduction to the basic language and concepts of mathematics. This course is designed for education majors and students seeking secondary or middle school certification who are not science majors. Topics include sets, number systems, the real number system, mathematical systems, logic, problem-solving, equations and inequalities.

**MTH 141 Basic Statistics (3)** An introduction to the theory and applications of statistics, including probability, descriptive statistics, random variables, expected values, distribution functions, and hypothesis testing.

**MTH 151 College Algebra (3)** A first course in college algebra including the following topics: polynomial equations and inequalities, mathematical modeling and problem solving, rational functions, other functions and relations. Students who enjoy math, students who need MTH 151 for their major, students who are going on and taking higher level math courses, and/or students who are majoring in math but need to strengthen their algebra skills are the only students for whom this course is recommended. Prerequisite: Two years of high school algebra.

**MTH 152 Precalculus: Elementary Functions (3)** A preparation for calculus covering polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, applications and systems of linear equations. A graphing calculator is required. Prerequisite: Two years of high school algebra or MTH 151.

**MTH 170 Survey Calculus (3)** A study of differential and integral calculus. The focus of the course is on the concepts of differential

and integral calculus and their applications to the life sciences, the social sciences, and business. Graphing calculators will be used to help in the development and application of the subject. Prerequisite: MTH 151 or two years high school algebra.

**MTH 271 Calculus I (5)** A first study of real functions and some of their applications. Topics include limits, continuity, differentiation and integration. A graphing calculator is required. Prerequisite: High school algebra and trigonometry or C or better in MTH 152 and permission of department.

**MTH 272 Calculus II (5)** A continuation of the study of real functions of one variable. Topics include integration, applications of integration, methods of integration, infinite series, and vectors. A graphing calculator is required. Prerequisite: C or better in MTH 171.

**MTH 290 Introduction to Advanced Mathematics (3)** A transition course from elementary to advanced mathematics. Topics include logic, proof techniques, set theory, discrete math, the natural numbers, induction, functions, relations and the foundations of number systems. Prerequisite: C or better in MTH 271, or taken concurrently by the mathematically mature.

**MTH 303 Calculus III (5)** The study of real functions of more than one variable. Topics include partial derivatives, gradient, potential functions, line integral, multiple integration, and Taylor's formula. A graphing calculator is required. Prerequisite: C or better in MTH 172.

**MTH 311 Differential Equations (3)** Course in ordinary differential equations and some applications, including first order equations, linear differential equations, Laplace Transform, and series solutions. Prerequisites: C or better in MTH 272. Recommended: MTH 303.

**MTH 313 History of Mathematics (3)** A first course in the history of Mathematics, including the Classical, Medieval, Renaissance, Early Modern and Modern periods, spanning the time from 3000 BC to the present. Prerequisite: MTH 290.

**MTH 315, 316 Linear Algebra I, II (3)** A study of the finite dimensional vector spaces, linear mappings between them and applications to differential equations and geometry. Topics include solution of linear equations, matrices, determinants, bilinear mappings and forms, diagonalisation. Prerequisite: C or better in MTH 290.

**MTH 320 Algebraic Structures (3)** Course in the main structures of abstract algebra. Groups, rings and fields will be studied together with applications to geometry, and number theory. Prerequisite: C or better in MTH 315.

**MTH 321 Discrete Mathematics (3)** This course will briefly review logic, sets, functions and relations, and methods of proof before using these concepts to study discrete (rather than continuous) mathematics. Topics covered may include combinatorics, graph theory, algorithms and their analysis, Boolean algebra, finite state

machines, finite difference equations and applications of these topics. Prerequisite: C or better in MTH 290.

**MTH 330 Geometry (3)** A careful review of Euclidean geometry of the plane and space, and an introduction to non-Euclidean geometry. Prerequisites: C or better in MTH 290, 303, 315.

**MTH 341, 342 Probability and Mathematical Statistics I, II (3)** A calculus-based sequence on these subjects, including: combinatorics, probability spaces, conditional distribution functions, the central limit theorem, hypothesis testing, and regression analysis. Prerequisites: C or better in MTH 290, 303.

**MTH 351 Numerical Methods (3)** A first course in numerical methods, including the solution of linear and non-linear equations, numerical integration and differentiation, the theory of approximation, and the solution of differential equations. Prerequisites: C or better in MTH 311, 315.

**MTH 361 Applied Engineering Mathematics (3)** Course will include: partial differential equations of mathematical physics, eigenfunction expansions, the Laplace and Fourier transforms, and numerical methods. Prerequisites: C or better in MTH 311, 315.

**MTH 490 Special Topics in Mathematics (3)** Topics to be featured include: advanced calculus, differential geometry, complex analysis, field theory, number theory, real analysis. Prerequisite: Permission of instructor

## **Military Science (ROTC) Program Description**

Lindenwood University has an agreement with Washington University that makes the Army ROTC Basic courses available to qualified Lindenwood students. This program enables students to earn appointments as commissioned officers in the United States Army. Students interested in pursuing this opportunity should consult with Lindenwood's ROTC advisor.

### **Courses of Study**

**MS 101 Introduction to ROTC (2)** Make your first new peer group at college one committed to achieving excellence and experiencing challenges that build leadership skills and self confidence. Topics/activities include: life application skills, leadership characteristics, values/ethics, physical fitness, rappelling, obstacle courses, basic rifle marksmanship, small unit tactics, military map reading and first aid. This class consist of both classroom and field instruction.

**MS 102 Introduction to Leadership (2)** This class is a continuation of MS 101, but it incorporates combat water survival training, communication skills and Army Heritage. Reinforce self-confidence through participation in physically and mentally challenging exercises with upper division ROTC students. This class also consist of both classroom and field instruction.

**MS 201 Self/Team Development (3)** Learn/apply ethics-based leadership skills that develop individual abilities and contribute to building effective teams. Develop skills in oral presentations, writing concisely, planning events, coordination of group efforts,

advanced first aid, land navigation and basic military tactics. Learn fundamentals of ROTC's Leadership Development Program.

**MS 202 Individual/Team Military Tactics (3)** Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security and methods of pre-execution checks. Practical exercises with upper division ROTC students. Learn techniques for training others as an aspect of continued leadership development.

**MS 301 Leading Small Organizations I (3)** Series of practical opportunities to lead small groups, receive personal assessments and encouragement, and lead again in situations of increasing complexity. Uses small unit defensive tactics and opportunities to plan and conduct training for lower division students both to develop such skills and as vehicles for practicing leading.

**MS 302 Leading Small Organizations II (3)** Analyze tasks; prepare written or oral guidance for team members to accomplish tasks. Delegate tasks and supervise. Plan for and adapt to the unexpected in organizations under stress. Examine and apply lessons from leadership case studies. Study importance of ethical decision-making to set a positive climate to enhance team performance.

**MS 401 Leadership Challenges and Goal-Setting (3)** Plan, conduct and evaluate activities of the ROTC cadet organization. Articulate goals and put plans into action to attain them. Assess organizational cohesion and develop strategies to improve it. Develop confidence in skills to lead people and manage resources. Learn/apply various Army policies and programs in this effort.

**MS 402 Transition to Lieutenant (3)** Identify and resolve ethical dilemmas. Refine counseling and motivating techniques. Examine aspects of tradition and law as relate to leading as an officer in the Army. Prepare for a future as a successful Army lieutenant.

## **Multimedia Program Description**

Processes within this area of study involve any combination of two or more of the following elements: text, image, sound, speech, video and computer programs. A computer is used to digitally control and manipulate these mediums. In order to convey an idea, a specialist can use multimedia to convey the message and enhance information for more effective communication and understanding.

The term "multimedia" is used in varying contexts. It is used to designate other categories of technology, including: video conferencing, instant messaging, Internet web browsing, and desktop video production. It is used to refer to computer technologies and also to describe a number of dedicated media appliances from digital VCR's and interactive television, advanced wireless devices, and even public television screens.

The term "multimedia" most accurately describes the enabling software technologies that allow an individual to create or orchestrate the actual production of a cohesive unit in a process called multimedia authoring. Authoring is the process of mixing sound, music, graphics, video and animated resources from original

or existing sources to create an exciting (and often interactive) message intended for a specified audience. Applications of multimedia include but are not limited to the entertainment and advertising industries and all levels of education. The meaning of the term—multimedia--will continue to expand as technology evolves and new applications are invented.

The Bachelor of Fine Arts (BFA) in Multimedia (59-61 hours) is available to the student and there are two areas of concentration within the program, Animation or Graphic and Computer Arts. In either emphasis, the student's program must include the following core requirements (30 hours):

ART106 Two-dimensional (2-D) Design  
ART108 Color Theory  
ART120 Introduction to Graphic and Computer Art  
ART130 Introduction to Drawing  
ART136 Three-dimensional (3-D) Design  
ART220 History of Art, 3 credit hour Art History elective  
ART330 Drawing  
ART331 Figure Drawing  
ART400 Senior Seminar (1 credit hour)  
ART460 Exhibition (2 credit hours).

The BFA in Multimedia with the emphasis in Animation also requires (31 hours):

ART306 Historic Methods in Basic Animation  
ART308 Basic Multimedia Production  
ART310.51 Software Applications: Photoshop  
ART310.53 Software Applications: Illustrator  
ART310.55 Software Applications: Corel Draw  
ART310.57 Software Applications: Painter  
ART310.62 Software Applications: Flash  
ART318 Computer Art I  
ART319 Computer Art II  
ART355 Intermediate Animation-Lightwave 3D  
ART306 Advanced Animation  
ART465 Art Internship.

The BFA in Multimedia with the emphasis in Graphic and Computer Art also requires (29 hours):

ART306 Historic Methods in Basic Animation  
ART310.50 Software Applications: Pagemaker  
ART310.51 Software Applications: Photoshop  
ART310.53 Software Applications: Illustrator  
ART310.55 Software Applications: Corel Draw  
ART310.57 Software Application: Painter  
ART310.60 QuarkXpress  
ART310.63 Software Application: In Design  
ART318 Computer Art I  
ART319 Computer Art II  
ART355 Intermediate Animation-Lightwave-3D  
COM305 Desktop Publishing.

### **Minor in Multimedia**

A minor in Multimedia is also available and requires the following 25 credit hours:

ART106 Two-dimensional (2-D) Design  
ART120 Introduction to Graphic and Computer Art  
ART130 Introduction to Drawing  
ART220 History of Art

ART310.50 Software Applications: Pagemaker  
ART310.51 Software Applications: Photoshop  
ART310.53 Software Applications: Illustrator  
ART310.57 Software Applications: Painter  
ART310.60 Software Applications: QuarkXpress  
COM305 Desktop Publishing.

## Music

### Program Description

The major in instrumental music education requires: MUS 114, 115, 131, 132, 133, 134, 340, 342, 355, 356, 357, 360, 365, 383, 384, 390 or 490; four hours from MUS 104, 204, 304, 404; seven hours from MUS 109-409. The major in vocal music education requires: MUS 114, 115, 131, 132, 133, 134, 355, 356, 357, 370, 375, 379, 383, 384, 390 or 490; six hours from MUS 104, 204, 304, 404 124, 125; seven hours from MUS 110-410.

The major in music performance requires: MUS 131, 132, 133, 134, 165, 231, 232, 320, 355, 356, 357, 390, 490; 16 hours from MUS 104, 204, 304, 404; 8 hours from MUS 109-409, 110-410, 112-412 and/or 113-413; and 3-6 hours of electives in music.

All music majors must pass a piano proficiency exam. Students with a music talent award are expected to participate in University Chorus or Showcase Band each semester.

A minor in music is also offered. The minor requires: MUS 131, 132, 133, 134, 355, 356, 357; four semesters of applied music (MUS 104-204); four semesters of participation in University Chorus or Showcase Band.

### Courses of Study

**MUS 100 Fundamentals of Music (3)** Introduction to the basic elements of music with an emphasis on rhythmic and melodic notation, scales, keys, and basic harmony.

**MUS 101, 201, 301, 401 Performance Practicum (1) (1) (1) (1)** Participation in performance under the direction of faculty or outside conductor. Generally refers to non-Lindenwood ensembles such as the St. Louis Youth Symphony or the Kirkwood Philharmonic. Prerequisite: Permission. May be repeated for credit.

**MUS 104, 204, 304, 404 Private Lessons (1-2)** Lessons available in voice, piano, and orchestral wind and percussion instruments. Guitar lessons also offered. Private lesson fee applies.

**MUS 109, 209, 309, 409 The Lindenwood Bands (1) (1) (1) (1)** These large instrumental ensembles includes the Lindenwood Golden Lion Marching Band, the Showcase Band, the Lindenwood Symphonic Band, the Pit Band, the Pep Band, the Jazz Bands and Combos. Ensembles may be formed with selected members of the core ensemble. Musical literature will include concert band, popular, Broadway and seasonal repertoire. Students will be allowed to register for upper division courses depending upon their mastery of the material and continued participation in any or all of the bands. Prerequisite: permission of instructor. May be repeated for credit. No more than 9 hours will be counted toward total credit hours required for graduation. Instrumental music majors will be

required to perform in the band each semester. Exceptions must be approved by the Director of Bands.

**MUS 110, 210, 310, 410 The Lindenwood Choirs (I) (I) (I) (I)** These choral ensembles include: (1) The University Chorus, which is open to all students who wish to participate. The broad repertoire includes vocal music from contemporary to classical. A minimum of two concerts are presented every year. (2) Voices Only, an audition ensemble that presents a Madrigal Dinner in the fall semester and a mix of a cappella styles in the spring semester. (3) Lindenwood Chorale, which is open to all students who prefer to meet one evening per week rather than during the traditional day-class periods. Lindenwood Chorale offers a variety of musical styles and genres. Choral ensembles may perform at high schools and other off-campus venues throughout the school year in addition to their scheduled Lindenwood University appearances. The choirs are mixed (men and women) ensembles, but the curriculum also incorporates pieces for women only, men only, and smaller groups.

**MUS 112, 212, 312, 412 Instrumental Chamber Music Ensembles (I) (I) (I) (I)** Open to all students by audition. Repeatable for credit. Upper division courses available with instructor's permission and based on mastery, difficulty of the repertoire and continued participation in the particular ensemble(s). Prerequisite: audition and permission of the instructor.

**MUS 113, 213, 313, 413 Vocal Chamber Music Ensembles (I) (I) (I) (I)** Open to all students by audition. Repeatable for credit. Upper division courses available with instructor's permission and based on mastery, difficulty of the repertoire and continued participation in the particular ensemble(s). Prerequisite: audition and permission of the instructor.

**MUS 114 Class Piano 1(1)** A course for the student with little or no musical background who wishes to learn the basic principles and concepts of reading and playing music.

**MUS 115 Class Piano II (1)** Continuation of Class Piano 1. Prerequisite: MUS 114 or consent of instructor.

**MUS 124 Class Voice I (1-2)** Fundamental principles and techniques of singing.

**MUS 125 Class Voice II (1-2)** Continuation of Class Voice I. Prerequisite: MUS 124 or permission.

**MUS 131, 132 Music Theory I, II (3) (3)** A study of the elements that constitute Western music, its form, its harmonic and melodic structures, and its development. While several musical eras will be touched upon, particular attention will be given to music from the "common-practice period" (17th century through the 19th century). Prerequisite: Passing music proficiency exam. Concurrent enrollment in MUS 133 or MUS 134 is required for music majors and minors.

**MUS 133, 134 Aural Training I, II (I) (I)** A course designed to develop the tonal memory, intervallic recognition, and harmonic

recognition skills needed for the music major. It is a practicum for developing harmonic/melodic dictation and sight singing techniques. Course content corresponds with materials presented in the Music Theory course. Prerequisite for non-music major/minor: Permission. Concurrent enrollment in MUS 131 or MUS 132 is required for music majors and minors.

**MUS 140 Survey of Contemporary Music (3)** Appreciation course with the broad range of popular music as its subject matter. Beginning with an overview of key musical elements, this course surveys American popular music and the diverse musical styles that influenced its development. Participants will be encouraged to utilize their personal music preferences in various course activities and projects.

**MUS 150 Music in America (3)** Music of America's people, past and present. Surveys the great jazz and folk movements, Broadway musical theatre, film scores, and popular music styles.

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

**MUS 231, 232 Advanced Music Theory I, II (3) (3)** A continuation of MUS 131 and MUS 132. In addition to further theoretical study of music of the common-practice period, advanced theory also studies compositional practices of the 20th Century.

**MUS 320 Applied Music Literature (3)** A study of applied music literature through performances and extended listening to the applied area of concentration. Standard works chosen from the concert repertoire receive an analytical and stylistical study. Prerequisites: MUS 232, 234 and consent of the instructor. Private lesson fee may apply.

**MUS 335 The History of Jazz (3)** A study of jazz from its early folk song origins in the 19th century, through the forties, to the free jazz of Ornette Coleman, John Coltrane, and Miles Davis. Recordings are used to help the student hear stylistic differences and the musical developments which grew out of this art form. No previous musical experience is required.

**MUS 340 Instrumental Techniques and Literature I: Brass & Woodwinds (3)** Study of the methods, materials, organization, and instructional techniques applicable to beginning music classes. Coursework encompasses practical and analytical approaches to fundamental playing and teaching techniques for brass and woodwind instruments. Prerequisite: 4 hours of applied music on major instrument or permission. Studio fee may apply.

**MUS 342 Instrumental Techniques and Literature II: Strings & Percussion (3)** Study of the methods, materials, organization, and instructional techniques applicable to beginning music classes. Coursework encompasses practical and analytical approaches to fundamental playing and teaching techniques for string and

percussion instruments. Prerequisite: 4 hours of applied music on major instrument or permission. Studio fee may apply.

**MUS 355 Music History I: Western and Global Music (3)** A condensed history of the development of the Western Notated Tradition and an exploration of the oral traditions associated with various cultures throughout the world.

**MUS 356 History of Music II: Baroque and Classical (3)** A study of music from the Baroque and Classical style periods within the culture of Europe. The course will focus on the study of various genres, composers and musical traditions that sprang from the cultural influences of Europe in 1600-1825.

**MUS 357 History of Music III: Romantic and Modern Era (3)** A study of the music from the Romantic period through the 21st Century. American popular music, including Rock n' Roll, Blues, Broadway musicals and film scores, will also be explored.

**MUS 360 Orchestration/Arranging (3)** A study of the instruments of the modern symphony orchestra, their respective characteristics, and their uses in orchestration. Arrangements are made for string, woodwind, and brass combinations, and scoring is done for full orchestra. Prerequisite: MUS 232.

**MUS 365 Marching Band Techniques (3)** Experiential study of the marching band including philosophy, show planning, music selection, drill design, materials, administration, auxiliaries, and instructional techniques. The intended student audience is the music major seeking a career as a high school or college band director. Prerequisite: Junior standing.

**MUS 370 Choral Arranging (3)** Designed to teach the student to develop written vocal arrangements in various styles of accompanied and unaccompanied music. Areas include chord voicing, vocal range and flexibility considerations, voice leading and copyright laws. Concurrent enrollment in MUS 110, 210, 310 or 410 required.

**MUS 375 Choral Techniques (3)** The teaching of choral music in the classroom. Areas of study include teaching proper vocal techniques, developing an ensemble sound, designing warm-up exercises and craft sessions, planning a rehearsal and selecting choral literature. Concurrent enrollment in MUS 110, 210, 310 or 410 required.

**MUS 379 Vocal Pedagogy and Literature (3)** The aim of this class is to acquaint vocal education students with a well-grounded understanding of the physiology and mechanics of the vocal instrument, the International Phonetic Alphabet, the nuances of teaching the voice and the appropriate literature for young Middle School or High School. The semester will have overlapping or concurrent sections that will include class lecture on the above material, an 8-week out-of-class voice teaching component (using a recruited student as subject), and a performance component as repertoire is considered and studied. Prerequisite: private voice instruction.

**MUS 383 Introduction to Conducting (2)** Score reading,



conducting techniques, rehearsal procedures, organizational procedures.

**MUS 384 Advanced Conducting (3)** A study of advanced techniques effective for conducting and managing a large choral or instrumental group. Prerequisite: MUS 383.

**MUS 386 Special Topics (1-6)** A focused examination of a specific subject in the field of music. May include a performance component. May be repeated as topics vary. Lab fees may apply to some topics.

**MUS 390 Junior Recital (1)** The student will perform a formal recital representing a culmination of applied studies from the degree program. A faculty committee will be appointed to approve or disapprove the recital performance. Private lesson fee may apply.

**MUS 400 Music Pedagogy (3)** Studies in instrumental and/or vocal pedagogy. May include a supervised internship in a studio setting. May be repeated for credit. Prerequisite: Junior standing and consent of instructor.

**MUS 490 Senior Recital (1)** The student will perform a formal recital representing a culmination of applied studies from the degree program. A faculty committee will be appointed to approve or disapprove the recital performance. Private lesson fee may apply.

**MUS 499 Internship (3-9)**

## **Musical Theatre Program Description**

The BFA is an interdisciplinary program offered through the programs in Music, Dance and Theatre. The primary difference between the degree in Musical Theatre and Performing Arts is the concentration of coursework in Theatre. This major also requires a significant amount of time spent in studio classes which aids the student in his or her development of technical skills required for a professional career in the field. The 60 hour program requires the following coursework:

Dance: 17 hours to include:

- 4 hrs. of Ballet (DAN220, 320 and/or 420);
- 4 hrs. of Tap (DAN210 repeatable)
- 9 hrs. of Jazz (DAN204, 304 and/or 404)

Music: 10 hours to include:

- 8 hrs. Private Voice lessons
- 2 hrs. Choral ensembles

Theatre: 33 hours to include:

- Acting I
- Acting II
- Stage Make-up
- Intro to Tech Theatre I
- History of Theatre
- Script Analysis
- Senior Project (Theatre)
- Theatre Practicum (3 hrs.)

Musical Theatre Seminar (9 hrs.)

Course descriptions may be found under Dance, Music and Theatre in this catalog.

## **Natural Sciences**

### **Program Description**

Natural Science courses are offered as interdisciplinary courses in the Sciences and the Humanities Divisions. No major is offered.

### **Courses of Study**

**SCI 212 History of Science (3)** Science viewed as a series of peaceful interludes punctuated by intellectually violent revolutions –in which one conceptual world view is replaced by another.

**SCI 214 Ethical and Moral Problems in Science and Medicine (3)** A brief consideration of some of the ethical and moral problems in science and medicine. Advances in science and medicine have posed many problems that call for a solution if life and the universe as we know it are to survive. It shall be the task of this course to attempt to address at least some of the following topics: the care of the earth, research and human experimentation, genetic engineering, death and dying, and allocation of scarce resources.

**SCI 216 Philosophy of Science (3)** An introduction to the philosophy of science. Topics covered include: What is science? What is the nature of scientific inference and explanation? Is science a social construction? Can all sciences be reduced to physics? Emphasis is placed in the relationship between the natural sciences and the humanities. Primary sources used. NB: This course will involve close reading and analysis of difficult texts and concepts. It is recommended for students who have had a previous course in philosophy or intellectual history and for sophomores and above.

## **Performing Arts**

### **Program Description**

An interdisciplinary major is offered through the programs in Music, Dance and Theatre. The major (48 hours) requires:

- MUS 100 Fundamentals of Music (3)
- TA 101 Acting I (3)
- TA 201 or 204 Acting II or Stage Voice/Mvmt. (3)
- TA 206 Script Analysis (3)
- DAN 101 Intro to Dance (3)
- TA 111 Intro to Tech Theatre I (3)
- TA 112 Intro to Tech Theatre II (3)
- DAN 304 or 404 Intermediate or Advanced Jazz Dance (3)
- DAN 210 Tap Dance (Beg. or Adv) (2)

History or Survey courses (two from the following):

- TA 370 History of Theatre
- DAN 371 Dance in the 20th Century
- MUS 114 Class Piano I (2)
- MUS 124 Class Voice I (private voice lessons (2) may be substituted)
- MUS 125 Class Voice II (private voice lessons (2) may be substituted)

Senior Project--chosen from following:

DAN 472 Senior Project

MUS 490 Senior Recital

TA 499 Senior Project

7 hours of 300-400 level coursework chosen from these areas:

Choral ensembles

Dance technique or theory/comp

Advanced acting studios

Music, theatre and/or dance practica

Because this program spans three disciplines, it is imperative that student's electives be chosen from 300-400 level classes across the curriculum in order to comply with graduation requirements for upper division coursework.

The minor in performing arts (27 hours) requires: TA 101, 206, 371, 372, 6 hours of electives in music or dance courses and 9 hours in a specialty.

Course descriptions may be found under the Dance, Music and Theatre course listings.

## Philosophy

### Program Description

Lindenwood University offers a bachelor's degree in Philosophy. The Philosophy degree requires 36 hours in Philosophy including 18 hours of core courses: PHL 214, 215, 311, 312, 313, and 493. A minor in Philosophy requires 18 hours including 9 core hours.

### Courses of Study

**PHL 102 Moral Life: A Study in Ethics (3)** This course will introduce the student to various moral theories and patterns of moral reasoning and their consequences. It will cover both theoretical and applied ethics and stress the development of good moral character and the habit of sound moral reasoning. Topics covered will include: the nature of morality, moral theories, relativism, virtue and vice, as well as issues in personal and social ethics.

**PHL 150 Introduction to Philosophy (3)** This course is designed to introduce the student to philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs.

**PHL 214 Ethics (3)** Course provides students with a general understanding of the development and status of ethics as a theoretical discipline and its relation to social and political philosophy. It includes an investigation of ethical theories of Aristotle, Kant, Rawls, utilitarians, rights theorists, and contractarians. Issues of virtues and rights are examined. Only original sources are used.

**PHL 215 Logic (3)** Provides students with the information and tools for developing skills in constructing and analyzing arguments. The course presents the basic principles of Aristotelian and contemporary truth functional logic. It treats logical fallacies, categorical syllogism, the square of opposition, Venn diagrams, propositional logic, truth tables, natural deduction, and induction.

