

# Lindenwood-Belleville

2013 / 2014 Catalog



LINDENWOOD  
UNIVERSITY

# LINDENWOOD UNIVERSITY-BELLEVILLE

## The Lindenwood Mission Statement

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

- Providing an integrative liberal arts curriculum,
- Offering professional and pre-professional degree programs,
- Focusing on the talents, interests, and future of the student,
- Supporting academic freedom and the unrestricted search for truth,
- Affording cultural enrichment to the surrounding community,
- Promoting ethical lifestyles,
- Developing adaptive thinking and problem-solving skills,
- Furthering lifelong learning.

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

# Undergraduate and Graduate Degrees and Programs

## Undergraduate Degrees & Programs

### Semester Programs

Accounting (BA)  
Acting (BFA)  
Advertising & Public Relations: Corporate Communications (BA)  
Athletic Training, 2+2\*  
Biology (BS)  
Business Administration (BA)  
Criminal Justice (BA)  
    Emphasis in Legal Studies  
    Emphasis in Corrections/ Juvenile  
    Emphasis in Corrections/Probation and Parole  
    Emphasis in Law Enforcement  
Elementary Education, Grades 1-6 (BA)  
English (BA)  
    Emphasis in Literature  
    Emphasis in Creative Writing  
Exercise Science, 2+2\*  
Finance (BA)  
Human Resource Management (BA)  
Interactive Media and Web Design (BA)  
Marketing (BA)  
Mass Communications (BA)  
    Emphasis in Sports Information  
Physical Education, K-12 (BA)  
Pre-Nursing  
Psychology (BA)  
Sport Management (BA)  
\*Students apply to the St. Charles Campus after completing the 2 year program at LU-Belleville.

### Minors

Accounting  
Biology  
Business Administration  
Creative Writing  
Criminal Justice  
English Literature  
Finance  
Human Resource Management  
Interactive Media and Web Design  
Marketing  
Psychology  
Sport Management

### Evening (LCIE) Programs

Business Administration (BS)  
Communications (BA)  
    Emphasis in Corporate Communications  
    Emphasis in Mass Communications  
Criminal Justice (BS)  
Health Management (BS)  
Human Resource Management (BS)  
Information Technology (BS)

## Graduate Degrees & Programs

### Semester Graduate Degrees

Master of Arts in Education (MA)  
    • Model I: Certification/Endorsement Areas  
    • Model II: Specialty Areas  
    • Model III: Initial Teacher Certification  
Master of Arts in Professional Counseling (MA)  
Master of Arts in School Administration (MA)

### Evening (LCIE) Programs

Master of Arts in Communications (MA)  
    Emphasis in Digital and Multimedia  
    Emphasis in Media Management  
    Emphasis in Promotions  
    Emphasis in Training and Development  
Master of Arts in Gerontology (MA)  
Master of Business Administration (MBA)  
Master of Science in Administration (MSA)  
Master of Science in Criminal Justice Administration (MS)  
Master of Science in Healthcare Administration (MS)  
Master of Science in Human Resource Management (MS)

### Five-Term Program, LU-St. Charles

Five-term/year Master of Business Administration (MBA)  
For information about this program, please see LU-St. Charles Graduate catalog or visit the program's website at [www.lindenwood.edu/business/index.html](http://www.lindenwood.edu/business/index.html).

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# Lindenwood University-Belleville

## Introduction

This catalog contains a description of all undergraduate and graduate programs offered by Lindenwood University-Belleville. 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.

## Historic Lindenwood

Lindenwood University was founded in 1827 by pioneering educators Mary Easton Sibley and George Sibley. The Sibleys sought to establish an institution that educated students across disciplinary fields, provided a solid core curriculum, and promoted students' desire to serve the community. The Sibleys envisioned a college that would educate the "whole person" by encouraging students to pursue the liberal arts as well as focused studies. Their vision survives to this day.

## Lindenwood University Accreditation

Lindenwood University is a member of and/or accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411 tel: (800) 621-7440/(312) 263-0456, fax: (312) 263-7462, info@hlcommission.org), the Accreditation Council for Business Schools and Programs (11520 West 119th Street Overland Park, KS 66213, tel: (913) 339-9356, fax: (913) 339-6226, www.acbsp.org), the Council on Social Work Education (1701 Duke Street, Suite 200 Alexandria, VA 22314-3457, tel: (703) 683-8080, fax: (703) 683-8099, info@cswe.org), the Commission on Accreditation of Athletic Training Education (2201 Double Creek Drive Suite 5006 Round Rock, TX 78664, tel: (512) 733-9700, fax: 512-733-9701, www.caate.net/), and the Missouri Department of Elementary and Secondary Education (PO Box 480 Jefferson City, MO 65102, tel: 573-751-4212, fax: 573-751-8613, http://dese.mo.gov/), and is fully endorsed by the Society for Human Resource Management (1800 Duke Street Alexandria, Virginia 22314, tel: (800) 283-7476, www.shrm.org). Lindenwood is a member of the Teacher Education Accreditation Council (One Dupont Circle NW Suite 320 Washington, DC 20036, tel: (202) 466-7236, www.teac.org/) and the Council for Higher Education Accreditation (One Dupont Circle NW, Suite 510 Washington, DC 20036, tel: (202)-955-6126, fax: (202)-955-6129, chea@chea.org).

## University Commitments

### Assessment Statement

We, the faculty, administration, and staff of Lindenwood University-Belleville, are dedicated to sustaining excellent educational programs and learning environments. Therefore,

we are also committed to mission-based, comprehensive, and data-driven assessment for the purpose of continuous institutional improvement and effectiveness.

### Equal Opportunity Statement

Lindenwood University-Belleville 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 that prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age, or physical handicap.

Lindenwood University-Belleville 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, or intimidation is unacceptable. For the purpose of this policy, discrimination, harassment, and intimidation may be defined as any attempt on the part of individuals, groups, or 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 for Human Resources.

Lindenwood University-Belleville 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 Acts 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 Patriot Act of 2001 and seeks to provide a healthy, safe, and secure environment for students and employees.

### Diversity, Equality, and Inclusion

Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from six continents and nearly 100 countries. We believe that our diversity and commitment to valuing diversity, both in and out of the classroom, places us on the cutting edge of scholastic and pedagogical innovations, preparing our students to be educated, responsible citizens of a global community. Intentionally, we design our policies in

such a manner that all stakeholders (whether students, employees, or visitors) will be treated with respect, dignity, fairness, equality, and inclusiveness in the pursuit and achievement of the objectives of their relationship with the University.

Additionally, we strive to ensure the opportunities afforded by the University for learning, personal advancement, and employment are offered to all without discrimination; and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of *diversity, equality, and inclusion* means that we fully understand and accept the fact that people of different cultures, races, colors, genders, ages, qualifications, skills, experiences, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, abilities, disabilities, or countries of origin are simply fellow human beings who are different and have the right to be different without being mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our community.

At Lindenwood University-Belleville, we will strive to

- Offer collaborative and integrated academic and sporting programs that provide mutually beneficial experiences (locally and internationally) to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.
- Respect the knowledge, skills, and experiences that every person in our community brings to the University.
- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of both the able and disabled.
- Make every effort to ensure that no discrimination occurs among individuals or groups in the daily discharge of the University's work.
- Protect every member of our community against all forms of discrimination.

## University System

### Lindenwood University-St. Charles

St. Charles Campus: Located at 209 South Kingshighway in the heart of St. Charles, this 500-acre site is the original campus founded by George and Mary Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices, and student residences.  
Lindenwood University-Belleville

### Lindenwood University-Belleville

The Belleville, Illinois campus of the Lindenwood University System is a full-service campus offering a wide range of traditional undergraduate degrees, as well as evening

undergraduate and graduate programs. Within 15 miles of downtown St. Louis, LU-Belleville offers on-campus housing, intercollegiate athletics, campus dining, student activities, as well as modern educational facilities. Complete information on all academic programs at LU-Belleville may be found at <http://belleville.lindenwood.edu/>.

*Note: Full-time day students who are admitted at either LU-St. Charles or LU-Belleville may enroll in classes at the other campus. However, they must also be enrolled in a minimum of 12 credit hours at their home campus.*

### Lindenwood University Learning Centers

- The Daniel Boone Campus and Boonesfield Village are located on Highway F near Defiance, Mo., approximately 40 minutes from the Lindenwood-St. Charles 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 historic site also serves as a "laboratory" where students can study a variety of hands-on programs, learning the values, culture, and history of the American frontier. Classes held at the site involve historic preservation, frontier crafts, interpretation, museology, archaeological digs, and recreation skills. The Boone Home also provides opportunities for students to conduct internships or practica at the Boone location and earn credit toward nearly any major, from accounting and marketing to theatre and education. Contact (636) 798-2005 for more information.
- Elm Street: Located at the intersection of Elm Street and Kingshighway, this site features three classrooms.
- Lindenwood University Cultural Center (LUCC): Located at 400 N. Kingshighway, a few blocks from the St. Charles campus, the LUCC is the center for the Lindenwood College for Individualized Education. Classrooms, faculty offices, a 600-seat auditorium, and the Student Counseling and Resource Center are among the building's amenities. Contact (636) 949-4500 for more information.
- North County Center: Students in the Florissant, Mo., area can take classes conveniently at Lindenwood's center located at 4500 Washington Street. Contact (636) 627-6640 for more information.
- O'Fallon South Center: Located just off Highway 40 at Highway K and Technology Drive in O'Fallon, Mo., this contemporary center is situated in the Laboure Center, a retail district. The O'Fallon South Center provides ample parking and a convenient option for undergraduate and graduate evening students in a growing corporate and residential community. Contact (636) 627-6600 for more information.
- Saint Louis City Center: 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 students. Contact (636) 627-6650 for more information.

- South County Center: Located at 12224 Tesson Ferry Rd. St. Louis, Mo., the center meets the needs of working adults by offering undergraduate and graduate evening programs. Classrooms and administrative offices are housed in a modern facility with ample parking. Contact (636) 627-6610 for more information
- Wentzville Center: Located at 1102 East Pitman, this extension center serves not only students in Wentzville but also those living in Lincoln, Warren, and Western St. Charles counties. The site offers undergraduate and graduate programs designed to meet the needs of adult students. Contact (636) 627-6623 for more information.
- Westport Center: Located in the 12000 Building, 11960 Westline Industrial Drive, Suite 250, in west St. Louis County, this facility meets the needs of working adults enrolled in undergraduate and graduate programs of the Lindenwood University evening school (LCIE). Classrooms and administrative offices are housed in a modern facility with ample free parking. Contact (636) 627-6630 for more information.
- Wildwood Center: Located in the beautiful Wildwood Town Center at 16747 Main Street, this location offers a vibrant graduate and undergraduate learning experience in a comfortably appointed setting. Parking is plentiful, and the center is surrounded by numerous shops where students can get a cup of coffee or a bite to eat before or after classes. Call (636) 627-6670 for more information.

In addition to the extension locations listed above, the University also provides onsite instruction at a number of businesses and school districts in the region and throughout the state of Missouri.

## Lindenwood University-Belleville

Founded in 2003 on the historic site of the former Belleville Township High School, Lindenwood University-Belleville is a blend of tradition and innovation, echoing the educational values of its founders and adapting to meet the needs of its growing student body. Upon approval of the Higher Learning Commission and the Illinois Board of Higher Education, Lindenwood University acquired ownership of the Belleville campus through key partnership agreements with the City of Belleville and St. Clair County.

Initially an extension site of the University, LU-Belleville first began offering Master of Arts (MA) programs in education and educational administration in an accelerated evening program designed for working adults. In 2004, the campus' number of degree options more than tripled when it received approval to offer additional master's programs and new bachelor's degree programs in business administration, human resource management, corporate communications, criminal justice, health management, and professional counseling. By the end of 2004, nearly 340 students were enrolled in classes at the Belleville campus, and in recognition of the growing impact the University was having on the city and the surrounding area, the City of Belleville named the region between 6<sup>th</sup> and 28<sup>th</sup> Streets "Belleville College District."

By 2008, enrollment at Lindenwood University-Belleville had increased to more than 1,200 students, making it the

largest extension site in the Lindenwood network. In the fall of 2009, a traditional daytime semester program was started, with enrollment exceeding 500 day students in the fall of 2011.

Along with the creation of the day program at LU-Belleville, the university has experienced tremendous growth in its programs and in athletics. Since 2009, LU-Belleville has added more than 20 athletic programs to campus with many of its talented teams earning honors and winning tournaments at the state, regional, and national levels. Lindenwood University-Belleville was awarded membership into the National Association of Intercollegiate Athletics (NAIA) in 2012. That same year, the campus garnered national attention when Yahoo.com and ESPN reported on the unique maroon and gray striped turf that was installed on LU-Belleville's \$2.3 million renovated football stadium. The stripes have become a signature of LU-Belleville athletics.

Today, the campus provides its 1,750 students with more than 30 undergraduate and graduate degree options in day and evening formats. Day student population now totals approximately 800 and is expected to increase to more than 2,000 within a decade. To accommodate such a thriving student body, the campus offers a variety of on-site student housing options, including dormitory-style living in the Lynx Lodge, Lynx apartment complex, and a host of houses near campus. A new \$4 million dormitory capable of housing 180 students is scheduled to be opened in the fall of 2013.

In terms of facilities, Lindenwood University-Belleville has invested approximately \$20 million into its campus, bringing existing buildings up to date and purchasing new land for expansion. Among the first to be renovated was the campus' historic auditorium, dubbed Lindenwood Auditorium by donors Fred and Barbara Kern. Designed by William B. Ittner in 1924, the auditorium has hosted several world-renowned performers, such as Belleville native Buddy Ebsen. More recently, this building has hosted performances by the Scott Air Force Base Band, the Brass Rail Players, Shades of Blue Jazz Ensemble, and the annual Belleville Festival of Stories, as well as Lindenwood productions of *A Christmas Carol* and *Little Shop of Horrors*. In 2008, the Lindenwood Auditorium received the Landmark Award from the St. Clair County Historical Society.

In addition to the arts, LU-Belleville has renovated its academic facilities by refurbishing classrooms and updating them with the latest smart room technology. Completed in 2012, the campus' \$2.2 million Communication Center provides students with access to state-of-the-art radio and television studio equipment, as well as two high-tech classrooms. New laboratory space for biology and chemistry classes accommodates our growing undergraduate biology program and provides the necessary facilities to grow the sciences at LU-Belleville.

In 2010, the campus Welcome Center was constructed as an addition to Lindenwood Auditorium and has served as both a reception area and art gallery, hosting works from the John and Susan Horseman Collection, Brother Mel Meyer, *An Olympic Retrospective*, and *Falun Gong Art*.

In 2011, the Senator Alan J. Dixon Student Center was opened, housing the campus dining hall, student lounges, library, computer lab, and spirit shop. In 2012, the Admissions Center was completed on the lower level of the Dixon Center, offering a one-stop shop for all prospective undergraduate and graduate students interested in attending day or evening classes.

Lindenwood University-Belleville has created a name for itself in both the community and region as a thriving academic and cultural center dedicated to liberal arts education in the highest sense of the term. Its campus is proudly steeped in local history. Its faculty members are experienced in a host of academic fields. Its facilities reflect a contemporary flair with respect for historic architecture. As Lindenwood University-Belleville continues to expand, the school will focus on balanced growth that emphasizes academics, athletics, and the arts, thereby nurturing the minds, bodies, and souls of the students and serving the needs of students in Southwestern Illinois and beyond.

### **Degree Programs**

Lindenwood University-Belleville offers academic programs leading to Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), and Bachelor of Science (BS) degrees at the undergraduate level. At the graduate level, the University offers coursework leading to Master of Science (MS), Master of Arts (MA), and Master of Business Administration (MBA) degrees. The major areas of concentration and the format in which each degree is offered are listed under “Academic Programs” in this catalog.

### **Program Formats**

Lindenwood University-Belleville strives to make quality higher education accessible to traditional and non-traditional students. Undergraduate and graduate academic programs are offered in two distinct formats: the semester and quarter term formats.

#### *Semester Schedule*

The undergraduate semester schedule programs are considered “traditional,” with classes being offered during the day. Between the fall and spring semesters is also an optional January term, during which students may take courses. The January term gives students and faculty members the opportunity to concentrate on a topic of special interest. January term courses emphasize experiential education, content immersion, creativity, and close interaction with the instructor(s).

*Note: Graduate degrees in education and counseling are also held on a semester basis, but with most classes meeting in the evenings.*

#### *Quarter Term Schedule*

Lindenwood University-Belleville also offers graduate and undergraduate degrees for the “nontraditional” student. Accelerated programs geared toward these students are offered in the evenings on a quarter-term schedule through the University’s Lindenwood College for Individualized Education (LCIE). The nontraditional program was created to provide an accelerated program of study that would enable students to make progress toward an undergraduate or

graduate degree without relinquishing career and family obligations.

## **Student Resources and Services**

The Department of Student Development is located on the first floor of the Administration Building. The Dean of Student Development, Director of Residential Services, Coordinator of Work and Learn, and Coordinator of Student Activities are located in the Student Development center to aid and assist in all student development and planning.

### **Student Housing**

Lindenwood University-Belleville offers several diverse housing options for students interested in living on campus. Students may choose to live in one of several houses owned and operated by the University that surround the campus. This residential type of living provides students with a familial atmosphere. Other students prefer the convenience of staying in the Lynx Lodge, a former hotel converted into a dormitory and located just one block from the Dixon Student Center. Each room includes phone service and wireless internet. A 27 unit apartment building owned by Lindenwood University-Belleville offers students a more independent and private yet secure living environment while still enjoying the University food service. Finally, the new all-female dormitory scheduled to be opened in the fall of 2013 will provide students with another housing option just across the street from the dining hall and classroom buildings.

### **Library Services**

The Lindenwood University-Belleville Library, located in the Alan J. Dixon Student Center, is a member of the MOBIUS consortium. MOBIUS 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 the Lindenwood University-St. Charles Butler Library Inter-Library Loan service. The 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, the Lindenwood University-Belleville 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 calling (618) 239-6072 or email.

### **The Academic Success Center**

The Lindenwood University-Belleville Academic Success Center (ASC) is located in the lower level of the Administration Building in M-110 and 111. The Writing and Tutoring Lab, located in the ASC, offers tutorial assistance to students. Writing consultants are prepared to help students with all stages of the writing process. Common issues the tutors address include starting the assignment, organization, sentence clarity, development, grammar, and usage. Tutors are available to help with all levels of mathematics. Inquiries

for tutoring on other subjects are welcome and will be addressed on an individual basis.

Lindenwood-Belleville also offers online tutoring from Smarthinking which is available to any Lindenwood student. Online tutors are available to work with students as many as 24 hours a day, depending upon the subject area. Tutors are available in many subjects including writing, math, accounting, statistics, finance, economics, biology, anatomy & physiology, physics, chemistry, and Spanish. Completed drafts of writing assignments may also be submitted to Smarthinking's Essay Center for detailed, personalized feedback typically within 24 hours. Students may access online tutoring through Blackboard and the student portal.

The Coordinator for Academic Student Services and Retention helps students navigate the university system, and mentors students toward academic success. Students who experience academic problems of any type are encouraged to visit the ASC, call (618) 239-6077, or email [BVLWritingLab@lindenwood.edu](mailto:BVLWritingLab@lindenwood.edu) for assistance.

### **Student Health Care Services**

While Lindenwood University-Belleville does not offer health care services, students may access two regional hospitals conveniently located just a short distance from campus when in need. For a list of services provided and insurance accepted, please visit the website of St. Elizabeth's Hospital at [www.steliz.org](http://www.steliz.org) or the website of Memorial Hospital at [www.memhosp.com](http://www.memhosp.com).

### **The Student Counseling and Resource Center**

Combining academic, personal, and career counseling, the Student Counseling and Resource Center (SCRC) offers a holistic approach to counseling students in a host of inter-related fields. The SCRC provides free, confidential individual and group counseling services as well as exploration of personality type for career choice. Counseling is provided by graduate students in their final term of the Professional Counseling Program. Students may contact the coordinators for the SCRC, Dr. Therese Chavaux-Turnbull (618) 239-6089 or Dr. Sarah Patterson-Mills (618) 239-6086, or call the SCRC office at (618) 239-6161 to make an appointment.

### **Lionmail**

It is every student's responsibility to check his/her Lindenwood Lionmail email account. Important messages including academic standing and financial aid reminders are sent via Lionmail. Students will be held accountable for any information or due dates sent via the campus email system. Lionmail accounts are provided for all students and may be activated by contacting the Computer Services department.

### **Extracurricular Life**

Lindenwood University-Belleville espouses the importance of co-curricular involvement in activities as a vital supplement to academic learning and part of the total educational experience. The Department of Student Development serves as a coordination hub on campus,

working closely with student organizations in creating, facilitating, and promoting activities and programs. Various student-organized programs and events are scheduled throughout the year. Lindenwood University-Belleville Student Government Association, and other student organizations are supported by the Department of Student Development.

Student organizations and activities are an important part of campus life, providing opportunities for students to design and implement activities, programs, and events that support and grow the goals of the Lindenwood University-Belleville mission. Students may complement their educational experiences by becoming involved with approximately 15 student clubs and organizations which, along with the Student Activities Office, are the major scheduling source for lectures, movies, dances, entertainers, and a wide variety of events and activities designed to satisfy the eclectic needs and interests of the student community. Each organization is required to register and seek approval from the Dean of Student Development each year and provide the name of a faculty or staff advisor, a current mission statement, and a current list of officers and members.

Examples of organizations on the Lindenwood-Belleville campus include the following clubs:

- Lindenwood Student Government Association—LSGA
- Black Student Leadership Union—BSLU
- Criminal Justice Club—CJC
- Enactus
- Fellowship of Christian Athletes
- Graduate Counselors Club
- Lindenwood University Housing Association—LUHA
- Lynx Pack Spirit Club
- Lynx Tale Student Newspaper
- Momentum Yearbook Committee
- Psychology Club
- Special Topics Film Group
- Spectrum Alliance
- Theater Club
- Lindenwood University Women's Wrestling Club
- Lindenwood University Women's Club
- International Hospitality Club
- Kappa Sigma Fraternity
- Green Crew Environmental Club
- Intramurals

### **Student Government Association**

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

## **Athletics and Fitness Center**

Intercollegiate, intramurals and recreational sports are an important part of out-of-classroom life. Intramural sports offer exercise and healthy competition to all students in the community. Intercollegiate baseball, basketball, bowling, cheerleading, cross country, football, golf, lacrosse, soccer, softball, spirit squads, tennis, volleyball, and wrestling are offered for full-time students. Lindenwood University-Belleville was accepted by the National Association of Intercollegiate Athletics (NAIA) into full membership effective August 2012.

For those involved in team sports and others interested in personal fitness, the University has a state-of-the-art Fitness Center with extensive weight training equipment located in the lower level of the Lynx arena. For any questions regarding the center, please call (618) 239- 6078.

## **Religious Life**

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

## **Community Resources**

Students of Lindenwood-Belleville enjoy being part of a larger, nationally and internationally known institution, while taking classes in a smaller environment that offers all the services that are found on the St. Charles campus. Lindenwood University-Belleville students find the city of Belleville to be diverse and welcoming. With a population of just over 42,000, Belleville offers students parks, cultural events, fall festivals, a farmer's market, shopping, sporting events, and the second oldest philharmonic orchestra in the United States. Seasonal activities in Belleville include the Oktoberfest, Chili Cook-Off, Art-on-the Square Art Fair, and holiday parades for St. Patrick's Day, Memorial Day, and Christmas.

When Lindenwood-Belleville students want to enjoy big-city amenities, they can ride the Metro Link light rail system to St. Louis and enjoy all that the city has to offer, including the Missouri Botanical Garden, the Fox Theatre, St. Louis Cardinals, St. Louis Symphony, and St. Louis Zoo just to name a few.

## **Campus Policies**

### **Campus Tobacco Use Policy**

In accordance with the law of the State of Illinois, both smoking and the use of smokeless tobacco are prohibited in all buildings on campus. This includes classrooms, laboratories, hallways, offices, restrooms, residence halls and lounges.

### **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.

### **Abuse of Student Portals Policy**

Any student, who gains unauthorized entrance to another student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromises private or privileged communications will be permanently 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.

### **Printing Policy**

Students are entitled to print an allotted number of pages from any on-campus computer at no cost per term. Resident students may print up to 500 pages per term; commuter students may print up to 300 pages per term, and doctoral students may print up to 1000 pages per term. Once the total number of allotted pages has been reached, students may opt to purchase additional printing capabilities through the student portal at a rate of \$3.00 per hundred pages.

### **Recording Classroom Activity Policy**

During classroom instruction, the use of cameras, video, audio taping devices, or any other kinds of recording devices (including telephones) is allowed only after obtaining written permission from the instructor; otherwise, the use of such devices is prohibited. Such recordings may not be redistributed to anyone not a member of the class without the express written permission of the instructor and all student subjects of the recording

### **Campus Accessibility**

It is the guiding philosophy of Lindenwood University to make our facilities, programs, and classes as accessible to individuals with disabilities as practical. In instances where a room or building is not easily accessible, it may be necessary to bring the service or class to the student. It is the responsibility of the student to advise the campus ADA coordinator. The ADA coordinator will work in conjunction with the office of Academic Services to make reasonable accommodations for the student.

The university provides reasonable accommodations to students with aural, visual, and other impairments that might hamper a student's reaching his or her potential achievement level. Students who need assistance or accommodations regarding certified disabilities should contact Lindenwood-Belleville School of Education:

School of Education – ADA Coordinator  
LU-Belleville  
2600 West Main Street  
Belleville, IL 62226  
618-239-6095

# Undergraduate Admission and Application

## *Semester and Quarter Term Programs*

### **Admission Standards**

The University expects applicants to have sound academic preparation for college, and each applicant's academic record is carefully examined to determine whether the student has the potential to succeed at Lindenwood.

Lindenwood University-Belleville consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. The University also values geographical diversity and welcomes international students.

### **Selection Criteria**

#### *Semester Programs*

Candidates applying to Lindenwood University-Belleville are evaluated by Lindenwood University-Belleville Office of Day Admissions. The university recommends that applicants have completed at least 16 units of high school study in academic areas before applying for admission. (One year in a subject is considered an academic unit.) While no single academic preparation is required for admission to Lindenwood-Belleville, a university preparatory curriculum is preferred; a student's high school records should reflect four years of study in English and English literature and two to three years of study in natural science, mathematics, and social studies. The University also recommends two years of study in a foreign language as well as some study in the areas of fine and performing arts.

Applicants who are juniors or seniors in high school and are offered admission to Lindenwood University-Belleville are admitted with the provision that all high school graduation requirements will be completed prior to attending the University. A final high school transcript must be submitted to the Office of Day Admissions after the applicant's high school graduation and must include the applicant's date of graduation.

#### *Quarter (LCIE) Programs*

The prospective LCIE student has been 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. Please see the LCIE section of this catalog for the admission criteria for quarter term undergraduate programs.

### **Health Requirements for Admission**

#### *Residential Students only*

In accordance with recommendations made by the American College Health Association (ACHA), all applicants must provide proof of the following immunizations to be considered for admission:

- Two doses of MMR (Measles, Mumps, and Rubella). Even if incomplete, students must provide dates of any doses received. This immunization is not required for students born before 1956.
- Meningococcal Vaccination. Students residing in campus housing are required to receive the meningococcal vaccine or sign a waiver refusing the vaccination.
- Tuberculosis (TB). This vaccination is required for students who have lived in Asia, Central or Southern America, or Eastern Europe.

### **Application Process**

#### **Domestic Student Application**

To be considered for admission to the Lindenwood University-Belleville, an applicant's file must include each of the following documents:

- Electronic or paper application, along with a non-refundable \$30 application fee.
- Current résumé.
- Personal statement indicating why the applicant wishes to further his/her education or describing the applicant's long-term goals or a specific life experience.
- Official transcripts indicating graduation from the last high school attended or from a home school program. A GED certificate may be provided in lieu of the high school transcript. Candidates who do not have a high school diploma or its recognized equivalent and who meet the requirements outlined by the U.S. Department of Education may submit, in lieu of such documents, a passing score on the Ability to Benefit (COMPASS) exam. Students interested in taking this exam should discuss this possibility with an admissions representative.

#### **Additional Requirements**

##### *Semester Programs*

- Results of ACT or SAT. The Lindenwood University-Belleville code for reporting purposes is 6888 for the ACT or 6367 for the SAT.
- Transfer students applying for semester programs with 24 or more hours of transferable credit, applicants who have been out of high school for five or more years, or those given approval by the Director of the Office of Day Admissions may not be required to submit scores from standardized tests, although such scores are

recommended. Satisfactory standardized test scores are required for all students majoring in teacher education.

*Notes: (1) Provisional admission to the University may be granted by the Director of Day Admissions on the basis of facsimile copies of high school transcripts, ACT/SAT scores, GED scores, and/or other university transcripts. No financial aid will be distributed while a student remains provisionally admitted.*

*(2) Applicants who have successfully completed a regionally accredited two-year institution may not be required to submit high school transcripts in application for admission to Lindenwood. They will, however, be required to submit official transcripts from the higher education institution(s) they attended. For information regarding approved two-year institutions, call (618) 239-6024.*

*(3) Students who are admitted to either Lindenwood-St. Charles or Lindenwood-Belleville and wish to transfer to the other campus must submit a formal application to transfer to the Office of Day Admissions at the destination campus.*

### Quarter (LCIE) Programs

- 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-Belleville. For information regarding approved two-year institutions, call (618) 239-6024.

Electronic admissions applications can be found at: <http://belleville.lindenwood.edu/admissions/index.html>; paper applications can be obtained from the Office of Day Admissions. For further questions regarding the application process, please call the Lindenwood University-Belleville switchboard at (618) 239-6000.

Paper applications should be mailed to:  
The Office of Day Admissions  
Lindenwood University- Belleville  
2600 West Main Street  
Belleville, IL 62226

### International Student Application

To be considered for admission to the University, all international students are required to submit the following documents:

- Electronic or paper international student application, along with a non-refundable \$100 application fee.
- Current résumé.
- Personal statement indicating why the applicant wishes to further his/her education or describing the applicant's long-term goals or a specific life experience.
- Applicants to *undergraduate programs* must submit official transcripts indicating graduation from the last high school attended, along with official transcripts of any college or university attended, if applicable. If the transcript(s) are from a U.S. school or schools, the transcript(s) must be original and sent directly from the U.S. institution(s). If the transcript(s) are from an

international institution or institutions, the transcript(s) must be in their original language and accompanied by certified English translation(s). These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University-Belleville.

- Official TOEFL or IELTS score. For score reporting, the Lindenwood University code is 6367.
- *TOEFL/IELTS scores required for undergraduate semester programs:*
  - 500 (paper-based)
  - 173 (computer-based)
  - 61 (Internet-based)
  - IELTS score: 5.5

*Note: The minimum TOEFL and IELTS scores listed above are requirements for admission to undergraduate semester programs at Lindenwood University-Belleville. Upon arrival, undergraduate semester students will also undergo on-site English language testing to determine English language proficiency.*

- *TOEFL/IELTS scores required for undergraduate LCIE programs:*
  - 550 (paper-based)
  - 213 (computer-based)
  - 80 (Internet-based)
  - IELTS score: 6.0
- Affidavit of support verifying the amount of personal or family funds (in U.S. dollars) available for tuition, personal costs, and educational expenses (books, insurance). The affidavit should provide an official document or statement from the applicant's bank. Documents must be in English.
- Passport (clear, readable copy of the identification page).
- Housing application, along with a \$300 housing deposit, made payable to Lindenwood University. (International residential students are required to pay the housing costs for the entire academic year once a housing form is signed and submitted to the Housing Office.) Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an email address on the housing form.

*Notes: (1) The minimum TOEFL and IELTS scores listed above are requirements for admission to the undergraduate LCIE program. Upon arrival, students will also undergo on-site English language testing to determine English language proficiency. Students whose on-site language testing results indicate an English language proficiency below the level necessary for placement into college-level coursework may apply for admission into the Lindenwood-St. Charles English as a Second Language (ESL) Program. If accepted, students will be placed into courses at the pre-college level.*

*(2) For information regarding the transfer of credit for particular coursework, refer to the Academic Procedures section of this catalog.*

### Application for the Transfer of International Credit

If an international candidate wishes to transfer credit to Lindenwood University-Belleville from an overseas school, the applicant must submit, along with all documentation required for international application, a *course-by-course evaluation* and translation of all international transcripts,



performed by World Evaluation Services (WES). No application for the transfer of international credit will be complete until the WES evaluation is provided. Applicants should list Lindenwood University-Belleville as the recipient of the evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy of the evaluation for his/her records. For more information about transcript evaluation, contact WES at [www.wes.org](http://www.wes.org). Also see *Transferring Credit from International Institutions* from the *Academic Services* section of this catalog.

*Notes: (1) Students must request a course-by-course evaluation (not a document-by-document evaluation) in order to transfer credit to Lindenwood University-Belleville for particular coursework.*

*(2) The cost for the evaluation of international transcripts will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University-Belleville, the cost of the evaluation will be refunded, provided that the applicant brings in the receipt for the evaluation service to the Lindenwood-St. Charles Office of International Students and Scholars.*

### **International Transfer Students from other U.S. Programs**

In addition to submitting the materials required for admission, international students wishing to transfer to Lindenwood from a SEVIS sponsored school should also submit the following documents:

- Official transcripts from the college or university previously attended, sent directly to Lindenwood University from the institution previously attended.
- The transfer applicant should also complete the transfer student application (found on the University website on the international homepage) and forward it to the appropriate official at the school the student previously attended, where it will be processed by the previous school and returned to the Lindenwood University Office of International Students and Scholars.

The student's transfer will not be considered complete until Lindenwood University-Belleville receives the completed transfer paperwork. Once the transfer application has been processed, Lindenwood University will issue the student a Lindenwood University I-20, permitting the student to legally reside in the U.S. as a full time international student.

Students should send all required documents and any other relevant information to complete the application to:

Lindenwood University-Belleville  
Day Admissions: International Counselors  
2600 West Main Street  
Belleville, IL 62226

The telephone number for the Office of Day Admissions is (618) 239-6057 and the fax number (618) 277-6001.

International students must arrive on the designated date prior to the start of classes each semester to move into housing. Upon arrival, international students will receive an orientation to the University and an introduction to academic programs and requirements.

### **Health Insurance for International Students**

Students are encouraged to be insured while studying in the United States. Lindenwood University-Belleville does not provide insurance for students. Students may carry any health insurance policies they choose.

# Graduate Admission and Application

## *Semester and Quarter Term Programs*

### **Admission Standards**

Lindenwood University-Belleville consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. The University also values geographical diversity and welcomes international students. Admission to graduate programs is granted to students who demonstrate academic preparedness and the potential for academic excellence.

Applications for admission to Lindenwood University-Belleville graduate programs will be reviewed by the Office of Evening and Graduate Admissions and may be reviewed by the dean of the specific discipline of the degree being sought or the designated faculty advisor within that discipline.

For admission standards and criteria specific to semester graduate programs, please refer to the section of this catalog that describes those programs specifically.

### **Graduate LCIE Programs**

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 understanding 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, LCIE 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.

### **The LCIE 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.

### **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 apply to 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.

### **Degree Requirements**

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.
3. In addition, all students must meet the following requirements:

- Have a cumulative grade point average of at least 3.0 to graduate from LCIE.
- Complete the objectives set forth in the program overview.
- Demonstrate graduate level writing and speaking as evaluated by the faculty advisor and instructor each term.
- Complete all practicum, apprenticeship, and residency requirements connected with the degree program, as specified by the program overview.

## Application Process

### Domestic Student Application

To be considered for admission to the University, an applicant's file must include each of the following documents:

- Electronic or paper application, along with a non-refundable \$30 application fee.
- Current résumé.
- Personal statement indicating why the applicant wishes to further his/her education or describing the applicant's long-term goals or a specific life experience.
- An official undergraduate transcript showing that a baccalaureate degree has been conferred as well as official transcript(s) from any graduate school(s) attended if transfer credit is desired.
- Additional requirements, such as a portfolio or an interview, as required by the specific program.

Once the application is submitted, an admissions counselor will contact the applicant to answer any questions and assist in the admissions process.

*Note: A student must have a completed file and be admitted to the University before any financial aid will be processed.*

### Additional Application Requirements

Students applying for admission to the Master of Science (MS) programs in Healthcare Administration and Human Resource Management, and the Master of Business Administration (MBA) program must also submit three letters of recommendation and participate in an interview conducted by the Associate Dean of Academics or his/her designee.

Electronic admissions applications can be found at <http://belleville.lindenwood.edu/admissions/index.html>; paper applications can be obtained from the Office of Evening and Graduate Admissions. For further questions regarding the application process, please call the Lindenwood University-Belleville switchboard at (618) 239-6000.

Paper applications should be mailed to

The Office of Evening & Graduate Admissions  
Lindenwood University-Belleville  
2600 West Main Street  
Belleville, IL 62226

### Application Deadlines

Applications must be received for the Master of Science (MS) programs in Healthcare Administration and Human Resource Management, and for the Master of Business Administration (MBA) program as follows:

<i>Applications for</i>	<i>Due by</i>
Summer Quarter	June 30 <sup>th</sup>
Fall Quarter	September 21 <sup>st</sup>
Winter Quarter	December 21 <sup>st</sup>
Spring Quarter	March 31 <sup>th</sup>

*Note: International student applications must be received 14 calendar days prior to the deadlines above.*

### International Student Application

- To be considered for admission to the University, all international students are required to submit the following documents: Electronic or paper international student application, along with a non-refundable \$100 application fee.
- Current résumé.
- Personal statement indicating why the applicant wishes to further his/her education or describing the applicant's long-term goals or a specific life experience.
- Applicants to *graduate programs* must submit official transcripts (or certified copies of university transcripts) showing that a baccalaureate degree has been conferred. Transcripts must be in their original language and accompanied by a certified English translation(s). These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University.  
*Note: International applicants to graduate programs should complete the International Application not the Evening & Graduate Admissions Application.*
- Official TOEFL or IELTS score. For score reporting, the Lindenwood University code is 6367.
- TOEFL/IELTS scores required for all graduate programs:*
  - 550 (paper-based)
  - 213 (computer-based)
  - 80 (Internet-based)
  - IELTS score: 6.5
- Affidavit of support verifying the amount of personal or family funds (in U.S. dollars) available for tuition, personal costs, and educational expenses (books, insurance). The affidavit should provide an official document or statement from the applicant's bank. Documents must be in English.
- Passport (clear, readable copy of the identification page).
- Housing application, along with a \$300 housing deposit, made payable to Lindenwood University. (International residential students are required to pay the housing costs for the entire academic year once a housing form is signed and submitted to the Housing Office.) Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an email address on the housing form.

### *Application for the Transfer of International Credit*

If an international candidate wishes to transfer credit to Lindenwood University-Belleville from an international institution, the applicant must submit, along with all documentation required for international application, a *course-by-course evaluation* and translation of all international transcripts, performed by World Evaluation Services (WES). No application for the transfer of international credit will be complete until the WES evaluation is provided. Applicants should list Lindenwood University-Belleville as the recipient of the evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy of the evaluation for his/her records. For more information about transcript evaluation, contact WES at [www.wes.org](http://www.wes.org). Also see *Transferring Credit from International Institutions* from the *Academic Services* section of this catalog.

*Notes: (1) Students must request a course-by-course evaluation (not a document-by-document evaluation) in order to transfer credit to Lindenwood University-Belleville for particular coursework.*

*(2) The cost for the evaluation of international transcripts will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University-Belleville, the cost of the evaluation will be refunded, provided that the applicant brings in the receipt for the evaluation service to the Lindenwood-St. Charles Office of International Students and Scholars.*

### *International Transfer Students from other U.S. Programs*

In addition to submitting the materials required for admission, international students wishing to transfer to Lindenwood from a SEVIS sponsored school should also submit the following documents:

- Official transcripts from the college or university previously attended, sent directly to Lindenwood University from the institution previously attended.
- The transfer applicant should also complete the transfer student application (found on the University website on the international homepage) and forward it to the appropriate official at the school the student previously attended, where it will be processed by the previous school and returned to the Lindenwood University Office of International Students and Scholars. The student's transfer will not be considered complete until Lindenwood University-Belleville receives the completed transfer paperwork. Once the transfer application has been processed, Lindenwood University will issue the student a Lindenwood University I-20, permitting the student to legally reside in the U.S. as a full time international student.

Students should send all required documents and any other relevant information to complete the application to:

Lindenwood University-Belleville  
Day Admissions: International Counselors  
2600 West Main Street  
Belleville, IL 62226

The telephone number for the Office of Day Admissions is (618) 239-6057 and the fax number (618) 277-6001.

International students must arrive on the designated date prior to the start of classes each semester to move into housing. Upon arrival, international students will receive an orientation to the University and an introduction to academic programs and requirements.

### **Health Insurance for International Students**

Students are encouraged to be insured while studying in the United States. Lindenwood University-Belleville does not provide insurance for students. Students may carry any health insurance policies they choose.

# Fees and Financial Assistance

## Fees and Payments

When students have accepted their offer of admission to Lindenwood University-Belleville, students and their parents and/or guardians likewise accept all conditions of payment as well as all terms and regulations of the University. By making the non-refundable \$300 housing deposit (described below), the student and the parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the University unless it has been signed by the Chief Operating Officer of Lindenwood University. The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

### Housing Deposit

An initial \$300 housing deposit is required to reserve campus housing for residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the University. No refund of this housing deposit will be granted to any student who withdraws from the University after making this deposit but prior to the start of an academic term.

The housing deposit becomes a refundable room-damage deposit once the student has attended classes, and the semester charges have been paid. This deposit remains on account at the University for as long as the student resides in University housing. The cost for any damages to the student's University housing will be deducted from the deposit.

Students are eligible for this refund upon departure from campus housing (coinciding with graduation or any move from University housing). In order to qualify for this refund, students must meet all financial obligations to the University, satisfy all outstanding debts, and complete the Residential Check-Out process. Any student wishing to move off campus and receive a refund of the housing deposit must personally notify the Housing Office in writing of his or her plans to move out of University housing. Failure to do so by the date of the last class or exam of the term or prior to vacating campus housing will result in forfeiture of the deposit.

Applications for the refund of the room-damage deposit are available in the Business Office; materials for the residential check out process are available through the Department of Student Development.

### Student Expenses

#### Full-time Undergraduate Semester Tuition

12 - 18 credit hours	\$7,400/semester
Overload fee (a charge to full-time students who take more than 18 hours in a term)	\$428/credit hour

#### Full-time Undergraduate Quarter Tuition

Full-time LCIE Undergraduate	\$3,186/9 hour cluster
LCIE overload fee Undergraduate	\$354/credit hour

#### Part-time Undergraduate Tuition

Undergraduate semester	\$428/credit hour
Undergraduate quarter	\$354/credit hour

#### Full-time Graduate Tuition

Full-time residential semester rate (9-15 credit hours)	\$7,400/semester
Full-time commuter semester rate	\$428/credit hour
Full-time LCIE rate graduate	\$3,852/9 hour cluster
Quarter overload fee graduate (over 9 hours)	\$428/credit hour
Semester overload fee graduate	\$428/credit hour

#### Housing & Meals

Semester	\$3,715/term
Quarter	\$3,082/term
Room fee during breaks	\$239/week
Meal charge (initial load)	\$25

*Note: An additional charge may be added for all single rooms in the dormitories and/or apartment/house living quarters (as available).*

#### Commuter Student Meals

Commuter students are eligible for the "Commuter Plus" meal plan. This plan permits commuting students to maintain a connection with their campus and their peers during the day while taking advantage of a meal plan at an affordable price. Commuter Plus Meal Plan includes 19 meals per week: three meals per day M-F and two meals per day Saturday and Sunday

The costs associated with the Commuter Plus Meal Plan are delineated below.

Annual Cost (for the academic year)	\$3400
Monthly Cost	\$377.78
Weekly Cost	\$ 94.45
Cost per meal	\$4.97

#### Other fees

Online surcharge	10%/course
Housing deposit (non-refundable)	\$300
Resident semester activity fee	\$155/term
Communications fee - residence halls (semester)	\$150/term
Resident semester email fee	\$30/term
Resident quarter activity fee	\$78 term
Resident quarter communications fee	\$75 term
Resident quarter email fee	\$15 term
Lab fee (in specified courses)	\$30-\$75/course
Studio fee (general)	\$30-\$75/course
Studio fee (ceramics, color theory, photography and drawing)	\$85/course
Student Teaching fee	\$250

Counseling Internship fee	\$65/term
Experiential Learning credit	\$90/credit hour
Promissory Note origination fee	\$25
Late payment fee (per month)	\$50
Graduation processing/diploma fee - graduate	\$125
Graduation processing/diploma fee - undergraduate	\$100
Writing Proficiency Assessment (WPA) fee	\$5

*Note: Provisions for "extended stay" housing and meals, degree programs, and tutoring and additional services are available upon request.*

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

The communications fee for resident students covers local and campus exchanges such as computer and internet hook-up, cable, and local and long distance telephone services. Non-resident students pay a smaller email account fee.

### Payment Options

All tuition charges and fees are due prior to the beginning of the term. Students should consult their student account representative in the Business Office regarding due dates or to make other payment arrangements prior to the beginning of the term. Students may also utilize their student portals to remit payment. Payment options include the following items:

- **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-Belleville permission to contact their employers if the note is not paid by the date due. Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student's account.
- **Direct Debit Payment Note (DDP):** Lindenwood University-Belleville offers a Direct Debit Payment Plan for the convenience of students. Payments can be made directly (electronically) from a checking or savings account; there are no fees associated with this method of payment.

### Delinquent Accounts

Students must meet all financial obligations to the University in order to qualify for continued enrollment or graduation. Each semester or term, students must pay all

money due to the University, including tuition, fees, parking fines, library fines, and any other financial obligation. A student with a delinquent account can expect the following:

- Enrollment for the subsequent term will not be allowed.
- Grades for the current term will be withheld.
- A transcript will not be issued.
- Graduation will not be permitted.

### Withdrawal & Refund Calculation

In the event that a student wishes to withdraw from a course or courses or from the University altogether, the following conditions apply with respect to the refund of tuition charges.

1. Any student who withdraws from the University prior to the beginning of a term is eligible for a refund of all payments for that term except the initial \$300 housing deposit.
2. Any student who withdraws from all of his or her courses after a term has begun is eligible for a refund of the tuition charges (including course-overload charges) for the courses he or she attended upon the start of the term. Refunds are granted according to the schedule below.

Time of Withdrawal from University	Tuition Refund
During weeks 1 and 2 of term	75%
During week 3 of term	50%
During week 4 of term	25%
After week 4 of term	No refund

3. Any part-time student (enrolled in 11 or fewer credit hours) who withdraws from one or more courses once a term has begun is eligible for a refund of the tuition charges for those courses according to the schedule in the table above.

