# 2011/2012
# LCIE Catalog

Lindenwood University • Saint Charles, Missouri

Founded 1827

# Academic Programs

**UNDERGRADUATE DEGREES**

Business Administration (B.S.)

Communications (B.A.)

Communications, Corporate Communications Emphasis (B.A.)

Communications, Mass Communication Emphasis (B.A.)

Criminal Justice (B.S.)

Fire Science Management (B.S.)

Health Management (B.S.)

Human Resource Management (B.S.)

Information Technology (B.S.)

Information Technology, Multimedia Emphasis (B.S.)

Information Technology, Networking and Operating Systems Emphasis (B.S.)

Information Technology, Programming and Database Emphasis (B.S.)

Mortuary Management (B.S.)

**POST BACHELOR CERTIFICATE**

Information Technology

**GRADUATE DEGREES**

Master of Business Administration (M.B.A.)

Master of Science in Administration, Management Emphasis (M.S.A.)

Master of Science in Administration, Marketing Emphasis (M.S.A.)

Master of Arts in Communication, Digital and Multimedia Emphasis (M.A.)

Master of Arts in Communication, Media Management Emphasis (M.A.)

Master of Arts in Communication, Promotions Emphasis (M.A.)

Master of Arts in Communication, Training and Development Emphasis (M.A.)

Masters of Science in Criminal Justice Administration (M.S.)

Master of Arts in Gerontology (M.A.)

Master of Science in Healthcare Administration (M.S.)

Master of Science in Human Resource Management (M.S.)

Master of Science in Managing Information Technology (M.S.)

Master of Fine Arts in Writing (M.F.A.)

*On the cover: From left to right, LCIE students Molly Ell, Robert Powell, Terry Brunner, Amy Baue, Jacqueline Nelson, and Jared Elder.*

# Table of Contents

This catalog contains descriptions of the undergraduate and graduate programs in the Lindenwood College for Individualized Education (LCIE.) 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 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 nondiscrimination should be directed to the University's Vice President of Human Resources. 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.

## Accreditation

Lindenwood University, founded in 1827, is a member of and/or accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the Accreditation Council for Business Schools and Programs, the Council on Social Work Education, the Commission on Accreditation of Athletic Training Education, the Missouri Department of Elementary and Secondary Education, and is fully endorsed by the Society for Human Resource Management. Lindenwood is a member of the Teacher Education Accreditation Council and the Council for Higher Education Accreditation.

**Society of Human Resource Management Endorsement** Lindenwood University's undergraduate degree program in human resource management has been fully endorsed by the prestigious Society for Human Resource Management (SHRM.) Lindenwood is the only university in Missouri and one of just 100 schools nationally to hold this distinction.

**Management**—The undergraduate and graduate business programs (Business Administration, Health Management, and Human Resource Management) in LCIE are in candidacy for specialized accreditation by the Association of Collegiate Business Schools and Programs (ACBSP).

## 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

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

Lindenwood is an independent, public-serving, liberal arts university that has a 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.

## The Mission of The College for Individualized Education (LCIE)

The mission of LCIE within Lindenwood University is in alignment with the mission of the university.

1. Using the Socratic method of learning
2. Providing a sound core in the liberal arts
3. Providing a structured, broad-brush approach in majors in business administration, communications, health management, human resource management, criminal justice, information technology, and fine arts in writing
4. Preparing students to be competitive in an increasingly global marketplace
5. Developing the student's analytical and communication skills, with emphasis placed on both written and oral communication
6. Using a cluster format to serve the adult learner
7. Providing mentoring for every student
8. Developing an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking.

## 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 that 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 that 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 17,000 full-time and part-time students. More than 4,000 of these students will live on the university's beautifully wooded campus in St. Charles.

## Butler Library

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 lifelong learner. In addition to the traditional offerings at Butler Library, students are encouraged to stop in for a cup of coffee and a snack at the library's coffee shop, Java 201.

Butler Library is fully automated with wireless capabilities, allowing students to access its resources both on campus and off campus. Faculty and students have access to over 50 subscription databases providing them with the ability to retrieve full-text documents at no cost. In addition, the library houses the Mary E. Ambler Archives, which includes primary source material documenting the history of Lindenwood and the surrounding area.

The Library is a member of the MOBIUS consortium, which 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.

## Program Format

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

Since its inception, the evening format has maintained a deep commitment to meeting the intellectual and professional needs of adult learners with employment experience. The purpose continues to be to provide high-quality professional and personal competence. Using methods based on adult learning theory, the Lindenwood College for Individualized Education provides 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 program realizes its mission within the university community.

## 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 Major George and Mary Easton Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices and residential living.

**Belleville Campus:** Located at 2600 West Main Street in Belleville, Ill., the Belleville site has more than 50 classrooms, including science labs, computer labs, and multipurpose classrooms.

**Boone Campus:** The site of the Boone Home and Boonesfield Village is located on Highway F near Defiance, Mo., 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, remains 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, frontier crafts, interpretation, museology, archaeological digs, and recreation skills. The tourist component provides for internships and practica in nearly every major in the Lindenwood curriculum, from accounting and marketing to theatre and education.

**North County Campus:** Students in the Florissant, Mo., area can take classes conveniently at Lindenwood's site located at 4500 Washington Ave. Those interested should call 314-838-7653.

**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 College for Individualized Education. Classrooms, faculty offices, and a 600-seat auditorium are among the building's amenities.

**Lincoln County Campus:** Located at 995 Main Street, Moscow Mills, Mo., this center has four classrooms with traditional schoolhouse decor. The center includes a computer laboratory for technology classes.

**O'Fallon Campus:** Located on the administrative campus of the City of O'Fallon, Mo., at 100 North Main Street, this center represents a partnership with the city of O'Fallon.

**O'Fallon South Campus:** Located just off Highway 40, at Highway K and Technology Drive in O'Fallon, MO, this contemporary campus is among upscale retail storefronts in Laboure Center. The O'Fallon South campus provides a convenient option for undergraduate and graduate evening students in this growing corporate and residential community. This campus opened in May 2011 and has generous parking. For more information, please call us at 636-949-4933.

**Saint Louis City Campus:** Located at 1409 Washington Avenue, the campus is strategically located to meet the needs of downtown residents as well as workforce commuters. This thoroughly modern facility opened in January 2009 and serves both undergraduate and graduate evening students.

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

**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.

**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 facility with ample parking.

**Wildwood Campus:** Located in the beautiful Wildwood Town Center at 16747 Main Street, this campus offers a vibrant graduate and undergraduate learning experience. The campus opened in June of 2010 and the classrooms are thoroughly updated and comfortable. Parking is plentiful and the campus is surrounded by numerous shops to grab a coffee or a bite to eat before or after classes. Please visit us at http://www.lindenwood.edu/about/wildwood.cfm or call us at 636-273-5249 for more information.

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

## Undergraduate Admissions

### 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 all socioeconomic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to our campus. A student who is not seeking certification or any degree with Lindenwood University may be accepted as a Non-Degree, "Special Status" student. Students accepted with Special Status may not take more than twelve (12) credit hours of regular, undergraduate, or graduate credit without being fully admitted. This policy does not count toward Cooperative (Workshop) credit. Students accepted with Special Status will not be eligible for financial aid or student loans as they are not fully admitted to the university. Payment arrangements must be made with the Business Office prior to attending class.

### Application Procedures

To be considered for admission to the university, an applicant's file must include each of the following documents. Please note, individual programs may have additional application procedures. Please review your program of interest in detail.

1. Online or paper application sent with the non-refundable $30 application fee. Students should attach a professional resume indicating community service, leadership, clubs, organizations, and non-academic experiences. Also included should be a personal essay including why he/she wishes to further his/her education, his/her long-term goals, or a specific experience in his/her life.

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 transcripts. 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.

### International Citizen Application

International citizens wishing to apply to a Lindenwood University graduate program should visit the university website and select International Admissions. Visit the Admissions Process, Required Documents, and Admissions links. (Note: Applicants should complete the International Application not the Evening & Graduate Admissions Application.)

The following items must be submitted for a complete international application:

1. International Student Application–The application must be submitted along with a non-refundable $100 application fee.

2. A current resume.

3. An affidavit of Support–Students should provide an official document or statement from a bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance.) All documents must be in English.

4. Official Transcripts–Graduate candidates must submit certified copies of college transcripts showing that a baccalaureate degree has been conferred. Transcripts must be in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the applicant brings the receipt for the evaluation service. Provisional admission to the university may be granted by the director of international admission on the basis of facsimile copies of high school transcripts or diploma equivalents, ACT/SAT scores, GED scores, and/ or other university transcripts.

5. If transfer credit is requested from an overseas school students should submit their transcripts and translations to World Evaluation Services (WES) for evaluation. Applicants should contact WES wes.org for more information about how to get transcripts evaluated. Students should list Lindenwood University as the recipient. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records. (For questions regarding the transfer of international credit to a specific graduate program, please refer to the section of this catalog that describes that program.)

6. Housing Application–All resident students must submit a housing application and a $300 housing deposit made payable to Lindenwood University.  Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an e-mail address on their housing form.

7. Personal Statement (Essay)–Students should write an essay concerning their education plans. For example, the essay may include why the student wishes to further his/her education, long term goals he/she possesses, or a special experience in his/her life.

8. Passport–Students must provide a clear, readable copy of the identification page of their passports.

9. Insurance–All students are required to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policy they choose.

10. If an international student applicant is transferring from another university within the United States, the student should forward the Lindenwood University transfer paperwork (found in the application) to their schools' officials for processing.

11. An official TOEFL or IELTS score. Required minimum TOEFL scores: 550 (paper-based exam), 213 (computer-based exam), 80 (Internet-based exam). Required minimum IELTS score: 6.0. For score reporting, the Lindenwood University code is 6367.
12. Applicants to the online MBA program must submit a minimum GMAT score of 550.

Once the application, the application fee, and other required documents are received, a member of the Office of International Students and Scholars will contact the applicant. For more information regarding international application, the applicant should refer to the International Student Center page from the university website or contact the Office of International Students and Scholars.

The International Student Application and all required application materials may be mailed to The International Student Office Lindenwood University, 209 South Kingshighway, Saint Charles, MO 63301 USA.

Please email international@lindenwood.edu or call (636) 949-4982 with any questions. To fax any information, send to (636) 949-4108

## Undergraduate Academic Procedures

Lindenwood's LCIE program offers bachelor of arts and science degrees at the undergraduate level. Specific degree requirements are listed in the appropriate sections of the catalog. Major requirements are listed along with the courses of instruction in the sections following the description of degree requirements.

### 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 30000 or above.
2. Successful completion of the requirements for one of the undergraduate majors offered by the university, at least 50 percent 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 50 percent of the credits for the major being earned at Lindenwood. Overall cumulative GPA is a continuous representation of grades received for all courses taken at Lindenwood University.
4. Successful completion at Lindenwood University of the last 36 credits leading to the degree.
5. Successful completion of the general education course requirement for a bachelor's degree listed later in this catalog.

### Academic Load Quarter System

**LCIE Undergraduate and Graduate:**
9 semester hours full-time
8 semester hours three quarter-time
6-7 semester hours half-time
1-5 semester hours less than half-time

**Graduate students:**
9 semester hours full-time
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 nine hours in the quarter system both at the time the funds are requested and at the time the funds are received. A minimum of 128 semester hours is 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 nine hours per quarter.

### 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.

### Transfer Credits from Another University

Students transferring from a regionally accredited university should submit official transcripts from each university attended to the Office of Evening and Graduate Admissions 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. Hours accepted in transfer must be from regionally accredited colleges and universities, except in rare cases. Students may contact the Dean of Academic Services for a list of non-accredited institutions from which credit is accepted.

In order to count toward graduation, all credits must be earned at the 10000 level or above. Remedial courses will not count toward graduation. Credits accepted from another institution that correspond to 30000 level or higher courses at Lindenwood University will be recognized as part of the 42-hour upper division requirement. Transfer credits numbered 30000 or higher from a four-year regionally accredited institution will also count toward the 42 hours of 30000-level credit required for graduation. All credits transferred from other colleges will be added to the Lindenwood University transcript and will be counted in the total number of hours earned. If courses contain similar or like content and credit and a passing grade has been earned, they will transfer as equivalents of Lindenwood'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 semester 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 the Provost. LU will accept all grades of D or better in transfer. A grade of D will be counted for general education and elective courses. A student transferring to LU with a D in a major course or a major course prerequisite may be required to retake the course at LU; this decision will be based on department policy. Decisions concerning requirements to retake courses will be left up to the Program Director (or Dean if the Program Director is unavailable) who has authority over that major. If a transferred course in which a D is earned is retaken, the transferred course credit hours will be removed from the transcript. Grades of P (pass) will be accepted in transfer and may count for either general education or elective credit. If a major or minor course requirement is transferred to Lindenwood with a P (pass) grade, the Program Director and the Dean of the affected school will determine whether the course will meet the

requirement or whether the course must be retaken or replaced. Course credit (hours) will be transferred to Lindenwood. Grades earned at other colleges will be made available in the CAMS system for advising purposes but not computed into the LU GPA. Each department will decide on the equivalency of each transfer course relative to its respective degree requirement.

There will be no limit on the number of credit hours a student can transfer from other four–year institutions. A transfer student must take a minimum of 36 hours in residence in order to receive the degree. A transfer student will need to complete a minimum of 50 percent of his/her major (three clusters) at LU, but a department or division may require a higher minimum number of hours to be taken at LU in the major to earn the degree.

A student who satisfies only three semester hours of the cluster with transfer credit must take the cluster. In contrast, a student who satisfies six semester hours of the cluster with transfer credit will be permitted to transfer the remaining three semester hours to Lindenwood. Once the student has matriculated into the LCIE program, all transfer credit must be approved by the faculty advisor, the Dean of LCIE, and the Registrar.

### Transferring Credit after Enrolling at Lindenwood

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 his or her academic advisor, the dean of the school in which that course resides, and the registrar. A Prior Approval Form may be obtained from your faculty advisor, the LCIE office, or the Office of Academic Services. A student may be allowed to take a course from another school during a term in which the requested courses are 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.

### Audit

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 one week 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.

### 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. LCIE requires a minimum of 50 hours of field work for each credit hour in an internship.

Additional internship requirements include a term paper of at least five pages for each credit hour, a daily or weekly journal that records activities and assignments during the internship, and a written performance evaluation completed by the internship work supervisor. A final draft of the term paper must be submitted to the faculty advisor and the internship supervisor. The program director may require an alternative to the journal. The faculty advisor and student will create goals and objectives for the internship. Standards vary by program. Students interested in applying for an internship should contact their faculty advisor for additional information.

Internships are worth between one and three semester hours of

credit and are billed at the current tuition rate per semester hour. Some degree programs may necessitate additional field work and written documentation. Students, however, must meet the minimum standards set forth in this policy to be awarded credit for an internship.

### Calendar

All degree programs offered in LCIE are on a quarter calendar. All academic credit is given in semester hours.

### Course Numbers

Course numbers used at Lindenwood indicate the following:

| | |
|---|---|
| 05100-05399 | A skill development course |
| 10000-19999 | Introductory courses open to all students without prerequisites |
| 20000-29999 | Specialized courses normally open to all students |
| 30000-39900 | Advanced courses normally having prerequisites |
| 40000-49999 | Senior level courses |
| 50000-79999 | Masters, Thesis, Ed. S., or Ed. D. courses |
| 80000-99999 | Graduate level courses |

### Special Topics

XXX 19000-19999, XXX 29000-29999, XXX 39000-39999, XXX 49000-49999 Special Topics (1-3 Special topics selected from various areas of the offering department. May be repeated as topics will vary. Departments may designate specific course numbers for special topics designations if the requirements meet general education or major requirements.

### 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 the 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, AF, 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 coursework has been unsatisfactory and no credit is given.

An undergraduate student who has received a "D" or an "F" in any part(s) of a cluster may repeat the entire cluster, except for the Communications Cluster in which grades of "C" or better in all classes are required. The second set of grades will replace all three parts of the first set of grades. The new grades will be the only grades used in the calculations of the grade point average. A grade of "I" (incomplete) is given at the end of a quarter only for failure to complete the course work because of exceptional circumstances beyond the student's control. An incomplete is not an alternative for the student who is failing the course or who has excessive absences. An incomplete is not an option for the student who has consistently missed or been tardy with assignments. A student should have attended all cluster meetings to date and should be relatively current with the assignments in

order to qualify for the extension afforded through an incomplete grade. Students must contact their faculty advisors for additional information about an incomplete grade in a cluster. Incomplete grades not made up by the end of the next term automatically become "F's."

Grade reports are issued to all students at the end of each term and may be accessed through the student portal. Deficient ("D") and Failing ("F") warning notices are sent to undergraduate students, their advisors, and the appropriate academic dean at 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 hours attempted. Only grades earned at Lindenwood are used in computing the GPA. The "D" grade is not available in the graduate program.

### Grade Reports

Lindenwood University employs an integrated database system called CAMS. Grade cards are available through the student portals, as are transcripts, class schedules, and information about the business office statements and financial aid. Because grade reports are available online to all students, Lindenwood University no longer mails reports to students.

If a student needs a copy of his/her grades for work reimbursement, a copy of his/her grades can be printed by the student from his/her portal and submitted for reimbursement. If the student's work place will not accept the printed copy, the student should submit a written request to the dean of academic services (academicservices@lindenwood.edu) and a copy will be sent to the employer. The request must include the mailing address to which the report should be sent, student ID, term for which grades are requested, signature of the student making the request, and a call back number. The request can be faxed to (636) 949-4776. If students have any questions about their lionmail accounts or their student portals, they can contact CAMSSupport@lindenwood.edu.

### Withdrawals

To withdraw from a course with a "W," students must complete and sign a withdrawal form before the last day to withdraw with a "W," secure the signature of his/her academic advisor, and, if he/she has attended the course at least once, the signature of the instructor of the course. Students wishing to withdraw from a course after the deadline to withdraw with a "W" will receive either a grade of "WP" (withdraw passing) or "WF" (withdraw failing).

The deadline for WP/WF grades shall be a date for each term as set annually on the Academic Calendar at the 60% mark of the term, semester, quarter, or five-term program. Neither grade will affect the student's grade point average. (Students should also refer to the Withdrawal and Refund section of this catalog.)

Late withdrawals will be approved only under extreme circumstances. Only extraordinary, documented reasons for withdrawing after the stated deadline will be honored. Requesting a late drop due to a low grade in the class, lack of interest in the subject matter, a different learning style from that of the classroom professor, or a change of major/requirements are not reasons that will be honored.

If a student believes that extraordinary circumstances require withdrawing from a class after the deadline, the student must complete the following steps:

1. Write a letter fully specifying the reasons for the withdrawal.
2. Gather supporting documentation (physical report, court documents, hospital documents, etc.)
3. Meet with the academic advisor for a signature on a Petition for Policy Exemption.
4. Meet with the dean of the school for a signature on the exemption form.
5. Submit the signed form to the Vice President for Academic Affairs.

If approved, the student will receive either "WP" (withdraw passing) or "WF" (withdraw failing), depending upon the grade at the time the student withdrew. If a student determines, after the term has ended, that a withdrawal from a class would have been the best option, he/she may request that the grade assigned be changed to a WP/WF by using the procedure described above.

### Attendance Failure (AF)

This grade is for use when students stop attending a particular class prior to the published deadline to receive a grade of "WP" or "WF" but do not withdraw from the course. The grade of "AF" is treated as a grade of "F" in the calculation of the student's grade point average.

### No Grade

An administrative grade of "NG" is 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."

### Suspensions

Students who are suspended for financial aid reasons will be suspended for academic cause as well, even if they do not meet the usual term-based criterion for academic suspension. Quarter students will be given seven calendar days from the date of their suspension letter to appeal. If the appeal is not received and approved within that time limit, the student will be dropped from all current and future classes. Faxed, emailed, mailed, or delivered appeal letters will be accepted.

In addition to regular mail notification, the suspension letter will be emailed to the student's LU email account by the registrar. Students are responsible for checking their portals and lionmail accounts on a regular basis.

### Grievance Procedure

Students who wish to appeal a final grade must communicate this intent, in writing, directly to the instructor. The letter to appeal a final grade should include a request to the instructor for grade reevaluation and sound documentation from the student as to the reason (s) for the grade appeal. The instructor normally has ten days to respond, in writing, to the student's grade appeal. If the matter cannot be resolved at that level, the student may appeal in writing to the Dean of LCIE. If concerns still exist after contact with the Dean of LCIE, the student may contact 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 concerning these procedures is available through the Provost. Notice of intent to file a grievance must be made in writing to the Dean of LCIE 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. This 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 and those complaints concerning student services to the Vice President of Student Development. 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 and completing 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:

1. The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree cum laude.
2. The student whose cumulative grade point average is between 3.86 and 3.93 receives the degree magna cum laude.
3. The student who achieves a cumulative grade point average of 3.94 or above receives the degree summa cum laude.

## Alpha Sigma Lambda

Alpha Sigma Lambda is a premier national honor society that recognizes those senior undergraduate LCIE students who have achieved academic excellence while handling other life responsibilities, including family, employment, and community service. Nominees must have completed eighty-four (84) hours at Lindenwood and maintained a 3.8 cumulative grade point average.

## Re-Enroll/Stop Out
### Stopping Out for One to Three Successive Quarters

A student may take a leave of absence (or stop out) from an LCIE program for up to three successive quarters. During such a leave, the student is not enrolled in courses at Lindenwood; however, the student remains in contact with a Lindenwood faculty advisor. A student who stops out for up to three successive quarters will not be required to complete the readmission process (described in the Readmission section of the catalog below) and may contact his or her academic advisor directly to re-enroll in courses upon the student's return. *Note: (1) students who re-enroll in courses after fewer than three successive terms of absence will be subject to the degree requirements outlined in the catalog that was current at the time of the student's original admission to the university. (2) Lindenwood grants will be*

*reinstated at the time of the student's return to the University only if the student's leave does not exceed three successive quarters. (3) Students who stop out for four or more successive quarters must be readmitted to the university, as described below.*

### Stopping Out for Four or More Successive Quarters

A student who stops out for one year (four or more successive quarters) or more must reapply and be readmitted to the University in order to continue a degree program. Such students must submit an application for admission to Office of Evening and Graduate Admissions, as described below. *Note: (1) Students who stop out for four or more successive quarters will be subject to the degree requirements outlined in the academic catalog that is current at the time of the student's return to the university. (2) Upon the return of any student after an absence of five or more years, a review of the student's previously earned credits toward degree will be reviewed for approval by the program director. (3) Any course or courses that must be repeated will be taken as special topics classes, and credit and GPA will count toward graduation.*

### Readmission

Any LCIE student who has not been enrolled in Lindenwood courses for one year (four successive quarters) or more and who wishes to resume his or her coursework must be readmitted to the university. The student must complete a new application for admission and submit it to the Office of Evening and Graduate Admissions. (Students who were suspended at the time of departure from the university must also submit a letter of appeal to the Vice-President for Academic Affairs.) Upon review of the application, the admissions office will update the student's profile in preparation for the student's return to the University. The student will then be directed to see his or her academic advisor to re-enroll in courses. *Note: readmitted students will be subject to the degree requirements outlined in the academic catalog that is current at the time of readmission.*

### Re-Enrolling
### After Less than One Year Un-enrolled

A student who has been un-enrolled (stopped out) for less than one year (up to three successive quarters) is not required to apply for readmission to the university in order to resume course work. The student should instead meet with his or her academic advisor to discuss re-enrollment. *Note: Students who re-enroll in courses after less than one year of absence will be subject to the degree requirements outlined in the catalog that was current at the time of the student's original admission to the university.*

### After One or More Years Un-enrolled

After an absence of one year (four successive quarters) or more, a student who has reapplied and been readmitted to the university (as described above) is eligible to re-enroll in Lindenwood courses. After receiving confirmation of readmission, the student should contact his or her academic advisor to re-enroll in courses. Any changes in degree or major requirements between the time of the student's departure and the time of the student's return to Lindenwood will be discussed at this time. *Note: Students who leave Lindenwood University for one year or more will be subject to the degree requirements outlined in the academic catalog that is current at the time of the student's return to the university.*

### 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 his/her thesis/culminating project. The fee charged will be $50 for each extension. The fee charged for the M.F.A. in Writing thesis extension is $150.

If the student fails to register for a term, he/she will no longer be considered a degree candidate. Should the student wish to resume the thesis/culminating project, he/she must pay the full tuition rate for the thesis/culminating project at the time of re-enrollment. In order to appeal that charge, the student 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, the student must have successfully completed at least 84 hours. The classification of a student is changed only at the end of a regular university term.

## Academic Standards

### Undergraduate Students

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 grade point averages 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 six or more credit hours who fails to achieve a 1.00 grade point 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 grade point average. A student who has earned 55-84 credits must achieve a 1.90 grade point average, and a student who has earned 85 or more credits must attain at least a 2.00 grade point average in order to maintain acceptable academic progress.

Failure to make the aforementioned academic progress 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 readmission.

All previously suspended readmitted students will enter on probation and be obligated to the requirements in the catalog in effect at the time of the readmission. Any readmitted student failing to achieve the necessary grade point average by the end of the second term after readmission may be permanently dismissed from the university.

Appeals of academic suspension and petitions for readmission should be directed to the Provost for review by the President or his designee. A listing of requirements that must be met in writing in order for an appeal to be resolved will be sent to each student, both via the U.S. mail and lionmail. This listing is also available in Academic Services section on the Lindenwood University website.

### Graduate Students

To be in good academic standing, all graduate students must maintain a 3.00 grade point average and adhere to the requirements set by their academic division. The academic standing of any graduate student whose cumulative grade point average falls below the 3.00 minimum will be reviewed by the Provost and the Dean of LCIE. Following that review, the student will be notified whether he or she has been placed on academic probation or suspended from the graduate program.

If the student is placed on academic probation and permitted to continue, the conditions under which he or she will be allowed to continue will be provided to the student in writing. Such conditions may include requiring the student to repeat the course or courses in which a deficient grade was earned. When a course is repeated, both grades will be used to determine the cumulative grade point average. In all cases, if after the next term of work the student has not improved his or her cumulative grade point average to the 3.0 level, the student may be suspended for unsatisfactory academic progress.

The following are general guidelines used in reviewing academic performance deficiencies at the graduate level. A student will be suspended if his or her cumulative grade point average drops below the levels stated below:

Any student who has attempted 18 or fewer hours must maintain at least a 2.66 GPA.
Any student who has attempted 19-27 hours must maintain at least a 2.75 GPA.
Any student who has attempted 28-33 hours must maintain at least a 2.8 GPA.
Any student who has attempted 33 or more hours must maintain at least a 3.0 GPA.

A graduate student who earns a grade point average of less than 1.00 in any term will be suspended. Students who are suspended for unsatisfactory academic progress are ordinarily not again admitted to the graduate programs of Lindenwood University. Appeals of academic suspension and petitions for readmission should be directed to the provost for review.

### Graduate Degree Time Limit

A graduate student is expected to complete a graduate program within five (5) years of the date of entry.

### Transcripts
### Requesting Transcripts

A request for a transcript should be made either on a Transcript Request Form or by letter to the office of academic services, including name, last four digits of social security number, dates of attendance, and current address. Normal processing time for transcripts is three days. Students may also request a transcript online by accessing the Lindenwood University website and completing the transcript request form located in the "Academics" area. A fee of $5 is charged for each transcript requested.

Requests for official transcripts of the academic record will not be filled until authorization has been received in writing from the individual student.

A transcript will not be issued when the student is delinquent in payment of tuition or fees, when the student has not returned library books, or when there are other unfulfilled obligations to the university. Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the Business Office. After 30 days, it will be the student's responsibility to submit a new request for transcript.

*Note: all information in each student's university record folder is considered confidential and is issued only to authorized individuals.*

## Directory Information Notice

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, "directory information." This notice will advise you of the types of information considered as directory information. You must notify the Office of Academic Services, in writing, to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, e-mail information, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent school attended, and other like information. Students have a right to voice any concerns with the Department of Education.

## Student Expenses
## 2011-2012 Academic Year Tuition
## LCIE

Undergraduate . . . . . . . . . . . . . . . . . . . $2,934/nine hour cluster
Graduate. . . . . . . . . . . . . . . . . . . . . . . . $3,555/nine hour cluster

## Part-time Tuition

Undergraduate semester rate . . . . . . . . . . . . . . . . . . . $395/cr hr
Undergraduate quarter rate. . . . . . . . . . . . . . . . . . . $326/cr hr
Graduate quarter rate . . . . . . . . . . . . . . . . . . . . . . . . $395/cr hr

## Housing and Meals

Quarter . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $2,905/quarter
Room fee during breaks. . . . . . . . . . . . . . . . . . . . . . $226/week

## Other Fees

Online course surcharge. . . . . . . . . . . . . . . . . 10% on each class
Housing/Enrollment Deposit (non-refundable)  . . . . . . . . . .$300
Full-time Student E-Mail Fee . . . . . . . . . . . . . . . . . . . $15/term
Full-time Student Activity and Health Fee . . . . . . . . . . $88/term
Communications Fee-Residence Halls . . . . . . . . . . . . . $75/term
Lab Fee (in specified courses) . . . . . . . . . . . . . . $30-$75/course
Studio Fee (general). . . . . . . . . . . . . . . . . . . . . . $30-$75/course
Studio Fee (other*) . . . . . . . . . . . . . . . . . . . . . . . . . $85/course
*Includes such items as ceramics, color theory, photography and figure drawing)
Applied Music Fee. . . . . . . . . . . . . . . . . . . . . . . .$150/half-hour
(For individual lessons in piano, voice, orchestral instruments and organ; per semester hour credit)
Experiential Learning Fee (one-time only charge) . . . . . . . .$300
Experiential Learning Credit . . . . . . . . . . . . . . . . . . . . $90/cr hr
Overload Fee (except LClE) . . . . . . . . . . . . . . . . . . .$395/sem hr
(a charge to full-time students who take more than 18 hours in a term)
Late Registration Fee. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .$25
Promissory Note Origination Fee . . . . . . . . . . . . . . . . . . . . .$25
Late Payment Fee (per month). . . . . . . . . . . . . . . . . . . . . . . .$50
Undergraduate Culminating Project Extension Fee. . . . . . . . .$50
Graduate Culminating Project/Thesis Extension Fee . . . . . .$150
Graduation Processing/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, 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 applications 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 living in the dormitories and some on campus housing. Students are not eligible for any refund until their account realizes a credit balance. Students receiving financial aid must attend class before they are eligible for a refund.

## Payment Options

All tuition charges and fees are payable prior to the beginning of the term. Students should consult their student account representatives in the Business Office regarding due dates or to make other payment arrangements prior to the beginning of the term. 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 the 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, students give Lindenwood University permission to contact their employers 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 accounts. 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 accounts.

## Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation. Students with delinquent accounts can expect that

1.  Enrollment for a succeeding term will not be allowed. This means that each term a student must pay all money due to the university, including tuition, fees, traffic fines, library fines, and any other financial obligation.
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 and Refund

Students wishing to withdraw from Lindenwood University should contact their faculty advisor, the registrar's office, and the financial aid office. 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 8 a.m. until 5 p.m. and Saturday 8 a.m. until 4 p.m. Calculations of the return of Title IV aid or tuition adjustments will be based on the last date of attendance for the term in which the student attends and withdrawals. 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 semester tuition refund schedule, including overload charges as follows:
Withdrawal during first two weeks . . . . . . . . . . . . . . . . . . . 75%
Withdrawal during third week of term. . . . . . . . . . . . . . . . 50%
Withdrawal during fourth week of term . . . . . . . . . . . . . . . 25%
Withdrawal after fourth week of term . . . . . . . . . . . . No Refund

The quarter tuition refund schedule, including overload charges is as follows:
Withdrawal before first class meets . . . . . . . . . . . . . . . . . . 100%
Withdrawal before second class meets . . . . . . . . . . . . . . . . 75%
Withdrawal before third class meets . . . . . . . . . . . . . . . . . 50%
Withdrawal before fourth 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, as well as room reservation deposits, are nonrefundable, except as indicated under "Enrollment Deposit" and above.

### Appeals
Appeals of withdrawal and refund calculations, or other institutional charges, from 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 Direct 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 the amount owed the Title IV program(s) from the student.

### 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, and the fine arts.

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 the university expects both the student 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. The amount 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 results 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. 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. To be considered for financial assistance, a student applying for need-based aid must complete a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov. The LU school code is 002480. Students are reminded to press "print" because that is what submits the application. Students should then FAX submission results to the attention of their admissions counselors at 636-949-4109. If students have any questions about their SAR (Student Aid Report), they are encouraged to call 1-800-433-3243.

### Scholarships
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.

### Older Student and 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 funding.

## 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.) 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)

The program provides work opportunity 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 five percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than six credit hours during a semester. Students may borrow up to $5,500 per year to an aggregate maximum of $11,000 for freshman and sophomores and $27,500 for juniors and seniors, and $8,000 per year to an aggregate maximum of $60,000 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 Loan Programs Direct Subsidized Federal Stafford Loan

The federal government guarantees loans from $3,500 to $5,500 for eligible undergraduates and up to $8,500 for eligible graduate students per academic year. These loans are made by the U.S, Department of Education, and interest is subsidized by the federal government.

**Eligible Direct Stafford Borrower Limits:**
**Undergraduate Study**

1st year of study . . . . . . . . . . . . . . . . . . . . . . .$3,500/academic yr.
2nd year of study . . . . . . . . . . . . . . . . . . . . . .$4,500/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 loans that were originated July 1, 2011 - June 30, 2012, the interest rate on a Stafford Loan is fixed at 3.4 percent. Students must file the FAFSA to determine eligibility for a Direct Stafford Loan and must submit Student Aid Reports in order to receive loan funds.

### Unsubsidized Direct Stafford Loan

Students who meet the eligibility and who do not qualify for interest subsidies under the Direct Stafford Loan program may borrow under the Unsubsidized Direct Stafford Loan program. Similar to the Direct Subsidized Stafford Loan program, the Unsubsidized Direct Stafford Loan is available to all eligible students, and students must complete a valid need analysis. Unsubsidized Direct Stafford Loans are not need based; however,

any 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.

### Direct Parent Loans to Undergraduate Students

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 direct loan limits do not include amounts borrowed by a student under the Direct programs. Direct Plus loans do not qualify for interest subsidy. Effective July 1, 2011, through June 30, 2012, the interest rate is fixed at 7.9 percent.

### Direct Unsubsidized Loan (Formerly SLS)

Unsubsidized loans to dependent students provide for a maximum of $2,000 per year with an aggregate loan limit of $8,500. Unsubsidized loans to independent students provide a maximum of $4,000 per year for the first two years of study and $5,000 per year for the third and subsequent years, with an aggregate loan limit of $34,500. Unsubsidized loans to graduate students provided a maximum of $12,000 per year with an aggregate loan limit of $73,000.

Loans made under the unsubsidized loan program are not eligible for interest subsidy. Students must therefore pay this interest while in school, or allow the interest to capitalize. The interest rate for a loan originated July 1, 2011 - June 30, 2012, is fixed at 6.8 percent.

### 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 Direct Perkins Loan Program and the Federal Stafford Loan Program, are required by 34 CFR 672.42 and CFR 682.04, respectively. A sample loan repayment schedule may be obtained by contacting the Financial Aid Office.

The terms and conditions whereby borrowers under the Direct 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 Financial Aid Office.

## 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.

### Access Missouri Financial Assistance Program

Access Missouri (formerly known as Charles Gallagher Student Financial Assistance Program) is a need-based grant available to eligible full-time, Missouri resident undergraduate students. Please visit the Missouri Department of Education website at http://www.dhe.mo.gov/accessmo.shtml for a list of eligibility criteria.

## 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 and maintain a 2.5 cumulative GPA 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.

## Marguerite Ross Barnett Memorial Scholarship Program

This program is available to eligible students who are enrolled part-time and who are employed for at least 20 hours a week. Students interested in this program should 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.

## Montgomery G.I. Bill, MOARG, ROTC

Lindenwood assists qualified students in obtaining financial assistance for their education through the various military funding sources. Missouri Army National Guard and Reserve Officer Training Corps members may be eligible for special financial incentives and entitlements such as Lindenwood ROTC GRANT, ARNG Federal Tuition Assistance, MOARNG State Tuition, Monthly Drill Pay, ROTC Stipend, Montgomery G.I. Bill, and Kicker. Information is available from the V.A. Certifying Official (office located in academic services).

## Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. school certifying officer 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 of the students to notify the V.A. school certifying officer of any changes in their class schedules. 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 changes 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. school certifying officer 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 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.
6. The V.A. will not release any funds until the V.A. school certifying officer submits the certification paperwork.