**PHL/PS 305 Political Philosophy (3)** Introduces students to the writings of well-known classical and modern political philosophers and theorists. Instead of secondary accounts or summaries of these writers, students read original thoughts of political thinkers.

**PHL 311 Ancient Philosophy (3)** Investigates key ideas of the major philosophers from 600 B.C. to 40 B.C. The course proceeds by reading from the translated works of the Pre-Socratics, Socrates, Sophists, Plato, Aristotle, Epicurus, Greek and Roman Stoics, and Cicero. Topics include ethics, politics, metaphysics, epistemology, logic, and the nature of God and man.

**PHL 312 Medieval/Renaissance Philosophy (3)** This course studies the arguments of Christian, Arabian, and Jewish philosophers of the Medieval-Renaissance period, covering the years 100 A.D. to 1550 A.D. The course proceeds by reading from the translated works of Plotinus, Augustine, Boethius, Pseudo-Dionysus, Anselm, Abelard, Avicenna, Averroes, Bonaventure, Aquinas, Maimonides, Ockham, and the Italian schools of Plato, Aristotle, and Cicero, and Castiglione, Machiavelli, and the Spanish Mystics. Topics included the relation of faith and reason, theory of universals, the nature of mysticism, the idea of the gentleman, realpolitik, and the divine right of kings, in addition to the perennial problems of metaphysics, epistemology, and the nature of God and man. Only original sources are used.

**PHL 313 Modern Philosophy (3)** An investigation of the original texts of the major philosophers of the Enlightenment—rationalists and empiricist—tracing the emergence of modern science, the great political revolutions of the 17<sup>th</sup> and 18<sup>th</sup> centuries and rising romanticism of the early 19<sup>th</sup> century. Emphasis on the works of Descartes, Hobbes, Locke, Hume, Rousseau, Kant, and Hegel. Only original sources are used.

**PHL/REL 325 Philosophy of Religion (3)** A survey of the philosophical investigation of religion. Topics examined may include arguments for and against the existence of God; the basis in reason and experience for religious faith; problems or religious language; the conflicting claims to truth of different religions' and human destiny after death. Prerequisite: one course in philosophy or religion or permission of instructor.

**PHL 280/380/480 Selected Topics in Philosophy (3)** A detailed examination of a topic in philosophy. Course may focus on a specific problem in philosophy, a particular philosopher, a major work of philosophy, or a topic or branch of philosophy not covered in other courses. For example, courses in Professional Ethics, Philosophy of Science, Plato, etc. Prerequisites: Philosophy course above 100-level, advanced standing, or permission of instructor.

**PHL 493 Senior Seminar (3)** This course is an independent study course in which a specific topic, concept, or idea is traced through the four major periods of Philosophy (Ancient, Medieval, Modern, Contemporary). Topics can include the concept of mind, freedom, truth, property, justice, knowledge, etc.

## Physical Education Program Description

A Bachelor of Arts in Physical Education is offered with emphasis in three areas: (1) Elementary and Secondary teaching, (2) Sports Management and (3) Dance.

### **Teaching Emphasis**

Students may pursue a degree in Education that will lead to certification as an elementary/secondary physical education or health teacher. Successful completion of the planned degree program allows the University to recommend to the State of Missouri the certification of the graduate. Following degree completion and passing state mandated exams, student may apply for certification to teach in Missouri. Degree requirements are as follows:

### **Physical Education/Teaching Emphasis**

#### **PE Coursework**

PE 150 Foundations of PE (3)  
PE 160 First Aid/CPR/Sport Injuries (2)  
PE 200 Health and Nutrition (4)  
PE 205 Elementary PE Methods (3)  
PE 211 Intermediate PE Methods (3)  
PE 220 Motor/Rhythmic Activity (3)  
PE 305 Measurement/Evaluation (3)  
PE 310 Kinesiology (3)  
PE 315 Exercise Physiology (3)  
PE 320 Psychology & Sociology of PE (4)  
PE 400 Adaptive PE (3)  
PE \_\_\_ Team/Lifetime Sports (7)

#### **Education Coursework**

EDU 110 Orientation to Education (3)  
EDU 301 Human Development (3)  
EDU 302 Education Psychology (3)  
EDU 307 Reading/Content Area (3)  
EDU 320 History/Philosophy of Ed (3)  
EDU 321 Classroom Management (3)  
EDU 325 Motor Dev/Motor Lang (3)  
EDU 340 Secondary PE Methods (3)  
EDU 341 Ed. Exceptional Child (3)  
EDU 380 Practicum (1)  
EDU 410 Student Teaching (12)

#### **Math/Science Coursework**

MTH 141 Basic Statistics (3)  
MTH 151 College Algebra (3)  
CHM 100 Concepts in Chemistry (4)  
BIO 100 Concepts in Biology (4)  
BIO 227 Anatomy & Physiology I (4)

#### **Additional Coursework Required for Health Certification**

SOC 315 Alcohol, Drugs & Society (3)  
PSY 303 Abnormal Psychology  
PE 300 Community Health (3)  
EDU 275 Methods in Health Education (3)  
Electives in Health (4)

NOTE: Students who desire to receive a coaching endorsement must possess a valid Missouri teaching certificate and complete the courses specified for endorsement in the desired sport.

### **Sport Management**

Students may pursue a degree in Physical Education with an emphasis in Sport Management. The student must complete 30 hours of related Physical Education courses and earn 30 hours in Communications and Business courses. Degree requirements are as follows:

#### **PE Coursework**

PE 150 Foundations of PE (3)  
PE 160 First Aid/CPR/Sport Injuries (2)  
PE 260 Orientation/Sports Management (I)  
PE 305 Measurement/Evaluation in PE (3)  
PE 320 Psychology & Sociology of PE (4)  
PE 349 Organization/Administration of PE (3)  
BSM 410 Sport Management Promotion (3)  
BSM 450 Sport Management Practicum (6)  
PE\_ Physical Education Electives (5)

#### **Business Coursework**

BA 200 Financial/Managerial Accounting I (3)  
BA 330 Principles of Management (3)  
BA 350 Principles of Marketing (3)  
BA 460 Sport Law (3)  
COL 170 Microcomputer Applications (3)  
BA 358 Advertising/Promotion Strategy (3)  
BA \_\_\_ Business Electives (6)

#### **Communications Coursework**

COM 110 Fundamentals of Oral Communication (3)  
COM 303 Written Comm for Business (3)

### **Dance Emphasis**

Students may pursue a Physical Education degree with an emphasis in Dance. The student must complete 40 hours of approved Physical Education courses, and earn a minimum of 27 hours of approved Dance courses. Degree requirements are as follows:

#### **Physical Education/Dance Emphasis**

##### **PE Coursework**

PE 127 Swimming (1)  
PE 132 Lifetime Sports (1)  
PE 150 Foundations of PE (3)  
PE 160 First Aid/CPR/Sport Injuries (2)  
PE 200 Health & Nutrition (4)  
PE 220 Motor/Rhythmic Activity (3)  
PE 305 Meas/Eval in PE (3)  
PE 310 Kinesiology (3)  
PE 315 Exercise Physiology (3)  
PE 320 Psychology & Sociology of PE (4)  
PE 349 Org/Adm. of PE (3)  
PE 400 Adaptive PE (4)  
PE \_ Team Sports (6)

##### **Dance Coursework**

DAN 101 Intro. to Dance I (3)  
DAN 201 Beginning Jazz Dance (3)  
DAN 301 Inter. Modern Dance (3)  
DAN 302 Advanced Modern Dance (3)  
DAN 304 Int/Advanced Jazz Dance(3)  
DAN 309 Dance Composition (3)

DAN 371 Dance 20th Century (3)

DAN 372 Dance Teach. Meth. (3)

### **Math/Science Coursework**

MTH 141 Basic Statistics (3)

MTH 151 College Algebra (3)

CHM 100 Concepts in Chemistry (4)

BIO 100 Concepts in Biology (4)

PE 207 Anatomy & Physiology (4) Courses of Study  
Activity Courses (May be taken for credit only one time)

Team Sports

PE 100 Competitive Sports

PE 101 Recreational Sports I

PE 102 Recreational Sports II

PE 103 Volleyball

PE 104 Softball

PE 105 Track & Field

PE 106 Flag Football

PE 107 Basketball

PE 108 Soccer

PE 109 Wrestling

PE 110 Golf

### **Lifetime Sports**

PE 112 Trap/Skeet Shooting (\$100 fee)

PE 120 Weight Lifting I

PE 121 Weight Lifting II

PE 122 Orienteering

PE 126 Aerobic Dance

PE 127 Swimming I

PE 129 Lifeguarding

PE 130 Water Aerobics

PE 131 Bowling

PE 132 Lifetime Sports

PE 133 Tennis I

PE 134 Tennis II

PE 135 Badminton

PE 136 Scuba

PE 137 Archery

PE 138 Racquetball

PE 139 Pickleball

PE 140 Plyometrics

PE 141 Karate I

PE 142 Cardiovascular Fitness

PE 143 Karate II

PE 144 Camping

PE 145 Bicycling

PE 148 Hiking

PE 149 Canoeing

PE 150 Outdoor Education (Hunting and Fishing)

PE 151 Table Tennis

PE 152 Rappelling

PE 153 Officiating of Team Sports

PE 154 Billiards and Pool

PE 155 Swimming II

PE 156 Fencing

PE 157 Advanced Lifeguarding/Lifesaving

### **Professional Courses**

**PE 150 Foundations of Physical Education (3)** An introductory study of health and physical education intended to help students decide if they wish to major in physical education. The history of physical education is examined with the goal of guiding students in the discovery of themselves and their career interests.

**PE 160 First Aid/CPR/Sport Injuries (2)** This course is designed to provide training and offer certification in the areas of First Aid and CPR. The student will meet the skill and knowledge standards as determined by the certifying organization.

**PE 180 First Aid (1)** This partial on-line course is designed to provide training and offer certification in the area of First Aid, upon completion of the on campus practical skills portion. The student will meet the skill and knowledge standards as determined by the American Red Cross. (\$10.00 lab fee)

**PE 181 Adult CPR/AED (1)** (Automated External Defibrillation) This partial online course is designed to provide adult CPR and adult AED training and offer certification in those areas, upon completion of an on campus practical skills portion. The student will meet the skill and knowledge standards as determined by the American Red Cross. (\$10.00 lab fee)

**PE 182 Lifeguard Training (1)** This partial on-line course is designed to provide lifeguard training and offer certification in the area of life guarding, upon completion of an on campus practical skills portion. The students will meet the skill and knowledge standards as determined by the American Red Cross. (\$10 lab fee)

**PE 183 Lifeguard Management (1)** This partial on-line course is designed to provide lifeguard management and offer certification in the area of lifeguard management, upon completion of an on campus practical skills portion. The student will meet the skill and knowledge standards as determined by the American Red Cross. (\$10 lab fee)

**PE 200 Health and Nutrition (4)** Will prepare the student in the areas of personal and community health covering factors that contribute to the development, maintenance and nutrition of health for living in a contemporary automated society and an overview of medical aspects associated with sport and play.

**PE 205 Methods of Elementary Physical Education (3)** Designed to prepare the elementary physical education teacher in the methodologies associated with teaching physical education to the elementary school child. Applies the tenets of human growth and development, motor learning, physiology of-exercise, self concept, and personal development to the physical education of elementary students (Grades K-4). Covers basic skills, gymnastics/tumbling, rhythms, relays, games of low organization and body awareness and mechanics. Includes a practicum placement in an elementary school. Prerequisite: EDU 301 or EDU 302.

**PE 207 Human Anatomy and Physiology (4)** A study of the structure and function of the human skeletal, muscular, nervous, digestive, respiratory, and circulatory systems. Prerequisite: CHM or equivalent and BIO 100 or equivalent. Lab fee.

**PE 211 Methods of Intermediate Physical Education (3)** This course is designed to provide a study in the techniques for instruction in motor skills, basic game skills, posture and body mechanics, games of low organization, body awareness, and introduce/institute the concepts of fair play and team work to the intermediate school student (Grades 5-9). The course includes a practicum placement in an intermediate school setting. Prerequisite: EDU 301 or EDU 302.

**PE 220 Motor Learning and Rhythmic Activity (3)** Designed to show the process and factors related to the acquisition and performance of motor skills and effective application to rhythmic activity teaching methods. Prerequisite: PE 150.

**PE 260 Orientation to Sport Management (1)** This course is designed to orient and introduce the student into the field of Sport Management. Students will clock a minimum of 30 hours of observation at one of the approved area sites in sport management while maintaining a verified journal of their experience. Supervision will be shared between the college and the cooperating institution/business.

**PE 300 Community Health (3)** This course is designed to give a broad overview of the many dimensions of health promotion, care and legislation. Transcending the study of personal health practices, this course focuses on broader issues including government's role in health, health organizations, socioeconomic health factors, epidemiology and mental illness.

**PE 305 Measurement & Evaluation in Physical Education (3)** This course is a survey of the development, evaluation, and application of tests in health and physical education. The use and interpretation of statistical techniques in terms of strengths and weaknesses are considered. Prerequisites: MTH 141

**PE 310 Kinesiology of Physical Education (3)** The course will study the anatomical and mechanical phenomenon which underlie human motion. The student will learn to undertake a systematic approach to the analysis of motor skill activities and exercise programs and acquire experience in applying that knowledge to the execution and evaluation of both the performer and the performance in the clinical and educational milieu. Prerequisites: MTH 141 and PE 207.

**PE 315 Exercise Physiology (3)** This course will provide an adequate understanding of the physiological responses to exercise. Such understanding will provide the student with a means to (a) analyze exercise and sports; (b) assess individual responses to sports and exercise; (c) evaluate claims against various forms of exercise; (d) plan programs for the optimal enhancement of human well-being; and (e) communicate program. Prerequisites: PE 207.

**PE 318 Coaching with Character (3)** This course is required for all physical education majors. This course examines the complex relationships between a coach and his/her responsibilities to teach values to the team, parents, school, and the community. The student will analyze and evaluate the research in this field. Situations and behavior patterns will also be examined to help coaches make the right decisions.

**PE 320 Psychological and Sociological Aspects of Physical Education (4)** This course includes the theoretical foundations, methodological foundations, experimental foundations, and applied foundations of sport sociology, as well as the historical perspectives of psychology, altered states of consciousness, the sport personality, motivation, arousal, anxiety, attention, aggression, self-regulation of psychological processes, sport leadership, humanism in sports, cohesiveness, sex roles, racism, the historical aspects of play theory, social psychological aspects of play, bio-behavioral aspects of play, research methodology, and the environmental aspects of play. Prerequisites: PSY 100 and SOC 102.

**PE 331 Analysis and Teaching of Lifetime Sports (2)** This course includes the study of skills analysis and techniques of teaching team sport activities. An emphasis will be given to exercise, history, strategy, rules, materials and teaching of the various activities. The students will have opportunities to plan and teach activities through the use of micro and peer teaching.

**PE 333 Analysis and Teaching of Aquatic, Gymnastics, and Dance (2)** This course includes the study of skill analysis and techniques of teaching aquatics, gymnastics, and dance. An emphasis will be given to exercise, history, strategy, rules, materials and teaching of the various activities. The students will have opportunities to plan and teach activities by using micro and peer teaching.

**PE 349 Organization and Administration of Health and Physical Education (3)** This course includes a study of the organization and administration of the health and physical education program with consideration of such problems as critical issues and present trends, professionalism, class management, facilities, equipment and supplies, budget, intramural programs and interschool athletics. Prerequisite: PE 150.

**PE 350 Theory & Methods of Coaching Football (2)** This course helps prepare students to coach the game of football. Emphasis will be placed on offensive and defensive theory, the kicking game, scouting, and the components of a successful football program. Prerequisite: Junior standing.

**PE 351 Theory & Methods of Coaching Basketball (2)** This course includes the study of the rules, regulations and traditions of basketball along with practical techniques for conditioning players, supervising effective practice, planning games, and effective supervision of players during games. Prerequisite: Junior standing.

**PE 352 Theory & Methods of Coaching Softball and Baseball (2)** Includes the study of the game of baseball including the rules, important technology, conditioning the players, the fundamentals of offensive play, the fundamentals of defensive play, the promotion of teamwork, an array of practice techniques, the use of teamwork in successful play, and game coaching. Prerequisite: Junior standing.

**PE 353 Theory & Methods of Coaching Track & Field (2)** Includes the study of track and field theories, events, history, and outstanding coaches. The student is prepared to coach track and

field events. Prerequisite: Junior status.

**PE 354 Theory & Methods of Coaching Volleyball (2)** This course includes the study of knowledge, skills, and techniques necessary for coaching volleyball. It includes learning how the skills are performed and participating therein. Practical experience in teaching volleyball is included. Prerequisite: Junior standing.

**PE 355 Theory & Methods of Coaching Soccer (2)** This course is a study of coaching-soccer. Emphasis will be placed on specific conditioning for soccer, the technical skills of the game, teamwork, offenses, defenses, the psychology of soccer play, and the game behavior of the coach. Prerequisite: Junior standing.

**PE 356 Theory & Methods of Coaching Weight Training (2)** This course is designed to prepare students to teach and supervise weight training programs in athletic, recreational, and physical education class environment. Prerequisite: Junior standing.

**PE 357 Theory and Methods of Coaching Wrestling (2)** This course will prepare students to coach interscholastic wrestling. The areas of study includes: history, rules, scoring, technology, conditioning, offensive/defensive maneuvers, and actual “on the mat: practice. Additionally, planning and supervising effective practice sessions and administering dual meets and tournaments will be covered. Prerequisite: Junior standing.

**PE 400 Adapted Physical Education (3)** The outcome of this course is to produce an individual who is capable of teaching students with various disabilities who are integrated into regular physical education classes, and the more disabled students requiring a special physical education program. Prerequisites: PE 310 and PE 315.

**BSM 410 Sport Management, Policy, and Promotion (3)** This course is designed to provide the student with the principles and methods of sport management, the strategy, planning, research and marketing of sport promotion, and the proper and lawful execution of the policies therein. Students will be provided with appropriate learning experiences in management, promotion, and policy-making. Prerequisite: Senior standing.

**PE 420 Practicum in Coaching (2)** This course is designed as a culminating experience for the coaching emphasis offered. The student must complete a minimum of 60 hours in a practicum placement in the sport for which they desire the coaching emphasis. The student may not complete this requirement during season if they also are a participant in that sport. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of that sport who will also serve as the supervisor/instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member.

**PE 420.50 Practicum in Coaching Football**

**PE 420.51 Practicum in Coaching Basketball**

**PE 420.52 Practicum in Coaching Baseball/Softball**

**PE 420.53 Practicum in Coaching Track & Field**

**PE 420.54 Practicum in Coaching Volleyball**

**PE 420.55 Practicum in Coaching Soccer**

**PE 420.56 Practicum in Coaching Weight Training**

**PE 420.57 Practicum in Coaching Wrestling**

**BSM 450 Practicum in Sport Management (6)** This course is designed to be the culminating experience in the Sport Management program. The student will be placed in a practicum placement at one of the approved sites. This placement should provide practical, hands-on experience for the student in the area of sport management. Supervision will be shared between the college and the cooperating institution/ business when proximity permits. The student will be required to clock a minimum of 320 hours during this placement. (Prerequisite: Senior Standing)

## **Physics**

### **Program Description**

Courses in Physics are offered in the Division of Science. No major is offered.

### **Courses of Study**

**PHY 100 Concepts of Classical Physics (4)** A non-mathematical course for non-science majors which covers force and motion, energy and matter, electricity and magnetism, heat, and sound. The application of these concepts in our everyday lives will be emphasized. Frequent demonstrations and simple experiments will be used to reinforce concepts. This course is available for honors credit. Satisfies the General Education requirement for a science course with a lab. Lab fee.

**PHY 251 Introductory Physics I (4)** An algebra-based treatment of mechanics including kinematics, vectors, Newton’s laws, and conservation of energy and linear momentum. Other topics include rotational motion, moments of inertia, rotational energy and angular momentum. This course also treat solids, fluids, waves, and sound. Lab work is included. This course is available for honors credit. Prerequisite: high school trigonometry/precalculus or MTH 152. Lab fee.

**PHY 252 Introductory Physics II (4)** An algebra-based treatment of thermodynamics, electricity and magnetism, including electric fields, Gauss’s law, voltage, capacitors, inductors, Kirchhoff’s laws, AC and DC circuits, and geometric and physical optics. Lab work is included. This course is available for honors credit. Prerequisite: PHY 251. Lab fee.

**PHY 301 General Physics I (4)** A calculus-based treatment of mechanics for science and engineering students, including kinematics, vectors, Newton’s laws, and conservation laws for energy, linear momentum, and angular momentum. Other topics include equilibrium and elasticity, gravitation, fluids, simple

harmonic oscillations, waves and thermodynamics. Lab work is included. This course is available for honors credit. Prerequisite: MTH 271. Lab fee.

**PHY 302 General Physics II (4)** A calculus-based treatment of electromagnetism for scientists and engineers, including electric fields, Gauss's law, scalar potential fields, Maxwell's equations, electromagnetic oscillations, electromagnetic waves, and optics. Lab work is included. This course is available for honors credit. Prerequisite: PHY 301. Lab fee.

## **Political Science/ Public Management Program Description**

The Political Science degree requires 33 semester credit hours in Political Science. The major has six required courses: PS 155, 156, 300, 305, 370, and SS 310. In addition, five elective courses chosen from any of the available Political Science courses. The minor in Political Science consists of 18 semester credit hours in Political Science. Four courses are required: PS 155, 156, 300, and 305. In addition, two elective courses chosen from any of the available Political Science courses.

The major in Public Management requires 33 semester credit hours. The major has eight required courses: PS 155, 156, 313, 335, 370, MTH 141, BA 200 and SS 310. In addition, three elective courses chosen from courses approved by the faculty coordinator in Public Management.

The minor in Public Management requires a minimum of 18 semester credit hours. Four courses are required: PS 155, 156, 313, and 335. In addition two elective courses chosen from the list of elective courses under the Public Management major.

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

With approval of the Dean of Management and the Provost, Political Science and Public Management students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the MBA degree, but not toward the bachelor's degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking master's-degree credits under this option.

### **Pre-Law**

Students interested in attending law school usually major in either political science or public management (or both). Law schools would like students to have a familiarity with government, as well as possessing the capability to think analytically, read critically, and write clearly. Courses offered through the political science and public management majors help students develop the background and skills necessary to succeed in law school.

### **Courses of Study**

#### **Political Science**

**PS 155 American Government: The Nation (3)** This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key terms such as "democracy" and "politics" as well as on providing students with an overview of American national government.

**PS 156 American Government: The States (3)** This course focuses on the role and function of state governments in our federal system. Attention is focused on providing students with an ability to analyze state governments through comparison, realizing that there are differences as well as similarities among the fifty states.

**PS 300 Comparative Politics (3)** This course focuses on providing students with different methods and approaches used in making political comparisons. Furthermore, students are shown how they can use these methods and approaches in the study of individual countries.

**PS 301 Comparative Public Policy (3)** This course focuses on the study of public policy issues in other countries as a way to provide insight into public policy topics within the United States.

**PS/PHL 305 Political Philosophy (3)** This course introduces students to the writings of well-known classical and modern political philosophers and theorists. Instead of secondary accounts or summaries of these writers, students will read the original thoughts of well-known political thinkers.

**PS 307 Public Affairs: Writing and Reporting (3)** This course focuses on teaching students how to research and write as reporters. In addition, proper ways to conduct an interview will be covered. At the end of the course, students will be expected to present their public affairs papers as on-air essays on Lindenwood University's radio station (KCLC).

**PS 310 Congress, the Presidency, and the Party System (3)** This course focuses on specific issues that help students develop a finer appreciation of the study of American national government. Topics examined include: Presidential Congressional relations, members of Congress and their world, political leadership, and the functions of political parties in elections and public policy.

**PS 311 American Constitutional Law (3)** This course focuses on an in-depth examination of judicial review as well as a close look at different Supreme Court justices. Other topics examined include: significant court cases, methods of evaluating liberal/conservative leanings of the court, and the impact of the court on public policy.

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

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

**PS 325 Politics and the Media (3)** In America at the turn of the millennium, mass media and mass politics are so intertwined that we cannot imagine one without the other. This course examines how politicians and the media interact with one another, and what the effects are on both institutions. We also look at issues such as

agenda-setting, bias vs. objectivity in the media, and the growing use of “spin doctors” to manipulate press reporting of political events. Prerequisite: American Government, PS 155 or 156.

**PS 327 Urban and Metropolitan Politics and Policy (3)** This course focuses on the particular problems of politics and policy-making within medium and large American cities. In addition, topics discussed include: economic development, governing metropolitan areas, and the role of urban issues in national politics.

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

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

**PS 350 International Relations (3)** This course focuses on a close examination of the writings of classical and modern theorists who have had an impact on the study of international relations. Students will also be introduced to different approaches used in studying international relations. Furthermore, key concepts such as “balance of power,” “power,” “power politics,” “levels of analysis,” and “negotiations and diplomacy” will be addressed.

**PS 351 American Foreign Policy (3)** This course focuses on the conduct of American foreign policy by examining key participants such as the President, Congress, and governmental departments with important roles in foreign policy making. In addition, students are provided with a historical background to current foreign policy issues.

**PS 360 Civil Liberties (3)** This course focuses on both constitutional law and criminal justice issues related to civil liberties. In addition, students will examine the relationship of civil liberties to public policy.

**PS 365 Appreciating Political Books (3)** This course will be offered depending upon enrollment. At the beginning of this course, students, in conjunction with the professor, decide upon the books on politics which will be read and discussed. No lectures are planned; course meetings are book discussion sessions and include papers that demonstrate students critical reading capacities.

**PS 367 Directed Research (3)** Students approved to take directed research will work with a department faculty member who will approve an appropriate topic that will lead to a research paper that demonstrates an ability on the part of the student to think and write

clearly and analytically.

**PS 370 Governmental Research (3)** Students will take this in either their second semester, junior year or either semester, senior year. The purpose of this course is to help students develop research skills—particularly a familiarity with library resources—that will become necessary in graduate and professional school programs. In addition, students will become comfortable with the use of various computer available information, governmental data and publications.