Note that full-time students (enrolled in 12 to 18 credit hours) whose academic status is not affected by the withdrawal from a course or courses are not eligible for any refund of tuition for those courses.

Any student wishing to withdraw from Lindenwood University-Belleville should submit a completed withdrawal form (with the signatures of the instructors for each of the courses the student attended and the signature of the student's advisor) to the Office of Academics, located in Room 212 in the Main Building, between the hours of 8 a.m. - 6 p.m. Monday through Thursday, 8 a.m. - 5 p.m. Fridays.

*Notes: (1) Calculations of the return of Title IV aid for withdrawals occurring during the first two weeks of a term will be based on the last date of attendance for the term in which the student withdraws. Students who initiate a withdrawal from the University after the first two weeks of the term will be eligible for a refund of Title IV aid based on the date that the withdrawal form was submitted to Academic Services.*

*(2) No refund for housing 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, miscellaneous fees, and room reservation deposits are*

*nonrefundable, except as indicated under the Housing Deposit section of this catalog.*

*(3) Board charges are prorated on a weekly basis from the date of withdrawal.*

### **Appeals of Refund Calculation**

LU 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 Lindenwood Chief Business Officer (CBO) on the St. Charles campus. In order to appeal a decision, the student must submit a written request to the CBO 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 US Department of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined:

1. Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford)
2. PLUS
3. Federal Pell Grant awards
4. Federal SEOG awards
5. Other Title IV student assistance
6. Other federal, state, private, or institutional aid
7. 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-Belleville 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 federal loans and institutional aid.

The Lindenwood University-Belleville financial aid program provides assistance to students with financial needs how would otherwise be unable to receive a college education. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). The primary responsibility for paying the student's education

expenses rests with the student and his/her family, and the University expects both the student and his/her parent(s) to make a realistic contribution to meet these costs; financial aid is a supplement for those students and families who cannot afford the entire cost of a university education.

### **Institutional Scholarships and Grants**

A variety of scholarships are awarded to students who have excelled in fields of study, community activities, the arts, or athletic competition. Lindenwood University-Belleville's admissions counselors can advise prospective students of the full program of scholarship availability. Although Lindenwood University-Belleville scholarships and grants are credited in total at the beginning of each term, they are actually earned as tuition and room and board charges are incurred. If, as a result of being "unearned," a student's Lindenwood-Belleville scholarship or grant is reduced, the corresponding charges for tuition, room, and board will be proportionately increased. All institutional aid will be reduced in accordance with the student's reduced scholarship or grant.

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

Lindenwood University-Belleville 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 may only be applied toward courses taken for credit and do not apply to courses that are audited. Any other funding may first replace the Lindenwood University-Belleville funding. It is the responsibility of the student to notify the admissions counselor of eligibility for Lindenwood-BV grants.

### **Student Employment**

#### *Semester Undergraduate Students*

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

### **Graduate Assistant Positions**

#### *Graduate Students*

Graduate assistant positions are available on an as-needed basis within various departments of the University. Candidates must interview with the person in charge of

the department where they wish to work. No position will be awarded until the Vice President for Human Resources gives final approval and confirms the terms of the arrangement. Graduate assistant positions are renewable each term, subject to the candidate maintaining a 3.0 cumulative GPA and the approval of the immediate supervisor.

No candidates will be considered for a GA position until they have been officially admitted to the university. Once admitted, students interested in a GA position must complete a Graduate Assistant application available from the Department of Student Development, located on the lower level of the Main Administration building. To be eligible for a graduate assistantship, the student must provide evidence of an undergraduate cumulative GPA of 3.0 or greater.

## Federal Financial Aid

### Federal Pell Grant Program

Undergraduate students enrolled in semester and quarter programs may be eligible for the 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 be sent directly to the institution in the form of an Institutional Student Information Record (ISIR).

*Note: Graduate students who have an earned Bachelor's degree are not eligible to apply for the Federal Pell Grant Program.*

### Federal Supplemental Equal Opportunity Grant (FSEOG)

Undergraduate students enrolled in semester and quarter programs may be eligible for the Federal Supplemental Equal Opportunity Grant (FSEOG). Eligibility for this grant depends upon the extent of a family's inability to pay the educational costs, which is determined by an analysis of the family's financial situation, as reflected on the Student Aid Reports.

*Note: Graduate students are not eligible to apply for the (FSEOG).*

### Federal Work-Study Program (FWS)

This 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. Questions concerning the (FWS) program should be directed to the Department of Student Development at (618) 239-6069.

## Federal Loan Programs/Direct Federal Stafford Loan Undergraduate Students

### Subsidized Federal Stafford Loan

The federal government guarantees loans from \$3,500 to \$5,500 for eligible undergraduates. These loans are made by the Department of Education and interest is subsidized.

### Eligible Stafford Borrower Limits-Undergraduate Study

1 <sup>st</sup> year of study	\$3,500/academic year
2 <sup>nd</sup> year of study	\$4,500/academic/year
3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> years of study	\$5,500/academic year
Cumulative limit	\$23,000

For undergraduate borrowers who have loans that were originated between July 1, 2013, and June 30, 2014, the interest rate on the Stafford Loan is fixed at 6.8 percent. Students must file the FAFSA to determine eligibility for a Stafford Loan.

### Unsubsidized Federal Stafford Loan

Students who meet the eligibility requirements under section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the Stafford Loan program may borrow under the Unsubsidized Stafford Loan program. Like the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis.

Unsubsidized Stafford Loans are not need-based; 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 or allow the interest to capitalize.

## Federal Loan Programs/Direct Unsubsidized Federal Stafford Loan

### Graduate Students

#### William D. Ford Unsubsidized Direct Loan Program

The federal government guarantees loans up to \$20,500 per academic year for eligible graduate students. Students must file the FAFSA to determine eligibility for a Stafford Loan. New borrowers can complete a Master Promissory Note and Entrance Interview Counseling online at studentloans.gov. Lindenwood will receive electronic notification once the application is complete.

### Unsubsidized Federal Stafford Loan

This loan provides for a maximum \$20,500 per year for graduate students. Unsubsidized Stafford Loans are not need based and interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore pay the interest payments while in school or allow the interest to capitalize. The interest rate for loans originated July 1, 2013- June 30, 2014 is fixed at 6.8%

*Note: All graduate student loans are unsubsidized.*



## **Federal Parent Loans**

### *Undergraduate and Graduate Students (FPLUS)*

Parents may borrow for dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. The FPLUS interest rate for a loan originated between July 1, 2013, and June 30, 2014, is fixed at 7.9 percent.

## **Unsubsidized Loans**

### *Undergraduate and Graduate Students (Formerly SLS)*

Unsubsidized loans to dependent students provide for a maximum of \$2,000 per year for undergraduate study, with an aggregate loan limit of \$8,000. Independent students can borrow \$6,000 per year for the first two years of study and \$7,000 per year for the third or subsequent years, with an aggregate loan limit of \$31,000. Graduate students can borrow up to \$20,500 per year with an aggregate loan limit of \$138,500.

Loans made under the unsubsidized loan program are not eligible for interest subsidy. Students must therefore pay this interest payment while in school, or allow the interest to capitalize. The interest rate for a loan originated between July 1, 2013, and June 30, 2014, 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 and/or parents to pay educational expenses. Student loans must be repaid, as outlined in University literature. A sample loan repayment schedule may be obtained by contacting the Financial Aid Office.

Student loan entrance and exit interviews are required for the Federal Stafford Loan Program (required by 34 CFR 672.42 and CFR 682.04, respectively). The terms and conditions under which borrowers under the Direct Loan Program may defer payments of their loan principal and interest are reviewed during the exit interview. Additional information regarding deferment of loan repayment may be obtained by contacting the student loan guarantor or the Financial Aid Office.

## **State Financial Aid**

As a Missouri institution, Lindenwood-Belleville is unable to offer Illinois state financial aid; however, the university does offer an institutional matching grant for those who qualify for Illinois state aid. For further explanation and to determine your eligibility for the Lindenwood University-Belleville matching state grant program, please contact the admissions office. Several grants are available to Missouri residents who attend eligible institutions in the state of Missouri. Lindenwood University-Belleville is an eligible institution.

### **Access Missouri Financial Assistance Program (formerly the Charles Gallagher Student Financial Assistance Program)**

The Access Missouri Financial Assistance program is a need-based grant available to eligible full-time Missouri resident undergraduate students. Missouri residents attending Lindenwood University-Belleville may be eligible for the Access Missouri Assistance Program. Please contact the financial aid office or 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 three 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-Belleville 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 visit the Missouri Department of Education website at <http://www.dhe.mo.gov> for eligibility criteria.

### **Vocational Rehabilitation**

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, and ROTC**

Lindenwood assists qualified students in obtaining financial assistance for their education through the various military funding sources. Qualified students may be eligible for special financial incentives and

entitlements such as Lindenwood ROTC GRANT, ARNG Federal Tuition Assistance, MOARG State Tuition, Monthly Drill Pay, ROTC Stipend, Montgomery G.I. Bill, and Kicker. Information is available from the V.A. school certifying official.

### Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. Certifying Official 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. Spouses and children of disabled veterans are also eligible for assistance.

It is the responsibility of the students to notify the V.A. Certifying Official of any changes in their enrollment or class schedules. The Certifying Official 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:

- 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.
- The student accepts the responsibility of notifying the Registrar, the V.A. Certifying Official at the University, and his/ her advisor immediately in case of withdrawal from any course.
- 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 absence.
- The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more credit hours of F grades.
- Students receiving benefits through the Veterans' Administration must comply with the University's general policies regarding withdrawal, attendance, and satisfactory progress.

If you have any questions regarding Veteran's Benefits, please call (618) 239-6034.

## Maintaining Financial Aid Eligibility

### Satisfactory Academic Progress for Financial Aid

In order to maintain eligibility for financial aid, students must maintain satisfactory academic progress, which requires a student to earn a minimum number of credit hours over a maximum number of enrollment periods and achieve a minimum cumulative grade point average for each period of attendance. The cumulative requirements are outlined below.

### Full time Undergraduate Satisfactory Academic Progress

Academic Semesters Attempted	Minimum Earned Credit Hours	Cumulative GPA
1	8	1.7
2	16	1.8
3	26	1.9
4	36	2.0
5	46	2.0
6	57	2.0
7	68	2.0
8	80	2.0
9	92	2.0
10	104	2.0
11	116	2.0
12	128	2.0

### Part-time Undergraduate Satisfactory Academic Progress

Part-time undergraduate students must successfully complete at least 50 percent of their attempted credit hours and be in good academic standing at the point in the program that is consistent with the requirement for graduation outlined above.

### Financial Aid Warning/ Suspension

If a student fails to meet the minimum requirements outlined in the Satisfactory Academic Progress table, the student will be placed on financial aid warning for the subsequent term of enrollment. If, at the end of the financial aid warning term, the student does not meet the minimum requirements for satisfactory academic progress, 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. Institutional grants awarded to students later placed on financial warning or suspension will also be reevaluated. Financial aid warning and suspension are calculated and applied independently from academic warning or academic suspension.

*Notes: (1) Transfer credit hours that are accepted by Lindenwood University will be included in the calculation of satisfactory academic progress and will count as both "attempted" and "completed" hours.*

*(2) 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. 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).*

### Reinstatement of Aid after Financial Aid Suspension

Financial aid will be reinstated only after the student achieves the minimum cumulative requirements for satisfactory academic progress outlined in the table.

*Note: Withdrawal from the University has no effect on the student's satisfactory progress upon readmission.*

## **Appeals of Financial Aid Suspension**

A student has the right to appeal the suspension of his or her financial aid if he/she feels that the requirements of the satisfactory academic progress were met and that the suspension of aid is inappropriate, or if the student believes that undue hardship (death of a relative, injury, or illness, or similar special circumstances) directly affected his or her academic performance.

To appeal the suspension of financial aid, the student must submit a letter of appeal, along with any relevant 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 be given one subsequent term of enrollment to meet the minimum satisfactory academic progress requirements. If the appeal is denied, the student will be ineligible to receive Title IV aid until the academic requirements are met.

# Academic Policies, Procedures, and Academic Services

## Academic Policies

### Academic Load and Enrollment Requirements

All academic credit is stated in credit hours. Full and part-time student status is determined by the number of credit hours in which a student is enrolled during any given term.

<i>Student Type</i>	<i>Full-time</i>	<i>Part-time (three quarter-time)</i>	<i>Part-time (half-time)</i>	<i>Part-time (less than half-time)</i>
Semester Undergraduate	12 or more credit hours	9-11 credit hours	6-8 credit hours	1-5 credit hours
Quarter (LCIE) Undergraduate	9 or more credit hours	8 credit hours	6-7 credit hours	1-5 credit hours
Semester Graduate	9 or more credit hours	Not applicable	6-8 credit hours	1-5 credit hours
Quarter (LCIE) Graduate	9 or more credit hours	Not applicable	6-7 credit hours	1-5 credit hours

*Notes: (1) International students must maintain full-time student status to remain in compliance with US visa regulations.*

*(2) Course extensions, including capstone extensions, are not counted among a student's "hours enrolled." For this reason, students who are only enrolled in the completion of a capstone experience are considered less than half-time students.*

*(2) Missouri students expecting to qualify for Missouri State Grant funds are required by the state to be enrolled in a minimum of 12 hours per semester or 9 hours per quarter, both at the time the funds are requested and at the time the funds are received.*

### Classification of Undergraduate Students

Academic progress is calculated in credit hours.

- To be classified as a sophomore, a student must have successfully completed at least 24 credit hours.
- To be classified as a junior, a student must have successfully completed at least 54 credit hours.
- To be classified as a senior, the student must have successfully completed at least 84 credit hours.

The classification of a student is changed only at the end of a semester or term. A minimum of 128 credit hours are necessary to complete a bachelor's degree.

### Non-Degree Seeking Students

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.

### Advanced Placement (AP Credit)

Lindenwood University-Belleville accepts Advanced Placement (AP) credit earned in most areas of study. If an undergraduate student has AP credit, he/she should request scores to be sent to Academic Services for an evaluation of credit. Credit will be awarded based on the score received (3-5) and approval of the academic school affected.

### Early College Start (ECS)

ECS is defined as courses taught in a high school and taken by high school students at the college level. ECS includes both courses taken through the Lindenwood University system as well as courses taken at other universities and transferred to Lindenwood University-Belleville. Tuition and/or fees paid for enrollment in the ECS program are nonrefundable.

Undergraduate students may transfer in no more than 24 hours of the ECS credit. This includes credits earned through the Lindenwood University System as well as through other universities. The amount of oversight the department or school has over courses offered through the Lindenwood University System at area high schools will be determined by that department or school. The oversight may include

- Review of résumés/qualifications of high school teachers who offer Lindenwood University System courses for ECS credit.
- Yearly meetings with high school teachers who offer Lindenwood University System courses for ECS credit.
- Use of the Lindenwood University System end-of-the-semester assessments in high school classes taken for Lindenwood University System credit.
- Visits to high school classrooms offering courses for Lindenwood University System credit.
- Students may be required to retake a course at the discretion of the department based on the age of the credits and the student's major.

### Earned Credit Time Limits

Credits earned at Lindenwood University-Belleville will be accepted toward a degree no matter when they were earned, except for requirements in the student's major. Credits previously earned in the student's major, if earned more than five years prior to readmission, will be reviewed for approval by the department chair. If any course must be repeated within a major, and the course is not being offered in the normal sequence of course offerings, it may be offered as a special topics class with credit counting toward graduation. Such a course will be calculated as a part of the student's GPA.

### Declaration of Major Undergraduate Students

All undergraduate semester students must declare a major by the time they complete their fourth semester of full-time enrollment. All undergraduate quarter (LCIE) students must

declare a major by the time they complete their third cluster. Student declare a major or change a major by submitting a Change of Major/Advisor form to the Office of Academic Services. This form must be completed and signed by the student and his/her advisor(s).

### **Change in Degree Program**

#### *Graduate Students*

A student wishing to pursue a degree or program other than the one he/she originally sought should consult with an advisor in the new program to determine whether additional application materials need to be submitted for admission to the new program.

### **Double Major/Second Bachelor's Degree/Second Bachelor's Major**

It is possible for a student to earn more than one undergraduate baccalaureate degree type from Lindenwood University. These degrees may be pursued either simultaneously or sequentially. They may be earned in the same school or in two or more schools of the University.

Undergraduate degree types offered at Lindenwood-Belleveille include the following: BA, BFA or BS.

A student may earn a given degree type, only once. For example a student may not earn more than one (BA) or (BS) etc. if he or she pursues majors leading towards the same degree type. (See information on double major)

A student may earn degrees of different types. For example, a student may earn a (BA) and a (BS) or a (BA) and a (BFA) if he or she pursues different majors leading toward each degree type. Students may earn any combination of degree types. (See information on second bachelor's degree)

#### ***Pursuing a second bachelor's degree or double major simultaneously (No break in attendance)***

*Double Major* - If a student simultaneously completes the requirements of two majors leading towards the same degree type, the student will earn one degree, and both majors will be noted on the student's transcript. The student must complete the core requirements for both majors in addition to the general education requirements for the degree earned. (Refer to General Education Requirements by degree)

*Second Bachelor's Degree* - If a student simultaneously completes the requirements of majors leading towards degrees of different type, the student will earn two degrees with each major noted under the appropriate degree on the student's transcript. The student must complete the core requirements of each major in addition to the general education requirements of the combined degrees. (Refer to General Education Requirements by degree)

#### ***Pursuing a second bachelor's degree or second bachelor's major sequentially (Upon readmission to the University after a break in attendance)***

*Second Bachelor's Degree* - A student who has previously earned a baccalaureate degree from Lindenwood University may return to earn a second bachelor's degree if he or she is seeking a major leading to a degree type not previously

earned at Lindenwood University. The student must complete the core requirements of the major in addition to the general education requirements of the degree type not previously earned. Upon completion of all requirements, the second degree and major will be added to the student's transcript. The student will receive a new diploma listing the degree and major earned.

*Second Bachelor's Major* - A student who has previously earned a baccalaureate degree from Lindenwood University may return to earn a second bachelor's major if he or she is seeking a major leading to the same degree type previously earned at Lindenwood University. The student must complete the core requirements of the second major. Upon completion of all requirements, the second major will be added to the student's transcript with the notation "Second Bachelor's Major". The student will not receive a new diploma as no new degree type has been earned.

### **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.

### **Transferring To/From Graduate Programs Between Schools at Lindenwood University**

Some students, after taking one or more clusters in LCIE, may decide to transfer into another School within Lindenwood University to earn their graduate degree. When this occurs, students may be able to transfer nine credit hours from their first graduate degree program toward their new graduate degree program. Approval of transfer credit is at the discretion of the program director or department chair of the receiving School. The same nine credit hour rule applies to graduate credit transferred in to LCIE from another School within Lindenwood University.

### **Earning 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.

## Academic Standards

In addition to making satisfactory academic progress required to maintain financial aid eligibility, students must also meet an additional set of academic expectations in order to remain in good academic standing with the University. Failure to meet these standards will result in academic warning, academic probation, academic suspension, or dismissal from the University.

### Maintaining Good Academic Standing

#### *Undergraduate Students*

To remain in good academic standing, undergraduate (semester and quarter) students who are enrolled in six or more credit hours in a given term must maintain:

- A minimum GPA of 1.0 during each term of enrollment
- A minimum cumulative GPA as outlined below

Credit hours attempted	Minimum Cumulative GPA
0-24	1.60
25-54	1.80
55-84	1.90
85 or more	2.00

In order to qualify for graduation undergraduate students must attain a final cumulative 2.0 GPA. . Students may be permitted to take additional coursework to achieve the necessary minimum 2.0 GPA in order to graduate

### Failure to Maintain Good Academic Standing

#### *Undergraduate Students*

Any student enrolled in a minimum of six credit hours will fall out of good academic standing if he or she (1) fails to achieve a 1.00 GPA in a given term or (2) fails to achieve the minimum cumulative GPA requirements outlined in the table above. The academic advisor for any student who is suspended or placed on academic probation or academic warning shall receive a copy of the letter that informs the student of his or her suspension, probation, or warning.

#### *Undergraduate Academic Suspension*

Academic suspension indicates that a student is not in good academic standing and is subject to dismissal if his or her work does not reach a satisfactory level. Students earning a term GPA below 1.00 will be placed on academic suspension. Suspension must be appealed in writing before a student may continue with the subsequent term.

*Note: Undergraduate semester students suspended after the fall semester are not eligible to take courses during the January-Term.*

#### *Undergraduate Academic Probation*

Academic probation indicates that a student is not in good standing and is subject to suspension or dismissal if his or her work does not reach a satisfactory level. Students who are not placed on suspension but fail to meet the cumulative GPA requirements will be placed on academic probation and must achieve the minimum cumulative GPA requirements outlined in the table by the end of the subsequent term. Students who remain on probation for consecutive terms may be suspended or dismissed from the University.

### *Undergraduate Academic Warning*

All students with below a 2.0 GPA who are not placed on suspension or probation are placed on academic warning.

### Maintaining Good Academic Standing

#### *Graduate Students*

To remain in good academic standing, graduate students must

- Maintain a cumulative grade point average of 3.0 or higher.
- Maintain a grade point average of 3.0 or higher in the subject major or emphasis area.
- Adhere to requirements set by their academic programs.

*Note: If individual programs have more stringent definitions of probationary or suspension status than does the University as a whole, that program's definitions will prevail over the University's definition.*

In addition to these criteria, students must attain a final cumulative 3.0 in the major field or emphasis area in order to qualify for graduation. Students may be permitted to take additional coursework beyond the degree requirements to achieve the necessary minimum 3.0 GPA in order to graduate. These additional courses must be approved by the Chair of the major or emphasis area department.

### Failure to Maintain Good Academic Standing

#### *Graduate Students*

Any student will fall out of good academic standing if he or she fails to achieve a minimum cumulative GPA of 3.0. The academic advisor for any student who is suspended or placed on academic probation shall receive a copy of the letter that informs the student of his or her suspension or probation.

#### *Graduate Academic Suspension*

A graduate student will be placed on academic suspension if he or she does not meet the minimum cumulative grade point averages listed below.

- After attempting 18 or fewer credit hours: 2.66 GPA
- After attempting 19-27 credit hours: 2.75 GPA
- After attempting 28-32 credit hours: 2.8 GPA
- After attempting 33 or more credit hours: 3.0 GPA.

In addition, any student with a term GPA less than 3.0 will be reviewed for possible suspension or probation. Suspension must be appealed in writing before a student may continue with a subsequent term.

#### *Graduate Academic Probation*

Students failing to maintain a cumulative 3.0 GPA who are not placed on academic suspension will be placed on academic probation. Students placed on academic probation may be subject to conditions (provided to the student in writing) under which he or she will be allowed to continue. Such conditions may include requiring the student to repeat the course or courses in which a deficient grade was earned. When a graduate course is repeated, both grades will be averaged to determine the cumulative grade point average.

## Appealing Academic Suspension

Upon academic suspension, a student who wishes to resume his or her studies must first appeal the suspension in writing. The appeal must be received and reviewed prior to the beginning of the term following the student's suspension. The university Associate Provost and an appeals committee will review the student's letter of appeal, along with the student's academic history and overall academic performance. The student's instructors and academic advisor may provide feedback that contributes to the ultimate approval or denial of the student's appeal of academic suspension. Graduate students whose appeals of academic suspension are denied are ordinarily not again admitted to the programs of Lindenwood University.

Continuously enrolled students whose appeals of academic suspension are granted will resume their studies on probation. Any student who discontinued his or her studies for more than two years and who departed the University under academic suspension must appeal his or her suspension before being readmitted. Upon readmission, such students will be subject to the requirements in the catalog in effect at the time of their return.

*Note: Students will be notified of their academic suspension by mail and Lionmail and will be provided with guidelines for writing a letter of appeal, including a specific date by which the appeal must be received. Guidelines for the appeal letter are also posted on the university website under Academic Services. If a student's appeal is not received by the date specified, the student will be dropped from all classes, and, if the student is a resident, his or her campus housing will be cancelled.*

## 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 considered 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.

## Academic Honesty

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues given that "the fabric of a learning community is woven by a bond of trust [which assumes that] the work to which we affix our names is our own." To act in such a way that compromises this trust 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 the Lindenwood learning community must display the high level of integrity expected of all its members.

According to Lindenwood University Academic Honesty policy, names of students found guilty of cheating, plagiarizing, or deception (including lying) will be sent to the office of the Associate Provost.

### *Undergraduate students*

A first offense of academic dishonesty may result in a reduced or failing grade on the work/test or failure of the course. A second offense will lead to failure of the class, and

a third offense will result in permanent expulsion from Lindenwood University.

### *Graduate students*

A first offense of academic dishonesty will result in a warning and a reduced or failing grade in the course. A second offense will result in permanent expulsion from Lindenwood University.

Any questions concerning this policy should be directed to the Lindenwood University Associate Provost.

## Academic Honors

### Dean's List

Following the end of the fall and spring semesters, the Lindenwood University Provost announces the names of semester undergraduate students who were enrolled full time and achieved a grade point average of 3.5 or above.

### General 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 credit hours "in residence" at the Lindenwood University System. (Transferred credits and experiential learning credits do not count toward "in residence" credit hours.) Students whose Lindenwood University System cumulative GPA's fall within the ranges below are eligible for the honors as follows:

- The student who achieves a cumulative GPA between 3.70 and 3.85 receives the degree cum laude.
- The student whose cumulative GPA is between 3.86 and 3.93 receives the degree magna cum laude.
- The student who achieves a cumulative GPA of 3.94 or above receives the degree summa cum laude.

*Note: Graduate students are not awarded general honors.*

### University Honors College

University Honors are reserved for exceptional students who demonstrate intelligence, initiative, and perseverance in fulfilling requirements beyond those asked of others. Meeting these expectations exhibits the students' commitment to excellence; such students are members of the University's Honors College.

The Honors College offers students a special opportunity to be recognized for excellence and extra effort in their coursework. Graduating with such honors is the highest award Lindenwood bestows. This achievement is announced at graduation and recipients wear purple braids at the ceremony. "University Honors" also appears on the student's diploma and transcript. All courses completed for honors credit are designated as such on the student's transcript. The President of the University also presents a certificate to those graduating with University Honors at the Honors Convocation.

To apply for membership in the Honors College, an incoming freshman must score a 29 or above on the ACT. Incoming honor students may take up to 19 credit hours in their first term without being charged an overload fee. A transferring or returning student must have a 3.3 GPA to apply for honors courses.

Any undergraduate course may be taken for honors credit with the permission of the professor. To earn honors credit in a non-honors section, students must successfully complete an extra project mutually agreed upon by the professor and student and earn an A in the course.

To graduate with University Honors, a student must complete 24 hours of honors credit. To do so, a student may either (a) enroll in up to 12 hours of 10000-level honors sections and earn the remaining 12 hours of honors credit in traditional courses, level 30000 or above, taken for honors credit or (b) enroll in six hours of traditional 10000-level courses for honors credit and earn the remaining 18 hours of credit in traditional courses taken for honors credit at or above the 20000-level.

### **Attendance**

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

At times, absence from class may be unavoidable—as in instances of prolonged illness, hospitalization, mandatory religious practices, or participation in an approved student activity. (For information regarding absence due to University-sponsored activity, see the *Excused Absence Policy for Students Engaged in LU Authorized Events*, below.) A student who has been hospitalized should submit a doctor's verification to the instructors of the courses missed. Written verification of religious observances may be required.

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

*Note: (1) Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance. See *Veterans' Benefits*, appearing earlier in this catalog.*

*(2) LCIE students who miss two cluster meetings will suffer a reduction in grade in one or more classes. Missing three cluster meetings will result in failure in all three classes of the cluster. See the LCIE section of this catalog for more information.*

### **Excused Absence Policy for Students Engaged in LU Authorized Events**

Lindenwood University allows students engaged in official sports contests, arts events, approved field trips, approved conferences, etc., to be excused from class for University-sponsored events in which those students are officially representing the University. Students are required to communicate personally with their professors regarding their

anticipated absences and make arrangements for missed work in advance of their University-authorized absences. When make-up work is pertinent, students who have provided their professors with advance notice should be afforded the opportunity to complete that work or an educationally equivalent and substitutable activity at a time and place mutually agreed upon by the student and the faculty member.

### **Responsibilities Related to Excused Absence Policy**

All members of the Lindenwood-Belleville community have responsibilities to ensure that the Excused Absence Policy functions properly and efficiently for students, staff, and faculty. Below are the responsibilities of each party affected by or involved with the Excused Absence Policy:

#### *Athletics Department*

The Lindenwood Athletics Department should provide at least 48 hours' advance written notice of student-athlete absences for an upcoming sporting event or sport-related activity. The notice should list the name of each student who will be absent from class or other University related event because the student is representing the University in an athletic event or function. If a situation arises in which 48 hours' notice is not possible, the Athletics Department should notify the faculty of changes or additions to the list of excused student-athletes as soon as possible.

#### *Academic Departments*

A faculty member or academic department sponsoring a special co-curricular event or outing should first complete a field trip form and submit it to the office of the Provost for approval. This form should list the name of each student attending the outing, along with a sponsor signature, serving to stipulate that all students who will be traveling have signed a travel waiver. Once the outing is approved, the sponsor must provide at least 48 hours' advance written notice to the University community by sending the list of names of all students who will be absent from class or other University related event because they are representing the University at an event or function. This list is to be sent to the Director of Executive Communication for distribution. If a situation arises in which 48 hours' notice is not possible, the sponsoring professor or department should notify the faculty of changes or additions to the list of excused students as soon as possible.

#### *Professors*

Professors affected by excused student absences should make reasonable accommodations for excused students who are missing class or other academic activities because of their participation in an event or other function related to their participation in a scheduled, University-authorized co-curricular event. Professors should, in advance of any such excused absences, stipulate in writing (i.e. in the course syllabus) their expectations of and procedures for students who must miss class for authorized reasons. Each professor's expectations and procedures should meet the parameters outlined in this Excused Absence Policy and should be reviewed with all students during the first week of class.



## Students

Students who must miss class for a Lindenwood sporting event or other Lindenwood-authorized activity must, in person or via personal communication (i.e. Lionmail), provide advance notice to all of the professors whose classes they will miss regarding their specific details of their upcoming absence. If possible, this notice should be given to professors at least 72 hours in advance of the affected class meetings. If 72 hours' notice is not possible, the student should notify his/her professor as soon as possible. This personal notice shall be given in addition to the general notice provided by the Lindenwood Athletics Department or academic department (via the Director of Executive Communication) sponsoring the event. In each case, the student is also expected to prepare thoroughly for and promptly engage in any substitute or "make-up" assignment or activity.

## Final Exams

All semester and quarter courses are required to meet until the end of the scheduled academic periods as stated in the university calendar. Professors are required to hold a final exam or other significant evaluative activity at the scheduled final exam time as outlined in the final exam schedule.

There are to be no exceptions to these requirements. Faculty members are not to change the schedule of the final exam, either by changing the date of the exam or by changing the time of the exam. Students must take their final exams at the designated time and place except under extenuating circumstances beyond the students' control.

In the event that classes are officially cancelled during final exams, the students' final course grades will be calculated based on the work in the course completed to that point, if 75% of the graded work in the class has already been assigned. If 75% of the graded work in the class has not been assigned by the final exam, a makeup exam will be scheduled.

## Academic Procedures

### Transferring Credit from U.S. Institutions

Students wishing to transfer credit from a regionally accredited university should submit official transcripts from each university attended to the Office of Admissions. Evaluation of transfer credit will be made by the Registrar. For the evaluation of credit, official transcripts must be sent directly from the U.S. institution to Lindenwood University.

There is no limit on the number of credit hours that may be transferred to Lindenwood. All credit hours accepted in transfer must be from regionally accredited colleges and universities, except in rare cases. (Students may contact the Lindenwood Dean of Academic Services for a list of non-accredited institutions from which credit is accepted.)

Please note the following terms, condition, and requirements regarding the transfer or credit to Lindenwood University:

- In order to count toward graduation, all transferred credits must be earned at the 10000 level or above.

(Remedial courses will not be accepted for transfer by the University.)

- Courses taken between the 10000- and 40000-level for which a passing grade has been earned and that contain content and credit that is similar to or like that of a Lindenwood course will be transferred onto the student's transcript as equivalents of Lindenwood courses and credits. Note that only credit hours will be transferred; grades earned at other colleges will be made available on the student's transcript for advising purposes but not computed into the Lindenwood University GPA.
- Lindenwood deans determine the equivalency of each transferred course relative to the department's respective degree requirements. If the content of a transferred course is unlike any course offered at Lindenwood but within the University's programmatic range of studies, elective course credit may be granted.
- If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of technical credit may be granted. The appropriate department will determine whether and how the evaluated transfer credit may be used to meet major and minor requirements.
- Credits accepted from another institution that correspond to 30000-level or higher Lindenwood courses will be recognized as fulfilling the University requirement that students complete 42-credit hours at or above the 30000-level. Such courses will also count toward the 128 credit hours required for graduation.
- Lindenwood will accept grades of D or better in transfer except for classes equivalent to ENG/EPP 15000 and ENG 17000, which must be transferred with a grade of a C or better. However, a transferred grade of D will be counted for credit toward general education and elective requirements.
- A student transferring to Lindenwood University with a D in a major course or a major course prerequisite may be required to retake the course at Lindenwood University, as dictated by the policies of the department in which the student is completing his or her major. Decisions concerning requirements to retake courses will be left up to the division chair or dean who has authority over the major. If a transferred course in which a D is earned is retaken, the transferred course credit 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 division chair and dean will determine whether the course will meet the major or minor course requirement or whether the course must be retaken or replaced.

In addition to the terms outlined above, the following criteria must be met in order for students to qualify for graduation:

- The grades earned in ENG 15000/EPP 15000 and ENG 17000 (taken at Lindenwood or accepted in transfer) must be a C or better.
- A transfer student must take a minimum of 36 hours in residence in order to receive a Lindenwood degree.
- A transfer student must complete a minimum of 50 percent of his or her major at Lindenwood University,

but a department or school may require a higher minimum number of hours to be taken at Lindenwood University in the major, minor, concentration, or emphasis area to earn a degree.

Appeals of transfer credit evaluations should be submitted in writing to the Lindenwood University Provost. For information about transferring credit for experiential learning or proficiency exam credit, please see the *Earning Credits through Experiential Learning, Professional Experience, or Examination* section of this catalog.

### **Transferring Credit from International Institutions**

Students with transfer credit from an international institution must submit official transcripts from the international university attended to the Office of International Students and Scholars. The transcripts must be in their original language and must be accompanied by a certified English translation, provided by the student. Applicants should contact WES at [www.wes.org](http://www.wes.org) for more information about how to get transcripts evaluated. Students should list Lindenwood University as the recipient of the transcript evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records.

*Note: Transfer evaluation companies other than WES are not accepted by the University, and the use of such companies will result in non-acceptance of transfer credit.*

The transcript translation documents will not be returned to the student. The transcript and the translation will become part of the student's official file at Lindenwood University. If the applicant intends to transfer credits into an undergraduate program, the initial cost for the evaluation 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 (up to \$160 if the applicant provides the WES payment receipt to the International Student and Scholars Center.) For further information regarding the transfer of international credit, please contact the university Office of International Students and Scholars at [international@lindenwood.edu](mailto:international@lindenwood.edu).

### **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 academics, and the registrar. A Prior Approval form may be obtained from the Office of Academics. A student may be allowed to take a course from another school during a term in which the requested course is not offered at Lindenwood. Credits accepted in transfer do not affect the student's grade point average at Lindenwood University.

### **Earning Graduate Credit as an Undergraduate Student**

With the approval of the dean of the appropriate school, undergraduate students may take up to nine credit hours at the graduate level during their senior year at no additional charge. These hours will count toward a graduate degree (if one is ultimately pursued) but not toward the student's undergraduate degree. Under this option, the student must be

enrolled in at least 12 credit hours at the undergraduate level for each semester that he or she is taking graduate credit. A maximum of 6 graduate credits may be earned per semester.

### **Earning Credits through Experiential Learning or Professional Experience**

#### ***Experiential Learning***

For some students, professional experience or life experience may be accepted as university credit and be recorded as such onto the student's Lindenwood transcript. Credit earned in this fashion is referred to as credit for *experiential learning*. Lindenwood University has been awarding credit for experiential learning through its Experiential Learning Credit program for many years, and the program has been approved by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.

The following skills or experiences may be considered equivalent to university credit for purposes of receiving experiential learning credit:

- Professional skills acquired on the job
- Participation in business seminars
- Experience in community affairs
- Professional training in particular fields
- Non-credit-bearing coursework that contain academic content.

*Notes: (1) Credit is awarded only for university-level knowledge and the learning gained from the experience. Experiential learning credit is not granted for non-university level learning, having completed routine professional tasks, having acquired outdated or forgotten knowledge, or for private experiences.*

*(2) Limits for experiential credits earned may be imposed on the acquisition of such credit for certain technical skills and specialties.*

*(3) Credit is not given for learning that duplicates a university course the student has already taken.*

Students may request to receive up to 27 hours of credit for experiential learning, depending on the requirements of their degree programs. The total number of credit hours awarded for experiential learning may vary according to the time spent on particular activities and the nature of the learning experience.

Students may satisfy some of the requirements for their majors through experiential learning credit; however, at least 50 percent of all coursework toward the major must be taken at Lindenwood University.

*Note: Lindenwood cannot guarantee the way in which any other university might interpret transfer credit earned from the Experiential Learning Credit program.*

#### ***Experiential Learning Not Requiring a Portfolio***

Students having the experience or credentials below may apply for experiential learning credit without submitting an additional portfolio of supporting documentation. (Any documentation that is required for the final approval of credit is listed along with each item below.) The application for University credit for the following credentials will be evaluated upon presentation of proof of the required certification or transcripts.

- The American Council on Education (ACE): Lindenwood University accepts the recommendations for credit as set by (ACE). To earn experiential learning credit, the student must provide the ACE transcript or certificate verifying that the experience or training is or has been recognized by ACE.
- Registered nurse (RN): Up to 12 hours of credit may be awarded. Official transcript from a school of nursing and RN program required.
- Licensed practical nurse (LPN): Up to 6 hours of credit may be awarded. Official transcript from an LPN program required.
- Medical Laboratory Technician (MLT) or Radiologic Technician: Official transcript from accredited school of MLT or school of radiology and completion of an accredited course of medical laboratory required.
- Emergency Medical Technician (EMT): Up to 12 credit hours may be awarded for the completion of training and certification for EMT (up to 12 hours). Copy of license required.
- Respiratory Therapist (RT): Up to 12 hours of credit may be awarded for the completion of training and certification in respiratory therapy. Official transcript from accredited school of RT required.
- St. Louis or St. Charles Police Academies: Up to 15 hours of credit may be awarded to graduates of the St. Louis or St. Charles Police Academies. Copy of certification or official transcript required.
- Real estate sales license: Up to 3 hours of credit may be awarded. Copy of license required.
- Real estate broker's license: Up to 3 hours of credit may be awarded. Copy of license required.
- Life insurance license (completion or training) and certification for life insurance licensure: Up to 3 hours of credit may be awarded. Students may be eligible for an additional three credit hours in an area of specialization. Copy of license required.
- Stockbroker's license completion of training and certification for a stockbroker's license (series 6 or 7): Up to 6 hours of credit may be awarded. Copy of completion certificate required.
- Certified legal assistant: Up to 24 hours of credit may be awarded. Copy of certificate required.
- Certified professional secretary in selected business and economic areas: Up to 14 hours of credit may be awarded. Copy of completion certificate required.
- YMCA leadership development courses: Up to 5 hours credit hours may be awarded. Submission of YMCA transcript required.

Training courses offered by specific companies or corporations may also be awarded credit for experiential learning. For a list of these companies and eligible courses, check with the registrar or the experiential learning coordinator.

The fee for posting to a Lindenwood transcript experiential learning credit for having any of the certifications, licenses, or credentials listed above is \$90 per credit hour. Credit will not be applied to the transcript until the fees are paid.

The following organizations have agreements with the University that permit for the application of experiential learning credit as follows:

- Boeing: Boeing employees who have completed Boeing's V.I.P. or Learning Together Program courses may be eligible to have such experience posted to a Lindenwood transcript for credit for a fee of \$25. A maximum of up to 12 credit hours may be transcribed onto the student's Lindenwood transcript for these experiences. A copy of a certificate of completion of either of the Boeing programs is required.
- Center for Financial Training: Lindenwood University agrees to provide direct transfer credit for designated college-level coursework offered by the Center for Financial Training (CFT) at no charge. A complete listing of CFT course equivalences and acceptable transfer credit may be obtained from the Registrar's Office or the experiential learning coordinator. CFT credits are treated like transfer credits from any accredited college or university.
- Military Service: Students seeking an experiential learning award for military experience, formal courses taken in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. Military credits are posted to a student's transcript at no charge, based on the recommendations of the American Council of Education. For credit derived from military experience or from formal courses taken through the military, 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.

#### *Experiential Learning Requiring a Portfolio*

If the student does not have one of the professional credentials listed on these pages or does not have credit from a course that is specifically listed as being accepted for experiential learning credit, that student may be required to create a portfolio in order to earn university credit for his or her experience before that credit is posted to the student's Lindenwood transcript.

The portfolio must validate the student's experience by providing proof (by certificate, diploma, syllabi, letters of testimony, and/or samples of work accomplished) that such experience led to university-level knowledge. An essay describing the knowledge gained in the learning experience must accompany all other documentation provided.

The experiential learning coordinator will help the student develop a portfolio. The coordinator will identify potential experiences that may be posted to the student's transcript as university credit and discuss the organization of the portfolio with the student.

Students wishing to receive experiential learning credit in their majors must apply for this credit before taking courses in their majors. 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.

## Earning Credit by Examination

### External Examination (CLEP or DANTES)

Students may earn up to 27 hours of undergraduate credit by successfully completing a College Level Examination Program (CLEP) exam or a DANTES standardized test. Credit is granted for these exams based upon the scoring recommendations set by the College Board Assessment Program.

Students with CLEP or DANTES credit should consult with the Lindenwood registrar to determine whether their achievement on the exam(s) qualify them to earn university credit.

*Notes: (1) Students may not use CLEP or DANTES credit in the place of the following requirements or courses: student teaching, internships, studio courses, laboratory courses, or private music lessons.*

*(2) Students may not receive credit for courses they have previously audited or attended unofficially.*

*(3) CLEP credit will not be awarded to non-native English speaking students who complete a CLEP exam in their native language.*

*(4) Lindenwood University does not currently administer College Board Examinations; the student must arrange to have test results sent directly to Lindenwood for evaluation.*

Students who pass a CLEP/DANTES proficiency examination have two options when applying for credit. The student may request that the test score be used to waive an equivalent course at the University. In this case, no credit is awarded to the student, and no credit is posted on the student's transcript. A waived course applies no credit toward graduation. (A note will appear on the student's transcript for advising purposes, indicating that a course has been waived.) There is no additional cost for a course to be waived.

Alternatively, the student may request that the exam score be posted to his or her transcript as university credit, for a fee of \$90 per credit hour. In this case, the credit applies toward the total number of credit hours required for graduation and becomes equivalent to a course taken at Lindenwood.

*Notes: (1) This fee is subject to change. Please consult the fee schedule for current rates.*

*(2) The charge for the posting of credit for a 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.*

### Internal Examination

In addition to the standardized CLEP/DANTES exams described above, students may seek credit for (or waiver) university coursework by means of taking and passing internally administered proficiency exams. Students should approach their respective departments to learn more about the proficiency exams that have been created for this purpose within their schools. As in the case of CLEP/DANTES credit, a student who passes an internally administered proficiency exam may (1) request to have the course waived, in which case, no credit will be granted or (2) request credit for the exam and have the appropriate credit posted to his or her transcript, for a fee of \$90 per credit hour. In this case, the student's cumulative grade point average is not affected in

this case because only credit (no grade) is recorded for a course completed in this manner.

## Auditing a Course

A student may enroll 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.

## Stopping Out and Readmission

### Semester Undergraduate Students

#### Stopping out with Approval of *In Absentia* Status Request

An undergraduate semester student may take a leave of absence (or stop out) from the university for one semester (not including the summer or J-term). Students wishing to stop out should request official leave by completing an *In Absentia* Status Request form, available either through the Office of Financial Aid or the Office of Undergraduate Admissions. Approval of an *In Absentia* request is contingent upon the student's good academic standing. (Note that any student who is approved to take a leave of absence during a spring semester must also submit a housing request prior to departure to ensure a housing assignment for the following fall semester.)

Students whose requests for a leave of absence are approved, must, upon their return to campus, visit the admissions office to complete a new application to the university in order to confirm accurate enrollment and reinstatement of financial aid and be readmitted to the university as described under the Readmission section of the catalog. Students who have received indication of acceptance from the admissions office are eligible to bypass the designated enrollment day and meet directly with an academic advisor to enroll in classes.

*Notes: (1) Lindenwood grants will be reinstated at the time of the student's return to the university only if an *In Absentia* request was submitted and approved.*

*(2) A student whose request is approved and who leaves Lindenwood University for no more than one semester is subject to the degree requirements outlined in the academic catalog under which the student was originally accepted to the university.*

Undergraduate Semester Students		
One Semester Leave		One Year or More Leave
With Approved In Absentia Status Request	Without Approved In Absentia Status Request	With or Without In Absentia Status Request
Reapplication to University required.	Reapplication to University required.	Reapplication to University required.
Previous Lindenwood grant reinstated.	Previous Lindenwood grant not guaranteed.	Previous Lindenwood grant not guaranteed.
Upon acceptance, complete new application at admissions office and enroll in courses with advisor.	Upon acceptance, attend scheduled University enrollment day to enroll in courses.	Upon acceptance, attend scheduled University enrollment day to enroll in courses.
Student is subject to the academic catalog requirements outlined in the catalog under which student was originally admitted.	Student is subject to the academic catalog requirements outlined in the catalog under which student was originally admitted.	Student is subject to requirements outlined in the catalog that is current at time of readmission.

#### *Stopping out without Approval of In Absentia Status Request*

A student who leaves the university without completing an *In Absentia* Status Request is considered to have departed the university. Should such student decide to return to the university at a later date, he or she must submit a new application for admission and be readmitted to the university as described under the Readmission section of this catalog below.

*Notes: (1) Reinstatement of any Lindenwood grants that the student was awarded prior to his or her departure from the University is not guaranteed upon the student's return.*

*(2) Students who are readmitted to the university after more than one year of absence 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.*

*(3) Upon his/her return, the student's previously earned credits in the major will be reviewed for approval by the department chair.*

*(4) Any course or courses that must be repeated will be taken as special topics classes, and credit and GPA for such courses will count toward graduation.*

#### **Stopping Out and Readmission**

*All Quarter (LCIE) Students(Graduate or Undergraduate)*

#### **Stopping Out for One to Three Successive Quarters**

A quarter 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 below) and may contact his or her academic advisor directly to re-enroll in courses.