## 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 below. Satisfactory progress is based on the following maximum academic terms (semesters or quarters) and earned credit hours per term. Transfer credit hours that are accepted by Lindenwood University will count as both attempted and completed hours.

## Full-time Students – Undergraduate College

To be considered a full-time student at the undergraduate level, a semester student must be enrolled in a minimum of 12 credit hours of coursework. Undergraduate quarter students must be enrolled in a minimum of 9 credit hours of coursework.

At the end of each term of enrollment, all students must successfully complete a minimum number of credit hours towards graduation. The chart below indicates the minimum number of credit hours that must be completed for a student to retain full-time status. This requirement is in addition to the quarter enrollment requirement listed above.

| Academic Quarters Completed | Minimum Earned Credit Hours | Cumulative GPA |
|---|---|---|
| 1 | 3 | 1.3 |
| 2 | 6 | 1.4 |
| 3 | 12 | 1.5 |
| 4 | 18 | 1.6 |
| 5 | 24 | 1.7 |
| 6 | 30 | 1.8 |
| 7 | 36 | 1.9 |
| 8 | 42 | 2.0 |

For each full-time quarter term after 8, a student must complete a minimum of 6 credit hours each term and maintain a cumulative GPA of 2.0 not to exceed a maximum of 23 full-time terms. Before each payment period, the student's academic record will be checked for satisfactory academic progress.

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

Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance following one financial aid warning term (semester or quarter).

## Financial Aid Warning/Suspension Reinstatement

If a student fails to meet the minimum requirements as stated, the student will be placed on financial aid warning for the next succeeding term (semester or quarter) of enrollment. If at the end of the financial aid warning term 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 warning or suspension will have their Lindenwood University Institutional Grant reevaluated.

Withdrawal from the university has no effect on the student's satisfactory progress upon re-entering.

### Appeals

A student has the right to appeal if he/she feels that he/she has complied with the requirements of the satisfactory academic progress policy or believes that there are factors such as undue hardship because of the death of a relative, an injury or illness, or similar special circumstances that could affect the decision, or that said decision was not correctly made.  To appeal a financial aid suspension, the student must submit an appeal letter with supporting documentation to the Director of Financial Aid.  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 (semester or quarter) to meet the minimum requirements stated above.  If the appeal is denied, the student will be ineligible to receive Title IV aid until the academic requirements are met.

### Student Code of Conduct

LCIE is a program designed for the working adult. As such, it is assumed that classroom and campus behavior will reflect the professional demeanor that adults demonstrate in a work environment. The following guidelines are designed to remind students of appropriate behaviors expected in the classroom.

1. Students are expected to give proper respect to faculty, staff members, and fellow students. Exchange of ideas is an integral component of learning, and participants must feel free to share ideas within the classroom setting.
2. Appropriate language is expected. Language chosen to belittle another person or group or that could be considered hate speech will not be tolerated.
3. In order to not misuse class time and to respect the privacy of class participants, individual grades will only be discussed before class, during breaks, or after class, at the discretion of the professor.
4. All students are to be in the cluster on time and to stay for the entire cluster period.
5. Cell phones and pagers should be turned off during class except for emergency services personnel on call. Text messaging distracts from classroom activity and will not be tolerated.
6. Smoking is prohibited in all campus buildings and is restricted to specific smoking areas outside of the buildings.
7. With the exception of computer lab courses, food in the classroom is allowed only with permission of the instructor. Students are expected to dispose of any trash that they generate during class.
8. A hostile environment is not conducive to learning, and students who violate this code of conduct will be referred to the Dean of LCIE and/or the Provost and may be removed from the cluster and possibly from the University.

### Out of Classroom Life

LCIE and commuter students are encouraged to participate in the LU community beyond the classroom. A well-rounded education includes participation in a variety of experiences that can broaden the student's self-knowledge and knowledge of the community. In addition to meeting the colloquium requirement,

students and their families can enjoy a variety of activities sponsored by the university. Students are eligible to receive two free tickets to many of the fine arts productions, sporting events, and special speakers hosted by the university.

### Residence Halls

Each Lindenwood residence hall has a distinct atmosphere meant to extend and enhance the university's classrooms. 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 the Lindenwood out-of-classroom life. Intramural and recreational sports offer exercise and healthy competition to all students in the community while intercollegiate provide competitive opportunities within national organizations.

Lindenwood was accepted by the National Collegiate Athletic Association (NCAA) into Candidacy membership July 2010. Provisional membership is anticipated July 2012 followed by full membership tentatively projected in July 2013.  Lindenwood receives full membership in the Mid-America Intercollegiate Athletics Association (MIAA) conference effective July 2012. The university plans to sponsor baseball, basketball, cross country, field hockey, football, golf, women's gymnastics, women's ice hockey, indoor and outdoor track and field, lacrosse, soccer, softball, swimming and diving, tennis, volleyball, and men's wrestling as NCAA Sports.

Intercollegiate  programs not associated with the NCAA will compete under the Student Life Sports umbrella, created by Lindenwood to offer all non-NCAA sports programs a central institutional oversight and offering every sport a potential post-season championship opportunity in the national governing body for each of the sports programs. These programs include bowling, cheerleading, cycling, dance line, men's ice hockey, roller hockey, rugby, shotgun (clay, skeet, trap), synchronized skating, synchronized swimming, table tennis, water polo, weight lifting (Olympic), and women's wrestling.

### Religious Life

Lindenwood University enjoys a historical relationship with the Presbyterian Church. 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 the greater St. Louis area.

### Campus Tobacco Use

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

### KCLC – FM 89.1

Students may participate in the operation of Lindenwood's all digital radio station, KCLC-FM, through the School of Communications. A 50,000-watt stereo facility, KCLC 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 LUTV, All-Digital Television Channel

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.

### 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.

### Campus Accessibility

It is the guiding philosophy of Lindenwood University to make 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 to 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.

### Abuse of Student Portals

Any student who gains unauthorized entrance to another's student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromised private or privileged communications will be expelled from Lindenwood University. Additionally, such actions will be brought to the attention of law enforcement officials and may be prosecuted through the legal system.

# 2011-2012 Academic Calendar — Quarter Schedule

### Summer Quarter 2011

LCIE Continuing Undergraduate Student Opening Session (6:00 p.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .July 5-9
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . July 9
Traditional quarter undergraduate classes begin . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . July 11
Last day to drop with a "W" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . July 22
Last Day to Choose an Audit . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . August 5
Midterm grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . August 19
Last day to withdraw from a class with a "WP/WF" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . August 26
Labor Day Holiday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . September 5
Quarter Ends . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . September 24
Deadline for making up "INC" from previous term . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . September 24
Final grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . September 26

### Fall Quarter 2011

LCIE Continuing Undergraduate Student Opening Session (6:00 p.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . September 26-October 1
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . . October 1
Traditional quarter undergraduate classes begin . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . October 3
Last day to drop with a "W" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . October 14
Last Day to Choose an Audit . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . October 28
Midterm grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . November 11
Last day to withdraw from a class with a "WP/WF" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . November 18
Faculty In-service Day-LCIE classes meet as scheduled . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . November 23
Thanksgiving holiday. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . November 24-25
Lindenwood residential quarter/graduate housing closes at 6 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . December 17
Quarter ends . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . December 17
Deadline for making up "INC" from previous term . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . December 17
Final grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . December 19
Deadline to apply for March, May, June graduation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . December 30

### Winter Quarter 2012

LCIE Continuing Undergraduate Student Opening Session (6:00 p.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .January 2-7
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.) . . . . . . . . . . . . . . . . . . . . . . . . . January 7
Traditional quarter undergraduate classes begin . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . January 9
Last day to drop with a "W" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . January 20
Last Day to Choose an Audit . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . February 3
Midterm grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . February 17
Last day to withdraw from a class with a "WP/WF" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . February 24
Deadline for making up "INC" from previous term . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 24
Quarter ends . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 24
Final grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 26
Deadline to apply for September graduation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 30

### Spring Quarter 2012

LCIE Continuing Undergraduate Student Opening Session (6:00 p.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .April 2-7
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.) . . . . . . . . . . . . . . . . . . . . . . . . . . . April 7
Traditional quarter undergraduate classes begin . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 9
Last day to drop with a "W" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 20
Last Day to Choose an Audit . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 4
Baccalaureate Ceremony and Graduate Students' Commencement (7:00 p.m.) . . . . . . . . . . . . . . . . . . . . . . . . . .May 11
Undergraduate Commencement 10 a.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 12
Midterm grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 18
Last day to withdraw from a class with a "WP/WF" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 25
Memorial Day-no classes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 28
Deadline to apply for December graduation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .May 30
Deadline for making up "INC" from previous term . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . June 23
Quarter ends . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . June 23
Final grades due, 5 p.m. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .June 25

# Lindenwood College for Individualized Education (LCIE) Undergraduate Programs

The Lindenwood College for Individualized Education (LCIE) is an accelerated program in which students combine extensive self-directed study with a once-per-week class meeting earning nine semester hours of university credit in twelve weeks. Because of the accelerated format, students can expect fifteen to twenty hours of out-of-class work per week. The program often merges academic goals with practical knowledge applicable to the student's workplace.

The goal of the adult-centered LCIE program is to establish the habit of life-long learning beyond degree completion. Upon entry, each student is assigned an academic advisor to guide the student to graduation. The student-advisor link remains critical throughout a student's career in the LCIE program. Accreditation policies require that LCIE students meet with their faculty advisors on a quarterly basis.

## Faculty Advisor Meetings

Once students enroll in the LCIE program, a faculty advisor is assigned. It is imperative that students meet with their faculty advisors at least once per quarter. During this meeting (typically during the enrollment period for the next term), the advisor discusses degree and enrollment options and schedules an advising appointment for the next registration period. A meeting with the faculty advisor is required in order to enroll in a cluster each term (quarter.) Please remember that it is the responsibility of the student to schedule and keep the appointment with his/her faculty advisor.

## Student Profile

The prospective LCIE student is employed full-time for at least one year or part-time for at least two years in a responsible position. He or she is seeking a degree to enrich advancement opportunities 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, St. Charles, and Belleville 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 goal through the construction of the cluster. Clusters are comprised of a faculty member and approximately 12 students who meet for four hours weekly during an evening or weekend. Each student is enrolled in three related subject areas, called cluster groups that are, in many cases, integrated into one seminar. Students pursuing a bachelor of science degree must enroll in a one hour lab in conjunction with the science cluster. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline.

These cluster group meetings provide a collegial environment in which students present their work and share their learning. A major objective of this format is the development of knowledge synthesis, so LCIE students can expect their learning to be measured in a variety of ways: written and oral presentation, class discussion, research papers, group projects, and 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 and quizzes may be used to supplement papers and presentations as assessments of student mastery.

Each cluster is limited in size to approximately 12 to 14 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. Students pursuing a bachelor of science degree must enroll in a one hour lab in conjunction with the science cluster for a total of ten semester hours. The cluster begins with a first assignment, given to the student when he or she enrolls in the cluster. This assignment is due on the first day (evening) of class. Subsequent homework assignments are delineated in the syllabus, and, due to the accelerated nature of the LCIE program, it is expected that a student will spend, at a minimum, twenty hours per week working on these out-of-class homework assignments. This time commitment may vary, however, depending upon the student's level of expertise in a given cluster. A student in a management cluster, for example, who has worked several years in a middle management position, and who has completed a variety of corporate sponsored management courses, may, in fact, spend less time working on assignments for this cluster.

## 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. According to Lindenwood University's Academic Honesty policy, names of students found guilty of cheating or plagiarizing will be sent to the University Provost. A first offense of academic dishonesty may result in a lessened or failing grade on the work/test or failure in the course. A second offense will lead to academic probation and failure of the class, and a third offense will result in expulsion from the university. Any questions about the policy should be directed to the Provost.

## Cluster Cancellation Policy

Decisions regarding cluster cancellation due to weather conditions come from the Provost who notifies students and faculty via Rave alerts, television and radio announcements, Lionmail, and website notices. The decision is made after reviewing weather reports and traffic conditions and after consultation with site directors via the Dean of LCIE. Only the Provost has the authority to cancel clusters due to weather conditions. The only exception to this policy is an emergency, and, in this case, the LCIE Office Manager must be notified when a cluster is cancelled. In addition, all canceled clusters must be rescheduled and made up sometime during the term.

## Cluster Attendance Policy

LCIE is an accelerated program designed for motivated learners who take responsibility for their education. It is assumed that a student will not miss any classes. However, recognizing that LCIE students are working adults, one absence can be compensated for (at the instructor's discretion) through additional assigned work. Two absences will result in a grade drop in one, two, or all three of the cluster courses, depending on the class format and the instructor's judgment. Three absences are unacceptable as that represents one-fourth of the class periods. A student who has missed or will miss three cluster meetings will receive failing grades in the cluster. The first class (Saturday for

graduate students and new undergraduate students and the first week of classes for returning undergraduate students) and the thirteenth class (arranged by the instructor) are both considered part of the scheduled coursework and attendance will be counted accordingly.

In addition, the LCIE attendance policy is structured so that it incorporates tardiness and early departure from class as part of overall attendance reporting. Students are expected to arrive for the beginning of class periods and remain until the instructor terminates the class meeting. Instructors will monitor and record the names of students who arrive late for class meetings or who leave class early. Tardy or early departure absences are cumulative and counted according to the LCIE absence reporting policy. Students who accumulate four hours of tardy or early departure penalties will be assessed one evening's absence. This policy shall be strictly enforced and in no cases shall exceptions be allowed.

## Cluster Textbook Policy

All students must have their textbooks by the first cluster meeting. Students also have the responsibility of making sure they purchase the correct textbooks for each cluster or class. This is especially true when students choose to purchase textbooks from sources other than the Book-X-Change, Lindenwood's online bookstore. It is the responsibility of the student to purchase the correct textbooks for the cluster in which he or she is enrolled. Lindenwood University will not accept responsibility for any textbooks that were not purchased from the Book-X-Change.

## Textbook Ordering

Textbooks for all clusters in LCIE are available through the Book-X-Change, an online book source. To order texts, students should go to the Lindenwood University website and access the Book-X-Change through a direct link (LUTextbooks.com) to the company. Students will need to know the number of each course within the cluster and be prepared to use a credit card to order books. Students are strongly encouraged to order books at least two weeks before the beginning of the quarter and have them shipped directly to their home addresses.

## Failure to Complete Cluster Assignments

A grade of "I" (incomplete) is given at the end of a term only for failure to complete course work due to exceptional circumstances beyond the student's control, such as an extended illness, hospitalization, or death of a close relative requiring absence from campus for more than a few days. When assigning an incomplete grade, the professor should consider whether the student is capable of successfully completing the course. Incompletes should be offered only toward the end of the term for students who are, at the time, successfully completing the coursework.

An "I" grade must be resolved prior to the end of the next term, semester, quarter, or 5-term program; 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 dean of LCIE and vice president for academic affairs to be considered for approval.

## The Colloquium

The interdisciplinary nature of a liberal arts education is the heart of the LCIE format. Consequently, all LCIE students are required to participate in at least one colloquial experience during each term of enrollment. A colloquium is an out-of class learning experience that contains instructional content. It is a means of rounding out the liberal arts education, as well as enhancing each cluster's instructional content. At times, colloquia are sponsored by Lindenwood University, though students are encouraged to seek other colloquial experiences that, with the approval of their faculty advisors, will fulfill this requirement.

For each nine-credit cluster taken, LCIE students are required to attend a colloquium and write a two-page report on their learning experience (double-spaced, using MLA format and regular 12-point font.) Students should contact their advisor for specific guidelines. Please remember that the colloquium is a quarterly requirement in the LCIE, and the Faculty Advisor cannot approve a student's graduation from the program unless all the required colloquia are in the student's file at least sixty days before the scheduled graduation date.

## The Culminating Project

Some LCIE students may complete a culminating project. A Culminating Project 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 49900, 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 (ECU 49900) 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 49900, carries one semester hour of academic credit.

A grade of "C" or above is necessary to pass the culminating project. The culminating project is NOT an option for students majoring in business administration, criminal justice, fire science management, health management, human resource management, information technology, or mortuary management.

## The Capstone Course

The capstone course is required for students majoring in business administration, criminal justice, fire science management, health management, human resource management, information technology, and mortuary management. Students who take the capstone course must have completed all of their required core clusters in their areas 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 midterm 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 12-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. Students are allowed to take a three-credit-hour course in the same quarter in which they are enrolled in a cluster. Normally, a maximum of 12 credit hours per quarter is allowed. In rare situations, an LCIE student is permitted to take additional coursework in the day semester program. In this instance, a student is permitted to take a combined (day semester and evening quarter) total of twenty-four (24) hours. Students wishing to take hours in excess of 12 semester hours are required to complete a "Petition for Policy Exemption."

### 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. A special topics course may be taken only in conjunction with a cluster and is 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; the student may not take a 12-hour cluster. In cases in which the student needs one more hour to graduate, the faculty advisor may allow the special topics course number to be used for one additional semester hour of credit (e.g. 10-semester-hour cluster.)

### Online Course

An online course is a method of instruction in which 100% of the course is taught using a learning management system platform. There is no time spent in an on-ground classroom. In some cases, students may meet for an introductory and/or summary meeting; however, these meetings are not mandatory.

### Online coursework Limit

Undergraduate students are limited to taking one online class per semester, except for those students enrolled in the Early Access MBA program.

### Hybrid Course

A hybrid course is a method of instruction in which 75% or more of the course is taught using a learning management system platform. Time in the classroom is reduced, but not eliminated.

### Independent Study

An independent study is an innovative, nonstandard class involving independent research/study on the part of the student under the guidance of an instructor. The time requirement for an independent study is one documented contact hour every two weeks. It is strongly recommended that students who are granted independent studies have at least a 2.5 cumulative GPA. The course cannot be used to meet a general education requirement.

The Independent Study form must be completed and returned to the Registrar's Office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a 1-2 page course outline prepared by the student after consultation with the instructor must be attached. All Independent Study Forms submitted after 5:00 p.m. on Friday of the first week of classes will require a Petition for Policy Exemption.

### Tutorial

A tutorial is a class listed in the catalog and taught to a student on an individual basis. The content of the course is the same at the material taught in the regular class. The time requirement for a tutorial is one documented contact hour per week during the term in which the subject matter will be discussed and the student progress evaluated. Only instructors who have previously taught a class in the regular session will be allowed to teach a tutorial, unless permission is granted by the dean of the affected school. Only students with the true need will be considered for a tutorial, and it is up to the academic school and instructor to grant a tutorial. It is strongly recommended that students who are granted tutorials have at least a 2.5 cumulative GPA.

The Tutorial Form must be completed and returned to the Registrar's Office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a syllabus must be attached. All Tutorial Forms submitted after 5:00 p.m. on Friday of the first week of classes will require a Petition for Policy Exemption.

### 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 only nine semester hours of core requirements (one cluster) through experiential learning credit in their major. 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 and 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.

Once the portfolio has been approved, the student will be charged a portfolio fee of $300 and $90 per credit hour. Credit will not be applied to the transcript until payment is received. Financial aid may be applied to experiential learning, but the student must be enrolled in classes at the time the request for funding is made.

**Experiential Learning Not Requiring a Portfolio**

Certain learning experiences are sufficiently standardized and do not require the preparation of a portfolio. Lindenwood University accepts the recommendations for credit set by The American Council on Education (ACE.) The student must provide the ACE transcript or certificates verifying the training recognized by ACE. ACE credits will be applied to the student's transcript upon receipt of the $90* per credit fee. Credit will not be applied to the transcript until the student has paid the fees.

The application of credit is evaluated upon presentation of proof of certification or transcripts for the following areas. These credits are transcribed at no charge:

1. Graduate of Diploma Schools of Nursing (RN) (up to 12 hours).
2. Official transcript. Licensed Practical Nurse (LPN) (6 credit hours).
3. Official transcript from an LPN program.
4. Completion of an accredited course of Medical Laboratory technician or Radiologic Technology (up to 12 hours).
5. Official transcript from accredited school of MLT or school of radiology.
6. Completion of training and certification for emergency medical technology (up to 12 hours).Copy of license is required.
7. Completion of training and certification in Respiratory Therapy (up to 12 hours.) Official transcript from accredited school of RT.
8. Graduates of any state or federally certified police academy training (up to 15 hours.) Copy of certification or official transcript required.
9. Credit hours awarded for hours of police academy training:
   a. 200-399 hours of academy training receives four (4) elective credit hours
   b. 400-599 hours of academy training receives eight (8) elective credit hours
   c. 600-799 hours of academy training receives twelve (12) elective credit hours
   d. 800+ hours of academy training receives fifteen (15) elective credit hours

If a student is a graduate of more than one police academy, credit from only one academy shall be awarded. The academy program qualifying for the greatest number of elective credit

hours shall be used in determining an award of elective credit.

**These credits are transcribed for $90 per credit hour:**

1. Real Estate Sale License (3 hours). Copy of license.
2. Real Estate Broker's License (3 hours). Copy of license.
3. Completion of training and certification for Life Insurance Licensure (3 hours). Students may be eligible for an additional three semester hours in an area of specialization. Copy of license.
4. Completed training and certification for a Stockbroker's License (series 6 or 7) (up to 6 hours). Copy of completion certificate.
5. Certified Legal Assistant (up to 24 hours). Copy of certificate.
6. Certified Professional Secretary in selected business and economic areas. (up to 14 hours). Copy of completion certificate.
7. YMCA Leadership Development Courses (up to 5 hours). Requires submission of YMCA transcript.

**These credits are transcribed for $25* per credit per agreement with Boeing**

1. Completion of V.I.P. or Learning Together
2. Program courses from Boeing (up to 12 hours). Copy of completion certificate.
3. 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 experiential learning coordinator.

**Military Credits are transcribed at no charge based on ACE recommendations.**

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 95, DD Form 214, AARTS and/or SMARTS transcripts, depending on the branch of the military, or a transcript of in-service training. Training courses offered by specific companies or corporations may be awarded credit for experiential learning. For a list of these companies and eligible courses, students should 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 many years. 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. Many undergraduate courses at Lindenwood University may be challenged by examination. Exceptions include, but are not necessarily limited to, 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.

**Proficiency Examination**

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 levels qualify 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 may request to have the course waived, and no credit is granted. There is no fee for this, as no credits will be added to the transcript. They may request to have course credit 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 $90 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.*

### General Education Requirements

Lindenwood University offers both bachelor of arts and bachelor of science degrees, depending on the major selected. See the list of undergraduate degrees located in the front of this catalog. The B.A. and the B.S. differ in two areas of the general education requirements: natural science and cross cultural. The notes following the descriptions of these clusters explain that difference. All other general education requirements and clusters remain the same for both the B.A. and the B.S. degrees. 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.

*\*NOTE: A placement test is required to enroll in the Communications cluster. Students who do not pass the placement test must enroll in ICM 05000 Foundations of Effective Writing (3).*

### I. Communications Cluster (9)
ICM 10100 Communications I (3)
ICM 10200 Communications II (3)
ICM 20000 Introduction to Literature (3)

*\*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 classes, Communications I, Communications II, and Introduction to Literature. Students who do not earn a "C" or above in all three classes must repeat the cluster. Grades earned when repeating the cluster will replace previously earned grades.

### II. Cross Cultural Cluster (9)
IHS 10100 20th Century World History (3)
plus 6 hours of Focus Courses selected from:
ICL 32000 Chinese Art and Culture (3)
ICL 32100 Issues in Modern China (3)
or
ICL 33000 Japanese Art and Culture (3)
ICL 33100 Issues in Modern Japan (3)
or
ICL 34100 Politics & Culture in 20th Century Africa (3)
ICL 34200 African Continuum (3)

or
ICL 35100 Art & Culture of India (3)
ICL 35200 Literature of India (3)
or
ICL 31200 History of Russia II (3)
ICL 33700 Russian Authors (3)
or
ICL 21000 Native American Indians (3)
ICL 35000 Myth and Civilization (3)
or
ICL 36100 Art and Culture of Latin America (3)
ICL 36200 Issues in Modern Latin America (3)
or
ICL 36400 Issues in Modern Germany (3)
ICL 36500 German Artist & Authors (3)

*\*NOTE: In special circumstances and with the permission of faculty advisor, ICL 29400 Special Topics in Cross Cultural (1 - 3) may substitute for one of the above courses.*

The Cross Cultural Cluster is required for all bachelor of arts degrees. The bachelor of science degrees require an approved course in world history but do not require the focus courses. IHS 10100 is part of the Cross Cultural Cluster and cannot be taken alone as a three credit hour course. The student pursuing the bachelor of science degree will want to take the entire Cross Cultural Cluster if he or she also needs or wants elective credits.

### III. Humanities Cluster (9)
IPH 10000 Survey of Philosophy (3)
IEN 20100 World Literature I (3)
IRT 21000 Concepts of Visual Arts (3)

*\*NOTE: In special circumstances and with the permission of faculty advisor, IEN 29300 Special Topics in Humanities (1- 3) may substitute for one of the above courses.*

### IV. Math Clusters (9)
Computer Math Cluster **
(Required of all information technology majors)
IMH 11000 Essential Computer Mathematics (3)
IMH 14000 Statistical Concepts (3)
IMH 21000 Introduction to Programming (3)
or
Math/Statistics Cluster **
(Required for all non- information technology majors)
IMH 13200 Quantitative Methods for Business (3)
IMH 14100 Basic Statistics (3)
IMH 22000 Research Design and Methodology (3)

*\*NOTE 1: Requires either passing the Math Placement exam with a score of 80% or better, or completion of IMH 05100 with a grade of "C" or better.*

*\*NOTE 2: The general education mathematics requirement for both the bachelor of arts and the bachelor of science degrees is for two courses at the college algebra or above level. A student with approved transfer credit needs a minimum of six semester hours of credit from those classes. Some majors have special requirements as noted in the description of those majors. All business administration, human resource management, and health management majors must take statistics, even if they have transferred in more than one course at the college algebra or above level.*

*The Math/Statistics Cluster satisfies the general education requirements for all non-information technology majors. The Computer Math Cluster satisfies the general education requirements for information technology majors and other non-business majors.*

## V. Natural Science Cluster (9)

INS 10500 Chemistry in Society (3)
INS 11400 Principles in Environmental Biology (3)
INS 21400 Ethical Problems in Science (3)
Natural Science Lab (1)
INS 11500 Environmental Biology Lab (1)**

**\*\*NOTE: Must be taken concurrently with the Natural Science Cluster. Is taught on a different night of the week than the cluster**
Prerequisite: IMH 13200; IMH 14100; IMH 22000 or
IMH 11000; IMH 14000; IMH 21000.

**\*\*NOTES: The natural science requirement for the bachelor of arts degree is for two courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The LCIE Natural Science Cluster without the lab also satisfies the B.A. requirement. The natural science requirement for the bachelor of science degree is for three courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The LCIE Natural Science Cluster taken concurrently with INS 11500 satisfies the B.S. requirement.**

## VI. Social Sciences Cluster (9)

IPY 10000 Principles of Psychology (3)
ISC 10200 Basic Concepts of Sociology (3)
IPS 15500 American Government: The Nation (3)

**\*\*NOTE: In special circumstances and with the permission of faculty advisor, ISS 29300 Special Topics in Social Sciences (1 - 3) may substitute for one of the above courses.**

## Requisite Study: Major

Requirements vary, but at least 54 semester hours in the major area are necessary for most degree programs, 50 percent of which (three clusters) 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. Successful completion of the LCIE general education requirements.
3. Demonstration of a satisfactory knowledge of English in oral and written forms, as evaluated by the faculty advisor and instructor each term.
4. Completion and approval of the culminating project or the capstone course.
5. Completion of at least 36 semester hours of study at Lindenwood University.
6. Forty two (42) semester hours must be upper division courses, numbered 30000 or above.
7. Completion of at least 50 percent of the courses required for a major at Lindenwood University.
8. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood University, as well as in the student's major.

## Preparing for Graduation

It is the shared responsibility of both a student and his/her advisor to determine that all requirements for graduation have been completed by the anticipated graduation date. The advisor has the authority to approve academic work within the major; however, only the Provost and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript.

Therefore, it is the responsibility of each student to track his/her own progress through a degree program by maintaining a checklist of all requirements including major and emphasis requirements, general education requirements, free electives, sufficient numbers of 30000+ level courses, and total number of credits.

## Applying for Graduation

In order to apply for graduation, students must complete the "Application for Degree" form in concert with their faculty advisor at the appropriate time during the enrollment process. Application for Degree deadlines are posted in the LCIE office in the cultural center and at all of the extended campus sites. Deadlines to apply for graduation are as follows: for a March and June graduation, the deadline is December 30 of the prior year; for a September graduation, the deadline is March 30 of the same year; and, for a December graduation, the deadline is May 30 of the same year. Please make certain, as you meet with your faculty advisor, that you complete the "Application for Degree" by one of the aforementioned due dates. Failure to do so will cause your graduation to be moved to the next available date.

## LCIE Degrees

LCIE awards 13 different undergraduate degrees. They are;
### Bachelor of Arts
1. Communications
2. Communications, Mass Communications Emphasis
3. Communications, Corporate Communications Emphasis

### Bachelor of Science
1. Business Administration
2. Criminal Justice
3. Fire Science Management
4. Health Management
5. Human Resource Management
6. Information Technology
7. Information Technology; Multimedia Emphasis
8. Information Technology; Networking and Operating Systems Emphasis
9. Information Technology; Programming and Database Emphasis
10. Mortuary Management

# LCIE UNDERGRADUATE PROGRAM DESCRIPTIONS

**NOTE: Program descriptions are listed alphabetically by the name of the program.*

## BUSINESS ADMINISTRATION (B.S.)
### PROGRAM DESCRIPTION

The LCIE bachelor of science degree in business administration prepares students to become managers of business and nonprofit organizations or enhances their knowledge of business topics if already employed in a management capacity. The intent of the program is to expand business 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 business administration major requires 57 semester hours in the area of business administration as listed in the core curriculum. The business administration major also requires either the completion of the mathematics cluster or appropriate transfer credit for the general education mathematics requirement. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement.

### Core Curriculum
(Clusters are listed in the recommended sequence):

### Accounting/Finance Cluster
IBA 21010 Principles of Financial Accounting (3)
IBA 21011 Principles of Managerial Accounting (3)
IBA 32000 Principles of Finance (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**NOTE: In special circumstances and with the permission of faculty advisor, IBA 41090 Special Topics in Accounting (1-3) and/or IBA 42090 Special Topics in Finance (1-3) may substitute for one of the above courses.*

### Economics Cluster
IBA 23011 Principles of Microeconomics (3)
IBA 23012 Principles of Macroeconomics (3)
IBA 48040 International Economics (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**NOTE: In special circumstances and with the permission of faculty advisor, IBA 43090 Special Topics in Economics (1-3) may substitute for one of the above courses.*

### Management Information Systems Cluster
IBA 24000 Introduction to Information Systems (3)
IBA 36043 Introduction to Operations Management (3)
IBA 36500 Microcomputer Applications in Business (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

### Management Cluster
IBA 36032 Principles of Management (3)
IBA 36510 Human Resource Management (3)
IBA 46050 Managerial Ethics (3)

**NOTE: In special circumstances and with the permission of faculty advisor, IBA 46090 Special Topics in Management (1-3) may substitute for one of the above courses.*

### Marketing Cluster
IBA 35010 Principles of Marketing (3)
IBA 45080 Marketing Management (3)
IBA 48010 International Marketing (3)

**NOTE: In special circumstances and with the permission of faculty advisor,) IBA 45090 Special Topics in Marketing (1-3) may substitute for one of the above courses.*

### Consumer Finance/Business Law Cluster
IBA 32020 Investments (3)
IBA 32030 Consumer Finance (3)
IBA 36061 Business Law (3)

**NOTE: In special circumstances and with the permission of faculty advisor, IBA 47900 Special Topics in Investments (1-3) and/or IBA 46900 Cases in Business/Law (1-3) may substitute for one of the above courses.*

In addition, the student must complete IBA 49900 Business Administration Capstone (3.)

### Business Administration Internship (optional):
IBA 45000 Business Administration Internship (1-3)

## COMMUNICATIONS (B.A.)
### PROGRAM DESCRIPTION

The LCIE bachelor of arts in communications 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 sequence of courses consistent with their particular interests and needs. All majors must have at least 45 hours of credits in the major. Foundation Studies in Communications (ICM 40000, ICM 40500, ICM 40600) is required of all majors. 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 relationship to American and world cultures.

The Foundations cluster is recommended to be taken as the first course in sequence of courses in the major. In their final term of study, communications majors are required to do a Culminating Project (ICU 49900, 1 credit hour.) This is a written or production project done as an independent study under the supervision of the Faculty Advisor. A communications major may apply for a degree in communications with an emphasis in mass communication or corporate communications if he or she has at least 27 semester hours of coursework in the declared emphasis.

### Foundation Studies in Communications Cluster
ICM 40000 Historical Development and Trends in Communication (3)
ICM 40500 Media and Society (Ethics and the Media) (3)
ICM 40600 Theories of Communication (3)
*(Required of all Communications majors)*

## MASS COMMUNICATIONS EMPHASIS CLUSTERS

**Creative Writing Cluster**
ICM 31000 Creative Writing Lab (3)
ICM 31200 The Art of Fiction (3)
ICM 31300 The Art of Poetry (3)

**Advanced Creative Writing Cluster**
ICM 31100 Advanced Creative Writing (3)
ICM 35100 Modern Poetry (3)
ICM 38000 Advanced Topics in Literature (3)

**Documentary Expression Cluster**
ICM 37200 Documentary Film and Video (3)
ICM 37300 Photojournalism (3)
ICM 37500 Documentary Journalism (3)

**Desktop Publishing Cluster**
ICM 30900 Desktop Publishing in the Workplace (3)
ICM 44500 Information Systems Project (3)
ICM 46300 Computer Based Graphics (3)

**Television Production Cluster**
ICM 25600 Production for Television (3)
ICM 35800 Writing for Television (3)
ICM 35900 Production Management (3)

**Advanced Television Production Cluster**
ICM 47400 Advanced Television Production (3)
ICM 47600 Advanced television Directing (3)
ICM 47700 Advanced Television Editing (3)

**Visual Communications Cluster**
ICM 43100 Design-Visual Communication (3)
ICM 43200 Color Theory and Applications (3)
ICM 43300 20th Century Art Applications (3)

**Creative Non-Fiction Cluster**
ICM 45500 Literary Feature Writing (3)
ICM 45600 Memoir and the Personal Essay (3)
ICM 45700 Studies in Creative Non-Fiction (3)

## CORPORATE COMMUNICATIONS EMPHASIS CLUSTERS

**Group Dynamics Cluster**
IHR 37000 Group Dynamics (3)
IHR 37100 Conflict Resolution (3)
IHR 41000 Labor Economics and Industrial Relations (3)

**Staff Development/Information Systems Cluster**
IHR 36081 Career/Staff Development (3)
IHR 36300 Human Resource Information Systems (3)
IHR 36530 Employee Training and Development (3)

**Desktop Publishing Cluster**
ICM 30900 Desktop Publishing in the Workplace (3)
ICM 44500 Information Systems Project (3)
ICM 46300 Computer Based Graphics (3)

**Marketing Cluster**
IBA 35010 Principles of Marketing (3)
IBA 45080 Marketing Management (3)
IBA 48010 International Marketing (3)

**Organizational Communication Cluster**
ICM 46000 Organizational Communication Theory (3)
ICM 46100 Communications Process Analysis (3)
ICM 46200 Practical Appl of Comm. Processes (3)

**Promotional Mix Cluster**
ICM 35000 Principles of Advertising (3)
ICM 38900 Public Relations and Promotions (3)
ICM 39000 Promotion Management (3)

**Public Relations Cluster**
ICM 44100 Group Communication (3)
ICM 44200 PR Ethics (3)
ICM 44300 PR Research and Planning (3)

**NOTE: In special circumstances and with the permission of faculty advisor, ICM 49500 (1 or 3) may substitute in one of the above clusters.*

All communications majors must also complete ICU 49900 Culminating Project. Communications majors cannot elect to take a capstone course in place of the culminating project.

## CRIMINAL JUSTICE (B.S.)
### PROGRAM DESCRIPTION

The LCIE bachelor of science degree in criminal justice requires 128 semester hours including 45 semester hours in the major itself. The Criminal Justice program is designed to provide a broad based education in the criminal justice field. Upon completion of the program, students should be prepared to enter into the criminal justice career field or pursue further academic study. Completion of the capstone course is a requirement for the program and may be taken only after all core course requirements have been met or concurrently with the final cluster. The capstone 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 midterm 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.