**PS 395 Public Affairs Forum (3)** This course will be offered as demand warrants. The approach of this course is to have a faculty member act as a moderator and instructor. Depending upon the particular emphasis of the Public Affairs Forum, (e.g., county government efficiency, intergovernmental relations, state and local economic development), students will hear presentations by different practitioners and have the opportunity to ask questions. As assignments, students will write essays that compare and contrast the assigned readings with the course presentations.

**PS 450 Government Internship (3)** Sometimes through members of the faculty, sometimes through the initiative of students themselves, students can work in a political or public management environment and receive credit. Students interested in this internship are expected to keep a journal and will write a lengthy research paper or several shorter papers related to the internship and keep in frequent touch with a faculty member who will be their mentor.

## **Pre-Engineering Program Description**

Lindenwood University offers programs in pre-engineering, such that students can take the first two or three years of their program at Lindenwood and complete the remainder of their degree in their chosen engineering specialty at an affiliated university. Depending on the program, the student can either obtain a single degree in Engineering or two degrees: one from Lindenwood in his or her major and an Engineering degree from the affiliated university.

Engineering programs typically require completion of a certain core of courses in mathematics, physics, computer science, chemistry and engineering. The pre-engineering program at Lindenwood provides those core courses, consisting of MTH 271, 272, 303, 311, PHY 301, 302, CSC 144, 184, CHM 251, 252, 161, 162, and EGR 261, 262, 361 and 362.

Since the specific core course requirement depends upon the engineering specialty and the target engineering transfer university, each pre-engineering student should, from the beginning of his/her studies, have a Lindenwood Liaison Officer for Engineering as an advisor, so that the student will be on track for his or her program. It should be noted that any student intending to finish at Lindenwood in the given number of years must be prepared to take Calculus I during the first semester.

## **Transfer/Articulation Agreements**

Lindenwood has Transfer/Articulation agreements in place with Engineering programs at the following universities:

University of Missouri-Columbia



University of Missouri-Rolla  
University of Missouri-St. Louis/  
Washington University  
Washington University

Students who meet with a Lindenwood Liaison Officer for Engineering to discuss the specific requirements for each transfer university.

### Courses of Study

**EGR 331 Engineering Mechanics I–Statics (3)** This course includes statics of particles and rigid bodies, equivalent systems of forces, distributed forces and centroids. Applications considered include: trusses, frames, beams, and cables. The course also treats friction, moments of inertia and principles of virtual work. Prerequisites: MTH 271 and PHY 301. Offered fall semester.

**EGR 332 Engineering Mechanics II–Dynamics (3)** This course begins with a review of vector algebra, vector calculus, kinematics of a particle, work and energy, and impulse and momentum. This is followed by a treatment of kinematics of rigid bodies, general theorems for systems of particles, kinetics of rigid bodies and the inertia tensor. Prerequisites: EGR 331 and MTH 303 or concurrent enrollment.

**EGR 361 Circuit Theory I-(3)** This course treats circuit basics, Kirchoff's laws, independent and dependent sources, circuit simplification techniques, Thevenin and Norton theorems, node-voltage and current-mesh techniques, operational amplifiers, and RL, RC and RLC circuits and sinusoidal steady-state analysis. Lab work is included. Prerequisite: C or better in MTH 272. Lab fee.

**EGR 362 Circuit Theory II-AC Circuits (4)** This course treats sinusoidal steady-state power calculations, three-phase circuits, Laplace transforms, filters, Fourier series and transforms, and two-port circuits. Lab work is included. Prerequisite: EGR 361. Lab fee.

### Pre-Law

See Political Science/Public Management

### Pre-Professional Studies in Health Sciences

At Lindenwood Pre-Professional Studies in the Health Sciences include Pre-Medicine, Pre-Nursing, Pre-Veterinary Medicine, Pre-Dentistry, and Pre-Optometry programs, which are specifically designed to meet the course requirements and prepare the students to take the mandatory entrance exams.

More than ever before, health professions schools are placing the value on personal characteristics, including intellectual curiosity and a sense of altruism in the selection of successful applicants. Nevertheless, performance on the entrance exams, cumulative undergraduate GPA, Science and Math GPA along with experience (work related or voluntary) in the desired field, are still important criteria in obtaining admission into the desired health profession.

Some factors which bear serious consideration by the student prior to his/her decision to enter any of the pre-professional studies are: personal motivation, realistic assessment of the demands of clinical training and practice, including 7-11 years of

training after the undergraduate years, and working with the ill and infirm. Students should also realize that admission into the health professions schools is highly competitive.

With regard to undergraduate curriculum, specific course requirements may vary among medical/ veterinary/ dental/ optometry schools, but all schools realize the value of a broad education, with demonstrated ability in the sciences, well-developed verbal and written communication skills, and a background in the humanities and social sciences.

As soon as the student decides to enroll as a pre-professional health science student (which is suggested to be no later than the end of the freshman year) an advisor for these studies should be contacted and the prescribed course work begun immediately. Both the Biology and Chemistry departments have a pre-health advisor to help the students.

To perform above the national norms, students should finish certain courses before appearing for the entrance exam in their chosen profession. Students should also check the coursework-related information on specific schools in the Admissions Requirements books which are published annually in the various disciplines by the professional associations. Consult a Lindenwood pre-health advisor regarding the Admissions Requirements books.

### Pre-Medicine/Pre-Veterinary Medicine/ Pre-Dentistry/Pre-Optometry

The majority of the health professions schools expect the student to have the following requirements:

|                   |             |
|-------------------|-------------|
| General Chemistry | 2 semesters |
| General Biology   | 2 semesters |
| General Physics   | 2 semesters |
| Organic Chemistry | 2 semesters |
| English           | 2 semesters |

and completion of an entrance test (MCAT, GRE, DAT or OAT).

A few health professions schools require or strongly recommend other courses such as biochemistry, cell/molecular biology, genetics, statistics, calculus, humanities, and social science.

### Pre-Nursing

Lindenwood University offers a program in pre-nursing, in collaboration with Deaconess College of Nursing. This program leads to the Bachelor of Science in Nursing degree. Students in this major take their first year of studies at Lindenwood, and complete the remaining three years of work at Deaconess. To be admitted to the Deaconess phase of this program, the students must achieve a Lindenwood GPA of at least 2.5, have an ACT composite score of at least 19, and have no outstanding financial obligations to Lindenwood upon completion of the first year of the program. (Deaconess will not accept any courses in which a grade of less than C is made.)

Alternatively, students can take 2 years of coursework at Lindenwood and then transfer to any of a number of BSN programs in the area. Students are advised to identify one or more nursing programs of interest and complete the required application procedures by the end of their third semester at Lindenwood.

The courses recommended for this option include:

ENG 150 English Comp I (3)  
ENG 170 English Comp II (3)  
BIO 100 Concepts in Biology (4)  
CHM 100 Concepts in Chemistry (4)  
BIO 121 Nutrition (3)  
BIO 227 Human Anatomy & Physiology I (4)  
BIO 228 Human Anatomy & Physiology (4)  
MTH 141 Basic Statistics (3)  
MTH 151 College Algebra (3)  
PSY 100 Principles of Psychology (3)  
PSY 280 Human Development (3)  
SOC 102 Basic Conc. Soc. (3)  
PHL 214 Ethics (3)  
BA 210 Survey of Economics (3)  
COL 170 Microcomputer Apps. (3)  
A course in U.S. History  
A course in Oral Communications

## Psychology

### Program Description

Lindenwood offers both the BA and the BS degrees in psychology. All psychology majors are required to complete 45 semester hours of coursework in Psychology, including: PSY 100, 202, 303, 404, 432 and SS 310. In addition, students must choose two courses from the following list: PSY 324, 330, 332, 334.

The B.S. degree requires a total of 16-18 credit hours in mathematics and natural science, which shall include MTH 141, SS 310, BIO 107, and two other natural science courses of the student's choosing. One of the selected natural science courses must include a lab, and at least one must be a non-biological science

## Psychology

### Program Description

Lindenwood offers both the BA and the BS degrees in psychology. All psychology majors are required to complete 45 semester hours of coursework in Psychology, including: PSY 100, 202, 300, 303, 432 and SS 310. In addition, students must choose two courses from the following list: PSY 324, 330, 332, 334.

The B.S. degree requires an additional 12-13 semester hours in Natural Science and Mathematics beyond the BA degree requirements. The additional sciences courses must have a lab component.

### Emphases in Psychology

Within the BA or BS in Psychology, students may pursue one of four emphases in psychology. These include: Pre-Clinical/Counseling, Developmental, Applied, and Experimental. Courses required to complete each emphasis are listed below:

Pre-Clinical/Counseling: PSY 220, 302, 303, 309, and 421

Developmental: PSY 200, 201, 302, 312 and 324

Applied Psychology: PSY 231, 302, 333/HRM 333, 320 and 324

Experimental Psychology: PSY 302, 324, 330 and 332

### Minor in Psychology

Students may earn a Psychology minor by taking PSY 100, 202, 303 and two courses from the following list: PSY 324, 330, 332, 334 plus two additional courses.

### Courses of Study

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

**PSY 101 Interactive Psychology (3)** This course is designed for the non-psychology major. It enables students to make informed lifestyle choices as a result of attaining a broader understanding of the determinants of lifestyle, lifestyle consequences, and completing a self-directed behavior change project. Individual activities and group discussion explore the students understanding of the relationship between information presented in the course and its relationship to personal growth.

**PSY 200 Child Psychology (3)** Study of the factors influencing the child's perceptual, motor, intellectual, language, social and personality development from birth to maturity. Prerequisite: PSY 100.

**PSY 201/EDU 201 Psychology of Adolescent (3)** A study of physical, intellectual, emotional and social development during the period of adolescence. Research studies are given special attention in studying the development of a sense of personal identity, changing roles in family, school and community, and problems of adjustment, delinquency and drug abuse. Prerequisite: PSY 100.

**PSY 202 Experimental Psychology (3)** A first course in the logic and methods of psychological research, focusing on the working aspects of understanding and doing psychological research. Introduces the experimental approach to answering questions, describing data, and developing critical thinking skills for the analysis and evaluation of behavioral research. Students will actively engage in group activities and research demonstrations to reinforce pivotal concepts. Prerequisite: PSY 100, MTH 141 and one additional course in Psychology (not including PSY 101).

**PSY 231 Creative Problem Solving (3)** An intensive experience designed to develop an understanding of the processes of problem-solving, creativity, and critical thinking. Students will be directly involved in activities through which they can explore and expand their own creativity in solving everyday problems encountered in management, decision-making, working, and living. (Prerequisite: PSY 100 or PSY 101).

**PSY 280/SW 280 Human Development (3)** An overview of human development from conception through death. This course provides an introduction to the study of lifespan development focusing on physical, cognitive and social development. Prerequisite: PSY 100. This course is designed for non-psychology majors.

**PSY 300 Research Methods in Psychology and the Social Sciences (4)** A course in the techniques of behavior observation and analysis in which students learn to design and conduct behavioral

research, to analyze the data meaningfully, and to present their findings to others. Prerequisites: PSY 100, 202 MTH 141 and SS 310.

**PSY 301 Theories of Personality (3)** Core concepts in the field of personality are studied, with an emphasis on how these concepts are integrated into personality theories and how they are evaluated scientifically. Students will apply these concepts in independent projects. Prerequisite: PSY 303.

**PSY 302 Behavior Modification (3)** Study of the application of learning principles to practical problems of behavior with emphasis on behavior management and behavior modification in home, school, and clinical settings, laboratory study in acquisition of new behaviors, and visits to local programs using behavior modification with normal and exceptional persons. Prerequisite: PSY 100 and two additional courses in Psychology (excluding PSY 101).

**PSY 303/EDS 303 Abnormal Psychology (3)** Survey of major classes of mental disorders. Emphasis is given to understanding symptoms, the complex interaction of factors related to mental disorders, and controversies in the field. Prerequisite: PSY 100.

**PSY 305/REL 305 The Psychology of Religion (3)** An overview of the current field of psychological study of religion and its impact on the individual and the community. The course will provide a well-balanced and thorough look at psychological literature and the many lines of psychological research in the areas of faith development and practice, conversion experiences, religion and social compassion, attitudes and behavior, religion/personality/mental health, and religious development from early childhood through old age.

**PSY 310/HRM 333 Industrial/Organizational Psychology (3)** Survey of the principles of psychology as related to people in organizations. Will consider behavior from individual, group, and organization-wide perspectives. Sample issues are testing, motivation, leadership, and power. Some relevant case studies are discussed, and games and simulations are used to explore principles. Prerequisite: PSY 100.

**PSY 312 Psychology of Aging (3)** This course focuses on the aging person. Development processes involving sensory, perceptual, intellectual and personality changes from young adulthood through old age provide the framework for understanding the process of aging. The area of study includes the role of the older person in the family and society as well as issues related to economics, leisure, retirement and death. Prerequisite: PSY 100.

**PSY 320 Health Psychology (3)** An investigation and discussion of the psychological influences on how people stay healthy, become ill, an adapt physically, behaviorally, and cognitively when they become ill. Attention is given to the effect of the mind-body relationship and various socio-psychological variables on both physical and psychological health. Topics will include exercise, stress, weight control, pain management, meditation, coping styles, psycho-immunology, and behavioral habits. Prerequisites: PSY 100.

**PSY 324 Psychological Testing (4)** A study of theory of mental measurement and the principles of reliability, validity and standardization as they are applied to the construction, interpretation and use of education and psychological tests. Tests of achievement, aptitude, intelligence, interest and personality will be studied as illustrations of the problems of measurement and the variety of solutions to those problems. Ethics of test use will be given special consideration. Each student will complete a term project in constructing, validating, and norming a test. Prerequisites: PSY 303 & MTH 141.

**PSY 330 Psychology of Learning, Memory and Cognition (3)** Study of how old behaviors are changed and new behaviors are acquired as a result of experience. Attention is given to theories and empirical findings in the field of human memory. Students will carry out an experiment in learning or memory. Prerequisite: PSY 100.

**PSY 332 The Psychology of Motivation and Emotion (3)** An analysis of the major theories of motivation, the data on which they are based, and applications of motivation concepts. Prerequisite: PSY 100.

**PSY 334 Social Psychology (3)** Study of theories of and research into the individual's interrelationships with other people and with his/her social groups. Topics include social motivation, socialization, personal perception, liking and attraction, conformity, persuasion, attitude formation and change, prejudice, and mob and crowd behavior. Prerequisite: PSY 100.

**PSY 341 Counseling and Psychotherapy (3)** An introduction to the theories, principles and techniques of counseling and psychotherapy. Prerequisite: PSY 303.

**PSY 365 Human Sexuality (3)** Survey of theories of and research into psychological aspects of human sexual behavior. Topics include: sex differences in the development of sexuality, psychological factors in sexual behavior, sexual behavior in cross-cultural perspective, sexual behavior in special populations, aberrant sexual patterns, and current sexual trends in America. Prerequisite: PSY 100.

**PSY 380 Special Topics (3)** Focused study of particular topics in the field of Psychology. this course may be repeated for credit as topics vary. Prerequisites will vary by topic. Field Studies: Advanced students are given an opportunity to explore applications of psychology in field study experiences. Field studies require prior mastery of psychological concepts related to the designated situation and thus must be approved by the instructor before registration on demand.

**PSY 400 Field Study in Applied Psychology (Credit Variable)** Supervised work experience for the advanced student which requires the application of psychological principles, research skills and problem solving strategies to real world areas of business and community agencies. Recommended for students with Human Resources Management focus. Prerequisite: PSY 300, and

permission.

**PSY 401 Field Study in Experimental Psychology (Credit Variable)** This course provides an opportunity for the advanced student to design, conduct, and write up their own substantial research project. Students are encouraged to participate in a regional and/or national conference to present the results of their work. Prerequisites: PSY 300, and instructor's permission.

**PSY 402 Field Study in Child Development (Credit Variable)** Opportunity for the advanced student to actively participate under qualified supervision in a psychological program for normal or exceptional children. Prerequisites: PSY 300, and permission.

**PSY 403 Field Study in Helping Relationships (Credit Variable)** Supervised work experience for advanced students in the psychology department of a mental health agency, emphasizing objectives and procedures in establishing a helping relationship with persons who have behavior problems. Prerequisites: PSY 303 and permission.

**PSY 432 Advanced General Psychology (3)** Students survey the history of psychology and analyze recent developments in various fields of psychology in historical perspective. Professional issues and ethics are covered. Prerequisites: 18 credit hours in Psychology and Senior standing.

**PSY 450 Internship (Credit Variable)**

## **Public Management**

See Political Science/Public Management.

## **Religion**

### **Program Description**

Lindenwood offers a bachelor's degree in Religion as well as a minor in Religion. The religion program is designed to introduce the student to the academic study of religion and may be used as a basis for graduate work in academic study and research, as preparation for religious training, or as background and support for other business and professional careers. The degree requires 36 hours, including the core courses of REL 100, 200, 325, and ANT 324, plus 12 more hours of designated religion courses. Students may then select the remaining 12 hours of courses from the following list: ANT 334, ART 220, 357, 363, 383, ENG 339, 345, 350, 354, 356, HIS 223, 224, PHL 311, 312, 313, and 214; SOC 318 320 and PSY 305.

A minor requires 18 credits including REL 100 and 325.

### **Courses of Study**

**REL 100 Introduction to Religion (3)** An introduction to the academic study of religion, this course is not intended to convince students of the truth (or falsehood) of any particular religious beliefs, but rather to develop an understanding of the religious aspect of being human. Topics may include: the question What is religion?; religion and ethics; religion and Western culture; and theological topics such as the problem of evil.

**REL 161 Introduction to Koine Greek: The elements of Koine or New Testament Greek (3)** A study of the basic rules of

grammar, vocabulary, and some elements of syntax with emphasis on translation and reading comprehension. New Testament scriptures will be translated from Greek. (Not acceptable for GE or CC Credit)

**REL 162 Koine Greek II: The elements of Koine or New Testament Greek (3)** A study of the basic rules of grammar, vocabulary, and some elements of syntax with emphasis on translation and reading comprehension. New Testament scriptures will be translated from Greek. Prerequisite: REL 161 (Not acceptable for GE or CC Credit)

**REL 200 World Religions (3)** A course aiming to familiarize the student with the great religious systems of the world. Specific attention is given to Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**REL 202 Religion in America (3)** An overview of the history and development of the major religious traditions in the United States, beginning with the Puritans and concluding with contemporary religious movements. Included are the beliefs, programs, and organizations of the major Protestant denominations, the Roman Catholic Church, and Judaism, along with ethno-religious groupings, ecumenical movements, and church-state relations.

**REL 210 Old Testament (3)** An introduction to the analytical (or "critical") study of the Old Testament, which assumes no particular denominational or faith standpoint. The course familiarizes students with the content of the Old Testament, by teaching them to use reasoning abilities and the methods developed by modern critical scholars to understand that content.

**REL 211 New Testament (3)** An introduction to the analytical (or "critical") study of the New Testament, which assumes no particular denominational or faith standpoint. The course familiarizes students with the content of the New Testament, by teaching them to use reasoning abilities and the methods developed by modern critical scholars to understand that content.

**REL 220 Practices of Religion (3)** An introductory study of disciplines, spiritual practices, and ritualized behaviors found in every religion. The course allows the student to study, observe, and take part in different forms of prayer, meditation, fasting, contemplation, chanting, and religious ritual. Participants will evaluate and draw conclusions on the effectiveness, appropriateness, applicability, or relevance of these disciplines for their society and the world. (GE, CC)

**REL 300 Religion, Science, and Faith (3)** Overview of the issues in the dialogue between science and Religion. Discussion will include the following topics: relationship of science and Christianity, problems of reductionism in science and religion, understandings of human nature and the role of religion, and philosophical and theological views of evolutionary science.

**REL 305/PSY 305 The Psychology of Religion (3)** An overview of the field of psychological study of religion and its impact on the individual. Will provide an overview of psychological research in the areas of faith development, conversion experiences, religion/

personality/ mental health, and religious development from early childhood through old age. Prerequisites: one introductory religion course and one introductory psychology course.

**REL 320 Christian Doctrine (3)** An examination of the great foundational teachings of the Christian faith (the Trinity, Creation, the doctrine of humanity, the Person and Work of Christ, the Church, justification, the future hope, etc.). Attention will be given both to the history of the development of doctrine and to some suggestions by contemporary theologians as to the meaning of these teachings today. Prerequisite: One course in Philosophy or Religion or permission of the instructor.

**PHL/REL 325 Philosophy of Religion (3)** A survey of the philosophical investigation of religion. Topics examined may include arguments for and against the existence of God; the basis in reason and experience for religious faith; problems of religious language; the conflicting claims to truth of different religions; and human destiny after death. Prerequisite: one course in philosophy or religion or permission of the instructor.

**REL 280/380 Selected Topics (3)** Concentrated work with topics relevant to the study of religion. This course may be repeated. Prerequisites will be noted in the course listing.

## Skill Development

See All College.

## Social Science

**SS 310 Social Science Statistics (3)** Presumes a knowledge of basic mathematical operations. Emphasis is placed on the application of descriptive and inferential statistics to research problems and data sets characteristically encountered in the social sciences. Topics included are point and interval estimation of population parameters, correlational techniques for all scales of measurement, and parametric and nonparametric hypotheses-testing techniques. Prerequisite: MTH 141 or permission.

## Social Work

### Program Description

Lindenwood University offers a bachelor's degree in Social Work; a program to prepare graduates for generalist (entry-level) social work practice, helping people help themselves. The degree focuses on social work values and ethics, diversity, social and economic justice, populations-at-risk, and practice at the individual, group, family and community levels (micro, mezzo, macro levels). The bachelor's degree in social work requires 43 credit hours in Social Work core courses: SW 100, 110, 120, 240, 280, 281, 310, 311, 320, 325, 412, 421, and 450.

Formal admission to the Social Work Program is required to enroll in courses in the practice sequence; SW 310, 311, 412, and the Field Practicum, SW 450. Students are formally admitted to the major in Social Work after having completed 45 credit hours and completion of an application procedure available at the Social Work Program Office. Students intending to become full admitted into the Social Work Major should contact the Social Work Program Manager to obtain complete information regarding admission to

the Program.

A minor in Social Welfare requires 19 hours of coursework including SW 100, 110, 120, 240, 280 and at least 6 credit hours from SW 281, 320, 325, 421 or 391-397.

## Courses of Study

**SW 100 Cross-Cultural Communication (3)** (GE-Oral Communication). This course is designed to teach participants various interpersonal skills with a direct focus on cross-cultural communication. Diversity related topics include developing self-awareness in areas such as verbal and nonverbal interactions, awareness of others, communicating in a variety of cultural contexts, emotions, relationships and the importance of time and space. Communication topics include the process of communication, listening, putting ideas into words, communicating in social encounters and career situations, communicating in small groups, researching ideas, understanding listeners, speech preparation and presentation as well as argumentation and debate.

**SW 110 Introduction to Social Work (3)** Introduction to the field of social work as a helping profession at the micro (individual), mezzo (groups and family), and macro (organization, community) levels. The role of the generalist social worker in a variety of service settings with a focus on at-risk populations is presented. An overview of social work history, theories, values, ethics and skills necessary for the best practices of social work services is presented.

**SW 120 Social Service Agency Observation (1)** Students are assigned to social service agencies to observe social work practitioners and learn the structure of agencies. The benefit to students will be to ensure appropriate career choice and to get oriented to the relationship between theory and practice in social work education. Prerequisite: SW 110 or concurrent; consent of instructor.

**SW 240 Human Diversity and Social Justice: The American Experience (3)** (GE-SS) An introduction to human diversity covering the areas of age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation. Concepts of social justice, covering the areas of distributive justice, human and civil rights and the global interconnections of oppression are introduced. Common historical, personal and societal strategies to combat discrimination, oppression, economic deprivation and the promotion of social and economic justice within the United States are considered.

**SW 280 Human Behavior in the Social Environment I (3)** (GE-SS) Theories and knowledge of human bio-psycho-social-cultural development including the range of social systems in which individuals live (families, groups, organizations, and communities) across the life span. Addresses how systems promote or deter people from maintaining or achieving optimal health and well-being. Human development will be viewed as a complex interaction between individuals and systems.

**SW 281 Human Behavior in the Social Environment II (3)** This

course includes content on the reciprocal relationships between human behavior and social environments. Also considered are empirically based theories and knowledge that focus on the interactions between and among individuals, groups, societies, and economic systems; the range of social systems in which people live, individual, family, group, organizational and community; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Prerequisites SW 280, SOC 102.

**SW 310 Social Work Practice I (3)** The basic theory, knowledge and skills required to develop micro-(individual) professional relationships in generalist social work practice. Skills in defining issues, assessment, interviewing, crisis intervention, referral linkages, communication and documentation will be covered. Initiation and termination of helping relationships with diverse at-risk populations will be explored. Prerequisite: SW 120, 280, full admission to the major. Co- or Pre-requisite SW 325.

**SW 311 Social Work Practice II (3)** The basic theory, knowledge and skills required to develop mezzo-(group, family) level generalist social work practice. Skill building for effective interventions with families and groups of varying racial, ethnic and other cultural groups in society, identifying values and lifestyles that require divergent social work approaches and responses, and enhancement of professional identity as a facilitator of change for helping more than one client at a time. Prerequisite: SW 310

**SW 320 Social Welfare Policy and Service I (3)** Course content includes the history of social welfare and social work, the history and current structures of social welfare services, the role of policy in service delivery and attainment of individual and social well-being. Course content provides students with knowledge and skills to understand major policies that form the foundation of social welfare as well as introductory analysis of organizational, state, national and international issues in social welfare policy and social service delivery. Prerequisites PS 155 or 156, an Economics course, ENG 170.