*Note: (1) Quarter students who re-enroll in courses after three or fewer 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) Quarter 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 quarter student who stops out for one year (four 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 the 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 readmission 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 the 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.*

#### **Stopping Out**

*Semester Graduate Students*

#### **Stopping Out for One to Three Successive Semesters**

A semester graduate student may take a leave of absence (or stop out) for up to three successive semesters (not including summers). 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 semesters will not be required to complete the readmission process (described below) and may contact his or her academic advisor directly to re-enroll in courses.

*Note: (1) Semester graduate students who re-enroll in courses after three or fewer 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 semesters (not including summers).*

*(3) Semester graduate students who stop out for four or more successive semesters must be readmitted to the university as described below.*

#### **Stopping Out for Four or More Successive Semesters**

A semester graduate student who stops out for two years (four successive semesters, not including summers) 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 the Office of Evening and Graduate Admissions, as described below.

*Note: (1) Semester graduate students who stop out for four or more successive semesters will be subject to the degree requirements outlined in the academic catalog that is current at the time of the student's readmission 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 the degree will be reviewed for approval by the school dean.*

*(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**

### *Semester Undergraduate Students*

Any undergraduate student who has not been enrolled in Lindenwood courses for one or more semesters and who wishes to resume his or her coursework must be readmitted to the university by submitting a new application to the Office of Undergraduate Admissions. Students who were suspended at the time of departure from the university must also submit a letter of appeal to the LU Provost's Office. Upon review of the new application, the admissions office will update the student's profile in preparation for the student's return to Lindenwood. Students without prior approval for a leave of absence will then be directed to attend a scheduled enrollment day on which to enroll in courses. Students with prior approval for the leave of absence will be directed to contact their advisors to enroll in classes.

*Notes: (1) Students who are readmitted after only one semester of non-approved absence are subject to the degree requirements outlined in the academic catalog under which the student was originally accepted to the university.*

*(2) Any student who is readmitted to the university after one year of absence 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.*

*(3) Upon return of any student after an absence of five or more years, a review of the student's previously earned credits in the major will be reviewed for approval by the division chair or dean.*

*(4) Any course or courses that must be repeated will be taken as special topics classes, and credit and GPA for such courses will count toward graduation.*

Students who must be readmitted to the University (as described under *Readmission* above) and who have received indication of acceptance from the admissions office are eligible to re-enroll in Lindenwood courses and will be enrolled in classes on a scheduled University enrollment day. (For dates of scheduled enrollment days, contact the Office of Day Admissions.) Any changes in the student's 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 the time of enrollment.

## **Readmission**

### *All Quarter (LCIE) Students (Graduate or Undergraduate)*

Any quarter student who has not been enrolled at Lindenwood University 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 Lindenwood Associate Provost.

After review of the application (and a successful appeal of suspension, if necessary) the admissions office will update the student's profile in preparation for his or her return to the university. The student will then be directed to an LCIE academic advisor to enroll in course.

*Note: Readmitted students will be subject to the degree requirements outlined in the academic catalog that is current at the time of readmission.*

## **Readmission**

### *Semester Graduate Students*

Any semester graduate student who has not been enrolled at Lindenwood University for two years (four successive semesters, not including summers) 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 Lindenwood Associate Provost.

After review of the application (and a successful appeal of suspension, if necessary) the admissions office will update the student's profile in preparation for his or her return to the university. The student will then be directed to an appropriate academic advisor to enroll in course.

*Note: Readmitted students will be subject to the degree requirements outlined in the academic catalog that is current at the time of readmission.*

## **Preparing for Graduation**

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, each student must track his/her own progress through a degree program by maintaining a checklist of all requirements, including major and minor requirements, general education requirements, free electives, sufficient number of 30000+ level courses, and total number of credit hours completed. The academic advisor will confirm that all degree requirements have been met; however, the student is ultimately responsible for tracking his/her own progress through his/her program and meeting all requirements for graduation. The major advisor has the authority to approve academic work within the major; however, only the Lindenwood 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.

In addition to tracking their progress through their academic programs, students must submit an Application for Degree. The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academics. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

## Graduation Dates and Application Deadlines

<i>Students graduating in</i>	<i>Must apply by</i>
March	Dec 30 of previous year
May	Dec 30 of previous year
June	Dec 30 of previous year
August	February 28 of the same year
September	March 30 of the same year
October	May 30 of the same year
December	May 30 of the same year

## Graduate Degree Time Limit

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

## Grading System

Lindenwood University operates under the 4.0 grading system. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. An A carries 4 quality points; thus, a course worth three semester hours in which a student earned an A would merit a total of 12 quality points. A grade of B carries 3 quality points; a grade of C carries 2 quality points; and a grade of D carries 1 quality point. A grade of F carries no quality points and no credit. A grade of AF (attendance failure) carries no quality points and no credit. Only grades earned at Lindenwood are used in computing the GPA.

A grade of A represents work of outstanding quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of B is awarded for work of high quality, well above average. The grade of C indicates average work and satisfactory completion of course requirements. The grade of D indicates minimally satisfactory completion of course requirements. A grade of F or AF indicates that one's coursework is unsatisfactory, and no credit is given.

## Withdrawal (W, WP, WF)

Students may withdraw from a course with any of the following grades: *Withdraw (W)*, *Withdraw Pass (WP)*, *Withdraw Fail (WF)*.

A grade of W indicates that the student withdrew from a class with no effect to the student's GPA. A student wishing to withdraw from a class for a grade of W may do so by completing an add/drop form and securing the signature of his or her advisor and course instructor before the appropriate deadline. If the student misses the first withdrawal deadline, a second date, set at the two thirds mark of the semester, term, or quarter, marks the deadline to apply for a WP or WF. A grade of WP indicates that a student wishing to withdraw from a class was passing the course at the time of the request to withdraw; a grade of WF indicates that the student was failing the course at the time of the request to withdraw. Neither WP nor WF will affect the student's GPA.

The only circumstance where the student will not be charged for a course is if the student never attends a class session. If the student attends one class session or more, he or she will be charged a determined percentage of the course's tuition

cost. The percentage that will be applied to the student's account is dependent upon how many classes the student attends and the date the student withdraws. For further information, please contact either the financial aid office at (618) 239-6131 or the registrar's office at (618) 239- 6210.

*Note: A student who is a first responder may elect to withdraw from a course with a grade of W at any time during the semester if documentation is provided verifying that the student's first responder duties were the cause of absences exceeding the number of allowable excused absences. This policy applies to academic withdrawal only.*

## Attendance Failure (AF)

This grade is given when a student stops attending a particular class prior to the published deadline to receive a grade of WP or WF but does 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 (NG)

An administrative grade of NG is assigned by the registrar when final course grades have not been submitted prior to making grades accessible to students. 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.

## Incomplete (I)

A grade of I (incomplete) is given at the end of a term only for failure to complete coursework due to exceptional circumstances beyond the student's control, such as an extended illness, hospitalization, or death of a close relative requiring absence from class 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" (incomplete) 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 Office of Academics no later than two weeks before the date the grade is due. Requests will then be sent to the appropriate school dean and vice president for academic affairs to be considered for approval.

## Pass/Fail (P/F)

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

## Adding, Dropping, and Withdrawing from Courses

### *Dropping Courses during Week One*

Within the first week of a semester, a full-time semester undergraduate student may drop classes via the student portal

without having to obtain the signature of a faculty member. No grade of W will appear on the student's transcript as a result of dropping classes during this week, and the classes will be dropped as a "never attended," as long as the student's academic load does not fall below 12 credit hours.

*Exception: A grade of W will appear on the transcripts of students whose status changes from full-time to half-time or from half-time to less than half-time as a result of dropping a class during the first week of if the student attended the class before dropping it.*

#### *Withdrawing with a Grade of W after Week 1*

To withdraw from a course with a grade of W, students must complete, sign, and submit a withdrawal form before the last day to withdraw with a W, with 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 the University altogether must obtain the signatures of the instructors for each course they wish to drop.

#### *Withdrawing with a Grade of WP or WF*

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

#### *Late Withdrawals*

Late withdrawals will be approved only under extreme, documented circumstances. Requesting a late withdrawal 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:

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

If approved for a late withdrawal, the student will receive either a WP (withdraw passing) or WF (withdraw failing), depending upon the student's grade at the time of withdrawal.

#### *Adding Courses*

Within the first week of a semester, a full-time student may add or drop classes via the student portal without having to obtain the signature of a faculty member. Students may not add a course via the student portal after 5:00 p.m. on Friday

of the first week of the term. Students may add a class during the second week of class only under extenuating circumstances and with signatures of the course professor, dean of the appropriate school, and the LU Associate Provost. A Petition for Policy Exemption is required in addition to a drop/add/enrollment form to add a course in this case. Please call (618-) 239-6210 if you have any questions about adding, dropping, or withdrawing from courses.

#### **Retaking a Course**

An undergraduate student who has received a grade of D, F or AF in a course may repeat the course. Only the last grade earned will be used in the calculation of the grade point average. Repeating a course does not remove the previous grade from the transcript. Additional credit hours are not earned when a course in which a D was earned is repeated. LUL 10100 and LUL 10101 may not be repeated.

If a graduate course is repeated, the last grade earned does not replace the first grade. Both of the grades and credit hours earned are included in the calculation of the grade point average.

#### **Appealing Grades and Academic Grievances**

Students who wish to appeal a final grade must first contact the course instructor. If the matter cannot be resolved through the instructor, the student may appeal in writing to the appropriate school dean. If resolution is not reached at that time, the student may appeal in writing to the Associate 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 Associate Provost's Office. Notice of intent to file a grievance must be made in writing to the appropriate school dean or LU 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"), which are explained in various university publications. Once the normal appeals and grievance procedures have been exhausted, students may make formal written complaints concerning academic matters to the Provost and those complaints concerning the Department of Student Development to the Vice-President of Student Development. All other formal written student complaints should be directed to the president's office.



## Academic Services

### 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, student ID 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, 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.*

### Requesting Grade Reports

Grade cards are available through the student portal, 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 grade reports to students.

If a student needs a copy of his/her grades for employer reimbursement, a copy of all grades can be printed by the student from his/her portal and submitted for reimbursement. If the student’s employer will not accept the printed copy, the student should submit a written request to the Lindenwood Dean of Academic Services ([academicservices@lindenwood.edu](mailto: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 contact telephone number. The request can be sent by fax to (618) 277- 6001 with the attention to The Registrar’s Office.

If students have any questions about their Lionmail account or their student portal, they can contact [CAMSSupport@lindenwood.edu](mailto:CAMSSupport@lindenwood.edu).

### The Family Educational Rights and Privacy Act

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the office of academic services. Unless specifically prohibited by the student, Lindenwood University may release “Directory Information” at its

discretion for government-mandated reporting, news releases, and other purposes that it believes serve the student’s interest. This includes:

- Full name
- Local and home addresses
- Local and home telephone numbers
- Email address
- Date and place of birth
- Most recent educational institution attended
- Enrollment status
- Class level
- Dates of attendance
- Degrees, awards, and honors received
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photographs

Students may withhold information from some of these disclosure requests by notifying the Lindenwood Office of Academic Services in writing the first week of each term. All written requests for non-disclosure will be honored by the university for only one term; therefore, authorization to withhold student information must be filed during each term of attendance. Students have a right to voice any concerns with the US Department of Education.

## Courses and Programs

### Course Numbering

Courses at Lindenwood are numbered sequentially.

- 01000-09999: Preparatory coursework, with credit hours not counting toward the cumulative total number of credit hours required to earn a bachelor’s degree.
- 10000-19999: Introductory courses open to all students, normally not having prerequisites
- 20000-29999: Specialized courses open to all students
- 30000-39999: Advanced courses having prerequisites
- 40000-49999: Senior level courses, having prerequisites
- 50000-70099: Master’s, Thesis, EdS., or EdD courses

### Course Offering Frequency

The schedule of course offerings is dependent on student enrollment and availability of qualified instructors. The University reserves the right to cancel any course when enrollment is below minimum requirements or a qualified instructor is not available.

### Special Topics Courses

Special topics courses, listed alphabetically according to department prefix (indicated here by “XXX”), are followed by a course number, as follows: XXX 19000-19999, XXX 29000-29999, XXX 39000-39999, XXX 49000-49999. These courses are offered to cover special topics within a school or department. Special topics courses may be worth 1 to 6 credit hours and may be repeated, as topics will vary. Departments may designate specific course numbers for special topics courses if the courses meet general education or major requirements.

## Online Courses

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

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

## Hybrid Courses

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.

## Expectation of Student Work

Student work is defined as assignments, homework, and other academic activities to be completed outside of instructional time, including reading, studying, writing, research etc. Students should expect to spend a minimum of two hours per week completing this work for each credit hour enrolled (thus 6 hours of work outside of class for a 3-hour course), although the time spent outside of class may increase based on the topic and level of the course.

## 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 contact time requirement for an independent study is one documented contact hour every two weeks. It is strongly recommended that undergraduate students who are granted independent studies have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for an independent study course. Independent study courses cannot be used to meet an undergraduate general education requirement.

To enroll in an independent study course, the Independent Study Proposal form must be completed, signed, 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.

## Tutorial

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

recommended that undergraduate students who are granted tutorials have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for a tutorial course.

To enroll in a tutorial course, the Tutorial Proposal form must be completed, signed, 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.

## Internships

Internships are available in many areas of study and provide the opportunity for students to obtain academic credit through an out-of-classroom work experience. Academic schools' standards vary by program. Students interested in applying for internships should contact their faculty advisors for additional information. Internships are billed at the current tuition rate per credit hour. Internships will be pass/fail, unless a grade is required by a specific degree program.

## January Term (J-Term) Courses

Between the fall and spring semesters, a January term (J-Term) is offered, giving both students and faculty members the opportunity to concentrate on a topic of special interest. The January term courses emphasize experimental education, immersion in a topic or activity, creativity, and close interaction with one faculty member or a team of faculty.

Up to four credit hours may be earned at no charge to the student during J-Term. (Semester students may register for up to four credit hours, for which the tuition for those hours will be waived.) No student may enroll for more than four hours during J-Term without permission from his/her academic advisor and the Provost.

To be eligible for tuition waiver during J-Term enrollment, a student must be a full-time semester undergraduate student, have been enrolled during the previous fall semester as a full-time semester undergraduate student, and be enrolled for the upcoming spring semester as a full-time semester undergraduate student. Residential students who meet the above criteria will not be assessed room, board, and communication fees during the J-Term; however, students must be enrolled in at least 3 credit hours in order to live on campus. Students enrolled less than full-time during the previous fall semester or during the upcoming spring semester are eligible to take classes during J-Term at the published tuition rate.

*Note: Students suspended at the end of the fall semester may not take a J-Term class.*

## Consortium Programs

Lindenwood University belongs to a consortium of colleges and universities in Greater St. Louis. The consortium includes Fontbonne University, Maryville University, Missouri Baptist University, and Webster University. Full-time semester undergraduate Lindenwood students may enroll in courses offered at colleges and universities in the consortium and count those hours as part of their

Lindenwood degree programs. Students must be enrolled full-time at Lindenwood University during the same term of enrollment at colleges and universities in the consortium. No additional tuition cost is involved for combined enrollments between 12 and 18 hours. Lab fees will be charged at the host university.

### **Study Abroad**

Lindenwood University recognizes the value that studying abroad has to a student's education and encourages students to take advantage of study abroad opportunities. Lindenwood students have the following options:

- Independent study or study abroad programs, either under the direction of a member of the Lindenwood faculty or by a host institution that has been recognized by the sponsoring member of the Lindenwood faculty.
- An established program supervised by an American college or university with credits transferred back to Lindenwood.
- Coursework taken at a college or university outside of the United States and sent through WES for evaluation. Students are warned that if they plan to take a course from any institution other than Lindenwood, they should complete a Prior Approval form, which will guarantee that the credit will be accepted.

*Note: The selected credit option must be approved by the Lindenwood department that will recommend credit.*

To be eligible for a study abroad program, the student must

- Be in good academic standing.
- If required for the program, have facility in the spoken language of the country to which he or she is going or is planning to study the language as part of the approved coursework.
- Satisfy the director of the program that he or she has the maturity and self-reliance needed.
- Have a definite educational objective acceptable to the director of the program.

Specific programs may have additional requirements. Deadlines for application vary according to the program, and it is the responsibility of the student to be informed as to those deadlines.

Final approval of the program and the credit to be granted after completion of the study rests with the Dean of Academic Services, who acts on the recommendation of the director of the program.

All responsibility for travel, finances, application for admission to a foreign institution where applicable and other necessary arrangements rests with the student. For some programs, a student's enrollment in a program of study abroad is considered enrollment at the home institution for the purposes of applying for assistance under the Title IV programs; students should consult the director of financial aid for additional information. Questions about student study abroad opportunities may be directed to the director of the Office of International Students and Scholars.

Students wishing to complete a study abroad program through another institution should research such options, and

once a program is chosen, meet with the Provost in order to receive approval to have the coursework transferred back to Lindenwood University. Students should take care to choose a program associated with an accredited institution. Students will also need to complete Prior Approval forms and have them signed by the department chairs of the affected academic schools. Steps for this process will be covered in the meeting with the Provost.

### **ROTC Cross-Enrollment**

For information regarding ROTC cross-enrollment and simultaneous membership, see The Military Science and Aerospace Studies programs in this catalog.

# Semester Undergraduate Degrees & Programs

## Degrees & Programs Alphabetical

Accounting (BA)  
Acting (BFA)  
Advertising & Public Relations: Corporate Communications (BA)  
Athletic Training, 2+2\*  
Biology (BS)  
Business Administration (BA)  
    Emphasis in Accounting  
    Emphasis in Finance  
    Emphasis in Human Resource Management  
    Emphasis in Management  
    Emphasis in Marketing  
    Emphasis in Sport Management  
Criminal Justice (BA)  
    Emphasis in Legal Studies  
    Emphasis in Corrections/ Juvenile  
    Emphasis in Corrections/Probation and Parole  
    Emphasis in Law Enforcement  
Elementary Education, Grades 1-6 (BA)  
English (BA)  
    Emphasis in Literature  
    Emphasis in Creative Writing  
Exercise Science, 2+2\*  
Finance (BA)  
Human Resource Management (BA)  
Interactive Media and Web Design (BA)  
Marketing (BA)  
Mass Communications (BA)  
    Emphasis in Sports Information  
Physical Education, K-12 (BA)  
Pre-Nursing  
Psychology (BA)  
Sport Management (BA)

\*Students will apply to the St. Charles Campus after completing the 2 year program at LU-Belleville

## Minors

Accounting  
Biology  
Business Administration  
Creative Writing  
Criminal Justice  
English Literature  
Finance  
Human Resource Management  
Interactive Media and Web Design  
Marketing  
Psychology  
Sport Management

## Degrees & Programs by Academic Division

### DIVISION OF BUSINESS & ENTREPRENEURSHIP

Accounting (BA)  
Business Administration (BA)  
    Emphasis in Accounting  
    Emphasis in Finance  
    Emphasis in Human Resource Management  
    Emphasis in Management  
    Emphasis in Marketing  
    Emphasis in Sport management  
Finance (BA)  
Human Resource Management (BA)  
Marketing (BA)  
Sport Management (BA)

### DIVISION OF EDUCATION & COUNSELING

Athletic Training, 2+2\*  
Elementary Education, Grades 1-6 (BA)  
Exercise Science, 2+2\*  
Physical Education, K-12 (BA)

### DIVISION OF HUMANITIES

Acting (BFA)  
Advertising & Public Relations: Corporate Communications (BA)  
English (BA)  
    Emphasis in Creative Writing  
    Emphasis in Literature  
Interactive Media and Web Design (BA)  
Mass Communications (BA)  
    Emphasis in Sports Information

### DIVISION OF NATURAL SCIENCES & MATHEMATICS

Biology (BS)  
Pre-Nursing

### DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

Criminal Justice (BA)  
    Emphasis in Legal Studies  
    Emphasis in Corrections/ Juvenile  
    Emphasis in Corrections/Probation and Parole  
    Emphasis in Law Enforcement  
Psychology (BA)

# Undergraduate Semester Academic Calendar

## Fall Semester 2013

International Student Orientation and Check-in _____	August 19
Faculty Workshops _____	August 19-23
Freshman Orientation Check-in _____	August 21
Freshman Orientation _____	August 21-25
Fall Residential Check-In _____	August 24-25
Last Day for In-Season Athletes to Add or Drop via Student Portal _____	August 25
Classes Begin _____	August 26
Last Day to Register, Add a Class, or Choose Audit, 5:00 p.m. _____	August 30
Labor Day Holiday _____	September 2
Fall Convocation, 1:00 p.m. _____	September 3
First Day to Request to Change Housing Assignment _____	September 9
4-week grades due, 8:00 p.m. _____	September 23
Last Day to Withdraw with a "W" _____	October 4
Late Start Classes Begin _____	October 7
Last Day to Register for a Late Start Class _____	Before the third class meeting
Midterm Grades Due, noon _____	October 14
Last Day to Withdraw with a "WP" or "WF" _____	November 1
Spring Semester and J-Term Registration—Seniors _____	November 4
Spring Semester and J-Term Registration—Juniors _____	November 7
Spring Semester and J-Term Registration—Sophomores _____	November 12
Spring Semester and J-Term Registration—Freshmen _____	November 14
Last Day to Request to Change Housing Assignment _____	November 14
Faculty In-Service Day—No Classes Held except for MBA and LCIE Evening Classes _____	November 27
Thanksgiving Holiday _____	November 28-December 1
Last Day of Classes _____	December 6
Final Exams _____	December 9-13
Last Day to Make up Incomplete Grades from Spring and Summer _____	December 13
Lindenwood Residential Semester Student Housing Closes, 4:30 p.m. _____	December 13
Final Grades Due from Faculty, 5:00 p.m. _____	December 17
Last Day to Register for J-Term Class _____	December 27
Last Day to Apply for March/May/June Graduation _____	December 30

## January Term 2014

Last Day to Register for J-Term Class _____	December 27
J-Term Residential Check-In _____	January 5
Classes Begin _____	January 6
Days on which J-Term Classes Will Meet _____	January 6-9, 13-16, 20-23
Last Day to Withdraw with a "W" _____	January 17
Last Day of Classes _____	January 23
Final Grades Due from Faculty, 5:00 p.m. _____	January 29

## Spring Semester 2014

International Student Orientation and Check-In _____	January 20
Freshman and Transfer Check-In _____	January 25
Spring Residential Check-In _____	January 26
Last Day for In-Season Athletes to Add or Drop via Student Portal _____	January 26
Classes Begin _____	January 27
Last Day to Register, Add a Class, or Choose Audit, 5:00 p.m. _____	February 1
Fall Housing Registration: Keep Same Housing Request (online through Student Portal) _____	February 1-28
Sibley Day _____	February 19
4 week grades due, 8 a.m. _____	February 24

Last Day to Apply for August Graduation _____	February 28
Last Day to Withdraw with a "W" _____	March 7
Late Start Classes Begin _____	March 10
Last Day to Register for a Late Start Class _____	Before the third class meeting
Fall Semester Registration and Housing Sign-Up—Seniors _____	March 10
Fall Semester Registration and Housing Sign-Up—Juniors _____	March 13
Midterm Grades Due from faculty, noon _____	March 18
Fall Semester Registration and Housing Sign-Up—Sophomores _____	March 18
Fall Semester Registration and Housing Sign-Up—Freshmen _____	March 20
Spring Break _____	March 29-April 6
Last Day to Apply for September Graduation _____	March 30
Last Day to Withdraw with a "WP" or "WF" _____	April 11
Good Friday Holiday—no classes will meet _____	April 18
Honors Convocation, 5:00 p.m. _____	April 22
Last Day of Classes _____	May 9
Final Exams _____	May 12-16
Last Day to Make Up Incomplete Grades from Fall and J-Term _____	May 16
Lindenwood Residential Semester Student Housing Closes, 4:30 p.m. _____	May 16
Commencement, 2:00 p.m. _____	May 18
Final Grades Due from Faculty, 5:00 p.m. _____	May 20
Last Day to Apply for October/December Graduation _____	May 30

\*Summer session dates vary by program. Contact your advisor for exact dates.

# Proficient Graduates Guarantee

## Success

Lindenwood University-Belleville has an excellent placement rate for its graduates because it educates the whole person. A degree from Lindenwood means that the degree holder is adept at reading, writing, speaking, and problem-solving—all the traits by which society judges an individual's education level and general competence.

## The Guarantee

Lindenwood University-Belleville guarantees that its graduates are proficient and successful communicators. The University evaluates each student's proficiency in written communication not only in the freshman composition courses but also following the completion of the second composition course, when a writing-proficiency assessment is given. Based on the results of that assessment, any student who needs to sharpen competencies in grammar, punctuation, or syntax takes an additional writing course, ENG 21000 Writing Proficiency Lab, prior to graduation. This ensures that any student who graduates from Lindenwood masters the writing abilities necessary for success in the professional world and everyday life. As the Association of American Colleges has stated, "A bachelor's degree should mean that its holders can read, write, and speak at levels of distinction and have been given many opportunities to learn how. It also should mean that many do so with style."

## Liberal Arts Education

In addition to ensuring writing proficiency, the University's standard-setting General Education Program assures that every Lindenwood graduate has been exposed to the essential knowledge amassed by humankind across the ages and has acquired the basic thinking and communication skills needed for both adapting to and shaping the world. Lindenwood-Belleville's broad-based curriculum in the arts and sciences produces free men and women—enlightened, self-determining, productive citizens of a democracy.

## Preparation for Life

The University encourages students to work with the Career Development office to build a customized summary of his or her personal and professional experiences. This distinctive résumé document not only includes the students' academic preparation and career interests but also their leadership posts, community experience, work experience, and co-curricular achievements. It is through this investment in career development that the University encourages holistic growth of its students: amelioration in the cognitive, spiritual/ethical, physical, and social realms. Thus, Lindenwood graduates are educated, not simply trained.

# Semester Undergraduate Academic Requirements

Lindenwood University-Belleville offers academic courses of study leading to a Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science at the undergraduate level. Specific degree requirements are listed in the sections of the catalog that describe the each degree program

## Bachelor's Degree Requirements

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

- Successful completion of a minimum of 128 credit hours (not including preparatory coursework, numbered 01000-09999), at least 42 of which must be earned in upper division courses numbered 30000 or above.
- Successful completion of the requirements for one of the undergraduate majors offered by the University, at least 50 percent of which must be taken in the Lindenwood University system.
- A minimum cumulative grade point average of 2.0 for all courses taken in the Lindenwood system, as well as a minimum cumulative grade point average of 2.0 for all courses satisfying the student's major, concentration, emphasis, or minor, with at least 50 percent of the credits earned for the major, concentration, emphasis, or minor being earned in the Lindenwood system. Overall cumulative GPA is a continuous representation of grades received for all courses taken in the Lindenwood system.
- Successful completion in the Lindenwood system of the last 36 credits leading to a degree.
- Successful completion of all general education (GE) course requirements for a bachelor's degree.
- Successful completion of the Writing Proficiency Assessment or ENG 21000 Writing Proficiency Lab.

*Note: In addition to the requirements listed above, traditional undergraduate students who are first-time freshmen or transfer students with fewer than 24 credit hours of transferable credit who have not successfully completed a freshmen seminar course must enroll in and complete LUL 10100 Freshman Experience in their first semester at the University.*

## Placement Exam Requirements

### *Writing Placement Examination (WPE)*

Native English speaking incoming freshmen are required to take the Writing Placement Examination (WPE) during the enrollment process for placement into the Lindenwood University composition sequence. This assessment determines the course by which each student will best be served in the composition course sequence.

Students who transfer to Lindenwood University with a grade of C or better in ENG 15000 or equivalent are placed into ENG 17000, upon completion of which the students take the Writing Proficiency Assessment (WPA). Students who transfer with a grade of C or better in ENG 15000 or equivalent and ENG 17000 or equivalent are required to pass the Writing Proficiency Assessment (WPA), described below.

### *English Placement Test for International Students*

Upon arrival, all international students, regardless of their TOEFL scores, undergo on-site English language evaluation to assess classroom readiness and to assure appropriate placement in English classes. Based on the English language evaluation scores, a student may (1) enter directly into general education courses, (2) enroll in a combination of EPP courses and general education courses, (3) enroll in only EPP courses until the student's language proficiency is such that he or she is prepared to enter general education courses, or (4) apply for admission into the Lindenwood-St. Charles English as a Second Language (ESL) Program, if necessary. This program consists entirely of pre-college courses. Note that no international student's schedule will be confirmed until he or she has taken the English language placement exam. Students arriving after the placement exam has been administered must contact the EPP coordinator for information regarding immediate placement testing. For more information regarding the English Placement Exam, please refer to the Department of English Preparedness section of this catalog.

### *Math Placement Assessment*

Lindenwood University-Belleville requires all students to complete a mathematics placement exam prior to enrolling in any mathematics course higher than MTH 11000 Intermediate Algebra. The only students exempt from this requirement are those who have already satisfied the necessary course requirements or prerequisites through transfer credit. There are two levels of math placement exam: the general education level and the Algebra-Calculus level. (Students will be advised which math placement exam to take depending on the student's intended course of study). The general education level math placement exam is administered to all students seeking to enroll in any general education mathematics course below MTH 15100 College Algebra. The Algebra-Calculus level math placement exam includes three possible exam options: the College Algebra exam, the Pre-calculus exam, or the Calculus exam. The appropriate exam is administered to students who wish to enroll in any mathematics course between MTH 15100 College Algebra and MTH 24100 Statistics for Natural Science.

Locally residing students take the math placement exam during any open enrollment day. If a student is unable to attend an open enrollment day, he or she is encouraged to schedule a time to take the necessary math placement exam as soon as possible after arriving on campus. International students take the math placement exam during the International Student Check-In and Orientation week. Once the student completes the exam, it is graded and the student is informed of the exam results. The score of the math placement exam determines whether the student will be required to enroll in a mathematics refresher course before progressing on to the mathematics course(s) required by his or her degree program. An entry indicating the placement level will be made on the student's transcript.



## Writing Proficiency Assessment (WPA)

Upon the successful completion of ENG 15000 Strategies for University Writing and ENG 17000 Research and Argumentation, all students are required to take the Writing Proficiency Assessment (WPA). Note that this assessment is required whether ENG 15000 and ENG 17000 were taken at Lindenwood University or their equivalents transferred from another institution.

A student who does not pass the Writing Proficiency Assessment is required to take an additional writing course, ENG 21000 Writing Proficiency Lab, prior to graduation so as to sharpen competencies in grammar, punctuation, and syntax. Many academic programs at LU also use this assessment as a prerequisite for enrolling in 30000- and 40000-level courses. The student should check with his or her advisor as to when the Writing Proficiency Assessment requirement should be completed.

## General Education (GE) Program

General education studies form the foundation on which the specialized studies of the major are based. General education studies introduce the student to some of the key issues, concepts, and perspectives of the disciplines of humanities, social sciences, natural sciences, and quantitative thought and are intended to help students develop analytical, organizational, oral, writing, interpersonal, and research skills.

The GE program is designed to ensure the following student learning outcomes:

- SLO 1: Students will be aware of global history and diversity
- SLO 2: Students will develop a sense of responsible citizenship.
- SLO 3: Students will communicate effectively.
- SLO 4: Students should be able to draw from a variety of disciplines to arrive at coherent, educated opinions.
- SLO 5: Students will think critically and analytically.
- SLO 6: Students will effectively engage in creative thinking.

Some general education courses meet more than one type of general education requirement. For example, ART 22200 History of Western Art to 1300 is listed in the catalog as (GE-Fine Art/CrsClc), indicating that it meets either the fine art or cross-cultural requirement. However, the course cannot be used to satisfy both requirements simultaneously.

In contrast, if a GE course and a course required for one's major can be met by one course, that course may be used to satisfy both the GE requirement and the major requirement. For instance, ART 22200 (GE-Fine Art/CrsClc) is a requirement in the Arts Management major and can be used to satisfy both the requirement of the major and the GE fine arts requirement.

*Note: Although two requirements are fulfilled in this instance, the total number of credits earned is still three, as only one course was taken.*

The tables below summarize the general education requirements for the completion of bachelor's degrees at Lindenwood University. The courses listed in the tables have been approved by the University; however, before completing the GE requirements, students must compare the courses listed below against the particular GE requirements of their respective schools or departments, as some programs require a particular course for the completion of the general education requirements, and other schools or departments have narrowed the list of GE-approved courses within specific majors. Please check the catalog for major-specific direction regarding general education requirements. Unless otherwise specified, students will complete the GE requirements outlined below.

## GE Requirements for a Bachelor of Arts and Bachelor of Fine Arts

English	Required: ENG/EPP 15000 and ENG 17000
Communications	Select: one Communications course (GE-Comm)
Humanities	Select: two English literature courses (GE-Lit) and one philosophy or religion course (GE-Phil-Rel)
Fine Arts	Select: one fine arts course (GE-Fine Art)
American History/Gov.	Select: one American government or history course (GE-AmGovHis)
Culture and Civilization	Required: HIS 10000 or HIS 22100 and Select: two cross cultural courses (GE-CrsClc) or two foreign language* courses (GE-ForLang).
Social Sciences	Select: two social sciences courses (GE-SocSci) from different disciplines
Mathematics	Select: one mathematics course (GE-Math)
Natural Sciences	Select: two natural science courses (GE-BioSci, GE-EarthSci, or GE-PhysSci) from two different science disciplines, one of which must include a lab.

*\*Non-native speakers of that language only*

The general education requirements for the bachelor of arts and bachelor of fine arts are explained in detail below.

### English Composition

*Six credit hours*

Required: ENG/EPP 15000 and ENG 17000

*Notes: (1) In order to advance to Research and Argumentation (ENG 17000), students must earn at least a C in Strategies for University Writing (ENG 15000 or EPP 15000). In order to advance beyond Research and Argumentation (ENG 17000), students must also earn a C or better in Research and Argumentation (ENG 17000). This requirement applies also to students who have transferred their English composition courses into Lindenwood University.*

*(2) Upon completion of ENG 17000, students are required to successfully complete the Writing Proficiency Assessment. If students do not pass the assessment, they are required to successfully complete the Writing Proficiency Lab (ENG 21000) prior to graduation. Transfer students are also required to meet this requirement. It is strongly recommended that students complete the writing assessment immediately following the semester in which they complete ENG 17000.*

## Communications

Three credit hours

Select one course from COM 10500 or COM 11000.

## Humanities

Six credit hours of literature courses and three credit hours of philosophy or religion

Select six credit hours of literature from ENG 20000, ENG 20100, ENG 20200, ENG 21600, ENG 23500, ENG 23600, ENG 24500, ENG 25000, ENG 25600, ENG 27600, ENG 27800, ENG 28000-28099, ENG 28100-28199, ENG 30500, ENG 30600, ENG 30900, ENG 31000, ENG 33200, ENG 33300, ENG 33500, ENG 33700, ENG 33800, ENG 33900, ENG 34100, ENG 34200, ENG 34300, ENG 34700, ENG 35100, ENG 38000-38099, ENG 38100-38199; TA 33500, or TA 33600.

*Note: At least one literature course must be from the ENG and TA courses on the list above. FLF and SPA courses cannot be used to satisfy all six credit hours. Native French and Spanish speakers may not satisfy this requirement with a course from their native language.*

Select three hours of philosophy or religion from PHL 10200, PHL 15000, PHL 18000, PHL 18100, PHL 24000, REL 15000, REL 20100, REL 20200.

## Fine Arts

Three credit hours

Select three credit hours of fine arts from ART 10000, ART 11000, ART 18101, ART 22200, ART 22400; DAN 11000; MUS 15000, MUS 35500, MUS 35600, MUS 35700; TA 10500, TA 11700, TA 31700, TA 33500, TA 33600, TA 33700, TA 37000, TA 38600, or TA 38700.

## American Government or American History

Three credit hours

Select three credit hours from HIS 10500, HIS 10600; PS 15500, or PS 15600.

## Culture and Civilization

Three credit hours of world history and six credit hours of cross cultural or foreign language coursework.

*Notes: (1) If foreign language is selected, student must choose two consecutive courses of the same foreign languages at or below the 30000 level or two upper division (30000 or above) foreign language or foreign Culture/Literature classes of the same language.*

*(2) Native speakers of a foreign language may not satisfy the Culture and Civilization GE requirement by taking courses in their first language.*

Required: HIS 10000

Select six credit hours of cross-cultural studies from ANT 10000, ANT 11200, ANT 21000, ANT 31800; ART 22200, ART 22400; CJ 22500; COM 28602, COM 37000, COM 37600, COM 38601, COM 38602, COM 38603; DAN 11000; ECON 33035; ENG 20100, ENG 20200, ENG 21600, ENG 24500, ENG 25000, ENG 28100, ENG 33500, ENG 38100-38199; GEO 20100, GEO 20200, GEO 20300; HIS 20500, HIS 22000; PHL 18100; PS 30000, PS 35000; PSY

29001; REL 15000; SOC 31800; TA 37000, TA 33500, TA 33600, or TA 38700.

## Social Sciences

Six credit hours (from two different disciplines)

Select six credit hours from ANT 10000, ANT 11200; CJ 20000; ECON 23010, ECON 23020, ECON 23030; PSY 10000, PSY 10100; SOC 10200, SOC 21400, SOC 22000 or SOC 24000.

## Mathematics\*

Three to five credit hours

Select one mathematics course in college-level mathematics from MTH 12100, MTH 13100, MTH 13400, MTH 13500, MTH 14100, MTH 15100, MTH 15200, MTH 17300, MTH 24100; or PSY 30600.

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

## Natural Science\*

Seven to eight credit hours

Select two natural science courses (at least one of which must include a lab) representing two of the following areas: biological science, earth science, and physical science.

### Biological Science

Select courses from ANT 13000; BIO 10000, BIO 10600, BIO 10700, BIO 11000, BIO 11200, BIO 11400, BIO 11500, BIO 12100, BIO 22700, BIO 25100, BIO 25200; HFS 20700; or SCI 21400.

### Earth Science

Select courses from ESC 10000, ESC 10500, ESC 11000, ESC 11100, ESC 12000, ESC 13000, or ESC 13100.

### Physical Science

Select courses from CHM 10000, CHM 10100, CHM 10500, CHM 11100, CHM 23000, CHM 23100, CHM 23200, CHM 24100, CHM 24200; PHY 11100, PHY 11200, PHY 25100, or PHY 25200.

*\*Note: Specific science courses are required for certain programs.*

## GE Requirements for a Bachelor of Science

English	Required: ENG/EPP 15000 and ENG 17000
Communications	Select: one Communications course (GE-Comm)
Humanities	Select: two English literature courses (GE-Lit) and one philosophy or religion course (GE-Phl-Rel)
Fine Arts	Select: one fine arts course (GE-Fine Art)
American History/Gov.	Select: one American government or history course (GE-AmGovHis)
Culture and Civilization	Required: HIS 10000 or HIS 22100
Social Sciences	Select: two social sciences courses (GE-SocSci) from different disciplines
Mathematics	Select: two mathematics courses (GE-Math)
Natural Sciences	Select: three natural science courses (GE-BioSci, GE-EarthSci, or GE-PhysSci) from at least two

different science disciplines, one of which must include a lab

The general education requirements for a bachelor of science are explained in detail below.

### **English Composition**

*Six credit hours*

Required: ENG/EPP 15000 and ENG 17000

*Notes: (1) In order to advance to Research and Argumentation (ENG 17000), students must earn at least a C in Strategies for University Writing (ENG 15000 or EPP 15000). In order to advance beyond Research and Argumentation (ENG 17000), students must also earn a C or better in Research and Argumentation (ENG 17000). This requirement applies also to students who have transferred their English composition courses into Lindenwood University.*

*(2) Upon completion of ENG 17000, students are required to successfully complete the Writing Proficiency Assessment. If students do not pass the assessment, they are required to successfully complete the Writing Proficiency Lab (ENG 21000) prior to graduation. Transfer students are also required to meet this requirement. It is strongly recommended that students complete the writing assessment immediately following the semester in which they complete ENG 17000.*

### **Communications**

*Three credit hours*

Select one course from COM 10500, COM 11000, or SW 10000.

### **Humanities**

*Six credit hours of literature courses and three credit hours of philosophy or religion*

Select six credit hours of literature from ENG 20000, ENG 20100, ENG 20200, ENG 21600, ENG 23500, ENG 23600, ENG 24500, ENG 25000, ENG 25600, ENG 27600, ENG 27800, ENG 28000-28099, ENG 28100-28199, ENG 30500, ENG 30600, ENG 30900, ENG 31000, ENG 33200, ENG 33300, ENG 33500, ENG 33700, ENG 33800, ENG 33900, ENG 34100, ENG 34200, ENG 34300, ENG 34700, ENG 35100, ENG 38000-38099, ENG 38199; TA 33500, or TA 33600.

*Note: At least one literature course must be from the ENG and TA courses on the list above. FRE and SPA courses cannot be used to satisfy all six credit hours. Native French and Spanish speakers may not satisfy this requirement with a course from their native language.*

Select three hours of philosophy or religion from PHL 10200, PHL 15000, PHL 18000, PHL 18100, PHL 24000; REL 15000, REL 20100, REL 20200.

### **Fine Arts**

*Three credit hours*

Select three credit hours of fine arts from ART 10000, ART 11000, ART 18101, ART 22200, ART 22400; DAN 11000; MUS 15000, MUS 35500, MUS 35600, MUS 35700; TA 10500, TA 11700, TA 31700, TA 33500, TA 33600, TA 33700, TA 37000, TA 38600, or TA 38700.

### **American Government or American History**

*Three credit hours*

Select: Three credit hours from HIS 10500, HIS 10600, HIS 15500; PS 15500, or PS 15600.

### **Culture and Civilization**

*Three credit hours*

Required: HIS 10000

### **Social Sciences**

*Six credit hours (from two different disciplines)*

Select six credit hours from ANT 10000, ANT 11200; CJ 20000; ECON 23010, ECON 23020; PSY 10000, PSY 10100; SOC 10200, SOC 21400, SOC 22000 or SOC 24000.

### **Mathematics\***

*Six to ten credit hours*

Select two mathematics course in college-level mathematics from MTH 12100, MTH 13100, MTH 13400, MTH 13500, MTH 14100, MTH 15100, MTH 15200, MTH 17300, MTH 24100; or PSY 30600.

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

### **Natural Science\***

*Ten to twelve credit hours*

Three natural science courses (at least one of which must be a course with a lab), representing two or three of the following areas: earth science, physical science, or biological science.

#### *Biological Science*

Select courses from ANT 13000; BIO 10000, BIO 10600, BIO 10700, BIO 11000, BIO 11200, BIO 11400, BIO 11500, BIO 12100, BIO 22700, BIO 25100, BIO 25200; HFS 20700; or SCI 21400.

#### *Earth Science*

Select courses from ESC 10000, ESC 10500, ESC 11000, ESC 11100, ESC 12000, ESC 13000, or ESC 13100.

#### *Physical Science*

Select courses from CHM 10000, CHM 10100, CHM 10500, CHM 11100, CHM 23000, CHM 23100, CHM 23200, CHM 24100, CHM 24200; PHY 11100, PHY 11200, PHY 25100 or PHY 25200.

*\*Note: Specific science courses are required for certain programs.*

# Semester Undergraduate Program Descriptions

## Division of Business & Entrepreneurship

### Mission Statement

Set forth below, the mission of the ACBSP (www.acbsp.org) accredited LU Division of Business & Entrepreneurship complements and expands upon the Lindenwood University mission statement. In furtherance of the University's mission, the LU DB&E is committed to

- Providing a comprehensive core curriculum of business subjects.
- Instilling a strong and enduring sense of ethical business practices.
- Providing theoretical tools and analytical skills for lifelong use.
- Developing the student's communication and presentation skills.
- Offering major fields of study to equip students for specialized careers.
- Providing opportunities to supplement classroom education with real world experience.
- Expanding the student's geographical and cultural horizons for success in an increasingly global economy.
- Instilling the entrepreneurial model as an essential component of American free enterprise.
- Fostering the scholarship of teaching, application, integration, and discovery among its students and faculty, as appropriate.

### Graduate Outcomes

LU Division of Business & Entrepreneurship provides instruction, knowledge, and experience in an environment that encourages students to develop motivation and the ethical standards essential to becoming citizens in the global business community. The DB&E expects that its graduates should

- Have the contemporary business competencies of their chosen discipline and the aptitude required for life-long learning and personal development.
- Have the technical, human, and conceptual skills that would contribute to critical analysis, problem solving, operational recommendations, and continuous improvement of dynamic and changing organizations and the ability to professionally communicate those recommendations and improvements.
- Demonstrate the entrepreneurial spirit of being enterprising, resourceful, and productive in their professional lives.
- Be able to act and build upon the foundation of their coursework for the furtherance of their professional careers.

### Degrees Offered

#### *Bachelor of Arts (BA)*

- Business Administration
- Business Administration with emphasis
- Accounting
- Finance
- Human Resource Management
- Marketing
- Sport Management

#### **Business Administration with an Emphasis**

Students pursuing a Bachelor of Arts in Business Administration may also opt to pursue an additional area of emphasis. An emphasis is earned when 12 credit hours of the student's elective coursework (out of the 21 elective credit hours required for a degree in business administration) are completed from within a single business discipline. Emphases are offered in the following business areas:

- Accounting
- Finance
- Human Resource Management
- Management
- Marketing
- Sport management

#### **Minors for Business Majors**

Students of business degrees may pursue a minor beyond their first DB&E major. A minor is earned when the student has completed an additional 12-15 credit hours of coursework in the minor area (as dictated per minor) in addition to completing all degree requirements for the student's first major. Note that each required major course will satisfy the requirements for only one of the student's majors, minors, or emphasis areas. Minors for business students may be earned in one of the following business areas:

- Accounting
- Finance
- Human Resource Management
- Marketing
- Sport management

#### **Minors for Non-Business Majors**

Students pursuing undergraduate majors in fields other than those offered by DB&E may declare a minor in one of the following business areas by completing 21-30 credit hours of coursework (as dictated per minor) in one of the following business areas:

- Accounting
- Business Administration

- Finance
- Human Resource Management
- Marketing
- Sport management

### Selecting a Double Major

Students may pursue a major beyond their first DB&E major. A second major is earned when the student has completed (in addition to the core business courses) all required major courses and elective major courses for the second major. Note that each required major course and elective major course the student completes will satisfy the requirements for only one of the student's declared majors.