**Criminology Cluster**
ICJ 10100 Criminology (3)
ICJ 21000 Criminal Justice Systems (3)
ICJ 32500 Comparative Justice Systems (3)

**Criminal Procedure Cluster**
ICJ 30100 Criminal Procedure (3)
ICJ 31000 Criminal Law (3)
ICJ 33100 Criminal Investigation (3)

**The Juvenile System Cluster**
ICJ 31100 The Juvenile Justice System (3)
ICJ 31200 Juvenile Law (3)
ICJ 31300 Delinquency in Society (3)

**Criminal Justice Communications Cluster**
ICJ 34100 Criminal Justice Communications (3)
ICJ 34200 The Media and Criminal Justice (3)
ICJ 34300 Criminal Justice Alternatives (3)

**Policing Cluster**
ICJ 30000 Policing in America (3)
ICJ 30500 Corrections (3)
ICJ 31500 Victimology (3)

*\*\*NOTE: In special circumstances and with the permission of faculty advisor, ICJ 49200-49600 (1 -3) may substitute in one of the above clusters.*

Students must also complete ICJ 49900 Criminal Justice Capstone (3).

## FIRE SCIENCE MANAGEMENT (B.S.)
### PROGRAM DESCRIPTION

The LCIE 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 will complete the required fire science courses through their training in 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 55 semester hours of general education requirements, 36 hours of business administration requirements, and the completion of the three hour business administration capstone course. In addition, 36 hours of fire science coursework must be transferred to fulfill the requirements in the areas listed below:

**Fire Science Requirements**
(coursework required as transfer credit):
Firefighter I, Firefighter II, Building Construction, Hydraulics/Driver Operator, Fire Attack and Strategies, Fire Inspector, Alarm Systems, Arson Investigator, Officer I, Officer II, Instructor I, Instructor II. These Fire Science courses must include a minimum of 40 contact hours each and offer an appropriate letter grade (a pass or fail grade is not acceptable.) All fire science transfer coursework is subject to review and approval by the Fire Science Program Director.

**Accounting/Finance Cluster**
IBA 21010 Principles of Financial Accounting (3)
IBA 21011 Principles of Managerial Accounting (3)
IBA 32000 Principles of Finance (3)
Prerequisite: IMH 13200; IMH 14100; IMH 22000.

**Economics Cluster**
IBA 23011 Principles of Microeconomics (3)
IBA 23012 Principles of Macroeconomics (3)
IBA 48040 International Economics (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**Management Cluster**
IBA 36032 Principles of Management (3)
IBA 36510 Human Resource Management (3)
IBA 46050 Managerial Ethics (3)

**Marketing Cluster**
IBA 35010 Principles of Marketing (3)
IBA 45080 Marketing Management (3)
IBA 48010 International Marketing (3)

Students must also complete IBA 49900 Business Administration Capstone (3).

## HEALTH MANAGEMENT (B.S.)
### PROGRAM DESCRIPTION

The LCIE bachelor of science in health management degree prepares students for management positions in a variety of health care environments, including 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 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 LCIE general education requirements, 54-semester hours of core requirements (listed below), and a capstone course. The health management major also requires either the completion of the mathematics cluster or appropriate transfer credit for the general education mathematics requirement. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement. A total of 128 credit hours are required to graduate.

**Core Curriculum**
**Accounting Cluster**
IBA 21010 Principles of Financial Accounting (3)
IBA 21011 Principles of Managerial Accounting (3)
IBA 32000 Principles of Finance (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**Management Information Systems Cluster**
IBA 24000 Introduction to Information Systems (3)
IBA 33400 Introduction to Operations Management (3)
IBA 36500 Microcomputer Applications in Business (3)

**Foundation of Management Cluster**
IHM 30100 Ethical Issues In Health Care Management (3)
IHM 30200 Healthcare Management (3)
IHM 35100 Healthcare Marketing (3)

**Health Law Cluster**
IHM 33300 Legal Issues in Health Care (3)
IHM 33400 Government Organization and Health Care Industry (3)
IHM 33500 Cases in Health Care Administration (3)

**Health Policy Cluster**
IHM 46000 Health Care Delivery in the USA (3)
IHM 46100 Health Care Policy and Research (3)
IHM 46200 Global Health Care Reform (3)

**Health Care Finance Cluster**
IHM 47600 Essentials of Health Care Finance (3)
IHM 47700 Health Care Finance (3)
IHM 47800 Economics of Health and Medical Care (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

Students must also complete IHM 49900 Health Management Capstone (3.)

**Elective courses in Health Management:**
IHM 40100 Introduction to Public Health (3)

*\*\*NOTE: In special circumstances and with the permission of faculty advisor, IHM 49300-49500 (1-3) may substitute in one of the above clusters.*

## HUMAN RESOURCE MANAGEMENT (B.S.)
### PROGRAM DESCRIPTION

The LCIE bachelor of science in human resource management (HRM) program focuses on organizational design, structure, theory and the behavior and performance of people within

organizations. Planning, implementation and evaluation skills are stressed with an emphasis on the alignment of HRM practices with the strategic and tactical goals of the business. Classes focus on contemporary topics that include employee training and organizational development, staffing, compensation and benefits management, performance management and the most current and applicable state and federal laws. Students earning a bachelor of science degree in HRM will complete the university general education requirements, the 54-semester hour core curriculum and the undergraduate HRM capstone course. The HRM major also requires either completion of the mathematics/statistics cluster or appropriate transfer credits. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement.

**Accounting Cluster**
IBA 21010 Principles of Financial Accounting (3)
IBA 21011 Principles of Managerial Accounting (3)
IBA 32000 Principles of Finance (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**Economics/Marketing Cluster**
IHR 23021 Survey of Economics (3)
IHR 35010 Principles of Marketing (3)
IHR 38000 Global Business and Society (3)

**Management Cluster**
IBA 36032 Principles of Management (3)
IBA 36510 Human Resource Management (3)
IBA 46050 Managerial Ethics (3)

**Supervision Cluster**
IHR 35700 Employee Supervision (3)
IHR 35800 Legal Issues for Human Resource Management (3)
IHR 35900 Performance Management/Performance Appraisal Systems (3)

**Staff Development/Information Systems Cluster**
IHR 36081 Career/Staff Development (3)
IHR 36300 Human Resource Information Systems (3
IHR 36530 Employee Training and Development (3)

**Group Dynamics Cluster**
IHR 37000 Group Dynamics (3)
IHR 37100 Conflict Resolution (3)
IHR 41000 Labor Economics and Industrial Relations (3)

*\*\*NOTE: In special circumstances and with the permission of faculty advisor, IHR 49200 (1-3) may substitute in one of the above clusters.*

Students must also complete IHR 49900 Human Resource Capstone (3)

**Elective Cluster in HRM**
IHR 33400 Gender Issues in Management (3)
IHR 33600 Implementing and Managing Diversity (3)
IHR 36000 Adult Learning Processes (3)

**Elective Courses in HRM**
IHR 35700 Employee Supervision (3)

## INFORMATION TECHNOLOGY (B.S.)
## PROGRAM DESCRIPTION
The LCIE bachelor of science 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 LCIE general education requirements of the university must be met by each student. The bachelor of science in information technology requires 54-semester hours of credit in the major beyond the general education requirements. The student will work with a faculty advisor to determine an appropriate sequence of courses from the following lists of nine credit hour clusters and individual three semester hour courses.

**Essential Computer Mathematics Cluster**
(This cluster satisfies the general education requirement in mathematics and does not count as part of the 54 hours required in the major. Prerequisite: Score of 80% or more on math placement test or grade of "C" or better in IMH 05100.)
IMH 11000 Essential Computer Mathematics (3)
IMH 14000 Statistical Concepts (3)
IMH 21000 Introduction to Programming (3)

**Foundations in Information Technology Cluster**
(Required of all IT majors. Prerequisite: Essential Computer Mathematics Cluster.)
IIT 21100 The IT Professional (3)
IIT 21200 Database Basics (3)
IIT 21400 Introduction to Networks (3)

**Networking Cluster**
IIT 32100 Networking Essentials (3)
IIT 32200 Network Applications (3)
IIT 32300 Network Implementation (3)

**Advanced Networking Cluster**
(Prerequisite: Networking Cluster or equivalent experience)
IIT 42100 General Network Administration (3)
IIT 42200 Network Applications – Client Server (3)
IIT 42300 Problem Solving – Network Applications (3)

**Web Design Cluster**
IIT 37700 Fundamentals of HTML (3)
IIT 37800 Applications in Web Development (3)
IIT 37900 Applications in Web Site Publishing (3)

**Advanced Web Design Cluster**
(Prerequisites: Foundations in Information Technology Cluster and Web Design Cluster or equivalent experience)
IIT 47700 Fundamentals of User Interface Design (3)
IIT 47800 Applications in Object-Oriented Web Development (3)
IIT 47900 Applications in Multi-Tiered Web Programming (3)

**Database Analysis and Design Cluster**
(Prerequisite: Foundations in Information Technology Cluster)
IIT 35100 Database Analysis and Design (3)
IIT 45200 Database Application Implementation (3)
IIT 45300 Database Project Implementation (3)

**Desktop Publishing Cluster**
ICM 30900 Desktop Publishing in the Workplace (3)
ICM 44500 Information Systems Projects (3)
ICM 46300 Computer Based Graphics (3)

**Operating Systems Cluster**
IIT 31100 Operating System Concepts (3)

IIT 31200 Practical Operating System Skills (3)
IIT 31300 Operating System Evaluation (3)

**Project Management Cluster**
(required of all IT majors Prerequisites: Essential Computer Math
Cluster and Foundations in Information Technology Cluster)
IIT 33100 Project Cost and Schedule Estimating (3)
IIT 43200 Project Management Process (3)
IIT 43300 Cost and Scheduling Applications (3)

In addition, students must also complete IIT 49900 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 in the
evenings. Complete catalog descriptions of each course can
be found under the majors of business administration and
communications in the undergraduate semester catalog.

COM 30500 Desktop Publishing (3)
COM 30700 Writing for the Electronic Media (3)
MIS 34010 Visual Basic.NET Programming (3)
MIS 34011 Advanced Visual Basic.NET Programming (3)
MIS 34030 Java Programming (3)
MIS 34050 Info Systems Programming in C++ (3)
MIS 34060 COBOL Programming I (3)
MIS 34061 COBOL Programming II (3) (Prereq: MIS
        34060; "C" or better)
MIS 44020 Information Systems Analysis and Design (3)
        (Prereq: MIS 34010; "C" or better)
MIS 44040 Database Management Systems (3) (Prereq: MIS
        34040; "C" or better)
MIS 44090 Special Topics in MIS (1-3)
    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:

## NETWORKING/OPERATING SYSTEMS EMPHASIS
This emphasis must include the following clusters:

**Networking Cluster**
IIT 32100 Networking Essentials (3)
IIT 32200 Network Applications (3)
IIT 32300 Network Implementation–A Case Study and
Simulation (3)

**Advanced Networking Cluster**
(Prerequisite: Networking Cluster or equivalent experience.)
IIT 42100 General Network Administration (3)
IIT 42200 Network Applications – Client Server (3)
IIT 42300 Problem Solving – Network Applications (3)

**Operating Systems Cluster**
IIT 31100 Operating System Concepts (3)
IIT 31200 Practical Operating System Skills (3)
IIT 31300 Operating System Evaluation (3)

    Three credit hour courses that may be added to the Networking/
Operating Systems Emphasis requirements are: MIS 44040, MIS
44020, MIS 44090.

## PROGRAMMING/DATABASE EMPHASIS
**Advanced Web Design Cluster**
(Prerequisite: Foundations in Information Technology Cluster and
Web Design Cluster or equivalent experience)
IIT 47700 Fundamentals of User Interface Design (3)
IIT 47800 Object-Oriented Web Develop (3)
IIT 47900 Multi-Tiered Web Program (3)

**Database Analysis and Design Cluster**
(Prerequisite: Foundations in Information Technology Cluster)
IIT 35100 Database Analysis and Design Concepts (3)
IIT 45200 Database Application Implementation (3)
IIT 45300 Database Project Implementation (3)

**Operating Systems Cluster**
IIT 31100 Operating System Concepts (3)
IIT 31200 Practical Operating System Skills (3)
IIT 31300 Operating System Evaluation (3)

    The three credit hour courses that may be added to the
Programming/ Database Emphasis requirements are: MIS 34010,
MIS 34011, MIS 34030, MIS 34050, MIS 34060, MIS 34061

## MULTIMEDIA EMPASIS
**Advanced Web Design Cluster**
(Prerequisites: Foundations in Information Technology Cluster
and Web Design Cluster or equivalent experience)
IIT 47700 Fundamentals of User Interface Design
IIT 47800 Object-Oriented Web Development
IIT 47900 Multi-Tiered Web Programming

**Desktop Publishing Cluster**
ICM 30900 Desktop Publishing in the Workplace (3)
ICM 44500 Information Systems Projects (3)
ICM 46300 Computer Based Graphics (3)

**Web Design Cluster**
IIT 37700 Fundamentals of HTML (3)
IIT 37800 Applications in Web Development (3)
IIT 37900 Applications in Web Site Publishing (3)

    The three credit hour courses that will satisfy part of the
Multimedia Emphasis requirements are: COM 30500, COM
30700, MIS 34011, MIS 34030, MIS 44040

## POST-BACHELOR'S CERTIFICATE IN INFORMATION TECHNOLOGY
**PROGRAM DESCRIPTION**
    The post-bachelor's certificate in information technology is
intended for individuals who already have a bachelor's degree
in a non related major and who feel that they need skills in
information technology. The certificate is a professional program
offered through the Lindenwood College for Individualized
Education (LCIE.) Courses are offered in the cluster format
characteristic of LCIE. The certificate requires 54 semester hours
of coursework, which can be obtained in six quarters. Up to nine
hours of this coursework can be obtained through experiential
learning by those students having designated professional
certifications or experience. The student will work with a faculty
advisor to determine an individualized overview and curriculum.

**Core Curriculum**
(Recommended sequence may be altered to accommodate
individual students' needs)

**Essential Computer Mathematics Cluster**
(Prerequisite: Score of 80% or more on math placement test or grade of "C" or better in IMH 05100).
IMH 11000 Essential Computer Mathematics (3)
IMH 14000 Statistical Concepts (3)
IMH 21000 Introduction to Programming (3)

**Foundations in Information Technology Cluster**
(Prerequisite: Essential Computer Mathematics Cluster)
IIT 21100 The IT Professional (3)
IIT 21200 Database Basics (3)
IIT 21300 Intermediate Programming in Visual Basic (3)

**Networking Cluster**
IIT 32100 Networking Essentials (3)
IIT 32200 Network Applications (3)
IIT 32300 Network Case Study and Simulation (3)

**Database Analysis and Design Cluster**
(Prerequisite: Foundations in Information Technology Cluster)
IIT 35100 Database Analysis and Design (3)
IIT 45200 Database Application Implementation (3)
IIT 45300 Database Project Implementation (3)

**Operating Systems Cluster**
IIT 31100 Operating System Concepts (3)
IIT 31200 Practical Operating System Skills (3)
IIT 31300 Operating System Evaluation (3)

**Project Management Cluster**
(Prerequisite: Foundations in Information Technology Cluster)
IIT 33100 Project Cost and Schedule Estimating (3)
IIT 43200 Project Management Process (3)
IIT 43300 Cost and Scheduling Applications (3)

## MORTUARY MANAGEMENT (B.S.)
## 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 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 Mortuary Management majors)

**Accounting Cluster**
IBA 21010 Principles of Financial Accounting (3)
IBA 21011 Principles of Managerial Accounting (3)
IBA 32000 Principles of Finance (3)
Prerequisite: IMH13200; IMH 14100; IMH 22000.

**Cross Cultural Cluster**
IHS 10100 20th Century World History (3)
ICL XXXXX Cross Cultural Focus (3)
ICL XXXXX Cross Cultural Focus (3)

**Management Cluster**
IBA 36032 Principles of Management (3)
IBA 36510 Human Resource Management (3)
IBA 46050 Managerial Ethics (3)

**Marketing Cluster**
IBA 35010 Principles of Marketing (3)
IBA 45080 Marketing Management (3)
IBA 48010 International Marketing (3)

**Humanities Cluster**
IPH 10000 Survey of Philosophy (3)
IEN 20100 World Literature and Ideas (3)
IRT 21000 Concepts of Visual Arts (3)

**Math/Statistics Cluster**
IMH 13200 Quantitative Methods for Business (3)
IMH 14100 Basic Statistics (3)
IMH 22000 Research Design and Methodology (3)

**Professional Emphasis**
(Select one of the three Clusters below)

**Employee Supervision Cluster**
IHR 35700 Employee Supervision (3)
IHR 35800 Legal Issues for HRM (3)
IHR 35900 Performance Management (3)

**Management Information Systems Cluster**
IBA 24000 Introduction to Information Systems (3)
IBA 33400 Introduction to Operations Management (3)
IBA 36500 Microcomputer Applications in Business (3)
Prerequisite: IMH 13200; IMH 14100; IMH 22000.

**Sociology of Aging Cluster**
IGE 31100 Sociology of Aging (3)
IGE 31200 Psychological Aspects of Aging (3)
IGE 31300 Physical Aspects of Aging (3)

In addition, students must also complete IBA 49900 Business Administration Capstone (3.)

# LCIE UNDERGRADUATE COURSE DESCRIPTIONS

*\*\*NOTE: Course descriptions are listed alphabetically by Cluster Name.*

## PLACEMENT COURSES

**ICM 05000 Foundations of Effective Writing (3)** This course contains two components. The first component introduces the student to basic writing concepts such as basic grammar, sentence structure, spelling, and punctuation. The second component introduces the basic guidelines of MLA and provides the student with practical applications of basic writing skills to increase the student's self-confidence in his or her writing abilities. Journal writing, reader response, drafting, peer response, and revision will be employed to focus on strengthening competence and

confidence in writing ability. The student must earn a C or better in this course before enrolling in the communications cluster (ICM10100, ICM10200, and ICM20000.)  This course is not offered for credit and does not count toward the 128 semester hour degree requirement.   Enrollment fee required.  Offered at select sites, intermittently.

**IMH 05100  Basic College Mathematics (3)** Topics covered in this course include order of operations, exponents, rounding and estimating, fractions, decimals, ratio and proportion, percent, measurement, graphs, signed numbers, scientific notation, variables, linear equations, and word problems. In order to advance to the Math Cluster (IMH 13200, IMH 14100, and IMH 22000), students must earn a "C" or above in ICM 05100. This course is not offered for college level credit and does not count toward the 128 semester hour degree requirement.  Enrollment fee required. Offered at St. Charles and Belleville sites every term.

## GENERAL EDUCATION
## COMMUNICATIONS CLUSTER

**ICM 10100 Communications I (3)** This course is 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. Offered at all sites each term.
Testing fee required.

**ICM 10200 Communications II (3)** This course is 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. Offered at all sites each term. Testing fee required.

**ICM 20000 Introduction to Literature (3)** This course is an introduction to the reading and analysis of literature; the quarter's work will involve extensive reading in one of the following genres: poetry, short fiction, novel, drama, or essay. Offered at all sites each term. Testing fee required.

## CROSS CULTURAL CLUSTER

***Note: This cluster consists of IHS 10100 and any two courses in groups as follows: ICL 32000 and ICL 32100; ICL 33000 and ICL 33100; ICL 34100 and ICL 34200; ICL 35100 and ICL 35200; ICL 31200 and ICL 33700; ICL 31000 and ICL 35000; ICL 36100 and ICL 36200; ICL 36400 and ICL 36500.*

**IHS 10100 20th Century World History (3)** This course is a study of the growth and interactions of world cultures, including the interaction of the West with other civilizations. There will be an emphasis on the development of the current world situation. Offered at all sites each term, intermittently.

**ICL 21000 Native American Indian (3)** This course offers a survey of the origins, traditional cultures, and current conditions of Native American Indian populations. Offered at certain sites, intermittently.

**ICL 31200 History of Russia II (3)** This course consists of an

historical and cultural study of the USSR and a survey of Russian history focusing upon the twentieth century. John Reed, Gorbachev, and standard text of Russian history will be read in this course. Cultural studies included. Offered at certain sites, intermittently.

**ICL 32000 Chinese Art and Culture (3)** This course is an exploration of Chinese cultural traditions, attitudes, and values through a study of Chinese art and related concepts and ideas. Offered at certain sites, intermittently.

**ICL 32100 Issues in Modern China (3)** This course is 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. Offered at certain sites, intermittently.

**ICL 33000 Japanese Art and Culture (3)** This course is an exploration of Japanese cultural traditions, attitudes, and values through the study of Japanese art and related concepts and ideas. Offered at certain sites, intermittently.

**ICL 33100 Issues in Modern Japan (3)** This course is a study of significant current issues in Japan regarding business and government policies. Offered at certain sites, intermittently.

**ICL 33700 Russian Authors (3)** This course consists of readings in Russian cultural life and Russian literature and is 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. Offered at certain sites, intermittently.

**ICL 34100 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. Offered at certain sites, intermittently.

**ICL 34200 The African Continuum: Africa and Its Diaspora (3)** This course is an overview of the survival techniques and spiritual relationship that exist among peoples of African descent as expressed through African, Afro-Caribbean, and Afro-American literature in the modern period. Offered at certain sites, intermittently.

**ICL 35000 Myth and Civilization (3)** This course is 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. Offered at certain sites, intermittently.

**ICL 35100 Art and Culture of India (3)** This course is a survey of Indian art and architecture, with attention to Hindu, Islamic, and European influences and ideas. Offered at certain sites, intermittently.

**ICL 35200 Literature of India (3)** This course includes selected readings in Indian sacred literatures as well as in writings by modern Indian authors in working in essay, drama, poetry, or fiction. Offered at certain sites, intermittently.

**ICL 36100 Art and Culture of Latin America (3)** This course is an exploration of the rich multicultural heritage of the Spanish- and

Portuguese speaking countries of Latin America through a study of their art, music, festivals, and related topics. Offered at certain sites, intermittently.

**ICL 36200 Issues in Modern Latin America (3)** This course is a survey of major trends in current thought, politics, economics, societal relations, and religion, as they pertain to problems now confronting the region. Offered at certain sites, intermittently.

**ICL 36400 Issues in Modern Germany (3)** This course is a survey of the rich history of Germany, from first attempts to knit together medieval principalities to form a German nation to its position today in the European Union. This course will raise awareness of cultural issues and give new insights on modern politics and everyday life in Germany. Offered at certain sites, intermittently.

**ICL 36500 German Artists and Authors (3)** This course is an introduction to the rich and diverse culture of German literature, music, and art, from the poets of Romanticism to Kafkaesque existential guilt; from Bach, Beethoven and Brahms to Teckno; from Duerer to Beckmann. Offered at certain sites, intermittently.

## HUMANITIES CLUSTER

**IPH 10000 Survey of 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 the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs. Offered at all sites each term, intermittently.

**IEN 20100 World Literature I (3)** This course is 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. Offered at all sites each term, intermittently.

**IRT 21000 Concepts of Visual Arts (3)** A course for non-art majors, this class presents a study of selected works in the visual arts by exploring the role of art in society with an 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 relevant art projects. Offered at all sites each term, intermittently.

## COMPUTER MATH CLUSTER

**IMH 11000 Essential Computer Mathematics (3)** This course is 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. Offered at St. Charles site every term. Lab fee required.

**IMH 14000 Statistical Concepts (3)** An overview of statistics is covered, including graphs, measures of central tendency, measures of variation, regression and correlation, principles of probability theory, and statistical inference. Offered at St. Charles site every term. Lab fee required.

**IMH 21000 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. The programming language used is Visual Basic. Offered at St. Charles site every term. Lab fee required.

## MATH/STATISTICS CLUSTER

**IMH 13200 Quantitative Methods for Business (3)** This course emphasizes problem solving skills in management and finance. Topics include simple and compound interest, annuities, discounts, installment buying, amortization, reading and interpreting financial reports, depreciation, taxes, insurance, and investments. Mathematical tools include solving linear equations, linear regression, and basic statistical models. The uses of tables, calculators, and Excel are stressed. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

**IMH 14100 Basic Statistics (3)** This course is an introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

**IMH 22000 Research Design and Methodology (3)** This is the 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. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

## NATURAL SCIENCE CLUSTER

**INS 10500 Chemistry in Society (3)** This course provides a basis for understanding problems of global proportion facing societies in the coming millennium. Fundamental chemical concepts will provide an understanding of the role chemistry plays in the problems considered, and in their potential resolution of solution. Issues include environmental concerns, energy, hunger and food production, health, pollution, and population considerations. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

**INS 11400 Principles in Environmental Biology (3)** This course is a study of the biological systems comprising the biosphere and those perturbations which would threaten homeostasis of the systems. This course must be taken concurrently with INS 10500. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

**INS 21400 Ethical Problems in Science (3)** This course considers how advances in human technological capabilities pose problems for human societies. The course will focus primarily on threats to human and ecosystem health. Students will evaluate scientific data, the sometimes conflicting interpretations of those data, and their implications for public policy. This course must be taken concurrently with INS 10500 and INS 11400. Offered at St. Charles, Westport, North County and Belleville sites each term, intermittently at other sites.

**INS 11500 Environmental Biology Laboratory (1)** This course includes hands-on activities in both field and classroom settings

that complement the topics covered In INS 11400. This course is taught on a different night of the week than the cluster and requires a lab fee. It must be taken concurrently with INS 11400. Prerequisite: IMH13200; IMH 14100; IMH 22000 or IMH11000; IMH 14000; IMH 21000. Offered at St. Charles and Belleville sites every term.

## SOCIAL SCIENCE CLUSTER

**IPY 10000 Principles of Psychology (3)** Students will explore basic psychological concepts, methods, and findings leading to a better understanding of human behavior. Offered at certain sites, intermittently.

**ISC 10200 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, and deviant behavior. Offered at certain sites, intermittently.

**IPS 15500 American Government: The Nation (3)** This course provides students with an overview of the American national government with attention focused on structures, principles, and decision making processes. Key terms such as "democracy" and "politics" are addressed, as well as selected policy areas. Offered at certain sites, intermittently.

# BUSINESS ADMINISTRATION (B.S.)

## ACCOUNTING/FINANCE CLUSTER

**IBA 21010 Principles of Financial Accounting (3)** This course introduces students to the accounting information framework used by organizations to collect, maintain, and report financial information. Special emphasis will be 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. Offered at all sites intermittently.

**IBA 21011 Principles of Managerial Accounting (3)** This course focuses on 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. Offered at all sites intermittently.

**IBA 32000 Principles of Finance (3)** This course introduces the student to the fundamental concepts of financial management, including basic financial analysis, working capital management, planning and forecasting, security valuation, capital budgeting, cost of capital, leverage and capital structure, and international financial management. Offered at all sites intermittently. Prerequisite: IMH13200; IMH 14100; IMH 22000.

## ECONOMICS CLUSTER

**IBA 23011 Principles of Microeconomics (3)** This course introduces students to economic concepts, relationships, and institutions related to individual and firm decision-making. Supply, demand, and opportunity cost are used to analyze the actions of individuals and firms in a market framework. Economic decision-making and policy will be grounded within

the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include marginal analysis, production possibilities, demand and supply, elasticity, household and consumer choice, firm production and costs, profit maximization, and market structures. By the end of this course, students will be prepared to describe and evaluate the determinants of price, apply economic decision-making skills to everyday decisions, and apply the economic tools discussed to the broader world around them. Offered at all sites intermittently.

**IBA 23012 Principles of Macroeconomics (3)** This course introduces students to economic concepts, relationships, and institutions related to the aggregate economy. Keynesian analysis is used to analyze the effect of fiscal and monetary policy actions on employment, output, and prices. Economic decision-making and policy will be grounded within the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include national income accounting, business cycles, economic growth, unemployment, inflation, aggregate demand/supply, fiscal policy, monetary policy, and international trade. By the end of this course, students will be prepared to define the macroeconomic aggregates such as GDP, inflation and unemployment; explain the relationship between the major macroeconomics aggregates and the policy actions and other events which cause them to fluctuate; compare and contrast Classical and Keynesian economics; and appraise how closely the macroeconomic tools discussed in this course parallel developments in the real economy. Offered at all sites intermittently.

**IBA 48040 International Economics (3)** This course focuses on the causes and composition of international trade and policies used to control or promote it, the balance of payments as an accounting framework and as a framework for macroeconomics adjustments, and foreign exchange markets and institutions. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered at all sites intermittently.

## MANAGEMENT INFORMATION SYSTEMS CLUSTER

**IBA 24000 Introduction to Information Systems (3)** This course covers the introduction to information systems, the internet the world wide web, software, hardware, communications, personal technology, databases, ethics, information security, and provides an update on the challenges and promises of the digital age. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered at St. Charles and Belleville each term. Lab fee required.

**IBA 36043 Introduction to Operations Management (3)** This course is an introduction to Operations Management. It covers the concepts of value chains, operations strategy, facility and work design, supply chain design, forecasting and demand planning, managing inventories and resources, scheduling, quality management, quality control, and project management. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered at St. Charles and Belleville each term. Lab fee required.

**IBA 36500 Microcomputer Applications in Business (3)** Students learn to integrate software applications to solve business problems. Database cases using Access, decision support cases using MS Excel, and integration cases using both MS Excel and MS Access, and presentation skills are included. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered at St. Charles and Belleville each term. Lab fee required.

## MANAGEMENT CLUSTER

**IBA 36032 Principles of Management (3)** This survey course explores the development of the understanding of organizations and of the decision making skills required in management positions. The purpose of this course is to examine how management concepts have developed and continue to change. A detailed examination will be conducted of the four basic functions of management: planning, organizing, motivating, and controlling. Particular emphasis will be given to goal planning, managing change, career progression, and the managerial value system. Offered at all sites intermittently.

**IBA 36510 Human Resource Management (3)** This course examines 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 between human resources and legal matters. The course will also address relevant research pertinent to human resource evaluation and the relationship of human resources to other departments within an organization. Offered at all sites intermittently.

**IBA 46050 Managerial Ethics (3)** This course is designed to help students understand the nature of the changing role of management with respect to ethics and public policy in the workplace. Current issues in ethics will be examined, including the position of business enterprises and their perceived value in society. The course will also explore the roles of managers, the public, and government in providing an atmosphere conducive to ethical business operations. This course will also address the business responsibilities of being a "good neighbor" at the local, national, and international levels. Offered at all sites intermittently.

## MARKETING CLUSTER

**IBA 35010 Principles of Marketing (3)** This course offers an in depth introduction to the functional business area of marketing. It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in 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. Offered at all sites intermittently.

**IBA 45080 Marketing Management (3)** This course focuses on defining marketing problems and opportunities, evaluating alternative solutions, and developing strategies to address these issues. Students will be required to actively participate in discussion of outside readings and case studies that address a variety of marketing related issues. Offered at all sites intermittently.

**IBA 48010 International Marketing (3)** This course is designed to provide an extensive analysis of the marketing mix and how it can be standardized for transnational markets. The course will present techniques used to identify potential markets of products and/or services in the global marketplace. Offered at all sites intermittently.

## CONSUMER FINANCE /BUSINESS LAW CLUSTER

**IBA 32020 Investments (3)** This course is a survey of the basic concepts of investing with an emphasis on common stocks. Students will be required to prepare a report on an investment in an assigned company based on economic, industry, and company specific factors. Offered at all sites intermittently.

**IBA 32030 Consumer Finance (3)** This courses surveys the economic factors and personal decisions that affect financial wellbeing: cash and credit management, taxes, major expenditures, insurance, investments, and retirement and estate planning. Emphasis is on practical knowledge for personal financial management and serving customers of the banking, brokerage, insurance, and other consumer finance industries. Offered at all sites intermittently.

**IBA 36061 Business Law (3)** This introductory course is designed to familiarize the student with the subject matter of the legal environment of business. Particular emphasis will be given to the sources of law; the role of society; the judicial function; and selected areas such as governmental regulation and agencies, crimes and torts, contracts, business organizations, personal property, agency, and employment law. Various approaches to understanding legal issues will be used, including case law analysis and the examination of current legal issues affecting business. Offered at all sites intermittently.

# COMMUNICATIONS (B.A.)

### CREATIVE NON-FICTION CLUSTER

**ICM 45500 Literary Feature Writing (3)** This course will consist of 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. Offered at St. Charles and St. Louis City sites, intermittently.

**ICM 45600 Memoir and the Personal Essay (3)** Students will use memory and reflection as a creative source and storytelling techniques to enhance non-fictional presentations. Students will also examine of the use of voice, style, character development, plot and sense of place. Offered at St. Charles and St. Louis City sites, intermittently.

**ICM 45700 Studies in Creative Non-Fiction (3)** This course consists of selected readings and analysis of exemplary and experimental writings in literary journalism, memoir and related fields. Offered at St. Charles and St. Louis City sites, intermittently.

### CREATIVE WRITING CLUSTER

**ICM 31000 Creative Writing Lab (3)** This course will examine the 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. Offered summer and winter terms at St. Charles site and fall and spring at Westport site.

**ICM 31200 The Art of Fiction (3)** This course consists of readings in short fiction by major authors with special attention to

character, theme, and style and introduces aesthetic concepts and strategies ranging from realistic to abstract modes. Offered summer and winter terms at St. Charles site and fall and spring at Westport site.

**ICM 31300 The Art of Poetry (3)** This course consists of readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies, and to the individual will be discussed. Offered summer and winter terms at St. Charles site and fall and spring at Westport site.

## ADVANCED CREATIVE WRITING CLUSTER

**ICM 31100 Advanced Creative Writing (3)** This class is an advanced workshop course that will concentrate on one or more of the following forms: poetry, short fiction, playwriting, or nonfiction. Offered at St. Charles and Westport sites intermittently.

**ICM 35100 Modern Poetry (3)** This course is a study of poetry from 1900 to the present, principally English and American, but may include 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. Offered at St. Charles and Westport sites, intermittently.

**ICM 38000 Advanced Topics in Literature (3)** This course is 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. Offered at St. Charles and Westport sites, intermittently.

## DESKTOP PUBLISHING CLUSTER

**ICM 30900 Desktop Publishing in the Workplace (3)** This course is a hands on exploration of computer assisted applications in which students learn to design projects that meet personal and professional needs. Students become familiar with desktop publishing and graphics programs. Lab fee required. Offered every term at St. Charles site.

**ICM 44500 Information Systems Projects (3)** This course acquaints the student with the gathering and displaying of information from various sources: e.g. databases, desktop office presentations, teleconferencing, and in house video training. Students develop projects in business communications. Lab fee required Offered every term at St. Charles site.

**ICM 46300 Computer Based Graphics (3)** This course is a survey of hardware components, software, varieties of systems applications, particularly for large organizations and serve to introduce students to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue is a part of this course. Lab fee required. Offered every term at St. Charles site.

## DOCUMENTARY EXPRESSION CLUSTER

**ICM 37200 Documentary Film and Video (3)** This course defines documentary and traces its development, exploring subject, techniques, and impacts. Offered during the spring term at St. Louis City site or St. Charles site.

**ICM 37300 Photojournalism (3)** This course is the history of photojournalism from its inception in the 19th Century to the present. It features the study of important developments, techniques, and styles in the field from magazines to newspapers and the individual photographers responsible for those developments. Offered during the spring term at St. Louis City site or St. Charles site.

**ICM 37500 Documentary Journalism (3)** This course 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, distinguishing between informational journalism, propaganda, and new journalism. Offered during the spring term at St. Louis City site or St. Charles site.

## FOUNDATION STUDIES IN COMMUNICATION CLUSTER

**ICM 40000 Historical Development and Trends in Communication (3)** This course is an overview of the communication fields, including identification of its varied elements, history, and trends. Offered fall and winter terms, St. Charles site and spring term at Westport site.

**ICM 40500 Media and Society (Ethics and the Media) (3)** This course includes 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. Offered fall and winter terms, St. Charles site and spring term at Westport site.

**ICM 40600 Theories of Communication (3)** This course consists of the reading of works by major theorists in the communication field. Theories include image and attitude formation and other impacts of communication media. Offered fall and winter terms, St. Charles site and spring term at Westport site.

## FUNDAMENTALS OF ORGANIZATIONAL COMMUNICATION CLUSTER

**ICM 46000 Organizational Communication Theory (3)** This course is the study of major communication theories as they apply to organizational structures. Offered spring and fall at St. Charles site and summer and winter at Westport site.

**ICM 46100 Communications Process Analysis (3)** This course is the 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 will be investigated. Offered spring and fall at St. Charles site and summer and winter at Westport site.

**ICM 46200 Practical Applications of Communication Processes (3)** This course consists of practical application of communication theory in simulated and actual organizational settings. Offered spring and fall at St. Charles site and summer and winter at Westport site.