**SW 325 Social Work Research Methods (3)** An introduction to current research techniques offering the student an understanding and appreciation of scientific, analytic approaches to building knowledge for practice and to evaluating service delivery in all areas of practice. Ethical standards of scientific inquiry, methodological approaches and the analysis of data are presented. Students participate in designing and conducting research. Junior standing, Prerequisite MTH 141, co- or prerequisite SW 310,

**SW 391, 392, 393, 394, 395, 396, 397 Special Topics in Social Work (3)** Specialized topics in social work will be the focus of these course. Topics will change to reflect trends in social work practice and the needs of social work students. Relevant topics may include, but not be limited to: child welfare, readings and research in social work, cross-cultural practice, grief and loss, human diversity, services to the elderly, service learning, etc. Prerequisite: Junior standing, consent of instructor. Can be taken for repeated credit with different topics.

**SW 412 Social Work Practice III (3)** The basic theory, knowledge and skills required to develop macro-(organization, community,

society) level social work practice. Systematic use of the generalist perspective to evaluate and strengthen social programs and structures, identify issues of social stratification, assess community needs and resources, facilitate capacity building, promote self-advocacy and develop methods for overcoming resistance to change will be addressed. Co or prerequisite: SW 311

**SW 421 Social Welfare Policy and Services II (3)** Course content includes advanced analysis of organizational, local, state, national and international issues in social welfare policy as well as social service delivery and application of the results of policy research relevant to those issues. Policy practice skills will be introduced with regard to economic, political and organizational systems as they are used to influence, formulate and advocate for policy consistent with various value sets. Financial, organizational, administrative and planning processes required for effective delivery of social services within various policy frameworks will be presented. Prerequisite 320.

**SW 450 Field Practicum (9)** Students in supervised social work practice are provided opportunities to apply classroom learning in a field setting. Requires a minimum of 400 hours (25 hours per week to complete in one semester at the same agency or 12.5 hours per week over two semesters—students can remain at same agency or change). Prerequisites: 310, 311 and 412 (can be concurrent) and senior standing.

## Sociology

### Program Description

Lindenwood University offers a Bachelor of Art's degree in Sociology. The Sociology degree requires 30-42 hours in sociology or anthropology including the core requirements of ANT 112, SOC 102, SOC 320, SOC 325, and SS 310. Majors who choose to orient their studies toward an applied field such as social work are required to take at least one internship in a social agency. Majors who choose to pursue a graduate degree in sociology or anthropology are required to complete an independent study course focused on theory. Students may choose to emphasize Anthropology rather than Sociology for their bachelor degree requirements. A minor in Sociology requires 18 credit hours. Students should consult with the faculty if they want to pursue a minor in Sociology.

### Courses of Study

**SOC 102 Basic Concepts of Sociology (3)** Students are introduced to the basic concepts and theories of sociology as the scientific study of human society. The course includes such topics as collective behavior, socialization, culture, stratification, social institutions, social control, globalization and social change.

**SOC 120 Social Problems (3)** A survey of a number of problems often common to the modern world. The relation of these problems to such sociological variables as values, social class, gender, race and ethnicity is explored.

**SOC 140 Sociology of Gender Roles (3)** The course addresses the impact of gender roles on everyday life in society. Students examine gender in relation to stratification, equity, lifestyle and social interaction across cultures.

**SOC 214 The Family (3)** An exploration of the interpersonal dynamics of family life, the variation in family structure and function in different social classes and cultures.

**SOC 220 Social Problems (3)** A systematic description and exploration of social problems of industrial and post industrial society. The relationship of social problems to social change, value conflict and personal deviation will be examined. Urban and rural change, threats to the natural environment, the family, education, poverty, crime and civil liberties are some of the problem areas explored. This course is relevant to career preparation.

**SOC 240 The Sociology of Gender Roles (3) (GE)** An exploration of the impact of gender roles on everyday life across major social institutions. Gender, the social significance that a society attaches to biological categories of female and male, constitutes a fundamental component of stratification systems and a major determinant of personality, behavior, lifestyle, aspirations and achievement. Focus on identifying gender influence on society including gender similarities and differences in terms of equity, opportunity and balance.

**SOC 315 Alcohol, Drugs and Society (3)** A focus on the social forces that surround and contribute to the definition of drugs and alcohol use and abuse. The various legal and other responses to drug use and abuse are also considered. Prerequisites: SOC 102 or ANT 112 or PSY 100.

**SOC 318 Race and Ethnicity: A Global Perspective (3)** This course focuses on patterns of race and ethnic relations throughout the world. Selected issues in contemporary race and ethnic relations in American society are examined. Prerequisite: SOC 102 or ANT 112 or consent of instructor.

**SOC 320 Social Thought and Theory (3)** Survey introduction to the history of sociological theory and social thought. Emphasis on European and early American theorists who had a strong impact on contemporary sociology. Prerequisite: SOC 102 or ANT 112.

**SOC 321 Urban Sociology (3)** An examination of various features of urban life. This includes both physical features of cities as well as the sort of social interactions common to urban life. Prerequisites: SOC 102 or ANT 112 or consent of instructor.

**SOC 322 Social Deviance (3)** A consideration of a variety of norm violations, as manifested in thought and appearance as well as behavior. Explanations of deviance and the responses to it are also examined. Prerequisites: SOC 102 or ANT 112 or CJ 200 or CJ 210 or PSY 100.

**SOC 323 Sociology of Health and Medical Care (3)** The course examines social aspects of wellness, health care, and illness in society. Historical and current trends in social and economic health related policies and services are covered. Prerequisites: SOC 102 or ANT 112 or PSY 100 or PSY 312.

**SOC 325 Introduction to Social Research Methods (4)** A basic course introducing current research techniques, methodological

approaches, and the analysis of data. Students participate in designing and conducting research. Prerequisites: SOC 102 or ANT 112.

**SOC 330 SOCIOLOGY OF AGING (3)** Students explore social aspects of human aging related to demographic trends, family concerns, social support, employment, leisure, retirement, economics, politics and health. Social and cultural attitudes toward aging are also examined. Prerequisites: SOC 102 or ANT 112 or PSY 100 or PSY 312.

**SOC 340 Current Topics in Sociology or Anthropology (3)** This course will deal with a specialized aspect, topic, or region of sociological interest. Each topic is announced and a course description provided at the time of registration. Prerequisite: SOC 102 or ANT 112 or consent of instructor.  
SOC 391, 392, 393 Independent Study Courses (1-3)

**SOC 400 Field Study (3)**

**SOC 450 Internships (6 or more)**

**SOC 499 Honors Project (6)**

#### **Emphasis in Anthropology**

Students who choose to emphasize Anthropology in their bachelor's degree in Sociology would have the same core requirements for the major in Sociology in addition to the following required courses:

ANT 122 Human Evolution: Biology and Culture

ANT 210 Native American Indians

ANT 317 Social and Cultural Change

ANT 324 Religion and Culture

BIO 107 Human Biology

ESG 100 Geology

#### **Sport Management**

##### **Program Description**

Lindenwood University offers a Bachelor of Arts degree in Sport Management. Students pursuing this degree must complete 24 hours of Business and Communication related course work, 24 hours of Physical Education course work as well as 15 elective hours in approved Business, Communication, and Physical Education related course work. Course descriptions for each course listed below can be found under Physical Education, Business and Communication. Degree requirements are as follows:

##### **Business Coursework**

BA 200 Financial Accounting I (3)

BA 210 Survey of Economics (3)

BA 240 Introduction to Information Systems (3)

BA 320 Principles of Finance (3)

BA 330 Principles of Management (3)

BA 350 Principles of Marketing (3)

BA 360 Business Law I (3)

COM 303 Written Communication for Business (3)

##### **Physical Education Coursework**

PE 320 Psychology & Sociology of PE (4)  
PE 349 Organization/Administration of PE (3)  
BSM 260 Orientation to Sport Management (3)  
BA 359 Event Management (3)  
BSM 353 Sport Marketing and Promotion (3)  
BA 460/BSM 460 Sport Law (3)  
BSM 410 Sport Management, Policy, and Promotion (3)  
BSM 450 Sport Management Practicum (3)

**BSM 260 Orientation to Sport Management (1)** This course is designed to orient and introduce the student into the field of Sport Management. Students will clock a minimum of 30 hours of observation at one of the approved area sites in sport management while maintaining a verified journal of their experience. Supervision will be shared between the college and the cooperating institution/business.

**BSM 353 Sport Marketing and Promotion (3)** Focus on the unique applications of marketing principles and processes to the complex and diverse nature of the sports industry. Comprehensive coverage of the functions of sports marketing, including designing an integrated marketing strategy, understanding sports consumers as spectators and participants; and planning, executing and evaluating the sports marketing mix (product, price, place, and promotion). Some out-of-class field training required as appropriate. Prerequisite BA 350.

**BSM 410 Sport Management, Policy, and Promotion (3)** This course is designed to provide the student with the principles and methods of sport management, the strategy, planning, research and marketing of sport promotion, and the proper and lawful execution of the policies therein. Students will be provided with appropriate learning experiences in management, promotion, and policy-making. Prerequisite: Senior standing.

**BSM 450 Practicum in Sport Management (3)** This course is designed to be the culminating experience in the Sport Management program. The student will be placed in a practicum placement at one of the approved sites. This placement should provide practical, hands-on experience for the student in the area of sport management. Supervision will be shared between the college and the cooperating institution/business when proximity permits. The student will be required to clock a minimum of 160 hours during this placement. (Prerequisite: Senior Standing)

**BSM 460 Sport Law (3)** A study of the law as it pertains to the three main divisions in sports: amateur, professional and international. Issues addressed are governing bodies, governmental regulations, agents, contracts, labor relations, torts and social responsibility.

## Theatre

### Program Description

The Bachelor of Arts in Theatre major (48 hours) will include core requirements of 39 hours and a major emphasis of 9 hours of Theatre electives. The Theatre and Performing Arts faculty assess the undergraduate majors in both coursework and production work. Successful progress is measured as having a grade of C or better in all major coursework, as well as making contributions to

departmental productions.

The core of Theatre classes for the Bachelor of Arts are: TA 101, 111, 112, 201, 204, 210, 216, 304, 305, 306, 370; 3 hours from TA 100, 200, 300, 400. Students must also take the capstone course, TA 480 Senior Seminar.

To complete the degree requirements, students must take 9 hours of Theatre electives.

All Theatre majors must include in their general education selections in Literature TA 336 Survey of Dramatic Literature.

In order for students to successfully compete in today's multimedia environment, majors are encouraged to use some of their free electives in the following areas:

Performance--COM 130, 151, 154

Technical--COM 154, 352, 354

The minor in theatre (27 hours) requires: TA 101, 111, 201, 204, 216, 304, 370, and 6 hours of electives in Theatre. Students must also take the following course, TA 336 Survey of Dramatic Literature, to satisfy one of the general requirements in Literature.

Lindenwood also offers the Bachelor of Fine Arts in Acting, Directing, Technical Theatre/Design and Musical Theatre. These programs are designed to prepare students for entry into the theatre as professional artists. In addition to the courses listed below for each area, students are required to take TA 336, Survey of Dramatic Literature, as one of the Literature classes in the general education core.

BFA in Acting: The requirements are as follows: COM154, 354; DAN101, 204 or 304; MUS124, 125; TA101, 111, 201, 204, 210, 216, 304, 306, 370, 480, 499, 12 hours of Acting Studios (TA301/TA401), and 2 hours from TA100-400.

BFA in Directing: The requirements are as follows: MUS165; ART220; COM 154, 354; TA101, 111, 112, 201, 207, 210, 304, 305, 306, 335, 350, 370, 480, 499, 6 hours in TA406, 2 hours from TA100-400.

BFA in Technical Theatre/Design: The requirements are as follows: ART106, 108, 120, 130, 220; COM351; TA101, 111, 112, 207, 210, 304, 305, 306, 370, 404, 407, 408, 480, 499, 2 hours from TA100-400.

BFA in Musical Theatre: The requirements are as follows: 4 hours Ballet (DAN220, 320 and/or 420), 4 hours Tap (DAN210 repeatable), 9 hours Jazz dance (DAN204, 304 and/or 404); 8 hours Private Voice (MUS104-404), 2 hours choral ensemble (MUS110-410 and/or 113-413); TA101, 111, 201, 216, 304, 370, 480, 499, 9 hours in TA303 (Seminar in Musical Theatre) and 2 hours from TA100-400.

### Courses of Study

**TA 100, 200, 300, 400 Theatre Practicum (1-2 )** Practical work on stage productions generally in a crew capacity. Open to all Lindenwood students. Course numbers in the upper division reflect more sophisticated and responsible participation as students progress through the program. All practicum students are expected to attend two practicum work days during the course of a semester. Repeatable for credit.

**TA 101 Acting I (3)** Designed to teach basic skills to the beginning actor, the course explores the techniques of concentration, relaxation, nonverbal communication, and improvisation. This course is designed for both theatre majors and non-majors.



**TA 111 Introduction to Technical Theatre I (3)** Introduction to the total spectrum of technical theatre. 10 hours/week lab required.

**TA 112 Introduction to Technical Theatre II (3)** Further exploration of the rudiments of technical theatre (lighting, properties, set construction, etc.). Prerequisite: TA 111 or permission of the instructor. Ten hours/week lab required.

**TA 117 Introduction to the Theatrical Arts (3)** An examination of the origins, forms and styles of drama, dance and musical theatre and their esthetic values. Students examine the relationships of the collaborative artists in their contributions to these arts in performance. Laboratory work will include attending actual performances of the various forms. Studio fee.

**TA 120 Workshop in Performing Arts Fundamentals (3)** A survey of the basic skills of the performing artist. Concentrated study in the areas of character development, stage movement and voice production will be supplemented by performance activities. The course will culminate in a public performance.

**TA 201 Acting II (3)** Designed to be a scene-study class, the course explores the techniques for character analysis as described by Stanislavski. Students perform selected scenes from plays especially chosen to give them the necessary skills for building a character and creating a role for the stage. Prerequisite: TA 101.

**TA 204 Stage Voice and Movement (3)** Basic exploration of the actor's voice and body as psychologically and physically responsive instruments. Prerequisites: TA 101 or concurrent enrollment.

**TA 207 Introduction to Theatrical Design (3)** An exploration of the principles of stage scenery and lighting in visualizing the ideas required by a stage production. Skills are focused on research, the design concept and practical drafting, models and renderings. Projects for presentation include drama, musicals and dance, and serve as a foundation for developing student portfolios. Prerequisite: TA111.

**TA 209 Intro to Costume Design (3)** An introduction to the process of costume design. Prerequisite: TA 111, 212.

**TA 210 Stage Management (3)** A course exploring the principles and processes of the stage manager. The course will include examinations of physical equipment, performance procedures and the production of a practical prompt book. Students will be required to stage manage a scheduled studio production.

**TA 212/AFD 212 Beginning Costuming and Fashion Design Studio (3)** A course focusing on the basic components of clothing and costume construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply.

**TA 216 Stage Make-up (3)** Correct techniques in the application of stage make-up (corrective to old age), style in make-up (realistic

through stylized to fantasy), and the creation and use of facial hair and prosthetics (wig and hair style). Studio fee may apply.

**TA 230/AFD 230 Patternmaking I (3)** Development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Prerequisite: AFD 212/TA 212.

**TA 235/AFD 235 Patternmaking II (3)** Continuation of sloper manipulation for flat pattern design. Prerequisite: AFD 230/TA 230.

**TA 301 Acting Studio (3)** This class is designed to be an advanced scene study class for the study of such topics as: auditioning, improvisation, dialects and musical theatre. Semester study will be devoted to a particular subject area and related activities. Prerequisites: TA 101 and 201. Repeatable for credit.

**TA303 Seminar in Musical Theatre (3)** An advanced studio course focusing on various components of musical theatre performance. Repeatable for credit. Prerequisites: TA 101, 201, 2 hrs. private voice, 2 hrs. Tap and 2 hrs. Jazz dance.

**TA 304 Script Analysis (3)** This basic course in theatrical theory presents the analytical and research processes necessary to the consideration of any play prior to production. The approach is necessary for persons working in any of the artistic roles in the theatre. Prerequisites: ENG 150, TA 101, 201.

**TA 305 Scenography (3)** An exploration of the European approach to stage productions in which a scenographer creates the total visual environment including sets, lights and costumes. The conceptualization process will be examined through script analysis and graphic projects exploring traditional, non-traditional and naturalistic approaches to stage productions. This course must be taken prior to or concurrently with TA 306. Prerequisites: TA 111, 112.

**TA 306 Directing (3)** Fundamental theory and practice for the stage director. Should be taken concurrently with TA 305. Prerequisite: TA 201, 304 or permission.

**TA 317 History of Costume and Fashion (3)** Course traces the styles of human dress in world culture from the Biblical era to the end of the 20th century.

**TA 335/ENG 335 Modern Drama (3)** A study of directions in modern and contemporary drama from Ibsen to the present. Includes realistic, naturalistic, symbolist, poetic, expressionist, existentialist, "epic," and experimental plays.

**TA 336 Survey of Dramatic Literature (3)** All major periods of the Western World from ancient Athens to the present.

**TA 350 Directing II (3)** Further study of directing as a process culminating in the direction of a short public performance. Prerequisites: TA306. Studio fee may apply.

**TA 370 History of Theatre (3)** The study of drama in form and

production, its basis in historical and contemporary philosophical ideas and their interpretations from its inception to modern times.

**TA 386 Special Topics (3)** A focused examination of a specific subject in the field of theatre. May be repeated as topics vary. Lab fees may apply to some topics.

**TA 401 Advanced Acting Studio (3)** Designed to be an advanced acting class for scene work and acting styles. Topics will include Shakespeare, comedy, Neoclassic, Restoration, and various other styles. Repeatable for credit. Prerequisites: TA 101 and 201.

**TA 404 Applied Design and Technical Theatre Studio (3)** Design and technical theatre work in conceptualization, drawings and execution of a specific dramatic work, concentrating on style, period and genre of the work. Specific application of technical related skills will play a major part of this course. May be repeated for credit with the permission of the instructor. Prerequisites: TA 111, 112, and 207.

**TA 405/AFD 405 Advanced Costume and Fashion Design Studio (3)** A course focusing on advanced costume and fashion construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply. Prerequisites: TA 209, AFD 309 or permission of instructor.

**TA 406 Advanced Directing (3)** Advanced exercises in analysis and style leading to the production of a one-act play. Prerequisite: TA 350 with letter grade of B or above and permission of instructor. Repeatable for credit. Studio fee may apply.

**TA 407 Advanced Set Design (3)** Studio course for the student interested in a career in scenic design. Designs are chosen and completed with an emphasis on portfolio and personal artistic growth through diversification of techniques into related genres. Repeatable for credit. Prerequisite: TA 207.

**TA 408 Advanced Lighting Design Studio (3)** Studio course for the student interested in a career in lighting design. Designs will be chosen to build individual portfolios and to expose students to the specific consideration of opera, dance and concert genres. Repeatable for credit. Prerequisite: TA 207.

**TA 409 Advanced Costume Design Studio (3)** Studio course for students interested in a career in costuming. Designs will be chosen to build individual portfolios and to challenge the advanced student's knowledge of costuming and design. Repeatable for credit. Prerequisite: TA 209.

**TA 430 Theatre Workshop (1-6)** An advanced course of study which may include such topics as staged readings, new play development, advanced character analysis and application, production and design projects, alternate actor and director training methodologies, voice and movement studies. Prerequisites: TA 101, 201, 301 and/or 401.

**TA 465 Professional Internship (1-6)** The student will work for

a professional theatre in a capacity related to his or her emphasis. Prerequisite: Student must have achieved at least sophomore standing and must have the supervising instructor's permission.

**TA 480 Senior Seminar (3)** This practical course is designed to prepare students for their successful entry into various careers associated with theatre, including middle and secondary school teaching, admission to graduate school, professional performance, and/or technical theatre work, etc.

**TA 499 Senior Project (1)** All BFA students in their senior year must enroll in this course which is a culmination of their work at Lindenwood. Each student will meet in consultation with a faculty member to develop his/her senior project. Fashion Design majors will be expected to design and execute a collection of original fashions. In all cases, a proposal for the senior project must be submitted in writing and approved by the faculty sponsor. Studio fee may be assessed.

### **Arts Management–Theatre**

The Arts Management degree with an emphasis in Theatre is a multi-disciplinary curriculum combining specialized theatre coursework with core business administration classes. The major requires a minimum of 51 hours as follows: COL 170, BA 200, 210, 330, 350, 360, HSA 300, TA 101, 111, 304, 210, 306, and 15 hours of theatre electives.

### **Early Access to the MA or MFA Program**

With approval of the dean of Fine and Performing Arts/ Communications and the provost, students may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the MA or MFA degree, but not toward the bachelor's degree. A student must be enrolled in at least 12 semester hours of undergraduate classes each semester that he or she is taking master's-degree credits under this option.

### **Lindenwood College for Individualized Education (LCIE)**

In the Lindenwood College for Individualized Education (LCIE), emphasis is placed upon using community and academic resources to acquire both practical and theoretical knowledge. LCIE degree requirements embody the essentials for professional preparation. It is the University's responsibility to provide the basic framework. We recognize, however, that 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. The course format is an accelerated system in which students are able to combine extensive self-directed study with a once-per-week class meeting schedule to earn nine semester hours of university credit in 11 weeks. This model has a high degree of rigor, and it challenges the student's abilities in all areas. It is especially valuable because it merges practical learning with academic excellence and features content tailored to the experienced, adult learner.

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. In fact, it is an LCIE requirement for all students to meet with their faculty advisors on a quarterly basis. The LCIE learning experience involves selecting among many educational options. When students have completed their LCIE education, they find they have acquired skills in planning, organizing, and communicating, and an understanding of their use of resources—tools they can use in a continuing process of self-education long after they leave LCIE.

### **The Students**

Most LCIE students are employed full time, have at least three to five years of full-time employment experience, and are seeking degrees to continue their professional advancement or to make career changes through the acquisition of new skills. LCIE graduates constitute a strong network of people in leadership positions throughout the greater St. Louis and St. Charles metropolitan area.

### **The Cluster**

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge.

LCIE seeks to achieve this through the construction of the cluster, in which two or three related subject areas are integrated into one seminar. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline. Cluster groups are comprised of a faculty member and approximately 12 students who meet weekly during an evening or weekend, for four hours. These cluster group meetings provide a collegial environment in which students present their work and share their learning.

Because a major objective of this format is the development of students' knowledge-synthesis, and communication skills, more emphasis is normally placed on written and oral presentation, class discussion, papers, and projects than on traditional testing. However, as is true of most higher-education programs, in LCIE it is up to each professor to determine how students are to be assessed and graded; therefore, tests, quizzes and inventories may be used to supplement papers and presentations as assessments of student mastery.

### **The Colloquium**

The interdisciplinary nature of all studies in the liberal arts institution is the heart of the programs offered through the LCIE format. For that reason, all students in the LCIE model are required to participate in at least one colloquial experience during each term of enrollment.

At times, the faculty and students of Lindenwood University present workshops, seminars, and creative expositions that can fulfill the colloquium requirement for all LCIE students.

In addition, LCIE faculty advisors compile a list of other such events available in the community. Students are encouraged to seek other colloquial opportunities that, with the approval of their faculty advisor, will fulfill this requirement. At the end of each term, students submit a short critique and evaluation of the colloquium in which they participated. A colloquium is required for each nine-hour cluster completed in LCIE.

### **The Culminating Project**

To graduate with a baccalaureate degree from Lindenwood University, all LCIE students must complete a culminating project, which is an integral part of the student's program and is equivalent to an extended paper or honors thesis. Under the supervision of the Faculty Advisor, the student will design a culminating project and complete it during the last quarter of study in LCIE. Students will enroll in ICU 499, Culminating Project, at the same time that they register for their last coursework or cluster. Students who do not finish their project within their last term must register for a culminating project extension for each term that the project is not completed.

The culminating project is an opportunity for a student to synthesize his or her major areas of study and to demonstrate mastery of basic written and oral skills and concepts. The project may be a thesis, a demonstration, or a creative work. It may involve a combination of media. If the project is a film, video, computer program, etc, it must still include written analytical documentation.

The culminating project, designated on the student transcript as ICU 499, carries one academic credit and is graded Pass or Fail.

### **The Capstone Course**

The capstone course may be used as a substitute for the culminating project in most of the undergraduate degree programs in the LCIE. Students who decide to take the capstone course must have completed all of their required core clusters in their area of concentration, or enroll in the capstone course concurrently with the final core cluster. The course will emphasize the theories and concepts of the major from an academic viewpoint as well as their practical applications in the professional setting. The course requires a mastery of the concepts within the major and integrates academic studies with issues faced by practicing professionals in their area of employment. Consequently, students should expect mid-term and final examinations, case analyses and at least one major research paper during the term of enrollment. A grade of "C" or above is necessary to pass this course.

### **Full-Time Accelerated Pace**

The academic year at Lindenwood College for Individualized Education consists of twelve-week terms with 13 cluster meetings per term. The LCIE student enrolls in one cluster per term earning nine credit hours in most degree programs.

New students may be admitted at the beginning of each term, and they may pursue a full-time academic program by attending all four terms during the year. In this manner, students make rapid progress toward degree completion while still fulfilling professional and personal responsibilities.

Students in LCIE are not permitted to take more than one cluster per quarter. The accelerated format employing clusters is based on the assumption that highly motivated students are entirely focused on the content of their clusters during the quarter. The one cluster limit maximizes the likelihood of a quality effort resulting in a quality learning experience. Limiting a student's course load is intended to protect the academic integrity of the LCIE program and its degree offerings. Normally, a maximum of 12 credit hours per quarter is allowed.

### **Individualized Study**

LCIE is committed to the idea that people learn more

effectively when their experience and goals converge. To this end, the University actively fosters the participation of students in the planning of their educational programs. Students are also expected to individualize their cluster group work through directed independent research.

Upon enrolling in LCIE, each student is assigned a Faculty Advisor who helps the student plan and coordinate a program of study from entry through degree completion. In addition to assisting students in the design of their programs of study, the Faculty Advisor acts as a mentor, provides a source of continuity to students' ongoing academic experience, and evaluates the overall quality of their work. In regularly scheduled conferences the Faculty Advisor monitors student progress by reviewing course work and by providing feedback on projects.