### Early Access to the LU-St. Charles 5-Term MBA Program

Full time DB&E students maintaining an undergraduate GPA of 3.0 or higher may take up to nine credit hours at the graduate level during their senior year, taking no more than six graduate credit hours concurrently. Such graduate credit hours will count toward a graduate degree and not toward the bachelor's degree. Students in the early access program must maintain a G.P.A. of 3.0 or higher in all graduate level courses.

*Note: Any student whose enrollment exceeds 18 credit hours per semester (including both graduate and undergraduate courses) will be subject to the University overload fee.*

### Degree and Major Requirements

To earn a bachelor's degree in any business discipline, students must complete the following requirements:

1. GE business courses (9 credit hours, required for all majors)
2. Core business courses (39 credit hours, required for all majors)
3. Required major courses (credit hours vary by major)
4. Elective major courses (credit hours vary by major; courses are selected from among a list of courses available in the major.\*)

*\* Elective courses at or above the 30000 level may require prerequisites.*

### General Education Business Requirements

9 credit hours

To earn a bachelor of arts in a business discipline, students must complete, with a grade of C or better, the following nine credit hours of coursework in fulfillment of the general education requirements:

ECON 23020	Principles of Microeconomics (GE-SocSci)
MTH 14100	Basic Statistics (GE-Math)
One of the following	
MTH courses:	MTH 13100, MTH 15100, MTH 17300

*Note: General education requirements for students pursuing a BA include two cross cultural GE courses, and the requirements for students pursuing a BS include three science GE courses.*

*Refer to the general education requirements section of this catalog for more information.*

### Core Business Courses

39 credit hours

MGMT 16022	Intro to Business and Free Enterprise
ACCT 21010	Principles of Financial Accounting
ACCT 21011	Principles of Managerial Accounting
ECON 23030	Principles of Macroeconomics
MIS 24000	Introduction to Information Systems
MGMT 26032	Principles of Management
MGMT 26061	Business Law I
FIN 32000	Principles of Finance
MRKT 35010	Principles of Marketing
MGMT 36033	Introduction to Management Science
INTL 38000	Global Business and Society
MGMT 46082	Management Policy (Capstone)

Plus one of the HRM courses below

HRM 36510	Human Resource Management
MGMT 36050	Organizational Behavior
HRM 36540	Personnel Law

*Notes: (1) MGMT 16022 Introduction to Business and Free Enterprise is waived if the student has nine or more credit hours in business coursework when entering the program.*

*(2) MGMT 46082 is the capstone course, which is to be taken during the student's last semester of the business program. Note that students pursuing a BA in Sport Management will not take MGMT 46082. Sport Management students will fulfill the capstone requirement with SPMGT 47080.*

*(3) Students pursuing a Bachelor of Arts in Human Resource Management will take all three of these courses.*

### Accounting Degree

75 credit hours

A degree in accounting requires the completion of the following courses:

- Core business and GE business courses (48 credit hours)
- Seven major courses (21 credit hours) listed below:
 

ACCT 31020	Financial Accounting and Reporting I
ACCT 31021	Financial Accounting and Reporting II
ACCT 31040	Accounting Information Systems
ACCT 41022	Financial Accounting and Reporting III
ACCT 41030	Introduction to Cost Accounting
ACCT 41050	Income Tax
ACCT 41080	Auditing
- Two elective major courses (6 credit hours) selected from the following options:
 

ACCT 31090	Special Topics in Accounting
ACCT 41055	Income Tax-Corporate
ACCT 41060	Governmental and Nonprofit Accounting
ACCT 41070	Financial Statement Analysis
ACCT 41090	Special Topics in Accounting
ACCT 41095	Internship
MGMT 36062	Business Law II

### **Minor in Accounting**

*27 credit hours*

Students interested in pursuing a minor in accounting must complete the following courses: ACCT 21010, ACCT 21011, ACCT 31020, ACCT 31040, ACCT 41050, ECON 23020, MIS 24000, and MTH 14100. Students must also complete either ACCT 31021 or ACCT 41030.

### **Emphasis in Accounting**

*12 credit hours*

Students pursuing a Bachelor of Arts in Business Administration may earn an emphasis in accounting by completing 12 of their 21 credit hours of elective coursework in accounting. Emphasis area courses may be selected from among the following options: ACCT 31020, ACCT 31021, ACCT 31040, ACCT 41022, ACCT 41030, ACCT 41050, ACCT 41060, ACCT 41070, or ACCT 41080.

### **Business Administration Degrees**

*72 credit hours*

A degree in business administration requires the completion of the following courses:

- Core business and GE business courses (48 credit hours)
- MGMT 36043 Principles of Operations Management
- Seven elective major courses (21 credit hours), selected from any business course at or above the 30000 level, including no more than one Special Topics or Internship course. (Students pursuing an emphasis area will complete 12 credit hours of elective coursework from within one business discipline.)

### **Minor in Business Administration**

*24 credit hours*

Students from majors outside of the School of Business & Entrepreneurship may earn a minor in business administration by completing the following courses: ACCT 21010, ECON 23020, FIN 32000, HRM 36510, MGMT 26032, MRKT 35010, MGMT 36043, and MTH 14100. Note that prerequisite coursework may be required prior to enrollment in minor courses.

### **Finance Degree**

*72 credit hours*

A degree in finance requires the completion of the following courses:

- Core business and GE business courses (48 credit hours)
- Six required major courses (18 credit hours)

ENTR 47510	Financing Business Ventures
FIN 32010	Corporate Finance I
FIN 32020	Investments I
FIN 32050	Financial Institutions and Markets
FIN 42080	Seminar in Finance
INTL 48020	International Finance

Two elective major courses (6 credit hours) selected from the following options:

ACCT 31020	Financial Accounting and Reporting I
ACCT 31021	Financial Accounting and Reporting II
ACCT 41050	Income Tax
ACCT 41070	Financial Statement Analysis
ECON 33025	Money and Banking
FIN 32030	Consumer Finance
FIN 32035	Retirement Planning
FIN 32036	Estate Planning
FIN 32040	Risk & Insurance
FIN 32090	Special Topics in Finance
FIN 42010	Corporate Finance II
FIN 42020	Investments II
FIN 42090	Special Topics in Finance
FIN 42095	Finance Internship
PS 32000	Public Finance

### **Minor in Finance**

*27 credit hours*

Students interested in pursuing a minor in finance must complete the following courses: ACCT 21010, ECON 23020, ECON 23030, FIN 32000, FIN 32010, FIN 32020, FIN 32050, and MTH 14100. Students must also complete either ENTR 47510 or INTL 48020.

### **Emphasis in Finance**

*12 credit hours*

Students pursuing a Bachelor of Arts in Business Administration may earn an emphasis in finance by completing 12 of their 21 credit hours of elective coursework in finance. Emphasis area courses may be selected from among the following options: FIN 32010, FIN 32020, FIN 32030, FIN 32040, FIN 32050, FIN 42010, FIN 42020, FIN 42080, INTL 48020, or PS 32000.

### **Bachelor of Arts in Human Resource Management**

*72 credit hours*

A Bachelor of Arts in Human Resource Management requires the completion of

- Core business and GE business courses (48 credit hours)
- Seven required major courses (21 credit hours)

MGMT 36050	Organizational Behavior*
HRM 36510	Human Resource Management*
HRM 36520	Labor Relations
HRM 36530	Employee Training and Development
HRM 36540	Personnel Law*
HRM 36550	Compensation and Benefits
HRM 46599	Human Resource Issues (HRM Capstone)

*Note: The human resource management student will take all three of these courses, the credit hours for one of which will be applied to the core business requirement.*

- Two elective major courses (6 credit hours), selected from any business course at or above the 30000 level, including no more than one of the following courses: HRM 36590, HRM 46590, or HRM 46595.

### Minor in Human Resource Management

27 credit hours

Students interested in pursuing a minor in human resource management must complete the following courses: ECON 23020, MGMT 36050, HRM 36510, HRM 36530, HRM 36540, MIS 24000, MGMT 26032 and MTH 14100.

Students must also complete one of the following courses: HRM 26590, HRM 36520, HRM 36550, HRM 390000-39999, or HRM 46590.

### Emphasis in Human Resource Management

12 credit hours

Students pursuing a Bachelor of Arts in Business Administration may earn an emphasis in human resource management by completing 12 of their 21 credit hours of elective coursework in human resource management.

Emphasis area courses may be selected from among the following options: MGMT 36500 (if not taken for core), HRM 36510 (if not taken for core), HRM 36520, HRM 36530, HRM 36540 (if not taken for core), or HRM 36550.

### Marketing Degree

72 credit hours

A degree in marketing requires the completion of the following courses:

- Core business and GE business courses (48 credit hours)
- Five required major courses (15 credit hours)

MRKT 35020	Marketing Information and Research
MRKT 35030	Pricing Strategy and Negotiations
MRKT 35040	Advertising and Promotional Strategy
MRKT 35050	Selling
MRKT 45080	Marketing Management and Planning
- Three elective major courses (9 credit hours) selected from the following options:

INTL 48010	International Marketing
MGMT 36042	Principles of Supply Chain Management
MRKT 35060	Product Management
MRKT 35090	Special Topics in Marketing
MRKT 45060	Marketing Communications
MRKT 45070	Consumer Behavior
MRKT 45090	Special Topics in Marketing
MRTK 45095	Marketing Internship
RTAIL 35530	Retail Buying
RTAIL 35535	Survey of Retail Operations
RTAIL 45540	Retail Merchandising Control
SPMGT 37040	Sport Marketing and Promotion
SPMGT37050	Event Management

### Minor in Marketing

27 credit hours

Students interested in pursuing a minor in marketing must complete the following courses: ACCT 21010, ECON 23020, MGMT 26032, MRKT 35010, MRKT 35020, MRKT 35030, MRKT 35040, MRKT 35050, and MTH 14100.

### Emphasis in Marketing

12 credit hours

Students pursuing a Bachelor of Arts in Business Administration may earn an emphasis in marketing by completing 12 of their 21 credit hours of elective coursework in marketing. Emphasis area courses may be selected from among the following options: INTL 48010, MRKT 35020, MRKT 35030, MRKT 35040, MRKT 35050, MRKT 35060, MRKT 45060, MRKT 45070, or SPMGT 37040.

### Bachelor of Arts in Sport Management

72 credit hours

A Bachelor of Arts in Sport Management requires the completion of the following courses:

- Core business and GE business courses (48 credit hours), with SPMGT 47080 *Sport Management Policy* replacing MGMT 46082 *Management Policy* in the core.
- Five required major courses (15 credit hours)

SPMGT 27020	Orientation to Sport Management
SPMGT 37040	Sport Marketing and Promotion
SPMGT 37050	Event Management
SPMGT 37060	Sport Law
SPMGT 47095	Sport Management Practicum
- Three elective major courses (9 credit hours), selected from among the courses listed below. (Note that no more than two of the three courses may be taken from within the same category.)
  - *Communications*  
COM 11500, COM 15400, COM 23300, COM 30104, COM 30200, COM 30300, COM 30500, or COM 34000.
  - *Economics and Finance*  
ECON 33025, PS 32000, or FIN 32040.
  - *Human Resource Management and Management*  
MGMT 36050 (if not taken for core), HRM 36510 (if not taken for core), HRM 36520, HRM 36530, HRM 36540 (if not taken for core), MGMT 36062, or MGMT 46050.
  - *Marketing and Retail Management*  
MRKT 35020, MRKT 35030, MRKT 35040, MRKT 35050, MRKT 45060, MRKT 45070, or RTAIL 35535.
  - *Physical Education*  
EXS 315000, PE 15000, HFS 16000, HFS 20000, HFS 22000, HFS 30500, HFS 31000, PE 31800, PE 32000, or PE 34900.
  - *Sport Management*  
SPMGT 37090 or SPMGT 47090.

**Minor in Sport Management**

*27 credit hours*

Students interested in pursuing a minor in sport management must complete the following courses: ACCT 21010, ECON 23020, MGMT 26032, MRKT 35010, MTH 14100, SPMGT 27020, SPMGT 37040, SPMGT 37050, and SPMGT 37060.

**Emphasis in Sport Management**

*12 credit hours*

Students pursuing a Bachelor of Arts in Business Administration may earn an emphasis in sport marketing by completing 12 credit hours of elective coursework in sport marketing. Emphasis area courses may be selected from among the following options: SPMGT 27020, SPMGT 37040, SPMGT 37050, and SPMGT 37060.



# Division of Education & Counseling

The Lindenwood University-Belleville Division of Education and Counseling offers the following bachelor's degrees

- Bachelor of Arts in Elementary Education, Grades 1-6
- Bachelor of Arts in Physical Education , K-12

*Note: Students wishing to enter into a graduate program in Education or Counseling should consult the Graduate section of this catalog.*

## Education

The Lindenwood University-Belleville teacher education programs are accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and the Missouri Department of Elementary and Secondary Education (DESE). The School of Education is also a member in good standing with the Teacher Education Accreditation Council.

Successful completion of the Lindenwood University teacher education program qualifies the student for recommendation for teaching certification, issued by the Missouri Department of Elementary and Secondary Education (DESE).

The Missouri Department of Elementary and Secondary Education , Office of Educator Quality, is working with representative stakeholder groups to redesign the standards for educator preparation including certification requirements. These changes and implementation schedule will be communicated to students through individual advising sessions, meetings, and/or other university communications. Students who have questions or concerns, should contact the Director of Educator Preparation in the Office of Educator Quality.

## Application

A student who seeks entrance into the teacher education program typically does so in EDU 10000 Orientation to Educational Experiences. Students who have transferred in credit for EDU 10000 and EDU 11100 may apply to the teacher education program while enrolled in EDU 21501 PRAXIS II -Foliotek Seminar for Teacher Education.

## Admission

Acceptance into the teacher education program is divided into two stages and is the result of action by the Council of Teacher Education (CTE). The council, broadly representative of all schools at the University, considers the student's application to the teacher education program to be in Stage One after the student has completed the following six steps:

1. The student has been accepted to Lindenwood University.

2. The student has completed a majority of general education requirements but not more than 15 hours of education coursework.
3. The teacher candidate has achieved a cumulative minimum GPA of 2.75, a content area coursework GPA of 3.0, and a professional education coursework GPA of 3.0, with a minimum grade of C in all professional education coursework. The student has demonstrated evidence of competency in communications by passing the Lindenwood University Writing Proficiency Exam or ENG 21000.
4. The student has passed a criminal background clearances required by Lindenwood University and the school district (s) for which the teacher candidate is seeking placement.
5. The student has submitted a Disposition Survey to his or her academic advisor/instructor during EDU 10000 and/or EDU 215XX, EDU 21501 for all incoming students for the 2013-14 school year.
6. The student has attained a qualifying score of 235 on all subsections of and composite of the College Basic Academic Subjects Examination (CBASE), administered by the Department of Elementary and Secondary Education and/or other required Missouri Department of Elementary and Secondary assessment requirement.

Stage Two acceptance, required for admittance into student teaching, consists of the following additional requirements:

1. The teacher candidate has obtained a passing score on the PRAXIS II, and/or other required Missouri Department of Elementary and Secondary assessment requirement. The PRAXIS II is the subject area exit assessment (which should be taken 1-2 semesters prior to student teaching in order for scores to be returned to meet the student teaching application deadline). A passing score on the PRAXIS II assessment demonstrates that the teacher candidate has mastered the subject area that he/she will teach.
2. The teacher candidate has achieved a cumulative minimum GPA of 2.75, a content area coursework GPA of 3.0, and a professional education coursework GPA of 3.0, with a minimum grade of C in all professional education coursework,

International students or students who have completed high school outside of the United States are also required to complete coursework in the following areas:

- English composition, two courses, each a minimum of three credit hours
- U.S. history, three credit hours
- U.S. (National) government, three credit hours

*Note: Students in the teacher education program who have taken the suggested coursework before taking the PRAXIS II and do not pass the PRAXIS II can seek assistance from the LU*

*Counseling Center for guidance in test-taking. The Student Counseling Resource Center will advise the Dean for the School of Education of student eligibility for up to 18 additional hours of tuition-free courses in order to further prepare the student for the PRAXIS II. These additional hours do not apply to student teaching. Students also must have followed all proper procedures throughout the program.*

### **Student Teaching Portfolio**

The teacher candidate must complete an impact to student learning project/portfolio approved by the School of Education before a grade for student teaching is recorded. This portfolio is completed according to the standards outlined by the Department of Elementary and Secondary Education (DESE) Missouri Standards for the Preparation of Educators (MoSPE), as specifically outlined in the 9 beginning standards for teacher educators. Additionally, students must successfully demonstrate competency in Lindenwood University School of Education Student Learning Outcomes (SLOs)

### **Certification**

Each state issues its own teaching certificates, based on its own requirements. Upon passing the state-mandated exit assessment and successfully completing the planned degree program, each student applies for certification to teach in Missouri. The student who wishes certification in other states should seek advice from the certification officer in the School of Education concerning requirements in other states.

### **Bachelor of Arts in Elementary Education with Missouri Certification in Elementary Grades 1-6**

*69 credit hours*

Students seeking the Bachelor of Arts in Elementary Education must complete the following courses:

EDU 10000	Orientation to Educational Experiences
EDU 11100	School Observation
EDU 21501	PRAXIS II-Foliotek Seminar for Teacher Education
EDU 24600	Children's Literature
EDU 20200	Psychology of Teaching and Learning
EDU 27600	Methods of Integrating Art, Music, and Movement in Elementary Education
EDU 30500	Elementary Reading Methods
EDU 30600	Elementary/Middle School Language Arts Methods
EDU 31200	Elementary/Middle School Mathematics Methods
EDU 31300	Elementary/Middle School Social Studies Methods
EDU 31900	Elementary/Middle School Science Methods
EDU 32200	Elementary Classroom Teaching and Technology
EDU 34100	Education of the Exceptional Child
EDU 34400	Elementary School Differentiation and Classroom Management
EDU 34500	Childhood Health, Nutrition, & Safety
EDU 38000	Pre-Student Teaching Practicum
EDU 40400	Advanced Measurement and Evaluation
EDU 41000	Student Teaching

*Note: As part of their general education requirements, elementary majors must also take GEO 20100 or GEO 20200, PS 15500 or HIS 15500, MTH13400 and MTH 13500, three*

*credit hours in fine art appreciation or fine arts history, and biology with a lab and a physical or other science with a lab. Students must also complete ECON 23010, ECON 23020, or ECON 23030; however, ECON 23010 is highly encouraged.*

### **Bachelor of Arts in Physical Education with Missouri Certification in Grades K-12**

*42 core credit hours*

Education Course requirements for the K-12 certification in physical education are as follows:

EDU 10000	Orientation to Educational Experiences
EDU 11100	School Observation
EDU 21501	PRAXIS II-Foliotek Seminar for Teacher Education
EDU 20200	Psychology of Teaching and Learning
EDU 30700	Reading in the Content Areas
EDU 32100	Middle/High Classroom Teaching and Technology
EDU 32500	Perceptual Motor Development
EDU 34100	Education of the Exceptional Child
EDU 34300	Middle/High School Differentiation and Classroom Management
EDU 34000	Secondary Methods of Teaching Physical Education
EDU 38000	Pre-Student Teaching Practicum
EDU 40400	Advanced Measurement and Evaluation
EDU 41000	Student Teaching

Content Course requirements for K-12 certification in physical education are as follows:

PE 15000	Foundations of Physical Education
HFS 16000	First Aid/CPR/Sports Injuries
HFS 20000	Health and Nutrition
HFS 20700	Human Anatomy and Physiology
or BIO 22700	Human Anatomy and Physiology I
HFS 22000	Motor Learning and Rhythmic Activity
HFS 30500	Measurement & Evaluation of Physical Education
HFS 31000	Kinesiology of Physical Education
EXS 31500	Physiology of Exercise
PE 31800	Coaching with Character
PE 32000	Psychological and Sociological Aspects of PE
PE 33500	Elementary Methods of Physical Education
PE 33600	Intermediate Methods of Physical Education
HFS 40000	Adapted Physical Education

Plus four credit hours of coursework in Team or Lifetime Sports selected from the following list of courses:

#### *Team Sports*

PE 10000, PE 10100, PE 10200, PE 10300, PE 10400, PE 10500, PE 10600, PE 10700, PE 10800, PE 10900, PE 11000.

#### *Lifetime Sports*

PE 11200, PE 12000, PE 12100, PE 12200, PE 12600, PE 12700, PE 12900, PE 13000, PE 13100, PE 13200, PE 13300, PE 13400, PE 13500, PE 13600, PE 13700, PE 13800, PE 13900, PE 14000, PE 14100, PE 14200, PE 14300, PE 14400, PE 14500, PE 14800, PE 14900, PE 15100, PE 15200, PE 15300, PE 15400, PE 15500, PE 15600, PE 15700, PE 15800, PE 15900, PE 16100, PE 17000, PE 17100, PE 17200, PE 17300, PE 20300, HFS 24000, PE 26200, PE 31800.

Additional course requirements include: BIO 10000, CHM 10000, PSY 10000, and EDU 32500. MTH 14100 recommended.

A minor in Education K-12 must be declared.

## Athletic Training

### Program Description

Lindenwood University- St. Charles offers a Bachelor of Science in Athletic Training. This program is designed to prepare the athletic training students to succeed on the Board of Certification (BOC) certification examination and become Certified Athletic Trainers. The student must complete the required coursework and a minimum of 1210 contact hours with an approved clinical instructor and/or a certified athletic trainer. During the contact hours, the student successfully completes the National Athletic Trainers' Association's Athletic Training Clinical Competencies and Proficiencies; the remaining contact hours will be completed during field experiences in various athletic training settings.

After completing the first two years of coursework at Lindenwood University-Belleville, students will apply to the LU-St. Charles campus in order to complete the remainder of the program requirements to earn a bachelor's degree. Students who are accepted into the LU-St. Charles program can pursue either the Athletic Training degree or the Exercise Science degrees. For more information about these degree programs, please call the Department of Health and Fitness Sciences (636)-949-4683.

The athletic training education program at Lindenwood University is a 3 year rigorous and intense program that places specific requirements and demands on the students enrolled in the program. Each student entering the program is required to have a physical examination performed prior to admittance. Lindenwood University's athletic training education program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE [www.caate.net](http://www.caate.net)).

### Bachelor of Science in Athletic Training

79 credit hours

The Bachelor of Science in Athletic Training requires completion of the following courses:

AT 28000	Introduction to Athletic Training Lab
AT 28300	Clinical Experience I
AT 28500	Introduction to Athletic Training
AT 30100	Therapeutic Exercise and Rehab of Athletic Injuries*
AT 30200	Assessment of Athletic Injuries-Lower Body
AT 30300	Assessment of Athletic Injuries-Upper Body
AT 30400	Therapeutic Modalities
AT 38000	Therapeutic Exercise and Rehab of Athletic Injuries Lab*
AT 38100	Assessment of Athletic Injuries-Lower Body Lab
AT 38200	Assessment of Athletic Injuries-Upper Body Lab
AT 38300	Clinical Experience II
AT 38400	Clinical Experience III
AT 38500	Clinical Experience IV*
AT 38600	Therapeutic Modalities Lab
AT 38700	Football Experience*
AT 42800	Clinical Experience V*
AT 42900	Clinical Experience VI*
AT 43100	Organization and Administration of AT*
AT 43200	Pharmacology*
AT 43300	Pathology of Non-Orthopedic Injuries and Illness*

AT 43600 Pathology of Non-Orthopedic Injuries and Illness Lab\*

AT 43800 Senior Seminar\*

AT 43900 Athletic Training Integrated Experience\*

*\*Course offered only on St. Charles campus*

Additional requirements include: PE 12000, PE 12100, HFS 16000, HFS 20000, HFS 31000, EXS 31500\*, and EXS 31600\*, PE 32000, CHM 10000, BIO 10000, BIO 12100, BIO 22700 or EXS 28000\*, BIO 22800 or EXS 28500\*, PSY 10000, MTH 14100, and one MTH elective numbered 12100 or higher.

*Note: In order to graduate with a degree in athletic training, students must have completed EXS 44000 and must have a minimum 2.50 cumulative GPA.*

See an Athletic Training advisor for further information.

## Exercise Science

### Program Description

Exercise science is a scientific program of study that focuses on the anatomy, physiology, biochemistry, human movement, and applications to exercise and therapeutic rehabilitation. Examples of coursework include instruction in clinical exercise physiology, exercise physiology, biomechanics, fitness assessment and exercise prescription, energy sources and strength and conditioning.

Exercise science prepares qualified professionals for employment in health and fitness centers, hospital-based health and wellness programs, corporate based health and wellness programs, cardiac rehabilitation, strength and conditioning, and allied health areas. Additionally, the program prepares students for advanced study in related fields such as exercise physiology, biomechanics, occupational therapy, physical therapy, physician assistant, medicine and chiropractic medicine.

After completing the first two years of coursework at Lindenwood University-Belleville, students will apply to the St. Charles Campus in order to complete the remainder of the program requirements to earn a Bachelor's degree. Students who accepted at the St. Charles Campus can pursue either the Athletic Training degree or the Exercise Science degrees. For more information about these degree programs, please call (636)-949-4840.

Prospective students must meet the minimum criteria listed below to be considered for admission to the program.

- Admission to Lindenwood University-St. Charles
- Application to program in second year.
- Declaration of exercise science as a major
- C or better in all prerequisites and core content courses
- An overall cumulative minimum GPA of 2.50.

*Note: Students must be within 12 credit hours of graduation to register for internship and must have completed EXS 41000 prior to taking EXS 44000 (Internship).*

## **Bachelor of Science in Exercise Science**

*67-70 credit hours*

The Bachelor of Science in Exercise Science requires completion of the following courses:

BIO 12100	Nutrition
HFS 16000	First Aid/CPR/Sports Injuries
HFS 22000	Motor Learning and Rhythmic Activity
HFS 31000	Kinesiology of Physical Education
PE 32000	Psychological and Sociological Aspects of PE
PE 35600	Theory and Methods of Coaching Weight Training
AT 28500	Introduction to Athletic Training
EXS 25000	Foundations of Sport and Exercise Science
EXS 26000	Concepts of Conditioning
EXS 28000	Applied Anatomy* or BIO 22700 Human Anatomy & Physiology I
EXS 28500	Applied Physiology* or BIO 22800 Human Anatomy & Physiology II
EXS 30000	Sport and Fitness Administration*
EXS 31500	Physiology of Exercise*
EXS 31600	Physiology of Exercise Lab*
EXS 31700	Advanced Exercise Physiology*
EXS 32500	Biomechanics*
EXS 34000	Nutrition for Performance*
EXS 38500	Advanced Strength Training Techniques*
EXS 38900	Exercise Testing*
EXS 41000	Exercise Prescription and Implementation*
EXS 43000	Physical Activity for Specific Populations*
EXS 44000	Internship*

*\*Course offered only on St. Charles campus*

Additional requirements include: CHM 10000, BIO 10000, PSY 10000, MTH 14100 or MTH 24100, and MTH 15100.

See an Exercise Science advisor for further information.

# Division of Humanities

## Acting

### Program Description

The Bachelor of Fine Arts in Acting is designed to prepare students for entry into the professional theatre as a performer. In addition to the courses listed below, students are required to take TA 33600 Survey of Dramatic Literature as one of the literature classes in the general education core. Students in the BFA program are required to attend mandatory assessment meetings with the theatre faculty at the end of each semester. If a student's work is deemed to be deficient, he or she may be put on probationary status in the program or asked to consider another major with the opportunity to re-audition into the program the following semester or academic year. If necessary, it is recommended that full-time students pursuing the Bachelor of Fine Arts work no more than 15 hours per week in outside employment. Students must receive permission from the department to work on a non-departmental production in any capacity.

### Bachelor of Fine Arts in Acting

*65 credit hours*

The Bachelor of Fine Arts in acting requires the following courses:

TA 10100	Acting I
TA 11100	Introduction to Technical Theatre I
TA 20100	Acting II
TA 20400	Stage Voice and Movement
TA 21000	Stage Management
TA 21600	Stage Make-up
TA 30400	Script Analysis
TA 30600	Directing
TA 37000	History of Theatre
TA 48000	Career and Portfolio Seminar
TA 49900	Senior Project

Twelve credit hours of acting studio courses from the following, repeatable courses:

TA 30100	Acting Studio
TA 40100	Advanced Acting Studio

One credit hour from the following options:

TA 10001 and 10002	Rehearsal and Production
TA 20001 and 20002	Rehearsal and Production
TA 30001 and 30002	Rehearsal and Production
TA 40001 and 40002	Rehearsal and Production

Students must also complete the following courses:

COM 15400	Video Production
COM 35400	Advanced Video
DAN 10100	Intro to Dance
DAN 20400	Beginning Jazz I
DAN 20500	Beginning Jazz II
MUS 12400	Class Voice I
MUS 12500	Class Voice II

## Advertising

The vast majority of media industries are fueled by advertising, a business which has as its goal the persuasion of potential clients to purchase products or services. This program teaches the principles and techniques of advertising.

### Bachelor of Arts in Advertising & Public Relations: Corporate Communications

*63 credit hours*

The Bachelor of Arts in Advertising, Public Relations: Corporate Communications requires students to complete the following courses:

PSY 10000	Principles of Psychology
COM 11000	Fundamentals of Oral Communication
COM 13000	Survey of Professional Media
COM 15100	Radio Production
COM 15400	Video Production
COM 20200	Design with Photoshop
COM 23300	Fundamentals of the Internet
COM 24200	Basic Reporting
COM 30200	Seminar of Profession Practices & Ethics
COM 30500	Desktop Publishing
COM 30700	Writing for the Electronic Media
COM 32700	Media Literacy
COM 32800	Fundamentals of Public Relations
COM 33500	Buying and Selling Media
COM 36000	Media Management
COM 36300	Creative Advertising Concepts
COM 40100	Mass Communications Law
COM 42700	Advertising Campaign Management
COM 44200	Copywriting
COM 46000	Mass Communications Theory

An additional three credit hours are also required in activity/experiential coursework and must be selected from one of the applied courses:

COM 3010X	Applied Mass Communications
COM 45000	Communications Internship

## English

The Bachelor of Arts in English prepares students to use language both persuasively and creatively and to read, think, and write critically in any setting. Graduates pursue a variety of professional objectives and career paths, including graduate school in literature and creative writing, law school, teaching at the secondary level, journalism, technical and business writing, copywriting, editing, and proofreading.

### Bachelor of Arts in English: Creative Writing Emphasis

*37 credit hours*

A degree in English with a creative writing emphasis requires the completion of five required courses (15 credit hours):

ENG 21100	Introduction to Creative Writing
ENG 21200	Introduction to Technical and Professional Writing
ENG 31100	Advanced Creative Writing
ENG 35800	Writer's Market

ENG 47000 Seminar in Writing

Three courses (nine credit hours) selected from the following options:

ENG 22100 Introduction to Writing for Performance  
ENG 22200 Introduction to Writing Creative Non-Fiction  
ENG 30200 Advanced Writing and Research  
ENG 32300 Advanced Poetry Writing  
ENG 34000 Advanced Creative Non-Fiction Writing  
ENG 39100 Advanced Fiction Writing  
ENG 45400 Criticism  
COM 30500 Desktop Publishing  
COM 30700 Writing for the Electronic Media  
COM 45000 Communication Internship

One course (three credit hours) selected from the following options:

ENG 31000 Modern Fiction  
ENG 33500 Modern Drama  
ENG 35100 Modern Poetry

Four courses (12 credit hours) of literature electives selected from the following options:

ENG 20000, ENG 21600, ENG 23500, ENG 23600, ENG 24500, ENG 25000, ENG 25600, ENG 27600, ENG 27800, ENG 28000-28099, ENG 30500, ENG 30600, ENG 30900, ENG 31000, ENG 33200, ENG 33300, ENG 33500, ENG 33700, ENG 33800, ENG33900, ENG 34100, ENG 34200, ENG 34300, ENG 34700, ENG 35100, ENG 38000-38099, and ENG 45400.

English majors must take ENG 20100 and ENG 20200 to fulfill their general education literature requirements.

English majors must demonstrate proficiency in one foreign language equivalent to Lindenwood University's Intermediate II level. Students who have experience in a foreign language before they enroll at Lindenwood may have their proficiency tested by the Department of Foreign Languages to determine which courses, if any, they must take to fulfill the requirement.

English majors should take ENG 30200 as soon as possible after completing ENG 17000.

### **Bachelor of Arts in English: Literature Emphasis**

*42 credit hours*

A major in English with an emphasis in literature requires 42 credit hours of coursework through the Department of English in addition to the general education and foreign language requirements listed below.

A degree in English with a literature emphasis requires the completion of eight required courses (24 credit hours):

ENG 30200 Advanced Writing and Research  
ENG 30500 British Literature I  
ENG 30600 British Literature II  
ENG 33300 Shakespeare  
ENG 33700 Survey of American Literature  
ENG 34700 Topics in American Literature  
ENG 40400 History of the English Language  
ENG 45400 Criticism

One course (three credit hours) selected from the following options:

ENG 33200 Chaucer

ENG 33800 Medieval English Literature

One course (three credit hours) selected from the following options:

ENG 33900 Renaissance English Literature  
ENG 34100 Restoration and 18th Century Literature

One course (three credit hours) selected from the following options:

ENG 30900 The English Novel  
ENG 34200 English Romantic Literature  
ENG 34300 Victorian Literature

One course (three credit hours) selected from the following options:

ENG 31000 Modern Fiction  
ENG 33500 Modern Drama  
ENG 35100 Modern Poetry

Two courses (six credit hours) of English electives numbered 20000 and above.

English majors must take ENG 20100 and ENG 20200 to fulfill their general education literature requirements.

English majors must demonstrate proficiency in one foreign language equivalent to Lindenwood University's Intermediate II level. Students who have experience in a foreign language before they enroll at Lindenwood may have their proficiency tested by the Department of Foreign Languages to determine which courses, if any, they must take to fulfill the requirement.

English majors should take ENG 30200 as soon as possible after completing ENG 17000.

### **Minor in English Literature**

*21 credit hours*

A minor in English literature requires the following courses: ENG 33700, (ENG 30500 or ENG 30600), ENG 33300, and 12 credit hours of English electives selected in consultation with an advisor from the English faculty from the following options:

ENG 20100, ENG 20200, ENG 21600, ENG 23500, ENG 23600, ENG 24500, ENG 25000, ENG 25600, ENG 27600, ENG 27800, ENG 28000-28099, ENG 30200, ENG 30500, ENG 30600, ENG 30900, ENG 31000, ENG 33200, ENG 33500, ENG 33700, ENG 33800, ENG 33900, ENG 34100, ENG 34200, ENG 34300, ENG 34700, ENG 38000-38099, ENG 37200, ENG 40400, and ENG 45400.

*Note: At least 6 of these 12 elective hours must be literature courses.*

### **Minor in Creative Writing**

*21 credit hours*

A minor in creative writing requires 21 credit hours of coursework. Required courses include ENG 21100, ENG 21200, ENG 31100, and 12 credit hours of 30000-level English electives chosen from the following list of options: ENG 30200, ENG 30500, ENG 30600, ENG 30900, ENG 31000, ENG 33200, ENG 33300, ENG 33500, ENG 33700, ENG 33800, ENG 33900, ENG 34100, ENG 34200, ENG

34300, ENG 34700, ENG 38000-38099, ENG 37200, ENG 40400, and ENG 45400.

### **Writing Certificate**

A student in any major may obtain a writing certificate by completing 12 credit hours of writing courses beyond basic composition. Required courses for the certificate are ENG 21200, ENG 30200, plus an additional six credit hours selected from the following options: ENG 21100, ENG 31100, ENG 34000, COM 30300, COM 30400, COM 30700, and NPA 37100.

## **Department of English Preparedness**

### **Program Description**

To best serve the needs of the undergraduate international student community, the English Preparedness Program (EPP) provides both English as a second language (ESL) instruction and academic advising to undergraduate international students.

Upon arrival, all international students, regardless of their TOEFL scores, undergo on-site English language evaluation to assess classroom readiness and to assure appropriate placement in English classes. Based on the English language evaluation scores, a student may (1) enter directly into general education courses, (2) enroll in a combination of EPP courses and general education courses, (3) enroll in only EPP courses until the student's language proficiency is such that he or she is prepared to enter general education courses, or (4) apply for admission into the Lindenwood-St. Charles English as a Second Language (ESL) Program, if necessary. This program consists entirely of pre-college courses.

*Note: No international student's schedule will be confirmed until he or she has taken the English language placement exam. Students arriving after the placement exam has been administered must contact the EPP coordinator for information regarding immediate placement testing.*

Non-native English speaking students' placement into English courses depends on the students' placement test scores, writing samples, and previous experience at institutions of higher education in the United States. Students whose placement exam scores indicate a beginning or intermediate English proficiency will be placed in the appropriate EPP courses.\* Students who are placed in only EPP courses should not take any additional coursework other than Freshman Experience. Students who are placed into a combination of EPP and general education or other introductory coursework should take no more than 15 semester hours of coursework. All students who are enrolled in EPP courses will be advised by EPP faculty until they are prepared to be assigned to a content area advisor.

Students whose placement exam scores indicate advanced language proficiency will be placed in general education or other introductory content courses but may still be recommended for placement in EPP 11000 or EPP 15000 if their placement exam scores indicate that they would benefit from English courses with attention to second language

learner issues. (Students whose English proficiency is assessed to be native-like will be recommended for placement in ENG 15000).

Students who place into EPP courses are promoted through the EPP curriculum based on exit exam scores, portfolio reviews, or professor recommendations.

*\*Students whose English language evaluation results indicate a level of English language proficiency below the level necessary for placement into EPP courses may apply for admission into the Lindenwood-St. Charles English as a Second Language (ESL) Program, where they will receive pre-college English language instruction.*

See the course descriptions section of this catalog for a complete description of the EPP courses listed below.

### **EPP 10000, EPP 10100, EPP 10500, EPP 10600, & EPP 12000**

These courses count toward the student's 128 credit hour requirement for graduation but do not fulfill general education requirements.

### **EPP 11000**

Based on English placement scores, this course may be required prior to EPP 15000 or ENG 15000. This course counts toward the student's 128 credit hour requirement for graduation, but does not fulfill the Strategies for University Writing (ENG 15000) general education requirement and is counted as an elective.

### **EPP 15000**

*Equivalent to ENG 15000, with attention to ESL issues*

This course counts toward the student's 128 credit hour requirement for graduation and fulfills the general education Strategies for University Writing (ENG 15000) requirement. This course is equivalent to (not a prerequisite for) ENG 15000. Students receiving a C or better in this course are eligible to take ENG 17000.

## **Interactive Media and Web Design**

### **Program Description**

The interactive media and web design program provides the education necessary for an exciting career in web design and/or interactive media. Students are provided countless opportunities to learn and work with the latest technologies in this continually evolving discipline. LU-Belleville's IMWD program provides a way for each student to combine and hone their artistic abilities with the complex technological skills necessary for success in the industry. Skills necessary to work with audio, video, graphics, typography, animation, and web pages are all tightly integrated into the curriculum; and graduates will be prepared for an entry-level career in the field of multimedia and/or web design. All students majoring in IMWD must complete a portfolio. Faculty advisors will review the specific requirements with students well in advance of their senior year.

## **Bachelor of Arts in Interactive Media and Web Design**

*57 credit hours*

The Bachelor of Arts in Interactive Media and Web Design requires students to complete the following courses:

PSY 10000	Principles of Psychology
CSC 10022	Introduction to Computer Science: Javascript
COM 12300	Media Design Foundations
COM 15400	Video Production
COM 20200	Design with Photoshop
COM 23300	Fundamentals of the Internet
COM 30200	Seminar in Professional Practices and Ethics
COM 30500	Desktop Publishing
COM 33400	Web Design
COM 33600	3D Graphics
COM 33700	Design with Illustrator
COM 33800	Portfolio and Career Foundations
COM 35200	Advanced Audio Production
COM 35700	Intermediate Non-linear Editing
COM 40100	Mass Communications Law
COM 42400	Applications for Mobile Devices
COM 44300	Interactive Web Development
COM 44401	Advanced Interactive Scripting
COM 48400	Capstone Interactive Media and Web Design

Three credit hours are also required in activity/experiential coursework and must be selected from one of the applied areas of either:

COM 30105	Applied Mass Communications IMWD
COM 45000	Communications Internship

## **Minor in Interactive Media and Web Design**

*24 credit hours*

A minor in interactive media and web design requires the following courses:

CSC 10022	Introduction to Computer Science: Javascript
COM 12300	Media Design Foundations
COM 20200	Design with Photoshop
COM 23300	Fundamentals of the Internet
COM 33400	Web Design
COM 33700	Design with Illustrator
COM 44300	Interactive Web Development
COM 44401	Advanced Interactive Scripting

## **Mass Communications**

### **Program Description**

Mass communication is the study of information sharing through mass media.

### **Bachelor of Arts in Mass Communications with Emphasis in Sports Information**

*60 credit hours*

The Bachelor of Arts in Mass Communication with Emphasis in Sports Information requires completion of the following courses:

PSY 10000	Principles of Psychology
COM 11000	Fundamentals of Oral Communication
COM 13000	Survey of Professional Media
COM 15100	Radio Production
COM 15400	Video Production
COM 20200	Design with Photoshop

COM 23300	Fundamentals of the Internet
COM 24200	Basic Reporting
COM 3010X	Applied Mass Communications
COM 30200	Seminar in Professional Practices and Ethics
COM 30500	Desktop Publishing
COM 30700	Writing for Electronic Media
COM 32700	Media Literacy
COM 32800	Fundamentals of Public Relations
COM 33500	Buying and Selling Media
COM 40100	Mass Communications Law
COM 46000	Mass Communications Theory
SPMGT 27020	Orientation to Sport Management
SPMGT 47080	Sports Management Policy

An additional three credit hours are also required in activity/experiential coursework and must be selected from one of the applied areas of either:

COM 3010X	Applied Mass Communications
COM 45000	Communications Internship

## **Minor in Communications**

*27 credit hours*

A minor in communications requires the following courses:

COM 13000	Survey of Professional Media
COM 15400	Video Production
COM 23300	Fundamentals of the Internet
COM 24200	Basic Reporting
COM 30300	Written Communications for Business
COM 32700	Media Literacy

Plus nine hours of communication electives selected from the following options:

COM 15100	Radio Production
COM 25600	Production for Television
COM 30200	Seminar in Professional Practices and Ethics
COM 30700	Writing for Electronic Media
COM 32800	Fundamentals of Public Relations
COM 33500	Buying and Selling Media
COM 35200	Advanced Audio Production
COM 36000	Media Management
COM 40100	Mass Communications Law



# Division of Natural Sciences & Mathematics

## Biology

### Program Description

Many students who elect to major in biology are interested in pursuing careers in health care, such as physician, dentist, physicians' assistant, clinical laboratory scientist, and many others. For these students, the Bachelor of Science in Biology is the best degree choice. It is also the best preparation for students who plan to pursue graduate studies in biology and related fields.

The BS degree also prepares graduates to find employment in testing and research labs in a variety of industry and academic settings and for careers in natural resource management, environmental protection, and habitat restoration

### Bachelor of Science in Biology

77-78 credit hours

The Bachelor of Science in Biology requires the following courses:

BIO 25100	General Biology I (4)
BIO 25200	General Biology II (4)
BIO 28500	Methods and Writing for Biology (1)
BIO 32000	Plant Biology (4)
BIO 32400	Animal Biology (4)
BIO 40400	Cell Biology (4)
BIO 40800	Genetics (4)
BIO 46400	Evolution (3)
BIO 46500	General Ecology (4)
BIO 48500	Biology Seminar (1)
BIO 48600	Senior Synthesis (1)
CHM 23000	General Chemistry 1 (3)
CHM 23100	General Chemistry 2 (3)
CHM 23200	General Chemistry 3 (3)
CHM 24100	General Chemistry 2 Laboratory (1)
CHM 24200	General Chemistry 3 Laboratory (1)
CHM 36100	Organic Chemistry I (4)
CHM 36200	Organic Chemistry II (4)
MTH 17300	Survey Calculus (4)
MTH 24100	Statistics for Natural Science (3)
PHY 25100	Introductory Physics I (4)
PHY 25200	Introductory Physics II (4)

Plus 10 credit hours of biology electives, selected from the following options:

BIO 22700	Human Anatomy and Physiology I (4)
BIO 22800	Human Anatomy and Physiology II (4)
BIO 23000	Microbiology for Health Sciences (4)
BIO 26300	Environmental Policy (3)
BIO 28000	Introduction to Clinical Laboratory Science (3)
BIO 30600	Modern Topics in Biology (3)
BIO 32900	Human Physiology (4)
BIO 33000	Comparative Vertebrate Anatomy and Physiology (4)
BIO 34300	Invertebrate Zoology (4)
BIO 34500	Identification and Taxonomy of the Local Flora (3)
BIO 35100	Field Studies in Taxonomy (3-5)
BIO 35300	Microbiology (4)
BIO 35800	Parasitology (3)

BIO 36200	Advanced Environmental Biology (4)
BIO 36600	Field Biology (3)
BIO 37000	Wetlands Ecology (4)
BIO 38500	Medicinal Chemistry (3)
BIO 40000	Field Research (1-6)
BIO 41300	Immunology (3)
BIO 41700	Molecular Biology (4)
BIO 42200	Biochemistry: Metabolism (4)
BIO 42600	Developmental Biology (4)
BIO 48000	Independent Research (1-6)

### Minor in Biology

36-38 credit hours

The minor in biology requires the following courses:

BIO 25100	General Biology I (4)
BIO 25200	General Biology II (4)
BIO 40400	Cell Biology (4)
BIO 40800	Genetics (4)
BIO 46400	Evolution (3)
or BIO 46500	General Ecology (4)
CHM 23000	General Chemistry 1 (3)
CHM 23100	General Chemistry 2 (3)
CHM 23200	General Chemistry 3 (3)
CHM 24100	General Chemistry 2 Laboratory (1)
CHM 24200	General Chemistry 3 Laboratory (1)
MTH 24100	Statistics for Natural Science (3)

Plus three credit hours of BIO courses at or above the 30000 level.

### Pre-Professional Studies in Health Sciences

At Lindenwood, pre-professional studies in the health sciences include pre-medicine, pre-nursing, pre-veterinary medicine, pre-dentistry, and pre-optometry programs, all of which are designed to specifically meet professional school requirements and prepare students to take mandatory entrance exams. More than ever before, health professions schools are placing value on personal characteristics, including intellectual curiosity and a sense of altruism in the selection of successful applicants. Nevertheless, performance on the entrance exams, cumulative undergraduate GPA, science and math GPA along with experience (work related or voluntary) in the desired field are still important criteria in obtaining admission into the desired health profession. Some factors which bear serious consideration by the student prior to his/her decision to enter any of the professional studies are personal motivation, realistic assessment of the demands of clinical training and practice, and working with the ill and infirm.