## PROMOTIONAL MIX CLUSTER

**ICM 35000 Principles of Advertising (3)** Advertising practices, techniques, and strategies, including copywriting, media attributes and selection, media and marketing plans, advertising distribution and budgeting are examined in this course. Offered every term at St. Charles and Westport sites, intermittently at St. Louis City site.

**ICM 38900 Public Relations and Promotions (3)** The course looks at public relations practices that contribute to promotions, including press releases, media relations, event planning, etc. Offered every term at St. Charles and Westport sites, intermittently at St. Louis City site.

**ICM 39000 Promotion Management (3)** Promotional concepts and practices including integration of various elements, strategic scheduling and planning, and promotions use in development are examined in this course. Offered every term at St. Charles and Westport sites, intermittently at St. Louis City site.

### PUBLIC RELATIONS CLUSTER

**ICM 44100 Group Communications (3)** This course is the examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting. Offered every term at St. Charles and Westport sites.

**ICM 44200 PR Ethics (3)** This course is an assessment of professional conduct on issues facing Public Relations practitioners relative to the expanding role of PR in American society. Students will examine ethical issues in the context of exploring PR's role in corporate, nonprofit, institutional, government, and political arenas. Offered every term at St. Charles and Westport sites.

**ICM 44300 PR Research and Planning (3)** This course is the study of the basic practices of Public Relations on a day-to-day basis and includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions. Offered every term at St. Charles and Westport sites.

### TELEVISION PRODUCTION CLUSTER

**ICM 25600 Production for Television (3)** In this course, 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 required. Offered winter and spring terms at St. Charles site.

**ICM 35800 Writing for Television (3)** In this course, students will practice 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. Lab fee required. Offered winter and spring terms at St. Charles site.

**ICM 35900 Production Management (3)** Conceptualization, organization, research, budgeting, and management for video production will be discussed in this course. Demonstration of video switching and post-production assembly and insert editing will be included. Lab fee required. Offered winter and spring terms at St. Charles site.

### ADVANCED TELEVISION PRODUCTION CLUSTER

**ICM 47400 Advanced Television 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.) Lab fee required. Offered during summer term at St. Charles site.

**ICM 47600 Advanced Television Directing (3)** This course is the study of directing television commercials, and documentary programming. Students work closely with talent and technical personnel. Lab fee required. Offered during summer term at St. Charles site.

**ICM 47700 Advanced Television Editing (3)** This course is an advanced study of post-production techniques in lab and seminar setting. Lab fee required. Offered during summer term at St. Charles site.

### VISUAL COMMUNICATIONS CLUSTER

**ICM 43100 Design-Visual Communication (3)** This course examines two-and three-dimensional design concepts: space, form, balance, rhythm, psychological, and emotional impacts, and historical applications in art and design. Currently not offered at any site

**ICM 43200 Color Theory and Applications (3)** This course examines the physiology of color perception, emotional and psychological impacts, historical applications in art and design. Currently not offered at any site.

**ICM 43300 20th Century Art Applications (3)** This course is an individualized study of application of visual communications concepts in art, advertising, or design approaches of the 20th Century. Each student will select his or her own area of concentration. Currently not offered at any site.

# CRIMINAL JUSTICE (B.S.)

### CRIMINAL JUSTICE SYSTEM CLUSTER

**ICJ 10100 Criminology (3)** This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior. Offered at St. Charles site each term and St. Louis and Belleville sites once a year. Offered intermittently at Westport and South County sites.

**ICJ 21000 Criminal Justice Systems (3)** This course is 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. Offered at St. Charles site each term and St. Louis and Belleville sites once a year. Offered intermittently at Westport and South County sites.

**ICJ 32500 Comparative Justice Systems (3)** This course provides students the opportunity to study, compare, and contrast criminal justice systems worldwide. Emphasis is placed on historical trends and developments in other criminal justice systems and their impact on the evolution of the American system of criminal justice. Offered at the St. Charles site each term and at St. Louis and Belleville sites once a year. Offered intermittently at Westport, South County and Wildwood sites.

### CRIMINAL PROCEDURE CLUSTER

**ICJ 30100 Criminal Procedure (3)** This course is 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. Offered at Westport site each term, St. Louis City site once a year and Belleville site intermittently.

**ICJ 31000 Criminal Law (3)** This course is an analysis of the purposes and sources of the criminal law. It includes an 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. Offered at Westport site each term, St. Louis City site once a year and Belleville site intermittently.

**ICJ 33100 Criminal Investigation (3)** This course is an introduction to the techniques, methodologies and science of criminal investigation. The role of thorough and accurate investigative report writing will be explored in depth. Offered at Westport site each term, St. Louis City site once a year and Belleville site intermittently.

### THE JUVENILE SYSTEM CLUSTER

**ICJ 31100 The Juvenile Justice System (3)** This course is 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. The ideology, politics, and controversies of the juvenile justice system are also addressed. Offered at St. Charles site each term, St. Louis City site once a year and intermittently at Belleville site.

**ICJ 31200 Juvenile Law (3)** This course is a study of the law as it is related to the arrest, search, and seizure of juvenile offenders. The rights of juveniles in the criminal justice and educational system will be examined and supported with a review of Supreme Court decisions. Offered at St. Charles site each term, St. Louis City site once a year and intermittently at Belleville site.

**ICJ 31300 Delinquency in Society (3)** This course is the study of juvenile delinquency as a complex phenomenon. Causal theories and societal perspectives will be examined and the myriad issues surrounding juvenile delinquency will be studied. Offered at St. Charles site each term, St. Louis City site once a year and intermittently at Belleville site.

### CRIMINAL JUSTICE COMMUNICATIONS CLUSTER

**ICJ 34100 Criminal Justice Communications (3)** This course is the study of the 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. Offered at O'Fallon and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

**ICJ 34200 The Media and Criminal Justice (3)** This course is the 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. Offered at O'Fallon and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

**ICJ 34300 Criminal Justice Alternatives (3)** This course is 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. Offered at O'Fallon

and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

### LAW ENFORCEMENT AND CORRECTIONS CLUSTER

**ICJ 30000 Policing in America (3)** This course is 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. Offered at O'Fallon and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

**ICJ 30500 Corrections (3)** This course is a contemporary analysis of the operation of and problems encountered by jails and prisons. This course will also examine probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Offered at O'Fallon and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

**ICJ 31500 Victimology (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. Offered at O'Fallon and North County sites twice a year, at St. Louis City site once a year and intermittently at Belleville site.

# FIRE SCIENCE MANAGEMENT (B.S.)

There are no specific courses that belong to this program. This program consists of transfer credits and clusters listed in other programs.

# GERONTOLOGY (B.A.)

The bachelor of arts in Gerontology program was discontinued for students matriculating at Lindenwood University in the 2011-2012 academic year. The Gerontology clusters will continue to be offered until all students matriculating into the program prior to the 2011-2012 academic year have completed or changed their programs.

### ASPECTS OF AGING CLUSTER

**IGE 31100 Sociology of Aging (3)** In this course, attention is directed toward eradicating major stereotypes about older persons and the aging process. Emphasis is on socio-cultural theories of aging and the role of the older individual in society today. Topics include living arrangements, social supports, retirement, intergenerational relationships, ethnicity and gender issues, and end of life concerns. Offered at St. Charles or Westport sites in winter and summer terms.

**IGE 31200 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. Offered at St. Charles or Westport sites in winter and summer terms.

**IGE 31300 Physical Aspects of Aging (3)** This course examines the biological changes associated with the aging process, both normal

and pathological, as well as methods of diagnosis, risk factors and health promotion. Mobility changes in aging, nutrition, and medication concerns are discussed. Students investigate and critique several biological theories of aging. Offered at St. Charles or Westport sites in winter and summer terms.

## ORGANIZATION AND SOCIAL POLICY IN AGING CLUSTER

**IGE 32000 Community Organization and Resource Allocation (3)** This course consists of 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 and explores operations of health, housing, social, and nutrition programs in light of economic and political restraints. Offered at St. Charles or Westport sites in fall and spring terms.

**IGE 32100 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. Offered at St. Charles or Westport sites in fall and spring terms.

**IGE 32200 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. This course is 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. Offered at St. Charles or Westport sites in fall and spring terms.

## COUNSELING AND ASSESSMENT CLUSTER

**IGE 44000 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. Offered at Westport or St. Charles sites in spring and winter terms.

**IGE 44100 Counseling Older Adults (3)** This course focuses on specific mental health needs of older adults and training in basic interactive helping skills. Group work and individual counseling methods are discussed. Offered at Westport or St. Charles sites in spring and winter terms.

**IGE 44300 Mental Health Issues in the Elderly (3)** This course is 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. Offered at Westport or St. Charles sites in spring and winter terms.

## RESEARCH METHODS AND LITERATURE REVIEW IN GERONTOLOGY CLUSTER

**IGE 44400 Research Methods in Gerontology (3)** This course introduces the student to basic methods of research in

gerontology. Topics will include reliability and validity, qualitative methods, and data analysis. The focus will be on the different research methods, survey techniques, the field study, and program evaluation. Offered at North County site in winter term and St. Charles site in fall term.

**IGE 44500 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. Offered at North County site in winter term and St. Charles site in fall term.

**IGE 44600 Using Statistics in Gerontology (3)** Students will use current statistics in gerontology to solve gerontological research problems. Offered at North County site in winter term and St. Charles site in fall term.

## LONG TERM CARE CLUSTER

**IGE 32600 Culture Change in Long Term Care (LTC) Regulation and Management (3)** As "boomers" age across America, changes are being implemented that will affect the way long term care (LTC) is delivered. LTC environments are variable, and adaptable while still being highly regulated. Current strategies will be reviewed that will help individuals meet changing health and personal needs across the LTC continuum. Knowledge of LTC services will be provided; from roots to requirements and from regulations to innovations. Students will discuss diverse perspectives on the transitions of aging, from the caregivers' and care recipient's vantage as they confront complex LTC issues. Offered intermittently at select sites.

**IGE 32700 Ethical Issues in Long Term Care (3)** This course will explore various "hot button" ethical practice issues that professionals and caregivers encounter in the provision LTC. Topics explored will include, but are not limited to, end-of-life preferences and preparation, intimacy and sexuality concerns, autonomy, safety and cross cultural issues and access to spiritual and religious practices. Offered intermittently at select sites.

**IGE 32800 Current Issues in Long Term Care (3)** This course will focus on topics of special interest and relevance to in LTC. Topics may include financing, public policy debates, and disease- specific information such as care models for persons with dementia and developmental disabilities, and other topics of particular current significance. Students will review relevant literature and news events effecting long term care as well as listen to presentations given by experts in the field. Offered intermittently at select sites.

## LEGAL/ECONOMIC ISSUES IN ELDER HEALTHCARE ELECTIVE CLUSTER

**IGE 44700 Law and Aging (3)** This course is 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. Offered intermittently at select sites.

**IGE 44800 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. Offered intermittently at select sites.

**IGE 44900 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 adults in today's society. Offered intermittently at select sites.

# HEALTH MANAGEMENT (B.S.)

## FOUNDATION OF MANAGEMENT CLUSTER

**IHM 30100 Ethical Issues in Healthcare Management (3)** Issues and problems that arise within the health care field will be reviewed and discussed. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 30200 Healthcare Management (3)** This course examines the 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 35100 Healthcare Marketing (3)** This course introduces the student to various marketing concepts as they relate to Healthcare organizations. Students will discuss marketing fundamentals, research, strategy, and the strategic marketing process. Students will attain a foundational application of the principles of marketing and their application to healthcare. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## HEALTH CARE FINANCE CLUSTER

**IHM 47600 Essentials of Health Care Finance (3)** This course provides students with 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 47700 Health Care Finance (3)** This course provides the student with informational 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 47800 Economics of Health and Medical Care (3)** This course 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. Offered at St. Charles and Westport sites each term and intermittently at select sites. Prerequisite: IMH 13200; IMH 14100; IMH 22000.

## HEALTH LAW CLUSTER

**IHM 33300 Legal Issues in Health Care (3)** This course begins with an extensive overview of the major issues in health law and continues with a broad discussion of the legal system and the sources of its statutory laws, rules, regulations, and guidelines. This course will include a basic review of tort law, criminal law, contract law, civil procedure, and trial practice. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 33400 Government Organization & the Health Care Industry (3)** This course will 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 33500 Cases in Health Care Administration (3)** This course is 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## HEALTH POLICY CLUSTER

**IHM 46000 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 46100 Health Care Policy and Research (3)** Students 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 46200 Global Healthcare Reform (3)** Students will discuss key diseases which cause death and disability throughout the world and will also discuss general concepts of population health. Potential solutions to global health issues will be discussed, and students will develop a general understanding of the biological and social aspects of major global health issues as they relate to ways to reduce global health inequalities. Offered at St. Charles and Westport sites each term and intermittently at select sites.

# HUMAN RESOURCE MANAGEMENT (B.S.)

## ECONOMICS/MARKETING CLUSTER

**IHR 23021 Survey of Economics (3)** This course introduces basic economics, 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. Topics to be covered include supply and demand, consumer choice, competition, monopoly, the labor market, government intervention, business cycles, fiscal policy, money and banks, monetary policy, and International trade. Offered at St. Charles, Westport and Belleville sites, intermittently.

**IHR 35010 Principles of Marketing (3)** This course offers an in depth introduction to the functional business area of marketing.

It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in 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. Offered at St. Charles, Westport and Belleville sites, intermittently

**IHR 38000 Global Business and Society (3)** This course provides students with an overview of global business and trade within the framework of today's dynamic business environment. The course also looks at how historical perspectives influence and shape current events. Topics to be covered include globalization, trade theories, governmental influence on trade, cross national trade agreements, and an introduction to capital markets and foreign exchange. The course also examines how business interacts with the cultural, political, ethical, legal, and economic environments of multiple nations. An overview of international business strategies is also provided. Offered at St. Charles, Westport and Belleville sites intermittently.

## SUPERVISION CLUSTER

**IHR 35700 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 literature on the subject of leadership. Offered at St. Charles, Westport, North County and Belleville sites every term. All other sites intermittently.

**IHR 35800 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. . Offered at St. Charles, Westport, North County and Belleville sites every term. All other sites intermittently.

**IHR 35900 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 placed on reward systems and methods of positive discipline. Offered at St. Charles, Westport, North County and Belleville sites every term. All other sites intermittently.

## STAFF DEVELOPMENT/INFORMATION SYSTEMS CLUSTER

**IHR 36081 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. Offered at St. Charles, Westport, O'Fallon and Belleville sites intermittently.

**IHR 36300 Human Resource Information Systems (3)** Topics covered in this course include the evolution of Human Resources and Information Systems, needs and types of HR information systems, the functionality of the HRIS manager, database management concepts, system planning and integration.

Additional topics include organizational needs assessment, system design and cost management. An emphasis on project management themes based upon needs assessment will include real world case studies and problem solving exercises. The course will conclude with specific HRIS applications to the HR business competencies in staffing, applicant tracking, performance management, compensation and benefits and employee self service. Offered at St. Charles, Westport, O'Fallon and Belleville sites intermittently.

**IHR 36530 Employee Training and Development (3)** This course is a 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 included. Projects and exercises supplement readings. Offered at St. Charles, Westport, O'Fallon and Belleville sites intermittently.

## MANAGERIAL ISSUES ELECTIVE CLUSTER

**IHR 33400 Gender Issues in Management (3)** This course 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. Offered at St. Charles and Westport sites every term and intermittently at Wentzville and Belleville sites.

**IHR 33600 Implementing and Managing Diversity (3)** This course aims to increase 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. Offered at St. Charles and Westport sites every term and intermittently at Wentzville and Belleville sites.

**IHR 36000 Adult Learning Processes (3)** This course is 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. Offered at St. Charles and Westport sites every term and intermittently at Wentzville and Belleville sites.

## GROUP DYNAMICS CLUSTER

**IHR 37000 Group Dynamics (3)** This course is the study of motivation, leadership, communication, morale, and intra- and inter-group dynamics, and decision making in organizations. Offered at St. Charles, Westport, Wentzville and Belleville sites intermittently.

**IHR 37100 Conflict Resolution (3)** This course is an examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Students will develop skills in leadership, group facilitation, team building, and handling group conflict. Offered at St. Charles, Westport, Wentzville and Belleville sites intermittently.

**IHR 41000 Labor Economics and Industrial Relations (3)** This course is a study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration. Offered at St. Charles, Westport, Wentzville and Belleville sites intermittently.

# INFORMATION TECHNOLOGY (B.S.)

## FOUNDATIONS IN INFORMATION TECHNOLOGY CLUSTER

**IIT 21100 The Information Technology Professional (3)** The role of the IT professional is explored in business, government, education and other major areas. The instructor directs the students' research into the job market in IT locally, nationally and globally. A portfolio will be developed exploring resources needed to stay current in the student's field of interest. Offered at St. Charles site every term. Lab fee required.

**IIT 21200 Database Basics (3)** This course uses a relational database. The general theory of databases is discussed. Students will develop databases, generate queries, produce reports. Offered at St. Charles site every term. Lab fee required.

**IIT 21400 Introduction to Networks (3)** This course provides the student with the vocabulary and concepts of networking needed for working and communicating in a network-centric world. The course summarizes the elements of a network, architecture of the internet, network security essentials, trends in networking and other topics. In addition, it discusses network topologies and introduces the student to diagramming software. Offered at St. Charles site every term. (Prerequisites: IMH 11000; 14000; 21000). Lab fee required.

## OPERATING SYSTEMS CLUSTER

**IIT 31100 Operating System Concepts (3)** This course covers the theory and practice of modern operating system design. Specific topics related to operating systems will be covered and include processor management, memory management techniques, file systems/structure, virtual memory, I/O, storage, scheduling, deadlock, concurrency, security, and social issues. Offered at St. Charles site alternating terms. Lab fee required.

**IIT 31200 Practical Operating System Skills (3)** Students will install at least one network or Linux based operating system and a current version of Microsoft Windows during this class. Topics affecting the performance of operating systems will be covered, including hardware and third party software, and their importance when evaluating operating systems; Students will present findings related to their research. Offered at St. Charles site alternating terms. Lab fee required.

**IIT 31300 Operating System Evaluation (3)** Using knowledge gained in class work, course books and Internet skills, students will research a specific topic and demonstrate their knowledge by performing commands in an operating system. Topics covered will include using the command line and graphical user interfaces to manipulate the following: text editing, file system structure, file system security, file system processing-processes, networking, shell programming, system administration, window managers, and desktop managers. Offered at St. Charles site alternating terms. Lab fee required.

## NETWORKING CLUSTER

**IIT 32100 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 32200 Network Applications (3)** This course is 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 32300 Network Implementation–A Case Study & Simulation (3)** In this class, the students (working in small groups) will design (or modify) a 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. Offered at St. Charles site intermittently. Lab fee required.

## ADVANCED NETWORKING CLUSTER

**IIT 42100 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 42200 Network Application–Client Server (3)** In this course, the student will setup and install a small Windows 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 42300 Problem Solving–Network Applications (3)** In this course, students will work individually and in small groups to 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. Offered at St. Charles site intermittently. (Prerequisites: IIT 32100; IIT 32200; IIT 32300) Lab fee required.

## WEB DESIGN CLUSTER

**IIT 37700 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 37800 Applications in Web Development (3)** This course will introduce procedures for developing and testing Web pages using the Microsoft Visual Studio. Other development environments will be explored and reasons for choosing one development environment over another will be discussed. Offered at St. Charles site intermittently. Lab fee required.

**IIT 37900 Applications in Web Site Publishing (3)** This course covers the techniques used to implement a Web site design and will examine the architecture, security, Web-hosting and usability issues with developing Web-based applications for the World Wide Web. Offered at St. Charles site intermittently. Lab fee required.

## ADVANCED WEB DESIGN CLUSTER

**IIT 47700 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 47800 Object-Oriented Web Development (3)** This course will introduce object-based programming terminology and concepts. Programming principles will be presented in JavaScript, VBScript, and ASP.NET. Offered at St. Charles site intermittently. Lab fee required.

**IIT 47900 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. Offered at St. Charles site intermittently. (Prerequisites: IIT 21100; IIT 21200; IIT 21300; IIT 37700; IIT 37800; IIT 37900). Lab fee required.

## DATABASE CLUSTER

**IIT 35100 Database Analysis and Design Concepts (3)** This course explains the components of a database system. It stresses data modeling, data normalization, and database design. Offered at St. Charles site alternating terms. Lab fee required.

**IIT 45200 Database Application Implementation (3)** 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. Offered at St. Charles site alternating terms. Lab fee required.

**IIT 45300 Database Project Implementation (3)** Students will become familiar with Structured Query Language and SQL Server, embedding SQL in host languages, client server and related applications and distributed processing. Offered at St. Charles site alternating terms. (Prerequisites: IIT 21100; IIT 21200; IIT 21300). Lab fee required.

## PROJECT MANAGEMENT CLUSTER

**IIT 33100 Project Cost and Schedule Estimating (3)** This course is an introduction to the theory and applications of Project Cost and Schedule Estimating including life cycle cost, staffing profiles, GUI and object metrics, cost by phase and activity, lines of code, and project risks. Offered at St. Charles site every term. Lab fee required.

**IIT 43200 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; inter organizational relations, and international projects. Offered at St. Charles site every term. Lab fee required.

**IIT 43300 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. Offered at St. Charles site

every term. (Prerequisites: IIT 21100; IIT 21200; IIT 21300). Lab fee required.

# MORTUARY MANAGEMENT (B.S.)

**PROGRAM DESCRIPTION**

This program is designed as a degree completion program for students who have already earned an Associate in Applied Science in Mortuary Studies. The coursework is comprised of specific clusters in the areas of general education and business administration.

**SPECIAL TOPICS AND INDEPENDENT STUDY COURSES
PROGRAM DESCRIPTION**

Special topics courses must be taken in conjunction with a cluster. One hour of credit may be earned if they are added to a cluster. Three hours of credit may be earned if they replace one of the existing three hour courses in the cluster. Independent study courses can be taken outside of a cluster.

**ICL 29400 Special Topics in Cross Cultural (1-3)**
**IEN 29300 Special Topics in Humanities (1-3)**
**ISS 29300 Special Topics in Social Science (1-3)**
**IBA 41090 Special Topics in Accounting (1-3)**
**IBA 42090 Special Topics in Finance (1-3)**
**IBA 43090 Special Topics in Economics (1-3)**
**IBA 45090 Special Topics in Marketing (1-3)**
**IBA 46090 Special Topics in Management (1-3)**
**IBA 46900 Cases in Business/Law (1-3)**
**IBA 47900 Special Topics in Investments (1-3)**
**ICJ 49200-49600 Special Topics in Criminal Justice (1-3)**
**ICL 29400 Special Topics in Cross-Cultural Studies (1-3)**
**ICM 49500 Special Topics in Communications (1-3)**
**IGE 39300 Special Topics in Gerontology (1-3)**
**IHM 49200-49400 Special Topics in Health Management (1-3)**
**IHR 49200 Special Topics in Human Resource Management (1-3)**

**IHM 49500 Independent Study in Health Management (1-3)** Specialized area (may be repeated three times for a maximum of 9 credit hours). This course is an intensive study of a topic in the health management health promotion/wellness area. It may be taken independent of a cluster.

**ICJ 34000 Independent Study 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.

**CAPSTONE COURSES
(A grade of "C" or above is required to pass a capstone course)**

**IBA 49900 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 and 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. Offered at all sites intermittently. Testing fee required.

**ICJ 49900 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. Offered at St. Charles and Belleville sites twice a year.

**IHM 49900 Health Management Capstone (3)** This course culminates the undergraduate student's educational experience in becoming a highly effective Health Care Supervisor or Manager and serves to synthesize and integrates the student's educational experience consistency while analyzing the practices and problems confronting today's healthcare managers. Testing fee required.

**IHR 49900 Human Resources Capstone (3)** This course provides students with both a foundational review of key human resources management concepts and an emphasis on their alignment with the short and long term goals of the business. The link between strategy and employee performance will be emphasized through case study analysis, group projects, and class presentations and discussion. The HR Capstone will take a strategic perspective that frames human resources interventions with the context of organizational policies and processes that will sustain long term results. Subject matter will include the organizational assessment of business needs, planning and strategy, decision making and sound implementation methods. Offered at St. Charles site and intermittently at Belleville site. Testing fee required.

**IIT 49900 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. Offered at St. Charles site every term.

### CULMINATING PROJECT

**ICU 49900 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 a student's project must be proposed and approved by his/her faculty advisor and must be in the area of his/her concentration.

### INTERNSHIP COURSES
### PROGRAM DESCRIPTION

Permission of the faculty advisor, the dean, junior standing and a cumulative GPA of 3.0 or above are required to register for an internship. The faculty advisor will provide the student and his or her mentor with paperwork explaining the internship, the accompanying journal, and the assessment criteria.

**IBA 45000 Business Administration Internship (1-3)** While not a requirement of the business program, credit for an internship in business is available to the student who has this opportunity prearranged with his/her current employer.

**ICM 49200 Communications Internship (1-3)**

**IGE 40000 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.

### ELECTIVE COURSES

**IHM 40100 Introduction to Public Health (3)** This is an overview of current topics in public health and will center on discussions regarding U.S. health care reform and the effect of globalization of national economies on the health of populations. Analysis of public health efforts in light of natural disasters coupled with practical application of the best practices in the field and discussion centered on the social and ethical challenges of devising public policy will also be focal points for this course.

**IHR 35700 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 literature on the subject of leadership. Offered at St. Charles, Westport, North County and Belleville sites every term. All other sites intermittently.

# LINDENWOOD COLLEGE FOR INDIVIDUALIZED EDUCATION (LCIE)

### GRADUATE PROGRAM
### PROGRAM DESCRIPTION

The Lindenwood College for Individualized Education (LCIE) is specifically designed for the student with significant employment experience. Graduate students are challenged to expand their knowledge with exercises, techniques, and instruments to update and reinforce learning and enhance awareness of difficult concepts. In addition, students continue to develop their analytical and conceptual skills by enlarging their perspectives and identifying a balance between theory and practice with regard to their particular areas of study. At the completion of the program, students will be prepared to contribute to their organization's goals by effectively administering and developing its resources. Throughout their course of study, students will have the opportunity to develop their communication skills, demonstrate workplace responsibility, use interpersonal skills, practice working within a team, and develop an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking. Students are encouraged to engage in speculative thinking and to develop original work and/or research in their major areas of interest. This work should be analytical rather than descriptive, demonstrating a distinct, defensible, methodological and theoretical perspective.

## Admission and Program Requirements

Admission to a graduate degree program in LCIE is granted to students who have undergraduate grade point averages of 3.0 or better (on a 4.0 scale). Students who do not meet that grade point or other admissions standard will be given individual consideration. Conditional degree candidacy may be granted to students who have grade point averages between 2.5 and 2.99 or whose program overviews have not yet been approved. Probationary degree candidacy may be granted to students whose grade point average is less than 2.5. A student may be in the probationary status for no more than one quarter. Once accepted for full degree candidacy, graduate students must maintain a cumulative grade point average of at least 3.0 or run the risk of suspension. Students are assigned a faculty advisor to guide them through their specific degree program. Each degree program is designed to meet both student needs and accreditation requirements. Consequently, students may not deviate from any cluster requirements. Degree programs typically consist of five core clusters, and either a directed thesis/ culminating project or a capstone course. Students may, however, take additional clusters or courses to meet individual needs once their core requirements have been

met. A student who is not seeking certification or any degree with Lindenwood University may be accepted as a "Non-Degree, Special Status" student. Students accepted with Special Status will not take more than twelve (12) credit hours of regular, graduate credit without being fully admitted. This policy does not count toward Cooperative (Workshop) Credit. Students accepted with Special Status will not be eligible for financial aid or student loans as they are not fully admitted to the university. Payment arrangements must be made with the Business Office prior to attending class. To receive the master's degree from LCIE, students have two educational alternatives depending on the major:

1. Complete a 45-hour degree program that includes four 9-semester hour clusters, three semester hours of research methods, and a six semester-hour directed thesis/ culminating project, or
2. Complete a 48-hour degree program that typically includes five, nine credit hour clusters and a three credit hour capstone course

In addition, all students must meet the following requirements:
1. Have a cumulative grade point average of at least 3.0 to graduate from LCIE.
2. Complete the objectives set forth in the program overview.
3. Demonstrate graduate level writing and speaking as evaluated by the faculty advisor and instructor each term.
4. Complete all practicum, apprenticeship, and residency requirements connected with the degree program, as specified by the program overview.
5. Participate in at least one colloquium per term of study.

## Graduate Transfer Credit from Another University

Students transferring credit hours from a regionally accredited university must submit official transcripts from each university attended to the Office of Admissions along with the application for admission. All hours accepted in transfer must be from regionally accredited colleges and universities. In order to count towards graduation, all graduate credit hours must be 50000 level or above and must be in the same subject area. If courses have the same title, contain similar or like content and have a grade of

"B" or above, they may transfer in as equivalents of Lindenwood course credit. Grades of "C" or below will not transfer into any LCIE graduate program. A maximum of nine credit hours of graduate credit will transfer to an LCIE graduate program. All transfer credit is subject to approval by the LCIE program director and the Dean of LCIE.

## Receiving a Second Graduate Degree in LCIE

Many students, after receiving the first graduate degree in LCIE, will decide to enroll in a second graduate degree. When this occurs, students may be able to transfer nine credit hours from the first graduate degree toward the second graduate degree. Consequently, the second graduate degree requires the completion of thirty-nine credit hours. The program director for the second degree must approve the transfer of credit and will assist in creating the program overview for the second degree.

## Graduate Degree Time Limit

A graduate student is expected to complete a graduate program within five (5) years of the date of entry.

## Faculty Advisor Meetings

Once students enroll in the LCIE program, a faculty advisor is assigned. It is imperative that students meet with their faculty advisors at least once per quarter. During this meeting (typically during the enrollment period for the next term), the advisor discusses degree and enrollment options and schedules an advising appointment for the next registration period. A meeting with the faculty advisor is required to enroll in a cluster each term (quarter.) Please remember that it is the responsibility of the student to schedule and keep the appointment with his/her faculty advisor.

## The Student

The prospective LCIE student is 24 years old or older with several years of employment in a responsible position. He or she is seeking a degree to enrich advancement opportunities 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, St. Charles, and Belleville 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 goal through the construction of the cluster. Clusters are comprised of a faculty member and approximately 12 students who meet for four hours weekly during an evening or weekend. Each student is enrolled in three related subject areas, called cluster groups that are, in many cases, integrated into one seminar. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline. These cluster group meetings provide a collegial environment in which students present their work and share their learning. A major objective of this format is the development of knowledge synthesis, so LCIE students can expect their learning to be measured in a variety of ways: written and oral presentation, class discussion, research papers, group projects, and 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 and quizzes may be used to supplement papers and presentations as assessments of student mastery.

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.

The cluster begins with a first assignment, given to the student when he or she enrolls in the cluster. This assignment is due on the first day (evening) of class. Subsequent homework assignments are delineated in the syllabus, and, due to the accelerated nature of the LCIE program, it is expected that a student will spend, at a minimum, twenty hours per week working on these out-of-class homework assignments. This time commitment may vary, however, depending upon the student's level of expertise in a given cluster. A student in a management cluster, for example, who has worked several years in a middle management position, and who has completed a variety of corporate sponsored management courses, may, in fact, spend less time working on assignments for this cluster.

### 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. According to Lindenwood University's Academic Honesty policy, names of students found guilty of cheating or plagiarizing will be sent to the University Provost. A first offense of academic dishonesty may result in a lessened or failing grade on the work/test or failure in the course or cluster. A second offense will result in expulsion from the university. Any questions about the policy should be directed to the Provost.

### Cluster Cancellation Policy

Decisions regarding cluster cancellation due to weather conditions come from the Provost who notifies students and faculty via Rave alerts, television and radio announcements, email and website notices. The decision is made after reviewing weather reports, traffic conditions, and after consultation with site directors via the Dean of LCIE. Only the Provost has the authority to cancel clusters due to weather conditions. The only exception to this policy is an emergency, and, in this case, the LCIE Office Manager must be notified when a cluster is cancelled. In addition, all canceled clusters must be rescheduled and made up sometime during the term.

### Cluster Attendance Policy

LCIE is an accelerated program designed for motivated learners who take responsibility for their education. It is assumed that a student will not miss any classes. However, recognizing that LCIE students are working adults, one absence can be compensated for (at the instructor's discretion) through additional assigned work. Two absences will result in a grade drop in one, two, or all three of the cluster courses, depending on the class format and the instructor's judgment. Three absences are unacceptable as that represents one fourth of the class periods. A student who has missed or will miss three classes will receive failing grades in the cluster. The first class (Saturday for graduate students and new undergraduate students and the first week of classes for returning undergraduate students) and the 13th class (arranged by the instructor) are both considered part of the scheduled coursework, and attendance will be counted accordingly.

In addition, the LCIE attendance policy is structured so that it incorporates tardiness and early departure from class as part of overall attendance reporting. Students are expected to arrive for the beginning of class periods and remain until the instructor terminates the class meeting. Instructors will monitor and record the names of students who arrive late for class meetings or who leave classes early. Tardy or early departure absences are cumulative and are counted according to the LCIE absence reporting policy. Students who accumulate four hours of tardy or early departure penalties will be assessed one evening's absence. This policy shall be strictly enforced and in no cases shall exceptions be allowed.

### Cluster Textbook Policy

All students must have their textbooks by the first cluster meeting. Students also have the responsibility of making sure they purchase the correct textbooks for each cluster or class. This is especially true when students choose to purchase textbooks from sources other than the Book-X-Change, Lindenwood's online bookstore. It is the responsibility of the student to purchase the correct textbooks for the cluster in which he or she is enrolled. Lindenwood University will not accept responsibility for any textbooks that were not purchased from the Book-X-Change.

### Textbook Ordering

Textbooks for all clusters in LCIE are available through the Book-X-Change, an online book source. To order texts, students should go to the Lindenwood University website and access the Book-X-Change through a direct link (LUTextbooks.com) to the company. Students will need to know the number of each course within the cluster and be prepared to use a credit card to order books. Students are strongly encouraged to order books at least two weeks before the beginning of the quarter and have them shipped directly to their home addresses.

### Failure to Complete Cluster Assignments

A grade of "I" (incomplete) is given at the end of a quarter only for failure to complete the course work because of exceptional circumstances beyond the student's control. An incomplete is not an option for the student who is failing the course or who has excessive absences or for the student who has consistently missed or been tardy with assignments. A student should have attended all cluster meetings to date and should be relatively current with the assignments in order to qualify for the extension afforded through an incomplete grade. The student must contact his/her faculty advisor for additional information about an incomplete grade in a cluster. Incomplete grades not made up by the end of the next term automatically become "F's."

### Full-Time Accelerated Pace

The academic year at Lindenwood College for Individualized Education consists of 12-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. Students are allowed to take a three-credit-hour course in the same quarter in which they are enrolled in a cluster. Normally, a maximum of 12 credit hours per quarter is allowed. In rare situations, an LCIE student is permitted to take additional coursework in the day semester program.  In this instance, a student is permitted to take a combined (day semester and evening quarter) total of twenty-four (24) hours. Students wishing to take hours in excess of 12 semester hours are required to complete a "Petition for Policy Exemption."

### The Culminating Project

For graduate students, the culminating project is a significant and original accomplishment. It must demonstrate that students have mastered the conceptual and methodological skills outlined in the program overview. The project may be in the form of a written thesis or a creative work, including the use of a wide variety of media. If the project is not a written thesis, it must contain substantial written analytical documentation and demonstrate appropriate research methods. Graduate culminating projects require the guidance and approval of a committee consisting of at least three faculty members and/or resource specialists. The student must successfully defend the culminating project at a meeting of committee members for it to be approved. A grade of "B" or above is necessary to pass the culminating project/thesis. Graduate students must register for the culminating project immediately after they complete their last cluster of coursework. Students who do not finish their project within that term of project registration must register for a project extension for each term that the project is not completed. The culminating project is NOT an option for graduate students majoring in business administration, criminal justice, health management, human resource management, and managing information technology.

### The Capstone Course

The capstone course is required for graduate students majoring in business administration, criminal justice, healthcare administration, human resource management, and information technology. Students who 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 areas of employment. Consequently, students should expect midterm and final examinations, case analyses, and at least one major research paper during the term of enrollment. A grade of "B" or above is necessary to pass this course.