### **Special Topics Courses/Numbers**

Special topics courses/numbers, listed in the catalog, are designated for use as substitute classes for those who have taken, through transfer credit, one part of a nine-hour cluster. Special topics courses may be taken only in conjunction with a cluster and are not used as a separate course or tutorial. Special topics numbered courses may not be used to extend the cluster for three extra hours beyond the nine-hour cluster, i.e., the student may not take a 12-hour cluster. In special cases, however, where the student needs one more hour to graduate, the student, with the permission of the faculty advisor, may use the special topics number for one additional semester hour of credit, i.e., a 10-semester hour cluster.

### **LCIE General Education Courses of Study**

#### **Communications Cluster (9)**

**ICM 101 Communications I (3)** An intensive review of the English language and its use in college-level writing. Concepts include the mechanics of written discourse, sentence structure, paragraph development, and essay organizations. Students use models from English prose and poetry for discussion and composition topics.

**ICM 102 Communications II (3)** A continuation of Communications I with special attention to skills involved in writing a major analytical research project, including how to gather and organize viable data. In addition, students learn how to communicate in small group settings. These concepts include problem-solving, leadership styles and roles of a group member.

**ICM 104 Literary Types (3)** A study of English prose and poetry; work of major writers studied in terms of the particular school or movement to which they belong.

*Note:* The Communications Cluster is required of all LCIE students and may not be met through transfer or Experiential Learning credits. In order to advance beyond the Communications Cluster, a student must meet the criteria set by the communications faculty, typically by earning a "C" or above in all three courses, Communications I, Communications II and Literary Types.

#### **Humanities Cluster (9)**

**IEN 201 World Literature and Ideas I (3)** A study of ideas that have shaped civilizations, Western and non-Western with emphasis on the literature of various cultures and periods. The first semester of the sequence deals with Far and Near Eastern cultures and

Western culture from Ancient Egypt through the Middle Ages.

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

**IRT 210 Concepts in the Visual Arts (3)** A study of selected works in the visual arts by examining the role which the arts have traditionally played in society, drawing upon examples from a variety of cultures and historical periods. Emphasis will be placed on the analysis and interpretation of works of art in varied media from the points of view of aesthetics, style, social function, and the expression of cultural values.

or

IEN 293 Special Topics in Humanities (1-3)

#### **Social Science Cluster I (9)**

**IPY 101 Interactive Psychology (3)** This cluster is designed for the non-psychology major. The course enables students to make informed lifestyle choices as a result of attaining a broader understanding of the determinants of lifestyle, lifestyle consequences, and completing a self-directed health behavior change project. Topics include choosing a personal style of learning, managing stress, intimate relationships, understanding gender roles and sexuality, and pathways to growth. Students will be directly involved in activities through which they can explore and expand their own creativity in solving everyday problems encountered in management, decision-making, working and living.

**ISC 220 Social Problems (3)** A systematic description and exploration of social problems of industrial and post-industrial society. The relationship of social problems to social change, value conflict and personal deviation will be examined. Urban and rural change, threats to natural environment, the family, education, poverty, crime and civil liberties are some of the problem areas explored.

**IPS 155 American Government: The Nation (3)** This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key term such as "democracy" and "politics" as well as on providing students with an overview of American national government.

#### **Social Science Cluster II (9)**

**IPY 100 Principles of Psychology (3)** This cluster is designed for students planning to continue their education with graduate studies in Psychology, Social Work or Counseling. An introduction to behavioral science, focusing on the study of perceptual, learning, and motivational processes. The student will explore basic psychological concepts, methods, and findings leading to an understanding of human behavior.

**ISC 102 Basic Concepts of Sociology (3)** Introduction to the basic concepts and theories that enable us to understand and explain human group behavior in various social contexts. Application of

sociological concepts to socialization, social interaction, groups, stratification, contemporary industrial society and Third World Societies, ethnic groups, social change, and social institutions.

**IPS 155 American National Government (3)** A survey of the structures, principles, and decision-making processes of the institutions of American national government, with selected studies of particular policy areas. Offered each semester.

or

**ISS 293 Special Topics in Social Sciences (1-3)**

**Mathematics Cluster (9)** (*Required for all majors except information technology*)

**IMH 141 Statistics (3)** An introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing.

**IMH 220 Research Design and Methodology (3)** A first course in collecting, organizing and drawing conclusions from data. Topics include sampling, first steps in statistical design of experiments, ethical problems, correlation, association and causation, and prediction.

**IMH 310 Quantitative Management Applications (3)** This course emphasizes problem solving skills needed in management and finance. Topics include quantitative methods in banking, investments, taxes, financial indices, personal finance, and decision-making.

**Computer Math Cluster (9)** (*Required for all information technology majors*)

**IMH 110 Essential Computer Mathematics (3)** A brief introduction to the mathematics needed by students studying either computer science or information technology. Topics for this course include sets, functions and relations, number systems, Boolean algebra, recursion, counting, matrices, and graphs.

**IMH 210 Introduction to Programming (3)** This course will examine basic programming logic and concepts with a focus on solving common math problems. Concepts covered will include variables and data types, simple statements, loops, conditional statements, arrays, methods, and functions.

**IMH 311 Quantitative Computer Applications (3)** This course emphasizes problem solving skills needed in management and finance. Topics include quantitative methods in banking, investments, taxes, financial indices, personal finance, and decision making.

**Natural Science Cluster (9)**

**INS 101 Modern Topics in Environmental Science (3)** A survey of environmental issues and problems such as global climate change, destruction of stratospheric ozone, ocean pollution, earthquake geology, and loss of bio-diversity.

**INS 202 Science and the 21st Century (3)** This course addresses

questions such as genetic manipulation and diversity, advances in modern scientific technology, and potential diseases of the new millennium.

**INS 303 Science, Public Policy, and Public Values (3)** Students investigate the morality of scientific experimentation, questions on balancing population, how scientific technology affects public opinions and awareness of world policies, and other topics of current interest.

**Intercultural Cluster (9)**

**IHS 100 A History Of Human Community (3)** A study of the growth of traditional societies around the world and their recent transformation by the urban, industrial revolution. The first half-term focuses on the evolution of the major world civilizations and their differences and similarities. The second half-term deals with the impact of the urban and industrial revolutions on these civilizations and their reactions to the modern world.

Plus 6 hours of Focus courses:

**ICL 320 Chinese Art & Culture (3)** An exploration of Chinese cultural traditions, attitudes and values through a study of Chinese art and related concepts and ideas.

**ICL 321 Issues in Modern China (3)** A survey of major trends of thought, culture, politics, philosophy, and religion in China during the modern period. Emphasis will be on how these trends have affected the historical development of China and its current policies.

or

**ICL 330 Japanese Art & Culture (3)** An exploration of Japanese cultural traditions, attitudes and values through the study of Japanese art and related concepts and ideas.

**ICL 331 Issues in Modern Japan (3)** A study of significant current issues in Japan regarding business and government policies.

or

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

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

or

**ICL 351 Art and Culture of India (3)** Survey of Indian art and architecture, with attention to Hindu, Islamic and European influences and ideas.

**ICL 352 Literature of India (3)** Selected readings in Indian sacred literatures as well as in writings by modern Indian authors in working in essay, drama, poetry or fiction.

or

**ICL 361 Art and Culture of Latin America (3)** An exploration of the rich multi-cultural heritage of the Spanish- and Portuguese-

speaking countries of Latin America through a study of their art, music, festivals and related topics.

**ICL 362 Issues in Modern Latin America (3)** A survey of major trends in current thought, politics, economics, societal relations, and religion, as they pertain to problems now confronting the region.

or

**ICL 212 History of Russia II (3)** Historical and cultural study of the USSR. A survey of Russian history focusing upon the Twentieth century. John Reed, Gorbachev, and standard texts of Russian history will be read in this course. Cultural studies included.

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

or

**ICL 350 Myth and Civilization (3)** An introduction to the myths that have been understood as origins of civilization and culture. Readings include tales of creation and myths concerning the origins of organized society. The readings provide information and understanding about the functioning of myth as it survives in the present.

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

**ICL 294 Special Topics in Cross-Cultural Studies (1-3)**

#### **Requisite Study: Major**

Requirements vary, but at least 45 semester hours in the major area are necessary, 18 of which must be taken at Lindenwood University. 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.

#### **Graduation Requirements**

In addition to completing the work necessary to qualify for a baccalaureate degree, the student must meet LCIE graduation requirements within the scope of the specific degree program designed with the help of the Faculty Advisor. The following are the overall requirements for graduation from LCIE with a baccalaureate degree:

1. Successful completion of at least 128 semester hours.
2. Demonstration of a satisfactory knowledge of English in oral and written forms, as evaluated by the Faculty Advisor and Instructor each term.
3. Completion and approval of the Culminating Project.
4. Completion of at least 30 semester hours of study at Lindenwood University, of which at least 18 semester hours must be in the major area of concentration and at least 42 of which must be upper division courses, numbered 300 or above.
5. A minimum cumulative grade point average 2.0 in all courses taken at Lindenwood College, as well as in the student's major of concentration.

## **LCIE Academic Programs and Course Descriptions**

### **Business Administration**

#### **Program Description**

The LCIE Bachelor of Arts degree educates managers of business and not-for-profit organizations. Many students are employed in management or are making career changes. The intent of the program is to expand skills and to provide students with a strong liberal arts and professional business background.

All LCIE undergraduate degree programs contain core requirements in the liberal arts. This is particularly important to the manager because it provides the opportunity to develop cultural, human, and theoretical understandings essential for successful business interactions and effective community leadership.

Throughout their studies, 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. The major requires 45 semester hours in the area of business administration as listed in the core curriculum.

#### **Core Curriculum**

*(recommended sequence):*

##### **Cluster I:**

- IBA 330 Principles of Management (3)
  - IBA 332 Human Resource Management (3)
  - IBA 430 Management Policy (3)
- or
- IBA 439 Special Topics in Management (1-3)

##### **Cluster II:**

- IBA 200 Principles of Accounting (3)
  - IBA 308 Managerial Accounting (3)
  - IBA 320 Principles of Finance (3)
- or
- IBA 409 Special Topics in Accounting (1-3)
  - IBA 429 Special Topics in Finance (1-3)

##### **Cluster III:**

- IBA 350 Principles of Marketing (3)
  - IBA 353 International Marketing (3)
  - IBA 453 Marketing Management & Planning (3)
- or
- IBA 459 Special Topics in Marketing (1-3)

##### **Cluster IV:**

- IBA 211 Micro Economics (3)
  - IBA 212 Macro Economics (3)
  - IBA 412 Money and Banking (3)
- or
- IBA 419 Special Topics in Economics (1-3)

##### **Cluster V:**

- IBA 323 Personal Finance (3)
  - IBA 360 Business Law (3)
  - IBA 420 Investments (3)
- or
- IBA 479 Special Topics in Investments (1-3)

or  
IBA 469 Cases in Business/Law (1-3)

ICU 499 Culminating Project (1) or  
IBA 499 Business Administration Capstone (3)

Using elective studies, students may choose to create an emphasis within the business administration degree in such areas as sales/marketing, communications, health management or human resource management.

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

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

#### **IBA 439 Special Topics in Management (1-3)**

#### **Accounting/Finance**

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

**IBA 308 Managerial Accounting (3)** A course designed to provide students not concentrating in accounting with an understanding of the utilization of internal accounting data for management planning and decision making.

**IBA 320 Principles of Finance (3)** The fundamentals of financial management which include planning, budgeting and control, also external sources and methods of capital acquisition. A study of the evolution, functions, and practices of the many types of financial intermediaries with which the firm must interface.

#### **IBA 420 Special Topics in Accounting (1-3)**

#### **IBA 429 Special Topics in Finance (1-3)**

#### **Marketing**

**IBA 350 Principles of Marketing (3)** Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach to the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organizations preparation, methods and goals in presenting its goods and services in the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles and theory of marketing.

**IBA 353 International Marketing (3)** The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

**IBA 453 Marketing Management and Planning (3)** Development of the ability to identify, organize and manage the marketing function in the organization with the other functional areas of the organization. Identify marketing problems, investigate alternative solutions, and render decisions as a member of the marketing management team.

#### **IBA 459 Special Topics in Marketing (1-3)**

#### **Economics/Money & Banking**

**IBA 211 Micro Economics (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 Macro Economics (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)**

#### **Personal Finance/ Business Law**

**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 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 420 Investments (3)** Presentations of the investment field in theory and practice. A survey and analysis of particular types of investment securities and vehicles, public and relation stock companies, bonds, various types of securities, real estate, various government and private financial paper. A survey of the basis for investment decisions and the management of investment portfolios.

### **IBA 469 Cases in Business/Law (1-3)**

### **IBA 479 Special Topics In Investments (1-3)**

**IBA 499 Business Administration Capstone (3)** This course examines the decisions required of middle management with respect to problem solving within an organization. Emphasis is given to the contributions of several business disciplines of study, such as marketing, finance and management to understanding both the internal operations of the organization and the influences of the external environment. Subject matter stressed includes but is not limited to: (1) development of organizational planning & strategy, (2) decision making within the framework of a strategy, (3) the planning process, (4) formulation of objectives and policies, and (5) the management of change.

### **Sales/Marketing Emphasis**

#### **Cluster I**

IBA 200 Principles of Accounting  
IBA 308 Managerial Accounting  
IBA 320 Principles of Finance

#### **Cluster II**

IBA 211 Micro Economics  
IBA 212 Macro Economics  
IBA 412 Money and Banking

#### **Cluster III**

IBA 350 Principles of Marketing  
IBA 353 International Marketing  
IBA 453 Marketing Management & Planning

#### **Cluster IV**

IBA 351 Principles of Personal Selling  
IBA 352 Sales Management  
IBA 354 Sales Strategies & Techniques

#### **Cluster V**

ICM 350 Principles of Advertising  
ICM 389 Principles of Public Relations  
ICM 390 Promotion Management

#### **Cluster VI**

IBA 451 Consumer Behavior  
IBA 452 Customer Relations  
IBA 454 Current Issues in Customer Service Management

ICU 499 Culminating Project (1) or  
IBA 499 Business Administration Capstone (3)

### **Courses of Study**

### **Accounting**

See IBA 200, 308 and 320

### **Economics/Money & Banking**

See IBA 211, 212 and 412

### **Marketing**

See IBA 350, 353 and 453

### **Personal Selling/Sales Management**

**IBA 351 Principles of Personal Selling (3)** Selling principles and processes, industrial vs. personal selling, persuasive communication, selling vs. buying, time management. Sociological and psychological influences on selling and buying process.

**IBA 352 Sales Management (3)** The management of sales including sales force recruitment, selection, training, organization, motivation, compensation and evaluation. Planning, implementation, and control from a sales perspective are also considered.

**IBA 354 Sales Strategies & Techniques (3)** A focus on selling as it relates to the marketing function in organizations including sales strategies and implementation. Included are selected topics in selling techniques and tools, negotiation, territorial quotas, and performance standards. Practical demonstration by students required.

### **Advertising/Public Relations**

See ICM 350, 389 and 390 listed under Bachelor of Arts in Communication.

### **Consumer Behavior/Customer Relations**

**IBA 451 Consumer Behavior (3)** Current theories and research on the behavior of consumers are studied from the viewpoint of marketing management decisions. Consideration is given to the behavioral science concepts underlying the study of consumer behavior and the use of theoretical and applied decision-making models.

**IBA 452 Customer Relations (3)** Principles and practice of customer relations, including history of consumerism, customer relations departments, identifying and responding to customer needs, developing skills in giving information, dealing with difficult customers, and developing a positive customer relations climate.

### **IBA 454 Current Issues in Customer Service Management (3)**

Using the case analysis approach, students will examine current problems in developing, delivering and maintaining good customer service.

### **Elective Cluster**

**IBA 356 Introduction to Small and Growing Companies (3)** This course will begin with small business management and expand into the particular issues faced by growing organizations with a brief look at family-controlled organizations. A “macro” view of small business as a political, economic and cultural cause and consequence will also occur throughout the term. A variety of educational methods will be employed to provide a broad range of learning experiences such as lectures, guest speakers, group



discussion, video presentations, case analysis, and field work projects.

**IBA 357 New Venture Formation (3)** This course focuses on analytical techniques used to create and evaluate new concepts and new business operations. Students study the process of feasibility analysis for new business ventures or projects from the time of the generation of the concept through critical concept analysis, opportunity screening and pre-feasibility study, include the financial aspects in starting a business. Students prepare a feasibility study as a term project and may use the completed study as the initial step in writing a business plan.

**IBA 358 Small Business Management (3)** The objectives of this course are to examine the necessary functional skills to operate a small business. The underlying assumptions are that the business is around \$1 million in sales volume, fewer than 20 employees, a mission of stability over growth and is probably in the retail/service sector. The course will develop an understanding and knowledge of the way the critical areas of law, human resources, finance/accounting, marketing, and management are integrated and applied for successful small business management.

## **Communications**

### **Program Description**

The Lindenwood College for Individualized Education (LCIE) Communications 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 Communications pursue individualized degrees, designed in consultation with a Faculty Advisor, a program consistent with their particular interests and needs. The major requires 45 hours in Communications studies (5 clusters or their equivalent), including the cluster ICM 400, 405 and 406. This cluster introduces students to the varied field of Communications, exploring its historical evolution and cultural impacts and the major issues, theories, and trends that mark its development and its relationship to American and world culture. Along with this required Foundations cluster, the remaining requirements consist of at least four elective clusters in the major selected from among the following groups (each grouping represents an interest or concentration area a student can use for guidelines in making selections.)

A major takes Foundation Studies in Communications (ICM 400, 405, 406) plus four individual clusters from any of the following interest groups:

#### **Mass Communication**

- Radio Studies (9)
- Documentary Expression (9)
- Video Production (9)
- Advanced Video Production (9)
- Creative Non-Fiction (9)
- Advanced Creative Writing (9)
- Information Technology (9)
- Visual Communications (9)
- Creative Writing (9)

## **Corporate Communication**

- Fundamentals of Organizational Communication (9)
- Business Writing (9)
- Public Relations in American Society (9)
- The Promotional Mix (9)
- Marketing Studies (9)
- Human Development & Training (9) See Human Resource Management
- Information Technology (9)
- Group Dynamics (9) See Human Resource Management

Students can declare themselves a Communications major with any combination of coursework. Declaring themselves a Corporate Communication or Mass Communication major requires the majority of the coursework in the declared major be selected from the designated concentration area. Student can use up to two clusters from the Information Technology program and apply them as coursework in the major to either Mass Communications or Corporation Communications.

## **Courses of Study**

### **Foundation Studies in Communications**

*(required of all majors)*

#### **ICM 400 Historical Development and Trends in Communication**

**(3)** An overview of the communication fields, including identification of its varied elements, history and trends.

**ICM 405 Media and Society (Ethics and the Media) (3)** Readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media.

**ICM 406 Theories of Communication (3)** Reading of work by major theorists in the communication field. Theories include image and attitude formation and other impacts of communication media.

### **The Promotional Mix**

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

**ICM 389 Principles of Public Relations (3)** Introduction to the field of public relations, including attention to internal and external publics, media relations and practices, event planning, financial reports and ethics.

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

### **Business Writing**

**ICM 303 Written Communications for Business (3)** The study and practice of effective business writing. Topics will include writing memorandums, position papers, reports, situational letters, resumes, writing for various publics.

**ICM 446 Newsletters (3)** Design, layout and editing techniques for the small newsletter, particularly related to corporate, in-

house trade, special interest journals. The role of the newsletter is examined, along with the relationship of role to format and style.

**ICM 448 Journalistic Writing (3)** The study of journalistic content and style in both news and feature writing. Basic editing criteria and language usage. Problem solving in editing.

### **Visual Communications**

**ICM 431 Design-Visual Communication (3)** Two and three dimensional design concepts: space, form, balance, rhythm, psychological and emotional impacts and historical applications in art and design.

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

**ICM 433 20th Century Art Applications (3)** Individualized study of application of visual communications concepts in art, advertising or design approaches of the 20th Century. Student selects his or her own area of concentration.

### **Documentary Expression**

**ICM 311 Creative Writing Lab (3)** Development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction or feature writing. Workshop format with a process approach.

**ICM 312 The Art of Fiction (3)** Readings in short fiction by major authors with special attention to character, theme, and style. Introduces aesthetic concepts and strategies ranging from realistic to abstract modes.

**ICM 313 The Art of Poetry (3)** Readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies and to the individual.

**ICM 372 Documentary Film and Video (3)** Defines documentary from its beginning and traces its development in subject, techniques and impacts on American and European societies.

**ICM 373 Photojournalism (3)** The history of photojournalism from its inception in the 19th Century to the present. Features the study of important developments, techniques and styles in the field from magazines to newspapers and the individual photographers responsible for those developments.

**ICM 375 Documentary Journalism (3)** Traces the development of documentary and investigative journalism from its origins to the present with concentration on various styles, methods, and subject matters of recent documentary books including informational journalism, propaganda and new journalism.

Creative Writing

### **Creative Non-Fiction**

**ICM 455 Literary Feature Writing (3)** Writing fully developed articles with an emphasis on creative language in reporting everyday life, personality profiles, travel, entertainment, and documentary narrative for magazines and newspapers; study includes

fundamentals of journalism, interviewing, reporting, research and how to gauge the needs of publications and sell freelance stories.

**ICM 456 Memoir and the Personal Essay (3)** Using memory and reflection as a creative source and using storytelling techniques to enhance non-fictional presentations; examination of the use of voice, style, character development, plot and sense of place.

**ICM 457 Studies in Creative Non-Fiction (3)** selected readings and analysis of exemplary and experimental writings in literary journalism, memoir and related fields.

### **Advanced Creative Writing**

**ICM 314 Advanced Creative Writing (3)** An advanced workshop course that will concentrate on one or more of the following forms: poetry, short fiction, playwriting, or non-fiction.

**ICM 351 Modern Poetry (3)** Poetry from 1900 to the present, principally English and American, but with selections in translation from other cultures. Readings include poetry representing the growing importance of women and other writers who have not previously been in the mainstream of poetic tradition.

**ICM 380 Selected Topics in Literature (3)** A concentrated study and analysis of specific authors, genres, or topics in English, American and World Literatures. The course may be repeated as the topics vary.

### **Fundamentals of Organizational Communications**

**ICM 460 Organizational Communication Theory (3)** Study of major communication theories as they apply to organizational structures.

**ICM 461 Communications Process Analysis (3)** Study of both formal and informal communication flow within the structure of organizations. Analysis and design of communication models and identification of various publics served by the organization.

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

### **Video Production**

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

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

**ICM 359 Production Management (3)** Conceptualization, organization, research, budgeting, and management for video production. Demonstration of video switching and post-production assembly and insert editing.

### **Advanced Video Production**

**ICM 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).

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

**ICM 477 Advanced Video Editing (3)** Advanced study of post-production techniques in lab and seminar setting.

### **Radio Studies**

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

**ICM 360 Broadcast Operation (3)** An examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast operations will be studied. Special attention to programming, promotions, audience research, and broadcast management techniques.

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

### **Information Technologies**

**ICM 305 Desktop Publishing in the Workplace (3)** Using desktop publishing tools, students will design projects that meet personal and professional goals. The Pagemaker page layout program is used.

**ICM 463 Computer Based Graphics (3)** Survey of hardware components, software, varieties of systems applications, particularly for large organizations. Introduction to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue.

**ICM 445 Information Systems Projects (3)** Computer based decision making analysis and quantitative decision making methodology. Data evaluation techniques.

### **Marketing Studies**

**IBA 350 Principles of Marketing (3)** Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach for the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organization's preparation methods and goals in presenting its goods and services to the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles, and theories of marketing.

**IBA 353 International Marketing (3)** The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

**IBA 453 Marketing Management and Planning (3)** Development of the ability to identify, organize, and manage the marketing function in the organization with the other functional areas of the organization. Also, developing the ability to identify marketing problems, investigate alternative solutions, and render decisions as a member of a marketing team.

### **Public Relations in American Society**

**ICM 441 Group Communication (3)** Examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting.

**ICM 442 PR Ethics (3)** Assessment of professional conduct on issues facing Public Relations practitioners relative to the expanding role of PR in American society. Examination of ethical issues in the context of exploring PR's role in corporate, not-for-profit, institutional, government, and political arenas.

**ICM 443 PR Research and Planning (3)** Study of the basic practices of Public Relations on a day to day basis. Includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions.

### **Human Development and Training**

**IHR 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.

**IHR 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.

**IHR 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 included. Projects and exercises supplement readings.

### **Group Dynamics Cluster**

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

**IHR 371 Conflict Resolution (3)** Examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Development of skills in leadership, group facilitation, team building and handling group conflict.

**IHR 410 Labor Economics & Industrial Relations (3)** A study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration.

**ICM 492 Communications Internship (1-3)**

**ICM 493 Media Internship (1-3)**

**ICM 495 Individualized Study in Communications (1-3)**

**ICU 499 Culminating Project (1)**

## **Criminal Justice**

### **Program Description**

The LCIE undergraduate degree in Criminal Justice requires 128 semester hours including 45 semester hours in the major itself and a culminating project. Five required core CJ clusters are listed below. All LCIE students must complete a culminating project, 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 skills. The project represents the student's independent research and application of knowledge in the field of criminal justice.