Students should also realize that admission into health professions schools is highly competitive. With regard to undergraduate curriculum, specific course requirements may vary among medical/veterinary/dental/optometry schools, but all schools realize the value of a broad education, with demonstrated ability in the sciences, well-developed verbal and written communication skills, and a background in the humanities and social sciences. To perform above the national norms, students should finish

certain courses before appearing for the entrance exam in their chosen profession.

Students should review the coursework-related information on specific schools in the admissions requirements books that are published annually in the various disciplines by the professional associations.

### **Pre-Medicine/Pre-Dentistry/Pre-Optometry/Pre-Veterinary Medicine**

The majority of the health professions schools expect the student to have successfully completed the following courses, preferably at a four-year college or university:

General Chemistry with lab: 2 semesters

General Biology with lab: 2 semesters

Physics: 2 semesters

Organic Chemistry: 2 semesters

English: 2 semesters

Students must also complete an entrance test (MCAT, GRE, DAT or OAT).

Many health professions schools require or strongly recommend other courses such as biochemistry, cell/molecular biology, genetics, microbiology, statistics, calculus, humanities, fine arts, and social science. Students who want to prepare themselves for admission to one of these professional programs should meet with a Biology advisor before planning their first semester schedule.

### **Pre-Nursing**

#### **Program Description**

*56 Credit Hours*

Lindenwood University maintains an articulation agreement with Barnes-Jewish College Goldfarb School of Nursing (BJCoN) in St. Louis. Students pursue a two year course of study at Lindenwood and then transfer to BJCoN for two years of work leading to the BSN degree. The following courses are to be taken by Lindenwood students who intend to participate in this program:

BIO 10000	Concepts in Biology (4)
BIO 12100	Nutrition (3)
BIO 22700	Human Anatomy & Physiology I (4)
BIO 22800	Human Anatomy & Physiology II (4)
BIO 23000	Microbiology for Health Sciences (4)
CHM 10000	Concepts in Chemistry (4)
ENG 15000	Strategies for University Writing (3)
ENG 17000	Research and Argumentation (3)
MTH 14100	Basic Statistics (3)
MTH 15100	College Algebra (3)
PSY 10000	Principles of Psychology (3)
PSY 20500	Human Development (3)
SOC 10200	Basic Concepts in Sociology (3)

Plus four additional courses to be selected from areas specified in the articulation agreement. A similar schedule of coursework will prepare students to enter other BSN programs as well. Students interested in participating in the pre-nursing program should meet with a pre-nursing advisor before planning their first semester schedule.

# Division of Social & Behavioral Sciences

## Criminal Justice

### Program Description

The criminal justice degree prepares students to enter the work force with a generalist degree or with a specified emphasis area in criminal justice. The Department of Criminal Justice offers the Bachelor of Arts along with the following emphasis areas:

- Bachelor of Arts in Criminal Justice (no emphasis area)
- Bachelor of Arts in Criminal Justice, legal studies emphasis
- Bachelor of Arts in Criminal Justice, corrections/juvenile emphasis
- Bachelor of Arts in Criminal Justice, corrections/probation and parole emphasis
- Bachelor of Arts in Criminal Justice, law enforcement emphasis

All of the above degrees require completion of the criminal justice core courses listed below. Majors with no emphasis area must complete the criminal justice elective courses shown below. Students who are completing the Bachelor of Arts in Criminal Justice with an emphasis area must complete the indicated courses listed within the particular area of emphasis selected.

### Bachelor of Arts in Criminal Justice

*48-54 credit hours*

### Core Requirements

*36 credit hours*

All students seeking the Bachelor of Arts in Criminal Justice must successfully complete the following core courses: CJ 11000, CJ 20000, CJ 30000, CJ 30100, CJ 30500, CJ 31000, CJ 31100, CJ 31500, CJ 32000, CJ 33100, CJ 35500 and CJ 44000.

### Criminal Justice Major Electives

*12 credit hours*

Students seeking the criminal justice degree without an emphasis area must complete the CJ core requirements and 12 credit hours of electives selected from the following: ACCT 21010, MGMT 26032, CJ 22500, CJ 24000, CJ 32100, CJ 34000, PSY 20800, PSY 30300, SOC 22000, SOC 31500, and SOC 31800.

### Corrections/Juvenile Emphasis

*18 credit hours*

Students seeking the criminal justice degree with an emphasis in corrections/juvenile are required to complete the CJ core requirements and 18 credit hours from the following: CJ 20500, CJ 22500, CJ 45000, PSY 20800, PSY 30300, PSY 31300, SOC 21400, SOC 22000, and SOC 31500.

### Corrections/Probation and Parole Emphasis

*18 credit hours*

Students seeking the criminal justice degree with an emphasis in corrections/probation and parole are required to complete the CJ core requirements and 18 credit hours from the following:

CJ 20500, CJ 22500, CJ 24000, CJ 34000, CJ 45000, PSY 30300, and SOC 31500.

### Law Enforcement Emphasis

*18 credit hours*

Students seeking the criminal justice degree with an emphasis in law enforcement are required to complete the CJ core requirements and 18 credit hours from the following: ART 18100, MIS 14000, CJ 22500, CJ 24000, CJ 32100, CJ 34000, CJ 45000, SPA 10100, SPA 10200, PSY 30300, and SOC 31500, SOC 32200.

### Legal Studies Emphasis

*18 credit hours*

Students seeking the criminal justice degree with an emphasis in legal studies are required to complete the CJ core requirements and 18 credit hours of coursework from the following:

MGMT 26061, MGMT 36062, CJ 22500, CJ 24000, CJ 32100, CJ 34000, CJ 45000, PS 15600, and PSY 23100.

### Minor In Criminal Justice

*24 credit hours*

Students may earn a criminal justice minor by completing the following courses: CJ 11000, CJ 20000, , CJ 31000, CJ 31500 and twelve credit hours from the following: CJ 30000, CJ 30100, CJ 30500, CJ 31100, CJ 32000, CJ 33100, and CJ 34000.

## Psychology

### Program Description

The Bachelor of Arts in Psychology is a general liberal arts degree that prepares graduates for lifelong learning. Features of the major include exposure to and practice in problem solving skills, critical thinking skills, information-gathering and synthesis skills, interpersonal and intrapersonal skills, and skills in research and statistical reasoning. The field's knowledge base regarding human behavior is pertinent to virtually all careers that entail dealing with people. Students with a bachelor's degree in psychology commonly enter careers in the fields of human services, business, human resources, education, and criminal justice. Psychology majors sometimes pursue graduate study in a variety of fields, including counseling, psychology, social work, law, healthcare, business, and education. Lindenwood University offers both a Bachelor of Arts in Psychology and a minor in psychology. Course requirements are given below.

## **Bachelor of Arts in Psychology**

*45 credit hours*

The Bachelor of Arts in Psychology requires the following core courses:

PSY 10000	Principles of Psychology (3)
PSY 30300	Abnormal Psychology (3)
PSY 30400	Basic Research Methods (3)
PSY 30600	Behavioral Science Statistics (3)
PSY 48500	Senior Seminar (3)
MTH 14100	Basic Statistics (3)
or MTH 24100	Statistics for Natural Science (3)

Plus six credit hours in clinical psychology courses selected from among the following options:

PSY 22000	Health Psychology (3)
PSY 30900	Personality (3)
PSY 31100	Behavior Modification (3)
PSY 32400	Psychological Testing (3)
PSY 34100	Psychotherapy (3)
PSY 36500	Human Sexuality (3)

Plus six credit hours in experimental psychology courses selected from among the following options:

PSY 32500	Behavioral Neuroscience (3)
PSY 33000	Psychology of Learning and Memory (3)
PSY 33100	Cognitive Psychology (3)
PSY 33200	Psychology of Motivation and Emotion (3)
PSY 33400	Social Psychology (3)

Plus six credit hours in developmental psychology courses selected from among the following options:

PSY 20500	Human Development (3)
PSY 20800	Child Psychology (3)
PSY 21000	Psychology of Parenting (3)
PSY 31200	Psychology of Aging (3)
PSY 31300	Psychology of Adolescence (3)

Plus six credit hours in general psychology courses selected from among the following options:

PSY 23100	Critical and Creative Thinking (3)
PSY 23500	Psychology of Grief (3)
PSY 30800	Psychology of Women (3)
PSY 40400	Advanced Research Methods (4)
PSY 45000	Psychology Practicum (3)
PSY 48000	Independent Research (1-6)
PSY 48300	Senior Thesis (4)

## **Minor in Psychology**

*21 credit hours*

The minor in psychology requires the completion of the following courses:

PSY 10000	Principles of Psychology (3)
PSY 30300	Abnormal Psychology (3)
MTH 14100	Basic Statistics (3)
or MTH 24100	Statistics for Natural Science (3)

Plus three credit hours in clinical psychology courses, selected from among the following options:

PSY 22000	Health Psychology (3)
PSY 30900	Personality (3)
PSY 31100	Behavior Modification (3)
PSY 32400	Psychological Testing (3)
PSY 34100	Psychotherapy (3)

PSY 36500	Human Sexuality (3)
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Plus three credit hours in experimental psychology courses, selected from among the following options:

PSY 32500	Behavioral Neuroscience (3)
PSY 33000	Psychology of Learning and Memory (3)
PSY 33100	Cognitive Psychology (3)
PSY 33200	Psychology of Motivation and Emotion (3)
PSY 33400	Social Psychology (3)

Plus three credit hours in developmental psychology courses, selected from among the following options:

PSY 20500	Human Development (3)
PSY 20800	Child Psychology (3)
PSY 21000	Psychology of Parenting (3)
PSY 31200	Psychology of Aging (3)
PSY 31300	Psychology of Adolescence (3)

Plus three credit hours in general psychology courses selected from among the following options:

PSY 23100	Critical and Creative Thinking (3)
PSY 23500	Psychology of Grief (3)
PSY 29XXX	Special Topics in Psychology (3)
PSY 39XXX	Special Topics in Psychology (3)
PSY 30800	Psychology of Women (3)
PSY 40400	Advanced Research Methods (4)
PSY 45000	Psychology Practicum (3)
PSY 48000	Independent Research (1-6)
PSY 48300	Senior Thesis (4)

## **U.S. Air Force ROTC (AES) - Aerospace Studies**

### **Program Description**

This program is offered in conjunction with St. Louis University. The program description is taken directly from their catalog, accessed Aug 24, 2012:

The Aerospace Studies program (AFROTC) is divided into two parts; The General Military Courses (GMC) is the freshman/sophomore level curriculum, and the Professional Officer Course (POC) is the junior/senior level curriculum. The GMC covers two main themes: The Air Force Today and The History of Aerospace. The courses of the POC emphasize the professional development of the future Air Force Officer. The curriculum covers Air Force Leadership and Management and Preparation for Active Duty. Field trips to Air Force bases supplement classroom instructions and familiarize the cadet with Air Force operations and organizations.

In addition to the classroom time, each student must participate in a two-hour Leadership laboratory per week throughout the student's enrollment in the AFROTC. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. The first two year of the leadership Laboratory includes a study of Air Force customs and courtesies, drill and ceremonies, issuing military commands, instructing, directing,

and evaluation the preceding skills, studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers. The last two years of Lab consist of activities classified as advanced leadership experiences. They involve the planning and controlling of military activities of the cadet corps, the preparation and presentation of briefings and the other oral and written communications as well as receiving guidance and information which will increase the understanding, motivation, and performance of other cadets.

Field Training (FT): All Cadets must be selected and must complete four weeks of Field Training during the summer between their sophomore and junior year.

Federal scholarships are available for AFROTC cadets – any academic major may apply. For HS seniors, applications must be made online at the AFROTC.com website. For college students who are already enrolled in the AFROTC program, scholarships may be available for students who meet the academic and physical fitness requirements.

Participation in AFROTC is not required to take Aerospace courses. For more information, please call (314) 977-8227 or 1-888-423-7682.”

## **US Army Reserve Officers’ Training Corps (ROTC)**

### **Program Description**

Lindenwood University has an agreement with Washington University that makes the Army ROTC Basic courses available to qualified Lindenwood students. This program enables students to earn appointment as commissioned officers in the United States Army. Students interested in pursuing this opportunity should consult with the Lindenwood ROTC advisor.

The ROTC program requires the following courses: MS 10100, MS 10200, MS 20100, MS 20200, MS 30100, MS 30200, MS 40100, MS 40200, and MS 45000.

Note: Students must complete these courses in numerical order. Students must be contracted to go into MS 30000 and 40000 level courses. Students must also have completed U.S. basic training or complete the lower level MS courses in order to be contracted.

# Semester Undergraduate Course Descriptions

Note: Courses are listed alphabetically by department prefix.

Courses that can fulfill General Education requirements include a designation in their course descriptions indicating the GE category the course can fulfill. The list of such designations and their meaning are listed in the table below.	
GE-Eng – Satisfies the GE English Composition requirement	GE-CrsClt – Satisfies the GE Cross Cultural requirement
GE-Comm – Satisfies the GE Communications requirement	GE-ForLang – Satisfies the GE Foreign Language requirement
GE-Lit – Satisfies the GE English Literature requirement	GE-SocSci – Satisfies the GE Social Science requirement
GE-Phl-Rel – Satisfies the GE Philosophy/Religion requirement	GE-BioSci – Satisfies the GE Biological Science requirement
GE-Fine Art – Satisfies the GE Fine Art requirement	GE-EarthSci – Satisfies the GE Earth Science requirement
GE-AmGovHis – Satisfies the GE American Government/History Requirement	GE-PhysSci – Satisfies the GE Physical Science requirement
GE-WHis – Satisfies the GE World History requirement	GE-Math – Satisfies the GE Mathematics requirement
<i>Note: Some courses can fulfill two different GE Requirements. However no student can use a single course can fulfill two different requirements.</i>	

## Accounting

**ACCT 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. Prerequisite: Sophomore standing or a grade of C or better in MTH 14100 or MTH 13100 or higher.

**ACCT 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. Prerequisite: a C or better in ACCT 21010.

**ACCT 31012 Accounting Cycle Analyses (3)** This course focuses on the technical aspects of the accounting cycle. Students will process transactions utilizing both a manual accounting system and a popular electronic software package. All aspects of the accounting cycle will be addressed including transaction entry, financial statement presentation, and closing entries. The course is intended for accounting majors or anyone desiring a thorough understanding of the accounting cycle. Prerequisites: a C or better in ACCT 21010 and MIS 24000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 31020 Financial Accounting and Reporting I (3)** This course examines the development, application, and importance of accounting standards, principles, and conventions, including US GAAP and IFRS variances. Problems of balance sheet valuations and their impact upon income statements for receivables, inventory, and assets will be covered in detail. Prerequisite: a C or better in ACCT 21011. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 31021 Financial Accounting and Reporting II (3)** This course is a continuation of ACCT 31020 and will focus on financial instruments and liabilities. Effects of judgment and opinion on the “fairness” of statement presentation will be studied. Prerequisite: a C or better in ACCT 31020. Also

required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 31040 Accounting Information Systems (3)** This course explores the role information managers play in the development and use of event-driven information systems. Topics discussed will include the use of modeling to determine value-added activities within an organization, the identification of risks and corresponding controls developed by an organization, and the design of an integrated relational database to support the information processes of the organization. Lab fee may be required. Prerequisites: a C or better in ACCT 21011 and MIS 24000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 31091 Directed Studies in Accounting (3)** An independent structured learning experience will be developed to ensure student’s knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41022 Financial Accounting and Reporting III (3)** This course focuses on specialized issues in advanced financial accounting. Topics to be covered include consolidations, mergers, and partnership liquidations. Prerequisite: a C or better in ACCT 31021. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41030 Introduction to Cost Accounting (3)** This course explores the concepts of cost determination, reporting, and control applied to manufacturing operations with an emphasis placed on job order and process cost accounting systems. Prerequisite: a C or better in ACCT 21011. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41031 Managerial Accounting (3)** This course investigates the development and use of accounting information for decision making purposes. The course will emphasize the development of financial information for management’s use in the decision making process. Topics will include internal reporting techniques, cost-volume-profit analysis, relevant cost,

capital budgeting, and management planning and control. Prerequisite: a C or better in ACCT 21011. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41050 Income Tax (3)** This course introduces students to the conceptual framework of federal and state income tax as applicable to businesses and individuals with an emphasis on determining and controlling the tax consequences of business and personal decisions. Compliance will be addressed but the emphasis will be on planning and concepts. Prerequisites: a C or better in ACCT 21011 and FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41055 Income Tax-Corporate (3)** Analysis of the Federal Tax Code as it relates to corporations, partnerships, estates, and trusts will be discussed. Prerequisite: a C or better in ACCT 41050. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41060 Governmental and Nonprofit Accounting (3)** This course introduces students to the concept of accounting and financial reporting for federal, state, and local government and for nonprofit organizations. Lab fee may be required. Prerequisite: a C or better in ACCT 31020. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41065 Introduction to International Accounting (3)** In this course, the student examines aspects of accounting operations within a multinational corporate environment. Key topics of analysis include foreign exchange exposure; translation of foreign-denominated financial statements; consolidated financial statements; transfer pricing; Foreign Corrupt Practices Act; and related tax and regulatory issues. Comparison of U.S. and foreign practices in areas such as financial standards and reporting, auditing, and performance measurements is examined. Prerequisites: C or better in ACCT 31021 Financial Accounting and Reporting II. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41070 Financial Statement Analysis (3)** This course explores profitability and risk analysis based on economic characteristics of a firm's business, the strategy a firm uses to compete in its industry, and an understanding of financial statements. Case studies are utilized to apply the tool of financial statement analysis to real companies in a variety of industries. Prerequisite: a grade of C or better in ACCT 31020 or FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41080 Auditing (3)** This course is designed to help students understand the nature of auditing with an emphasis on techniques and issues as applied by Certified Public Accountants. Professional standards, Generally Accepted Auditing Standards, legal liabilities of auditors, and specific auditing techniques will be explored. Prerequisite: a C or better in ACCT 31021. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41091 Directed Studies in Accounting (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ACCT 41095 Internship (1-9)** The Internship Program is designed to expose the student to a variety of practical business environments. This exposure will permit the student to observe and experience firsthand how businesses function in today's society. Prerequisite: permission of advisor, dean, and internship coordinator. Junior standing and a cumulative GPA of at least 3.0 are required. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## Aerospace Studies (Air Force ROTC)

**AES 10100 The Foundations of the United States Air Force (2)** A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, professionalism, military courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences. Classroom activity, two hours per week; Leadership Laboratory two hours per week.

**AES 10200 The Air Force Today (2)** A continuation of AES 10100, this course extends students' understanding of the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership, military customs, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences. Classroom activity, two hours per week; Leadership Laboratory two hours per week.

**AES11000 Leadership Laboratory I (0)** This course is taken in conjunction with AES 11200. It is a laboratory that addresses topics associated with the United States Air Force such as physical fitness and health.

**AES11200 Leadership Laboratory II (0)** This course is taken in conjunction with AES11200. It is a laboratory that addresses topics associated with the United States Air Force such as drill and ceremonies for officers.

**AES 20100 The Evolution of USAF Air and Space Power (2)** A survey course concerned with the beginnings of manned flight and the development of aerospace power in the United States, including the employment of air power in WWI, WWII, Korea, Vietnam, the Gulf War and the peaceful employment of U.S. air power in civic actions, and scientific missions. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with their first opportunity for applied leadership experiences and prepares them for Field Training.

**AES 20200 The Air Force Way (2)** A survey course concerned with the beginnings of manned flight and the development of aerospace power in the United States, including the employment of air power in WWI, WWII, Korea, Vietnam, the Gulf War and the peaceful employment of U.S. air power in civic actions, and support of space exploration. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with their first opportunity for applied leadership experiences and prepares them for Field Training.

**AES 30100 Air Force Leadership and Management I (3)** This course is a study in the anatomy of leadership, the need for quality and management leadership, and the role of discipline in leadership situations. Case studies are used to examine Air Force leadership and management situations as a means of

demonstrating and exercising practical application of the concepts. Cadets deal with actual problems and complete projects associated with planning and managing the Leadership Laboratory. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving cadets opportunities to apply leadership and management principles of this course.

### **AES 30200 Air Force Leadership and Management II (3)**

This course is a study in the anatomy of leadership, the need for quality and management leadership, and the variables affecting leadership. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts. Cadets deal with actual problems and complete projects associated with planning and managing the Leadership Laboratory. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving cadets opportunities to apply leadership and management principles of this course.

### **AES 40100 National Security Affairs and Preparation for Active Duty I (3)**

Cadets learn about the role of the professional military leader in a democratic society; societal attitudes toward the armed forces; the impact of technological and international developments on strategic preparedness and the overall policy-making process; and military law. In addition, cadets will study topics that will prepare them for their first active-duty assignment as officers in the Air Force. A mandatory Leadership Laboratory complements this course. Leadership Laboratory provides advanced leadership experiences and gives cadets opportunities to develop and apply fundamental leadership and management skills while planning and conducting corps activities.

### **AES 40200 National Security Affairs and Preparation for Active Duty II (3)**

Cadets learn about the role of the professional military leader in a democratic society; the requisites for maintaining adequate national defense structure; the impact of technological and international developments on strategic preparedness and the overall policy-making process; and military law. In addition, cadets will study topics that will prepare them for their first active-duty assignment as officers in the Air Force. A mandatory Leadership Laboratory complements this course. Leadership Laboratory provides advanced leadership experiences and gives cadets opportunities to develop and apply fundamental leadership and management skills while planning and conducting corps activities.

## **Anthropology**

### **ANT 10000 Introduction to Anthropology (3) (GE-SocSci/CrsClc)**

This course will introduce students to all four major subfields of Anthropology: Cultural, Biological, Archaeology, and Linguistics. Students will learn the basic goals, methods, and theories of each of these subfields, and briefly explore career options in each. This course is designed for non-majors or those interested in the possibility of majoring.

### **ANT 11200 Cultural Anthropology (3) (GE-SocSci/CrsClc)**

Students are introduced to the various fields within anthropology with a focus on the study of different forms of societies. The course includes such topics as culture, language, and the impact of globalization on societies.

**ANT 13000 Biological Anthropology (3) (GE-BioSci)** This course provides an introduction to the anthropological subfield of Biological Anthropology. Students will learn about the

biological evolution of humans and current human variation through fossil and genetic studies of primate and human populations. Forensic Anthropology will be introduced in terms of its implications for modern day social and political events. An introduction to the archaeology of early human cultures of the world is included.

### **ANT 21000 Native North American Indians (3) (GE-CrsClc)**

This course offers a broad survey of the archaeology, traditional cultures, and the current conditions and perceptions of the Native American Indian populations of North America.

Prerequisite: ANT 11200 or SOC 10200 or HIS 10500.

### **ANT 31800 Race and Ethnicity: A Global Perspective (3)**

**(GE-CrsClc)** This course focuses on patterns of race and ethnic relations throughout the world. Selected issues in contemporary race and ethnic relations in American society are examined.

Cross Listed with SOC 31800. Prerequisite: ANT 11200 or SOC 10200 and JR standing.

## **Art**

### **ART 10000 Fundamentals of Drawing and Design (3) (GE-FineArt)**

This general education course is specifically designed for non-Art majors and focuses on the skills required for communicating through 2-dimensional images. Drawing issues such as Space, Linear Perspective, Value, Texture and Scale are investigated along with Design issues including Unity, Emphasis, Balance, Repetition, and Shape. Demonstration of skills will be accomplished in and out of class through drawings and other studio projects.

### **ART 11000 Concepts in Visual Arts (3) (GE-FineArt)**

A course for non-arts majors, this class presents an introduction to artistic media, historical periods and artistic movements, and the roles of the artist and the viewer in its interpretation. Students learn to look at objects of art and, through an informed perspective, to appreciate the cultural value such objects hold in society with the goal of engendering an interest, appreciation and understanding of the fundamental elements of style and aesthetic development in the visual arts.

### **ART 18101 Digital Photography I (GE-FineArt) (3)**

An introduction to digital photography and photoshop. Basic camera and composition skills are covered, along with an historical overview, software options and techniques. Students are required to have a digital camera of minimum 6 mp and a flash drive. Studio fee.

### **ART 22200 History of Western Art to 1300 (3) (GE-FineArt/CrsClc)**

This course is an historical survey of Western art and architecture from Prehistoric times to the end of the Middle Ages in 1300 with an emphasis on the relationship between art, society, culture, religion, and politics. Major works of art and architecture will be discussed from the Ancient Near East, Egypt, Greece-Rome, and finally the Middle Ages. This course is open to all students. It is required for every art major.

### **ART 22400 History of Western Art from 1300 (3) (GE Fine Art/CrsClc)**

This course is an historical survey of Western art and architecture from the Renaissance to the present with an emphasis on the relationship between art, society, culture, religion, and politics. Major works of art and architecture will be discussed as a survey of major artistic movements from the fourteenth to the late twentieth century across Europe and America. This course is open to all students. It is required for every art major.



## Athletic Training

**AT 22100 Medical Terminology (3)** This course is designed to educate the student in medical terminology in preparation for a career in the health care field. Upon completion of the course, students will have a solid foundation in anatomical and medical terminology with the skills necessary to utilize medical terminology with a large vocabulary, including knowledge of prefixes, suffixes, and abbreviations. Lab fee required.

**AT 22200 Introduction to Ergonomics (3)** This course is designed to provide the student with the knowledge and skills to identify ergonomic issues in the home, school, and workplace that can cause musculoskeletal disorders and repetitive strain injuries.

**AT 28000 Introduction to Athletic Training Lab (1)** This course is designed to develop taping skills of both upper and lower extremity, and introduce students to first aid and basic wound care, splinting and bandaging, crutch fitting and therapeutic modalities. Taken with AT 28500. Lab fee applies.

**AT 28300 Clinical Experience I (3)** This is an introductory course in athletic training with emphasis on what it takes to become an athletic trainer. The student, under the direct supervision of a Staff Certified Athletic Trainer, will complete 165 hours of game and practice observation and athletic training room responsibilities as part of the pre-requisites for the Athletic Training Education Program (ATEP). This clinical experience must be completed prior to formal admission into the ATEP. Lab fee required.

**AT 28500 Introduction to Athletic Training (3)** This is an introduction course in athletic training with emphasis on current practices in Athletic Training and Sports Medicine. The course will concentrate on techniques used in prevention, treatment, and recognition of injuries. Not open to students with credit in HFS 20400.

**AT 30200 Assessment of Athletic Injuries-Lower Body (3)** This course will study the mechanism of injuries and specific orthopedic evaluation to determine injury pathology found in lower body injuries in athletics. Mechanism of injury, history, observation and palpation of injuries, range of motion, strength testing, and special testing will all be covered. Taken in conjunction with AT 38100. Prerequisite: Acceptance into Athletic Training Education Program.

**AT 30300 Assessment of Athletic Injuries-Upper Body (3)** This course will study the mechanism of injuries and specific orthopedic evaluation to determine injury pathology found in upper body injuries in athletics. Mechanism of injury, history, observation and palpation of injuries, range of motion, strength testing, and special testing will be covered. Taken in conjunction with AT 38200 Prerequisite: AT 30200, AT 38100.

**AT 30400 Therapeutic Modalities (3)** This class includes review of physiological and psychological responses to injury and the theory and application of hydrotherapy, electrotherapy, thermotherapy, cryotherapy, and manual and mechanical techniques for the prevention and care of athletic injuries. The knowledge and implementation of treatment protocol will also be challenged. Taken in conjunction with AT 38600. Prerequisites: AT 30200, AT 38100.

**AT 38100 Assessment of Athletic Injuries-Lower Body Lab (2)** This course is designed to apply the clinical skills of taking a history, observation and palpation, and measuring range of motion, strength, and special tests of the lower body. Taken in conjunction with AT 30200. Lab fee required.

**AT 38200 Assessment of Athletic Injuries-Upper Body Lab (2)** This course is designed to apply the clinical skills of taking a history, observation and palpation, and measuring range of motion, strength, and special tests of the upper body. Taken in conjunction with AT 30300. Lab fee required.

**AT 38300 Clinical Experience II (3)** This course is designed to assist students in becoming proficient in various taping/bandaging techniques commonly used in the athletic training profession. Students will further their knowledge of taping techniques for both upper and lower extremities and will develop proficiency in first aid and wound care, splinting, bandaging, crutch fitting, and administering therapeutic modalities. Students will be assigned a clinical rotation with an athletic team to complete 165 hours and all necessary competencies and proficiencies under the supervision of an Approved Clinical Instructor. Lab fee required. Prerequisites: Good academic and clinical standing within the Athletic Training Education Program. Completion of AT 28000, AT 28300, AT 28500, and HFS 16000 with a C or better.

**AT 38400 Clinical Experience III (3)** This course is designed to expose the student to experiences common in the field of practice as athletic training professionals. The course will provide an opportunity to the student to demonstrate clinical proficiency in the areas of injury prevention, assessment, and management for pathologies of the lower body. Students will be assigned a clinical rotation with an athletic team to complete 165 hours and all necessary competencies and proficiencies under the supervision of an Approved Clinical Instructor. Lab fee required. Prerequisites: good academic and clinical standing within the Athletic Training Education Program. Completion of AT 30200, AT 38100, and AT 38300 with a C or better.

**AT 38600 Therapeutic Modalities Lab (1)** This course is designed to identify how to utilize therapeutic modalities most effectively in order to prepare the athletes for a quick and safe return to their sport. Therapeutic modalities covered in lab consist of cryotherapy, thermotherapy, electrical stimulation, ultrasound, diathermy, massage, and cold laser therapies. This course is taken in conjunction with AT 30400. Prerequisites: AT 30200, AT 38100. Lab fee required.

## Biology

**BIO 10000 Concepts in Biology (4) (GE-BioSci)** This course examines mechanisms of evolution, cellular biology, genetics, and ecology with emphasis on scientific methods, historical developments, current applications, and ethical issues. Laboratory activities reinforce classroom learning. Lab fee required.

**BIO 10600 Modern Topics in Biology (3) (GE-BioSci)** This course is designed for non-majors. Topics of current interest in biological research are discussed by students and faculty. Various areas of biology will be selected on a rotational basis.

**BIO 10700 Human Biology (3) (GE-BioSci)** This course studies human physiological and anatomical systems as they apply to health, disease, and social interactions.

**BIO 11000 Principles in Biology (3) (GE-BioSci)** This course examines mechanisms of evolution, cellular biology, genetics, and ecology with emphasis on scientific methods, historical developments, current applications, and ethical issues.

**BIO 11100 Introductory Lab Techniques in Biology (3)** This is a hands-on study of the basic techniques of biological experimentation such as microscopy, reagent preparation, chromatography, electrophoresis, spectro photometry and centrifugation. Lab fee required.

**BIO 11200 Environmental Biology (4) (GE-BioSci)** For non-majors, this course is a study of the biological systems comprising the biosphere and those perturbations which would threaten homeostasis of the systems. Lab fee required.

**BIO 11400 Principles of Environmental Biology (3) (GE-BioSci)** For non-science majors, this course is a study of the biological systems comprising the biosphere and those perturbations which would threaten homeostasis of the systems.

**BIO 11500 Environmental Biology Laboratory (1) (GE-BioSci)** This course must be taken concurrently with BIO 11400. The course includes hands-on activities in both field and classroom settings that complement the topics covered in BIO 11400. Lab fee required.

**BIO 12100 Nutrition (3) (GE-BioSci)** This course is a study of nutrition emphasizing food molecules, their metabolic value and daily allowances. The importance of informed nutritional choices and their effects on health will also be examined.

**BIO 22700 Human Anatomy and Physiology I (4) (GE-BioSci)** This course is a study of structure and function in the human body, including the following systems: integumentary, skeletal, muscle, endocrine, nervous, and sensory. Lab fee required. Prerequisites: C or better in CHM 10000 or CHM 23000 or CHM 23100, and C or better in BIO 10000 or BIO 25100.

**BIO 22800 Human Anatomy and Physiology II (4)** This course is a study of structure and function in the human body, including the following systems: respiratory, cardiovascular, excretory, digestive, reproductive, and immune. Lab fee required. Prerequisite: C or better in CHM 10000 or CHM 23000 or CHM 23100, and C or better in BIO 10000 or BIO 25100, and C or better in BIO 22700.

**BIO 23000 Microbiology for Health Sciences (4)** This course examines microorganisms as they relate to human health and disease. Students will learn the cell structure, growth, and genetics of microorganisms in general, and the pathogenesis of specific microorganisms. The function of the immune system and the effectiveness of antibiotic agents will also be covered. Laboratory investigations will include safety, basic procedures, aseptic technique, isolation, growth and identification of microorganisms, and inquiry into the effect of antibiotics on growth of bacteria and the development of antibiotic resistance. Lab fee required. Prerequisites: C or better in BIO 10000 or BIO 25100 & C or better in CHM 10000 or CHM 23000.

**BIO 25100 General Biology I (4) (GE-BioSci)** This course is the first biology course for majors, introducing: biological molecules, cell structure/ function, Mendelian and molecular genetics. Lab activities reinforce lecture concepts, introduce techniques, and model modern scientific inquiry. Lab fee required. Prerequisite: C or better in CHM 23000 or CHM 23100.

**BIO 25200 General Biology II (4) (GE-BioSci)** This course is a continuation of BIO 25100 General Biology I with a study of basic biological principles related to the diversity of living organisms and their environment. Topics covered will include evolution, taxonomy, and morphology; life cycles; ecological relationships among the prokaryotes, protists, fungi, plants, and animals. Lab fee required. Prerequisite: C or better in BIO 25100.

**BIO 26300 Environmental Policy (3)** This course is an introduction to the development of environmental policy in the US and the role of international law. Included is an examination of development and implementation of environmental regulations, conservation and municipal management and

environmental impacts of regulation. Prerequisite: C or better in BIO 25200.

**BIO 28000 Introduction to Clinical Laboratory Science (3)** This course introduces students to the laboratory procedures and subject matter of clinical laboratory science. Taught at St. John's Mercy Medical Center. Prerequisite: C or better in CHM 23200 and BIO 40400, and permission of the instructor and the dean.

**BIO 28500 Methods and Writing for Biology (1)** Students will be introduced to online literature searching, the keeping of a laboratory notebook, experimental design and analysis, scientific writing, and options for conducting undergraduate research. Prerequisite: C or better in BIO 25100

**BIO 30600 Modern Topics in Biology (3)** This class is offered with BIO 10600 and requires additional research focus on one topic to be submitted as a paper. Prerequisite: C or better in BIO 25200.

**BIO 32000 Plant Biology (4)** This lecture and laboratory course examines concepts in cell biology, energy transformation, genetics, evolution, ecology, anatomy, reproduction, and taxonomic characteristics of plants. Lab fee required. Prerequisite: C or better in BIO 25100 and BIO 25200.

**BIO 32400 Animal Biology (4)** This course is a general introduction to the form, function and biodiversity of animals, emphasizing major animal phyla and classes, their evolution, systematics, structure and function, life history, behavior, ecology and conservation. Lab fee required. Prerequisites: C or better in BIO 25100 and BIO 25200.

**BIO 32900 Human Physiology (4)** This course is an intensive study of the function and interactions of the systems of the human body and will also discuss common disease mechanisms in humans. Lab fee required. Prerequisite: C or better in BIO 25200 and CHM 23200.

**BIO 33000 Comparative Vertebrate Anatomy and Physiology (4)** This course is a study of the structure and function of vertebrate organ systems from an evolutionary perspective. Lab fee required. Prerequisite: C or better in BIO 32400.

**BIO 33200 Plant Physiology (4)** This course is an in-depth examination of plant growth and development, including plant cells, biochemistry, development, and environmental physiology. Lab fee required. Prerequisite: C or better in both BIO 32000 and CHM 23200.

**BIO 34300 Invertebrate Zoology (4)** A lecture and laboratory study of invertebrate animals, this course emphasizes natural history, ecology, behavior, anatomy, physiology, and phylogenetic relationships of the taxa. Lab fee required. Prerequisite: C or better in BIO 32400.

**BIO 34500 Identification and Taxonomy of the Local Flora (3)** This survey course examines the local flora with an emphasis on flowering plant taxonomy and includes field trips, lecture, and laboratory experience. Lab fee required. Prerequisite: C or better in BIO 32000.

**BIO 35100 Field Studies in Taxonomy (3-5)** Students in this course will study taxon of their choice. Work will include collection, identification, and preservation techniques. Lab fee required. Prerequisite: C or better in both BIO 32000 & BIO 32400.

**BIO 35300 Microbiology (4)** This course relates major principles in biology to the microbial world. Primary emphasis is on prokaryotes and viruses. Both general and health-related applications of microbiology are studied to project microbiology into the clinical setting and emphasize its importance in health

care. Laboratory activities will illustrate the procedures used in the isolation and identification of microbes, as well as the principles of asepsis and disinfection. Lab fee required.

Prerequisite: C or better in both BIO 25200 and CHM 23200.

**BIO 35800 Parasitology (3)** This lecture and laboratory course on parasites of importance to human health and economics emphasizes vectors, reservoirs, hosts, and those ecologic and epidemiologic factors associated with disease transmission and prevention. Lab fee required. Prerequisite: C or better in BIO 25200.

**BIO 36200 Advanced Environmental Biology (4)** This course emphasizes analysis of environmental problems. Basic ecological principles are used to examine problems of human interactions with the ecosphere. Lab fee required. Prerequisite: C or better in BIO 25200.

**BIO 36600 Field Biology (3)** This course provides students interested in field biology with the necessary background and tools to carry out field research projects. Students learn to analyze and describe populations and communities of organisms and the environments in which they are found. Students learn to use mathematical and chemical procedures for analyzing data and samples. Lab fee required. Prerequisite: C or better in both BIO 25200 and MTH 24100.

**BIO 37000 Wetlands Ecology (4)** This course is the study of wetland ecology, including functional and scale attribute, classification, restoration, conservation, and management. Students will learn identification of wetland plants and delineation techniques. Lab fee required. Prerequisite: C or better in BIO 32000.

**BIO 38500 Medicinal Chemistry (3)** The study of medicinal chemistry focuses on the design of new drugs. In order to design an effective therapeutic agent, the target must be defined and studied and a lead molecule must be selected then optimized for safety, efficacy, and pharmacokinetics. All of those steps will be examined in this course using current therapeutics and their discovery as case studies. Cross-listed with CHM 38500. Prerequisites: C or better in both BIO 25100 and CHM 36100.

**BIO 40000 Field Research (1-6)** May be repeated. Prerequisite: C or better in BIO 36600 and permission of the instructor and the dean.

**BIO 40400 Cell Biology (4)** This course examines cellular and subcellular structure, organization, and function with emphasis on relationships between cell structure and the dynamics of the cell. Hands-on laboratory experiments strengthen understanding of these concepts. Lab fee required. Prerequisites: C or better in all of the following: BIO 25100, BIO 25200, and CHM 23200.

**BIO 40800 Genetics (4)** The course is a study of classical and modern genetics, including Mendelian inheritance, the genetic code, gene interactions, gene control, and population genetics. Lab fee required. Prerequisite: C or better in both MTH 24100 & either BIO 40400 or BIO 32000.

**BIO 41300 Immunology (3)** This course introduces students to the role of blood cells in the defense of the human body. Cells and organs of the immune system, immune effect or mechanisms, and the immune system in health and disease will be covered. Prerequisite: C or better in BIO 40400.

**BIO 41700 Molecular Biology (4)** This course covers the fundamental roles of nucleic acids and proteins, the molecular basis of the genetic code, and gene expression with special emphasis on current recombinant DNA and RNA technology. Laboratory experiments will focus on using plasmid vector systems to clone bacterial genes. Lab fee required. Prerequisites: C or better in BIO 40800 and CHM 36200.

**BIO 42200 Biochemistry: Metabolism (4)** This course will focus on understanding metabolic pathways and provide an in-depth examination of cellular energetic, enzyme mechanism and regulation, and metabolic disease. Methods for elucidating metabolic pathways and an introduction to literature in this field will also be covered. The laboratory portion of this course will combine molecular biology techniques and computer techniques for studying these topics. Cross-listed with CHM 42200. Lab fee required. Prerequisites: C or better in BIO 40400 and CHM 36200.

**BIO 42600 Developmental Biology (4)** This course examines general principles of animal development, including embryology, molecular phenomena of development, and the relationship between development and evolution. Lab fee required. Prerequisites: C or better in both BIO 40400 & BIO 32400.

**BIO 46400 Evolution (3)** This course is an in-depth study of evolutionary theory and its implications throughout biology. Topics include Darwinian Natural Selection, mechanisms of evolutionary change, adaptation, and the history of life on earth. Prerequisite: C or better in BIO 40800 and senior standing.

**BIO 46500 General Ecology (4)** This course is the study of ecology, including ecosystem dynamics, models of population growth and distribution, measurement of energy flow, and population dynamics. Lab fee required. Prerequisite: C or better in both MTH 24100 & BIO 32000 or 32400.

**BIO 48000 Independent Research (1-6)** May be repeated. Prerequisite: Permission of the instructor and the dean.

**BIO 48500 Biology Seminar (1)** Required for all biology majors. Prerequisite: Completion of WPA or ENG 21000 plus 30 credit hours of Biology coursework and senior status.

**BIO 48600 Senior Synthesis (1)** This is the capstone course for Biology majors. Students will assimilate information from prior coursework through a focus on contemporary research literature in biology. The course also includes an examination of career options for biology graduates. Prerequisite: C or better in BIO 48500 and completion of WPA or ENG 21000.

## Chemistry

**CHM 10000 Concepts in Chemistry (4) (GE-PhysSci)** This course is an examination of the principles of Chemistry, especially those which find application in the study of biology. Topics to be covered include atomic structure, chemical bonding, intermolecular forces, gas laws, solutions, and chemical energy. Laboratory work is included. Lab fee required.

**CHM 10100 The World of Chemistry (3) (GE-PhysSci)** This course serves as a journey through the exciting world of chemistry. The foundations of chemical structures and their behaviors are explored through a combination of lectures and videos. The emphasis will be on the understanding of the principles of chemistry and their application to items in our current daily experiences. This is a course for non-science majors.

**CHM 10500 Chemistry in Society (3) (GE-PhysSci)** 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 or solution. Issues include environmental concerns, energy, hunger and food production, health, pollution, and population considerations.

**CHM 11100 Environmental Science (3) (GE-PhysSci)** An introductory course on global environmental issues with an emphasis on chemistry, this course addresses a need to understand the scientific principles along with social, political, and economic background as pertains to topics such as air and water qualities, energy resources, waste management, and toxicology.

**CHM 23000 General Chemistry 1 (3) (GE-PhysSci)** This course provides a systematic treatment of the principles of chemistry. Topics include the fundamental principles of chemistry, dimensional analysis, basic atomic structure and theory, stoichiometry, general nomenclature, and types of reactions. Prerequisite: Math placement test in MTH 15100 or higher.

**CHM 23100 General Chemistry 2 (3) (GE-PhysSci)** This course is a continuation of CHM 23000. Topics include an advanced review of stoichiometry, gas laws, intermolecular forces, periodic properties, advanced bonding theory, solutions chemistry, molecular structures, and organic nomenclature. CHM 24100 must be taken concurrently with this course. Prerequisite: Grade of C or better in both CHM 23000 and MTH 15100 or higher.

**CHM 23200 General Chemistry 3 (3) (GE-PhysSci)** This course is a continuation of CHM 23100. Topics include an advanced solution chemistry, acid-base equilibria, thermochemistry, kinetics, electrochemistry, and nuclear chemistry. CHM 24200 must be taken concurrently with this course. Prerequisite: Grade of C or better in both CHM 23100 and MTH 15100 or higher.

**CHM 24100 General Chemistry 2 Laboratory (1) (GE-PhysSci)** This course consists of one 2.5-hour laboratory period per week. Laboratory includes hands-on experimental procedures of general chemistry phenomena. Discussion focuses on mastery of chemistry concepts through class participation and group work. Lab fee required. Co-requisite: Must be taken concurrently with CHM 23100.

**CHM 24200 General Chemistry 3 Laboratory (1) (GE-PhysSci)** This course consists of one 2.5-hour laboratory period per week. Laboratory includes hands-on experimental procedures of general chemistry phenomena. Discussion focuses on mastery of chemistry concepts through class participation and group work. Lab fee required. Co-requisite: Must be taken concurrently with CHM 23200.

**CHM 36100 Organic Chemistry I (4)** This course is a systematic study of the nomenclature, structures, properties, and reactions of organic compounds with emphasis upon the principles by which chemists predict the properties and reactions of organic compounds. Lab fee required. Prerequisite: C or better in CHM 23100.

**CHM 36200 Organic Chemistry II (4)** This course is a continuation of CHM 36100. The principles of chemical behavior are applied to many types of organic compounds, including those of biological significance. Laboratory work is included. Lab fee required. Prerequisite: Grade of C or better in CHM 36100.

## Criminal Justice

**CJ 11000 Criminal Justice Systems (3)** This course offers a survey of various institutions by which the criminal justice system is administered including the police, the legal profession, the courts, and penal institutions as well as an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

**CJ 20000 Criminology (3) (GE-SocSci)** This course is designed to introduce students to the field of criminology, the scientific study of crime and related theories. Exploration of the development of criminal law, how crime is defined, trends and patterns of crime, and who is most likely to be a victim of crime will be covered. This course is designed as an overview analyzing the strengths and weaknesses of current theories of crime and causation from an objective point of view.

**CJ 20500 Criminal Justice Observation (1)** Students observe criminal justice practitioners in the areas of police, courts, corrections, or related areas. Students will benefit by observing the relationship between theory and practice in a work related setting.

**CJ 22500 Comparative Criminal Justice Systems (3) (GE-CrsCit)** This course provides an opportunity for students to learn about key criminal justice systems around the world. It is an excellent cross-cultural opportunity for students to visit two to three countries. One goal of comparative studies is to extend a student's knowledge of people and cultures beyond his or her own group. Students are able to compare the American legal system with the countries visited. A comparative view of legal systems around the world allows us to understand better the dimensions of our own system. Lab fee required. Prerequisites: Permission of dean.

**CJ 24500 Police Academy Preparatory (3)** This course is designed for only those students interested in applying to and attending the St. Louis County and Municipal Police Academy the following January as part of Lindenwood University's partnership with such entity. Students are required to meet with the instructor during hours that closely mirror the required hours they will attend the academy if accepted as a cadet. All activity will consist of preparatory physical conditioning and basic police training assignments. Prerequisite: permission of dean.

**CJ 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. Prerequisites: CJ 20000 and CJ 11000.

**CJ 30100 Criminal Procedure (3)** This course offers the 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. Prerequisites: CJ 20000 and CJ 11000.

**CJ 30500 Corrections (3)** This course is a contemporary analysis of the operation of and problems encountered by jails and prisons as well as the study of probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Prerequisites: CJ 20000 and CJ 11000.