### The Colloquium

The interdisciplinary nature of a liberal arts education is the heart of the LCIE format. Consequently, all LCIE students are required to participate in at least one colloquial experience during each term of enrollment. A colloquium is an out-of class learning experience that contains instructional content. It is a means of rounding out the liberal arts education, as well as enhancing each cluster's instructional content. At times, colloquia are sponsored by Lindenwood University, though students are encouraged to seek other colloquial experiences that, with the approval of their faculty advisors, will fulfill this requirement. For each nine-credit

cluster taken, LCIE students are required to attend a colloquium and write a two-page report on their learning experience (double-spaced, using MLA format and regular 12-point font). Students should contact their advisor for specific guidelines.

Please remember that the colloquium is a quarterly requirement in the LCIE, and the Faculty Advisor cannot approve a student's graduation from the program unless all the required colloquia are in the student's file at least sixty days before the scheduled graduation date.

### Preparing for Graduation

It is the shared responsibility of both a student and his/her advisor to determine that all requirements for graduation have been completed by the anticipated graduation date. The advisor has the authority to approve academic work within the major; however, only the Provost of the university and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript. Therefore, it is the responsibility of each student to track his/her own progress through a degree program.

### Applying for Graduation

In order to apply for graduation, students must complete the "Application for Degree" form in concert with their faculty advisor at the appropriate time during the enrollment process. Application for Degree deadlines are posted in the LCIE office in the cultural center and at all of the extended campus sites. Deadlines to apply for graduation are as follows: for a March and June graduation, the deadline is December 30 of the prior year; for a September or December graduation, the deadline is May 30 of the same year. Please make certain, as you meet with your faculty advisor, that you complete the "Application for Degree" by one of the aforementioned due dates. Failure to do so will cause your graduation to be moved to the next available date.

### ADMISSION STANDARDS M.B.A.; M.S.A.; M.S., HEALTHCARE ADMINISTRATION AND M.S., HUMAN RESOURCE MANAGEMENT

Admission to the Graduate Business Programs in LCIE is granted to students who demonstrate academic preparedness and the potential for academic excellence. Once accepted, students must maintain a minimum cumulative grade point average of 3.0. Students whose GPA falls below the 3.0 minimum will be subject to academic probation or suspension, as outlined in the Academic Standards section of this catalog. For more information about academic standards, please refer to that section of the catalog.

### Criteria for Admission

To be considered for admission to the Graduate Business Programs in LCIE, applicants must complete the following steps:

1. Submit an official transcript showing the completion of a bachelor's degree with a GPA of 3.0 or higher in undergraduate studies.
2. Submit a personal statement (describing the applicant's personal business experience or philosophy or describing the applicant's decision to attend business school and addressing his or her personal or business goals upon completion of the business program).
3. Submit a current resume.
4. Provide three letters of recommendation.
5. Interview with the dean of LCIE or the appropriate program director.

Applicants to the Graduate Business Programs in LCIE who do not meet the required 3.0 grade point for admission may be granted conditional acceptance. In this case, the submission of a GRE or GMAT score may be considered in support of an application for admission. Conditional admit students may remain in conditional status for no more than 18 credit hours. Before advancing to degree candidacy, conditionally accepted candidates' academic performances will be reviewed twice by the LCIE dean—once upon completion of the first nine credit hours and again upon completion of 18 credit hours. Failure to meet the required 3.0 cumulative grade point average upon the completion of 18 credit hours will result in dismissal from the degree program. In addition, any conditionally accepted student receiving one course grade of "F" or two course grades of "C" during the first nine credit hours will be dismissed from the program without the option to complete 18 credit hours.

## Application

Prospective students wishing to apply to the graduate business programs in LCIE should visit the Office of Evening and Graduate Admissions at the Lindenwood University Welcome Center on the Lindenwood main campus or online at www. lindenwood.edu/admissions (select Evening and Graduate Admissions.)

In addition, applicants must submit official undergraduate transcripts, a personal statement, and three letters of recommendation. Once the application and application fee are received, an admissions counselor will contact the applicant to schedule an appointment for an interview with the appropriate program director. The application and application materials may be mailed to:

**The Office of Evening and Graduate Admissions**
**Lindenwood University**
**209 South Kingshighway**
**St. Charles, MO 63301**

Please email eveningadmissions@lindenwood.edu or call (636) 949-4933 with any questions.

## International Application Procedures

International residents or non-resident aliens living in the U.S. wishing to apply to a graduate business program in the Lindenwood College for Individualized Education (LCIE) should visit the University website and select International Admissions. Visit the Admissions Process, Required Documents, and Application links. For further details regarding International Applications refer to the International Application Procedures section in the current Lindenwood University Graduate catalog.

## Application Deadlines

For summer, the application deadline is June 24, 2011
For fall, the application deadline is September 23, 2011
For winter, the application deadline is December 22, 2011
For spring, the application deadline is March 23, 2012
International Application deadlines are 14 calendar days prior to the deadlines specified above.

# LCIE GRADUATE PROGRAM DESCRIPTIONS

**NOTE: Program descriptions are listed alphabetically by the name of the program.**

### MASTER OF BUSINESS ADMINISTRATION (M.B.A.) PROGRAM DESCRIPTION

The Lindenwood College for Individualized Education offers two graduate programs in Business Administration. The programs offered are
1. The master of business administration (MBA), a general degree;
2. The Master of Science in administration (MSA), a specialized degree with emphasis areas in marketing and management.

### MASTER OF BUSINESS ADMINISTRATION PROGRAM DESCRIPTION

The MBA program offers a broad-based education in advanced administrative and managerial topics. The program features a curriculum that prepares students for the information economy while emphasizing applications of the latest concepts, practices and skills through case study analysis, and examination of current issues and trends in the rapidly-changing global business environment. It is designed for working professionals from a wide range of backgrounds who wish to advance or enhance their business careers.

The clustered learning format of the Lindenwood College for Individualized Education is ideally suited to the new, experienced, or aspiring manager. In weekly seminars, three related subject areas are combined in one interdisciplinary unit of nine semester hours. This synthesis and the small class size provide a unique atmosphere for full time study. The MBA requires the completion of 48 semester hours.

**Graduate Information Systems and Methods Cluster**
IBA 50100 Economic Issues (3)
IBA 50300 Business Driven Information Systems (3)
IBA 50500 Quantitative Methods (3)

**Graduate Accounting Cluster**
IBA 51010 Financial Accounting Concepts (3)
IBA 51011 Managerial Accounting (3)
IBA 51200 Case Studies in Accounting (3)

**Graduate Management Cluster**
IBA 54000 Management and Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

**Graduate Marketing Cluster**
IBA 55000 Marketing Concepts (3)
IBA 55100 Marketing Strategy and Management (3)
IBA 55200 Issues in Marketing (3)

**Graduate Finance Cluster**
IBA 53000 Financial Concepts (3)
IBA 53100 Financial Policy (3)
IBA 53200 Managerial Finance (3)
Prerequisite: Graduate Accounting Cluster or permission of LCIE Business program director.

In addition to the five required clusters, students must complete IBA 60100 Business Policies and Strategies (3.)

## MASTER OF SCIENCE IN ADMINISTRATION (M.S.A.) PROGRAM DESCRIPTION

The MSA program is designed to meet the needs of students who may wish to specialize in either marketing or management. Following are recommended interdisciplinary cluster units of nine semester hours for each of the major areas. The MSA requires the completion of 48 semester hours.

### MSA - MARKETING EMPHASIS

The MSA with a marketing emphasis requires completion of the following clusters:

**Graduate Information Systems and Methods Cluster**
IBA 50100 Economic Issues (3)
IBA 50300 Business Driven Information Systems (3)
IBA 50500 Quantitative Methods (3)

**Graduate Marketing Cluster**
IBA 55000 Marketing Concepts (3)
IBA 55100 Marketing Strategy and Management (3)
IBA 55200 Issues in Marketing (3)

**Graduate Promotional Mix Cluster**
ICM 55000 Principles of Advertising (3)
ICM 58900 Principles of Public Relations (3)
ICM 59000 Promotion Management (3)

**Graduate Product Management Cluster**
IBA 55500 Product Management and Product Development (3)
IBA 56000 Brand Management (3)
IBA 56500 Product Positioning Strategy (3)

**Graduate Finance Cluster**
IBA 53000 Financial Concepts (3)
IBA 53100 Financial Policy (3)
IBA 53200 Managerial Finance (3)
Prerequisite: Graduate Accounting Cluster or permission of LCIE Business program director.

In addition to the five required clusters, students must complete IBA 60100 Business Policies and Strategies (3)

### MSA - MANAGEMENT EMPHASIS

The MSA with a Management Emphasis requires completion of the following clusters:

**Graduate Information Systems and Methods Cluster**
IBA 50100 Economic Issues (3)
IBA 50300 Business Driven Information Systems (3)
IBA 50500 Quantitative Methods (3)

**Graduate Management Cluster**
IBA 54000 Management and Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

**Graduate Organizational Communication Cluster**
ICM 56000 Organizational Communication Theory (3)
ICM 56100 Communication Process Analysis (3)
ICM 56200 Practical Appl of Communication Processes (3)

**Graduate Organizational Assessment Cluster**
IHR 57700 Organizational Assessment (3)
IHR 57900 Training, Design, Evaluation and Facilitation (3)
IHR 58000 Contemporary Issues (3)

**Graduate Finance Cluster**
IBA 53000 Financial Concepts (3)
IBA 53100 Financial Policy (3)
IBA 53200 Managerial Finance (3)
Prerequisite: Graduate Accounting Cluster or permission of LCIE Business program director.

In addition to the five required clusters, students must complete IBA 60100 Business Policies and Strategies (3)

## COMMUNICATIONS PROGRAM DESCRIPTION (M.A.)

The MA program in communications offers a great deal of flexibility in planning and design. The graduate student in communications may specialize in one of four areas of emphases.

The four areas of emphasis are
1. promotions,
2. training and development,
3. media management and
4. digital and multimedia studies.

In the final term of study, a capstone course (ICM 60100, 3credit hours), is required of all majors except for those in Digital and Multimedia Studies who have a concentration in Television Production. These students, in their final term, do a Culminating Project (ICM 59900, 3 credit hours) in the area of production or scriptwriting. Students with this interest can also, with Faculty permission, do up to nine hours of Independent Study coursework (ICM 59500 Special Projects I, ICM 59600 Special Projects II, ICM 59700 Special Projects III). These three credit hour courses involve applied individualized studies, under the supervision of Lindenwood faculty, in support of developing programming and operations at LUTV, the Lindenwood television station.

Each cluster is limited to approximately 12 students, which allows for close contact with faculty members and individualization of study to meet each student's needs within the parameters of the course. Each cluster meets one evening a week for four hours and integrates related areas of study which, in more traditional formats, are taught separately.

Evaluation is based primarily upon projects in which written and oral communications skills are developed. Students may apply for three credits of either ICM 59300 Media Internship or ICM 59400 Communications Internship, on-site learning experiences in communications-related establishments. Students who wish to pursue an internship must receive the recommendation of the faculty advisor and be accepted by the internship organization. Internships normally require a student to spend 15-20 hours per week at the internship site. The internship is an option, not a requirement.

### M.A. IN COMMUNICATION PROMOTIONS EMPHASIS

The MA in communications with a promotions emphasis requires completion of the following clusters:

**Graduate Corporate Communications Cluster**
ICM 50000 Communication in the Corporate Environment (3)
ICM 50100 Using Media for Presentations (3)
ICM 50300 Copywriting (3)

**Graduate Organizational Communications Cluster**
ICM 51500 Organizational Communications Theories (3)
ICM 51600 Leadership in Organizations (3)
ICM 51800 Communication Process and Motivation (3)

Choose a technology related cluster from the following:

**Graduate Media Design Applications Cluster**
ICM 52400 Media Design Applications: Adobe Illustrator (3)
ICM 52500 Media Design Applications: Adobe Photoshop (3)
ICM 52900 Graphic Design Management & Workflow (3)
Prerequisite: Graduate Imaging and Design or experience in the field.

**Graduate Imaging and Design Cluster**
ICM 52600 Design Concepts (3)
ICM 52700 Design in Media I (3)
ICM 52800 Design in Media II (3)

**Graduate Digital Media Cluster**
ICM 53400 Practical of Business Graphics (3)
ICM 56500 Electronic Resources (3)
ICM 58800 Media Project Management (3)

**Graduate Television Production Cluster**
ICM 55600 Production for Television (3)
ICM 55800 Writing for Television (3)
ICM 55900 Production Management (3)

**Graduate Web Page Design Cluster**
ICM 56400 Web Imaging (3)
ICM 56700 Web Page Building (3)
ICM 57000 Web Site Management (3)

**Graduate Advanced Television Production Cluster**
ICM 57400 Advance Television Production (3)
ICM 57600 Advanced Television Directing (3)
ICM 57700 Advanced Television Editing (3)
Prerequisite: Television Production Cluster or prior experience.

Choose two clusters from:

**Graduate Integrated Promotional Communications Cluster**
ICM 50600 Promotion Strategies and Tactics (3)
ICM 50800 Advertising for Sales Efficiency (3)
ICM 51000 Public Relations Strategies for Success (3)

**Graduate Public Relations Cluster**
ICM 54100 Group Communication (3)
ICM 54200 Public Relations Ethics (3)
ICM 54300 PR Research and Planning (3)

**Graduate Marketing Cluster**
IBA 55000 Marketing Concepts (3)
IBA 55100 Marketing Strategy and Mgmt. (3)
IBA 55200 Issues in Marketing (3)

**Graduate Product Management Cluster**
IBA 55500 Product Management and Development (3)
IBA 56000 Brand Management (3)
IBA 56500 Product Positioning Strategy (3)

**Graduate Accounting Cluster**
IBA 51010 Financial Accounting Concepts (3)
IBA 51011 Managerial Accounting (3)
IBA 51200 Cases in Accounting (3)

In addition to the above requirement, all majors with the promotions emphasis must complete ICM 60100 Communications Capstone (3)

## TRAINING AND DEVELOPMENT EMPHASIS

The MA in communications with a training and development emphasis requires completion of the following three clusters and one cluster from two groups listed below:

**Graduate Corporate Communications Cluster**
ICM 50000 Communication in the Corporate Environment (3)
ICM 50100 Using Media for Presentations (3)
ICM 50300 Copywriting (3)

**Graduate Organizational Communications Cluster**
ICM 51500 Organizational Communications Theories (3)
ICM 51600 Leadership in Organizations (3)
ICM 51800 Communication Process and Motivation (3)

**Graduate Organizational Assessment Cluster**
IHR 57700 Organizational Assessment (3)
IHR 57900 Training, Design, Evaluation and Facilitation (3)
IHR 58000 Contemporary Issues (3)

Choose one technology related cluster from:

**Graduate Media Design Applications Cluster**
ICM 52400 Media Design Applications: Adobe Illustrator (3)
ICM 52500 Media Design Applications: Adobe Photoshop (3)
ICM 52900 Graphic Design Management & Workflow (3)
Prerequisite: Graduate Imaging and Design or experience in the field.

**Graduate Imaging and Design Cluster**
ICM 52600 Design Concepts (3)
ICM 52700 Design in Media I (3)
ICM 52800 Design in Media II (3)

**Graduate Digital Media Management Cluster**
ICM 53400 Business Graphics (3)
ICM 56500 Electronic Resources (3)
ICM 58800 Media Project Planning (3)

**Graduate Web Page Design Cluster**
ICM 56400 Web Imaging (3)
ICM 56700 Web Page Building (3)
ICM 57000 Web Site Management (3)

Choose one cluster from:

**Graduate Television Production Cluster**
ICM 55600 Production for Television (3)
ICM 55800 Writing for Television (3)
ICM 55900 Production Management (3)

**Graduate Advanced Television Production Cluster**
ICM 57400 Advanced Television Production (3)
ICM 57600 Advanced Television Directing (3)
ICM 57700 Advanced Television Editing (3)

In addition to the above requirement, all majors with the training and development emphasis must complete ICM 60100 Communications Capstone (3)

## MEDIA MANAGEMENT EMPHASIS

The MA in Communications with a media management emphasis requires completion of the following four clusters and one cluster from the groups listed below:

**Graduate Corporate Communications Cluster**
ICM 50000 Communication in the Corporate Environment (3)
ICM 50100 Using Media for Presentations (3)
ICM 50300 Copywriting (3)

**Graduate Integrated Promotional Communications Cluster**
ICM 50600 Promotion Strategies and Tactics (3)
ICM 50800 Advertising for Sales Efficiency (3)
ICM 51000 Public Relations Strategies for Success (3)

**Graduate Management Cluster**
IBA 54000 Management and Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

**Graduate Accounting Cluster**
IBA 51010 Financial Accounting Concepts (3)
IBA 51011 Managerial Accounting (3)
IBA 51200 Cases in Accounting (3)

Choose one cluster (9 hours) from any cluster with courses starting with course identifiers of IBA, ICM, or IHR. In addition to the above requirement, all majors with the media management emphasis must complete ICM 60100 Communications Capstone (3)

### DIGITAL AND MULTIMEDIA STUDIES EMPHASIS

The MA in communications in digital and multimedia studies combines coursework that involves both hands-on experiences with current technologies and conceptual studies relating to their applications. The MA in communications with a digital and multimedia emphasis requires completion of five clusters and one three-semester-hour capstone course for a total of 48 credit hours: Students must complete a minimum of at least three clusters from the following list of eight core clusters:

Choose at least three of the following core clusters:

**Graduate Media Design Applications Cluster**
ICM 52400 Media Design Applications: Adobe Illustrator (3)
ICM 52500 Media Design Applications: Adobe Photoshop (3)
ICM 52900 Graphic Design Management & Workflow (3)
Prerequisite: Graduate Imaging and Design or experience in the field.

**Graduate Imaging and Design Cluster**
ICM 52600 Design Concepts (3)
ICM 52700 Design in Media I (3)
ICM 52800 Design in Media II (3)

**Graduate Documentary Expression Cluster**
ICM 57200 Documentary Film & Video (3)
ICM 57300 Photojournalism (3)
ICM 57500 Documentary Journalism (3)

**Graduate Web Page Design Cluster**
ICM 56400 Web Imaging (3)
ICM 56700 Web Page Building (3)
ICM 57000 Web Site Management (3)

**Graduate Digital Media Management Cluster**
ICM 53400 Principles of Business Graphics (3)
ICM 56500 Electronic Resources (3)
ICM 58800 Media Project Planning (3)

**Graduate Television Production Cluster**
ICM 55600 Production for Television (3)
ICM 55800 Writing for Television (3)
ICM 55900 Production Management (3)

**Graduate Advanced Television Production Cluster**
ICM 57400 Advance Television Production (3)
ICM 57600 Advanced Television Directing (3)
ICM 57700 Advanced Television Editing (3)
Prerequisite: Television Production Cluster or prior experience.

**Graduate Scriptwriting Cluster**
IMF 57500 Scriptwriting Workshop (3)
IMF 57600 Narrative Arc in Film (3)
IMF 57700 Script Analysis (3)
Prerequisite: Submit writing sample to MFA program director.

**Elective Clusters**
If needed to complete their five clusters, students may select up to two of the following clusters:

**Graduate Corporate Writing Cluster**
ICM 50000 Communications in the Corporate Environment (3)
ICM 50100 Using Media for Presentations (3)
ICM 50300 Copywriting (3)

**Graduate Integrated Promotional Communications Cluster**
ICM 50600 Promotion Strategies and Tactics (3)
ICM 50800 Advertising for Sales Efficiency (3)
ICM 51000 Public Relations Strategies for Success (3)

**Graduate Public Relations Cluster**
ICM 54100 Group Communications (3)
ICM 54200 Public Relations Ethics (3)
ICM 54300 PR Research and Planning (3)

**Independent Study Courses**
ICM 59300 Media Internship (1-3)
ICM 59400 Communications Internship (1-3)
ICM 59500 Special Projects I (1-3)
ICM 59600 Special Projects II (1-3)
ICM 59700 Special Projects III (1-3)
ICM 59900 Graduate Culminating Project (3)

In addition to the above requirement, all major with the digital and multimedia emphasis must complete ICM 60100 Communications Capstone (3) or ICM 59900 Graduate Culminating Project.

### CRIMINAL JUSTICE ADMINISTRATION (M.S.)
### PROGRAM DESCRIPTION

The Master of Science in criminal justice administration is designed for practicing professionals in the fields of law enforcement and criminal justice administration. The degree is designed for both younger professionals who intend to pursue a career in the field and for seasoned professionals who wish to expand their knowledge and skills in criminal justice administration. The program consists of a 48 semester hour degree program. Students must complete the following four core clusters:

**Graduate Management Cluster**
IBA 54000 Management and Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

**Graduate Homeland Security Cluster**
ICJ 52000 Terrorism and Counter Terrorism (3)
ICJ 52100 Homeland Security (3)
ICJ 52200 Homeland Security and American Policing (3)

**Graduate Constitutional Law Cluster**
ICJ 51000 Constitutional Law (3)
ICJ 51100 Rules of Evidence (3)
ICJ 51200 Courtroom Testimony and Presentation (3)

**Graduate Administration of Justice Cluster**
ICJ 50200 Critical Issues in Police Civil Liability (3)
ICJ 52500 Administration of Justice (3)
ICJ 52600 Police in Society (3)

In addition, students must complete one cluster (9 hours) selected from any other cluster groupings and ICJ 60100 Criminal Justice Capstone (3)

## GERONTOLOGY (M.A.)
### PROGRAM DESCRIPTION
The M.A. in gerontology is designed for practicing professionals in the fields of gerontology and health to enhance their understanding of the human aging process and the challenges associated with aging in the United States. Current curriculum content is based upon recommendations found in the standards and guidelines for gerontology programs prepared and presented by the Association of Gerontology programs in higher education. The gerontology program requires 48 semester hours. Graduate students take four (core) clusters, an elective cluster (selected to best serve the student's chosen area of specialization) and a three-semester-hour capstone course or internship. Graduate alumni from the Gerontology Program serve as directors of retirement housing complexes, managers of senior centers, nursing home administrators, researchers, founders of home health agencies, and a range of other careers dedicated to serving older individuals. The aim of the program is to provide a solid foundation in the theories and research in gerontology The M.A. in gerontology requires completion of the following four clusters (36 hours) plus one cluster from the elective groups listed below:

**Graduate Sociology of Aging Cluster**
IGE 51100 Sociology of Aging (3)
IGE 51200 Psychological Aspects of Aging (3)
IGE 51300 Physical Aspects of Aging (3)

**Graduate Community Organization Cluster**
IGE 52000 Community Organization & Resource Allocation (3)
IGE 52100 Social Policy in Gerontology (3)
IGE 52200 Service Provision to the Elderly (3)

**Graduate Geriatric Assessment Cluster**
IGE 54000 Multidisciplinary Geriatric Assessment (3)
IGE 54100 Counseling Older Adults (3)
IGE 54300 Mental Health Issues in the Elderly (3)

**Graduate Research Methods Cluster**
IGE 54400 Research Methods in Gerontology (3)
IGE 54500 Literature Review in Aging (3)
IGE 54600 Basic Statistics for Research in Gerontology (3)

In addition to the above four clusters, student must also complete one of the following clusters:

**Graduate Issues of Aging Cluster**
IGE 54700 Law and Aging (3)
IGE 54800 Economics of Aging (3)
IGE 54900 Issues of Abuse and Neglect of Older Adults (3)
or
**Graduate Long-term Care Cluster**
IGE 52600 Cultural Change in Long Term Care (LTC) Regulation and Management (3)
IGE 52700 Ethical Issues in Long Term Care (3)
IGE 52800 Current Issues in Long Term Care (3)
or
**Any Healthcare Administration Cluster** (9 hours) with the approval of the Gerontology program director. Students must also complete one of the following courses:

**Special Topics Course, Capstone Course or Professional Internship** (3-6 hours)

Complete a minimum of 3 hours from the following options:
**IGE 50000 Professional Internship (3)**
**IGE 59300 Special Topics in Gerontology (3)**
**IHM 60100 Healthcare Administration Capstone (3)**

## HEALTHCARE ADMINISTRATION (M.S.)
### PROGRAM DESCRIPTION
The M.S. in healthcare administration is designed for practicing professionals in the health and human service professions. Curriculum content is based upon recommendations of the Accrediting Commission on Education for Health Service Administration. The healthcare administration degree requires the completion of 48 semester hours. Students must complete the following five four core clusters:

**Graduate Quantitative Methods and Analysis Cluster**
IHM 52200 Public Health Perspectives (3)
IHM 52300 Quantitative Methods in Health Care Mgmt (3)
IHM 52400 Statistical Analysis and Research Methods in Healthcare (3)

**Graduate Legal Issues Cluster**
IHM 53300 Administration of Health Care Law (3)
IHM 53500 Case Study and Analysis in Health Care Administration (3)
IHM 59100 Medical Records and the Law (3)

**Graduate Health Care Strategies Cluster**
IHM 55000 Strategic Mgmt in Health Care Organizations (3)
IHM 55100 Health Care Marketing (3)
IHM 55200 Global Health Perspectives (3)

**Graduate Health Care Finance, Economics and Accounting Cluster**
IHM 57700 Health Care Finance (3)
IHM 57800 Economic Analysis of Health and Medical Care (3)
IHM 57900 Accounting for Health Care Organizations (3)

**Graduate Health Care Information Systems & Mgmt. Ethics**
IHM 59000 Digital Medicine and Healthcare Information Systems (3)
IHM 59200 Ethical Challenges in the Management of Health Information (3)
IHM 59700 Organizational Behavior in Healthcare (3)

**Students must also complete IHM 60100 Healthcare Administration Capstone (3)**

**Healthcare Administration Internship (optional):**
IHM 50000 Healthcare Administration Internship (1-6)

## HUMAN RESOURCE MANAGEMENT (M.S.)
### PROGRAM DESCRIPTION

The M.S. in human resource management (HRM) provides a forum for applied and experiential learning for students with career ambitions within the fields of Human Resources Management and Organizational Development. The program encourages the development of business partners with a working understanding of basic business skills in such critically important areas as accounting, finance, and information systems. It further develops their HRM experience with an emphasis on organizational assessment, problem identification and resolution, HR planning and the application of tested and proven HR solutions to the tactical and strategic needs of the business. The Human Resource Management degree requires the completion of forty-eight semester hours. Students must complete the following five core clusters:

**Graduate Management Cluster**
IBA 54000 Management and Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

**Graduate Marketing/Finance Cluster**
IHR 56100 Essentials of Marketing (3)
IHR 56200 Survey of Accounting (3)
IHR 56300 Introduction to Finance (3)

**Graduate Organizational Assessment Cluster**
IHR 57700 Organizational Assessment (3)
IHR 57900 Training, Design, Evaluation and Facilitation (3)
IHR 58000 Contemporary Issues (3)

**Graduate HR Strategies Cluster**
IHR 59100 Issues in Employee Selection and Retention (3)
IHR 59200 Employee Benefits and Compensation (3)
Prerequisite: Graduate Management Cluster
IHR 59600 Employment Law for the Human Resource Professional (3)

**Graduate Information Systems and Methods Cluster**
IBA 50100 Economic Issues (3)
IBA 50300 Business Driven Information Systems (3)
IBA 50500 Quantitative Methods (3)

Students must also complete IHR 60100 Human Resource Management Capstone (3)

In addition to the five required clusters, students may also select an elective cluster to further enhance their degree program:

**Graduate Management Issues Elective Cluster**
IHR 53400 Gender Issues in Management (3)
IHR 53600 Implementing and Managing Diversity (3)
IHR 56000 Adult Learning Process (3)

## MANAGING INFORMATION TECHNOLOGY (M.S.)
### PROGRAM DESCRIPTION

The M.S. in managing information technology will accept students who have undergraduate degrees in information technology, computer science, computer information systems, management information systems, the Post Bachelor's Certificate in Information Technology, or equivalent work experience or professional certifications to be determined by Lindenwood University. It serves students by providing them with the background necessary to become effective IT managers. The degree is offered in a 48 hour program consisting of four required core clusters, one elective cluster, and a capstone course.

**Graduate Project Management Cluster**
IIT 53100 Scheduling, Cost Control and Estimating Models (3)
IIT 53200 Implementing a Management Control System (3)
IIT 53300 System Approach to Software Management (3)

**Graduate Managerial System Integration Cluster**
IIT 54100 Database Integration and Management (3)
IIT 54200 New Technology Integration (3)
IIT 54300 Enterprise Resource Planning (ERP) (3)

**Graduate Network Management and Administration Cluster**
IIT 52500 Network Security (3)
IIT 52600 Current Issues in Network Technology (3)
IIT 52700 Network Project (3)

**New Technologies Cluster**
IIT 56100 Digital Media Technology (3)
IIT 56200 Topics in New Technologies (3)
IIT 56300 Wireless Technologies (3)

**Elective Clusters:** Students must select one of the following:

**Graduate Data Warehousing and Mining Cluster**
IIT 55100 Elements of Data Warehousing and Mining (3)
IIT 55200 Data Warehousing Systems (3)
IIT 55300 Export, Translation & Loading (ETL) (3)

**Graduate Internet Culture Cluster**
IIT 57100 Understanding the Internet Culture (3)
IIT 57200 Developing an Effective Web Strategy (3)
IIT 57300 Web Site Administration (3)

**Graduate Management Cluster**
IBA 54000 Management & Administrative Theory (3)
IBA 54100 Organizational Behavior (3)
IBA 54300 Personnel Management and Labor Relations (3)

Students must take the Information Technology Capstone course, IIT 60100 Information Technology Capstone (3)

## MASTER OF FINE ARTS IN WRITING (M.F.A.)
### PROGRAM DESCRIPTION

The M.F.A. in writing program is designed to provide students with the guidance and knowledge necessary to distinguish themselves as writers, both personally and in the community. The program offers personalized instruction in small workshop settings, exposing students to an unusually wide range of genres and offering the opportunity to develop a project in their genre of choice. Classes offer the necessary balance of critical challenge and encouragement; as a result, each student is equipped to better express his or her understanding of the human experience.

Admission to the program is contingent upon approval of a submitted writing sample and a brief Statement of Purpose. Any student not admitted into the M.F.A. program must receive permission from the program director before enrolling in an M.F.A. course. Students select 48 credit hours from the curriculum, with the option of completing nine-credit clusters, three-credit classes, or a combination of both. M.F.A. in writing students have the option of repeating a cluster through advanced

studies, allowing them to focus on and work more extensively in a chosen genre. The graduate thesis is required for the final three credit hours of the program. Students work with a faculty mentor to produce a thesis of approximately 60-100 pages in their chosen genre (poetry, fiction, nonfiction, or scriptwriting).

**Graduate Creative Writing Cluster**
IMF 51500 Creative Writing for the M.F.A. (3)
IMF 51600 Fiction Genres (3)
IMF 51700 Poetry Genres (3)

**Graduate Poetry Cluster**
IMF 52500 Poetry Writing Workshop (3)
IMF 52600 Craft of Poetry: Prosody & Language (3)
IMF 52700 Selected Emphases in Poetry (3)

**Graduate Fiction Cluster**
IMF 53500 Fiction Writing Workshop (3)
IMF 53600 Fundamentals of Contemporary Fiction (3)
IMF 53700 Selected Emphases in Fiction (3)

**Graduate Creative Nonfiction Cluster**
IMF 54500 Creative Nonfiction Workshop (3)
IMF 54600 The Personal Essay and Memoir (3)
IMF 54700 The Lyric Essay (3)

**Graduate Prose Studies Cluster**
IMF 55500 Prose Workshop (3)
IMF 55600 The Prose Collection (3)
IMF 55700 The Literary Journal (3)

**Graduate Journalism Cluster**
IMF 56500 Writing For Publications (3)
IMF 56600 Narrative Journalism (3)
IMF 56700 Readings in Narrative Journalism (3)

**Graduate Scriptwriting Cluster**
IMF 57500 Scriptwriting Workshop (3)
IMF 57600 Narrative Arc in Film (3)
IMF 57700 Script Analysis (3)

*\*\*NOTE: This cluster is open to communications majors upon program director's approval of writing sample.*

**Advanced Study Courses**
IMF 51800 Advanced Creative Writing (3)
IMF 51900 Advanced Fiction Genres (3)
IMF 52000 Advanced Poetry Genres (3)

IMF 52800 Advanced Poetry Workshop (3)
IMF 52900 Advanced Studies Craft of Poetry (3)
IMF 53000 Advanced Studies in Poetry (3)

IMF 53800 Advanced Fiction Workshop (3)
IMF 53900 Advanced Studies Contemporary Fiction (3)
IMF 54000 Advanced Studies in Fiction (3)

IMF 54800 Advanced Studies in Nonfiction (3)
IMF 54900 Advanced Studies Personal Essay and Memoir (3)
IMF 55000 Advanced Studies in Lyric Essay (3)

IMF 55800 Advanced Studies in Prose (3)
IMF 55900 Advanced Studies in Prose Collection (3)
IMF 56000 Advanced Studies in Literary Journal (3)

IMF 56800 Advanced Studies in Journalism (3)
IMF 56900 Advanced Studies Narrative Journalism (3)
IMF 57000 Advanced Journalism Readings (3)
IMF 57800 Advanced Scriptwriting (3)
IMF 57900 Advanced Studies in Film (3)
IMF 58000 Advanced Script Analysis (3)

**Graduate Workshop Courses**
IMF 52100 Focused Poetry Workshop (3)
IMF 52200 Focused Fiction Workshop (3)
IMF 52300 Focused Nonfiction Workshop (3)
IMF 52400 Focused Scriptwriting Workshop (3)
IMF 53100 Advanced Focused Poetry Workshop (3)
IMF 53200 Advanced Focused Fiction Workshop (3)
IMF 53300 Advanced Focused Nonfiction Workshop (3)
IMF 53400 Advanced Focused Scriptwriting Workshop (3)
IMF 54100 Special Topics Focused Workshop (3)

**Independent Study Courses**
IMF 59500 Independent Study I (3)
IMF 59600 Independent Study II (3)
IMF 59700 Independent Study III (3)

**Graduate Thesis**
IMF 59900 Graduate Thesis (3)

## MASTER OF FINE ARTS IN WRITING—ONLINE OPTION PROGRAM DESCRIPTION

The online option for the MFA in Writing Program is designed to provide students with the guidance and knowledge necessary to distinguish themselves as writers, both personally and in the community. The program offers personalized instruction in small online workshop settings, along with online craft and literature classes, exposing students to a variety of genres and offering the opportunity to develop a project in their genre of choice. Classes offer the necessary balance of critical challenge and encouragement; as a result, each student is equipped to better express his or her understanding of the human experience. Admission to the program is contingent upon approval of a submitted writing sample and a brief Statement of Purpose. Any student not admitted into the MFA program must receive permission from the program director before enrolling in an MFA course.

The online MFA in Writing degree requires completion of 48 credit hours. Up to three online three-credit classes may be taken per quarter. The graduate thesis is required for the final three credit hours of the program. Students work with a faculty mentor to produce a thesis of approximately 60-100 pages in their chosen genre (poetry, fiction, or nonfiction).

**Degree Completion for the MFA in Writing Online Degree:**

An online MFA student may take up to three online three-credit courses per quarter. If a student chooses to take three courses each quarter, and then complete the Graduate Thesis in the final quarter of the program, the student would complete his or her degree in one and a half years.

If students wish to take fewer than three online courses per quarter, they will have up to five years to complete their degree program. The online Graduate Thesis will be offered every quarter after Spring 2012 to allow students to complete their degree in the amount of time that works best for them (between one and a half years and five years). There are no prerequisites for MFA in Writing classes; the classes may be taken in any order.

**Online MFA in Writing Course Offerings:**
IMF 51600 Fiction Genres
IMF 51700 Poetry Genres
IMF 52100 Focused Poetry Workshop
IMF 52200 Focused Fiction Workshop
IMF 52300 Focused Nonfiction Workshop
IMF 52500 Poetry Writing Workshop
IMF 52600 The Craft of Poetry
IMF 52700 Selected Emphases in Poetry
IMF 53200 Advanced Focused Fiction Workshop
IMF 53500 Fiction Writing Workshop
IMF 53600 Fundamentals of Contemporary Fiction
IMF 53700 Selected Emphases in Fiction
IMF 54100 Special Topics Focused Workshop
IMF 54500 Creative Nonfiction Workshop
IMF 55600 The Prose Collection
IMF 59900 Graduate Thesis

# LCIE GRADUATE COURSE DESCRIPTIONS

***NOTE: Course descriptions are listed alphabetically by the name of the program. To find individual courses refer to the Cross-Index of courses on page 60.***

## BUSINESS ADMINISTRATION (M.B.A., M.S.A.)

### GRADUATE INFORMATION SYSTEM AND METHODS CLUSTER

**IBA 50100 Economic Issues (3)** This course applies core economic concepts to issues relevant to today's business environment. Topics include markets and market process, applications of demand and supply, profit maximization, national and international economies, macroeconomic measures, money, banking and current issues in International trade and finance. Offered at all sites intermittently.