### **Cluster I**

ICJ 200 Criminology(3)

ICJ 210 Criminal Justice Systems(3)

ICJ 311 The Juvenile Justice System (3)

### **Cluster II**

ICJ 301 Criminal Procedure (3)

ICJ 310 Criminal Law (3)

ICJ 340 Special Topics (1-3)

### **Cluster III**

ICJ 341 Criminal Justice Communications (3)

ICJ 342 The Media & Criminal Justice (3)

ICJ 343 Criminal Justice Alternatives (3)

### **Cluster IV**

ICJ 300 Policing (3)

ICJ 305 Institutional and Community Corrections (3)

ICJ 440 The Victim & Crime

### **Cluster V**

Choose one of the following clusters:

### **Fundamentals of Organizational Communication**

ICM 460 Organizational Communication Theory (3)

ICM 461 Communications Process Analysis (3)

ICM 462 Practical Applications of Com. Processes (3)

### **Public Relations in American Society**

ICM 441 Group Communication (3)

ICM 442 PR Ethics (3)

ICM 443 PR Research and Planning (3)

### **Human Development and Training**

IHR 360 Adult Learning Processes (3)

IHR 361 Career/Staff Development (3)

IHR 362 Employee Training and Development (3)

### **Employee Supervision**

IHR 357 Employee Supervision (3)

IHR 358 Legal Issues for Human Resource Management (3)

IHR 359 Performance Management/Performance Appraisal Systems

**ICU 499 Culminating Project (1) or**

**ICJ 499 Criminal Justice Captstone (3)**

### **Courses of Study**

#### **Criminal Justice Systems**

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

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

**ICJ 311 The Juvenile Justice System (3)** An examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision making process of police, court, and probation officials relative to the apprehension, processing and treatment of juveniles. Supreme Court decisions in the juvenile field also will be addressed.

#### **Criminal Law & Procedures**

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

**ICJ 310 Criminal Law (3)** Analysis of the purposes and sources of the criminal law. Examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken.

**ICJ 340 Special Topics in Criminal Justice (1-3)** This course will deal with a specialized topic in criminal justice. Subject areas will change from time to time to reflect relevant issues within the field of criminal justice. Possible topical fields may be drawn from such areas as comparative criminal justice, victimology, the history of criminal justice, white collar crime, ethics in criminal justice, the law of criminal evidence, criminal investigation, drugs and alcohol, and private security. The particular topic to be addressed will be announced and a course description provided at the time of registration.

## **Criminal Justice Communications & Alternatives**

**ICJ 341 Criminal Justice Communications (3)** Study of major communications processes and theories applied to criminal justice structures and situations. Simulated situations utilizing appropriate writing, interpersonal and group skills will be employed throughout the class. The focus will be on multicultural group communication issues.

**ICJ 342 The Media and Criminal Justice (3)** Study of the utilization of media and technology by criminal justice agencies and institutions as well as an examination of the portrayal of the criminal justice system by the popular media.

**ICJ 343 Criminal Justice Alternatives (3)** An examination of contemporary alternative programs and processes being implemented domestically and internationally. The course may consider the effectiveness and consequences of programs such as community-based justice, community policing, restorative justice and mediation centers.

## **Law Enforcement & Corrections**

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

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

**ICJ 440 The Victim & Crime (3)** This course will examine the crime victim as a social phenomenon. It will explore the role of the victim in criminal acts and delve into the treatment of victims by the police and the courts. Victim's rights will be examined in relationship to new offender treatment programs such as Restorative Justice and Victim's Compensation Funding.

**ICJ 499 Criminal Justice Capstone (3)** This course will tie together the various components of the criminal justice system and allow students to critically examine the justice system as it exists in American society. A substantial research paper and class presentation of the research paper topic is a major component of the course. Additionally, criminal justice practitioners in the areas of policing, corrections, juvenile justice, and the courts will be frequent guest lecturers who will provide students with relevant information on differing roles within the justice system and enlighten the class on trends within their fields.

## **Fire Science Management**

### **Program Description:**

The Bachelor of Science in Fire Science Management is designed as both a degree completion program for students who have completed an Associate in Applied Science degree in Fire Science, and as an entry-level program for students who wish to enter the fire service industry. The Fire Science industry refers to the agency of the government charged with the enforcement of fire codes, the

prevention of fire, the administration of medical assistance and the fighting of fires. The degree program consists of fifty-four semester hours of General Education requirements, thirty-six hours of Fire Science requirements, thirty-six hours of Business Administration requirements, and a choice between the completion of a culminating project and a special topics course in Fire Science Management or the completion of the Business Administration Capstone Course. Students with an Associate in Applied Science degree in Fire Science may transfer in sixty-five semester hours and satisfy most, if not all, of their Fire Science degree requirements. The Bachelor of Science in Fire Science Management requires the completion of 129 semester hours.

## **General Education Requirements:**

### **Cluster I**

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

### **Cluster II**

IEN 201 World Literature & Ideas (3)  
IPH 100 Introduction to Philosophy (3)  
IRT 210 Concepts of Visual Arts (3)

### **Cluster III**

IPY 101 Interactive Psychology (3)  
ISC 220 Social Problems (3)  
IPS 155 American Government (3)

### **Cluster IV**

IMH 141 Statistics (3)  
IMH 220 Research Design & Methodology (3)  
IMH 310 Quantitative Management Appl. (3)

### **Cluster V**

INS 101 Modern Topics in Environmental Science (3)  
INS 202 Science and the 21<sup>st</sup> Century (3)  
INS 303 Science, Public Policy, & Public Values (3)

### **Cluster VI**

IHS 100 Human Community (3)  
ICL 000 Cultural Focus (3)  
ICL 000 Cultural Focus (3)

## **Fire Science Requirements:**

### **Cluster I**

IFS 200 Building Construction (3)  
IFS 225 Fire Pump Theory & Hydraulics (3)  
IFS 250 Fire Attack & Strategies (3)

### **Cluster II**

IFS 205 Fire Inspections & Regulations (3)  
IFS 230 Fire Protection Alarm Systems (3)  
IFS 255 Fire Cause & Determination (3)

### **Cluster III**

IFS 240 Fire Related Human Behavior (3)  
IFS 265 The Community and the Fire Threat (3)

IFS 270 Community/Defense Planning (3)

#### **Cluster IV**

IFS 350 Fire Service Leadership & Management I (3)  
IFS 355 Fire Service Leadership & Management II (3)  
IFS 360 Fire Service Instruction (3)

#### **Business Administration Requirements:**

##### **Cluster I**

IBA 330 Principles of Management (3)  
IBA 332 Human Resource Management (3)  
IBA 430 Management Policy (3)

##### **Cluster II**

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

##### **Cluster III**

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

##### **Cluster IV**

IBA 211 Micro Economics (3)  
IBA 212 Macro Economics (3)  
IBA 412 Money & Banking (3)

ICU 499 Culminating Project (1) AND  
IFS 439 Special Topics in Fire Science Management (2) OR  
IBA 499 Business Administration Capstone (3)

#### **Courses of Study**

**ICM 101 Communications I (3)** See ICM 101 in the LCIE General Education section of this catalog.

**ICM 102 Communications II (3)** See ICM 102 in the LCIE General Education section of this catalog.

**ICM 104 Literary Types (3)** See ICM 104 in the LCIE General Education section of this catalog.

**IEN 201 World Literature & Ideas (3)** See IEN 201 in the LCIE General Education section of this catalog.

**IPH 100 Introduction to Philosophy (3)** See IPH 100 in the LCIE General Education section of this catalog.

**IRT 210 Concepts of Visual Arts (3)** See IRT 210 in the LCIE General Education section of this catalog.

**IPY 101 Interactive Psychology (3)** See IPY 101 in the LCIE General Education section of this catalog.

**ISC 220 Social Problems (3)** See ISC 220 in the LCIE General Education section of this catalog.

**IPS 155 American Government (3)** See IPS 155 in the LCIE General Education section of this catalog.

**IMH 141 Statistics (3)** See IMH 141 in the LCIE General Education section of this catalog.

**IMH 220 Research Design & Methodology (3)** See IMH 220 in the LCIE General Education section of this catalog.

**IMH 310 Quantitative Management Appl. (3)** See IMH 310 in the LCIE General Education section of this catalog.

**INS 101 Modern Topics in Environmental Science (3)** See INS 101 in the LCIE General Education section of this catalog.

**INS 202 Science and the 21<sup>st</sup> Century (3)** See INS 202 in the LCIE General Education section of this catalog.

**INS 303 Science, Public Policy, & Public Values (3)** See INS 303 in the LCIE General Education section of this catalog.

**IHS 100 Human Community (3)** See IHS 100 in the LCIE General Education section of this catalog.

**ICL 000 Cultural Focus (3)** See the LCIE General Education section of this catalog.

**ICL 000 Cultural Focus (3)** See the LCIE General Education section of this catalog.

**IFS 200 Building Construction (3)** Provides the components of building construction that relate to fire and life safety. The focus is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**IFS 225 Fire Pump Theory & Hydraulics (3)** Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems on the fire ground.

**IFS 250 Fire Attack & Strategies (3)** Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**IFS 205 Fire Inspections & Regulations (3)** Local enforcement, building and electrical codes are covered. Students will learn how to spot code violations and the effect of appropriate coding on fire prevention.

**IFS 230 Fire Protection Alarm Systems (3)** Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Electronic and hydraulic protection systems, gravity barriers, and extinguisher types and their effectiveness are all studied. Building layout and protection systems are designed by students to aid in understanding fire minimization and safety.

**IFS 255 Fire Cause & Determination (3)** Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting

origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

**IFS 240 Fire Related Human Behavior (3)** Examines the human aspects of the fire problem, including research and analysis of the problem and related issues in residential properties, wild land fires, assisted living/group home situations, commercial/industrial settings, and multiuse high rise buildings.

**IFS 265 The Community and the Fire Threat (3)** Covers the concepts of community sociology, the role of fire-related organizations within the community, and their impact on the local fire problem, including fire service relationships within the community and other agencies, developing a community inventory, shaping community policy, master planning, and shaping community perceptions about the local fire service.

**IFS 270 Community/Defense Planning (3)** Examines the concepts and principles of community risk assessment, planning, and response to fires and natural disasters, including the Incident Command System (ICS), mutual aid and automatic response, training and preparedness, communications, civil disturbances, natural disasters, hazardous materials planning, mass casualty disasters, earthquake preparedness and disaster recovery.

**IFS 350 Fire Service Leadership & Management I (3)** Studies the requirements, responsibilities, and skills required to become an effective company officer. The course is subdivided into five sections consisting of: organizational fit, handling interpersonal relationships, managing individual performance, managing pre-incident and fire ground procedures, and administration safety, health and legal guidelines.

**IFS 355 Fire Service Leadership & Management II (3)** Designed for the company officer acting in the heart of the fire department and will prepare s/he to make informed, responsible decisions regarding safety, communications, managing resources, inspections, investigations, pre-planning, and leadership. Based on NFPA 1021-1997, Fire Service Leadership & Management I and II will provide numerous opportunities for the student to combine experience with training obtained during the course to complete the relevant classroom exercises and final project. The State Certification examination for Fire Officer will be given at the completion of the cluster.

**IFS 360 Fire Service Instruction (3)** A study of the knowledge and skills necessary to be a fire service instructor. Instructional techniques will be discussed and developed, including standards for instruction and teaching methods, lesson plan design, examination preparation and assessment. State Certification for Fire Service Instructor will be given at the completion of this cluster.

**IBA 330 Principles of Management (3)** See IBA 330 in the LCIE Business Administration section of this catalog.

**IBA 332 Human Resource Management (3)** See IBA 332 in the LCIE Business Administration section of this catalog.

**IBA 430 Management Policy (3)** See IBA 430 in the LCIE Business Administration section of this catalog.

**IBA 200 Principles of Accounting (3)** See IBA 200 in the LCIE Business Administration section of this catalog.

**IBA 308 Managerial Accounting (3)** See IBA 308 in the LCIE Business Administration section of this catalog.

**IBA 320 Principles of Finance (3)** See IBA 320 in the LCIE Business Administration section of this catalog.

**IBA 323 Personal Finance (3)** See IBA 323 in the LCIE Business Administration section of this catalog.

**IBA 360 Business Law (3)** See IBA 360 in the LCIE Business Administration section of this catalog.

**IBA 420 Investments (3)** See IBA 420 in the LCIE Business Administration section of this catalog.

**IBA 211 Micro Economics (3)** See IBA 211 in the LCIE Business Administration section of this catalog.

**IBA 212 Macro Economics (3)** See IBA 212 in the LCIE Business Administration section of this catalog.

**IBA 412 Money & Banking (3)** See IBA 412 in the LCIE Business Administration section of this catalog.

**ICU 499 Culminating Project (1)** See Culminating Project description in the introduction of the LCIE section of this catalog.

**IBA 499 Business Administration Capstone (3)** See Capstone Course description in the Business Administration section of the LCIE portion of this catalog.

## **Gerontology**

### **Program Description**

Since 1980, the College for Individualized Education has provided education for the understanding of the human aging process and problems associated with being elderly in the United States. Students interested in understanding aging, in providing service to older individuals, in effecting social change for the benefit of the elderly, or in conducting gerontological research are served by Lindenwood's baccalaureate in Gerontology.

There are no typical graduates of the Lindenwood Gerontology program. Alumni serve as directors of retirement housing complexes, managers of multi-service senior centers, nursing home administrators, researchers, founders of home health agencies and in a range of other careers dedicated to serving older Americans. Programs of study, therefore, are individualized to provide areas of concentration toward a variety of career paths. Many students elect to take a practicum or residency in a particular agency to develop practical knowledge in an area of service to the elderly. The general aim of the program in Gerontology is to provide a solid foundation in the theories and research in gerontology and then to allow each student to specialize in a particular area of

interest.

Students majoring in Gerontology will complete the university general education requirements, the 36 semester hour core requirements, a culminating project, and one cluster (9 semester hours) from specialized gerontology or health courses.

## **Core Curriculum**

### **Cluster I**

Aspects of Aging

IGE 311 Sociology of Aging (3)

IGE 312 Psychological Aspects of Aging (3)

IGE 313 Physical Aspects of Aging (3)

### **Cluster II**

Organization and Social Policy in Aging

IGE 320 Community Organization and Resource Allocation (3)

IGE 321 Social Policy in Gerontology (3)

IGE 322 Service Provision to the Elderly (3)

### **Cluster III**

Counseling and Assessment

IGE 440 Multi-disciplinary Geriatric Assessment (3)

IGE 441 Counseling Older Adults (3)

IGE 443 Mental Health Issues in the Elderly (3)

### **Cluster IV**

Legal and Economic Issues in Elder Health Care

IGE 447 Law and Aging (3)

IGE 448 Economics of Aging (3)

IGE 449 Issues of Abuse and Neglect of Older Adults (3)

### **Elective Clusters**

Research, Literature and Statistics in Gerontology

IGE 444 Research Methods in Gerontology (3)

IGE 445 Literature Review in Aging (3)

IGE 446 Basic Statistics for Research in Gerontology (3)

Nursing Home Industry Cluster

IGE 325 Historical Overview of Nursing Home Industry (3)

IGE 326 Role of Management in Long-Term Care (3)

IGE 327 Regulations Concerning Long-Term Care Industry (3)

**ICU 499 Culminating Project (1) or IHM 499 Health Management Capstone (3)**

### **Courses of Study**

**IGE 311 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 312 Psychological Aspects of Aging (3)** This course discusses current psychological theories of aging. Various behavioral functions in late life are examined including intelligence, memory and personality development. The major functional and organic psychopathologies are discussed.

**IGE 313 Physical Aspects of Aging (3)** This course examines the biological changes associated with the aging process. Normal and pathological changes are discussed, as well as methods of diagnosis, treatment and health promotions. Students investigate and critique several biological theories of aging.”

### **IGE 320 Community Organization and Resource Allocation**

**(3)** The application of community organization concepts and techniques of administration to the planning, organization, financing and management of social services, health services, informal education and volunteer generated programs for older adults. This course explores operations of health, housing, social and nutrition programs in light of economic and political restraints.

### **IGE 321 Social Policy in Gerontology (3)**

This course focuses on the political forces that shape official policies toward aging in America at all levels of government, with emphasis on federal policies. Through the use of selected examples, the course examines the impact of political-vested interests in shaping the enactment and implementation of legislation for the elderly. Topics include: retirement income, housing subsidies, age discrimination, the Older Americans Act and state and local programs.

### **IGE 322 Service Provision to the Elderly (3)**

This course focuses on specific programs that are designed to provide psychosocial 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 delivering services to the elderly in the most cost-effective manner.

### **IGE 325 Historical Overview of Nursing Home Industry (3)**

Looks at the history of nursing homes from earliest times to the present; this would include discussion of some of the political, economic and social conditions in existence at that time.

### **IGE 326 Role of Management in Long-Term Care (3)**

Includes discussion of the various roles expected of the administrator in the long-term care facility.

### **IGE 327 Regulations Concerning Long-Term Care Industry**

**(3)** Federal and state regulations concerning the long-term care institution will be discussed. Future directions for the industry as a whole will also be explored.

### **IGE 393 Individual Study in Gerontology (3)**

Student generated projects on approved topics determined in conjunction with the student’s advisor.

### **IGE 400 Practicum in Gerontology (1-6)**

Students are placed in a practice setting from a variety of gerontology services. Students are awarded 1 credit per 50 hours of volunteer service. This practicum is designed for students who have limited experience in gerontology or for those who want to experience other types of gerontology services in search of career change or exposure to other services, including specialty hospitals.

### **IGE 440 Multi-disciplinary Geriatric Assessment (3)**

This course



presents an overview of assessment, instruments and techniques related to measuring problems, needs, strengths and changes of older adults.

**IGE 441 Counseling Older Adults (3)** Focuses on specific mental health needs of older adults and training in basic interactive helping skills. Group work and individual counseling methods are discussed.

**IGE 443 Mental Health Issues in the Elderly (3)** An overview of mental health disorders faced by older adults with intense focus on Dementia, Depression, and Alzheimer's disease. Symptoms, assessment, treatment and coping methods are discussed.

**IGE 444 Research Methods in Gerontology (3)** Introduces the student to basic methods of research in gerontology. Topics will include reliability and validity, qualitative methods, and data analysis. Focus will be on the different research methods, survey techniques, the field study and program evaluation.

**IGE 445 Literature Review in Aging (3)** Students will review the current literature pertaining to relevant and current issues in the field of aging. Topics covered include demographic trends, the aging process, social attitudes toward old age, problems and potential of aging, retirement, death and social policies and programs for older adults.

**IGE 446 Basic Statistics for Research in Gerontology (3)** An introduction of basic statistics as they apply to research assessment in gerontology.

**IGE 447 Law and Aging (3)** An overview of laws and programs regarding financial assistance, health care, housing, insurance, personal planning and protection, nursing home rights, grandparents rights and social services for the elderly.

**IGE 448 Economics of Aging (3)** This course focuses on the economic issues faced by older adults. Retirement planning, housing issues and legal concerns are addressed. Options for planning for these life care issues and their economic impact are discussed.

**IGE 449 Issues of Abuse and Neglect of Older Adults (3)** This course focuses on case studies, literature, legal issues, reporting issues and community resources pertaining to the abuse/neglect and exploitation of older adult's in today's society.

**ICU 499 Culminating Project (1)** The culminating project is designed to synthesize the major area of study and demonstrate mastery of basic written and oral skills and concepts. The topic of your project must be proposed and approved by your faculty advisor prior to beginning and will be in the area of your course work concentration.

## **Health Management Program Description**

The LCIE Health Management degree prepares students for management positions in a variety of health care environment's, included but not limited to, hospitals, ambulatory care, long-term

care, health promotion/wellness, or community care organizations. The program is based upon curriculum content recommended by the Accrediting Commission on Education for Health Services Administration. The intent of the program is to expand upon the existing skills and to give the student a strong liberal arts and professional health and business background.

Students majoring in Health Management will complete the University General Education requirements and 36 semester hour core requirements, a culminating project in their area of concentration and one cluster (9 semester hours) from an area of specialty in health management, gerontology or information technology. A total of 128 credit hours are required to graduate.

### **Core Curriculum**

*(required of all majors)*

#### **Cluster I**

Foundation of Management Cluster

IHM 301 Ethical Issues In Health Care Management (3)

IHM 302 Management in Health Care (3)

IHM 340 Organizational Concepts (3)

#### **Cluster II**

Accounting Cluster

IBA 200 Principles of Accounting (3)

IBA 308 Managerial Accounting (3)

IBA 320 Principles of Finance (3)

#### **Cluster III**

IHR 357 Employee Supervision (3)

IHR 358 Legal Issues for Human Resource Management

IHR 359 Performance Management/

Performance Appraisal Systems (3)

#### **Cluster IV**

Health Care Strategies

IHM 350 Strategic Mgmt in Health Care Organizations (3)

IHM 351 Health Care Marketing (3)

IHM 352 American Health Care and Int'l Experience (3)

One cluster in the area of the student's interest may be selected from clusters offered in major areas of Health Management, Gerontology or Information Technology (see below).

Health Care Finance

IHM 475 Essentials of Health Care Finance (3)

IHM 476 Health Care Finance (3)

IHM 477 Economics of Health and Medical Care (3)

Health Policy

IHM 460 Health Care Delivery in the USA (3)

IHM 461 Health Care Policy and Research (3)

IHM 462 Health Care Reform (3)

Health Law

IHM 333 Legal Issues in Health Care (3)

IHM 334 Government Organization & Health Care Industry (3)

IHM 335 Cases in Health Care Administration (3)

IIT 240 Introduction to Information Systems (3)  
IIT 362 Fundamentals of Management Information Systems (3)  
IIT 365 Microcomputer Applications/Case Studies (3)

#### Electives

IHM 492 Independent Study in Health Management (1-3)  
IHM 493-495 Special Topics in Health Management (1-3)

ICU 499 Culminating Project (1) or  
IHM 499 Health Management Capstone (3)

#### Courses of Study

**IHM 301 Ethical Issues in Health Care Management (3)** Issues and problems that arise within the health care field will be reviewed and discussed.

**IHM 302 Management in Health Care (3)** Development of the understanding of health care organizations and the decision making skills required in management positions. The origins and functions of various health systems in the U.S. are reviewed and discussed.

**IHM 333 Legal Issues in Health Care (3)** Begins with an extensive overview of the major issues in health law. Continues with a broad discussion of the legal system, and the sources of its statutory laws, rules, regulations and guidelines. This will include a basic review of tort law, criminal law, contract law, civil procedure and trial practice.

**IHM 334 Government Organization and the Health Care Industry (3)** Discuss the organization of our government and the various federal, state and local administrative departments relevant to the health care industry. A variety of issues confronting professionals working in health care will be explored.

**IHM 335 Cases in Health Care Administration (3)** A discussion and analysis of case law presentations. Because of their effect on the health care system, the student should be able to apply appropriate political, social and economic factors in said analysis.

**IHM 340 Organizational Concepts (3)** To develop better understanding of the nature of organizations such as those in health care and those factors which influence the performance of the individual and the organization as a whole.

**IHM 350 Strategic Management in Health Care Organizations (3)** Enhances the student's ability to look closely at a health care organization and develop a strategic plan. Health care organizations, both not-for-profit and for-profits, must be concerned with the changing environment and consumer demands. The health care organization, similar to other businesses, must be able to respond quickly to the demands, including but not limited to, health promotion and wellness programs as well as alternative medicine breakthroughs. Therefore, strategic planning is more important in today's changing environment than in the more recent times in health care.

**IHM 351 Health Care Marketing (3)** Provide the health management student with a thorough understanding of the principles and concepts of marketing as they apply to health care

organizations, The class will discuss marketing applications from both a traditional fee-for-service approach and a managed care framework. Identifying the strengths and weaknesses of both.

**IHM 352 American Health Care and the International Experience (3)** The student will analyze the U.S. health system and why so many Americans are uninsured or underinsured. The student will then be able to compare international health systems countries where access and quality have been able to be achieved. The student will utilize information when creating their strategic plans.

**IHM 460 Health Care Delivery in the USA (3)** Students are challenged to understand the dynamics of the health care industry and the impact that it has on the nation's and world's economy.

**IHM 461 Health Care Policy and Research (3)** Student's will identify the health policies that have impacted health care delivery past and present and the current state of the health environment. Students will be required to identify and define policies that are currently under consideration in Congress and what the future impact will be on the health care organizations.

**IHM 462 Health Care Reform (3)** Student's will propose a method of changing the current health care deliver system that will meet the needs of the country.

**IHM 475 Essentials of Health Care Finance (3)** Provide the health care executive and manager material that will assist them in understanding the conceptual basis and mechanics of financial analysis and decision making as it pertains to daily decisions in their organization and in the health care industry.

**IHM 476 Health Care Finance (3)** Provide the health care executive and manager information methods to enhance productivity, market strategy, quality and profitability. The student will understand the complexities of the health care reimbursement system, including but not limited to federal and state payers, PPO's, HMO's, cost-limits, out-of-pocket and fee-for-service. The course will look at real world experiences of successes and failures in cost cutting measures while maintaining quality.

**IHM 477 Economics of Health and Medical Care (3)** Provides the student the fundamental tools necessary to apply basic economic principles to the health care field. This course will deliver a balance of population-based health economics and consumer driven, managed health care economics.

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

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

**IBA 200 Principles of Accounting (3)** Refer to IBA 200 in the Business Administration section of this catalog.

**IBA 308 Managerial Accounting (3)** Refer to IBA 308 in the Business Administration section of this catalog.

**IBA 320 Principles of Finance (3)** Refer to IBA 320 in the Business Administration section of this catalog.

**IHR 357 Employee Supervision (3)** Refer to IHR 357 in the Human Resource Management section of this catalog.

**IHR 358 Legal Issues for Human Resource Management (3)** Refer to IHR 358 in the Human Resource Management section of this catalog.

**IHR 359 Performance Management & Performance Appraisal Systems (3)** Refer to IHR 359 in the Human Resource Management section of this catalog.

**IIT 240 Introduction to Information Systems (3)** Refer to IIT 240 in the Information Technology section of this catalog.

**IIT 362 Fundamentals of Management Information Systems (3)** Refer to IIT 362 in the Information Technology section of this catalog.

**IIT 365 Microcomputer Applications/Case Studies (3)** Refer to IIT 365 in the Information Technology section of this catalog.

**ICU 499 Culminating Project (1)** The culminating project is designed to synthesize the major area of study and demonstrate mastery of basic written and oral skills and concepts. The topic of your project must be proposed and approved by your faculty advisor and must be in the area of your concentration.