**CJ 31000 Criminal Law (3)** This course is the analysis of the purposes and sources of the criminal law and will include 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. Prerequisites: CJ 20000 and CJ 11000.

**CJ 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. Supreme Court decisions in the juvenile field also will be addressed. Prerequisite: CJ 20000 and CJ 11000.

**CJ 31500 Victimology (3)** This course is an examination of the scientific study of victimization, including the relationships between victims and offenders, the interactions between victims and the criminal justice system and the connections between victims and other societal groups and institutions such as the media, businesses, and social movements. Pre-requisites: CJ 20000 and CJ 11000.

**CJ 32000 Race, Crime, and Punishment (3)** A comparative study of racial differences in offending patterns is the crux of this course which will focus on the overrepresentation of minorities in the criminal justice system. Possible causes, current research, government policies, initiatives, and laws will be explored and evaluated. This will be an interactive, discussion-focused course. Prerequisites: CJ 20000 and CJ 11000

**CJ 32100 White-Collar Crime (3)** Students will examine the definition and scope of the problems associated with White-Collar Crime. The American public often overlooks the violent aspects of elite deviance. Additionally this course will address the costs, institutional corruption, religious fraud, environmental crimes, and the manufacture and distribution of unsafe consumer products. Prerequisite: CJ 20000 and CJ 11000.

**CJ 33100 Criminal Investigation (3)** Each investigation is unique. Investigators need not have superhuman reasoning ability. They must, however, proceed in an orderly, systematic way, gathering facts to analyze and evaluate. This course will allow students, via a multidisciplinary format, to attempt to solve a violent crime through the application of forensic tools and methodologies. Applications include: CAD crime-scene sketches, computer-generated composites, blood-splatter analysis, Forensic Entomology, Forensic Anthropology, Forensic Odontology, and crime scene contamination. Prerequisites: CJ 20000 and CJ 11000.

**CJ 44000 Senior Seminar in Criminal Justice (3)** This is a capstone course that will tie together the various components of the criminal justice system and allow students to critically examine current practices as they exist in American society. Criminal justice practitioners as guest lecturers will enhance student knowledge by providing relevant trends and issues from the field. Students will be able to assimilate knowledge regarding crime, police, corrections, courts, and society. Prerequisite: Senior standing (preferably last semester of coursework) and successful completion of the Writing Proficiency Assessment (WPA).

**CJ 45000 Internship (4-6)** This course is structured for the student to gain field experience in policing, corrections, juvenile justice, the court system, or within the private security/investigation sector. Students must complete 50 hours in the field for each credit of internship and attend a weekly seminar. Prerequisite: Junior standing, 18 credit hours in Criminal Justice courses, 2.5 GPA, or permission from dean.

**CJ 46000 St. Louis County and Municipal Police Academy (15)** Lindenwood University (LU) is in a partnership with the St. Louis County and Municipal Police Academy (SLCMPA). LU students will have the option of completing a Missouri State Peace Officer's Standards and Training Program and earn a Class A Peace Officer's license as part of their undergraduate degree program. The SLCMPA offers an intensive 869 hour- 23 week- Missouri State Peace Officer's Standards and Training Program of classroom and hands-on practical instruction in the core knowledge and skills needed by peace officers working in the State of Missouri. The program includes academic courses in Constitutional Law, Missouri Statutory Law, Traffic Law, Interpersonal Skills, Patrol, Criminal Investigation, Report Writing, Traffic Accident Investigation, Juvenile Justice and

Procedures. Students also receive superior training in First Aid, Firearms, Defensive Tactics, Driver Training, and Physical Fitness. Prerequisite: permission of LU instructor and acceptance to SLCMPA.

## All-College

**COL 11100 Internet Library Research Strategies (1)** An activity based course designed to build upon basic computer/Internet skills necessary for a 21st century society, students will conduct a series of focused retrievals of online information and resources specific to their areas of study. Lab fee required.

**COL 35000 Career Development (1)** This course will encompass career development strategies inclusive of self-assessment and exploration, occupational examination, and job campaigning. Experiential learning activities in the areas of leadership development, decision making, and goal setting will also be incorporated. Prerequisite: Junior/Senior standing.

**COL 45000 Community Service Internship (1)** This course involves service within volunteer agencies and social service programs in the local community, to enable students to be involved in practical experiences beyond their normal disciplines and to provide diverse opportunities that will enhance the student's educational background and broaden his/her range of marketable talents. Requires 150 hours of service in an approved agency during one semester of the student's Junior or Senior year. (May only be taken once).

## Communications

**COM 10500 Group Dynamics and Effective Speaking (3) (GE-Comm)** This course is designed to teach participants various interpersonal skills pertinent to one-on-one, small group, and large-group communication. Topics covered will include "reading" the audience, non-verbal communication, the rules of etiquette and appropriate dress, effective use of the voice, and group dynamics. Students will be required to make a series of formal and informal presentations in class.

**COM 11000 Fundamentals of Oral Communication (3) (GE-Comm)** This course is an introduction of theories and techniques of non-written communication in business and society. Topics include the nature of human communication, listening skills, interpersonal communication, nonverbal communication, small group communication, and public speaking. Students will participate in communication activities, as well as research, organize and present formal speeches.

**COM 11500 Sportscasting (3)** Students learn the skills and techniques of broadcasting sporting events. Emphasis is given to the roles of play-by-play announcers and analysts for radio and television. Instruction focuses on, but is not limited to football, basketball, baseball and hockey. The course teaches the technical skills necessary to setup sports remotes and anticipating problems posed by various sports venues.

**COM 12300 Media Design Foundations (3)** A computer-based course designed to familiarize students with principles of design, color theory, typography, layout, usability, storyboarding, and other foundational aspects of interactive media and web design through a hands-on approach. Lab fee required.

**COM 13000 Survey of the Professional Media (3)** This course offers an examination of the evolution of media from its traditional roots to the marketplace of today. Students will study careers in the field and be exposed to issues facing those professionals. An introduction to government regulation, ethical issues, and the relationship between media and society will

introduce students to the challenges and responsibilities facing the future communications professional.

**COM 13500 Introduction to Journalism (3)** This course offers instruction in the history, freedom, technologies, ethics, and functions of the news media and includes newsroom practices and cultures, news planning, writing, gathering, selection and presentation, and ideas about objectivity and news sources. Lab fee required.

**COM 14000 Introduction to Cinema Arts (3)** This course examines the various forms of cinematic expression and provides an overview of the different industries and careers in the field of visual storytelling. Students will study cinematic aesthetics, technique, and criticism.

**COM 15100 Radio Production (3)** This course serves as an introduction to radio station operations, including an analysis of programs and audiences in American broadcasting. Students will have directed experiences in organization, writing, production, direction, and performance of basic radio programs. Lab fee required. Prerequisite: COM 13000 or COM 13500 or either concurrently.

**COM 15400 Video Production (3)** This course offers theory and practice of video production techniques with an examination of basic program types, equipment operation, staff organization, script writing, and studio production problems. Laboratory work in fundamental video productions. Lab fee required. Prerequisite: COM 12300 or COM 13000 or COM 13500 or COM 14000, or TA11100, or any concurrently.

**COM 20200 Design with Photoshop (3)** This is a hands-on course that covers the fundamentals of digital image manipulation and graphic creation using Adobe's Photoshop. Photo retouching, image capture, and image creation will be emphasized as well as current techniques and trends. This class will culminate with the rendering of a professional portfolio component. Lab fee required.

**COM 23300 Fundamentals of the Internet (3)** This is a lab-based course designed to familiarize communications students with advanced methods of information retrieval and management via the Internet or corporate intranets; combined with hands-on design, development, and publication of web based content for both individual and corporate use. Lab fee required.

**COM 23500 Supervision of Student Publication (3)** This course is designed for education professionals who will learn successful solutions to the problems generally faced in supervision of newspapers, magazines, yearbooks, and other publications. Lab fee required.

**COM 24200 Basic Reporting (3)** This course is an analysis of the role of the reporter in communicating public intelligence. Laboratory work will stress basic news gathering, reporting and writing techniques. Prerequisites: ENG 15000 or EPP 15000 and either COM 13000 or COM 13500.

**COM 25600 Production for Television (3)** This course offers a laboratory environment used to develop planning, scripting, shooting, directing, editing, budgeting, and studio skills to produce a program for television or cable broadcast. Lab fee required. Prerequisite: COM 15400 and either COM 12300 or COM 13000 or COM 13500 or COM 14000.

**COM 28100 Feature Writing (3)** This course consists of analysis and practice of writing human interest stories and personality profiles for newspaper, magazine and online publication. Typically such writing goes beyond news events and issues to capture unusual, trendy, often light topics about

people and their activities. Offered intermittently. Prerequisite: COM 24200.

**COM 28200 Editing (3)** This classroom based course focuses on advanced editing skills required for employment in newspaper, magazine and electronic publications. Coursework will focus on the development of editing for grammar, punctuation, precision and Associated Press style. Offered intermittently. Prerequisites: COM 24200.

**COM 30000 Online Journalism (3)** Reporting, writing and editing for the Internet will be practiced in this course including instruction in the latest formats for converged media, with practical application through the production of electronic publication of the student newspaper. Special focus on blogs, podcasts, reader forums and content management. Prerequisites: COM 24200 and either COM 13000 or COM 13500.

**COM 30101 Applied Mass Communication-Radio (3)** With staff assignments in campus-related media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in the media. Repeatable for credit. Lab fee required. Prerequisites: COM 13000 and COM 15100.

**COM 30102 Applied Mass Communication-Video (3)** With staff assignments in campus-related media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in the media. Repeatable. Lab fee required. Prerequisites: COM 25600.

**COM 30103 Applied Mass Communication-Public Relations (3)** With staff assignments in campus-related media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in the media. Repeatable. Prerequisites: COM 24200.

**COM 30104 Applied Mass Communication-Sports Information (3)** With staff assignments in campus-related media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in the media. Repeatable. Prerequisites: COM 24200.

**COM 30105 Applied Interactive Media and Web Design (3)** With staff assignments in campus-related web design with a term involvement of 45-70 work hours, this course is designed to give students practical experience in the media. Repeatable. Prerequisites: COM 23300. Lab fee required.

**COM 30111 Applied Television News (3)** This experiential course features staff assignments in television news origination, preparation and production with a term involvement of 45-70 work hours. This course is designed to give students practical journalistic experience in the television news. Repeatable. Lab fee required. Prerequisites: COM 15400.

**COM 30200 Seminar in Professional Practice and Ethics (3)** An investigation of the complex ethical dilemmas perceived to stem from the clash between individual and organizational values in our increasingly media-dependent persona, social, and professional environments. Attention will be paid to the bases of ethical decision making in modern professional and business organizations engaged in primarily mass-communication related endeavors. Students will be expected to engage in written and oral discourse, based upon secondary research focused upon competing media-driven economic, political, societal claims. Issues examined will include, but not be limited to, media violence, journalistic responsibility, government media regulation, threats to personal privacy, and media industry consolidation. Curricula will include, but not be limited to, various codes of professional ethical conduct published by professional organizations whose membership pursue careers in Advertising, Journalism, Public Relations, etc. Prerequisites:

ENG 17000 and either COM 13000 or COM 13500 or COM 12300.

**COM 30300 Written Communication for Business (3)** The study and practice of effective business writing, topics in this class will include writing memoranda, letters, and reports as well as writing for various publics. Special focus will be on persuasive communication, international business communication, and writing style for corporate publications. Prerequisites: ENG 17000

**COM 30400 Broadcast Newswriting (3)** This lab course examines the preparation and presentation of newscasts and special news programs. Consideration of reporting, interviewing, documentaries, and special events. Lab fee required. Prerequisites: COM 24200 and either COM 15100 or COM 15400.

**COM 30500 Desktop Publishing (3)** This course is a hands-on exploration of computer assisted techniques of editing, design, graphic production and layout of publications. Study will include magazines, newspapers, brochures, yearbooks, and other business publications. Lab fee required. Prerequisite: COM 20200.

**COM 30600 Advanced Reporting (3)** Students expand on basic journalistic skills through in-depth interviews, computer-assisted reporting, electronic newsgathering, and other data-mining available to today's reporters. The course emphasizes informative stories written from fact-based reporting. Prerequisites: COM 24200.

**COM 30700 Writing for the Electronic Media (3)** This laboratory course examines the techniques and forms of script writing for all types of electronic media. Prerequisites: ENG 15000 or EPP 15000 and either COM 15100 or COM 15400.

**COM 30800 Applied Journalism, Newspaper (1-3)** With staff assignments in campus-related print media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in newspaper journalism. This course is repeatable for different course topics. Coursework includes various assignments involving Newspaper operations. Prerequisites: COM 13500 and COM 24200.

**COM 30900 Applied Journalism, Internet (1-3)** With staff assignments in campus-related Internet media with a term involvement of 45-70 work hours, this course is designed to give students practical experience in internet journalism. This course is repeatable for different course topics. Coursework includes various assignments involving Internet operations. Prerequisites: COM 30000.

**COM 31200 Newspaper Design (3)** Students will lay out and paginate newspaper pages, choose and edit photographs and other graphical elements, and write headlines. Theoretical and practical applications of newspaper and news publication design, including typography, graphics, graphics software, and electronic picture editing. Exercises in design for newspapers and news publications in both print and electronic formats. Prerequisites: COM 30500.

**COM 32500 Photojournalism (3)** This course focuses on the fundamental techniques and principles of photojournalism. Students integrate photography with editorial design to create a portfolio of visually-oriented and journalistically sound packages appropriate for print and Internet. The course will emphasize news photography, typography, info-graphics and other compelling visual components. Lab fee required. Prerequisites: COM 24200.

**COM 32700 Media Literacy (3)** In this course, students will focus on the cognitive, emotional, moral, and aesthetic

influences of the media. (Radio, Film, TV, Multimedia, and the Internet). Higher levels of media literacy can give students more options and control over their beliefs and behaviors.

Prerequisite: ENG 17000.

**COM 32800 Fundamentals of Public Relations (3)** A focused investigation of how rapidly evolving advances in communication technology are impacting the profession of public relations in a global environment. The fundamental strategic mission of public relations as an executive function aimed at long-term relationship and reputation management will be explored in various organization contexts, including but not limited to not-for-profit, non-profit, community, governmental, professional services, as well as proprietary consumer and business product/services. The key tactics appropriate to relationship development and management with a variety of stake-holder groups, including but not limited to employees, members, volunteers, regulators, legislators, community activists, investors, charities, as well as consumer/customers, will receive explicit scrutiny. Prerequisite: COM 24200.

**COM 33400 Web Design (3)** This course is lab-based and focuses on the development of web content guided by sound theoretical practices and adherence to current web standards. Due to the highly dynamic nature of this subject, specifics of the course evolve between semesters; however coverage of XHTML, CSS, and JavaScript should be expected. Lab fee required. Prerequisite: COM 23300 or CSC 34400.

**COM 33500 Buying and Selling Media (3)** This course is an in-depth study of the process of researching the cost effectiveness of the various media as advertising tools and examines the processes of media buying and the methods of selling radio, television, newspaper, magazine, and cyberspace advertising. Prerequisites: COM 32700.

**COM 33600 3D Graphics (3)** This hands-on course provides students with the skills needed to design 3D models, materials, lighting, and animation using a popular 3D software application. Rendering techniques, camera usage, and surface-mapping will be covered in an effort to have students capable of producing photo-realistic images. Prerequisite: COM 20200.

**COM 33700 Design with Illustrator (3)** Students will receive specialized hands-on training in the creation of computer generated vector graphics through the use of Adobe's Illustrator. Attention will be placed on fundamental techniques, corporate branding, logo design, interactive illustrations and illustration for use in both print and screen. Additional focus will be given to the integration of both raster and vector graphics across multiple applications. This class will culminate with the rendering of a professional portfolio component. Prerequisite: COM 12300 and COM 20200.

**COM 33800 Portfolio and Career Foundations (3)** This course provides students with a structured environment to showcase both personal design style and technical skills as it pertains to the field of Interactive Media & Web Design. Students will refine self-selected pieces, and develop an interactive platform in which to display the best of their work. Interviewing, résumé building, and job hunting are closely tied to the distribution of a portfolio and thus are a pivotal part of the course content. Students will conclude the course with a professional résumé, digital portfolio, and set of skills that will assist them in securing both a valuable internship and future career. Prerequisites: Interactive Media and Web Design major or minor, completion of fifteen hours of Communications courses.

**COM 34000 Television Sports Production I (3)** An experiential study in the basic skills of sports television production and broadcasting from planning to post-production

this course is offered in conjunction with LUTV coverage of Lindenwood Athletics, and the scheduled assigned work will be determined by the Lindenwood Athletic calendar. Prerequisites: COM 15400 and either COM 13000 or COM 14000.

**COM 34300 Television News Production (3)** An experiential study in the basic skills of television news production, this course combines theory and practice as students learn the essentials in writing, producing, directing, and performing. Coursework includes both in-studio and field production. Prerequisite: COM 15400 and COM 24200.

**COM 34600 Television Fine Arts Production I (3)** This course is an experiential study in the basic skills of television fine arts production. Students are introduced to the unique issues involved in recording and televising artistic presentations from varied venues. Coursework will include producing television broadcasts of Lindenwood theatre and musical presentations. Prerequisite: COM 15400 and either COM 13000 or COM 14000.

**COM 35100 Audio for Fine Arts (3)** This course centers on sound design for non-broadcast majors. Students will develop skills in computer based audio editing using professional-level software and will learn techniques for using sound systems to maximize acoustics and enhance performance venues. Topics will include music editing for accompaniment and dance, sound editing for theatre, and the basic operation and uses of sound systems. Lab fee required.

**COM 35200 Advanced Audio Production (3)** Students carry out advanced assignments in audio production. Preparation, production, and evaluation of various audio projects will require students to refine skills in analog and digital video production. Lab fee required. Prerequisites: COM 12300 or COM 15100.

**COM 35400 Advanced Video (3)** This course trains students as producers and directors of visual media. Students will learn the maximize production value when shooting on location. Planning, scripting, budgeting, shooting, and editing skills will be developed and applied to the production of a professional quality video project. Lab fee required. Prerequisites: COM 15400 and COM 30700.

**COM 35700 Intermediate Non-linear Video Editing (3)** This hands on computer course is designed to advance the student's editing skills using non-linear editing systems. Instruction will also include the integration of video, graphics, and audio imported from other multimedia production programs. Students will be instructed in the use of editing software and will be given class assignments that require practical application of theories and software. Lab fee required. Prerequisites: COM 15400 and either COM 12300 or COM 13000 or COM 14000.

**COM 36000 Media Management (3)** This course is an examination of various media industry operations. Students will focus on management theories and practices, fundamentals in financial administration, and human resources. Emphasis includes understanding and use of media research, effective marketing strategies and costs, FCC rules and regulations, and broadcast engineering and ownership. Prerequisites: ENG 17000, COM 13000, COM 15100, COM 15400, and junior standing.

**COM 36300 Creative Advertising Concepts (3)** This course offers a focused examination of the creative processes involved in developing promotional messages, from brainstorming, through strategic message revision, to finished tactical message execution. Emphases will include practicing the tactics of the creative promotional concept execution, including targeting and tailoring promotional messages by integrating verbal and graphic message components for delivery across a variety of

media platforms, including print, outdoor, broadcast, and interactive. Prerequisites: COM 23300 and COM 24200 and COM 30700.

**COM 37000 History of Film (3) (GE-CrsClI)** This course is a study of the historical perspective of film from the efforts of early American and European filmmakers through the works of contemporary artists around the world. Emphasis will be placed on the art of film making, and its reflection of culture. Films would include works from Griffith, Eisenstein, Truffaut, Bergman, Kurosawa, and others. Offered every semester. Prerequisites: ENG 17000.

**COM 37100-37199 Practicum in Production (3)** Students will learn and apply skills in a specific area of digital cinema, television, and motion media production. Course may be repeated for additional credit if taken under a different topic. Offered intermittently. Prerequisites: COM 15400.

**COM 37200-37299 Practicum in Post-Production (3)** Students will learn and apply skills in a specific area of digital cinema, television, and motion media post-production. Course may be repeated for additional credit if taken under a different topic. Offered intermittently. Prerequisites: COM 15400.

**COM 37300-37399 Practicum in Producing (3)** Students will learn and apply skills related to a specific aspect of producing and coordinating digital cinema, television, and motion media projects. Course may be repeated for additional credit if taken under a different topic. Offered intermittently. Prerequisites: COM 15400.

**COM 37400-37499 Practicum in Scriptwriting (3)** Students will learn and apply skills related to a specific type of scriptwriting for digital cinema, television and/or motion media. Course may be repeated for additional credit if taken under a different topic. Offered intermittently. Prerequisites: COM 15400.

**COM 37500-37599 Topics in Media Studies (3)** Students will explore media theory and criticism as they relate to a chosen genre, era, or type of film, television, or other motion medium. Course may be repeated for additional credit if taken under a different topic. Offered intermittently. Prerequisites: ENG 17000.

**COM 37600 Asian Cinema (3) (GE-CrsClI)** This course is a survey of historical and contemporary Asian films, particularly those of Japan, China, India, and Korea. Emphasis will be placed on the social/cultural significance of selected Asian motion pictures and their relationship to Western counterparts. The course will concentrate on the definitive works of major Asian film directors, including Kurosawa, Ozu, Tsui, Wong, and Woo. Prerequisite: ENG 17000.

**COM 38300 Television News Reporting (3)** Students will develop mastery of the television news package as the preeminent format of broadcast journalism. Students learn to plan, shoot, report, and edit news stories as reporter packages for use in traditional television newscasts. Prerequisites: COM 15400 and COM 24200.

**COM 40100 Mass Communication Law (3)** Students investigate the study of laws which affect and regulate the mass media. This course includes a study of constitutional, statutory, and administrative laws. Prerequisites: Completion of 12 credits in Communication.

**COM 40500 Advanced Page Layout (3)** This advanced class focuses on the design and production aspects of page layout software. This lab-based class will include the study of



typography, page design, and page architecture. The use of CMYK and paper selection will be reviewed. At the conclusion of this class, the student will be able to conceptualize, design, produce, and develop specifications for a wide variety of pre-press demands. Additional topics may include: preparing projects for Web-based and paper-based distribution, building self-contained high and low resolution files. Lab fee required. Prerequisites: COM 30500.

**COM 40600 Investigative Reporting (3)** Mining databases and primary source material is central to investigative journalism, often considered a vital component of a free and democratic society. Students study a variety of investigative techniques while they plot out and complete their own investigations. Prerequisite: COM 30600.

**COM 42400 Applications for Mobile Devices (3)** This is an introductory hands-on course focused on the creation of web applications for deployment on multiple platforms such as personal computers, tablets, and smartphones. Topics will include connectivity, interface design, application architectures, and programming. Students will gain skills necessary to develop applications that utilize the unique hardware and communication capabilities of a variety of devices. This course is project based and will likely require extensive time commitment outside of class time. Lab fee required. Prerequisites: CSC 34400; or CSC 10000 and COM 33400.

**COM 42700 Advertising Campaign Management (3)** This course offers a comprehensive study of the processes involved in the development and deployment of successful advertising campaigns and will focus on the conceptualization, planning, budgeting, project timeline development and measurements of success and other stages of these campaigns. Creating a media plan, market segmentation overview and analysis of response rate are part of this class. An understanding of expectations, investment and return on investment will be reviewed as well. Prerequisites: COM 32700.

**COM 44200 Promotional & Public Relations Copy Writing (3)** This course offers a focused examination and practice of the special skills required in writing for public relations and marketing communications programs. Emphases will include planning and executing written assignments for both advertising and publicity placement in a variety of print and electronic media, including converged media on the World Wide Web. Students will be encouraged to select organizational clients both within and outside the university and to compose work of professional quality sufficient to warrant both inclusion in a professional portfolio and organizational support for its publication/placement. Prerequisites: ENG 17000 and COM 24200 and COM 32800.

**COM 44300 Interactive Web Development (3)** This course is lab based and focuses on the development of web environments and components that provide enhanced methods of interaction to the user. Emphasis on animation, programming, and manipulation of both vector and bitmap images should be expected. Lab fee required. Prerequisites: COM 33400.

**COM 44401 Advanced Interactive Scripting (3)** Advanced Interactive Scripting provides an opportunity to focus on the use of scripting and programming logic to facilitate interaction in a variety of venues. Through a hands-on approach, students will gain exposure and experience in the creation of animations, games, galleries, media players, and user interfaces. Lab fee required. Prerequisite: COM 33400.

**COM 44420 Interactive Media and Web Design-Design Firm (3)** This course provides students with real-world experience in the design of digital and print content for non-profit entities in our community. Students will work directly with clients in the

development of websites, logos, print materials, interactive applications, and overall branding strategies. The course will operate much like a design firm. Students will collaborate on projects, present deliverables to clients, research solutions to client requests, and revise work based on client feedback. Prerequisites: Interactive Media and Web Design major or minor, junior status, minimum GPA of 3.25.

**COM 45000 Communication Internship (3)** This course offers supervised work experience for the advanced student which requires the application of communication principles, skills and strategies in business or professional communications organizations. Repeatable with department permission. Prerequisite: Junior standing, minimum 3.0 GPA and either COM 301XX, COM 30500, or COM 32800.

**COM 45101 Cinema Capstone I (3)** Students will produce professional-level projects appropriate to their individual areas of interest. Projects can include, but are not limited to, half-hour fiction films, documentaries, or TV spec scripts, or feature length screenplays. Lab fee required. Prerequisites: COM 35400.

**COM 45102 Cinema Capstone II (3)** Students will produce professional-level projects appropriate to their individual areas of interest. Projects can include, but are not limited to, half-hour fiction films, documentaries, or TV spec scripts, or feature length screenplays. Lab fee required. Prerequisites: COM 45101.

**COM 46000 Mass Communications Theory (3)** A focused historical investigation of mass communication theories, as they have evolved in response to developments in mass communication technology. Discussion will emphasize developments since the mid-19th Century. Theories will include political, sociological, and cultural models constructed to explain phenomena, both real and imagined, perceived to be characteristic of audiences' behavioral responses to increasingly rapid technological advances in, and consequent dependence on, mass communication media. Students will be expected to be able to distinguish among theories, placing them in specific historical and social contexts. Assignments will include opportunities for students to demonstrate basic capabilities in secondary research. Prerequisites: COM 30200 and senior standing.

**COM 46500 Journalism Capstone (3)** This course is designed to invite analysis of a prior internship and/or practicum with special focus on journalistic ethics and contemporary controversies facing professional journalists. The capstone project requires news coverage of an assigned topic reported with portfolio level skills applied in newspaper, Internet, television and radio formats. Prerequisites: Journalism major and senior standing.

**COM 48400 Capstone Interactive Media and Web Design (3)** The Interactive Media & Web Design capstone course emphasizes work on a substantial project that reflects the knowledge and skills that a student has acquired through study in the program. The capstone course will challenge students through activities that encourage collaboration, mandate client interaction, and encourage adherence to current technological trends used in the industry. Lab fee required. Prerequisite: Interactive Media and Web Design major or minor with senior classification.

## Computer Science

**CSC 10022 Introduction to Computer Science: Javascript (3)** This course provides the student with a general orientation to computer science, including a basic understanding of the components of a computer and how they function. It will

introduce the student to the process of program development and programming using the Javascript language. Lab fee required. Course offered every semester. Not open to students with credit in CSC 10011. Prerequisite: Placement into MTH 12100 or higher or pass a mathematics placement exam.

## Dance

**DAN 10100 Introduction to Dance (3) (GE-FineArt)** This course is a beginning movement course in dance techniques and styles including elements of modern dance, jazz dance, and ballet. It will help students develop body awareness, flexibility, and creativity. Includes beginning instruction in theory and technique.

**DAN 11000 Dance As an Art (3) (GE-FineArt/CrsClf)** This course is an introductory course designed to develop the student's ability to enjoy and analyze dance performance through a consideration of dance style, technique, choreography and the role of dance in culture. Lecture course, no dance training necessary.

## Earth Sciences

See later section of this catalog for the course descriptions of all Earth Sciences (ESC) courses.

## Economics

**ECON 23010 Survey of Economics (3) (GE-SocSci)** This course is designed to introduce 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.

*Note: This course satisfies one social science general education requirement. This course will not fulfill a core or elective requirement for business majors.*

**ECON 23020 Principles of Microeconomics (3) (GE-SocSci)** 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. Prerequisite: a C or better in MTH 14100 or MTH 13100 or higher.

*Note: This course must be taken by all business majors as a part of the business core requirement. (ECON 23010 may not be substituted.) The three credit hours earned for this course will fulfill one GE Social Science requirement.*

**ECON 23030 Principles of Macroeconomics (3) (GE-SocSci)** 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. It is recommended for students to take Principles of Microeconomics before taking Principles of Macroeconomics. Prerequisite: a C or better in MTH 14100 or MTH 13100 or higher.

*Note: This course is part of the core business administration requirements. ECON 23010 may not be substituted.*

**ECON 33020 Managerial Economics (3)** This course explores theory of firm decision-making applicable to organizations in various market environments through an applications-based approach; economic theory is integrated with other business administration disciplines. Prerequisites: a C or better in ECON 23020 and ECON 23030. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**ECON 33025 Money and Banking (3)** The course is designed to extend macroeconomic policy analysis with emphasis on the role of financial markets, financial institutions, foreign exchange markets, and the monetary authority. Topics to be covered include the money markets, bond markets, interest rates, financial market structure, and exchange rates. By the end of this course, students will be prepared to describe the U.S. financial system, explain the role of each of the major groups of financial intermediaries in the development and functioning of the economy, calculate interest rates and explain the behavior of interest rates, analyze the monetary policy initiatives of the Federal Reserve System over the past fifty years, explain how the foreign exchange markets operate, and appraise how efficiently financial markets operate. Prerequisite: a C or better in ECON 23030. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## Education: Special Education

**EDS 30200 Behavior Management (3)** This course is designed to increase student knowledge and repertoire of ethical, effective, and efficient behavioral management techniques and programs that can be used with children and youth in general and special education, home, and community settings. Research-based conceptual models that have made and continue to make significant contributions to our knowledge of learning and behavior are reviewed and analyzed through an integrative framework. Observation and application of behavior management strategies are a part of this course. Prerequisite: EDU 34100.

**EDS 31800 Introduction to Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course allows the student to examine the theories, classification system, characteristics, historical data, and related resources affecting students from the elementary through secondary levels with learning disabilities, behavior disorders, mental retardation, and physical impairments who are placed in cross-categorical settings. Leading to teaching certification for mild and moderate disabilities K-12, service delivery models of collaborative teaching, consultative services, itinerant teaching, and resource

support services are emphasized in this course. This course is required for certification. Prerequisite: EDU 34100.

**EDS 32600 Methods of Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course includes a 30 hour practicum experience and is designed for undergraduates with no paid teaching experience. Methods and materials needed in teaching students from the elementary through secondary levels in cross categorical settings are studied. Both commercial and teacher developed materials are examined. Introduction to basic research in the field of mild and moderate disabilities, as well as methodology of the development of academic related areas, perceptual, cognitive, pre vocational, and social skills are emphasized. This class will lead to teaching certification for mild and moderate disabilities K- 12. Service delivery models of collaborative teaching, consultative services, itinerant teaching, and resource support services are emphasized. This course is required for certification. Prerequisite: EDS 31800.

**EDS 33300 Speech and Language Development for the Exceptional Learner (3)** This course is designed to increase student knowledge of the characteristics of human language and how such knowledge facilitates a clearer understanding of the young special education learner. Theoretical schemes of language acquisition, the child's stages in acquisition of morphology and syntax, sound, and semantics are an integral part of the course. Prerequisite: EDU 34100.

**EDS 33700 Special Education Counseling (3)** This course combines the traditional psychology of counseling with special consideration of the problems experienced by exceptional children, their families, and their teachers. Prerequisites: EDU 34100.

**EDS 34000 Career Development (3)** This course emphasizes current theories and vocational development. Interest testing and aptitude testing significantly related to vocational development and their application to occupational training are included. Prerequisite: EDU 34100.

**EDS 35000 Practicum for Teaching Children with Disabilities in Cross-Categorical Settings (1-3)** This course is required concurrently for students enrolled in EDS 32600 or the semester following. Working with a special education teacher in a cross categorical setting, the student will apply the principles, techniques, strategies, and methods taught in EDS 32600. Practicum students are responsible for observing and working with special education students throughout the semester. Development of an Individual Education Program (IEP), lesson plans, and progress reports are required. This class will lead to teaching certification for mild and moderate disabilities K 12. Service delivery models of collaborative teaching, consultative services, itinerant teaching, and resource support services are emphasized. Prerequisite: EDU 34100.

**EDS 35700 Remediation in Elementary Math (3)** This course focuses on (1) the teacher's knowledge of mathematical principles and remedial techniques fundamental to arithmetic and the psychological aspects of arithmetic learning; (2) the teacher's competency in the use of concrete materials embodying mathematical principles and structures; (3) the teacher's sensitivity and willingness to adapt instruction to experiential needs of students. Prerequisites: EDU 32100 or EDU 32200, EDU 31200, and two college mathematics courses.

## Education

**EDU 1000 Orientation to Educational Experiences (3)** Students will examine the roles and responsibilities of teachers. This course is designed to allow the student interested in education to investigate current issues, trends, educational

reforms and legal issues in education. Historical, philosophical, theoretical, governance and financing perspectives will also be analyzed. All students planning to teach are required to take this course before or in conjunction with their first education course(s). This course is the prerequisite for EDU 11100 School Observation. In order to prepare students for EDU 11100 when a classroom observation is required, a Criminal Record Check is required for a nominal fee for EDU 11100. Students will also pay a site license fee for their portfolio.

**EDU 11100 School Observation (1)** This course provides the education student with observation experience in the school setting. Students will be required to document 30 hours and 30 entries in a reflection journal. A Criminal Record Check is required for a nominal fee for EDU 11100. Prerequisite: EDU 10000.

**EDU 20200 Psychology of Teaching and Learning (3)** This course requires exploration in current topics of interest in relation to the study and application of learning theories to contemporary educational issues. Concepts, theory, models, and methods of research in developmental and educational psychology are also investigated.

**EDU 21500 PRAXIS II-Foliotek Seminar for Teacher Education (0)** The course provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS II. Students are also oriented to the requirements of the culminating assessment portfolio. This is a required noncredit course for students who have completed at least 15 hours of teacher education certification coursework. Students must pass the CBASE in order to successfully complete this course. Co-requisite: Apply to the teacher certification program. P/F grading. Prerequisite: EDU 20200.

**EDU 21501 PRAXIS II-Foliotek Seminar for Teacher Education (1)** The course provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS II. Students are also oriented to the requirements of the culminating assessment portfolio. This is a required course for students who are entering the education program in fall of 2013. Students should have completed at least 15 hours of teacher education certification coursework. Students must pass the CBASE in order to successfully complete this course. Students will be required to take the course with EDU 32100 or EDU 32200 concurrently. Students will describe detailed preparation to prepare for the PRAXIS II, submit rationale and reflections assignment(s), evaluate the preparation experiences in each required education course, and prepare for the intensive writing requirements of EDU 40400. Co-requisite: Apply to the teacher certification program. P/F grading. Prerequisite: EDU 20200, concurrent with EDU 32100 or EDU 32200.

**EDU 21502 PRAXIS II-Foliotek Seminar for Teacher Education (2)** This course provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS II. Students are also oriented to the requirements of the culminating assessment portfolio. This is a required non-credit course for students who have completed at least 15 hours of teacher education certification coursework. Students must pass the CBASE to successfully complete this course. Students taking the course for credit will be required to log 30 hours (depending on enrolled credit hours) describing detailed preparation to prepare for the PRAXIS II, submit rationale and reflection assignment(s), and evaluate the preparation

experienced in each required education course. P/F grading. Co-requisite: Apply to the teacher certification program. Prerequisite: EDU 20200.

**21503 PRAXIS II-Foliotek Seminar for Teacher Education**

**(3)** This course provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS II. Students are also oriented to the requirements of the culminating assessment portfolio. This is a required non-credit course for students who have completed at least 15 hours of teacher education certification coursework. Students must pass the CBASE to successfully complete this course. Students taking the course for credit will be required to log 45 hours (depending on enrolled credit hours) describing detailed preparation to prepare for the PRAXIS II, submit rationale and reflection assignment(s), and evaluate the preparation experienced in each required education course. P/F grading. Co-requisite: Apply to the teacher certification program. Prerequisite: EDU 20200.

**EDU 21590 Education Praxis Review (3)** This class is designed to help students prepare for the Praxis II exam required for Missouri Teacher Certification. Students will become familiar Praxis test specifics, including, Praxis testing formats, Praxis test registration, and score reporting. Students will spend the majority of class time engaged in individual and group study of general and subject-specific teaching skills and knowledge.

**EDU 23100 Elementary Music Methods (2)** This course provides a general preparation for the teacher in the elementary classroom. A study of the principles, procedures, and objectives of school music is included. Prerequisites/Concurrent: EDU 10000.

**EDU 23300 Elementary Art Methods (2)** This course is designed for either the elementary classroom teacher or for the art teacher in the elementary school. Studio work and lecture on creative expression and techniques is included. Prerequisites/Concurrent: EDU 10000. Lab fee required.

**EDU 24600 Children's Literature (3)** This course is a study of the history and development of literature suitable for elementary school students. Evaluation of current literature material is included.

**EDU 24700 Adolescent Literature (3)** The student will explore the history and development of literature suitable for middle level and secondary education evaluation of current literature material is included.

**EDU 27400 Physical Education in Elementary Schools (2)** This course covers organizational and instructional aspects of planning a sequential K-8 program of physical education, emphasizing fundamental motor skill development, rhythms, games, and sports.

**EDU 27600 Methods of Integrating Art, Music, and Movement in Elementary Education (3)** This course is designed to provide individuals entering the teaching profession with the competencies to teach and integrate art, music, and movement as related to physical education and the performing arts. Additionally, this course will review principles behind integration in relation to the instruction of elementary students from ethnically, culturally, racially, and linguistically diverse backgrounds, who are of different genders, from various socioeconomic levels, and with differing handicapping conditions. Lesson planning, effective teaching techniques, classroom management skills, and evaluation for instructional outcomes will be studied in a unified and thematic approach to

curriculum development in art, music, and movement. Lab fee required.

**EDU 30400 Measurement and Evaluation to Enhance Learning (3)** The student will experience practical approaches to ensure that classroom assessment is fair and effective. Curriculum mapping and alignment to standards are explored. Students will develop an understanding of the basic mathematics of measurement, item analysis, test score interpretation, test development, performance assessments, standardized testing, portfolios, grading procedures, self-assessment, assessment of diverse student populations, and biases in educational assessment. Student reflection will facilitate an appreciation for the characteristics of an assessment-literate educator. Prerequisite/Concurrent: EDU 10000 and EDU 20200.

**EDU 30500 Elementary Reading Methods (3)** This course examines a variety of reading methodologies, materials, and evaluation items are presented and used with readers in the school system. The student will participate in a comprehensive study of the skills required for reading development, such as word attack, perception, vocabulary, and comprehension. This course includes a ten-hour practicum. Prerequisites: EDU 20200 Concurrent: EDU 32100 or EDU 32200.

**EDU 30600 Elementary/Middle School Language Arts Methods (3)** This course involves a comprehensive study of listening, speaking, reading, writing, thinking, viewing and visually representing communication arts skills as these skills are integrated into the contemporary language and reading program. Various methods and materials are explored. Prerequisite: EDU 20200. Concurrent: EDU 32100 or EDU 32200.

**EDU 30700 Teaching Reading in the Content Areas (3)** This course is designed to provide prospective teachers of Grades 5-12 with techniques for assessing and improving reading and study skills in the content areas. Students will learn to apply reading concepts, theories, and techniques to content area material by developing model lesson plans and materials. This course satisfies state requirements of completing a basic reading course for middle school and secondary certification. Prerequisite: EDU 20200. This course also requires concurrent enrollment in EDU 32100.

**EDU 30900 Analysis & Correction of Reading Disabilities (3)** This course is designed to teach students the diagnostic/prescriptive process necessary to deal with readers at various developmental levels in the classroom. Students learn to use and analyze a variety of informal and standardized diagnostic reading tests appropriate for individual and group diagnosis. Students also learn to use commercial and teacher-made materials in conjunction with basal readers to provide appropriate instruction. Students are expected to work with a problem reader during the course. Offered every semester. This course is to be taken concurrently with or prior to EDU 30999 to meet early childhood, early childhood special education, and elementary education degree program requirements. Prerequisites: EDU 215XX and either EDU 30500 or EDU 30700.

**EDU 30999 Practicum: Analysis and Correction of Reading Disabilities (2)** This course is required for students working towards completion of an early childhood, early childhood special education, or elementary education degree and taken concurrently with EDUC 30900 or the following semester. Working with a regular classroom teacher and remedial teacher in a school setting, students will apply the testing and remediation techniques taught in EDU 30900. Practicum students are responsible for observing and working with students throughout the semester. A diagnostic report, lesson plans, and

progress reports are required for each student tutored.  
Prerequisites: EDU 215XX, and either EDU 30500 or EDU 30700.

### **EDU 31200 Elementary/Middle School Mathematics**

**Methods (3)** This course provides a survey of approaches in the teaching of mathematics for the student preparing to teach in elementary schools. Prerequisites: EDU 32100 or EDU 32200 and two university level mathematics courses. Concurrent: EDU 215XX.

### **EDU 31300 Elementary/Middle School Social Studies**

**Methods (3)** This course includes the theoretical and practical aspects of the early childhood, elementary, and middle school social studies curriculum. Methodology, techniques, strategies, and materials appropriate to the area are investigated. Students are expected to plan and develop a variety of social studies instruction formats. Concurrent: EDU 215XX, and either EDU 32100 or EDU 32200.

### **EDU 31400 Utilizing Family and Community Resources (3)**

This course serves as an exploration of resources in the community and methods of incorporating these resources into the early childhood program. Family resources and family school relationships are studied, and materials and methods for developing such relationships that contribute to a focus of efforts. A 30 hour practicum is embedded in this course. Prerequisites: EDU 20200. Concurrent: EDU 215XX and EDU 32200.

### **EDU 31600 Language Acquisition and Development for Young Children (3)**

This course includes a study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. This course includes a concern for: understanding the influence of environment and culture in language development, development of techniques and materials for stimulating language growth, identification of speech and articulation problems and appropriate referral methods, familiarity with instruments, and techniques for assessing language development. Prerequisite: EDU 20200, Concurrent: EDU 215XX and EDU 32200.

### **EDU 31700 Introduction to Early Childhood/Special Education (3)**

This course includes a study of basic early childhood environmental principles, which are designed to meet the needs of the developing child. Cognitive, physical, social, emotional, and creative development are investigated and observed in the early childhood setting. Curriculum and materials appropriate for early education are emphasized, as well as planning and executing activities for the young child. Growth, development, and special needs of preschool children with disabilities are discussed, including developmentally appropriate practices, assessment, material, and curriculum adaptation necessary when working with this population.

### **EDU 31900 Elementary/Middle School Science Methods (3)**

This course is designed to explore various methods, materials, strategies, and processes used in early childhood, elementary, and middle school science programs. Students are expected to plan, develop, and teach several science lessons using a variety of science instruction formats. Prerequisites: EDU 20200. Concurrent: EDU 215XX, EDU 32100 or 32200. Lab fee required.

**EDU 32000 History and Philosophy of Education (3)** This course is a comprehensive study of the historical structure and philosophy of American education, its roots in the past, its relationship to other present educational systems and its possible future directions.

**EDU 32100 Middle/High School Classroom Teaching and Technology (3)** This course will enable the student to examine

the specific techniques and procedures applicable to effective teaching at the middle school and secondary education level, including an examination of what is required to design logical, engaging, and rigorous lessons that meet the needs of all learners. This course will explore different approaches to lesson planning while concentrating on the direct teaching model. This course will also apply Blooms Taxonomy as related to lesson plan objectives and the assessments of planned lessons. The technology examined will review and/or introduce the application of instructional technologies, including but not limited to Microsoft Word, Power Point, Microsoft Excel, Smart Board, Web Quest. Prerequisite: EDU 20200.

### **EDU 32200 Elementary Classroom Teaching & Technology (3)**

This course will enable the student to examine the specific techniques and procedures applicable to effective teaching at the elementary level, including an examination of what is required to design logical, engaging, and rigorous lessons that meet the needs of all learners. This course will explore different approaches to lesson planning while concentrating on the direct teaching model. This course will also apply Blooms Taxonomy as related to lesson plan objectives and the assessments of planned lessons. The technology examined will review and/or introduce the application of instructional technologies, including but not limited to Microsoft Word, Power Point, Microsoft Excel, Smart Board, Web Quest. Prerequisite: EDU 20200.

**EDU 32400 Assessment of Intellectual Skills (3)** This course teaches students about the use of non-projective, educationally relevant tests, theories of measurement, test construction, test administration, and ethical use. Students will attain competence in administration of one of the more commonly used methods of assessment, either Binet or Wechsler. Lab fee required.

**EDU 32500 Perceptual Motor Development (2)** This course examines the complex relationship between sensory perception and the development of gross and fine motor skills. The student will analyze, evaluate, and apply the research in this field, the methods and tools of assessment, materials and activities used to enhance and/or remediate the development of perceptual-motor skills. Prerequisite: EDU 20200.

### **EDU 32700 Early Childhood Cognitive Curriculum Concepts (3)**

This course will provide the student with techniques, methods and materials used in the curriculum areas of science and social studies for the young child (ages 3-8). Students will review relevant child development issues, learn the rationale for teaching these curriculum areas, and the importance of integrating them into the entire curriculum. Development and implementation of lesson plans are a part of this course.

### **EDU 32900 Creative Curriculum Materials for Early Childhood/ Early Childhood Special Education Programs (4)**

This course is designed to familiarize students with innovative curricula and materials which support art, music and movement in developmentally appropriate early childhood and early childhood special education programs. Students will construct and evaluate their own curriculum and materials. Techniques for integrating best practices throughout the curriculum and implementing adaptations for children with special needs is emphasized.

### **EDU 33400 Secondary Methods of Teaching English (3)**

This course examines a variety of methods of teaching English in middle schools and high schools, including inquiry, cooperative learning, differentiation, and interdisciplinary, etc. as well as specific strategies unique to English instruction. Students will also develop a Unit Plan of instruction. This course meets twice a week and is offered each semester. Prerequisites: EDU 32100 and EDU 21500, 21501, 21502, or 21503 PRAXIS II Foliotek Seminar for Teacher Education, and EDU 32100.