**IBA 50300 Business Driven Information Systems (3)** This course examines the role of Information Systems in the business environment. Topics include decision-support systems, business process improvement, e-business, ethics, information security, enterprise architectures, databases, data warehouses, networks, telecommunications, mobile technology, operations management, business intelligence, enterprise resource planning, and systems development. Offered at all sites intermittently.

**IBA 50500 Quantitative Methods (3)** This course applies statistics and probability concepts to managerial decision-making in the business environment, with emphasis on production and operations management applications. Topics include descriptive statistics, probability concepts, confidence intervals, sampling designs, data analysis methods, correlation and regression analysis, forecasting, statistical process control, and inventory control models. Offered at all sites intermittently.

### GRADUATE ACCOUNTING CLUSTER

**IBA 51010 Financial Accounting Concepts (3)** Students examine generally accepted accounting concepts and their influences upon the preparation, analysis, and use of financial statements and reports. Offered at all sites intermittently.

**IBA 51011 Managerial Accounting (3)** This course applies generally accepted accounting practices to the internal use of accounting data by managers for planning, control, and decision making purposes. Offered at all sites intermittently.

**IBA 51200 Case Studies in Accounting (3)** This course will use case analysis to illustrate and describe what accountants do and provide a basis for discussion about alternatives and implications of accounting standards, procedures and reports. The focus will be on the manager as a decision maker, using accounting as a strategic tool. Offered at all sites intermittently.

### GRADUATE MANAGEMENT CLUSTER

**IBA 54000 Management and Administrative Theory (3)** This course integrates theory, research, and applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies and leadership styles are examined. Offered at all sites intermittently.

**IBA 54100 Organizational Behavior (3)** Students analyze the primary factors affecting behavior and relations in organizations. Particular emphasis is given to examining the structure and processes of, and behavior within, organizations in order to better understand the management process. Offered at all sites intermittently.

**IBA 54300 Personnel Management and Labor Relations (3)** This course covers the scope of business and industrial personnel services and includes an analytical appraisal of policies in labor relations and personnel administration. Offered at all sites intermittently.

### GRADUATE MARKETING CLUSTER

**IBA 55000 Marketing Concepts (3)** Using a case study approach, students examine the marketing activities to plan, promote, and distribute goods and services to the consumer and the industrial market. Offered at all sites intermittently.

**IBA 55100 Marketing Strategy and Management (3)** This course is an analysis of the dynamics of developing a marketing program: establishing a strategy model for entry, maintenance/ survival, proliferation/ segmentation, exit and re-entry of products and service. Students will study the development of a marketing plan for an organization, budgeting, interfacing with other areas of the organization. Offered at all sites intermittently.

**IBA 55200 Issues in Marketing (3)** Current and significant issues in marketing (electronic marketing, direct marketing, interactive services marketing, Internet marketing) are examined. The course applies the existing theories and practices as learned in the above two courses; however, emphasis is given to new and emerging topics in the field. Offered at all sites intermittently.

### GRADUATE FINANCE CLUSTER

**IBA 53000 Financial Concepts (3)** Students examine the managerial functions of finance with emphasis on financial statement analysis, working capital management, capital budgeting, long term financing. Prerequisite: Graduate Accounting Cluster or permission of LCIE Business program director. Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of LCIE Business program director. Offered at all sites intermittently.

**IBA 53100 Financial Policy (3)** This course is an advanced study of corporate financial analysis with focus on mergers, acquisitions, management/ shareholder relations, dividend policy, long term financing, money and capital marketing institutions, using a case study and problem-solving approach. Prerequisite: Graduate Accounting Cluster or permission of LCIE Business

program director. Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of LCIE Business program director. Offered at all sites intermittently.

**IBA 53200 Managerial Finance (3)** Analysis of major financial decisions is the focus of this course. The traditional financial problems normally reserved for executive decision-making are covered in depth. Prerequisite: Graduate Accounting Cluster or permission of LCIE Business program director. Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of LCIE Business program director. Offered at all sites intermittently.

### GRADUATE PRODUCT MANAGEMENT CLUSTER

**IBA 55500 Product Management and Product Development (3)** Students analyze the product management function, the role of the product manager in the firm, and the interfaces required with other areas of the organization. The application of strategy models to product management. monitoring, tracking, and updating, will be conducted. Development of new products will then be analyzed with methods of evaluation, new venture teams, the pre-entry planning phase, budgeting, and decision trains. Students will develop a new product concept. Offered at St. Charles site, winter term.

**IBA 56000 Brand Management (3)** Product and brand management decisions needed to build, measure and manage brand equity will be discussed and evaluated. Areas of focus will include important issues in planning and evaluating brand strategies, applying appropriate theories, concepts Lindenwood College for Individualized Education, and models to make better branding decisions. Offered at St. Charles site, winter term.

**IBA 56500 Product Positioning Strategy (3)** Students will investigate marketing strategies related to the image of a product or service in the customer's thoughts. Methods of achieving a position, selection of a positioning strategy and writing a plan to implement that strategy as well as how the positioning plan fits with the total written marketing plan will be examined. Offered at St. Charles site, winter term.

### GRADUATE ORGANIZATIONAL ASSESSMENT CLUSTER

**IHR 57700 Organizational Assessment (3)** This course will examine the process of organizational change from a systems perspective. Students will focus on techniques for organizational diagnosis including: organizational analysis, quality of work life analysis, technical system analysis, and environmental analysis.

**IHR 57900 Training, Design, Evaluation and Facilitation (3)** This course will develop students' skills as trainers and their understanding of the basic theories. Students will diagnose their own needs and skills for learning; explore their training style and its effectiveness; develop their design skill; examine various training evaluation designs; and gain a better understanding of the philosophy and ethics of adult and laboratory education.

**IHR 58000 Contemporary Issues (3)** Selected issues and methods in human resource management will be reviewed, critically examined and discussed.

# COMMUNICATIONS (M.A.)

### GRADUATE CORPORATE WRITING CLUSTER

**ICM 50000 Communications in the Corporate Environment (3)** This class is the study and practice of effective business communication, with emphasis on writing, speaking and group communication. Topics will include principles of verbal and nonverbal communication in the work place; writing, social networking, memorandums, letters, reports and proposals; interviewing and oral presentation. Work will focus on persuasive communication for both internal and external business audiences. Offered every term at St. Charles site.

**ICM 50100 Using Media for Presentations (3)** This course is the practical application of oral presentation enhancements through the use of audio-visual and computer-aid materials and includes design and use of newsletters for internal and external audiences. Offered every term at St. Charles site.

**ICM 50300 Copywriting (3)** Students will learn to write and edit copy for business projects, such as reports, newsletters, brochures, proposals, news releases, blogs, video scripts, and/or speeches. Offered every term at St. Charles site.

### GRADUATE INTEGRATED PROMOTIONAL COMMUNICATIONS CLUSTER

**ICM 50600 Promotion Strategies and Tactics (3)** This course identifies cost-effective multi-media promotional activities that deliver desired business results. Emphasis is placed on clearly understanding business objective then developing the most appropriate promotional program to achieve desired results. Offered every term at St. Charles and Westport sites, intermittingly at the St. Louis City site.

**ICM 50800 Advertising for Sales Efficiency (3)** This course examines how business use advertising aimed at targeted groups to achieve specific business goals. Students are exposed to the sub-categories within advertising and emphasis is placed on selecting the media that is best suited to achieve specific business goals. Offered every term at St. Charles and Westport sites, intermittingly at the St. Louis City site.

**ICM 51000 Public Relations Strategies for Business (3** This course identifies a variety of PR tactics that can be used to provide direct support for product/services sales and how other tactics are used to achieve longer term business objectives that can build a positive future freedom-to-operate atmosphere. Offered every term at St. Charles and Westport sites, intermittingly at the St. Louis City site.

### GRADUATE ORGANIZATIONAL COMMUNICATIONS CLUSTER

**ICM 51500 Organizational Communications Theories (3)** This course involves analysis of the communication theories that apply to organizational applications. Using in class discussions, journals, and written assignments, students will expand on life experiences and previous learning by situational analysis of theories, including applying the ABC model to identify communication effectiveness in workplace settings. Offered winter and summer terms at St. Charles site and fall and spring terms at Westport site.

**ICM 51600 Leadership in Organizations (3)** This course examines leadership roles in the communication structure and offers a deeper analysis of organizations and "systems" of internal and external communication flow. Special attention to problems of specialization and departmentalization complements the study of styles emphasized in the undergraduate LCIE cluster. Using in class discussions, journals, and written assignments, students will identify communication effectiveness, power strategies, and decision-making in the organization at the team and/or individual level. Offered winter and summer terms at St. Charles site and fall and spring terms at Westport site.

**ICM 51800 Communication Process and Motivation (3)** This course introduces motivation, motivating and persuasive techniques. Reviewing motivations behind communication and leadership extends to case studies of problems and issues in communication systems within organizational frameworks. Students will develop a final project and a research paper designed to enhance organizational communications, leadership, and performance. Included should be methods to effectively support the organizational mission and maximize potential. Students should also discuss specific strategies for improving their own skills in self motivation, leadership, communication, strategic thinking, and performance. A discussion of gender and cultural differences will also be included. Offered winter and summer terms at St. Charles site and fall and spring terms at Westport site.

## GRADUATE MEDIA DESIGN APPLICATIONS CLUSTER

**ICM 52400 Media Design Applications: Adobe Illustrator (3)** This course is a study of intermediate and advanced concepts and techniques needed to be proficient in vector graphic production for the graphic design workplace using Adobe Illustrator. Offered intermittently St. Charles site. Lab fee required.

**ICM 52500 Media Design Applications: Adobe Photoshop (3)** This course is a study of intermediate and advanced concepts and techniques needed to be proficient in bitmap/raster graphic production for the graphic design workplace using Adobe Photoshop. Offered intermittently St. Charles site. Lab fee required.

**ICM 52900 Graphic Design Management & Workflow (3)** This course is a study of intermediate and advanced concepts and techniques needed to be proficient in using design applications and processes to manage the design workflow from conception to product delivery. Offered intermittently St. Charles site. Lab fee required.

## GRADUATE IMAGING AND DESIGN CLUSTER

**ICM 52600 Design Concepts (3)** This course is a study of basic art and design concepts that enable students to produce visually and aesthetically pleasing work in current and emerging software applications. Lab fee required. Offered winter and summer terms at St. Charles site.

**ICM 52700 Design in Media I (3)** This course is a study of basic and intermediate concepts and applications of color theory and graphic design within the context of visual media. Students will explore current design trends and strategies and develop a body of work through practical application exercise assignments. Lab fee required. Offered winter and summer terms at St. Charles site.

**ICM 52800 Design in Media II (3)** This course is an in-depth examination and analysis of historical, cultural and psychological effects of color and symbolism on the field of vision within design media. This course includes - individual research and composition of custom art work using a practical design platform. Lab fee required. Offered winter and summer terms at St. Charles site.

## GRADUATE DIGITAL MEDIA MANAGEMENT CLUSTER

**ICM 53400 Principles of Business Graphics (3)** Students will explore some of the uses of graphics in the business community. Discussions will center on the impact of emerging technologies and how graphics can be used as a communications tool. Offered fall and spring terms at Boeing or St. Charles sites.

**ICM 56500 Electronic Resources (3)** In this course, students will discuss and review examples of the various electronic means to provide electronic graphics resources to the end user. This class will explore and discuss, via examples, distribution means for various graphics, video, photography, digital images and electronic resources. Offered fall and spring terms at Boeing or St. Charles sites.

**ICM 58800 Media Project Planning (3)** This course is intended to evaluate and sharpen the students' knowledge in planning a large media project. Examples may include, but not be limited to, organizing press conferences and major announcement or news events. This section will take into account the utilization of both Advanced Business Graphics and Electronic Resources to deliver the message to the targeted audience. Offered fall and spring terms at Boeing or St. Charles sites.

## GRADUATE PUBLIC RELATIONS CLUSTER

**ICM 54100 Group Communication (3)** This course is the examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting. Offered every term at St. Charles and Westport sites.

**ICM 54200 Public Relations Ethics (3)** This course is an 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, nonprofit, institutional, government, and political arenas will be conducted. Offered every term at St. Charles and Westport sites.

**ICM 54300 PR Research and Planning (3)** This course is a study of the basic practices of Public Relations on a day to day basis and includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions. Offered every term at St. Charles and Westport sites.

## GRADUATE WEB PAGE DESIGN CLUSTER

**ICM 56400 Web Imaging (3)** This course covers creation and editing of imagery for electronic delivery. Students will discuss topics include resolution, sizing, and compression. Coursework includes both raster (Photoshop) and vector (Illustrator, Flash) formats and their application. Lab fee required. Offered winter and summer terms at St. Charles site.

**ICM 56700 Web Page Building (3)** This course looks at several approaches to constructing web pages, including text based and

visual editors. Skills taught in the Imaging course are applied to create visuals for import into pages with text elements. Lab fee required. Offered winter and summer terms at St. Charles site.

**ICM 57000 Web Site Management (3)** Students take groups of web page and gather them into a web site. The class will consider

site/page usability, interface philosophy, and how software tools can help in the construction, management, and maintenance of a web site as well as consider different ways to deliver electronic content, i.e., inter/ intra networks and CD. Lab fee required. Offered winter and summer terms at St. Charles site.

## GRADUATE TELEVISION PRODUCTION CLUSTER

**ICM 55600 Production for Television (3)** In this course, a laboratory environment will be used to develop planning, scripting, shooting, directing, editing, budgeting, and studio skills to produce a program for television or cable broadcast. Lab fee required. Offered winter and spring terms at St. Charles site.

**ICM 55800 Writing for Television (3)** This course is a study and experience in appropriate techniques and layout for writing copy for use in television advertisement, news and feature presentations. Attention is given to connecting words and actions for effective communication in commercial television and for industrial training efforts. Lab fee required. Offered winter and spring terms at St. Charles site.

**ICM 55900 Production Management (3)** This course serves as a demonstration and experience in setting up lighting, set arrangements and camera positions for effective video production. Demonstration of video switching, audio adjustments, post-production assembly and insert editing for both live and pre-recorded video production is included. Lab fee required. Offered winter and spring terms at St. Charles site.

## GRADUATE ADVANCED TELEVISION PRODUCTION CLUSTER

**ICM 57400 Advanced Television Production (3)** This course demonstrates the use of camera, lighting, writing, casting and other pre-production activities in the production of a taped video documentary or feature. Lab fee required. Offered during the summer term at St. Charles site.

**ICM 57600 Advanced Television Directing (3)** This course concentrates on the position and responsibilities of the director in commercial and industrial/training video productions. Students will serve as director in the creation of an original feature project. Lab fee required. Offered during the summer term at St. Charles site.

**ICM 57700 Advanced Television Editing (3)** This course consists of direction and experience in the use of editing, assembly and insert, as well as switching and audio mixing and other postproduction video techniques in the creation of an original project. Lab fee required. Offered during the summer term at St. Charles site.

## GRADUATE DOCUMENTARY EXPRESSION CLUSTER

**ICM 57200 Documentary Film and Video (3)** This course defines documentary and traces its development in subject, techniques, and impacts. Samples of silent, sound film and recent video documentaries representing different approaches to subjects are

viewed. Applied analytical techniques and visual communication theories will be included. Offered spring term at St. Louis City site or St. Charles site.

**ICM 57300 Photojournalism (3)** The history of photojournalism from its inception in the 19th century to the present will be examined. This course features the study of important developments, techniques and styles in the field from magazines to newspapers and the individual photographers responsible for those developments. Special project. Offered spring term at St. Louis City site or St. Charles site.

**ICM 57500 Documentary Journalism (3)** This course traces the development of documentary and investigative journalism from its origins to the present with concentration on various styles, methods, and subject matter of recent documentary books distinguishing among informational journalism, propaganda, and new journalism. Offered spring term at St. Louis City site or St. Charles site.

# CRIMINAL JUSTICE ADMINISTRATION (M.S.)

### GRADUATE HOMELAND SECURITY CLUSTER

**ICJ 52000 Terrorism and Counter Terrorism (3)** This course examines the history and development of international and domestic terrorism as political tools. It will focus on cultural, religious and philosophical elements that together have provided terrorist organizations with a fundamental basis for using terrorism to promote their causes. Various terrorist organizations and their philosophies will be studied by examining case histories of terror organization development. Offered at St. Charles, St. Louis City and Belleville sites intermittently.

**ICJ 52100 Homeland Security (3)** This course will explore the emergence of homeland security and America's historical approach to defending its homeland and the evolution of the terrorist threat that led to September 11, 2001. Special focus will be given to threat assessment and mitigation, critical infrastructure protection, emergency response, incident management, and continuity of operations. Critical policy issues shaping the future of homeland security and the roles, responsibilities, and methods of major federal, state and local government agencies along with key private sector organizations will be examined. Offered at St. Charles, St. Louis City and Belleville sites intermittently.

**ICJ 52200 Homeland Security and American Policing (3)** This course will address the needs of state and local law enforcement to work practically and effectively with the communities they serve in light of the terrorist threat facing the nation. Issues such as preparedness, mitigation, recovery and response will be studied. Special attention will be given to balancing the rights of the citizen against the need for public safety during times when terrorist threats are highest. Offered at St. Charles, St. Louis City and Belleville sites intermittently.

### GRADUATE CONSTITUTIONAL LAW CLUSTER

**ICJ 51000 Constitutional Law (3)** This course examines the history and traditions of the United States Constitution and its impact on American Criminal Justice. The spirit and philosophy of Constitutional Law will be explored through the study of important criminal and civil case law and their impact on

American Society. Offered at St. Charles site every term and St. Louis City and Belleville sites intermittently.

**ICJ 51100 Rules of Evidence (3)** The rules of evidence, as statutory and constitutional law prescribes them, are examined in this course. The long-standing history of proper evidentiary procedure is explored in depth and is made relevant through examination of related Supreme Court Cases. Offered at St. Charles site every term and St. Louis City and Belleville sites intermittently.

**ICJ 51200 Courtroom Testimony and Presentation (3)** The role of courtroom testimony and procedure is examined in this course. The importance of proper case preparation and presentation is carefully examined in this course along with constitutional restrictions on testimony and evidence. Offered at St. Charles site every term and St. Louis City and Belleville sites intermittently.

### GRADUATE ADMINISTRATION OF JUSTICE CLUSTER

**ICJ 50200 Critical Issues in Police Civil Liability (3)** This course consists of an analysis of the scope and impact of police civil liabilities as they pertain to such matters as use of excessive force, police vehicle pursuits, high risk drug enforcement operations, and failure to arrest intoxicated drivers. Offered at Westport site every term and St. Louis City and Belleville sites intermittently.

**ICJ 52500 Administration of Justice (3)** This course is an analysis of criminal justice organizations, structural operations, and political considerations and focuses on Police Department Administration. Offered at Westport site every term and St. Louis City and Belleville sites intermittently.

**ICJ 52600 Police in Society (3)** This course is an analysis of selected readings and research on the police role, selection and training, discretion, use of force, corruption and future trends. Offered at Westport site every term and St. Louis City and Belleville sites intermittently.

# GERONTOLOGY (M.A.)

### GRADUATE SOCIOLOGY OF AGING CLUSTER

**IGE 51100 Sociology of Aging (3)** Attention is directed toward eradicating major stereotypes about older persons and the aging process. Emphasis is on socio-cultural theories of aging and the role of the older individual in society today. Topics include living arrangements, social supports, retirement, intergenerational relationships, ethnicity and gender issues and end of life concerns. Offered at St. Charles or Westport sites in winter and summer terms.

**IGE 51200 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. Offered at St. Charles or Westport sites in winter and summer terms.

**IGE 51300 Physical Aspects of Aging (3)** This course examines the biological changes associated with the aging process, both normal and pathological, as well as methods of diagnosis, risk factors and health promotion. Mobility changes in aging, nutrition and medication concerns are discussed. Students investigate and critique several biological theories of aging. Offered at St.

Charles or Westport sites in winter and summer terms.

### GRADUATE COMMUNITY ORGANIZATION CLUSTER

**IGE 52000 Community Organization and Resource Allocation (3)** This course consists of 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. Students will explore operations of health, housing, social and nutrition programs in light of economic and political restraints. Offered at St. Charles or Westport sites in fall and spring terms.

**IGE 52100 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 students will examine 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. Offered at St. Charles or Westport sites in fall and spring terms.

**IGE 52200 Service Provision to the Elderly (3)** This course focuses on specific programs designed to provide psycho-social and health services to the elderly. Programs under review include those 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. Offered at St. Charles or Westport sites in fall and spring terms.

### GRADUATE LONG-TERM CARE CLUSTER

**IGE 52600 Culture Change in Long Term Care (LTC) Regulation and Management (3)** As "boomers" age across America, changes are being implemented that will affect the way long term care (LTC) is delivered. LTC environments are variable, and adaptable while still being highly regulated. Current strategies will be reviewed that will help individuals meet changing health and personal needs across the LTC continuum. Knowledge of LTC services will be provided; from roots to requirements and from regulations to innovations. Students will discuss diverse perspectives on the transitions of aging, from the caregivers' and care recipient's vantage as they confront complex LTC issues. Offered intermittently at select sites.

**IGE 52700 Ethical Issues in Long Term Care (3)** This course will explore various "hot button" ethical practice issues that professionals and caregivers encounter in the provision LTC. Topics explored will include, but are not limited to, end-of-life preferences and preparation, intimacy and sexuality concerns, autonomy, safety and cross cultural issues and access to spiritual and religious practices. Offered intermittently at select sites.

**IGE 52800 Current Issues in Long Term Care (3)** This course will focus on topics of special interest and relevance to in LTC. Topics may include financing, public policy debates, and disease- specific information such as care models for persons with dementia and developmental disabilities, and other topics of particular current significance. Students will review relevant literature and news events effecting long term care as well as listen to presentations given by experts in the field. Offered intermittently at select sites.

## GRADUATE GERIATRIC ASSESSMENT CLUSTER

**IGE 54000 Multidisciplinary Geriatric Assessment (3)** This course presents an overview of assessment, instruments, and techniques, related to measuring problems, needs, strengths, and changes of older adults. Offered at Westport or St. Charles sites in spring and winter terms.

**IGE 54100 Counseling Older Adults (3)** This course focuses on specific mental health needs of older adults and training in basic interactive helping skills. Group work and individual counseling methods are discussed. Offered at Westport or St. Charles sites in spring and winter terms.

**IGE 54300 Mental Health Issues in the Elderly (3)** This course includes 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. Offered at Westport or St. Charles sites in spring and winter terms.

## GRADUATE RESEARCH METHODS CLUSTER

**IGE 54400 Research Methods in Gerontology (3)** This course introduces the student to basic methods of research in gerontology. Topics include reliability and validity, qualitative methods, and data analysis. The focus is on the different research methods, survey techniques, the field study, and program evaluation. Offered at North County site in winter term and St. Charles site in fall term.

**IGE 54500 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. Offered at North County site in winter term and St. Charles site in fall term.

**IGE 54600 Basic Statistics Use in Gerontology (3)** This courses is an introduction to the use of basic statistics to support Gerontology Research and Assessment. Sampling methods and sample validity will be discussed. Offered at North County site in winter term and St. Charles site in fall term.

## GRADUATE ISSUES OF AGING CLUSTER

**IGE 54700 Law and Aging (3)** This course is 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. Offered intermittently at select sites.

**IGE 54800 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. Offered intermittently at select sites.

**IGE 54900 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 adults in today's society. Offered intermittently at select sites.

# HEALTHCARE ADMINISTRATION (M.S.)

## GRADUATE QUANTITATIVE METHODS AND ANALYSIS CLUSTER

**IHM 52200 Public Health Perspectives (3)** Public health is concerned with threats to the overall health of a community based on population health analysis. Students will learn about public health from both a global and national viewpoint as well as additional topics of disaster preparedness, public policy and research. Disease prevention via behavior and environmental modification along with the cost effectiveness and benefits of public health interventions and technology use will also be reviewed. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 52300 Quantitative Methods in Health Care Management (3)** This course offers a comprehensive introduction to quantitative methods and techniques. Discussions will center on practical methods and analysis of operational, tactical and strategic decisions. Techniques for forecasting, decision making, facility location and layout, and many other practical applications will be addressed as they relate to healthcare businesses. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 52400 Statistical Analysis and Research Methods in Healthcare (3)** Students will learn how to become critical and intelligent consumers of research literature in healthcare. Guidelines to determine if research is valuable will be presented based upon the appropriateness of research design, methodology and statistics. Students will learn how to apply knowledge obtained through research to everyday practices in healthcare organizations. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## GRADUATE LEGAL ISSUES CLUSTER

**IHM 53300 Administration of Health Care Law (3)** This course will be an in depth discussion of case setting precedents in Health Care Law. The scope and perspective of the intricacies of health care law will be discussed from a management perspective, as well as liabilities of health care institutions as they relate to legal issues. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 53500 Case Study and Analysis in Health Care Administration (3)** Students will learn to analyze, synthesize and apply current and previously established political, social, economic, and legal indications in the analysis of legal cases as they relate to predominant health care issues. Current precedent setting cases and established cases will be fully explored as they relate to and contrast the evolution of health care law. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 59100 Medical Records and the Law (3)** The nature and use of health information has changed dramatically over the past decade. With the evolution of the way we create, use and store health information, there is increased accountability for the protection and dissemination of this information. This course is designed to address the substantial changes brought to the industry by HIPAA and the growth in utilization of electronic record systems. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## GRADUATE HEALTH CARE STRATEGIES CLUSTER

**IHM 55000 Strategic Management in Health Care Organizations (3)** This course enhances the student's ability to look closely at a health care organization and develop a strategic plan. Health care organizations, both nonprofit 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 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 health care environment. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 55100 Health Care Marketing (3)** This course provides the health care administration 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. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 55200 Global Health Perspectives (3)** This course will examine cultural beliefs about health and illness from a global perspective. Models for cross cultural health and communication methods will be discussed. Health care systems in other countries will be compared and contrasted with the United States system through detailed analysis. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## GRADUATE HEALTH CARE FINANCE CLUSTER

**IHM 57700 Health Care Finance (3)** This course will cover a broad range of topics to include an overview of the health care system and evolving reimbursement methodologies; healthcare accounting and financial statements; managing cash, and billing and collections; and an analysis of financing major capital investments. Budgeting and performance measurement and pricing will also be reviewed. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 57800 Economic Analysis of Health and Medical Care (3)** This course will explain the fundamental failures in the market for health care and discusses the concepts of equity and fairness when applied to health and health care. Students will also address a range of universal health policy issues through the application of health economic analyses. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 57900 Accounting for Health Care Organizations (3)** This course will address the current problems specific to resource management in health care delivery and will also emphasize the need for a mix of financial and non financial measurements in reports to support management control. Students will discuss production analysis, cost measurement, and internal reporting concepts that are imperative to making informed management decisions. Offered at St. Charles and Westport sites each term and intermittently at select sites.

## GRADUATE HEALTHCARE INFORMATION SYSTEMS AND MANAGEMENT ETHICS CLUSTER

**IHM 59000 Digital Medicine and Healthcare Information Systems (3)** This course is designed to assist today's healthcare professionals and managers with understanding how to deploy and utilize the powerful resources that are available from today's IT industry. Project Management from an IM/IT perspective will be discussed as well as the importance of system integration and a general understanding of system functions. Government Initiatives with Healthcare Technologies and comprehensive IM/IT governance strategies will also be reviewed. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 59200 Ethical Challenges in the Management of Health Information (3)** This course will discuss standards for conduct and ethical uniformity of practice for the Health Information profession. Health care managers will learn how to resolve and address ethical issues in a proactive and effective manner. Ethical decision making matrices will be discussed as a guide to understanding the complexity of solving ethical problems. Offered at St. Charles and Westport sites each term and intermittently at select sites.

**IHM 59700 Organizational Behavior in Healthcare (3)** Students will attain a clear understanding of individual and group behavior in healthcare organizational settings. Critical insight will be provided so students can understand workplace problems and dynamics as they relate to healthcare organizations. Conflict management, team building and managing organizational change will be reviewed along with leadership philosophies and behaviors. Offered at St. Charles and Westport sites each term and intermittently at select sites.

# HUMAN RESOURCE MANAGEMENT (M.S.)

## GRADUATE MANAGEMENT CLUSTER

**IBA 54000 Management and Administrative Theory (3)** This course presents theory, research, and their applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies and leadership styles are examined. Offered at all sites intermittently.

**IBA 54100 Organizational Behavior (3)** This course is an analysis of primary factors affecting behavior and relations in organizations. Particular emphasis is given to examining the structure and processes of, and behavior within, organizations in order to better understand the management process. Offered at all sites intermittently.

**IBA 54300 Personnel Management and Labor Relations (3)** This course covers the scope of business and industrial personnel services. Analytical appraisal of policies in labor relations and personnel administration will be examined. Offered at all sites intermittently.

## GRADUATE HR MARKETING/FINANCE CLUSTER

**IHR 56100 Essentials of Marketing (3)** This course will examine how goods and services are offered to a targeted market through the application of the marketing mix variables, product. Price, promotion and place. There will be an emphasis on concepts, vocabulary and theories of contemporary marketing within the organization. Offered at St. Charles site every term and intermittently at Belleville site.

**IHR 56200 Survey of Accounting (3)** This course will provide an overview of the basic topics in financial and managerial accounting. The non-procedural approach will offer simple, straightforward methods to learn accounting with an emphasis on how accounting reports are used by managers, investors and other stakeholders of the business. Offered at St. Charles site every term and intermittently at Belleville site.

**IHR 56300 Introduction to Finance (3)** This course will emphasize financial institutions and markets, investment and financial management. Students will learn the role and functions of the financial system in the nation's economy, the relationships between the Federal Reserve, the banking system and financial intermediaries, the savings-investment process, the time value of money, securities investments and the control of risk. Offered at St. Charles site every term and intermittently at Belleville site

### GRADUATE ORGANIZATIONAL ASSESSMENT CLUSTER

**IHR 57700 Organizational Assessment (3)** This course will examine the process of organizational change from a systems perspective. Students will focus on techniques for organizational diagnosis including: organizational analysis, quality of work life analysis, technical system analysis, and environmental analysis. Offered at St. Charles, Westport, South County and Belleville sites intermittently.

**IHR 57900 Training Design, Evaluation and Facilitation (3)** This course will develop students' skills as trainers and their understanding of the basic theories. Students will diagnose their own needs and skills for learning; explore their training style and its effectiveness; develop their design skill; examine various training evaluation designs; and gain a better understanding of the philosophy and ethics of adult and laboratory education. Offered at St. Charles, Westport, South County and Belleville sites intermittently.

**IHR 58000 Contemporary Issues (3)** Selected issues and methods in human resource management will be reviewed, critically examined and discussed. Offered at St. Charles, Westport, South County and Belleville sites intermittently.

### GRADUATE HR STRATEGIES CLUSTER

**IHR 59100 Employee Selection and Retention (3)** This course covers phases of the selection and placement process and includes the interview as a multistage process, cognitive structures brought to the selection task by applicants and interviewers and means of improving the interview as an effective selection and recruiting technique. The course will also deal with concerns of designing and conduct of employee reviews. Offered at St. Charles, Westport, North County, South County and Belleville sites intermittently.

**IHR 59200 Employee Benefits and Compensation (3)** This course is a study of the conceptual frameworks that serve to guide the design of strategic reward systems. Other areas of coverage include employee benefits systems, pay discrimination, and compensation administration. Offered at St. Charles, Westport, North County, South County and Belleville sites intermittently.

**IHR 59600 Employment Law for the Human Resource Professional (3)** The emphasis in on federal employment laws and case studies that reach widely across U.S. organizations. Employment laws are a dynamic state of continuous change and legal definition. This course provides a solid grasp of employment law principles with an applied orientation that allow for informed interpretations for practical analysis and prudent case management. Offered at St. Charles, Westport, North County, South County and Belleville sites intermittently.

### GRADUATE MANAGERIAL ISSUES ELECTIVE CLUSTER

**IHR 53400 Gender Issues in Management (3)** This course will focus on the role of women in management. Areas of study include, but are not limited to, the function of management, gender differences, barriers to career development, strategies for advancement, the difficult employee, effective communication, motivation, leadership and problem-solving. Offered at St. Charles and Westport sites every term, intermittently at Wentzville and Belleville sites.

**IHR 53600 Implementing and Managing Diversity (3)** This course will increase 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 workplace, the changing organization, strategies for implementing diversity and managing a diverse organization. Offered at St. Charles and Westport sites every term, intermittently at Wentzville and Belleville sites.

**IHR 56000 Adult Learning Processes (3)** This course is 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. Offered at St. Charles and Westport sites every term, intermittently at Wentzville and Belleville sites.

# MANAGING INFORMATION TECHNOLOGY (M.S.)

### GRADUATE PROJECT MANAGEMENT CLUSTER

**IIT 53100 Scheduling, Cost Control and Estimating Models (3)** This course is an introduction to scheduling, cost control, and estimating techniques and the software available to assure successful project implementation. Such products as Microsoft Project and Excel, COCOMO II, Management Scientist and others will be used. Understanding work breakdown structures, network diagrams, chart graphics, budget spreadsheets, change control methods, and organizational structures will be paramount. Offered at St. Charles site intermittently. Lab fee required.

**IIT 53200 Implementing a Management Control System (3)** The course will cover management functions such as project planning, scope statements, defining networks, cost analysis, risk, critical chain scheduling, product quality and resource usage. Lifecycle activities including project charters, initial planning, priority, sponsorship, requirements definition, effort decomposition, development, test and integration, close out and monitoring will be addressed. Offered at St. Charles site intermittently. Lab fee required.

**IIT 53300 System Approach to Software Management (3)** This course will address modeling applications with the use of learning curves, financial consideration and cash flow, tradeoff analysis, applied probability and statistics, PERT/CPM under conditions of uncertainty and decision science modeling. Effective process definition, priority tasking, variance analysis, metric establishment, historical record retention and modern estimation techniques will provide methods of providing future project success. Offered at St. Charles site intermittently. Lab fee required.

## GRADUATE NETWORK MANAGEMENT AND ADMINISTRATION CLUSTER

**IIT 52500 Network Security (3)** This class will focus on the overarching responsibility of securing a network. It will include both physical security, data security, and a detailed evaluation of managing security in a corporate environment. Offered at St. Charles site intermittently.

**IIT 52600 Current Issues in Network Technology (3)** In this course, the student will research current topics surrounding security by consulting relevant trade journals and the World Wide Web. Developing an awareness of and the ability to effectively communicate a solution to senior management regarding current security risks will be a key component of this class. Some current risks include Phishing, Identity Theft, User Awareness, Man in the Middle Attacks, Distributed Denial of Service Attacks. Offered at St. Charles site intermittently.

**IIT 52700 Network Project (3)** Students will study the composition of an effective corporate security policy and will design a security policy for a fictional corporation based on parameters provided by the instructor, which will be provided as a formal written document to be evaluated for course credit. Offered at St. Charles site intermittently.

## GRADUATE MANAGERIAL SYSTEMS INTEGRATION CLUSTER

**IIT 54100 Database Integration and Management (3)** This course will explore the management of database integration in the business environment. Database integration is an iterative and ongoing process. An emphasis will be placed on the following areas: treatment of existing data and the standards used with this data, exploration of data standards that are consistent with wider national and international standards, and the role that web access has with integrating and managing database access. Offered at St. Charles site intermittently. Lab fee required.

**IIT 54200 New Technology Integration (3)** This course will introduce procedures for integrating new technologies into existing organizational systems. It will focus on the benefits as well as the downfalls of incorporating these technologies in the corporate environment. Offered at St. Charles site intermittently. Lab fee required.

**IIT 54300 Enterprise Resource Planning (ERP) (3)** This course will discuss the concepts and practices used to integrate all departments and functions across an organization onto a single computer system that can serve all departments of the organization effectively. ERP combines multiple software systems used throughout the organization into a single, integrated software system running off a single database allowing various departments to more readily share information and communicate. Offered at St. Charles site intermittently. Lab fee required.

## GRADUATE DATA WAREHOUSING AND MINING CLUSTER

**IIT 55100 Elements of Data Warehousing and Mining (3)** This course focuses on business intelligence. It gives a perspective to the major steps in developing and using a data warehouse. The student will create a project plan and business justification for a data warehouse, develop a dimensional data model, develop a data transfer and staging process, and develop a data access process. Offered at St. Charles site intermittently. Lab fee required.

**IIT 55200 Data Warehousing Systems (3)** This course teaches that a good dimensional model and its physical database form the hub of a business intelligence data warehouse. This course provides both introductory and advanced concepts and techniques for developing effective dimensional models to support data warehousing and mining. Offered at St. Charles site intermittently. Lab fee required.