**IHM 499 Health Management & Gerontology Capstone (3)** This course culminates the undergraduate student's educational experience in becoming a highly effective Health Care Supervisor or Manager. The course synthesizes and integrates the student's educational experience while analyzing the practices and problems confronting today's healthcare managers.

## **Hospitality Services Management Program Description**

The HSM program at Lindenwood University is designed as a Bachelors' Degree completion program for students who have already earned an Associate Degree in Applied Science in Hospitality studies, or the equivalent classes. The Bachelor of Arts in Hospitality Services Management educates food service professionals in the areas of business and management. The Lindenwood program accepts sixty-six semester hours of transfer credit from a regionally accredited academic institution and requires the completion of sixty-two semester hours at Lindenwood University. Using coursework from the business administration degree in the LCIE program or equivalent day school classes, the hospitality services management degree focuses on the importance continued improvement of oral, written, and analytical skills. In addition, this program offers hands-on training through a practicum at a state-of-the-art food service facility on campus and an internship on campus or at a qualified employer in the industry. The Bachelor

Degree at Lindenwood requires the completion of 128 semester hours.

## **Core Curriculum** *(required of all majors)*

### **Cluster I**

IPH 100 Introduction to Philosophy (3)  
IEN 201 World Literature & Ideas (3)  
IRT 210 Concepts of Visual Arts (3)

### **Cluster II**

IHS 100 Human Community (3)  
ICL 330 Cross Cultural Focus (3)  
ICL 331 Cross Cultural Focus (3)

### **Cluster III**

IBA 330 Principles of Management (3)  
IBA 332 Human Resource Management (3)  
IBA 430 Management Policy (3)

### **Cluster IV**

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

### **Cluster V**

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

## **Professional Emphasis Courses**

IHS 439 Practicum in Hospitality Services Management (Junior Year) (4)  
IHS 450 Internship in Hospitality Services Management (Senior Year) (12)  
ICU 499 Culminating Project (1) or  
IBA 499 Business Administration Capstone (3)

## **Human Resource Management Program Description**

The Human Resource Management (HRM) program focuses on organizational theory and the behavior of individuals within organizations, including issues of management theory, employee productivity, motivation and leadership. Action, analytical and interpersonal skills are stressed. Clusters deal with current issues in personnel and focus on such topics as training and development, performance appraisal, conflict resolution, and legal issues. Students majoring in HRM will complete the University general education requirements, the 45 semester hour core curriculum, and a culminating project in their area of concentration.

### **Cluster I**

IBA 330 Principles of Management (3)  
IBA 332 Human Resource Management (3)  
IBA 430 Management Policy (3)

### **Cluster II**

IBA 200 Principles of Accounting (3)

IBA 308 Managerial Accounting (3)

IBA 320 Principles of Finance (3)

### Cluster III

IHR 357 Employee Supervision (3)

IHR 358 Legal Issues for Human Resource Management (3)

IHR 359 Performance Management/Performance Appraisal Systems (3)

### Cluster IV

IHR 360 Adult Learning Processes (3)

IHR 361 Career/Staff Development (3)

IHR 362 Employee Training and Development (3)

### Cluster V

IHR 370 Group Dynamics (3)

IHR 371 Conflict Resolution (3)

IHR 410 Labor Economics & Industrial Relations (3)

ICU 499 Culminating Project (1) or IHR 499 Human Resource Management Capstone (3)

### Courses of Study

**IBA 200 Principles of Accounting (3)** See IBA 200 in the Business Administration section of this catalog.

**IBA 308 Managerial Accounting (3)** See IBA 308 in the Business Administration section of this catalog.

**IBA 320 Principles of Finance (3)** See IBA 320 in the Business Administration section of this catalog.

**IBA 330 Principles of Management (3)** See IBA 330 in the Business Administration section of this catalog.

**IBA 332 Human Resource Management (3)** See IBA 332 in the Business Administration section of this catalog.

**IBA 430 Management Policy (3)** See IBA 430 in the Business Administration section of this catalog.

**IHR 357 Employee Supervision (3)** This course examines the industrial environment and the role of the supervisor. It is directed toward the enhancement of managerial skills and includes a survey of current psychological literature on the subject of leadership.

**IHR 358 Legal Issues for Human Resource Management (3)** This course examines the various laws relating to the employer/employee relationship. Special emphasis will be placed on topics such as equal employment opportunity, affirmative action, grievance handling, hiring and termination, training, questions of equity, labor relations, and other issues associated with the management of human resources.

**IHR 359 Performance Management/Performance Appraisal Systems (3)** Performance appraisal is mandated by the Civil Service Reform Act. This course examines its basic elements, including goal setting, writing behavioral objectives, individual and organizational performance measurement, coaching and

counseling, and productivity improvement among both unionized and non-unionized employees. Specific emphasis will be reward systems and methods of positive discipline.

**IHR 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.

**IHR 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.

**IHR 362 Employee Training and Development (3)** Specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the readings.

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

**IHR 371 Conflict Resolution (3)** Examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Development of skills in leadership, group facilitation, team building and handling group conflict.

**IHR 410 Labor Economics & Industrial Relations (3)** A study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration.

**IHR 492 Special Topics (1-3)**

**ICU 499 Culminating Project (1)**

**IHR 499 Human Resource Management Capstone (3)** This course examines human resources management from the perspective of the business organization's strategic management process. Topics covered include the fundamentals of strategic management, an overview of human resource management within a business organization, the role of the human resource professional in the formulation and implementation of an organization's strategic plan, and the impact of human resources policies and practices on the performance of business organizations.

### Elective Cluster

**IHR 334 Gender Issues in Management (3)** Focuses on the role of women in management. Areas of study include the function of management, gender differences, barriers to career development, strategies for advancement, the difficult employee, effective communication, motivation, leadership and problem-solving.

**IHR 335 Managerial Ethics (3)** A study of the nature of business ethics, moral reasoning and the moral problems of management, i.e.: work force reductions, the community, the legal aspect of ethics, areas of marketing, working conditions and making ethical decisions.

**IHR 336 Implementing and Managing Diversity (3)** Increases the awareness and dimension of diversity in the work place. Areas of study will include the value of diversity and communicating its importance in the work place, the changing organization, strategies for implementing diversity and managing a diverse organization.

## **Information Technology**

### **Program Description**

The Lindenwood College for Individualized Education (LCIE) Bachelor of Arts degree in Information Technology provides a wide range of courses for students interested in the information age. Classes are taught by experienced professionals in the various areas.

The general education requirements of the university must be met by each student. The Bachelor of Arts in Information Technology will require forty-five (45) semester hours of credit in the major. Either one three-hour Introduction to Programming course or the Essential Computer Mathematics cluster is required for all majors. The student will work with a Faculty Advisor to determine an appropriate sequence of courses from the following lists of nine semester hour clusters and individual three semester hour courses.

### **Clusters**

Each cluster is limited in size to approximately 12 students. The cluster follows the quarter schedule and meets one evening a week for four hours, integrating related courses of study. Three semester hours of credit are awarded for successful completion of each course in the cluster for a total of nine semester hours per cluster. Evaluation is based on projects and testing as appropriate.

**Essential Computer Mathematics** (*satisfies the general education requirement in mathematics*)

IMH 110 Essential Computer Mathematics  
IMH 210 Introduction to Programming  
IMH 311 Quantitative Computer Application

### **Foundations in Information Systems**

(*required of all majors*)

IIT 240 Introduction to Information Systems  
IIT 362 Fundamentals of Management Information Systems  
IIT 365 Microcomputer Applications/Case Studies

### **Computer Networking Fundamentals**

IIT 321 Networking Essentials  
IIT 322 Network Applications  
IIT 323 Network Case Study and Implementation

### **Advanced Networking**

IIT 421 General Network Administration  
IIT 422 Network Applications – Client Server  
IIT 423 Problem Solving – Network Applications

## **Operating Systems**

IIT 311 Operating System Concepts  
IIT 312 Practical Operating System Skills  
IIT 313 Operating System Evaluation

## **Project Management**

(*required of all majors*)

IIT 331 Scheduling, Cost Control and Estimating Models  
IIT 432 Implementing a Management Control System  
IIT 433 System Approach to Software Management

## **Desktop Publishing**

ICM 305 Desktop Publishing in the Workplace  
ICM 463 Computer Based Information Systems  
ICM 445 Information Systems Projects

## **Web Site Planning and Administration**

IIT 371 Understanding the Internet Culture  
IIT 372 Developing an Effective Web Strategy  
IIT 373 Web Site Administration

## **Web Design**

IIT 377 Fundamentals of HTML  
IIT 378 Applications in Web Development  
IIT 379 Applications in Web Site Publishing

## **Advanced Web Design**

IIT 477 Fundamentals of User Interface Design  
IIT 478 Applications in Object-Oriented Web Development  
IIT 479 Applications in Multi-Tiered Web Programming

## **Database Analysis and Design**

IIT 351 Database Analysis and Design  
IIT 452 Database Application Implementation  
IIT 453 Database Project Implementation

## **ICU 499 Culminating Project or IIT 499 Information Technology Capstone (3)**

### **Three Semester Hour Courses**

The following courses may be incorporated into the Information Technology degree. They are taught in the traditional format rather than in the LCIE format. The programming, database, and information system courses are offered evenings on the quarter schedule. Complete catalog descriptions of each course can be found under the majors of Business Administration, Communications, Computer Science, and Art.

BA 240 Introduction to Information Systems  
BA 340 Cobol I  
BA 341 Cobol II (prerequisite: BA 340)  
BA 342 Programming in Visual Basic  
BA 343 Programming in C++  
BA 347 Advanced Programming in Visual Basic  
(*prerequisite: BA 342*)  
BA 370 Introduction to Management Science  
(*prerequisite: completion of math courses*)  
BA 441 Database Design and Management  
(*prerequisite: a course in programming*)

BA 442 Principles of Systems Development

*(prerequisite: BA 441)*

BA 443 Management of Information Technology

*(prerequisite: BA 442)*

BA 449 Programming in JAVA

COM 305 Desktop Publishing

COM 307 Writing for Electronic Media

COM 333 Electronic Resources and Communication

ART 310 Computer Art Software Applications

ART 318 Computer Art I

ART 319 Computer Art II

*(prerequisite: ART 318)*

An emphasis is not required. However, a student majoring in Information Technology might choose clusters or combinations of clusters and three-hour courses from the following emphases: (The Foundations in Information Systems cluster (or its equivalent in course work and experience) and the Project Management cluster are required for all majors.)

### **Networking/Operating Systems**

Computer Networking Fundamentals (9)

Advanced Networking (9)

Operating Systems (9)

Project Management (9)

Web Site Planning and Administration (9)

BA 342, 347, 441, 442

### **Programming/Database**

Operating Systems (9)

Project Management (9)

Database Analysis and Design (9)

Advanced Web Design (9)

BA 340, 341, 342, 343, 347, 441, 442, 449

### **Multimedia**

Desktop Publishing (9)

Web Site Planning and Administration (9)

Web Design (9)

Advanced Web Design (9)

Project Management (9)

COM 305, 307, 333

ART 318, 319

### **Foundations Cluster**

**IIT 240 Introduction to Information Systems (3)** This course covers basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics discussed will include an overview of available hardware, software, telecommunications, databases, and systems development methodologies.

**IIT 362 Fundamentals of Management Information Systems (3)** This course will illustrate the concepts of management systems using microcomputer software packages such as Microsoft Word, Excel, and Access. Visual Basic will be used to introduce principles of programming.

**IIT 365 Microcomputer Applications in MIS (3)** Techniques for

problem solving using microcomputer software packages. Projects in selected business applications.

### **Networking Cluster**

**IIT 321 Networking Essentials (3)** This class will introduce the student to the basics of designing and implementing a modern computer network. It will include an introduction to the elements of the OSI model, protocols, basic network architectures, and requisite basic hardware.

**IIT 322 Network Applications (3)** An introduction to computer networks, and network operating systems. In series of short, practical problems, students will evaluate, troubleshoot, research and resolve real world networking situations. These problems will include operational difficulties, disaster recovery policies and procedures, network maintenance, and end user training issues.

### **IIT 323 Network Implementation—A Case Study and Simulation**

**(3)** In this class, the students (working in small groups) will design (or modify) an NT based network for a small business or home office. Working within an assigned budget, the group will research requisite equipment, define the network architecture and present a proposal for implementation that includes a time line, labor costs and guidelines for training and ongoing support.

### **Advanced Networking Cluster**

*(Prerequisite: Networking Cluster)*

**IIT 421 General Network Administration (3)** This class will focus on the “day-to-day” task faced by a Network Administrator. It will include communication issues (including protocols), event tracking, network function performance and monitoring, security monitoring, disk management, scheduled tasks and other topics.

**IIT 422 Network Application—Client Server (3)** In this section the student will setup and install a small Win 2000 domain based network. Beginning with un-configured computers, the software will be installed and configured, user accounts will be created (and maintained) and security procedures, including, shares, will be implemented.

**IIT 423 Problem Solving—Network Applications (3)** In this class, the students will working alone and in small groups will address a series of common networking problems and design appropriate solutions. Solutions will be presented as formal procedures, short research papers or practical demonstrations as defined by the problem.

### **Operating Systems Cluster**

**IIT 311 Operating System Concepts (3)** This class will look at designs of popular operating systems including memory management, file systems, and I/O. Centralized vs. distributed processing will be examined including client server, SQL, and performance issues. The quantity and quality of third party hardware and software and their importance in evaluating operating systems will be explored.

**IIT 312 Practical Operating System Skills (3)** Students will each install DOS, Windows 98 and at least one network operating system

during this class. They will execute commonly used commands in Linux, NT, and Novell, which will be set up in the classroom. They will create a mail system using Windows 98 and design and implement a file management system including provisions for backup and security. Students will create a log of useful websites for research.

**IIT 313 Operating System Evaluation (3)** Using knowledge gained in class work, course books and internet skills, students will research a specific topic and show their knowledge by performing commands in the operating system of their choice and through an oral and written presentation.

#### **Project Management Cluster**

*(Required of all students in this major)*

**IIT 331 Project Cost & Schedule Estimating (3)** An introduction to the theory and applications of Project Cost & Schedule Estimating including life cycle cost, staffing profiles, GUI and object metrics, cost by phase and activity, lines of code, and project risks.

**IIT 432 Project Management Process (3)** A course in the theory of project management involving planning, organizing, staffing, tracking, measurement and evaluation. Topics include defining projects, developing networks, managing risk, scheduling resources, interorganizational relations, and international projects.

**IIT 433 Cost and Scheduling Applications (3)** This course emphasizes problem solving skills needed in project management. The student will be exposed to multiple cost and scheduling systems. Training and problem specific assignments will be given using Microsoft Project.

#### **Web Site Planning and Administration Cluster**

**IIT 371 Understanding the Internet Culture (3)** Course will explore the history, social issues, and implications that the Internet has had on modern day business. Discussions will focus on new business models and concepts that have been created by the Internet. Class will also discuss emerging technology trends and hypothesize how the digital age will play-out in the future.

**IIT 372 Developing an Effective Web Strategy (3)** Students will learn how to approach web site development from a practical business and marketing model. This course uses a case study approach to instruct students on how to plan a site for those who matter most—the users. Students will learn how to create a functional and technical specifications document that governs the development process.

**IIT 373 Web Site Administration (3)** Course will introduce students to the issues required to manage and administer web sites. Topics include setting up Internet Domain Names, hosting environments, web site platforms, legal issues and content administration.

#### **Desktop Publishing Cluster**

**ICM 305 Desktop Publishing in the Workplace (3)** Using desktop publishing tools, students will design projects that meet personal and professional goals. The Pagemaker page layout program is used.

**ICM 463 Computer Based Graphics (3)** Survey of hardware components, software, varieties of systems applications, particularly for large organizations. Introduction to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue.

**ICM 445 Information Systems Projects (3)** Computer based decision making analysis and quantitative decision making methodology. Data evaluation techniques.

#### **Web Design Cluster**

**IIT 377 Fundamentals of HTML (3)** This course will introduce development concepts as well as HTML/DHTML tags used to create web pages. Interface design standards, e-Commerce trends and web security issues will be discussed.

**IIT 378 Applications in Web Development (3)** This course will introduce procedures for developing and testing web pages using the Microsoft Visual Inderdev environment. Other development environments will be explored and reasons for choosing one development environment over another will be discussed.

**IIT 379 Applications in Web Site Publishing (3)** Covers the techniques used to implement a website design. This course will also examine the architecture, security, web-hosting and usability issues with developing web-based applications for the World Wide Web.

#### **Advanced Web Design Cluster**

*(Prerequisites: Web Design cluster and either Essential Computer Math Cluster or a course in programming)*

**IIT 477 Fundamentals of User Interface Design (3)** This course will introduce the steps involved with analysis and design of web-based solutions. Project life cycle concepts will be presented and used as a guideline for the web project. This course will also cover procedures for testing and debugging web-based applications.

**IIT 478 Object-Oriented Web Development (3)** This course will introduce object-based programming terminology and concepts. Programming principles will be presented in JavaScript, VBScript, XML and HTML/DHTML.

**IIT 479 Multi-Tiered Web Programming (3)** This course will cover the techniques used to implement a multi-tiered website design. This course will also examine the architecture and programming issues involved with developing distributed client/server applications for the World Wide Web.

#### **Database Analysis and Design Cluster**

**IIT 351 Database Analysis and Design Concepts (x-x)** This course explains the components of a database system. It stresses data modeling, data normalization and database design.

**IIT 452 Database Application Implementation (x-x)** Students will develop a database in this course using Microsoft Office DBMS. The course will cover application design, object based implementation, and foundations of relational implementation.

**IIT 453 Database Project Implementation (x-x)** Students

will become familiar with Structured Query Language and SQL Server, embedding SQL in host languages, client server and related applications and distributed processing.

### **Essential Computer Math Cluster**

**IMH 110 Essential Computer Mathematics (x-x)** A brief introduction to the mathematics needed by students studying either computer science or information technology. Topics for this course include sets, functions and relations, number systems, Boolean algebra, recursion, counting, matrices and graphs.

**IMH 210 Introduction to Programming (X-X)** This course will examine basic programming logic and concepts with a focus on solving common math problems. Concepts covered will include variables and data types, simple statements, loops, conditional statements, arrays, methods and functions.

**IMH 311 Quantitative Computer Applications (x-x)** This course emphasizes problem solving skills needed in management and finance. Topics include quantitative methods in banking, investments, taxes, financial indices, personal finance, and decision making.

**IIT 499 Information Technology Capstone (3)** As an overview of Information Technologies in general, this course will cover the history and basic design features of computers including the major components of a computer system and the impact of developing technologies on business. Topics will include an overview of hardware, software, operating systems, operating environments, system development methodologies and emerging technologies. It will also explore concepts of information management and production systems as they apply to Office Automation and problem solving using microcomputer based solutions.

## **Mortuary Management**

### **Program Description**

The LCIE Bachelor of Science in Mortuary Management degree educates Funeral Service Professionals in the areas of business management. The degree is designed as a degree-completion program for students who have already earned an Associate in Applied Science degree in Funeral Service. The intent of the program is to expand existing skills and to provide students with a strong liberal arts and professional business background.

A student who has earned an Associate in Applied Science degree in Funeral Service from a college or university that has regional accreditation or is accredited by the American Board of Funeral Service Education (ABFSE) is eligible for admission to Lindenwood's Mortuary Management degree program in the LCIE. Students may transfer sixty-four (64) semester hours to Lindenwood from their Associate in Applied Science in Funeral Service Education Program toward the Bachelor of Science in Mortuary Management. The Baccalaureate Degree at Lindenwood requires the completion of 128 semester hours.

### **Core Curriculum**

#### **Required of all majors:**

#### **Cluster I**

IPH 100 Introduction to Philosophy (3)

IEN 201 World Literature and Ideas (3)

IRT 210 Concepts of Visual Arts (3)

#### **Cluster II**

IMH 141 Statistics (3)

IMI 220 Research Design & Methodology (3)

IMH 310 Quantitative Mgmt Applications (3)

#### **Cluster III**

HIS 100 Human Community (3)

ICL 330 Cross Cultural Focus (3)

ICL 331 Cross Cultural Focus (3)

#### **Cluster IV**

IBA 330 Principles of Management (3)

IBA 332 Management of Personnel Systems (3)

IBA 430 Management Policy (3)

#### **Cluster V**

IBA 200 Principles of Accounting (3)

IBA 308 Managerial Accounting (3)

IBA 320 Principles of Finance (3)

#### **Cluster VI**

IBA 350 Principles of Marketing (3)

IBA 353 International Marketing (3)

IBA 453 Marketing Management (3)

#### **Professional Emphasis (Select One Cluster)**

IOD 357 Employee Supervision (3)

IOD 358 Legal Issues for HRM (3)

IOD 359 Performance Management (3)

IGE 311 Sociology of Aging (3)

IGE 312 Psychological Aspects of Aging (3)

IGE 313 Physical Aspects of Aging (3)

IBA 240 Introduction to Info Systems (3)

IBA 362 Fundamentals of MIS (3)

IBA 365 Microcomputer Applications (3)

ICU 499 Culminating Project (1) or

IBA 499 Business Administration Capstone

### **Valuation Sciences**

The Bachelor of Arts in Valuation Sciences requires 128 semester hours of credit. The program focuses on appraisal principles and practice; value influences and analysis; knowledge of economics, business law, accounting and finance; and individualized study in a chosen emphasis, e.g. real estate, personal property, or business valuation.

All students must satisfy the University's general education requirements. It is recommended that students interested in personal property appraisal enroll in art history courses inclusive of ART 356 and ART 383. Internships are available in areas of appraisal specialization.

### **Core Curriculum**

#### **Required of all majors:**



### **Cluster I**

IVS 400 Appraisal Principles and Practice  
IVS 409 Value Influences and Analysis  
IVS 410 Market Influences and Analysis

### **Cluster II**

IBA 200 Principles of Accounting  
IBA 308 Managerial Accounting  
IBA 320 Principles of Finance

### **Cluster III**

IBA 211 Micro Economics  
IBA 212 Macro Economics  
IBA 412 Money and Banking

### **Cluster IV**

IBA 360 Business Law  
IBA 323 Personal Finance  
IBA 420 Investments

### **Cluster V**

IVS 450 Internship  
IVS 480 Appraisal Documentation  
ICU 499 Culminating Project (1)

### **Courses of Study**

**IVS 400 Appraisal Principles and Practice (3)** Interdisciplinary study of the foundations of value theory, appraisal principles and procedures: value concepts and history, theory of ownership and personal property. Uniform appraisal standards and appraisal ethics.

**IVS 401 Personal Property Appraisal (3)** Study of principles and procedures in personal property appraisal: purposes and functions, types of appraisal, identification, authentication, condition, provenance, ranking, market and income methods, the appraisal report. Applications and case studies in fine arts, antiques, decorative arts.

**IVS 403 Gems and Jewelry Appraisal (3)** Identification, analysis and valuation of gems and jewelry.

**IVS 404 Business Valuation (3)** Economic, corporate, and industry analysis; data sources, closely held Corporations; taxation; intangibles; financial analysis and valuation.

**IVS 405 Real Estate Appraisal (3)** Study of principles and procedures in real estate appraisal: capital and financial markets, neighborhood and data analysis, highest and best use, cost, market and income methods, capitalization, the appraisal report. Applications and case studies.

**IVS 406 Machinery and Equipment Appraisal (3)** Identification, inspection, description, condition; depreciation; cost and sales analysis; liquidation.

**IVS 409 Value Influences and Analysis (3)** Identification and analysis of forces influencing appraised values; social, political, environmental, economic. Sample topics: global economics,

regional and national economic analysis, environmental problems, consumer-investor behavior, consumer rights, equal opportunity, government regulation, public policy, social responsibility of business.

**IVS 410 Market Influences and Analysis (3)** Considers the influence of the various markets and their effect on the appraisal system. This includes the study of market demand versus real market value when dealing with real estate, machinery and equipment, and business.

**IVS 440 Investment Strategies (3)** Study of efficient markets, investment options, risk and decision making, portfolio analysis. Applications in stocks, bonds, real estate, fine arts, etc.

**IVS 441 Advanced Interdisciplinary Study (3)** Specialized applications of appraisal and valuation methods to stocks, bonds, real estate, fine arts, antiques, etc. Case Studies.

**IVS 442 Financial Analysis (3)** Uses of financial ratios and techniques for investment analysis and comparisons. Applications and case studies in stocks and real estate, corporate analysis.

**IVS 450 Internship (3)** Arranged with approval from the advisor.

**IVS 460 Material Culture: 1680-1840 (3)** Interdisciplinary study of early American material culture and European antecedents: historical and archeological methods, furniture, glass, ceramics, metals, technology, architectural history, artistic styles and design, methods of identification, condition.

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

**IVS 468 Connoisseurship and Identification (3)** Role and process of the connoisseur and appraisal, identification of periods and styles, condition and preservation of art, antiques and decorative arts, ranking, collection, auctions.

**IVS 470 Real Estate (3)** An introduction to real business and markets, land, property, ownership and rights, legal and economic environment, taxation and insurance, investment and finance, appraisal and investment analysis, development and management, sales and brokerage, regulations, international trends.

**IVS 474 Real Estate Law (3)** The study of legal instruments of real estate, legal descriptions, easements, condemnation and compensation, contracts, titles and deeds, mortgages, foreclosure, zoning and planning, land use change and controls, real estate categories, assessment, federal taxation.

**IVS 478 Real Estate Finance (3)** Financial instruments and markets, lenders, government, mortgage and international markets, investment and financial analysis, risk and decision making, investment portfolio, types of financing, revision and rehabilitation.

**IVS 480 Appraisal Documentation (3)** Analysis and reconciliation of data and valuation conclusions: components and reports; ethics and documentation; alternate forms of reporting; communication skills; expert witness.

**IVS 486 Advanced Review (3)** Advanced work in student's specialization, with review of topics involved in professional examinations: e.g. ethics, principles and definitions, description and analysis of properties, methods, capitalization, financial and statistical analysis, report-writing, law and taxation, expert witness testimony.