**EDU 34000 Secondary Methods of Teaching Physical Education (3)** This course examines a variety of strategies unique to the teaching of Physical Education in middle schools and high schools, including skills of team sports, skills of individual sports, safety issues, law issues, effective lesson planning, etc. Students will also develop a Unit Plan of instruction. This course meets twice a week and is offered each semester. Prerequisites: EDU 21500, 21501, 21502, or 21503 PRAXIS Foliolek II Seminar for Teacher Education, and EDU 32100.

**EDU 34100 Education of the Exceptional Child (3)** This course allows the student to develop an understanding of the unique characteristics, strengths, and challenges of exceptional children. An overview of the historical and legal aspects in the field of special education are presented, as well as current trends, issues, and best practices for educating children with exceptionalities in contemporary settings. Students will understand the competencies necessary to effectively teach, communicate, and live with individuals who have exceptionalities in educational and natural environments. This course will focus on the social and emotional implications of the “exceptional” label to individuals, their families, and society as a whole. Prerequisite: EDU 20200.

**EDU 34300 Middle/High School Differentiation and Classroom Management (3)** This course will enable the student to examine the specific demands required to differentiate instruction in middle school and high school classrooms. Additionally, the student will examine the role of each instructor in cooperative teaching situations. This course will also explore the demands and techniques of classroom management. The technology examined will review and/or introduce the application of instructional technologies including, but not limited to, Smartboard, Podcasting, Clickers, and other types of classroom communications. Legal and ethical issues that control the use of technology in the classroom will be investigated. To be taken concurrently with EDU 38000. Prerequisites: EDU 215XX and EDU 32100 or EDU 32200.

**EDU 34400 Elementary School Differentiation and Classroom Management (3)** This course will enable the student to examine the specific demands required to differentiate instruction in diverse elementary classroom settings. Additionally, the student will examine the role of each instructor in cooperative teaching situations. This course will also explore the demands and techniques of classroom management. The technology examined will review and/or introduce the application of instructional technologies including, but not limited to, SmartBoard, Podcasting, Clickers, and other types of classroom communications. Legal and ethical issues that control the use of technology in the classroom will be investigated. To be taken concurrently with EDU 38000. Prerequisites: EDU 21500, 21501, 21502, or 21503 PRAXISII Foliolek Seminar for Teacher Education, and EDU 32200.

**EDU 34500 Childhood Health, Nutrition & Safety (3)** This course focuses on health, nutritional requirements, safety precautions, first aid techniques, and emergency procedures of the young child. Prerequisite: EDU 20200.

**EDU 35100 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)** This course focuses on methods and materials utilized in screening and diagnosing learning problems and prescribing instruction in early childhood education. Field experiences are included in this course. Prerequisite: EDU 31700.

**EDU 35900 Multicultural Education (3)** This course is designed to promote an understanding of the importance of

multicultural education in a pluralistic society. Students develop awareness of their own cultural heritage and attitudes, obtain information about various minority cultures, and analyze the school as a product of the cultural heritage and attitudes. Prerequisite: EDU 10000.

**EDU 36500 Coordination of Cooperative Education (3)** This course is designed to prepare the student to plan, organize, deliver, supervise, and evaluate a variety of community-based experiences.

**EDU 38000 Pre-Student Teaching Practicum (1-3)** This course is designed to offer the education student experience in elementary and secondary schools or other educational environments. Evaluations are conducted by the university consultant and the host teacher. Students must enroll for one hour of practicum (EDU 38000) as a co requisite with EDU 34300 or EDU 34400. Prerequisites: EDU 215XX and EDU 32100 or 32200.

**EDU 38500 Middle School Philosophy/Organization (3)** This course examines the unique philosophy and structure associated with the middle school organization. Special characteristics of program content and design are included. Prerequisite: EDU 20200.

**EDU 38600 Middle School Curriculum/Instruction (3)** This course investigates current trends in instructional programs found in typical middle schools. Attention is given to the unique learning needs of adolescents, and how schools can address those needs. Prerequisite: EDU 20200.

**EDU 38700 Reading/Writing Across Curriculum (3)** This course addresses the process of making reading and writing educational activities relevant to adolescents by crossing subject matter lines. Emphasis is placed on integrating basic skills into all subject area instruction. Prerequisite: EDU 20200.

**EDU 38800 Middle School Psychology (3)** This course will provide an understanding of and appreciation for the growth of the middle school adolescents physically, emotionally, socially, and intellectually as related to the child’s education at the middle school level and in high school. Prerequisite: EDU 20200.

**EDU 40400 Measurement and Evaluation to Enhance Learning (3)** The student will experience practical approaches to ensure that classroom assessment is fair and effective. Curriculum mapping and alignment to standards are explored. Students will develop an understanding of the basic mathematics of measurement, item analysis, test score interpretation, test development, performance assessments, standardized testing, portfolios, grading procedures, self-assessment, assessment of diverse student populations, and biases in educational assessment. Student reflection will facilitate an appreciation for the characteristics of an assessment-literate educator. This course will include a coordinated project between the teacher candidate and a teacher mentor that will explore data driven decision made to enhance student learning. This course is a writing intensity course for the Department of Teacher Education. Prerequisites EDU 21501, EDU 32100, EDU 32200, and Writing Proficiency Assessment (WPA) or ENG 21000. Offered every fall and spring semester. For students newly entering or transferring to Lindenwood University beginning fall 2013, EDU 40400 will be a prerequisite for EDU 41000.

**EDU 41000 Student Teaching (12)** This course consists of observation, individual conferences, and supervised teaching in an early childhood setting, elementary middle and/or secondary school and a weekly student-teaching seminar. This practicum is designed to be the culminating experience in a student’s teacher preparation program; thus students should have completed all of

the courses necessary for the degree and certification prior to this course. The student is responsible for arranging and paying the expense of transportation to and from the assigned school. The student teacher's total academic load is limited to one course in addition to student teaching. Students seeking K-12 certification must teach at both the elementary and secondary levels. Special education majors will teach in a regular classroom and a special education classroom. Students must also participate in a pre-teaching experience prior to the official start of the student-teaching semester. In addition to enrolling for the student teaching course, an application must be submitted to the School of Education by the preceding semester of student teaching: February 1 for fall student teaching and September 1 for spring and summer student teaching. Students must successfully complete the Praxis exam prior to a student teaching placement being sought. Please see School of Education website for complete information on student teaching application process. A student teaching lab fee is required. Offered every fall and spring semester. Course enrollment must be approved by the Council of Teacher Education.

## English

**ENG 1100 Effective Writing (3)** This course prepares students for ENG 15000. A variety of approaches, including skill-based tutorials, journal writing, reader response, drafting, peer response, and revision will be employed to focus on strengthening competence and confidence in writing ability. Smaller, seminar-style class sessions will facilitate intensive, customized attention to foster writing strengths while successfully addressing areas for improvement. Students will be placed in ENG 11000 based upon an assessment of their writing skills.

*Note: In order to advance to ENG 15000, students must earn a C or above in ENG 11000 or EPP 11000.*

**ENG 15000 Strategies for University Writing (3) (GE-Eng)** This course is an intensive review of the English language and its use in college-level writing, including the mechanics of written discourse, sentence structure, paragraph development, and essay organization. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics. Placement is based upon an assessment of writing skills or ENG/EPP 11000 with a C or better. A writing assessment is part of the initial registration process.

*Note: In order to advance to ENG 17000, students must earn a C or above in ENG 15000 or EPP 15000.*

**ENG 17000 Research and Argumentation (3) (GE-Eng)** Students give special attention to the development of a mature style of writing and to the research, mechanics, and writing of documented argumentation papers. The writing assignments will be related to the subject areas anticipated in college study. Prerequisite: ENG 15000 or EPP 15000 with a C or better.

*Note: In order to advance out of ENG 17000, students must earn a C or above.*

**ENG 20000 Introduction to Literature (3) (GE-Lit)** This course is an introduction to the reading and analysis of literature; the semester's work will involve extensive reading in one of the following genres: poetry, short fiction, novel, drama, or essay. Prerequisite: ENG 17000 with grade of C or better.

**ENG 20100 World Literature I (3) (GE-Lit/Crs-Clt)** 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. Prerequisite: ENG 17000 with a C or better.

**ENG 20200 World Literature II (3) (GE-Lit/CrsClt)** This course is a study of ideas that have shaped our cultures, beliefs, and understanding from the Renaissance to the present. Students will examine the cultural contexts of the works and will consider the universal doctrines and themes these works suggest. Prerequisite: ENG 17000 with a C or better.

**ENG 21000 Writing Proficiency Lab (3)** This computer-lab based course allows students to work on their areas of writing and grammar deficiencies as identified by a diagnostic exam completed on the first day of class. Individual and group work as well as written papers are included. This course is open to all students. It also prepares students to retake the Writing Proficiency Assessment.

**ENG 21100 Introduction to Creative Writing (3)** Students will learn and practice the skills required in poetry, narrative fiction, and creative non-fiction. Prerequisite: ENG 17000 with a C or better.

**ENG 21200 Introduction to Technical and Professional Writing (3)** This course introduces the problem-solving skills and forms required in technical and professional writing. Prerequisite: ENG 17000 with a C or better.

**ENG 21600 Comedy: Its Origin and Development (3) (GE-Lit/CrsClt)** This course investigates the nature of laughter and the function of comedy in society. Lover or scoundrel, the comic hero is the "wise fool" upholding basic human values of mirth and pleasure in a society caught up in its own complacency. Papers and projects may deal with topics such as the Feast of Fools, Mardi Gras, clowns and jesters, vaudeville, and comedians of the silent film. Prerequisite: ENG 17000 with a C or better.

**ENG 22100 Introduction to Writing for Performance (3)** Students learn the basic principles of writing for the performance media (stage, film, and television) through the discipline of writing and rewriting performable play scripts. Offered intermittently. Prerequisite: ENG 17000 with a C or better.

**ENG 22200 Introduction to Writing Creative Non-Fiction (3)** Students learn how to use their own personal experiences in writing popular non-fiction—writing that may focus closely on themselves as individuals but which may turn outward toward other people, places, and social issues. Prerequisite: ENG 21100.

**ENG 23500 American Literature I (3) (GE-Lit)** This course is a survey of American writing from the colonial frontier to 1890 with emphasis on the struggle of New World writers to develop distinctive American themes and characters arising from the conquest of a virgin continent. Prerequisite: ENG 17000 with a C or better. Suggested prerequisite or concurrent enrollment: HIS 10500.

**ENG 23600 American Literature II (3) (GE-Lit)** This course is a survey of late 19th- and 20th-century American novels, poetry, prose, and drama; it explores distinctive American themes as reflected through an ever-changing society. Prerequisite: ENG 17000 with a C or better. Suggested prerequisite or concurrent enrollment: HIS 10600.

**ENG 24500 Folklore and Fables: The Telling of Tales (3) (GE-Lit/CrsClt)** This course examines the art of storytelling and the role of the storyteller in society. Readings include folk stories from around the world, fairy tales, fables, and parables. Prerequisite: ENG 17000 with a C or better.

**ENG 25000 Myth and Civilization (3) (GE-Lit/CrsClc)** 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. Prerequisite: ENG 17000 with a C or better.

**ENG 25600 Epic and Tragedy: The Hero and the City (3) (GE-Lit)** This course is a study of works from classical Greek literature focusing on the differences between genres of epic and tragedy and the changes in philosophical, political, and economic conditions that are reflected in the literature. Readings include works by Homer, Aeschylus, Sophocles, and Euripides, as well as selections from Plato and Aristotle concerning poetry and its role in society. Prerequisite: ENG 17000 with a C or better.

**ENG 27600 African-American Literature (3) (GE-Lit)** This course includes pre-emancipation slave narratives, spirituals, poetry, and essays; and post-emancipation poetry, song, autobiography, prose, and drama. The course examines works from a selection of African-American authors; considers some of the ways these writers defined themselves, their culture, their "America"; discloses some of the obstacles they met; and discusses criticism of a "Black" aesthetic. Prerequisite: ENG 17000 with a C or better.

**ENG 27800 Latino Literature (3) (GE-Lit)** This course introduces students to literature of the Latino communities in the United States. The literature will serve as a focal point for discussing the differing values, problems, and assertions of the Latin American culture in contrast with the more dominant American culture. Prerequisite: ENG 17000 with a C or better.

**ENG 28000-28099 Selected Topics in Literature (3) (GE-Lit)** This course is a study of specific authors, genres, or topics in English, American, and world literatures. The course may be repeated as topics vary. Prerequisite: ENG 17000 with a C or better.

**ENG 28100-28199 Selected Topics in Literature (3) (GE-Lit/CrsClc)** This course is a study of specific authors, genres, or topics in English, American, and world literatures. The course may be repeated as topics vary. Prerequisite: ENG 17000 with a C or better.

**ENG 28200-28299 Selected Topics in English (3)** This course is designed to study various topics in English. The course may be repeated as topics vary. Prerequisite: ENG 17000 with a C or better.

**ENG 30200 Advanced Writing and Research (3)** This course is an introduction to library reference materials as well as to the skills of finding information about topics of individual interest and general knowledge. Students complete bibliographies and papers in their areas of interest. Prerequisite: ENG 17000 with a C or better or the course may fulfill the ENG 17000 requirement with recommendation of the English Department.

**ENG 30500 British Literature I (3) (GE-Lit)** This course is a survey of English poetry and prose from the Anglo-Saxon period through the 18th century. Representative readings are examined in terms of the cultural changes and literary conventions that constitute English literary history. Prerequisite: one 20000-level literature course.

**ENG 30600 British Literature II (3) (GE-Lit)** This course is a continuation of English 30500 covering the early Romantic period through the 19th and 20th centuries. The works of major writers are studied in terms of each writer's own critical statements or in terms of the particular school or movement to

which the works belong. Prerequisite: one 20000-level literature course.

**ENG 30900 The English Novel (3) (GE-Lit)** This course is a study of selected novels from the eighteenth century to the early twentieth century with attention to the development of the novel as a literary form and to its importance in the culture of its historical period. Also included is an account of the forerunners of the novel in the narrative tradition since the Homeric era. Prerequisite: one 20000-level literature course.

**ENG 31000 Modern Fiction (3) (GE-Lit)** This course is a study of selected novels and short fiction with an emphasis on both American and British works. Consideration will be given to treatment of contemporary problems against a background of modern thought. Prerequisite: one 20000-level literature course.

**ENG 31100 Advanced Creative Writing (3)** Students will learn dramatic structure and practice the skill required to write performable play scripts. Prerequisites: ENG 21100 or permission of dean.

**ENG 32300 Advanced Poetry Writing (3)** This poetry workshop is designed to give students a deeper understanding of the creative potential of writing. The course addresses both the art and artifice of poetry, including analysis, close reading, experimental writing, drafting, supportive peer response, reflection, and sharing. Prerequisite: ENG 21100.

**ENG 33200 Chaucer (3) (GE-Lit)** This course examines selected works by Chaucer, with emphasis on *The Canterbury Tales*. Students will read and interpret Chaucer's writings in light of the medieval world in which they were written. Chaucer is himself an introduction to that world. Prerequisite: one 20000-level literature course.

**ENG 33300 Shakespeare (3) (GE-Lit)** This course is an introduction to Shakespeare's plays through a representative sample of the comedies, histories, tragedies, and romances. In addition to the dramatic literature, the course may include readings from the sonnets and other poetry. Prerequisite: one 20000-level literature course.

**ENG 33500 Modern Drama (3) (GE-Lit/CrsClc)** This course is a study of directions in modern and contemporary drama from Ibsen to the present, including realistic, naturalistic, symbolist, poetic, expressionist, existentialist, "epic," and experimental plays. Not open to students with credit in TA 33500. Prerequisite: one 20000-level literature course.

**ENG 33700 Survey of American Literature (3) (GE-Lit)** This course is an advanced survey of major writers and movements in American Literature from the colonial period to the present. Prerequisite: one 20000-level literature course.

**ENG 33800 Medieval English Literature (3) (GE-Lit)** This course includes readings in Old- and Middle-English literature to 1500 (exclusive of Chaucer). Lyric, narrative, and dramatic works from *Beowulf* to Malory's *Morte D'Arthur* are studied in their cultural, literary, and linguistic contexts. Prerequisite: one 20000-level literature course.

**ENG 33900 Renaissance English Literature (3) (GE-Lit)** This course includes readings from 16th- and 17th-century poetry, prose, and non-Shakespearean drama. Major poets from Spenser to Milton, the origins and development of prose fiction, the literary influence of the King James Bible, and major dramatists from Marlowe to Jonson are studied in representative works. Prerequisite: one 20000-level literature course.

**ENG 34000 Advanced Creative Non-Fiction Writing (3)** Students will practice writing popular non-fiction articles for magazines with emphasis on targeting and selling articles to publications. Prerequisites: ENG 17000 with a C or better.



**ENG 34100 Restoration and 18th-Century Literature (3) (GE-Lit)** This course includes selected readings in Neo-Classical English poetry, prose, and drama from the re-opening of the theaters in 1660 through the Augustan Age and the Age of Johnson. Authors include Dryden, Defoe, Gay, Swift, Pope, Johnson, and Sheridan. Prerequisite: one 20000-level literature course.

**ENG 34200 English Romantic Literature (3) (GE-Lit)** This course is a study of English prose and poetry from approximately 1770 to 1832. Major works are studied in conjunction with their socioeconomic, historical, and political backgrounds. Prerequisite: one 20000-level literature course.

**ENG 34300 Victorian Literature (3) (GE-Lit)** This course examines representative works of English literature from 1832 to 1901. These works are studied in their cultural contexts with special attention given to doubts and hopes raised by the new science, the implications of the Industrial Revolution, and the rise of a new middle-class audience. Prerequisite: one 20000-level literature course.

**ENG 34700 Topics in American Literature (3) (GE-Lit)** The specific topic of this course will be announced at time of registration. The course may focus on a specific genre (e.g., poetry, novel), author, or theme. Prerequisite: one 20000-level literature course.

**ENG 35100 Modern Poetry (3) (GE-Lit)** 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. Prerequisite: one 20000-level literature course.

**ENG 35800 Writer's Market (1)** This course focuses on practical strategies to help students market their work, including how to research various markets and write effective query letters. Prerequisite: ENG 31100.

**ENG 37200 Modern Grammar (3)** This course is an intensive study of the nature and structure of the English language with emphasis on recent developments in linguistic analysis, but with coverage also of traditional grammar. Prerequisites: ENG 17000 with a C or better and Junior standing.

**ENG 38000-38099 Advanced Topics in Literature (3) (GE-Lit)** 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 topics vary. Prerequisites: ENG 17000 with a C or better.

**ENG 38100-38199 Advanced Topics in Literature (3) (GE-Lit/CrsCit)** 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 topics vary. Prerequisites: ENG 17000 with a C or better.

**ENG 38200-38299 Advanced Topics in English (3)** This course is designed to study various topics in English. The course may be repeated as topics vary. Prerequisite: ENG 17000 with a C or better.

**ENG 39100 Advanced Fiction Writing (3)** This fiction workshop is intended for students with some experience as writers. The course will allow students to explore a variety of storytelling modes and to experiment with the techniques most appropriate to those different modes. Prerequisite: ENG 21100.

**ENG 40400 History of the English Language (3)** This course is an introduction to the study of the English language. The phonology, history, and grammar of English are examined in the context of cultural, social, and political history with attention

also to current linguistic theory. Prerequisites: ENG 17000 with a C or better and Junior standing.

**ENG 45400 Criticism (3)** This course examines the major schools of literary theory. Readings will include classic and contemporary texts; students will study the contexts of criticism and apply the theories they learn to various literary texts. Prerequisite: 6 hours of literature.

**ENG 47000 Seminar in Writing (3)** Students complete a portfolio project demonstrating that they have achieved a significant level of mastery in one of the principal genres. Portfolios typically consist of a collection of a dozen or more poems; 2-to-4 short stories, one-act plays, or non-fiction pieces; or a novella-length work of fiction, a full-length play, or an equivalent feature-length television or film script. During the course students develop their work through successive revisions until, in the instructor's judgment, the required level of mastery has been obtained. Prerequisite: ENG 31100.

## Entrepreneurial Studies

**ENTR 47510 Financing Business Ventures (3)** Financing Business Ventures is an advanced course designed to apply the theoretical principles of finance to new or emerging businesses. Topics to be covered include capital raising, cash flow management, business planning, and value realization. Lectures and case studies will focus on financing methods, working capital management, expansion, and exit strategies in order to develop decision making skills. Guest speakers will illustrate real-world situations. Offered fall semester only. Prerequisite: a grade of C or better in FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## Environmental Science

**ENV 45000 Environmental Internship (3-9)** During their junior and senior years at Lindenwood, qualified students may participate in internship experiences in environmental science. Students are responsible for making arrangements with the internship sponsor, but the course instructor must approve the sponsor and the planned activities before the internship work begins. Internship sponsors may be government agencies, for-profit corporations, or non-profit corporations or agencies. Student interns may be paid for their work, but more often they are not. Student interns are required to spend at least 40 hours working on tasks assigned by the Internship Sponsor for every semester credit hour for which they are enrolled. Completion of the internship requires submission of a report or research paper as specified by the instructor. Prerequisite: Junior status and permission of dean.

## English Preparedness Program

**EPP 10000 Basic English Grammar for Non-Native Speakers (3)** This course is designed for non-native English speakers who need a review of basic English grammar rules, with attention given to form, meaning, and use. Students will apply rules through reading and writing activities and assignments. Offered every semester. Prerequisite: Placement and non-native English speaker.

**EPP 10100 Advanced English Grammar for Non-Native Speakers (3)** This course provides non-native English speakers with additional intensive review of intermediate and advanced English grammar, with emphasis on application of rules through academic reading and writing assignments. Offered every

semester. Prerequisite: Placement and non-native English speaker

**EPP 10500 Reading and Writing for Non-Native Speakers (6)** This course will give non-native speakers the opportunity to develop English language skills needed to succeed in college courses. Assignments will focus on developing English proficiency, with emphasis placed on developing reading and writing skills. Additional hours with an English conversation partner may be required. A grade of C is required for advancing from this course. If the student fails to achieve a "C," he or she will have to retake the course next semester. Offered every semester. Prerequisite: Placement and non-native English speaker

**EPP 10600 Reading and Writing for Non-Native Speakers II (6)** This course is designed to further develop reading and writing skills of non-native English speakers. Instruction in this course will focus on preparing students for academic courses through assignments aimed at developing reading strategies and writing techniques. Additional hours with an English conversation partner may be required. A grade of C is required for advancing from this course. If the student fails to achieve a C he or she will have to retake the course next semester. Offered every semester. Prerequisite: Placement and non-native English speaker, or a C or better in EPP 10500.

**EPP 11000 Academic Writing for Non-Native Speakers (3)** This course is designed for non-native English speakers who are not yet prepared to enter ENG 15000 Strategies for University Writing or EPP 15000 Strategies for University Writing for Nonnative Speakers. This course will focus on developing clear and comprehensible prose in academic writing assignments. A grade of C is required for advancing from this course. If the student fails to achieve a C he or she will have to retake the course next semester. Offered every semester. Prerequisite: Placement and non-native English speaker, or a C or better in EPP 10500 or EPP 10600.

**EPP 12000 Spoken Communication and Pronunciation for Non-Native Speakers (3)** This course will provide non-native English speakers opportunities to improve their comprehensibility in communicating in English. The course will provide practice in stress, rhythm, and intonation patterns, and in troublesome consonant and vowel sounds through various means, including class presentations and public speeches. Offered every semester. Prerequisite: Placement and non-native English speaker

**EPP 15000 Strategies for University Writing for Non-Native Speakers (3) (GE-Eng)** This course follows the same general guidelines as other sections of Strategies for University Writing, using the same texts and requiring the same amount of academic writing. However, the class will be designed to meet the needs and concerns of nonnative English speakers. This course fulfills the ENG 15000 Strategies for University Writing GE requirement and is equivalent to ENG 15000. Offered every semester. Prerequisite: Placement and non-native English speaker, or a C or better in EPP 11000.

## Earth Sciences

**ESC 10000 Physical Geology with Lab (4) (GE-EarthSci)** This course focuses on the study of the earth to include its component materials, the physical and chemical changes that take place internally and surficially, and the historical background of the science. The lab involves identification of minerals and rocks, the determination of various surficial

processes and how they are reflected by topographical maps. A field trip is included as a lab exercise. Lab fee required.

**ESC 10500 Survey of Geology (3) (GE-EarthSci)** This is a lecture course that focuses on the study of the earth to include the materials it is made of, the physical and chemical changes that take place both internally and superficially, and the historical background.

**ESC 11000 Introductory Meteorology (3) (GE-EarthSci)** This course acquaints the student with the physical and thermal dynamics of the lower atmosphere. It deals with the role the sun plays as the source of energy for all phenomena. Topics include thermal energy; atmospheric temperature, humidity, pressure, and wind; cloud formation; frontal systems; severe weather phenomena and air pollution.

**ESC 11100 Meteorology Lab (1) (GE-EarthSci)** This lab course is designed to complement Introductory Meteorology. Students will decode raw data, plot maps, analyze the data, and make forecasts. Time permitting; a field trip will be included to the local National Weather Service Station. Concurrent enrollment in ESC 11000. Lab fee required.

**ESC 12000 Oceanography (3) (GE-EarthSci)** This course explores the various physical oceanographic concepts to include waves, tides, currents, shoreline interaction, ocean basin structure, ocean sediments, physical and thermal properties of salt water, and atmospheric and oceanic interaction. A portion of the course covers marine ecology.

**ESC 13000 Introductory Astronomy (3) (GE-EarthSci)** In survey fashion, this course addresses the historical background of astronomy, types of telescopes, identification of stellar characteristics, formation of our solar system, characteristics of the planets, space debris, and the birth and death of stars, galaxies, and the universe.

**ESC 13100 Astronomy Lab (1) (GE-EarthSci)** This optional lab explores celestial mechanics, calculating distances to stars, measuring the brightness and color spectra of stars, the classification of galaxies, and the formation of the Universe. Concurrent enrollment in ESC 13000 or permission of dean required. Lab fee required.

**ESC 20000 Introduction to Geographic Information Systems (3)** This course introduces basic concepts necessary to an understanding of geographic information systems including its purpose, hardware, software, databases, and application. ArcView software will be used to display various databases, and students will design and execute cross-disciplinary projects in order to demonstrate the uses of GIS as a spatial analysis and decision making tool. Lab fee required. Not open to students with credit in GEO 20000.

## Exercise Science

**EXS 25000 Foundations of Sport and Exercise Science (3)** This course is an introduction to defining exercise science and giving an overview of its many components such as nutrition, biophysiology, anatomy, exercise and movement aspects. Also covered are the evolution of play and games, trends in sport and fitness, prevention and control of diseases in the work place. There will be 2 (5 hours each) observations. You can choose from areas in cardiac rehab, personal training, corporate fitness, physical therapy, chiropractic, accelerated rehabilitation and large group instruction.

**EXS 26000 Concepts in Conditioning (3)** This course is a study of the physiological components of exercise and their application when working with athletes, individuals, or small/large groups. Students will understand the purpose of

selecting safe and effective techniques for aerobic and anaerobic conditioning, contraindications to exercise, and evaluation methods used by professionals when working with these populations.

## Finance

**FIN 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. Prerequisites: a grade of C or better in ACCT 21010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32010 Corporate Finance I (3)** This course provides an in-depth examination of issues and techniques of financial management, including financial statement analysis, financial planning and forecasting, financial markets, valuation of securities, financial options, capital budgeting, and cost of capital. Prerequisites: a grade of C or better in ECON 23030 and FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32020 Investments I (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. Prerequisites: a grade of C or better in ECON 23030 and FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32030 Consumer Finance (3)** This course surveys the economic factors and personal decisions that affect financial well-being: cash and credit management, taxes, major expenditures, insurance, investments, and retirement and estate planning. Emphasis is on practical knowledge for personal financial management and serving customers of the banking, brokerage, insurance, and other consumer finance industries. Prerequisites: a grade of C or better in ACCT 21010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32035 Retirement Planning (3)** Retirement planning focuses on preparation for retirement. The course will include the important of retirement planning, an evaluation of the client's needs, an understanding of Social Security and Medicare, and qualified and non-qualified retirement plans. Prerequisites: a grade of C or better in one of the following math courses: MTH 14100, MTH 13100, MTH 15100, MTH 15200, MTH 17300, MTH 27100, or MTH 27200. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32036 Estate Planning (3)** Estate planning focuses on the efficient conservation and transfer of wealth consistent with the client's goals. The course is a study of the legal, tax, financial, and non-financial aspects of this process, covering topics such as trusts, wills, probate, advanced directives, charitable giving, and wealth transfers and their related taxes. Prerequisites: a grade of C or better in FIN 32030. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32040 Risk & Insurance (3)** This course surveys the area of risk and insurance and examines the concepts of risk, the nature of the insurance device, and the principles of risk management. Life insurance, health insurance, property and

liability insurance, and social insurance are treated in terms of their relationship to the wide range of insurable risks to which the individual and the business firm are exposed. . Prerequisites: a grade of C or better in one of the following math courses: MTH 14100, MTH 13100, MTH 15100, MTH 15200, MTH 17300, MTH 27100, or MTH 27200. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32050 Financial Institutions and Markets (3)** This course is a study of asset and liability management for financial institutions including the effect of regulations and laws on the management of financial institutions. Prerequisites: a grade of C or better in ECON 23030 and FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 32091 Directed Studies in Finance (3)** An independent structured learning experience will be developed to ensure students; knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42010 Corporate Finance II (3)** This course is a continuation of FIN 32010 Corporate Finance I. Topics will include capital structure, distributions to shareholders, financing decisions, working capital management, short-term financing, mergers and acquisitions, and multinational financial management. Prerequisite: a grade of C or better in FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42020 Investments II (3)** This course covers fixed income securities, mutual funds, commodities, derivative securities, and portfolio management. Prerequisites: a grade of C or better in FIN 32000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42030 Financial Planning Capstone (3)** This course will engage the student in critical thinking and decision-making about personal financial management topics in the context of the financial planning process. The purpose of this course is to refine and develop the skills needed for personal financial planners when working with individuals, families, and business owners in meeting financial needs and objectives. Prerequisites: senior standing, final semester. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42080 Seminar in Finance (3)** This course is an application of the theoretical principles of finance theory to case studies on special financial problems, such as international finance, small business finance, the timing of financial policy, and optimum capital structure. Prerequisites: Senior standing and a grade of C or better in FIN 32010 and FIN 32020. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42091 Directed Studies in Finance (3)** An independent structured learning experience will be developed to ensure students; knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**FIN 42095 Internship (1-9)** The Internship Program is designed to expose the student to a variety of practical business environments. This exposure will permit the student to observe and experience firsthand how businesses function in today's society. Prerequisite: permission of advisor, dean, and internship coordinator. Prerequisite: permission of advisor, dean, and internship coordinator. Junior standing and a cumulative GPA of at least 3.0 are required. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## French

**FRE 10100 Elementary French I (3) (GE-ForLang)** This course is an introduction to French language and culture through reading, writing, speaking, and listening.

**FRE 10200 Elementary French II (3) (GE-ForLang)** This course is a continuation of the 10000-level sequence, in which students deepen their knowledge of French language and culture and further develop reading, writing, speaking and listening skills. Prerequisite: FRE 10100 or permission of dean.

**FRE 20100 Intermediate French I (3) (GE-ForLang)** This course consists of reading of modern French prose, review of syntax, and continued practice in written and oral expression. Further development of all four language skills. Prerequisite: FRE 10200 or permission of dean.

**FRE 20200 Intermediate French II (3) (GE-ForLang)** This course consists of reading of modern French prose, review of syntax, and continued practice in written and oral expression. Further development of all four language skills. Prerequisite: FRE 20100 or permission of dean.

## Geography

**GEO 20000 Introduction to Geographic Information Systems (3)** This course introduces basic concepts necessary to an understanding of geographic information systems including its purpose, hardware, software, databases, and application. ArcView software will be used to display various databases, and students will design and execute cross-disciplinary projects in order to demonstrate the uses of GIS as a spatial analysis and decision making tool. Lab fee required. Not open to students with credit in ESC 20000.

**GEO 20100 World Regional Geography (3) (GE-CrsClf)** This course is a study of the major areas of the world divided along political boundaries and levels of development. Attention is given to the impact of the physical and cultural environment on the world areas and current issues in population, resource depletion, and economic disparities. Not open to students with credit in GEO 20200. Prerequisite: ENG 17000 with a C or better; or permission of dean.

**GEO 20200 Concepts of Geography (3) (GE-CrsClf)** This course is a study of the major areas of the world divided along political boundaries and levels of development. With each world region, students will investigate the political, cultural, economic, and demographic processes at work as well as methods for incorporating this information into their elementary and high school classrooms. Not open to students with credit in GEO 20100. Prerequisite: ENG 17000 with a C or better; EDU 10000; or permission of dean.

**GEO 20300 Human Geography (3) (GE-CrsClf)** Human Geography is a survey course that investigates the variability in human activity and human interaction with the environment over space. Sample topics include human behavior in space;

population dynamics; economic development; spatial variation in agricultural systems; spatial variation in political systems; popular vs. traditional cultures, and human impacts on the natural environment. Offered every semester. Prerequisite: ENG 17000 with a C or better; or permission of dean.

## Health & Fitness Science

**HFS 16000 First Aid/CPR/Sport Injuries (2)** This course is designed to provide training and offer certification in the areas of First Aid and CPR. Student will meet the skill and knowledge standards as determined by the certifying organization. (Not open to students with credit in PE 18000 AND 18100). Lab fee required.

**HFS 20000 Health and Nutrition (4)** This course will provide the student with knowledge of health, fitness, nutrition, and wellness related topics, as well as applicable behavior modification strategies to assist in the prevention of health-related diseases. All components of wellness will be discussed (physical, mental, social, spiritual, and environment) with an emphasis in developing the student's personalized wellness program to develop and maintain a healthy lifestyle.

**HFS 20400 Care and Prevention of Athletic Injuries (3)** This course is designed for individuals who are not pursuing a medical position and want to gain knowledge by providing basic information on how to identify and prevent injuries of the upper and lower extremity, head, neck, and spine, the importance of proper conditioning, and basic anatomy. Anyone may take this course. (Not open to students with credit in AT 28500).

**HFS 20700 Human Anatomy and Physiology (4) (GE-BioSci)** This course is a study of the structure and function of the human skeletal, muscular, nervous, digestive, respiratory, and circulatory systems. Lab fee required. Prerequisites: CHM 10000 & BIO 10000 with a C or better. This course cannot be taken by Athletic Training and Exercise Science majors.

**HFS 22000 Motor Learning and Rhythmic Activity (3)** This course is designed to show the process and factors related to the acquisition and performance of motor skills and effective application to rhythmic activity teaching methods. Prerequisite: PE 15000 or EXS 25000.

**HFS 24000 Stress Management (3)** This course will explore the psychological and physiological nature of stress as it relates to the body and its role in health-related disease. The impact of stress on one's physical, mental, emotional, social, and spiritual well-being will also be discussed. Students will experience various coping strategies and relaxation techniques through active participation in these life skills. (PE majors receive 3 credit hours of lifetime activities towards degree requirements).

**HFS 30000 Community Health (3)** This on-line course is designed to give a broad overview of the many dimensions of health promotion, care, and legislation. Topics covered include health organizations, communicable and chronic diseases, socioeconomic issues, environmental issues, and other topics related to epidemiology. Prerequisite: PE 15000 or AT 28500 or EXS 25000 or REC 20600.

**HFS 30500 Measurement & Evaluation in Physical Education (3)** This course is a survey of the development, evaluation, and application of tests in health and physical education. The use and interpretation of statistical techniques in terms of strengths and weaknesses are considered. Not open to students with credit in REC 30500. Lab fee required. Prerequisite: PE 15000 or REC 20600.

**HFS 31000 Kinesiology of Physical Education (3)** The course will study the anatomical and mechanical phenomenon which

underlie human motion. The student will learn to undertake a systematic approach to the analysis of motor skill activities and exercise programs and acquire experience in applying that knowledge to the execution and evaluation of both the performer and the performance in the clinical and educational milieu. Prerequisites: HFS 20700 or BIO 22700 or EXS 28000.

**HFS 4000 Adapted Physical Education (3)** The outcome of this course is to produce an individual who is capable of teaching students with various disabilities who are integrated into regular physical education classes. The individual will also have the knowledge to provide an adapted physical education program for more severely disabled students in an appropriate atmosphere. This will be accomplished by requiring appropriate modifications for activities. Inclusion methods, philosophies, and community based opportunities are offered and discussed. Prerequisites: PE 33500 or PE 33600 or REC 31000.

## History

**HIS 1000 World History Since 1500 (3) (GE-WHis)** This course is a study of the growth and interactions of world cultures and concentrates on the history of the world since 1500. The emphasis is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation. All sections may be taken for Honors Program credit. Not open to students with credit in HIS 22100. Prerequisite: ENG 15000 or placement in ENG 15000 or EPP 15000 or placement in EPP 15000.

**HIS 1050 America: Colony to Civil War (3) (GE-AmGovHis)** This survey of American history begins its examination with the colonial origins of the United States and concludes with the Civil War. Political, economic, and social foundations of American development are stressed. Prerequisite: ENG 15000 or placement in ENG 15000 or EPP 15000 or placement in EPP 15000.

**HIS 1060 America: Civil War to World Power (3) (GE-AmGovHis)** This survey of American history traces the development of the United States from the Civil War to its present status as a world power. Political, economic, and social foundations of American development are stressed. Prerequisite: ENG 15000 or placement in ENG 15000 or EPP 15000 or placement in EPP 15000.

**HIS 2050 History of Asia (3) (GE-CrsClf)** This survey explores the history of South, Southeast, and East Asia from the earliest times to the present. Prerequisite: ENG 17000 with a C or better or concurrent enrollment.

**HIS 2200 History of Latin America (3) (GE-CrsClf)** This survey examines the history of Latin America from Columbus to the present and is designed to give the student a better appreciation of Latin American cultures. The course will also examine United States-Latin American relations and their impact. Prerequisite: ENG 17000 with a C or better or concurrent enrollment.

**HIS 2230 The Ancient and Medieval World (3)** This course provides a survey of ancient and medieval world civilizations, noting the emergence of the distinct cultures of the Americas, Eurasia, and Africa and the development of connections among medieval Eurasian cultures. Prerequisite: ENG 17000 with a C or better or concurrent enrollment.

## Human Resource Management

**HRM 36510 Human Resource Management (3)** This course examines human resource functions related to business organizations, including job descriptions, recruiting and selecting, training and development, performance management compensation, labor management relations, and strategic planning. Lab fee may be required. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 36520 Labor Relations (3)** This introductory course in labor relations covers labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, NLRB role, and major labor acts. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 36530 Employee Training and Development (3)** This course covers the methods and roles of training in the modern organization and examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, and evaluation and testing. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 36540 Personnel Law (3)** This course examines basic law as it applies to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation, and record-keeping requirements. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 36550 Compensation and Benefits (3)** This course is an examination of pay structures, pay systems, parity, comparable worth, the relationship between pay and performance, internal and external equity, executive pay, benefits, and legal issues. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 36591 Directed Studies in Human Resources (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 46591 Directed Studies in Human Resources (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 46595 Internship (1-9)** The Internship Program is designed to expose the student to a variety of practical business

environments. This exposure will permit the student to observe and experience firsthand how businesses function in today's society. Prerequisite: permission of advisor, dean, and internship coordinator. Junior standing and a cumulative GPA of at least 3.0 are required. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**HRM 46599 Human Resource Management Capstone (3)** This course uses the case study method wherein the student is required to analyze, synthesize, and present the case information to the class. This is the capstone class for Human Resource Majors. Prerequisite: a grade of C or better in three HRM classes and senior standing. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

## International Business

**INTL 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 businesses interact with the cultural, political, ethical, legal, and economic environments of multiple nations. An overview of international business strategies is also provided. This course uses library research, case studies, and current business events to understand the methods and practices that international managers use to address these issues. Prerequisite: a grade of C or better in ECON 23030 or MGMT 26032. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**INTL 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. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**INTL 48020 International Finance (3)** This course is a study of financial decision making for multinational companies. Topics will include the international monetary system, the foreign exchange market, management of foreign exchange exposure, world financial markets and institutions, and financial management of the multinational firm. Prerequisite: a grade of C or better in FIN 32000. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**INTL 48032 International Management (3)** This course builds on the foundations of global business through a survey of the International Business issues such as the political, legal, economic and cultural environments. It then proceeds to address management issues on an international scale. These issues include strategy formulation and implementation; organizational structure; managerial decision making and control; and human resource related topics such as leadership, motivation, selection and development. The course uses library research, case studies, and current business events to understand the methods and practices that international management uses to address these issues. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

## Lindenwood Orientation

**LUL 10100 Freshman Experience (2)** As an orientation course, the purpose of this course is to introduce students to the many facets of College life and to provide the direction and support that will enhance their potential for success in their undergraduate program. The Seminar will provide information, instruction, exercises, techniques, group identity and interaction, and guidance in the four major areas of personal growth. May not be retaken for a higher grade. Lab fee required.

## Management

**MGMT 16022 Introduction to Business and Free Enterprise (3)** Introduction to Business and Free Enterprise is an introductory course designed to familiarize the student with the subject matter of business and how businesses function in a free environment. This course introduces students to the essentials of business activities, including managing, marketing, accounting, and finance. This course is designed to help both non-business majors and those who are considering a business major to understand the nature of various economic systems with special emphasis on the free enterprise system. This course may not be taken by business majors with senior standing.

**MGMT 26032 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. By the end of this course, students will appreciate the changing environment of management. Prerequisite: a grade of C or better in ENG 17000.

**MGMT 26061 Business Law I (3)** Business law is an introductory course 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. Prerequisite: a grade of C or better in ENG 17000.

**MGMT 36033 Introduction to Management Decision Science (3)** This course provides an introduction to the concepts and methods of decision science with emphasis on both the art and science of decision making. An important goal is to encourage a more disciplined thinking process in the way a manager approaches management decision situations. Topics will include problem identification and definition, biases, and decision and problem solving processes. Emphasis will be given to interpretation of computer solutions that involves the application of spreadsheet modeling. Models will be used to illustrate practical applications of quantitative managerial decision making to include optimization, inventory, project management, and forecasting techniques. Lab fee required. Prerequisites: a C or better in MIS 24000, MTH 14100, and MTH 13100 (or higher). Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 36042 Principles of Supply Chain Management (3)** This course is designed for students who are interested in the emerging field of Supply Chain Management (SCM). This

introductory course is designed to familiarize the student with the subject matter of procurement, forecasting, inventory management, enterprise resource planning, quality management, location selection, and supply chain integration and performance measurement. By the end of this course, students will have a foundation in SCM, and be prepared to determine if they want to pursue a career in SCM. Prerequisite: a grade of C or better in ECON 23020 or ECON 23030. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 36043 Principles of Operations Management (3)**

This course introduces the student to the management of operations, in both the manufacturing and service sectors. This course is designed to help the student to understand the nature of how products or services are transformed for use by the end customer, in the field known as Operations Management. Topics include operations strategy, planning, quality, production systems, inventory management, and project management. Current production initiatives will also be explored including Six Sigma/Lean, Theory of Constraints, and Material Requirements Planning. Prerequisite: a grade of C or better in MGMT 26032, or instructor approval. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 36050 Organizational Behavior (3)** This course explores the behavior of individuals, teams, groups, and organizations, in the workplace. Topics include business trends, globalization, ethics, corporate social responsibility, leadership, team dynamics, change management, performance, morale, power, personalities, desirable competencies, and communication. Offered every semester. Prerequisite: a grade of C or better in ENG 17000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 36062 Business Law II (3)** This course is designed to strengthen the student's understanding of the nature of governmental regulation of businesses, including corporations, partnerships, and limited liability companies; selected articles of the Uniform Commercial Code, including sales, commercial paper, and secured transactions; real property and estates; bankruptcy; and insurance. Various approaches to understanding these legal issues will be used, including case law analysis and the examination of current legal issues affecting business. Prerequisite: a C or better in MGMT 26061. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 36081 Career Development (3)** This course is designed to help students to understand the academic and business career exploration and planning processes. The goal of this course is to provide the student with the strategies and skills necessary for a lifetime of career-related decision making. Students will engage in a variety of self-discovery initiatives through an exploration of personal interests, values, and abilities. With this information, students will utilize various techniques to define and clarify educational and career plans. In addition, several methods of researching academic and career opportunities both at Lindenwood University and in the community will be explored. Lab fee may be required. Prerequisite: Junior standing. Lab fee required.

**MGMT 36091 Directed Studies in Management (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also

required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 46040 Project Management (3)** This course develops a foundation of concepts and solutions that support the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. This course examines project management roles and environments, the project life cycle, and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are illustrated in this course through the use of Microsoft® Project software. Prerequisites: C or better in MGMT 26032 and C or better in MGMT 36042 or MGMT 36043. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 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. Prerequisite: a grade of C or better in MGMT 26032. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 46063 Business Law III (3)** This course is a comprehensive study of the major areas of law that affect the legal and social environment of business. Topics to be addressed are business ethics, constitutional law, and governmental regulation of business, administrative agencies, international trade, intellectual property rights, and cyber law. Students will utilize reading comprehension, critical thinking, writing competence, and oral communication skills to analyze diverse fact patterns from a legal prospective. The course material will be presented primarily through the Socratic Method. Prerequisite: a C or better in MGMT 26061 and ENG 17000. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 46082 Management Policy (3)** Management Policy is an advanced course designed to apply the theoretical principles of management to the processes of setting, implementing, and evaluating business strategy. This is the capstone course for all business majors, drawing on the information and skills developed over the course of the business program. The course will serve to reinforce the integration of the concepts presented in core business courses with the student's business degree. Various approaches to understanding these management issues will be used, including examinations and case study analyses. Prerequisite: Final semester of senior year. Lab fee required. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 46091 Directed Studies in Management (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MGMT 46095 Internship (1-9)** The Internship Program is designed to expose the student to a variety of practical business

environments. This exposure will permit the student to observe and experience firsthand how businesses function in today's society. Prerequisite: permission of advisor, dean, and internship coordinator. Junior standing and a cumulative GPA of at least 3.0 are required. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

## Management Information Systems

**MIS 14000 Microcomputer Applications (3)** An introductory course designed to address issues and practical applications important to microcomputer users, this course utilizes a "hands-on" lab approach. Subject areas addressed include word processing skills development, spreadsheet/database development and use of PowerPoint. Lab fee required.

**MIS 21400 Excel for Professionals (3)** This comprehensive hands-on lab course focuses on the use of Excel to analyze and graph data, generate reports and support business decisions. Students will learn how to design spreadsheets, work with pivot tables, create forms, consolidate results, publish data to the Web and streamline repetitive tasks through the use of macros. Lab fee required.