**IIT 55300 Export, Translation and Loading (ETL) (3)** The basic theme of this course will be how to set up Export/Translation/and Loading (ETL) processes to fill a data warehouse from a variety of different existing sources. The student will learn that the ETL process is typically the most time-consuming and misunderstood task in data warehousing and other data integrations. Microsoft SQL Server Integration Service will be used as the ETL tool for workshops and homework assignments. Offered at St. Charles site intermittently. Lab fee required.

## GRADUATE NEW TECHNOLOGIES CLUSTER

**IIT 56100 Digital Media Technology (3)** This course covers topics including "Glocal" innovation, digital storage, processing, sensors, displays, statistical data analysis, autonomic systems, new networking paradigms, business ecosystems, internet in 2020, communication in 2020. Offered at St. Charles site intermittently. Lab fee required.

**IIT 56200 Topics in New Technologies (3)** Topics include understanding cloud architecture, abstraction and virtualization, services, and applications by type, cloud security, and service orientated architecture; working with platforms, cloud-based storage, productivity software, the mobile cloud; managing the cloud; moving applications to the cloud; communicating with the cloud. Offered at St. Charles site intermittently. Lab fee required.

**IIT 56300 Wireless Technologies (3)** Topics include management of wireless ad hoc and sensor networks, emerging wireless technologies and the future mobile internet, mobile computing and mobile commerce, wireless security, and next generation technologies, networks and services. Offered at St. Charles site intermittently. Lab fee required.

## GRADUATE INTERNET CULTURE CLUSTER

**IIT 57100 Understanding the Internet Culture (3)** This course emphasizes 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 57200 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. Offered at St. Charles site intermittently. Lab fee required.

**IIT 57300 Web Site Administration (3)** This 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. Offered at St. Charles site intermittently. Lab fee required.

# M.F.A. IN WRITING

## GRADUATE CREATIVE WRITING CLUSTER

**IMF 51500 Creative Writing for the MFA (3)** This course offers structured practice in poetry and fiction writing for MFA students. The course concerns the development of original work through workshop, writing exercises, and assigned projects. Offered at St. Charles site, intermittently.

**IMF 51600 Fiction Genres (3)** This course includes readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered at St. Charles site, intermittently.

**IMF 51700 Poetry Genres (3)** This course includes readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience. Offered at St. Charles site, intermittently.

## GRADUATE POETRY CLUSTER

**IMF 52500 Poetry Writing Workshop (3)** This course serves as a discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered at St. Charles site, intermittently.

**IMF 52600 The Craft of Poetry: Prosody and Language (3)** This course serves as an overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce the overall experience of the poem. Offered at St. Charles site, intermittently.

**IMF 52700 Selected Emphases in Poetry (3)** This course is a study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience. Emphases may vary from term to term. Offered at St. Charles site, intermittently.

## GRADUATE FICTION CLUSTER

**IMF 53500 Fiction Writing Workshop (3)** This course will serve as a discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered at St. Charles site, intermittently.

**IMF 53600 Fundamentals of Contemporary Fiction (3)** This course is an exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered at St. Charles site, intermittently.

**IMF 53700 Selected Emphases in Fiction (3)** This course is a study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term. Offered at St. Charles site, intermittently.

## GRADUATE CREATIVE NONFICTION CLUSTER

**IMF 54500 Creative Nonfiction Workshop (3)** This course is a discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and both narrative and lyrical elements into a nonfiction piece. Offered at St. Charles site, intermittently.

**IMF 54600 the Personal Essay and Memoir (3)** This course will focus on the wellspring of memory and reflection and the employment of narrative in creative nonfiction. Students will discuss a variety of personal essays and at least one memoir, noting the use of voice, character development, sense of place and time, and narrative arc. Offered at St. Charles site, intermittently.

**IMF 54700 The Lyric Essay (3)** This course is a study of the intersection of creative nonfiction and poetry, in which poetic devices such as fragment, imaginative language, and line breaks are used to create the nonfiction piece. Students will read and discuss numerous examples of lyric essays. Offered at St. Charles site, intermittently.

## GRADUATE PROSE CLUSTER

**IMF 55500 Prose Workshop (3)** This course serves as a discussion of original prose, in which students concentrate on a chosen specialty (fiction or creative nonfiction.) Students pay particular attention to elements that exist in both genres, as well as the application of factual and fictional information in prose. Offered at St. Charles site, intermittently.

**IMF 55600 The Prose Collection (3)** This course is a study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is given to the ways in which individual stories and essays make up a body of work. Offered at St. Charles site, intermittently.

**IMF 55700 The Literary Journal (3)** This course is an overview of literary journal publication, from the submission process as a writer to the production of a journal as an editor. Students examine a variety of literary journals, and some focus is given to evaluation of what makes a poem, story, or essay "publishable." Offered at St. Charles site, intermittently.

## GRADUATE JOURNALISM CLUSTER

**IMF 56500 Writing For Publications (3)** Researching and writing short news accounts, brights, and traditional features for newspapers and magazines are the goals of this course. Offered at St. Charles site, intermittently.

**IMF 56600 Narrative Journalism (3)** In this course, students will gain practice in the art of literary feature writing, and the use of fiction and storytelling techniques to write nonfiction articles, profiles and documentary narrative. Offered at St. Charles site, intermittently.

**IMF 56700 Readings in Narrative Journalism (3)** This course is a survey of the evolution of journalism traditions, ethics, history and technology. Offered at St. Charles site, intermittently.

## GRADUATE SCRIPTWRITING CLUSTER

**IMF 57500 Scriptwriting Workshop (3)** This course serves as a discussion of original film and television scripts and their essential elements. Students learn to develop a script in a professional format. Offered at St. Charles site, intermittently.

**IMF 57600 The Narrative Arc In Film (3)** This course includes a focus on dramatic development in scriptwriting and film, including important narrative elements such as suspense, confrontation, and resolution. Offered at St. Charles site, intermittently.

**IMF 57700 Script Analysis (3)** This course is an exploration of the three-act film and two-act television sitcom structure. Students will analyze well-known examples of exposition, script beats, dialogue, conflict, character, and scene creation. Offered at St. Charles site, intermittently.

## ADVANCED STUDY COURSES

**IMF 51800 Advanced Creative Writing (3)** This course offers advanced practice in poetry and fiction writing for MFA students. The course concerns the development of original work through workshop, writing exercises, and assigned projects. Offered at St. Charles site, intermittently.

**IMF 51900 Advanced Fiction Genres (3)** This course offers further readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered at St. Charles site, intermittently.

**IMF 52000 Advanced Poetry Genres (3)** This course offers further readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience. Offered at St. Charles site, intermittently.

**IMF 52800 Advanced Poetry Workshop (3)** This course offers further discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered at St. Charles site, intermittently.

**IMF 52900 Advanced Studies Craft of Poetry (3)** This course is an advanced overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce the overall experience of the poem. Offered at St. Charles site, intermittently.

**IMF 53000 Advanced Studies in Poetry (3)** This course offers further study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience. Emphases may vary from term to term. Offered at St. Charles site, intermittently.

**IMF 53800 Advanced Fiction Workshop (3)** This course offers further discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered at St. Charles site, intermittently.

**IMF 53900 Advanced Studies Contemporary Fiction (3)** This course is an advanced exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered at St. Charles site, intermittently.

**IMF 54000 Advanced Studies in Fiction (3)** This course offers further study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term. Offered at St. Charles site, intermittently.

**IMF 54800 Advanced Studies in Nonfiction (3)** This course offers further discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and both narrative and lyrical elements into a nonfiction piece. Offered at St. Charles site, intermittently.

**IMF 54900 Advanced Studies Personal Essay and Memoir (3)** This course is an advanced focus on the wellspring of memory and reflection and the employment of narrative in creative nonfiction. Students will discuss a variety of personal essays and at least one memoir, noting the use of voice, character development, sense of place and time, and narrative arc. Offered at St. Charles site, intermittently.

**IMF 55000 Advanced Studies in Lyric Essay (3)** This course is an advanced study of the intersection of creative nonfiction and poetry, in which poetic devices such as fragment, imaginative language, and line breaks are used to create the nonfiction piece. Students will read and discuss numerous examples of lyric essays. Offered at St. Charles site, intermittently.

**IMF 55800 Advanced Studies in Prose (3)** This course offers further discussion of original prose, in which students concentrate on a chosen specialty (fiction or creative nonfiction.) Students pay particular attention to elements that exist in both genres, as well as the application of factual and fictional information in prose. Offered at St. Charles site, intermittently.

**IMF 55900 Advanced Studies in Prose Collection (3)** This course offers further study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is given to the ways in which individual stories and essays make up a body of work. Offered at St. Charles site, intermittently.

**IMF 56000 Advanced Studies in Literary Journal (3)** This course is an advanced overview of literary journal publication, from the submission process as a writer to the production of a journal as an editor. Students examine a variety of literary journals, and some focus is given to evaluation of what makes a poem, story, or essay "publishable." Offered at St. Charles site, intermittently.

**IMF 56800 Advanced Studies in Journalism (3)** This course includes advanced researching and writing short news accounts, brights, and traditional features for newspapers and magazines. Offered at St. Charles site, intermittently.

**IMF 56900 Advanced Studies in Narrative Journalism (3)** This course offers further practice in the art of literary feature writing, and the use of fiction and storytelling techniques to write nonfiction articles, profiles and documentary narrative. Offered at St. Charles site, intermittently.

**IMF 57000 Advanced Journalism Readings (3)** This course is an advanced survey of the evolution of journalism traditions, ethics, history and technology. Offered at St. Charles site, intermittently.

**IMF 57800 Advanced Scriptwriting (3)** This course is an advanced discussion of original film and television scripts and their essential elements. Students learn to develop a script in a professional format. Offered at St. Charles site, intermittently.

**IMF 57900 Advanced Studies in Film (3)** This course offers further study of dramatic development in scriptwriting and film, including important narrative elements such as suspense, confrontation, and resolution. Offered at St. Charles site, intermittently.

**IMF 58000 Advanced Script Analysis (3)** This course offers further study of the three-act film and two-act television sitcom structure. Students will analyze well-known examples of exposition, script beats, dialogue, conflict, character, and scene creation. Offered at St. Charles site, intermittently.

### GRADUATE WORKSHOP COURSES

**IMF 52100 Focused Poetry Workshop (3)** This course is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary poetry. Offered at St. Charles site, intermittently.

**IMF 52200 Focused Fiction Workshop (3)** This  course is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary short fiction. Offered at St. Charles site, intermittently.

**IMF 52300 Focused Nonfiction Workshop (3)** This course is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for creative nonfiction and journalistic pieces. Offered at St. Charles site, intermittently.

**IMF 52400 Focused Scriptwriting Workshop (3)** This course is an intensive scriptwriting workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for film and television scripts. Offered at St. Charles site, intermittently.

**IMF 53100 Advanced Focused Poetry Workshop (3)** This course is intended for students who have already successfully completed IMF 52100, the Focused Poetry Workshop, and are at an advanced stage in their writing development; it is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary poetry. Offered at St. Charles site, intermittently.

**IMF 53200 Advanced Focused Fiction Workshop (3)** This course is intended for students who have already successfully completed IMF 52200, the Focused Fiction Workshop, and are at an

advanced stage in their writing development; it is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary short fiction. Offered at St. Charles site, intermittently.

**IMF 53300 Advanced Focused Nonfiction Workshop (3)** This course is intended for students who have already successfully completed IMF 52300, the Focused Nonfiction Workshop, and are at an advanced stage in their writing development; it is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for creative nonfiction and journalistic pieces. Offered at St. Charles site, intermittently.

**IMF 53400 Advanced Focused Scriptwriting Workshop (3)** This course is intended for students who have already successfully completed IMF 52400, the Focused Scriptwriting Workshop, and are at an advanced stage in their writing development; it is an intensive scriptwriting workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for film and television scripts. Offered at St. Charles site, intermittently.

**IMF 54100 Special Topics Focused Workshop (3)** This course is an intensive writing workshop in a specific genre of writing, which will vary from term to term. Each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format. Offered at St. Charles site, intermittently.

### ONLINE COURSE DESCRIPTIONS:
**IMF 51600 Fiction Genres (3)** Readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style.

**IMF 51700 Poetry Genres (3)** Readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience.

**IMF 52100  Focused Poetry Workshop (3)** An intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision.  Workshop pieces will be submitted in professional format for literary poetry.

**IMF 52200 Focused Fiction Workshop (3)** An intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision.  Workshop pieces will be submitted in professional format for literary short fiction.

**IMF 52300 Focused Nonfiction Workshop (3)** An intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for

analysis, close reading, line editing, discussion of theme and content, and suggestions for revision.  Workshop pieces will be submitted in professional format for creative nonfiction and journalistic pieces.

**IMF 52500 Poetry Writing Workshop (3)** A discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem?

**IMF 52600 The Craft of Poetry: Prosody & Language (3)** An overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce the overall experience of the poem.

**IMF 52700 Selected Emphases in Poetry (3)** A study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience.  Emphases may vary from term to term.

**IMF 53200 Advanced Focused Fiction Workshop (3)** An advanced fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision.  Workshop pieces will be submitted in professional format for literary short fiction.

**IMF 53500 Fiction Writing Workshop (3)** A discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers.

**IMF 53600 Fundamentals of Contemporary Fiction (3)** An exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction.

**IMF 53700 Selected Emphases in Fiction (3)** A study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term.

**IMF 54100 Special Topics Focused Workshop (3)** An intensive writing workshop in a specific genre of writing, which will vary from term to term.  Each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision.

**IMF 54500 Creative Nonfiction Workshop (3)** A discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and both narrative and lyrical elements into a nonfiction piece.

**IMF 55600 The Prose Collection (3)** A study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is given to the ways in which individual stories and essays make up a body of work.

**IMF 59900 Graduate Thesis (3)** The graduate thesis is required for the final three credit hours of the program. Students work with a faculty mentor to produce a thesis of approximately 60-100 pages in their chosen genre (poetry, fiction, or nonfiction).

## INDEPENDENT STUDY COURSES

**IMF 59500 Independent Study I (3)** Students will complete individualized studies in the chosen genre.

**IMF 59600 Independent Study II (3)** Students will complete advanced individualized studies in the chosen genre.

**IMF 59700 Independent Study III (3)** Students will complete further advanced studies in the chosen genre.

## GRADUATE THESIS
## CULMINATING PROJECT/THESIS COURSES

**ICM 59900 Culminating Project (3-6)** Students will complete an individually designed project in communication that involves independent research and application and integration of major concepts and skills.

**ICU 59900 Culminating Project (6)** Topics and methods are selected with Faculty Advisor approval.

**IMF 59900 Graduate Thesis (3)** The graduate thesis is required for the final three credit hours of the program. Students work with a faculty mentor to produce a thesis of approximately 60-100 pages in their chosen genre (poetry, fiction, or nonfiction).

**EMF 59900 Extension of Graduate Thesis (0)**

## SPECIAL TOPICS COURSES

**IBA 51900 Special Topics in Accounting (1-3)**

**IBA 53900 Special Topics in Finance (1-3)**

**IBA 54900 Special Topics in Management (1-3)**

**BA 55900 Special Topics in Marketing (1-3)**

**ICJ 59300 Special Topics in Criminal Justice (3)** This course is an analysis of selected criminal justice topics such as organized crime, gangs, drugs, and the white-collar crime.

**ICM 59500 Special Projects I (3)** Students will complete individually designed studies in Communications.

**ICM 59600 Special Projects II (3)** Students will complete individually designed studies in Communications.

**ICM 59700 Special Projects III (3)** Students will complete individually designed studies in Communications.

**IGE 59300 Special Topics in Gerontology (3)** This course offers advanced work jointly planned by the faculty advisor and student that includes a final project that demonstrates applications of prior coursework to any of the various disciplines of gerontology.

**IHR 59300 Special Topics in Human Resource Management (1-3)**

**IHR 59400 Special Topics in Human Resource Management (1-3)**

**IHR 59500 Special Topics in Human Resource Management (1-3)**

**IHM 59400 Special Topics in Healthcare Administration (1-3)**

**IHM 59500 Special Topics in Healthcare Administration (1-3)**

**IMF 59500 Independent Study Poetry (3)** Students will complete individualized studies in poetry

**IMF 59600 Independent Study Fiction (3)** Students will complete individualized studies in fiction

**IMF 59700 Independent Study Nonfiction (3)** Students will complete individualized studies in nonfiction

## INTERNSHIP COURSES

Internship requirements should be completed within one term; however, if the need arises, an internship may be extended one additional term with approval of the program director for Healthcare Administration or Gerontology. In order to receive credit for the Internship, students must complete the portfolio requirements, as specified by the program director.

**IGE 50000 Gerontology Internship (3)** Students are placed in a practice setting from a variety of gerontology services. Students earn one semester hour of credit for 50 hours of internship service. This is designed for students who have little or no experience in gerontology, or who are in search of a career change or exposure to other services.

**IHM 50000 Healthcare Administration Internship (1-6)** Students will secure a place in a practice setting from a variety of healthcare services. All internships must be approved by the program director for Healthcare Administration. Students earn one semester hour of credit for 50 hours of internship service. This is designed for students who have little or no experience in healthcare, or who are in search of a career change or exposure to other services. An internship does not replace the Capstone Course requirement for degree completion.

## CAPSTONE COURSES

**IBA 60100 Business Policies and Strategies (3)** This course explores the practices and problems confronting the modern business organization through an analysis of cases or through business simulation studies. Special emphasis is given to strategic management, assessment, analysis, implementation, evaluation and control. Offered at all sites intermittently. Testing fee required.

**ICJ 60100 Criminal Justice Administration (3)** The capstone ICJ course addresses administrative strategies in Policing, Corrections, Juvenile Justice, and the Court System. All of these areas are currently experiencing an intense period of examination, reflection, and experimentation. The course will analyze past and present practices and problems in an effort to propose practical solutions to dilemmas encountered by various Criminal Justice Administrators. Offered at St. Charles and Belleville sites twice a year.

**ICM 60100 Communications Capstone (3)** This course explores persuasion as it can be applied in a variety of communications media and also addresses career development. Students develop a written project and presentation in their area of concentration.

**IHM 60100 Healthcare Administration Capstone (3)** This course examines leadership skills in the context of managing in health care organizations. Course content includes strategic thinking, effective communications, team building, and leading in various contexts. While learning about leadership issues, students are required to synthesize the information and skills learned in previous clusters through activities such as group projects, case studies, presentations, and research papers. Testing fee required.

**IHR 60100 Human Resource Management Capstone (3)** The Capstone is your final core requirement and offers an intensive exploration of the applied aspect of human resource strategy, concepts and methodologies. Working as a team with other students, you will apply human resources management solutions to management simulations based upon a real-world organizational setting. You will apply what you've learned from you classes through lecture, discussion, case studies, and examples that emphasize the strategic role that human resource management plays in an organization. Students will experience the role of the HR leader as change agent including the organizational development tools of action research, strategic leadership, consensus building and core competencies needed to lead effectively in diverse organizations. Testing fee required.

**IIT 60100 Information Technology Capstone (3)** This course will tie together components of managing information technology. A research paper and presentation of that research paper will be a major component of the course. Information technology professionals will provide additional content in their fields. Offered at St. Charles site alternating terms.

**Abbott, Marilyn S. (1997)**
Professor of Biology, Dean, School of Sciences and Chair,
Department of Biology
A.B., Indiana University, Ph.D., Purdue University; Postdoctoral
Fellow, Harvard University Biological Laboratories

**Alameda, Annie (2007)**
Assistant Professor of Physical Education
B.S., Illinois State University; M.S., Saint Louis University;
Ed.D., Lindenwood University

**Allen, Robert (2008)**
Assistant Professor of Business and Division Chair, School of
Business and Entrepreneurship
B.S., Missouri Valley College; M.B.A., University of Missouri-
Columbia; D.B.A., Nova Southeastern University

**Alsobrook, Joseph A. (2004)**
Assistant Professor of Music and Chair, Department of Music
B.A., Southwestern Oklahoma State University; M.A., Education,
Lindenwood University

**Ammann, Elizabeth M. (1984)**
Associate Professor of Accounting
B.S., Southern Illinois University-Carbondale; M.B.A., Southern
Illinois University-Edwardsville

**Anderson, C. Gregory (2010)**
Associate Professor of Biology
B.A., University of Missouri-Columbia; Ph.D., University of
Tennessee

**Andreoff, Marsha (2006)**
Assistant Professor of Counseling
B.A., Saint Louis University; M.Ed., Wayne State University;
M.A., Washington University; Ph.D., Saint Louis University

**Arns, David H. (1999)**
Associate Professor of Marketing and Faculty Athletics
Representative
B.S., Southern Illinois University-Carbondale; M.S., Southern
Illinois University-Edwardsville

**Ayres, Deb (2008)**
Assistant Professor of Education and Chair, Department of
Educational Leadership
B.S., Missouri State University; M.S. University of Missouri-St.
Louis; Ed.D., University of Missouri-Columbia

**Ayyagari, Rao (1983)**
Professor of Biology
M.S., Bombay University; M.S., Ph.D., Loyola University of
Chicago, Post-doctoral work at University of California-Davis

**Balogh, Alexander (2005)**
Assistant Professor of English
B.A., University of Oregon; M.A., Southern Illinois University-
Carbondale; M.F.A., Lindenwood University

**Barnes, Janet L. (2007)**
Assistant Professor of Education
B.S., M.Ed., University of Missouri-St. Louis

**Beane, Robbie (2010)**
Assistant Professor of Mathematics
B.S., M.S., University of Missouri-Rolla; Ph.D., Missouri
University of Science and Technology

**Beckerle, John R. (2001)**
Associate Professor of Nonprofit Administration
B.A., M.B.A., M.A., Lindenwood University

**Bednarski, April (2008)**
Assistant Professor of Chemistry
B.A., University of Iowa; Ph.D., University of Michigan

**Behrman, Gary U. (2009)**
Assistant Professor of Social Work
B.A., M.Div., St. Meinrad College; M.S.W., Saint Louis
University; Ph.D., University of Albany

**Bell, John David (1992)**
Professor of English and Foreign Languages
B.A., Central Methodist College; M.A., The University of
Missouri; Ph.D., Tulane University

**Bennett, Katrina (2008)**
Assistant Professor of Fashion Design
B.A., M.A., Lindenwood University

**Bice, Cynthia J. (2006)**
Associate Professor of Education and Dean, School of Education
B.A., Lindenwood University; M.S., Central Missouri State
University; Ed.D., Saint Louis University; Post-Doctoral, Yale
University

**Biggerstaff, Randy (1997)**
Associate Professor of Education, Athletic Trainer, and Chair,
Department of Health and Fitness Sciences
B.S., University of Missouri-Columbia; M.S., Lindenwood
University; A.T.C.

**Billhymer, Curtis (1991)**
Professor of Communications
B.A., University of Utah; M.A., Ph.D., Northwestern University

**Biri, Colleen (2003)**
Associate Professor of Psychology
B.A., Southwest Missouri State University; M.A., Psy.D.,
Georgia School of Professional Psychology

**Blackburn, William H. (1999)**
Professor of Education
B.S., Murray State University; M.Ed., University of Missouri-
Saint Louis; Ph.D., Saint Louis University

**Blasi, Gerald J. (2006)**
Professor of Nonprofit Administration
B.A., Boston University; J.D., St. John's University; M.A., Ph.D.,
Binghamton University (SUNY)

**Blum, Erica (2008)**
Assistant Professor of Communications
B.F.A., Ohio University; M.A., Lindenwood University

**Blythe, Stephen A. (2009)**
Associate Professor of Computer Science
B.S., University of Delaware; M.S., Ph.D., Rensselaer Polytechnic Institute

**Bobo, Luke B. (2007)**
Assistant Professor of Christian Ministry Studies and Chair, Department of Christian Ministry Studies
B.S., University of Kansas; M.S., University of Missouri-Columbia; M.Div., Covenant Theological Seminary

**Boyd, James W. (2008)**
Associate Professor of Finance, and Chair, Department of Finance
B.A., University of Texas at Austin; M.B.A., Ph.D., University of Arkansas

**Boyle, Richard A. (1997)**
Professor of Education, Vice President for Human Resources, and Dean of Faculty
B.S., University of Arkansas; M.S., Texas A&M University; Ph.D., Saint Louis University

**Brennan, Daniel J. (2007)**
Assistant Professor of Education and Athletic Trainer
B.S., M.A., Western Kentucky University

**Brickler, Kimberly K. (2003)**
Associate Professor of Accounting and Chair, Department of Accounting
B.S., Truman State University; M.B.A., Saint Louis University

**Brown, David (2000)**
Professor of Philosophy and Chair, Department of Philosophy
B.A., Gordon College; M.A., University of Houston; Ph.D., University of Toronto; CPA

**Brown-Hudson, Heather (2010)**
Assistant Professor of French and English
B.A., Temple University; M.A., Middlebury College; Ph.D., The Graduate Center, City University of New York

**Buenger, David (2010)**
Assistant Professor of Accounting
B.S., Truman State University; M.B.A., Webster University; CPA; CMA, CFM

**Burke, Sandra L. (2000)**
Associate Professor of Art
B.S., Texas Woman's University; M.F.A., Lindenwood University

**Canale, Ann (1981)**
Professor of English
B.A., Rosary College; M.A., John Carroll University; M.A., Ph.D., University of Massachusetts at Amherst

**Cannon, Douglas (2005)**
Associate Professor of Business; Chair, Department of Retail Merchandising; and Coordinator, SB&E Internship Program
B.S., University of South Dakota; M.B.A., Lindenwood University

**Carlos, Peter (2004)**
Associate Professor of Communications and LUTV Station Manager
B.A., University of Missouri-St. Louis; M.A., Middlebury College

**Carper, Michael (2006)**
Assistant Professor of Philosophy
B.A., M.A., University of Nebraska-Kearney; M.T.S., Boston University

**Castro, Michael (1980)**
Professor of Communications and Director, LCIE Communications Degree Programs
B.A., State University of New York at Buffalo; M.A., Ph.D., Washington University, Post doctoral work: 1990 Fulbright Summer Seminar in Arts & Culture of India

**Cawly, John (2008)**
Assistant Professor of Biology
B.S., M.S, Southern Illinois University-Edwardsville; Ph.D., University of Missouri-Columbia

**Cernik, Joseph A. (1990)**
Professor of Political Science and Public Administration and Chair, Department of Political Science
B.A., Adelphi University; M.A., Ph.D., New York University; M.B.A., Lindenwood University

**Cloutier-Davis, Nancy (2003)**
Associate Professor of Foreign Languages
B.A., Concordia University-Montreal, Quebec, Canada; M.A., University of Calgary-Calgary, Alberta, Canada; M.S.T., University of Ottawa-Ottawa, Ontario, Canada

**Colemire, Bonnie (2008)**
Assistant Professor of English
B.A., Lindenwood University; M.A., University of Missouri-St. Louis; M.F.A., Lindenwood University

**Collier, Darren (2003)**
Assistant Professor of Communications
B.A., M.F.A., Lindenwood University

**Coker, Stanley, (2008)**
Assistant Professor of Management and Chair, Department of Management
B.S., United States Air Force Academy; M.A., M.B.A., D.Mgt., Webster University

**Corbin, G. Paul (2004)**
Associate Professor of Criminal Justice and Chair, Department of Military Science
A.A.S., Meramec Community College; B.S., M.A., Lincoln University of Missouri, Post-graduate Studies at Northwestern University

**Crawford, John A. (2009)**
Assistant Professor of Biology
B.S., University of Illinois; M.S., Illinois State University; Ph.D., University of Missouri-Columbia

**Curtis, Ryan (2008)**
Assistant Professor of Music and Director of Bands
B.S., Missouri State University; M.A., University of Missouri-St. Louis

**Daly, Michelle (2011)**
Assistant Professor of International Business
B.S., University of Missouri-Columbia; M.B.A., Ph.D., Saint Louis University

**Dasovich, Steve Jonpaul (2010)**
Assistant Professor of Anthropology and Archeology Program Director
B.A., University of South Dakota; M.S., Florida State University; Ph.D., University of Missouri-Columbia

**Dawn, Russell P. (2010)**
Assistant Professor of Religion
B.S., Arizona State University; M.S.T., B.A., University of Oxford; J.D., M.B.A., University of Colorado at Boulder

**Delgado, Ricardo A. (2006)**
Associate Professor of Chemistry and Chair, Department of Chemistry
B.S., Texas A&I University, M.S., Ph.D., University of Missouri-St. Louis

**DeVore, Sherry (2008)**
Assistant Professor of Education
B.S., M.A., Ed.S., Missouri State University; Ed.D. University of Missouri-Columbia

**Dewan, Florence (2003)**
Assistant Professor of Fashion Design and Chair, Department of Fashion Design
B.S., University of Central Oklahoma; M.F.A., University of North Texas

**Dewees, Andrea (2011)**
Assistant Professor of Spanish
B.A., The Evergreen State College; M.A., Ph.D., The University of Michigan

**Dey, Sajalendu (2004)**
Professor of Physics and Pre-Engineering
B.S.c, M.S.c, Dhaka University, Bangladesh; M.Sc., Brock University, Ontario; Ph.D., Iowa State University; M.Sc., University of Missouri-St. Louis; M.B.A., Lindenwood University

**Douchant, Rachel (2005)**
Associate Professor of Philosophy
B.A., Lindenwood University; Ph.D., Saint Louis University

**Dunn, Gerald (2007)**
Associate Professor of Mathematics
B.S., University of New Orleans; Ph.D., University of Michigan

**Durbin, Nancy (2001)**
Professor of Foreign Languages
B.A., University of Missouri-Columbia; M.A., Washington University; Ph.D., Washington University

**Eberhart, Judith K. (2008)**
Assistant Professor of Marketing and Division Chair, School of Business and Entrepreneurship
B.S., M.B.A., Southern Illinois University-Edwardsville; D.Mgmt., Webster University

**Elder, James (2005)**
Assistant Professor of Business and Chair, Department of Entrepreneurial Studies
B.A., University of Missouri-Columbia; M.B.A. Southern Illinois University-Edwardsville

**Ellis, Roger (1997)**
Professor of Business and Interim Dean, School of Business and Entrepreneurship
B.S., University of Missouri-Rolla; J.D., University of Arkansas

**Emrick, William (2001)**
Assistant Professor of Education
B.S., St. Louis University; M.A., Saint Louis University; Ed.S., Southern Illinois University-Edwardsville

**Engleking, Charlene (1995)**
Associate Professor of Humanities and Director, LCIE Communications Clusters
B.A., Southwestern College; M.Ed., University of Missouri-Columbia; M.F.A., Lindenwood University

**Evans, James D. (1974)**
President and Professor of Psychology
B.S., Geneva College; M.S., Ph.D., Iowa State University

**Ezvan, Mira (1984)**
Professor of Management and Management Information Systems
Technical University of Wroclaw, Poland; Ph.D., Southern Illinois University

**Falk, Jill (2006)**
Assistant Professor of Communications and Chair, Department of Journalism
B.A., Eastern Illinois University; M.A., University of Illinois

**Firestine, Jennifer (2003)**
Associate Professor of Chemistry
B.S., Eastern Oregon State College; Ph.D., Arizona State University

**Freeman, Janis (2007)**
Assistant Professor of Education
B.S., M.A., Ed.D., University of Missouri-Columbia

**Gibbs, Yvonne (2008)**
Assistant Professor of Library Media
B.S.E., Southeast Missouri State University; M.A., Lindenwood University

**Gietschier, Steven P. (2009)**
University Curator and Assistant Professor of History
B.S.F.S., Georgetown University; M.A., Ph.D., The Ohio State University

**Gismegian, Mary (2001)**
Assistant Professor of Education
B.S., Southern Illinois University; M.A., Lindenwood University

**Glancy, Fletcher H. (2010)**
Assistant Professor of Management Information Systems
B.S., Missouri S&T; M.B.A., Ph.D., Texas Tech University

**Glover, Kyle S. (1998)**
Professor of English and Chair, Department of English
B.A., Oklahoma Baptist University; M.A., Baylor University;
Ph.D., University of Missouri-Columbia

**Godar, Tom (2003)**
Associate Professor of Education and Athletic Trainer
B.S., Southern Illinois University-Carbondale; M.S., Lindenwood
University

**Golik, Wojciech L. (2001)**
Professor of Mathematics and Chair, Department of Mathematics
B.S., M.S. Poznan University of Technology, Poznan, Poland;
M.S., Ph.D., New Mexico State University

**Gorzynski, Richard (2001)**
Assistant Professor of Physical Education
B.S., M.A., Truman State University

**Goulart, Rebecca (2008)**
Assistant Professor of Business TESOL and Coordinator, English
Preparedness Business Program
B.A., Tufts University; M.S.Ed., University of Pennsylvania

**Green, Christina Marie (1999)**
Associate Professor of English
B.A., Regis University; M.A.T., Webster University; M.A.,
University of Missouri-St. Louis

**Griffin, Peter H. (1989)**
Professor of History
B.A., M.A., Ph.D., University of California-Santa Barbara

**Grooms, Pamela (2007)**
Assistant Professor of Music
B.A., Central Missouri State University; M.A., University of
Missouri-St. Louis

**Guffey, Ryan (2003)**
Assistant Professor of International Studies, Chair, Department
of International Studies and Assistant Vice President for Student
Development
B.S., M.B.A, Lindenwood University; M.A., The Queen's
University of Belfast; Ph.D. Saint Louis University

**Hammond, Kay A. (1998)**
Assistant Professor of Communications
B.A., M.B.A., Lindenwood University

**Hardman, James R. (Jay) (2000)**
Associate Professor of Management
B.A., Duquesne University; M.H.A., Baylor University;
F.A.C.H.E.