**IVS 492 Special Topics (3)** Topics may include standards on real estate appraisal, review appraisal, real estate analysis, mass appraisal, personal property appraisal, business appraisal and appraisal reporting. Applications and case studies.

**ICU 499 Culminating Project (1)**

## **American Society of Appraisers—Principles of Valuation**

The American Society of Appraisers and Lindenwood University of St. Charles, Missouri, collaborate in a program which makes available one semester hour of undergraduate or graduate college credit per course to persons who successfully complete individual Principles of Valuation courses and subsequently request such credit. The 19 Principles of Valuation courses described here provide instruction and examination across four major appraisal disciplines; business valuation, machinery and equipment valuation, personal property valuation, and real property valuation.

### **Undergraduate Program**

Personal Property

IVS 411, 421, 431, 451, 462

Business Valuation

IVS 414, 424, 434, 454

Real Estate

IVS 415, 425, 435, 455, 461

Machinery and Equipment

IVS 416, 426, 436, 456

### **Courses of Study**

**IVS 411 Introduction to Personal Property Appraising (1)** Theory of value and value concepts; history of appraisal; identification and valuation of personal property; methodologies and data analysis; appraisal functions.

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

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

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

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

**IVS 424 Business Valuation Methodology (1)** Specific methods for valuation of closely-held companies; comparable publicly held companies; discounted cash flow analysis; capitalization of dividends; discounted future earnings; price-earning ratios; excess earnings; price to debt-free cash flow ratios; price to book ratios.

**IVS 425 Income Property Valuation Methods (1)** Present worth concepts; terminology; property classifications; income and expense analysis; capitalization rates and techniques; comparable adjustment grids; residual analysis techniques; interest; six functions of the dollar; IRV formula; cash equivalency; land valuation; discounted cash flow analysis; depreciation and cost approach; research methods; measurement and inspection techniques.

**IVS 426 Machinery and Equipment Appraisal Methods (1)** Focus 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 431 Personal Property Appraisal Report Writing (1)** Appraisal reports; components and formats; methods of preparation; written communication skills; IRS appraisals; case study material.

**IVS 434 Business Valuation Case Study (1)** Case studies; engagement letter; information request; research and data gathering; field interviews; financial analysis; selecting valuation approaches; developing valuation conclusions; narrative report.

**IVS 435 Analysis and Valuation of Income-Producing Property Case (1)** Study applications of concepts and methods for income analysis; terminology; capitalization techniques; property types; investment analysis; discounted cash flow analysis; mortgage equity analysis; Ellwood formula; marketability; feasibility; leasing; research methods; narrative report writing.

**IVS 436 Case Study Applications of Machinery and Equipment Appraisal Methods (1)** Appraisal of operating entities and industry-on the cost approach in M&E appraising; industrial plant case study;

**IVS 451 Personal Property Appraisers in Practice, Standards and Obligations (1)** Identity of the appraiser; appraisal business management; the legal community; legal precedents; appraiser as expert witness; standards of professional appraisal practice.

**IVS 454 Business Valuation: Selected Advanced Topics (1)** Special case studies; theory and components of capitalization; CAPM, Gordon and other models; selecting rates; comparable sales approach; adjustments to public comparables; ESOP valuations, Department of Labor guidelines; tax valuations; estate planning techniques; preferred stock valuations; valuations for dissenter purposes; minority interest discounts; marketability discounts; control premiums; writing the narrative report.

**IVS 455 Real Property Valuation: Selected Advanced Applications (1)** Special uses of real property valuation methodology; expert witness; condemnation appraisals; tax appeal procedures; portions, bankruptcies, litigation; land valuation; single-purposes and special-use properties; case studies; research methods; report writing.

**IVS 456 Advanced M&E Valuation Techniques and Appraisal Standards (1)** Advanced applications of cost approach; reproduction and replacement costs; components of cost estimates; trending; cost-capacity relationships; present value calculations; analysis of plant operations; capacity, operating costs; obsolescence and measures of obsolescence; Uniform Standards of Professional Appraisal Practice.

**IVS 461 Residential Contents (1)** Appraisal principles and methods for appraising residential contents.

**IVS 462 Fine and Decorative Arts (1)** Advanced research techniques; assessing scholarly and statistical information utilizing research and examination tools; certifying provenance; review of case law; recognizing frauds, fakes and forgeries. concepts of value in M&E appraising; reproduction and replacement cost, fair market value in use liquidation; development and use of indices.

**IVS 469 Master Gemologist Appraiser (1)** Valuation principles and approaches, descriptions, market research and analysis, case study, record keeping, report writing, standards, liability, subject properties.

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

# Faculty

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**ABBOTT, MARILYN S.** (1997)

*Dean and Professor of Biology*

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*Professor of Communications*  
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- GRIFFIN, PETER H.** (1989)  
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- GUFFEY, JOHN** (1989)  
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- HAGHIGHI, SHAWN** (2001)  
*Assistant Professor of Mathematics and Computer Science*  
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- HAMMEN, PAULINE M.** (1976)  
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- HEIDENREICH JR., DONALD** (2000)  
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- HELTON, REBECCA A.** (1999)  
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- HEYDER, BETTY B.** (2000)  
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- HEYN, HOLLIS CAROLYN** (1996)  
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- HICKENLOOPER, GEORGE L.** (1992)  
*Professor of English*  
B.S., Georgetown University; M.A.; Washington University; D.F.A., Yale University
- HOPKINS, DEBBIE L.** (2005)  
*Assistant Professor of Geology*  
B.S., University of Utah; M.S.A., University of Utha; Ph.D., Virginia Tech University
- HOUSE, STEVE** (2003)  
*Campus Director of the Center for Christian Ministry Studies, Assistant Professor of Religion*  
B.S., University of Missouri-Columbia; M.Div., Asbury Theological Seminary; D.Min., Oral Roberts University School of Theology
- HUBENSCHMIDT, CARL** (2000)  
*Reference Librarian and Assistant Professor of Education*  
B.S., University of Missouri-Rolla; M.A., University of Missouri-St. Louis
- HURST, SPENCER** (2000)  
*Associate Professor of English*  
B.A., Westminster College; M.B.A., Southern Illinois University-Edwardsville; M.F.A., University of Missouri-St. Louis
- HUDGINS, MOLLY** (2003)  
*Assistant Professor of Management*  
B.S., Southern Illinois University-Carbondale; M.S., Florida State University; J.D., University of Tennessee College of Law
- HUSS, FRANCIS C.** (1996)  
*Associate Professor of Education*  
A.B., M.Ed., University of Missouri; Ph.D., St. Louis University
- ISENHOUR, TONIE J.** (1984)  
*Assistant Professor of Psychology*  
B.A., M.A., Lindenwood University
- JACKSON, CHANDA** (1995)  
*Assistant Professor of Management, Women's Basketball Coach*  
B.S., Washington University; M.B.A., Lindenwood University
- JACOBSEN, G. MICHAEL** (2004)  
*Dean of Human Services and Professor of Social Work*  
B.G.S., University of Iowa; M.S.W., Ph.D., University of Iowa
- JANES, ANGELA K.** (2003)  
*Assistant Professor of Education*  
B.S., University of Missouri-Columbia; M.Ed., Bowling Green State University; M.A., Lindenwood University
- JOHNSON, DEBRA L.** (2003)  
*Assistant Professor of Criminal Justice and Social Work*  
B.S.W., Southeast Missouri State University; M.S.W., Washington University

- JOHNSTON, GAIL** (2003)  
*Associate Professor of Biology*  
B.S., M.S., Southwest Missouri State University; Specialist, Ph.D., Saint Louis University
- JOHNSON, EMILIE WRIGHT** (1999)  
*Associate Professor of Education*  
B.S., M.S., Mississippi State University; Ph.D., Southern Illinois University-Carbondale
- JOHNSON, KENNETH** (1996)  
*Professor of Education*  
B.S., Central Missouri State University; M.Ed., University of Missouri-Columbia; Ph.D., Southern Illinois University-Edwardsville
- JUMP, JAMES** (2003)  
*Assistant Professor of Management*  
B.A.A. Western Michigan University; M.B.A. Lindenwood University
- KAMINSKI, VIRGINIA** (1996)  
*Associate Professor of Education*  
B.A. Webster University, M.A., Ph.D., Saint Louis University
- KAMM, JUDY K.** (1996)  
*Associate Professor of Business Administration*  
B.S., M.A., University of Missouri-St. Louis
- KAPELLER, TERRY** (1993)  
*Business Office Manager and Assistant Professor of Management*  
B.A., Tarkio College; M.B.A., Lindenwood University
- KELLY, BRUCE** (2001)  
*Associate Professor of Psychology*  
B.S. Southeast Missouri State University; Ed.M., University of Illinois; Ed.D., University of Illinois
- KEMPER, DANIEL W.** (1989)  
*Director of LCIE and Associate Professor of Management*  
B.S., M.B.A., Lindenwood University; Diploma-Funeral Services, Worsham College of Mortuary Science
- KERKSIEK, JO ELLEN** (1997)  
*Associate Professor of History*  
B.S., M.A., Northwest Missouri State University; Ph.D., University of Kansas
- KISGEN, ROBERT J.** (2002)  
*Director of Residential Services and Assistant Professor of Management*  
B.A., M.B.A., Lindenwood University
- KOBYLESKI, KAMMI** (2003)  
*Assistant Professor of Communication*  
B.A., M.B.A., Lindenwood University
- KOTTMAYER, RITA** (1990)  
*Professor of Mathematics*  
B.S., M.A., Ph.D., St. Louis University
- LESH, RICHARD** (2003)  
*Assistant Professor of Management*  
B.S., University of Missouri-Columbia; M.S., University of Missouri-Columbia; Ph.D. Candidate, University of Delaware
- LUDWIG, RITA** (1996)  
*Associate Professor of Theatre*  
B.F.A., M.F.A., University of Oklahoma
- MACDONALD, ELIZABETH B.** (2003)  
*Assistant Professor of History and Director of Library Services*  
B.S., M.A., Southern Illinois University-Edwardsville; M.A., University of Missouri-Columbia
- MAHAN, DALE** (2002)  
*Associate Director of Information Services and Assistant Professor of Computer Science*  
B.S., Webster University; M.B.A., Lindenwood University
- MANSFIELD, KATE** (2004)  
*Assistant Professor of Human Services Agency Management*  
B.A., University of Missouri-Columbia; M.A., University of South Florida-Tampa; M.B.A., Lindenwood University
- MARHANKA, DARREN** (2004)  
*Assistant Professor of Criminal Justice*  
A.A.S., Florissant Valley Community College; B.A., M.B.A., Lindenwood University
- MASON, MICHAEL M.** (1991)  
*Professor of Religion*  
B.S., Iowa State University; M.A., Loras College; M.Div., University of Dubuque Theological Seminary; D. Min., San Francisco Theological Seminary
- MATTHEWS, WILLIAM L. (Larry)** (2000)  
*Assistant Professor of Education*  
B.S., The University of Tennessee-Knoxville; M.S., The University of Tennessee-Martin; Ph.D., St. Louis University
- MAXHEIMER, GRETA** (2001)  
*Assistant Professor of Fine & Performing Arts*  
B.A., Illinois State University; M.A., Fashion Institute of Technology
- MCALPIN, DAVID M.** (2002)  
*Assistant Professor of Religion*  
B.A. Berry College; M.Div., New Orleans Baptist Theological Seminary; Ph.D., Mid-America Baptist Theological Seminary
- MCWEENEY, MARK G.** (1997)  
*Associate Professor of Humanities, Librarian*  
B.A., St. Louis Preparatory Seminary; M.A., Northeast Missouri State University; M.A. University of Missouri-Columbia; Ph.D., Purdue University



- MEAD, MARY ELIZABETH** (2004)  
*Assistant Professor of Communication*  
B.A., M.F.A., University of Missouri-St. Louis
- METTLER-CHERRY, PAIGE** (2004)  
*Assistant Professor of Biology*  
B.A., M.S., Ph.D., Southern Illinois University-Carbondale
- MEYERS, ALAN G.** (1989)  
*Professor of Religion*  
A.B., Princeton University; M. Div., Princeton Theological Seminary; Ph.D., Union Theological Seminary in Virginia
- MIZELL, DELAINE C.** (2001)  
*Associate Professor of Physical Education*  
B.A., Lakeland College; M.Ed., Southern Illinois University-Edwardsville
- MORRIS, EDWARD L.** (2002)  
*Associate Professor of Management*  
B.A., Washington University; M.B.A., University of Pennsylvania; Ph.D., St. Louis University
- MUELLER, CARLA** (1998)  
*Associate Professor of Social Work*  
B.S., Southern Illinois University-Carbondale; M.S.W., University of Illinois-Champaign-Urbana; Post-graduate studies, University of Illinois-Chicago
- MUELLER, JULIE M.** (2000)  
*Chief Operating Officer and Assistant Professor of Management*  
R.N., Deaconess College of Nursing; B.A., Tarkio College; M.B.A., Lindenwood University
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*Associate Professor of Education, Men's Basketball Coach*  
B.S., Winona State University; M.S., University of Wisconsin-LaCrosse; Ph.D., University of Minnesota
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*Assistant Professor of Education*  
B.A., Harris-Stoew; M.A., Truman State University
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*Assistant Professor of Physical Education and Assistant Football Coach*  
B.S. Fort Hays State University; M.S. Ed., University of Kansas
- NAJJAR, ANNETTE JULIANA** (2001)  
*Assistant Professor of Business Administration*  
B.A. University of West Indies; B.Ed. University of Toronto; M.B.A., Millsaps College; Ph.D., Kennedy-Western University
- NICOLAI, DEBORAH** (1993)  
*Assistant Professor of Communications*  
B.A., M.A., Lindenwood University
- NICKELS, PAMELA** (1991)  
*Professor of Counseling*  
B.A., Fontbonne College; M.Ed., Ed.D., Ph.D., University of Missouri-St. Louis
- NOHARA-LECLAIR, MICHIKO** (2002)  
*Assistant Professor of Psychology*  
B.S., University of Toronto; M.S., University of Waterloo; Ph.D., University of Connecticut
- OTTO, DONALD C.** (1998)  
*Associate Professor of Management*  
B.A., Westminster College; Woodrow Wilson Fellow, Washington University, M.A., Webster University
- PANAGOS, REBECCA JEAN** (1996)  
*Associate Professor of Education*  
B.A., M.A., Louisiana Tech University; Ph.D., University of Missouri-Columbia
- PARISI, JOSEPH A.** (1998)  
*Director of Athletic Enrollment, Assistant Professor of Management and Head Wrestling Coach*  
A.A., St. Louis Community College at Meramec; B.S., Missouri Valley College; M.S., Lindenwood University
- PARKER, MARSHA HOLLANDER** (1987)  
*Dean and Professor of Fine & Performing Arts*  
B.A., M.F.A., Lindenwood University
- PATRICK, SHAWN JOAN** (2003)  
*Assistant Professor of Counseling*  
B.A., Saint Louis University, Ed.D., University of South Dakota, N.C.C., Northern Illinois University
- PATTERSON, MARILYN MILLER** (1992)  
*Associate Professor of Psychology*  
B.A., Florida State University; M.S., Ed.D., Memphis State University
- PAVELEC, TAMMI GAHIMER** (2000)  
*Associate Professor of Chemistry*  
B.S., Ohio State University; M.S., Ph.D., University of Missouri-St. Louis
- PENROSE, CRAIG** (2001)  
*Assistant Professor of Education, Swimming Coach*  
B.S., Southeast Missouri State University; M.B.A., Lindenwood University
- PERANTONI, EDWARD** (1994)  
*Associate Professor of Earth Sciences*  
B.S., University of Nebraska; B.S., Maryville College; M.A., California State University; Graduate Certificate in Meteorology, University of Oklahoma

- PLATE, DANIEL** (2004)  
*Assistant Professor of English*  
M.A., Washington University
- QUALLS, MELISSA** (2002)  
*Assistant Professor of English*  
B.A., M.A., Truman State University
- QUIGGINS, LARRY** (2002)  
*Assistant Professor of Fine and Performing Arts*  
B.A., M.F.A., Lindenwood University
- REID, TERRY** (2002)  
*Assistant Professor of Education*  
B.S., M.S., Ed.S., Southwest Missouri State University; Ed.D., University of Missouri-Columbia
- REIGHARD, RICHARD** (1987)  
*Associate Professor of Communications*  
B.A., M.A., Lindenwood University
- ROSS, PATRICK** (2004)  
*Assistant Professor of Management, Football Coach*  
B.A., University of Puget Sound; M.B.A., Kansas Wesleyan University
- SAKAHARA, SUZANNE A.** (1978)  
*Associate Professor of Communications*  
B.S., Fontbonne College; M.A., St. Louis University, M.A., Washington University
- SCHNEIDER, NANCY** (1999)  
*Associate Professor of Education*  
B.S., M.S., Specialist, Southwest Missouri State University; Ph.D., University of Missouri-Columbia
- SCHOLLE, BENJAMIN A.** (2002)  
*Assistant Professor of Fine and Performing Arts*  
B.A., Washington University; M.F.A., American University
- SCHNELLMANN, ANA** (1995)  
*Associate Professor of English*  
B.A., The College of St. Benedict; Graduate Certificate, M.A., Ohio University; Ph.D., Saint Louis University
- SCHULTZ, GERALYN** (2002)  
*Assistant Professor of Management*  
B.A., M.A., Webster University
- SCOGGINS, ROBERT T.** (1996)  
*Associate Professor of Dance and Theatre*  
M.F.A., Lindenwood University
- SCRIBNER, CHRISTOPHER.** (2000)  
*Professor of Psychology*  
B.A., Earlham College; Ph.D., University of Tennessee
- SCUPIN, RAY** (1981)  
*Professor of Sociology and Anthropology*  
B.A., University of California-Los Angeles; M.A., Ph.D., University of California-Santa Barbara
- SMITH, JEFFREY** (1996)  
*Associate Professor of History*  
B.A., Mount Union College, M.F.A., Syracuse University, Ph.D., The University of Akron
- SMITH, KRIS** (2002)  
*Assistant Professor of History*  
B.A., University of Idaho; M.A., Washington State University
- SMITH, LARRY** (2005)  
*Assistant Professor of Education*  
B.A., Harris-Stowe University; M.Ed., University of Missouri-St. Louis; Ed.D., Saint Louis University
- SNIPES, JOHN HAYWOOD** (2000)  
*Assistant Professor of Management*  
B.A., M.B.A., Lindenwood University
- SODA, DOMINIC** (1969)  
*Professor of Mathematics and Computer Science*  
B.S., M.S., Queen's University, Canada; M.Sc., University of Missouri-Rolla; Ph.D., Yale University
- SPELLMANN, DENNIS C.** (1989)  
*President and Professor of Management*  
B.A., Missouri Valley College; M.A., University of Texas-Austin; L.H.D., Missouri Valley College
- ST. CLAIR, TERRY L.** (2004)  
*Assistant Professor of Criminal Justice*  
A.S., Drury College; B.S., Tarkio College; M.S., Lindenwood University
- STEENBERGEN, JOSEPH R.** (1997)  
*Assistant Professor of Criminal Justice, Director-Shooting Sports Program*  
B.A., Southeast Missouri State University; M.S., Lindenwood University
- STEIN, MICHAEL CARL** (1992)  
*Professor of Sociology*  
B.A., M.A., Southern Illinois University; Ph.D., University of Nebraska-Lincoln
- STEPHENS, TOM R.** (2002)  
*Associate Professor of Education*  
B.S., University of Missouri-Columbia; M.A.T., Webster University; Ed. Spec., Saint Louis University; Ed.D., St. Louis University
- STEWART, CHARLES W.** (2003)  
*Dean of the Boone Campus and Associate Professor of Information Systems*  
B.A., Southern Illinois University-Carbondale; M.B.A., Louisiana State University; Ph.D., California Coast University

**STRZELEC, JANET** (2005)

*Assistant Professor of Dance*

B.S., Southern Illinois University-Edwardsville; M.F.A., Lindenwood University

**SYMES, WILLIAM** (2004)

*Assistant Professor of Chemistry*

B.S., Rhodes College-Memphis; Ph.D., Columbia University

**THOMASON, ANDREW** (2004)

*Assistant Professor of English*

B.A., Lindenwood University; M.A., M.F.A., Washington University

**THOUVENOT, FRANK** (2005)

*Assistant Professor of Education*

B.S.E., M.Ed., University of Missouri-St. Louis; Ph.D., Saint Louis University

**TILLINGER, ELAINE C.** (1991)

*Professor of Art and American Studies*

B.A., University of Missouri-St. Louis; M.A., Ph.D., Saint Louis University

**TOWERS, DONNA** (2001)

*Assistant Professor of Education*

B.S., Lindenwood University; M.A., Ed.S., Northeast Missouri State University; Ed.D., California Coast University

**TOWNSEND, MARYANN** (1995)

*Academic Services Coordinator and Assistant Professor of Management*

B.A., M.B.A., Lindenwood University

**TRETTER, SUE ANN** (1994)

*Professor of English and American Studies*

B.A. Maryville University; M.A.T., Webster University; M.A., Ph.D. St. Louis University

**TROY, JOHN** (2002)

*Associate Professor of Fine and Performing Arts*

B.F.A., Washington University; M.F.A., Temple University;

**ULRICH, ADAM** (1995)

*Assistant Professor of Management*

B.A., M.B.A., M.A., Lindenwood University

**VAHLE, WILLIAM B.** (2004)

*Assistant Professor of Management*

B.S., Purdue University; M.B.A., University of Michigan

**VAN DYKE, C. RENEE** (2001)

*Associate Professor of Mathematics and Computer Science*

B.S., Towson State University; M.S., Midwestern State University

**VIRGIL, CANDACE** (2003)

*Assistant Professor of Management and Librarian*

B.S. Washington University; M.A., University of Missouri-Columbia

**VITALE, CYNTHIA** (2004)

*Assistant Professor of Education*

B.S.E., M.Ed., Ed.D., University of Missouri-St. Louis

**WADE, MICHAEL** (2003)

*Assistant Professor of Management*

B.A., M.B.A., Lindenwood University

**WALL, MIKE** (2001)

*Dean and Associate Professor of Communications*

B.A., Lindenwood University; M.A., Lindenwood University

**WALLIS, DAVID** (2004)

*Associate Professor of Music*

B.Mus., University of Massachusetts-Amherst; M.M., D.M.A., Michigan State University

**WALSH, DONNELL** (1991)

*Associate Professor of Theatre*

B.A., University of San Francisco; M.F.A., Stanford University

**WARING, GLEN** (1999)

*Assistant Professor of Business Administration*

B.A., Central Baptist College; B.S., Central Methodist College; M.B.A., Lindenwood University

**WIEDNER, RALPH C.** (2002)

*Assistant Professor of Management*

B.S. Washington University; M.A. Lindenwood University

**WEITZEL, JANN RUDD** (1995)

*Dean of Humanities and Professor of Education*

B.A., M.A., University of Northern Iowa, Ph.D., University of Iowa

**WHALEY, MICHAEL J.** (2002)

*Associate Professor of History*

B.A., University of Missouri-Columbia; M.A., UM-St. Louis; ABD, Southern Illinois University

**WHITE, SCOTT D.** (2002)

*Assistant Professor of Management*

B.S., M.A., University of Missouri-Columbia

**WILLBRAND, JULIETA** (2003)

*Assistant Professor of Management*

B.A., M.A., Sofia University Saint Kliment Ohridski, Sofia, Bulgaria

**WLODARCZYK, ANDRZEJ Z.** (2000)

*Assistant Professor of Business Administration*

Diploma in Electronics, Zespol Szkol, Poland; B.A., Jagiellonian University, Poland; M.Ed., Concordia College; Ph.D., University of Nebraska–Lincoln

***WOLFSBERGER, SARAH*** (2003)

*Assistant Professor of Health Management*

B.S., Lindenwood University; M.A., Webster University

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| Main Campus   | (636) 929-2000      |
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| Julie Mueller, COO  | 949-4700            |
| John Guffey, Dean of Admissions & Financial Aid                       | 949-4949            |
| Sheryl Guffey, Dean of Campus Life                                    | 949-4993            |
| David Kandel, Controller & CFO  | 949-4970            |
| Barry Finnegan, Registrar/Academic Services                           | 949-4954            |
| Gene Goldstein, Manager-Bookstore                                     | 949-7670            |
| Terry Kapeller, Business Office Manager                               | 949-4972            |
| Toni Isenhour, Coordinator Campus Accessibility Services              | 949-4784            |
| Michael Mason, Chaplain   | 949-4825            |
| Charlsie Floyd, Director of Development                               | 949-4908            |
| Elizabeth MacDonald, Director of Library Services                     | 949-4396            |
| Maryann Townsend, Coordinator of Veterans Affairs/Academic Services   | 949-4914            |
| Vicki Boedeker, Director of Wentzville Campus & Lincoln County Center | 322-0847 & 366-9376 |
| Ron Griesenauer, Director of O'Fallon Campus                          | 379-5800            |
| Ryan Guffey, Director of International Admissions                     | 949-4475            |
| Mary Radcliff/Belleville Campus Director                              | (618) 222-1050      |
| Joanna Sanford, Adult Admissions- Main Campus Site Director           | 949-4931            |
| Pat Straub, Director of Westport Campus                               | (314) 275-2233      |
| Brenda Zimmermann, Director of South County Campus                    | (314) 525-1380      |
| Maryilyn Abbott, Dean of Sciences Division                            | 949-4912            |
| Richard Boyle, Dean of Education Division                             | 949-4912            |
| Jay Hardman, Dean of Management/ MBA Program                          | 949-4840            |
| Michael Jacobsen, Dean of Human Services Division                     | 949-4951            |
| Marsha Parker, Dean of Fine & Performing Arts Division                | 949-4391            |
| Michael Wall, Dean of Communications Division                         | 949-4906            |
| Jann Weitzel, Dean of Humanities Division                             | 949-4880            |
| Dan Kemper, Director of LCIE  | 949-4501            |