**Hargate, Jon Grant (1992)**
Professor of Art
A.A., Meramec Community College; B.F.A., Southern Illinois
University-Edwardsville; M.F.A., University of Cincinnati

**Hauck, John (2004)**
Associate Professor of Physics
B.S. Parks College of Saint Louis University; M.S., Georgia
Institute of Technology; Ph.D., University of Missouri-Columbia

**Heidenreich Jr., Donald (2000)**
Professor of History and Dean of Institutional Research
B.A., San Francisco State University; M.A., University of
Arizona; Ph.D., The University of Missouri

**Helton, Rebecca A. (1999)**
Professor of Biology and Fine Art
B.A., B.S., University of Missouri-Kansas City; M.F.A.,
Lindenwood University; M.D., University of Kansas Medical
Center

**Henderson Lee, Sarah (2010)**
Assistant Professor of TESOL
B.A., University of Arkansas; M.A., Missouri State University;
A.B.D., Indiana University of Pennsylvania

**Hendrix, Evelyn K. (2007)**
Assistant Professor of Human Resource Management
B.S., University of Wisconsin-Milwaukee; M.A., Psy.D., George
Mason University

**Henschke, John (2009)**
Assistant Professor of Education
B.A., Bob Jones University; M.Div., Northern Baptist
Theological Seminary; Th.M., Northern Baptist Theological
Seminary; Ed.D., Boston University

**Heyn, Hollis Carolyn (1996)**
Associate Professor of English
B.A., Lindenwood University; M.A., Southern Illinois University

**Hickenlooper, George L. (1992)**
Professor of English
B.S., Georgetown University; M.A., Washington University;
D.F.A., Yale University

**Highley, Shannon J. (2007)**
Assistant Professor of Management and LCIE Faculty Advisor,
Belleville Campus
B.A., B.S., M.B.A., Southern Illinois University-Edwardsville

**Holden, Angela D. (2009)**
Assistant Professor of Management and Director, LCIE Business
Administration Degree Programs
B.A., National-Louis University; M.B.A., Lindenwood
University; D. Mgt., Webster University

**Holloway, Chad (2010)**
Assistant Professor of Health Management and Director of
Health Management and Gerontology Degree Programs
B.S., M.S., Illinois State University; Ph.D., University of Miami;
M.H.A., Washington University

**Hopkins, Debbie L. (2005)**
Professor of Earth Science and Mathematics
B.S., M.S., University of Utah; Ph.D., Virginia Tech

**Horstmeier, James (1996)**
Assistant Professor of Education and Director, LCIE Cross
Cultural, Humanities, and Social Science Clusters
B.S., University of Missouri; M.S., Lindenwood University

**House, Steve (2003)**
Associate Professor of Christian Ministry Studies
B.S., University of Missouri-Columbia; M.Div., Asbury
Theological Seminary; D.Min., Oral Roberts University School
of Theology

**Hudgins, Molly (2003)**
Associate Professor of Sport Management and Chair, Department
of Sport Management; SIU-Carbondale; M.S., Florida State
University; J.D., University of Tennessee College of Law

**Hurst, Spencer (1999)**
Associate Professor of English
B.A., Westminster College; M.B.A., Southern Illinois University-
Edwardsville; M.F.A., University of Missouri-St. Louis

**Hutson Jr., James Lee (2010)**
Assistant Professor of Art History
B.A., M.A., Southern Methodist University; Ph.D., University of
Maryland

**Isenberg, Susan (2008)**
Assistant Professor of Education
B.S., M.Ed., Ph.D., University of Missouri-St. Louis

**Jia, Darla (2010)**
Assistant Professor of Chemistry
B.S., North Dakota State University; Ph.D., University of
California-Irvine

**Johnson, Debra L. (2003)**
Associate Professor of Social Work and Chair, Department of
Social Work
B.S.W., Southeast Missouri State University; M.S.W.,
Washington University

**Johnson, Emilie Wright (1999)**
Professor of Education
B.S., M.S., Missouri State University; Ph.D., Saint Louis
University

**Johnson, Kenneth (1996)**
Professor of Education and Chair, Department of Education
B.S., Central Missouri State University; M.Ed., University
of Missouri-Columbia; Ed.D., Southern Illinois University-
Edwardsville

**Johnson, Grace Yan (2010)**
Assistant Professor of Economics and Assistant Director, LCIE
Business Administration Programs
B.A., Shanghai Institute of Foreign Trade; M.S., Oklahoma State
University; Ph.D., Oklahoma State University

**Johnston, Christopher (2006)**
Associate Professor of Mathematics
B.S., University of Missouri-Columbia, M.A., Michigan State
University, Ph.D., Northeastern University

**Johnston, Gail (2003)**
Professor of Biology
B.S., M.S., Mississippi State University; Ph.D., Southern Illinois
University-Carbondale

**Jones, Emily (2010)**
Assistant Professor of Theatre
B.F.A., Midwestern State University; M.F.A., University of
Arkansas

**Kaminski, Virginia (1996)**
Professor of Education
B.A., Webster University; M.A., Ph.D., Saint Louis University

**Kamm, Judy K. (1996)**
Associate Professor of Economics
B.S., M.A., University of Missouri-St. Louis

**Kania-Gosche, Beth (2009)**
Assistant Professor of Education
B.S., Southeast Missouri State University; M.Ed., University of
Missouri-Columbia; Ph.D., Saint Louis University

**Karraker, Holly Beth (2007)**
Assistant Professor of Counseling
B.A., M.A., Ph.D., Saint Louis University

**Kelly, Bruce (2001)**
Professor of Psychology
B.S., Southeast Missouri State University; Ed.M., University of
Illinois; M.A., M.S., Lindenwood University; Ed.D., University
of Illinois

**Kelly, Nicholas (2009)**
Assistant Professor of Theatre
M.A., M.F.A. Lindenwood University

**Kemper, Daniel W. (1989)**
Associate Professor of Management and Dean, Accelerated
Degree Programs (LCIE)
B.S., M.B.A., Lindenwood University; Diploma-Funeral Service,
Worsham College of Mortuary Science

**Kerksiek, Jo Ellen (1997)**
Professor of History
B.S., M.A., Northwest Missouri State University; Ph.D.,
University of Kansas

**Klar, Dana (2008)**
Assistant Professor of Social Work
B.A., Louisiana State University; M.S.W., J.D., Washington
University

**Knotts, David (2005)**
Professor, American Studies and Science and Dean, School of
American Studies and the Daniel Boone Campus
B.S., Brigham Young University; M,S.F., Ph.D., Stephen F.
Austin State University

**Kottmeyer, Rita (1990)**
Professor of Mathematics and Director, LCIE Information
Technology Degree Programs and Math and Science Clusters
B.S., M.A., Ph.D., Saint Louis University

**Kubicek, Kenneth (2006)**
Assistant Professor of Counseling and Chair, Department of
Counseling
B.S., M.S., Southern Illinois University-Edwardsville; Ph.D.,
Saint Louis University

**Leavitt, Lynda (2009)**
Assistant Professor of Education
B.S., Central Missouri State University; B.S., University of Missouri; M.Ed., National Louis University; Ed.D, Saint Louis University

**Leitsch, Patricia C. (2010)**
Assistant Professor of Education, Assistant Dean Department of Teacher Education
B.S., M.A., Ed.D, Lindenwood University

**Lerman, Mark D. (2008)**
Assistant Professor of Human Resource Management and Director, LCIE Human Resource Management Degree Programs
B.A., University of Missouri-Columbia; M.A., Southern Illinois University-Edwardsville; Ph.D., Illinois Institute of Technology

**Lively, Jason Dude (2007)**
Associate Professor of Communications and Chair, Department of Multimedia
B.S., Howard Payne University; M.B.A., Tarleton State University; Ph.D., Nova Southeastern University

**Loughlin, John (2010)**
Assistant Professor of Finance and Chair, Department of International Business
B.S., B.A., University of Missouri-St. Louis; M.B.A., Ph.D., Saint Louis University

**Lorentz, Jennifer (2010)**
Assistant Professor of Criminal Justice
B.A., J.D., Washington University

**Lovell, Joseph (2008)**
Assistant Professor of Recreation Leadership
B.A., Southern Virginia University; M.S., University of Idaho

**Mack, Jennifer (2010)**
Assistant Professor of Accounting
B.S., M.G.E., University of Central Oklahoma; Ph.D., Walden University

**Magnusen, Christy L. (2010)**
Assistant Professor of Education
B.S., M.S., M.S.Ed., SIU-Edwardsville; Ph.D., Saint Louis University

**Manjounes, Cindy (2006)**
Assistant Professor of Health Management and Associate Dean of Academics, Belleville Campus
B.A., University of Missouri-St. Louis; M.S., Ed.D., Lindenwood University

**Marhanka, Darren (2004)**
Associate Professor of Criminal Justice
A.A.S., Florissant Valley Community College; B.A., M.B.A., Lindenwood University

**Marsh, Meredith (2009)**
Assistant Professor of Geography
B.A., Calvin College; M.A., Ph.D., University of California at Santa Barbara

**Marzano, Michael P. (2009)**
Assistant Professor of Management and Division Chair, School of Business and Entrepreneurship
B.S., Southern Illinois University-Edwardsville; M.B.A., Saint Louis University; M.I.M., Washington University; D.Mgt., Webster University

**Mason, Michael M. (1991)**
Professor of Religion and Chair, Department of Religion
B.S., Iowa State University; M.A., Loras College; M.Div., University of Dubuque Theological Seminary; D. Min., San Francisco Theological Seminary

**Mathea, Michael (2010)**
Assistant Professor of Economics
B.S., St. Norbert College; M.A., University of Houston

**Mead, Mary Elizabeth (2004)**
Associate Professor of Humanities and Director, LCIE M.F.A. in Writing Degree Program
B.A., M.F.A., University of Missouri-St. Louis

**Menninga, Nadine L. (2007)**
Assistant Professor of Mathematics
B.A., North Central College; A.M., Ph.D., University of Illinois

**Mettler-Cherry, Paige (2004)**
Assistant Professor of Biology
B.A., M.S., Ph.D., Southern Illinois University-Carbondale

**Morris, Edward L. (2002)**
Professor of Finance
B.A., Washington University; M.B.A., University of Pennsylvania; Ph.D., Saint Louis University

**Mueller, Carla (1998)**
Associate Professor of Social Work and Dean, School of Human Services
B.S., Southern Illinois University-Carbondale; M.S.W., University of Illinois-Champaign-Urbana; Post-graduate studies, University of Illinois-Chicago

**Munro, Janice (2006)**
Assistant Professor of Counseling and Assistant Dean, Department of Counseling
B.A., M.Ed., Ed.D., University of Missouri-St. Louis

**Nack, Donna (2004)**
Assistant Professor of Education
B.A., Harris-Stowe; M.A., Ed.S., Truman State University; Ed.D., Lindenwood University

**Nagel, Shawn (2004)**
Assistant Professor of Physical Education
B.S., Fort Hays State University; M.S. Ed., University of Kansas

**Najjar, Annette Juliana (2001)**
Professor of Economics and Chair, Department of Economics
B.S., University of West Indies; B.Ed., University of Toronto; M.B.A., Millsaps College; Ph.D., Kennedy-Western University

**Nicolai, Deborah (1993)**
Associate Professor of Communications
B.A., M.A., Lindenwood University

**Nohara-LeClair, Michiko (2002)**
Professor of Psychology
B.S., University of Toronto; M.A.Sc., University of Waterloo;
Ph.D., University of Connecticut; Postdoctoral Fellow, Concordia
University (Montreal); Postdoctoral Fellow, University of Kansas

**Northcott, Donna (2007)**
Assistant Professor of Theatre
B.A., Saint Louis University, M.A., Northwestern University

**Nunez-Betelu, Maite (2008)**
Associate Professor of Humanities
B.A., University of Basque Country, Spain; M.A., West Virginia
University; Ph.D., University of Missouri-Columbia

**O'Banion, Patrick John (2010)**
Assistant Professor of History
B.A., University of California at San Diego; M.A. Northwestern
University; M.A., Westminster Seminary in California, Ph.D.,
Saint Louis University

**Oldani, John (2007)**
Associate Professor of Education and Vice President for Student
Development
B.A., M.S.Ed., Southern Illinois University-Carbondale; M.Ed.,
Ed.D., University of Missouri-St. Louis

**Onyia, Okey Peter (2009)**
Assistant Professor of Marketing and Chair, Department of
Marketing
B.A., University of Calabar; M.B.A., University of Lagos;
M.Phil., OAU Ile-Ife; Ph.D., Strathclyde University, Glasgow

**Overall, Gene (2006)**
Associate Professor of Criminal Justice
B.A., Arkansas State University; M.A., Webster University; J.D.,
Saint Louis University

**Panagos, Rebecca Jean (1996)**
Professor of Education and Chair, Department of Teacher
Education
B.A., M.A., Louisiana Tech University; Ph.D., University of
Missouri-Columbia

**Patterson, Marilyn Miller (1992)**
Professor of Psychology
B.A., Florida State University; M.S., Ed.D., Memphis State
University

**Panta, Humnath (2011)**
Assistant Professor of Finance and Assistant Director, LCIE
Business Administration Programs
B.A., Tribhuvan University; M.A., Ohio University; Ph.D.,
University of Texas

**Pas, Justine (2010)**
Assistant Professor of English
B.A., M.A., California State University-Fullerton; Ph.D.,
University of Michigan

**Patzius, Billi J. (2007)**
Assistant Professor of Criminal Justice and Director, LCIE Fire
Science and Graduate Criminal Justice Degree Programs
B.A., University of Missouri-St. Louis; M.A., University of
Missouri-St. Louis

**Pennington, Heather (2010)**
Assistant Professor of Education
B.S., Samford University; M.A. University of Alabama

**Perantoni, Edward (1994)**
Professor of Earth Sciences and Chair, Department of Earth
Sciences
B.S., University of Nebraska; B.S., Maryville College; M.A.,
California State University; Graduate Certificate in Meteorology,
University of Oklahoma; Ed.D, Lindenwood University

**Pettit, Thomas (2006)**
Assistant Professor of Communications
B.A., M.A., University of Kansas

**Plate, Daniel (2004)**
Assistant Professor of English
B.A., Taylor University; M.F.A. University of Arkansas; M.A.,
Washington University; Ph.D., Washington University

**Poertner, Tim (2008)**
Associate Professor of Theatre
B.A. University of Missouri-Columbia, M.F.A., University of
Texas-Austin

**Porter, Renee (2007)**
Associate Professor of Management and Interim Associate Dean,
School of Business and Entrepreneurship
B.S., University of Southern Mississippi; M.B.A. Southern
Illinois University-Edwardsville; Ph.D., Saint Louis University

**Qualls, Melissa (2002)**
Assistant Professor of English
B.A., M.A., Truman State University

**Quiggins, Larry (2002)**
Associate Professor and Associate Dean of Fine and Performing
Arts and Chair, Department of Theatre
B.A., M.F.A., Lindenwood University

**Rankins, Michael (2008)**
Assistant Professor of Counseling
B.Psy., M.Ed., Ph.D., University of Missouri-St. Louis

**Reighard, Richard (1987)**
Associate Professor of Communications and KCLC Operations
Director
B.A., M.A., Lindenwood University

**Reineke, Megan (2011)**
Assistant Professor of Education
B.S,, Missouri State University; M.S., Purdue University, Ed. D.
Lindenwood University

**RinconGallardo, Toni J. (1984)**
Associate Professor of Psychology
B.A., M.A., Lindenwood University; Ph.D., Capella University

**Rodermund, Robert (2010)**
Assistant Professor of Finance
B.S.B.A., Washington University; M.S.C.F.E., University of
Missouri-Columbia

**Russell II, Keith A. (2007)**
Associate Professor of English
B.A., Truman State University; M.A., Southeast Missouri State University; Ph.D., Southern Illinois University-Carbondale

**St. Clair, Terry L. (2004)**
Assistant Professor of Criminal Justice and Director, LCIE Undergraduate Criminal Justice Degree Programs
A.S., Drury College; B.S., Tarkio College; M.S., Lindenwood University

**Sakahara, Suzanne A. (1978)**
Associate Professor of Art
B.S., Fontbonne College; M.A., Saint Louis University; M.A., Washington University

**Schaefer, Patricia (2009)**
Assistant Professor of Human Resource Management
B.G.S., University of Missouri-St. Louis; J.D., Saint Louis University

**Schneider, Nancy (1999)**
Associate Professor of Education
B.S., M.S., Ed.S., Southwest Missouri State University; Ed.D., University of Missouri-Columbia

**Scholle, Benjamin A. (2002)**
Associate Professor of Communications and Chair, Department of Video
B.A., Washington University; M.F.A., American University

**Schroeder, Cynthia A. (2010)**
Assistant Professor of Education
B. S., Sourthern Illinois University-Carbondale; M.S. Northeastern Illinois University-Chicago; Ph.D. University of Kansas-Lawrence

**Schnellmann, Ana (1995)**
Professor of English
B.A., The College of St. Benedict; Graduate Certificate, M.A., Ohio University; Ph.D., Saint Louis University

**Schuler, Craig (2004)**
Assistant Professor of Education, Assistant Football Coach, and Fitness Center Supervisor
B.A., Benedictine College; M.Ed., University of Kansas

**Schwab, Roxanne (2010)**
Assistant Professor of English
B.A., Webster University; M.A., Indiana University; M.A., Ph.D., Saint Louis University

**Scribner, Christopher (2000)**
Professor of Psychology and Chair, Department of Psychology
B.A., Earlham College; Ph.D., University of Tennessee

**Scupin, Ray (1981)**
Professor of Anthropology and Director of the Center for International and Global Studies
B.A., University of California-Los Angeles; M.A., Ph.D., University of California-Santa Barbara

**Sharp, Chryssa (2008)**
Assistant Professor of International Business
B.S., University of Illinois at Champaign-Urbana; M.B.A., Thunderbird School of Global Management; Ph.D., University of Calgary, Alberta, Canada

**Sherblom, Stephen (2008)**
Associate Professor of Education
B.A., University of Massachusetts; Ed.M., Ed.D., Harvard University; Postdoctoral Fellow, Washington University

**Singer, Robert A. (2009)**
Associate Professor of Accounting
B.S., M.B.A., Ph.D., Saint Louis University; CPA

**Smith, Jeffrey (1996)**
Professor of History and Chair, Department of History and Geography
B.A., Mount Union College; M.F.A., Syracuse University; Ph.D., University of Akron

**Smith, Kris Runberg (2002)**
Associate Professor of History
B.A., University of Idaho; M.A., Washington State University; Ph.D. Saint Louis University

**Stanfill, Diana (2010)**
Assistant Professor of Education
B.A., M.S., Kansas State University; Ed.D., Lindenwood University

**Stein, Michael Carl (1992)**
Professor of Sociology
B.A., M.A., Southern Illinois University; Ph.D., University of Nebraska-Lincoln

**Stewart, Terrance A. (2007)**
Assistant Professor of Education
B.S., University of Missouri-Columbia; M.S., Central Missouri State University; Ed.S., University of Missouri-Columbia; Ed.D., University of Missouri-Columbia.

**Streb, Arthur (2009)**
Assistant Professor of Education
B.S., University of Missouri-Columbia, M.A., Maryville University, Ed.S., Lindenwood University, Ed.D, University of Missouri-St. Louis

**Strzelec, Janet (2005)**
Associate Professor of Dance and Chair, Department of Dance
B.S., Southern Illinois University-Edwardsville; M.F.A., Lindenwood University

**Talbott, F. Robert (2007)**
Assistant Professor of Management Information Systems and Chair, Department of Management Information Systems
B.S., SIU-Edwardsville; M.B.A., Lindenwood University

**Thies, Jeanie (2007)**
Assistant Professor of Criminal Justice
B.A., University of Missouri-Columbia; M.A., Ph.D, University of Missouri-St. Louis

**Thomas, Michael (2010)**
Associate Professor of Dance
B.A., M.F.A., The Ohio State University

**Thomason, Andrew (2004)**
Assistant Professor of English and Chair, Department of
American Studies
B.A., Lindenwood University; M.A., M.L.A., Washington
University

**Thouvenot, Frank (2005)**
Assistant Professor of Education and Chair, Department of
Teacher Education
B.S.E., M.Ed., University of Missouri-St. Louis; 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)**
Assistant Professor of Management and Management Information
Systems
B.A., M.S.,M.B.A., Ed.D., 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., Saint Louis University

**Troy, John (2002)**
Associate Professor of Art and Chair, Department of Art
B.F.A., Washington University; M.F.A., Temple University

**Trujillo, Lorenzo (2009)**
Assistant Professor of Music
B.S., University of Louisville; M.F.A., California Institute of the
Arts; D.M.A., University of California-Los Angeles

**Turner, Julie (2007)**
Assistant Professor of Nonprofit Administration and Chair,
Departments of Nonprofit Administration and Fire and Paramedic
Sciences
B.A., Hope College; M.A., Michigan State University; Ph.D.
University of Missouri-St. Louis

**Vahle, William B. (2004)**
Associate Professor of Management
B.S., Purdue University; M.B.A., University of Michigan

**Van der Graaf, Vanessa (2008)**
Assistant Professor of Education
B.S., University of Missouri-St. Louis; M.Ed., Ed.S., Ed.D.,
Lindenwood University

**Van Dyke, C. Renee (2001)**
Associate Professor of Mathematics and Computer Science and
Chair, Department of Computer Science
B.S., Towson State University; M.S., Midwestern State
University

**Vazis, Dean (2006)**
Assistant Professor of Education and Chair, Department of
Educational Leadership
B.S., Southwest Missouri State University; M.A., Truman State
University; Ed.S., Ed.D., University of Missouri-Columbia

**Voss, Edward (2006)**
Assistant Professor of Communications and LUTV Operations
Manager
B.A., University of Missouri; M.A., Webster University

**Wall, Mike (2001)**
Associate Professor of Communications, Program Manager of
Mass Communications, Dean, School of Communications, and
KCLC Radio General Manager
B.A., M.A., Lindenwood University

**Walsh, Donnell (1991)**
Professor of Theatre and Dean, School of Fine and Performing
Arts
B.A., University of San Francisco; M.F.A., Stanford University

**Wang, David (2010)**
Assistant Professor of Communications
B.A., Drake University; M.F.A., Louisiana Tech University

**Weitzel, Jann Rudd (1995)**
Professor of Education and Vice President for Academic Affairs
and Provost
B.A., M.A., University of Northern Iowa; Ph.D., University of
Iowa

**Weir, Graham (2009)**
Assistant Professor of Education and Chair, Department of
Educational Leadership
B.A., Principia College, M.A. Truman State University, Ed.S.,
Ph.D., Saint Louis University

**Welsh, Chad T. (2010)**
Assistant Professor of Biology
B.S., M.S., Middle Tennessee State University; Ph.D., University
of Louisville

**Whaley, Michael J. (2002)**
Associate Professor of History and Dean, School of Humanities
B.A., The University of Missouri; M.A., University of Missouri-
St. Louis; Ph.D. Southern Illinois University

**Willbrand, Kimberly (2010)**
Assistant Professor of Accounting
B.S.B.A., University of Missouri-St. Louis; M.B.A., Lindenwood
University; CPA

**Williams, William Shane (2005)**
Assistant Professor of Music
B.S., Austin Peay State University; M.M., University of
Missouri-Columbia

**Williamson, Shane Y. (2007)**
Associate Professor of Education and Dean of First-Year
Programs
B.S.B.A, M.S., Shippensburg University; Ed.D., Rutgers
University

**Wisdom, Sherrie (2009)**
Assistant Professor of Education
B.S.E., Truman State University; M.Ed., University of Missouri-Columbia; M.A., University of Missouri-St. Louis; Ed.S., Webster University; Ed.D., Lindenwood University

**Witherspoon, Pernell (2005)**
Assistant Professor of Criminal Justice and Chair, Department of Criminal Justice
B.S., M.S., Ph.D., University of Missouri-St. Louis

**Wright, Paul (2007)**
Assistant Professor of Physical Education
B.S., M.S., Clemson University; Ph.D., University of Utah

**Young, Delaine C. (2001)**
Associate Professor of Education and Athletic Trainer
B.A., Lakeland College; M.Ed., Southern Illinois University-Edwardsville

**Zweier, Tricia (2011)**
Assistant Professor of Dance
B.S., Richard Stockton College of New Jersey; M.S., M.F.A., University of North Carolina-Greensboro

**Ahne, Kelly (1993)**
Instructor of Management and Accounting Assistant
B.A., University of Missouri-Columbia; M.B.A., Lindenwood University

**Barger, Brett (2005)**
Dean of Evening Admissions and Extension Campuses
B.A., M.B.A., Lindenwood University

**Baum, Jane (2009)**
Athletic Development Director
B.A., Lindenwood University

**Beard, Julie (2005)**
Assistant Professor of Communications and Director of Executive Communication
B.F.A., Stephens College; M.S.J., Northwestern University

**Bhatnagar, Rita (2007)**
Systems Analyst
B.S., M.B.A., University of Udaipur

**Biggerstaff, Amanda (2005)**
Systems Analyst
B.S., M.B.A., Lindenwood University

**Bezemes, Peter (2008)**
Executive Director of the J. Scheidegger Center for Fine and Performing Arts
B.A., Lindenwood University; M.S., Boston University

**Bode, Lori (2006)**
Director of Financial Aid
B.A., Lindenwood University

**Brown, Linda (2006)**
Assistant Professor of Education and Southwest Missouri Student Advisor
B.A., Southwest Baptist University; M.Ed., Drury University

**Canavan, Tim (2008)**
Director of Student Life Sports
B.S., M.A.T., Lindenwood University

**Carriker, Colleen (2007)**
Assistant Manager, LU Commons and Head Dance Coach
B.A., M.A., Lindenwood University

**Castillo, Crystal (2010)**
Admissions/Financial Aid Counselor and NCAA Liasion
B.A., M.B.A., Lindenwood  University

**Charaux-Turnbull, Therese (2010)**
Assistant Professor of Counseling
B.S. University of Missouri-Columbia; M.Ed. University of Missouri- St. Louis; Ph.D., St. Louis University

**Cox, Kerry (2007)**
Director of Student Activities
B.A., M.A., Lindenwood  University

**Creer, John (1991)**
Dean of Intercollegiate Athletics
B.A., Western Michigan University; M.S.Ed., Troy State University

**Cribbin, Jack (2007)**
Women's Lacrosse Coach and Athletic Marketing Director
B.A., M.A., Lindenwood University

**Curic, Nenad (2008)**
Financial Aid Counselor
B.A., M.B.A., Lindenwood University

**Curtis, Tommi (2008)**
Campus Director-South County
B.A., Lindenwood University

**Dickherber, David (1998)**
Instructor of Management and Spirit Shoppe Manager
B.A., Southern Illinois University-Carbondale; M.B.A., Lindenwood University

**Dorlac, Michael Anthony (2006)**
Instructor of Education and Reference Librarian
B.A., Webster University; M.A., University of Missouri-Columbia

**Duggan, Christopher (2006)**
Instructor of Communications and Public Relations Coordinator
B.A., University of Missouri-St. Louis; M.A., Lindenwood University

**Edele, Susan (2007)**
Assistant Professor of Humanities and Writing Center Coordinator
B.S.E., Truman State University; M.A., University of Missouri-St. Louis

**Edwards, George (2006)**
Assistant Professor of Education and North County Coordinator
B.S., University of Arkansas-Pine Bluff; M.A., Truman State University; Ed.D., Lindenwood University

**Feely, John (1996)**
Assistant Professor of Humanities and Associate Dean of Graduate Education Initiatives
B.A., Lindenwood University; M.Ed., University of Missouri-St. Louis

**Ferracane, Katie (2010)**
Admissions/Financial Aid Counselor
B.S., Missouri State University

**Ferrario, Victoria K. (2010)**
Lab Coordinator, Biology and Chemistry
B.A., Eastern Illinois University; M.S., University of Missouri-St. Louis

**Finnegan, Barry (2002)**
Instructor of Management and Dean of Academic Services
B.A., M.B.A., Lindenwood University

**Fournier, Rift (2007)**
Artist in Residence, Communications
B.S., Creighton University

**Fraier, Whitney (2008)**
Director of Alumni Relations
B.A., Murray State University; M.A., Lindenwood University

**Geiser, Jackie (2005)**
Director of Day Admissions Transfer and Articulation Services
B.A., University of Missouri-Columbia

**Gleason, Suzanne (2006)**
Instructor of Education and Technical Services Librarian
B.A., University of Nebraska-Lincoln; M.A., University of Missouri-Columbia

**Gress, Sara (2010)**
Admissions/Financial Aid Counselor
B.A., Lindenwood University

**Goforth, Brandi (2006)**
Assistant Director of Career Development
B.A., M.A., Lindenwood University

**Haghighi, Shawn (2001)**
Associate Professor of Mathematics and Computer Science and Chief Information Officer
B.S., University of Tennessee; M.S., Fontbonne University

**Hannar, Christine (2007)**
Instructor of Management and Registrar
B.A., M.B.A., Lindenwood University

**Harris, Edward (2003)**
Assistant Professor of Education and Head Track and Field Coach
B.S., Central Missouri State University; M.S., Ed.S., Southern Illinois University-Edwardsville

**Hajiyev, Emin (2007)**
Director of International Student Center
B.S., Azerbaijan State Oil Academy, M.B.A., Lindenwood University

**Harris, Jeff C. (2009)**
Associate Director of International Student Center and USCIS Official
B.A., M.B.A., Lindenwood University

**Hart, Cathy (2003)**
Director of Student Success Center
B.S., University of Missouri-Columbia; M.S., Lindenwood University

**Hendricks, Ron (2008)**
Campus Director-Wildwood
B.J., University of Nebraska; M.A., Lindenwood University

**Herman, Suzie (2011)**
Campus Director-St. Charles
B.A., M.A., Lindenwood University

**Hester, Angela (2007)**
Campus Director-Wentzville, O'Fallon, Lincoln County
B.S., Southeast Missouri State University; M.B.A., Lindenwood University

**Hubenschmidt, Carl (2000)**
Instructor of Education and Reference Librarian
B.S., University of Missouri-Rolla; M.A., University of Missouri-St. Louis

**Huffman, Paul (2007)**
University Archivist and Reference Librarian
B.A., Lindenwood University; M.A., University of Missouri-Columbia

**Huss, Francis C. (1996)**
Associate Professor of Education and Graduate Education Consultant
A.B., M.Ed., University of Missouri; Ph.D., Saint Louis University

**Hutter, Carl (1993)**
Men's Soccer Coach and Assistant Athletic Director for Facilities/Event Management
B.A., Missouri Valley College; M.S., Lindenwood University

**Ingram, Daniel (2005)**
Instructor of Mathematics and Director of Mathematics Placement and Refresher Programs
B.S., M.B.A., Lindenwood University

**Jackson, Chanda (1995)**
Associate Athletics Director for Internal Affairs and Senior Woman Administrator
B.S., Washington University; M.B.A., Lindenwood University

**Johnson, Sheri Beth (2005)**
Instructor of Management and Controller
B.S., M.B.A., University of Missouri-St. Louis

**Jones, Jose (2008)**
Instructor of Management and Accountant
B.A., M.B.A., Lindenwood University

**Jump, James (2003)**
Campus Director- North County
B.B.A., Western Michigan University; M.B.A., Lindenwood University

**Kaminski, Laurie (2004)**
Women's Soccer Coach, Assistant Softball Coach, and Athletic Office Administrator
B.A., Saint Louis University; M.A., Lindenwood University

**Kandel, David (1990)**
Chief Financial Officer, CPA
B.S.B.A., Farleigh Dickinson University

**Kapeller, Terry (1993)**
Instructor of Management and Chief Business Officer
B.A., Tarkio College; M.B.A., Lindenwood University

**Kline, Melissa (2009)**
Grants Manager/Prospect Researcher
B.A., M.B.A., Maryville University

**Kroeger, Lara (2009)**
Admissions/Financial Aid Counselor
B.A., M.B.A., Lindenwood University

**LaFata, Sandi (2006)**
Director of Extension Campus Management
B.A., Lindenwood University

**LeClere, Katherine (2010)**
Campus Director-St. Louis City
B.A., Lindenwood University

**MacDonald, Elizabeth B. (2003)**
Assistant Professor of History and Dean of Library Services
B.S., M.A., Southern Illinois University-Edwardsville; M.A., University of Missouri-Columbia

**Maugeri, Kent (2009)**
Instructor of Physical Education and Assistant Football Coach
B.A., Western Connecticut State University; M.A., Lindenwood University

**Marler-Rayfield, Sara (2007)**
Assistant Professor of English and Chair of English Preparedness Program
B.A., Truman State University; M.A., Southern Illinois University-Edwardsville

**McGrath, Michael E. (2004)**
Senior Accountant
B.S., B.A., University of Missouri-St. Louis; M.B.A., Lindenwood University

**Middleton, Tahreemah (2010)**
Admissions/Financial Aid Counselor
B.A., Lindenwood University

**Mircsov, Eric (2007)**
Associate Director of Work and Learn
B.A., M.A., Lindenwood University

**Miller, Abby (2007)**
Assistant Professor of Education and Athletic Trainer
B.S., Central Methodist College; M.A., University of Nebraska-Kearney

**Moore, Carrie (2010)**
Instructor of Physical Education
B. S. Missouri Valley College; M.S., Lindenwood Univeristy

**Morros, Lucy S. (2007)**
Professor of Humanities and Vice President for Institutional Advancement
B.A., M.A., Ph.D., Washington University

**Mueller, Julie M. (2000)**
Assistant Professor of Management, Vice President for Operations and Finance, and Chief Operating Officer
R.N., Deaconess College of Nursing; B.A., Tarkio College; M.B.A., Lindenwood University

**Mullins, John B. (Ben) (2008)**
Associate Director of Student Activities
B.A., Mackenzie University; M.A., Lindenwood University

**Newman, Marshall (2007)**
Assistant Men's Basketball Coach and Director of Intramurals
B.A., Webster University; M.A., Lindenwood University

**Newton, Daniel (2007)**
Sports Information Director
B.A., Truman State University; M.A., Lindenwood University

**O'Neal, Kate (2001)**
Director of Advancement Services and the Annual Fund
B.A., M.A., Lindenwood University

**Parisi, Joseph A. (1998)**
Dean of Undergraduate Admissions
A.A., St. Louis Community College at Meramec; B.S., Missouri Valley College; M.S., Lindenwood University

**Patterson-Mills, Sarah (2010)**
Assistant Professor of Counseling
B.S., University of Missouri- Columbia; M.A., St. Louis University; Ph.D., St. Louis University

**Penrose, Craig (2001)**
Assistant Professor of Education and Swimming and Diving Coach
B.S., Southeast Missouri State University; M.A., M.B.A., Lindenwood University

**Polzin, Elizabeth (2007)**
Program coordinator, Department of Counseling, instructor of education and counseling
B.A., Hannibal-Lagrange College; M.A., Lindenwood University

**Presson, Dan (2010)**
Admissions/Financial Aid Counselor
B.A., Southeast Missouri State University

**Queen, Scott W. (1996)**
Director of Public Relations and Marketing and Associate Atheltics Director - External Affairs
B.A., M.A., Lindenwood University

**Radcliff, Mary (2004)**
Assistant Vice President and Executive Director of Community Relations—Belleville Campus
B.A., M.A., Lindenwood University

**Raisbeck, Rene (2006)**
Director of Athletics Certification
B.A., M.S., Lindenwood University

**Rebori, Christine (2010)**
Assistant Athletics Director for Compliance
B.S., Palm Beach Atlantic University, M.B.A., Texas A&M International University

**Reid, Terry (2002)**
Assistant Professor of Education and Southwest Missouri Coordinator
B.S., M.S., Ed.S., Southwest Missouri State University; Ed.D., University of Missouri-Columbia

**Revis, Kristen (2008)**
Admissions/Financial Aid Counselor
B.A., M.A., Lindenwood University

**Ross, Patrick (2004)**
Head Football Coach and Sports Marketing Associate
B.A., University of Puget Sound; M.B.A., Kansas Wesleyan University

**Rodgers, Christie (2009)**
Dean of Student Services
B.A., M.A., Lindenwood University

**Ruff, Rebecca (2003)**
Financial Aid Counselor and Athletics Department Liason
B.A., M.A., M.S., Lindenwood University

**Russell, Terry (2000)**
Instructor of Human Service Agency Management and Dean of Students
B.A., M.A., Lindenwood University

**Rumsey, Christopher (1999)**
Billing System Manager
B.A., M.B.A., Lindenwood University

**Zchroer, Natalie (2010)**
Graduate Admissions Counselor
B.A., M.A., Lindenwood University

**Smith, Chad (2007)**
Wrestling Coach and Fitness Center Director
B.A., M.A., Lindenwood University

**Soderberg, Brad (2009)**
Men's Basketball Coach and Sports Marketing Associate
B.S., University of Wisconsin-Steven's Point; M.S., Colorado State University

**Stewart, Lindsay (2008)**
Financial Aid Counselor
B.F.A., Webster University; M.A., Lindenwood University

**Stuhler, Eric (2006)**
Assistant Professor of Management, Director of Planned Giving, and In-house Legal Counsel
B.A., Lindenwood University; J.D. University of Missouri-Kansas City

**Taylor, Betty (2007)**
Director of Evening and Graduate Admissions Services
B.A., M.S., M.F.A., Lindenwood University

**Thomsen, Roudina (2003)**
International Credential Compliance Officer
B.A., M.A., M.S., Lindenwood University

**Tolman, Michael (2004)**
Director of Work and Learn
A.S., Keene State College; B.A., Western Illinois University; M.S., M.B.A., Lindenwood University

**Trybula, Shannon (2009)**
Campus Director-Westport
B.A., M.S.A., Lindenwood University

**Ulrich, Adam (1995)**
Instructor of Management and Director of Comprehensive Academic Management System (CAMS)
B.A., M.B.A., M.A., Lindenwood University

**Virgil, Candance (2003)**
Assistant Professor of Management and Assistant Director of Library Services
B.S., Washington University; M.A., University of Missouri-Columbia

**Vines, Shannon (2006)**
Instructor of Education and Director of Cooperative Credit
B.A., M.B.A., Lindenwood University

**Weber, Abigail E. (2008)**
Instructor of Management and Women's Golf Coach
B.A., M.B.A., Lindenwood University

**Wehrli, Dana (1998)**
Instructor of Management and Director of Career Development
B.A., Missouri State University; M.S., Lindenwood University

**Wiedman, Sara (2008)**
Associate Director of Day Admissions Services
B.S., University of Missouri-St. Louis

**Weinrich, Jeff (2007)**
Registrar for Informatics
B.A., M.B.A., Lindenwood University

**Wolfe, Terry (2005)**
Assistant Professor of Education and Central Missouri Coordinator
B.S., M.S., Ed.S., Central Missouri State University; Ed.D., University of Missouri

**Young, Lisa (2007)**
Circulation Supervisor
B.S., Northern Illinois University; M.L.I.S., University of Missouri-Columbia

**Zeller, Jill (2009)**
Admissions/Financial Aid Counselor
B.A., M.B.A., Lindenwood University

**Ziegenfuss , Lis (1989)**
Director of Student Financial Assistance Planning
B.A., University of Missouri-St. Louis

# Alumni Board

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# LINDENWOOD

LCIE
209 South Kingshighway
Saint Charles, MO 63301-1695
(636) 949-4933 • eveningadmissions@lindenwood.edu
www.lindenwood.edu

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