**MIS 24000 Introduction to Information Systems (3)** This course introduces students to the basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics to be covered include hardware, software, communications and networking, database management, and systems development methodologies. Issues of computer crime and computer ethics will also be addressed. The concepts of the course are illustrated by the use of a spreadsheet, presentation graphics, and word processing software on microcomputer. World Wide Web exercises are incorporated into the course material. Lab fee required.

## Marketing

**MRKT 35010 Principles of Marketing (3)** This course is 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. Prerequisite: a grade of C or better in ENG 170. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35020 Marketing Information and Research (3)** This course provides an introduction to the multiple sources of data and information used in making strategic and tactical marketing decisions. The course is designed to introduce the student to the strengths and limitations of a variety of marketing techniques and to the thought processes involved in selecting appropriate marketing techniques. Particular emphasis will be given to problem definition, design of marketing research studies, data collection techniques, data analysis and interpretation. A comprehensive team case toward the end of the course will tie together the concepts presented and provide an opportunity for oral and written presentation. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35030 Pricing Strategy and Negotiations (3)** Pricing is an intermediate course designed to strengthen the student's understanding of pricing strategy. The goal of this course is to provide the student with an understanding of the strategic

importance of pricing, the psychological impact of various pricing tactics, a review of the strategic pricing options, and the experience of analyzing the impact of various pricing strategies. Lectures and case studies will provide the theory and analytical tools for development of pricing strategies and tactics. Computer simulations will provide students with the opportunity to apply knowledge derived from lectures and case studies. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35040 Advertising and Promotional Strategy (3)** This course focuses on the marketing function of communicating the various promotional activities such as advertising and promotion with an emphasis on the planning, preparing, and placing the messages of integrated brand promotion. The role of the advertising agency and the dynamic role of the internet in integrated brand promotion will be explored in detail. A course project will enable students to apply the concepts discussed in the course to a real world situation. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35050 Selling (3)** This course examines the concepts of personal selling. The goal of this course is to provide a detailed analysis of the innovative selling strategies and concepts necessary to negotiate mutually beneficial agreements. Particular emphasis will be given to professional presentation and image management of the salesperson, building long-term relationships with customers, sales theory concepts involved in personal sales, and business-to-business sales. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35060 Product Management (3)** This course will study the managerial process and design for new product development. The course will examine the product manager's role in team management as it relates to new opportunity identification; new concept generation; new concept evaluation; development of the product or idea; and the steps necessary for successful market or launch. Particular emphasis will be placed on the following areas: the marketing process of finding and solving consumer needs, concept testing, forecasting, and financial analysis, product protocol, design, product testing, strategic launch planning, and market testing. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 35091 Directed Studies in Marketing (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion of the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 45060 Marketing Communications (3)** This course introduces students to a shift in how organizations (for-profit and nonprofit) promote products, services, and ideas through relationship marketing and marketing communications. Students will examine more credible and cost effective ways to create relationships with target markets than traditional mass-market advertising. They will examine marketing strategies that use the fundamentals of classic public relations, word-of-mouth (WOM) marketing, event marketing, mobile marketing, social media networking, and other forms of creative marketing



communications to foster interactions among organizations, products, consumers, and the media. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 45070 Consumer Behavior (3)** This course is designed to strengthen the student's understanding of consumers' marketplace behaviors. Topics to be covered include motivation, buying behavior, learning, problem solving, perception, and decision making. Students will consider the implications of the social, cultural, and psychological factors that form consumer behavior. Particular emphasis will be given to marketing techniques and strategies used to anticipate and define consumers' wants and needs. Prerequisite: a grade of C or better in MRKT 35010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 45080 Marketing Management and Planning (3)** This is the capstone marketing course. Topics to be covered include 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. In addition, the course utilizes a team-based computer simulation in which students will form companies and compete in simulated markets. Prerequisites: a grade of C or better in MRKT 35020, MRKT 35050, MRKT 35030, MRKT 35040, and senior standing. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 45091 Directed Studies in Marketing (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**MRKT 45095 Internship (1-9)** The Internship Program is designed to expose the student to a variety of practical business environments. This exposure will permit the student to observe and experience firsthand how businesses function in today's society. Prerequisite: permission of advisor, dean, and internship coordinator. Junior standing and a cumulative GPA of at least 3.0 are required. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## **Military Science (Army ROTC)**

**MS 10100 Introduction to Leadership I-(2)** Examine the challenges and competencies that are critical for effective leadership. The student will learn how the personal development of life skills such as cultural understanding, goal setting, time management, mental/physical resiliency, and stress management relate to leadership, officership, and the Army profession.

**MS 10200 Introduction to Leadership II (2)** The course investigates leadership fundamentals, explores dimensions of leadership attributes and core leader competencies, and presents fundamental military concepts. Prerequisite: MS 10100 or permission of dean.

**MS 20100 Innovative Team Leadership (3)** This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and leadership theories. The course continues to build on developing knowledge of leadership attributes and core leader

competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Prerequisite: MS 10200 or permission of dean.

**MS 20200 Foundations of Tactical Leadership (3)** Develops a greater self-awareness in the students as they assess their own leadership styles and practice communication and team building skills. Students examine and practice the challenges of leading teams in the complex operational environment. Students will study dimensions of terrain analysis, patrolling, and operation orders and students will explore the dynamics of adaptive leadership in the context of military operations. Prerequisite: MS 20100 or permission of dean.

**MS 30100 Adaptive Team Leadership (3)** This is an academically challenging course where the student will study, practice, and apply the fundamentals of Army leadership, officership, Army values and ethics, and small unit tactics. Prerequisite: MSL 10100 through 20200; OR attendance at the U. S. Army's Leader's Training Course (LTC).

**MS 30200 Applied Team Leadership (3)** Students will continue to learn and apply the fundamentals of Army leadership, officership, Army values and ethics as they hone their leadership abilities in a variety of tactical environments and the classroom. Successful completion of this course will help prepare students for success at the ROTC Leader Development and Assessment Course which they will attend the summer following this course at Fort Lewis, WA. Students will receive systematic and specific feedback on their leadership attributes, values and core leader competencies from their instructors, other ROTC cadre, and senior cadets. Prerequisite: MS 30100.

**MS 40100 Leadership Challenges and Goal-Setting (3)** In this course, students plan, conduct, and evaluate activities of the ROTC cadet organization, articulate goals and put plans into action to attain them, assess organizational cohesion and develop strategies to improve it, develop confidence in skills to lead people and manage resources, and learn/apply various Army policies and programs in this effort. Prerequisite: MS 30200.

**MS 40200 Transition to Lieutenant (3)** In this course, students identify and resolve ethical dilemmas, refine counseling and motivating techniques, examine aspects of tradition and law related to leading as an officer in the Army, and prepare for a future as a successful Army lieutenant. Prerequisite: MS 40100.

**MS 45000/HIS 21400 Modern American Military History (3)** This course is a history of U.S. military involvement in the world since the end of World War II. Beginning with the end of WWII and moving through to the 21<sup>st</sup> century, this class includes Korea, Vietnam, U.S. interventions as well as the Gulf War. Tactical, strategic, political, and economic contexts as well as technological developments are considered in attempting to understand the causes, conduct, and consequences of these armed conflicts. Prerequisite: sophomore status and good standing in the ROTC program and ENG 17000 with a C or better or concurrent enrollment.

## **Mathematics**

**MTH 05100 Basic Mathematics (2)** This is a computer-based self-paced course for students who need to review the basics of mathematics. Topics include order of algebraic operations, fractions, proportions, percents, exponents, scientific notation and calculator computations, simple graphs and diagrams, linear and quadratic equation solving, word problems. This course will not earn elective credit (thus, does not count toward the 128

hours required for graduation), nor will it satisfy the general education requirement in mathematics.

**MTH 11000 Intermediate Algebra (3)** This course includes the following topics: operations with real numbers, first degree equations and inequalities, operations with polynomials, factoring, operations with rational expressions, complex numbers, quadratic equations, elementary functions. Only students who are planning to pursue a degree requiring College Algebra, and who require remedial work beforehand should enroll in this course. Lab fee required. Counts for elective credit; will not satisfy the general education requirement in mathematics.

**MTH 12100 Introduction to Contemporary Mathematics (3) (GE-Math)** This course is an introductory course on how mathematics is used today. Students will study consumer mathematics plus additional topics selected from apportionment, fair divisions, geometry, growth and decay, numbers systems for encoding information, probability and counting techniques, routes and network, scheduling, statistics, voting systems. Prerequisites: C or better in MTH 05100 or MTH 11000 or passing the placement test.

**MTH 13100 Quantitative Methods for Business (3) (GE-Math)** This course is designed to introduce business students to the use of quantitative methods. Topics covered will include solving and graphing linear functions and inequalities; writing mathematical models; solving systems of equations; linear regression; and an introduction to linear programming. Tools used will include calculators and computers. A graphing calculator is required. Prerequisite: C or better in MTH 05100 or MTH 11000 or passing the placement test.

**MTH 13400 Concepts in Mathematics I (3) (GE-Math)** This course is an introduction to the basic language and concepts of mathematics and is designed for elementary education majors, and students seeking middle school certification in mathematics. Topics include sets, number systems, the real number system, mathematical systems, logic, problem-solving, equations, and inequalities. Prerequisites: C or better in MTH 05100 or MTH 11000 or passing the placement test.

**MTH 13500 Concepts in Mathematics II (3) (GE-Math)** This course provides an introduction to the basic concepts of probability (including counting techniques), statistics, and geometry. The basic geometry concepts to be covered include the fundamentals of planar and 3-dimensional geometry; constructions, congruence and similarity; concepts of measure; and motion geometry and tessellations. Prerequisites: C or better in MTH 05100 or MTH 11000 or passing the placement test.

**MTH 14100 Basic Statistics (3) (GE-Math)** This course is an introduction to the theory and applications of statistics, including probability, descriptive statistics, random variables, expected values, distribution functions, and hypothesis testing. Prerequisites: C or better in MTH 05100 or MTH 11000 or passing the placement test.

**MTH 15100 College Algebra (3) (GE-Math)** Topics covered: functions and graphs, polynomial and rational functions, exponentials and logarithms, systems of equations and inequalities, sequences and the binomial theorem. The course is designed primarily for science and related majors and students seeking middle school mathematics certification. Prerequisites: C or better in MTH 11000, or passing the placement test.

**MTH 15200 Pre-calculus: Elementary Functions (3) (GE-Math)** This course serves as preparation for calculus covering polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, applications and systems of

linear equations. A graphing calculator is required. Prerequisite: C or better in MTH 15100 or passing the placement test.

**MTH 17300 Survey of Calculus (4) (GE-Math)** Topics include a brief review of trigonometry; limits and continuity; derivatives and integrals of polynomials, rational, exponential, logarithmic and trigonometric functions; relative extrema and points of inflection; graphs of functions, derivatives, and integrals; implicit differentiation and related rates; the extreme value theorem; definite and indefinite integrals; and the Fundamental Theorem of Calculus. A graphing calculator is required. Offered every semester. Prerequisite: C or better in MTH 15100 or higher level math course, or passing the placement test.

**MTH 24100 Statistics for Natural Science (3) (GE-Math)** Topics covered in this course include counting rules and probability, normal and binomial distributions, Chi-square, t-tests and F-tests, ANOVA, linear regression, precision, accuracy, absolute and relative error, random error, means, medians, standard deviation (population and sample), standard error of the mean, variance, relative standard deviation, coefficient of variation, confidence levels and intervals, Q-tests, and definitions and sources of error (methodological, sampling, procedural and instrument). Prerequisites: C or better in MTH 15100 or passing the placement test.

## Music

**MUS 15000 Music in America (3) (GE-FineArt)** This course covers music of America's people, past and present. Includes the great jazz and folk movements, Broadway, gospel, film scores, rock, and popular music styles. Emphasis on listening to, analyzing, and describing music; understanding relationships between music, the arts, and disciplines outside the arts; and understanding music in relation to history and culture.

**MUS 35500 History of Western Music I (3) (GE-Fine Art/CrsClc)** This course serves as a study of Western art music (middle ages to 1750) in historical, stylistic, and cultural contexts. Prerequisite: ENG 17000 and sophomore standing.

**MUS 35600 History of Western Music II (3) (GE-Fine Art/CrsClc)** This course serves as a study of Western art music (1750 to the present) in historical, stylistic, and cultural contexts. Prerequisite: ENG 17000 and sophomore standing.

**MUS 35700 World Music (3) (GE-FineArt/CrsClc)** This course is a study of non-Western musical cultures. Emphasis on the characteristics of the world's major musical traditions in historical, stylistic, and cultural contexts and vocabulary for effective analysis and description. Prerequisite: ENG 17000 and sophomore standing.

## Philosophy

See later section of this catalog for the course description of all Philosophy (PHL) courses.

## Physical Education

**Activity Courses** The following courses may be taken for credit only one time:

### Team Sports (1)

PE 10000	Team Sports (Competitive Sports)
PE 10100	Recreational Sports I
PE 10200	Recreational Sports II
PE 10300	Volleyball
PE 10400	Softball
PE 10500	Track and Field
PE 10600	Flag Football
PE 10700	Basketball
PE 10800	Soccer
PE 10900	Wrestling
PE 1100	Golf

### Lifetime Sports (1)

PE 11200	Trap/Skeet Shooting (not open to students with credit in REC 12000)
PE 12000	Weight Lifting I
PE 12100	Weight Lifting II
PE 12200	Orienteering (not open to students with credit in REC 12500)
PE 12600	Aerobic Fitness
PE 12700	Swimming I
PE 12900	Lifeguarding
PE 13000	Water Aerobics
PE 13100	Bowling
PE 13200	Lifetime Sports
PE 13300	Tennis I
PE 13400	Tennis II
PE 13500	Badminton
PE 13600	Scuba (not open to students with credit in REC 13600)
PE 13700	Archery (not open to students with credit in REC 13700)
PE 13800	Racquetball
PE 13900	Pickleball
PE 14000	Plyometrics
PE 14100	Self Defense I
PE 14200	Cardiovascular Fitness
PE 14300	Self Defense II (prerequisite: PE 14100)
PE 14400	Camping (not open to students with credit in REC 14400)
PE 14500	Bicycling (not open to students with credit in REC 14500)
PE 14800	Hiking (not open to students with credit in REC 14800)
PE 14900	Canoeing (not open to students with credit in REC 14900)
PE 15100	Table Tennis
PE 15200	Rappelling (not open to students with credit in REC 15200)
PE 15300	Officiating of Team Sports
PE 15400	Billiards and Pool
PE 15500	Swimming II
PE 15600	Fencing
PE 15700	Advanced Lifeguarding/Lifesaving
PE 15800	Fishing and Fly Tying
PE 15900	Advanced and Fly Tying (lab fee required)
PE 16100	Outdoor Education (not open to students with credit in REC 16100)
PE 16200	Fly Rod Building (lab fee required)
PE 17000	LU Crew I (lab fee required)
PE 17100	LU Crew II (lab fee required)
PE 17200	LU Crew III (lab fee required)
PE 17300	LU Crew IV (lab fee required)

PE 18200	Lifeguard Training
PE 18300	Lifeguard Management

**PE 15000 Foundations of Physical Education (3)** This course is an introductory study of health and physical education intended to help students decide if they wish to major in physical education. The history of physical education is examined with the goal of guiding students in the discovery of themselves and their career interests.

**PE 20300 Team Building and Cooperative Games (3)** This course includes the study of group dynamics and the team building process. Students will learn the facilitation process and a variety of leadership skills designed to deliver effective team initiative and cooperative experiential learning experiences. Briefing, debriefing, processing, activity sequencing, group development, communication strategies, and activity delivery will be the learning components discussed and experienced in this course. (Not open to students with credit in REC 20300). (PE majors receive 3 credit hours of lifetime activities towards degree requirements).

**PE 26200 Marathon Course (2)** This is a running/walking course that will guide the student to completing a half marathon (13.1 miles) or full marathon (26.2 miles). This course is designed to be fun, exciting and physically demanding at times. The student will develop high levels of aerobic fitness and will attain the capacity to complete long distances running at a steady pace. The student will become efficient in running/walking under various conditions such as hills, wind, heat and cold as well as learn how to perform tempo runs. The student will also develop an understanding of biomechanics, physiology, nutrition, limitations, and necessary preparations to successfully complete a marathon/half marathon. Long runs will be on Saturdays at various running trails throughout the St. Louis area including the Boone Home Campus, Katy Trail, Creve Coeur Park, Forest Park and Grant's Trail. (PE majors receive 2 credit hours of lifetime activities towards degree requirements). Lab Fee Required.

**PE 31800 Coaching with Character (3)** This course is required for all physical education majors. This course examines the complex relationships between a coach and his/her responsibilities to teach values to the team, parents, school, and the community. The student will analyze and evaluate the research in this field. Situations and behavior patterns will also be examined to help coaches make the right decisions. Prerequisite: AT 28500 or EXS 25000 or PE 15000 or HFS 20400 or REC 20600.

**PE 32000 Psychological and Sociological Aspects of Physical Education (4)** This course includes the theoretical foundations, methodological foundations, experimental foundations, and applied foundations of sport sociology, as well as the historical perspectives of psychology, altered states of consciousness, the sport personality, motivation, arousal, anxiety, attention, aggression, self-regulation of psychological processes, sport leadership, humanism in sports, cohesiveness, sex roles, racism, the historical aspects of play theory, social psychological aspects of play, bio-behavioral aspects of play, research methodology, and the environmental aspects of play. Prerequisite: PE 15000 or AT 28500 or EXS 25000 or PSY 10000 or REC 20600.

**PE 33100 Analysis and Teaching of Lifetime Sports (2)** This course includes the study of skill analysis and techniques of teaching team sport activities. An emphasis will be given to exercise, history, strategy, rules, materials, and teaching of the various activities. The students will have opportunities to plan and teach activities through the use of micro and peer-teaching. Prerequisites: PE 15000 or REC 10200.

**PE 33500 Methods of Elementary Physical Education (3)**

This course is designed to prepare the elementary physical education teacher in the methodologies associated with teaching physical education to the elementary school child. Students will apply the tenets of human growth and development, motor learning, physiology of exercise, self-concept, and personal development to the physical education of elementary students (Grades K-4). The course covers basic skills, gymnastics/tumbling, rhythms, relays, games of low organization and body awareness and mechanics. Includes a practicum placement in an elementary school. Prerequisite: HFS 22000.

**PE 33600 Methods of Intermediate Physical Education (3)**

This course is designed to provide a study in the techniques for instruction in motor skills, basic game skills, posture and body mechanics, games of low organization, body awareness, and introduce/institute the concepts of fair play and team work to the intermediate school student (Grades 5-9). The course includes a practicum placement in an intermediate school setting. Prerequisite: HFS 22000.

**PE 34900 Organization and Administration of Health and Physical Education (3)**

This course includes a study of the organization and administration of the health and physical education program with consideration of such problems as critical issues and present trends, professionalism, class management, facilities, equipment and supplies, budget, intramural programs, and interschool athletics. Prerequisite: PE 15000 or REC 10200 and junior standing.

**PE 35000 Theory & Methods of Coaching Football (3)**

This course helps prepare students to coach the game of football. Emphasis will be placed on offensive and defensive theory, the kicking game, scouting, and the components of a successful football program. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35100 Theory & Methods of Coaching Basketball (3)**

This course includes the study of the rules, regulations, and traditions of basketball along with practical techniques for conditioning players, supervising effective practice, planning games, and effective supervision of players during games. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35200 Theory & Methods of Coaching Softball and Baseball (3)**

This course includes the study of the game of baseball including the rules, important technology, conditioning the players, the fundamentals of offensive play, the fundamentals of defensive play, the promotion of teamwork, an array of practice techniques, the use of teamwork in successful play, and game coaching. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35300 Theory & Methods of Coaching Track & Field (3)**

This course includes the study of track and field theories, events, history, and outstanding coaches. The student is prepared to coach track and field events. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35400 Theory & Methods of Coaching Volleyball (3)**

This course includes the study of knowledge, skills, and techniques necessary for coaching volleyball. It includes learning how the skills are performed and participating therein. Practical experience in teaching volleyball is included. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35500 Theory & Methods of Coaching Soccer (3)**

This course is a study of coaching soccer. Emphasis will be placed on specific conditioning for soccer, the technical skills of the game, teamwork, offenses, defenses, the psychology of soccer play,

and the game behavior of the coach. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35600 Theory & Methods of Coaching Weight Training (3)**

This course is designed to prepare students to teach and supervise weight training programs in athletic, recreational, and physical education class environment. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35700 Theory & Methods of Coaching Wrestling (3)**

This course will prepare students to coach interscholastic wrestling. The areas of study includes: history, rules, scoring, technology, conditioning, offensive/defensive maneuvers, and actual "on the mat" practice. Additionally, planning and supervising effective practice sessions and administering dual meets and tournaments will be covered. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 35800 Theory & Methods of Coaching Aquatic Sports (3)**

This course will prepare students to coach aquatic sports. Emphasis will be placed on specific conditioning, techniques of each event, and teamwork. Meet administration will also be discussed. Prerequisite: HFS 20400 or AT 28500 or PE 15000 or EXS 25000.

**PE 42052 Practicum in Coaching Baseball/Softball (3)**

This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Baseball/Softball. The student may not complete this requirement during season if he/she is a participant in Baseball or Softball. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of either the Baseball team or the Softball team who will also serve as the supervisor/instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35200.

**PE 42053 Practicum in Coaching Track & Field (3)**

This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Track & Field. The student may not complete this requirement during season if he/she is a participant in Track & Field. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of the Track & Field team who will also serve as the supervisor/instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/ instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35300.

**PE 42054 Practicum in Coaching Volleyball (3)**

This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Volleyball. The student may not complete this requirement during season if he/she is a participant in Volleyball. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of the Track & Field team who will also serve as the supervisor/ instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35400.

**PE 42055 Practicum in Coaching Soccer (3)**

This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Soccer. The student may not

complete this requirement during season if he/she is a participant in Soccer. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of Soccer Team who will also serve as the supervisor/ instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/ instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35500.

**PE 42056 Practicum in Coaching Weight Training (3)** This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Weight Training. The student may not complete this requirement during season if he/she is a participant in Weight Training. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of the Weight Training Team who will also serve as the supervisor/ instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/ instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35600.

**PE 42057 Practicum in Coaching Wrestling (3)** This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Wrestling. The student may not complete this requirement during season if he/she is a participant in Wrestling. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of the Wrestling Team who will also serve as the supervisor /instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35700.

**PE 42058 Practicum in Coaching Aquatic Sports (3)** This course is designed as a culminating experience for the coaching minor. The student must complete a minimum of 150 hours in a practicum placement in the sport of Aquatics. The student may not complete this requirement during season if he/she is a participant in Aquatic Sports. Placement will generally be with this institution as a student assistant. Duties and responsibilities will be determined by the head coach of the Aquatic team who will also serve as the supervisor/ instructor of the placement. Students may opt to be placed with a local youth or high school team with prior approval. Supervision/instruction will be shared between the head coach and a Physical Education faculty member. Prerequisite: senior standing, PE 35800.

## Philosophy

**PHL 10200 Moral Life: A Study in Ethics (3) (GE-Phl-Rel)** This course will introduce the student to various moral theories and patterns of moral reasoning and their consequences. It will cover both theoretical and applied ethics and stress the development of good moral character and the habit of sound moral reasoning. Topics covered will include: the nature of morality, moral theories, relativism, virtue and vice, as well as issues in personal and social ethics.

**PHL 15000 Introduction to Philosophy (3) (GE-Phl-Rel)** This course is an introduction to philosophy. Students will be introduced to the subject and methods of philosophy by a close reading of primary texts. Topics will include questions about reality, knowledge, ethics, and social and political philosophy.

**PHL 18000 Selected Topics in Philosophy (3) (GE-Phl-Rel)** This course is a detailed examination of a topic in philosophy. It may focus on a specific problem in philosophy, a particular philosopher, a major work of philosophy, or a topic or branch of philosophy not covered in other courses. For example, the course may focus on Professional Ethics, Plato, etc. This course may be repeated for different topics. Prerequisite: three credit hours of philosophy (PHL 10200 or higher), or three credit hours of religion (REL 15000 or higher), or permission of dean.

**PHL 18100 Selected Topics in Philosophy (3) (GE-Phl-Rel/CrsClf)** This course is a detailed examination of a topic in philosophy. It may focus on a specific problem in philosophy, a particular philosopher, a major work of philosophy, or a topic or branch of philosophy not covered in other courses. For example, the course may focus on Professional Ethics, Plato, etc. This course may be repeated for different topics. Prerequisite: three credit hours of philosophy (PHL 10200 or higher), or three credit hours of religion (REL 15000 or higher), or permission of dean.

**PHL 24000 Bioethics (3) (GE-Phl-Rel)** This course is an introduction to the field of bioethics and ethical issues in healthcare. Topics will include the relation of general moral theory to the medical field; the nature of medicine and the role of doctors, nurses, and others; moral questions related to the elimination of disease, medical enhancements, and questions relating to life and death; and issues related to technology in medicine, such as cloning and genetic engineering. Prerequisite: ENG 17000 with a C or better.

## Physics

**PHY 11100 Concepts of Physics (3) (GE-PhysSci)** This course is designed for non-science majors. Topics covered include force and motion, energy and matter, electricity and magnetism, heat, and sound. The treatment of these topics is largely nonmathematical and emphasizes their application in daily life.

**PHY 11200 Concepts of Physics Laboratory (1) (GE-PhysSci)** This course complements PHY 11100 and presents students an opportunity for hands-on experience of the topics covered in the lecture course. Concurrent enrollment in PHY 11100 is required. Lab fee required.

**PHY 25100 Introductory Physics I (4) (GE-PhysSci)** This course is an algebra-based treatment of mechanics including kinematics, vectors, Newton's laws, and conservation of energy and linear momentum. Other topics include rotational motion, moments of inertia, rotational energy, and angular momentum. This course also treats solids, fluids, waves, and sound. Lab fee required. Prerequisite: MTH 15200, MTH 17300 or MTH 27100.

**PHY 25200 Introductory Physics II (4) (GE-PhysSci)** This course is an algebra based treatment of thermodynamics, electricity and magnetism, including electric fields, Gauss's law, voltage, capacitors, inductors, Kirchhoff's laws, AC and DC circuits, and geometric and physical optics. Lab fee required. Prerequisite: PHY 25100.

## Political Science and Public Administration

**PS 15500 American Government: The Nation (3) (GE-AmGovHis)** This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key terms such as "democracy" and "politics" as well as providing students with an overview of American national government.

**PS 15600 American Government: The States (3) (GE-AmGovHis)** This course focuses on the role and function of state governments in our federal system. Attention is focused on providing students with an ability to analyze state governments through comparison, realizing that there are differences as well as similarities among the fifty states.

**PS 32000 Public Finance (3)** This course focuses on public financial issues at the national, state, and local levels of government. Topics to be covered include taxation at all three levels of government, the role of the Federal Reserve Board, the impact of recession and economic recovery on public finances, and the financing of public programs. Prerequisite: a grade of C or better in MTH 14100 and a grade of C or better in ECON 23020 or ECON 23030.

## Psychology

**PSY 10000 Principles of Psychology (3) (GE-SocSci)** An exploration of basic psychological concepts, methods, and findings contributing to an understanding of human behavior.

**PSY 10100 Interactive Psychology (3) (GE-SocSci)** An exploration of significant lifestyle choices. Individual activities, group discussion, and a self-directed behavior change project facilitate self-awareness and personal growth. This course is designed for the non-psychology major.

**PSY 20500 Human Development (3)** An overview of human development from conception through death. This course provides an introduction to the study of lifespan development focusing on physical, cognitive, and social development. Prerequisite: PSY 10000 and sophomore status.

**PSY 20800 Child Psychology (3)** An introduction to factors influencing children's social, emotional, motor, cognitive, and language development from conception to late childhood. Prerequisite: PSY 10000.

**PSY 21000 Psychology of Parenting (3)** Theories and research related to parenting are discussed, with a focus on their practical application. Topics include cultural influences on parenting, social expectations of parents, discipline, fostering healthy lifestyles for children, and parenting in special circumstances including divorce, work, foster families, and gay & lesbian parents. Prerequisite: PSY 10000.

**PSY 21500 Career and Skill Development for Psychology Majors (3)** Orients students to the discipline of psychology. Topics include the history of psychology, the role of research in the field, and the range of specialty fields within the discipline. Provides guidance in the use of APA style and library databases, and explores careers related to the major. Prerequisite: PSY 10000.

**PSY 23100 Critical and Creative Thinking (3)** An intensive experience leading to an understanding of the processes of problem-solving, creativity, and critical thinking. Students engage in activities through which they can explore and expand their own creativity in solving everyday problems encountered in management, decision-making, working, and living. Prerequisite: PSY 10000 and C or better in ENG 17000.

**PSY 23500 Psychology of Grief (3)** An opportunity to examine the issues of death and bereavement in the context of one's life. Topics include individual and cultural avoidance of death-related issues and psychological responses to deaths by homicide, suicide, genocide, terrorism, accidents, and disasters. Individual reactions to less dramatic deaths are considered as well, with emphasis on processes of grieving. Prerequisite: PSY 10000.

**PSY 30300 Abnormal Psychology (3)** A survey of the major classes of mental disorders. Emphasis is on understanding symptoms, the complex interaction of factors related to mental disorders, and controversies in the field. Prerequisite: PSY 10000.

**PSY 30400 Basic Research Methods (3)** Explores the logic and methods of behavioral research. Students complete group research projects designed to reinforce pivotal concepts. Prerequisites: PSY 10000, C or higher in MTH 14100 or MTH 24100, and one PSY, ANT, or SOC course above 10000-level.

**PSY 30600 Behavioral Science Statistics (3) (GE-Math)** Emphasizes the application of descriptive and inferential statistics in behavioral science research. Must be taken concurrently with PSY 30400. Prerequisites: PSY 10000, C or higher in MTH 14100 or MTH 24100, and one PSY, ANT or SOC course above 20000-level.

**PSY 30800 Psychology of Women (3)** An exploration of historical, biological, sociological and multicultural factors involved in women's experiences around the world. Emphasis include gender similarities and differences, and topics relevant to females such as body image, victimization, physical and mental health, achievement and work. Theoretical perspectives and psychological research is examined to possibly explain women and gender differences. Offered fall semester of even numbered years. Prerequisites: PSY 20500 or SW 24000 and junior standing.

**PSY 30900 Personality (3)** Explores core concepts in the field of personality, with emphasis on how those concepts are integrated into personality theories and how they are evaluated scientifically. Students apply these concepts in independent projects. Prerequisite: PSY 30300.

**PSY 31100 Behavior Modification (3)** An exploration of environmental influences on human behavior, with an emphasis on behavior modification procedures and behavior management. Prerequisites: PSY 30400.

**PSY 31200 Psychology of Aging (3)** Examines psychological development in later adulthood, emphasizing the internal and external influences on aging and the dynamics of continuity and change. Emotional, cognitive, and social functioning are addressed. Prerequisites: PSY 10000 and (PSY 20500 or SW 28000).

**PSY 31300 Psychology of Adolescence (3)** A cultural approach to physical, intellectual, emotional, and social development during adolescence. Historical context and research are given special attention in studying the development of personal identity, changing roles in the family, school, and community, and problems of adjustment, delinquency, and drug abuse. Prerequisite: PSY 10000 and (PSY 20500 or SW 28000) and junior status.

**PSY 32400 Psychological Testing (3)** Examines mental measurement theory and the principles of reliability, validity, and standardization as related to the construction and interpretation of tests. Tests of achievement, aptitude, intelligence, interest, and personality are studied as illustrations of the problems of measurement and the variety of solutions to those problems. Ethics of test use receives special consideration. Prerequisites: PSY 30300 and MTH 14100 or MTH 24100.

**PSY 32500 Behavioral Neuroscience (3)** Examines the central nervous system, the development and function of nerve cells, and brain-behavior relationships. Topics include motivation, learning, sensation and perception, movement, emotions, and brain dysfunction. Prerequisites: PSY 10000 and two psychology courses at or above the 20000 level.

**PSY 33000 Psychology of Learning and Memory (3)**

Investigates factors involved in acquiring and changing behaviors. Theories, models, and empirical findings in the field of learning and memory are explored. Prerequisite: C or higher in PSY 30400.

**PSY 33100 Cognitive Psychology (3)** Examines mental processes related to perception, attention, problem-solving, thinking, and decision making. Theories, concepts, and experimental methods in cognitive research are explored. Prerequisites: C or better in PSY 30400.

**PSY 33200 The Psychology of Motivation and Emotion (3)** An analysis of the major theories of motivation, the data on which they are based, and applications of motivation concepts. Prerequisite: PSY 10000 and C or better in ENG 17000.

**PSY 33400 Social Psychology (3)** A study of the individual's interrelationship with other people and social groups. Topics include social motivation, socialization, personal perception, liking and attraction, conformity, persuasion, attitude formation and change, prejudice, and mob and crowd behavior. Prerequisite: PSY 10000 and C or better in ENG 17000.

**PSY 34100 Psychotherapy (3)** An introduction to the theories, principles, and techniques of various current approaches to psychotherapy. Prerequisite: C or better in PSY 30900.

**PSY 36500 Human Sexuality (3)** A survey of theories and research on psychological aspects of human sexual behavior. Topics include male and female sexual development, psychological and cross-cultural perspectives on sexual behavior, sexual behavior in special populations, aberrant sexual patterns, and current sexual trends in America. Prerequisite: PSY 10000 and one psychology course at or above 20000 level.

**PSY 40400 Advanced Research Methods (4)** An advanced course in the techniques of behavior observation and analysis. Students design and conduct behavioral research, analyze their data, and present their findings to others. Strongly recommended for students planning to pursue graduate study in the social or behavioral sciences. Prerequisites: C or higher in both PSY 30400 and PSY 30600.

**PSY 45000 Psychology Practicum (3)** Opportunities for advanced students to explore applications of psychology in independently-arranged off-campus supervised practicum experiences. Practica require mastery of psychological concepts related to the designated situation. Prerequisites: Completion of WPA or ENG 21000, minimum GPA of 3.0 in Psychology, junior standing and instructor permission. Not repeatable.

**PSY 48000 Independent Research (1-6)** Students will plan, execute and report on a project in consultation with a faculty mentor. May be repeated for credit. Prerequisites: PSY 30400 and permission of instructor and dean.

**PSY 48300 Senior Thesis (4)** Advanced students design, conduct, and write up a substantial original research project. Students are encouraged to present the results of their work at regional and/or national conferences. Prerequisites: Completion of WPA or ENG 21000, a grade of B or better in PSY 40400, instructor permission and permission of dean.

**PSY 48500 Senior Seminar (3)** A survey of the history of psychology and recent developments in various fields within the discipline. Learning from previous coursework is consolidated and integrated. Relationships between personal characteristics and career choices are explored. Professional issues and ethics are examined. Prerequisites: Completion of WPA or ENG 21000, 18 credit hours in Psychology and senior standing.

**Religion**

**REL 15000 World Religions (3) (GE-Phl-Rel/CrsCit)** This course aims at familiarizing the student with the great religious systems of the world. Specific attention is given to Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**REL 20100 History of Christianity (3) (GE-Phl-Rel)** This course surveys the origins, development, theology, and practices of Christianity from a historical perspective. Attention will be given to the major movements and figures within Christian history, the key theological debates, the historical differences between Western and Eastern Christianity, and the development of the central rituals and practices of Christianity. Prerequisite: ENG 17000.

**REL 20200 Religion in America (3) (GE-Phl-Rel)** This course is an overview of the history and development of the major religious traditions in the United States, beginning with the Puritans and concluding with contemporary religious movements. Included are the beliefs, programs, and organizations of the major Protestant denominations, the Roman Catholic Church, and Judaism, along with ethno-religious groupings, ecumenical movements, and church-state relations. Prerequisite: ENG 17000.

**Sociology**

**SOC 10200 Basic Concepts of Sociology (3) (GE-SocSci)** Students are introduced to the basic concepts and theories of sociology as the scientific study of human society. The course includes such topics as collective behavior, socialization, culture, stratification, social institutions, social control, globalization, and social change.

**SOC 21400 The Family (3) (GE-SocSci)** This course is an exploration of the interpersonal dynamics of family life, the variation in family structure and function in different social classes and cultures.

**SOC 22000 Social Problems (3) (GE-SocSci)** This course is a survey of a number of problems often common to the modern world. The relation of these problems to such sociological variables as values, social class, gender, race, and ethnicity is explored.

**SOC 24000 The Sociology of Gender Roles (3) (GE-SocSci)** This course addresses the impact of gender roles on everyday life in society. Students examine gender in relation to stratification, equity, lifestyle, and social interaction across cultures.

**SOC 31500 Alcohol, Drugs and Society (3)** This course is a focus on the social forces that surround and contribute to the definition of drugs and alcohol use and abuse. The various legal and other responses to drug use and abuse are also considered. Prerequisites: ANT 11200 or PSY 10000 or SOC 10200 and junior standing.

**SOC 31800 Race and Ethnicity: A Global Perspective (3) (GE-CrsCit)** This course focuses on patterns of race and ethnic relations throughout the world. Selected issues in contemporary race and ethnic relations in American society are examined. Cross Listed with ANT 31800. Prerequisite: ANT 11200 or SOC 10200 and junior standing.

## Spanish

**SPA 10100 Elementary Spanish I (3) (GE-ForLang)** This course is an introduction to the fundamentals of the Spanish language and culture through reading, writing, speaking, and listening.

**SPA 10200 Elementary Spanish II (3) (GE-ForLang)** This course is a continuation of the 10000-level sequence, in which students deepen their knowledge of Spanish language and culture and further develop reading, writing, speaking, and listening skills. Prerequisite: SPA 10100 or permission of dean.

**SPA 20100 Intermediate Spanish I (3) (GE-ForLang)** This is a review course, designed to give the student a command of basic grammatical structures, to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: SPA 10200 or permission of dean.

**SPA 20200 Intermediate Spanish II (3) (GE-ForLang)** This review course is a continuation of the 20000-level sequence, and is designed to further give the student a command of basic grammatical structures and to increase vocabulary and fluency through reading and through oral and written analysis of short literary and cultural selections. Prerequisite: SPA 20100 or permission of dean.

## Sport Management

**SPMGT 27020 Orientation to Sport Management (3)** This course introduces students to the sport management profession and the broad scope of careers currently available in the sport industry. The goal of this course is to provide students with an overview of the sport industry and its relationship to other disciplines. The course will examine the skills necessary to be a successful sport manager and will provide students with knowledge of the various entities involved in sport.

**SPMGT 37040 Sport Marketing and Promotion (3)** This course examines the unique process of applying marketing principles to the sport industry. The purpose of this course is to survey the functions of sport marketing. Students will learn about integrated marketing strategies within the sport industry and will gain a better understanding of sport consumers, the needs and desires of sport consumers, and the marketing mix as it applies to sport. Prerequisite: a grade of C or better in SPMGT 27020 and MRKT 35010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 37050 Event Management (3)** This course focuses on the planning, management, and execution of successful events, such as sporting events, artistic performances, corporate conferences, and community and charitable events. Topics addressed include organizational structure, legal issues, risk analysis, budget preparation, negotiations, vendor relations, product and service development, staff management and development, and post-event analysis. Out of class field experience and training will be scheduled as appropriate. Prerequisite: Junior or senior standing and a grade of C or better in MRKT 35010. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 37060 Sport Law (3)** This course explores the study of the law as it pertains to sport and physical activity. SPMGT 37060 is an advanced course that is designed to provide students with an overview of legal issues that arise in all areas of sport, recreation, and physical activity. The course will examine torts, Constitutional law, contracts, collective bargaining agreements, agency, and social responsibility in both amateur and

professional sport. Prerequisite: Junior standing. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 37091 Directed Studies in Sport Management (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 47080 Sport Management Policy (3)** This course is an advanced, capstone course that is designed to provide sport management students with a detailed understanding of the sport industry, sport organizations, careers in sport and the decision making principles involved in sport. The course emphasizes the research and communication skills necessary to be a successful manager in the sport industry, and provides students with the ability to evaluate business strategies in the sport industry and understand the business of sport in a global marketplace. Students will also understand the application of marketing and financing specific to the sport industry and discuss ethical decision making in the world and business of sport. Prerequisite: grade of C or better in SPMGT 27020 & senior standing. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 47091 Directed Studies in Sport Management (3)** An independent structured learning experience will be developed to ensure students' knowledge and competencies are achieved in selected topics. Areas of specific need will be pursued to supplement normal classroom instruction. Offered by arrangement only. Prerequisite: Permission of the instructor and dean of the School of Business & Entrepreneurship. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

**SPMGT 47095 Practicum in Sport Management (3)** This course is a class designed to provide sport management students with the practical experience necessary to begin a career in the sport industry. Students will utilize résumé building, communication and networking skills to pursue an internship at an approved site within the sport industry. Students will work 10-20 hours per week, and will practically apply the planning, organizing, marketing, selling, budgeting and human resource skills that they have learned in the classroom. Students will practice their communication skills through their interactions with individuals (supervisors, customers, clients, etc.) throughout their practicum, and through a comprehensive written overview of the experience at the conclusion of the internship. Prerequisite: sport management major and junior or senior standing. Also required is the successful completion the Writing Proficiency Assessment (WPA) or ENG 21000.

## Theatre

**TA 1000 Theatre Practicum (1-2)** This course consists of practical work on stage productions generally in a crew capacity and is open to all Lindenwood students. Course numbers in the upper division reflect more sophisticated and responsible participation. All practicum students are expected to attend two practicum work days during the course of a semester. Repeatable for credit.

**TA 10001 Rehearsal and Production (0-1)** All theatre majors are required to enroll in this course every fall and spring semester throughout their program of study, excluding the



semester of student teaching or internship. Students are required to participate in one academic production, audition for all academic productions (performance and education emphasis only), attend monthly company meetings, usher one performance per semester, and attend one performance of each main stage academic theatre production. Repeatable for credit. Offered every semester.

**TA 10100 Acting I (3)** This course is designed to teach basic skills to the beginning actor, the course explores the techniques of concentration, relaxation, nonverbal communication, and improvisation. This course is designed for theatre majors.

**TA 10300 Oral Interpretation (3)** This course consists of the study, analysis, and preparation of prose, poetry, and dramatic literature for oral presentation. Offered intermittently.

**TA 10500 Fundamentals of Acting (3) (GE-FineArt)** This course is designed for non-majors and will focus on empathizing with a character in a variety of dramatic contexts and is particularly suited for students who plan careers where role-playing is necessary and essential. Role-playing and characterization skills will be developed through a variety of acting games, improvisation scenarios, and in-depth character studies.

**TA 11100 Introduction to Technical Theatre I (3)** This course is an introduction to the total spectrum of technical theatre. 10 hours/ week lab required.

**TA 11200 Introduction to Technical Theatre II (3)** This course consists of further exploration of the rudiments of technical theatre (lighting, properties, set construction, etc.). Ten hours/ week lab required. Prerequisite: TA 11100 or permission of dean.

**TA 11700 Introduction to the Theatrical Arts (3) (GE-FineArt)** This course is an examination of the origins, forms, and styles of drama, dance, and musical theatre and their esthetic values. Students examine the relationships of the collaborative artists in their contributions to these arts in theatrical performance. Laboratory work will include attending actual performances of the various forms. Studio fee may apply.

**TA 20000 Theatre Practicum (1-2)** This course consists of practical work on stage productions generally in a crew capacity and is open to all Lindenwood students. Course numbers in the upper division reflect more sophisticated and responsible participation. All practicum students are expected to attend two practicum work days during the course of a semester. Repeatable for credit. Prerequisite: TA 10000 or permission of dean.

**TA 20100 Acting II (3)** This course is designed to be a scene-study class, the course explores the techniques for character analysis as described by Stanislavski. Students perform selected scenes from plays especially chosen to give them the necessary skills for building a character and creating a role for the stage. Prerequisite: TA 10100 or permission of dean.

**TA 20400 Stage Voice and Movement (3)** This course examines the basic exploration of the actor's voice and body as psychologically and physically responsive instruments. Prerequisites: TA 10100 or permission of dean.

**TA 20700 Introduction to Theatrical Design (3)** This course is an exploration of the principles of stage scenery and lighting in visualizing the ideas required by a stage production. Skills are focused on research, the design concept, and practical drafting, models, and renderings. Projects for presentation include drama, musicals and dance, and serve as a foundation for developing student portfolios. Prerequisite: TA 11200.

**TA 20800 Lighting Design (3)** This course is an introductory course in lighting design. The course will explore the basic concepts and ideas of how visualize any type of production. Prerequisite: TA 11200.

**TA 20900 Introduction to Costume Design (3)** This course is an introduction to the process of costume design. Prerequisite: TA 11100, TA 21200/ FD 21200 or equivalent.

**TA 21000 Stage Management (3)** This course explores the principles and processes of the stage manager. The course will include examinations of physical equipment, performance procedures, and the production of a practical prompt book. Students will be required to stage manage a scheduled studio production.

**TA 21200 Beginning Costuming and Fashion Design Studio (3)** This course focuses on the basic components of clothing and costume construction techniques. Studio feature of the class will provide students in Theatre and Fashion Design opportunities to work together and within their specific areas of study on various projects. Studio fee may apply. Not open to students with credit in FD 21200. Prerequisite: credit or concurrent enrollment in TA 23000.

**TA 21600 Stage Make-up (3)** Students will develop techniques in the design and application of stage make-up. Studio fee will apply.

**TA 23000 Patternmaking I (3)** This course examines the development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Not open to students with credit in FD 23000. Co-requisite: TA 21200.

**TA 23500 Patternmaking II (3)** This course is a continuation of sloper manipulation for flat pattern design. Not open to students with credit in FD 23500. Prerequisite: TA 23000.

**TA 30000 Theatre Practicum (1-2)** This course consists of practical work on stage productions generally in a crew capacity and is open to all Lindenwood students. Course numbers in the upper division reflect more sophisticated and responsible participation. All practicum students are expected to attend two practicum work days during the course of a semester. Repeatable for credit. Prerequisite: TA 20000 or permission of dean.

**TA 30100 Acting Studio (3)** This class is designed to be an advanced scene study class for the study of such topics as: auditioning, improvisation, dialects, and musical theatre. Semester study will be devoted to a particular subject area and related activities. Repeatable for credit. Prerequisites: TA 20100.

**TA 30200 Advanced Stage Voice and Movement (3)** This course furthers the exploration of the actor's voice and body as psychologically and physically responsive instruments. Students will study and compare The Viewpoints and Cecily Berry's technique as a means of developing physical life and relationships onstage. Prerequisite: TA 20400.

**TA 30300 Seminar in Musical Theatre (3)** This is an advanced studio course focusing on various components of musical theatre performance. Repeatable for credit. Prerequisites: TA 20100, 2 hours from MUS 10400, MUS 20400, MUS 30400, and/or MUS 40400 plus, 3 hrs. Tap from DAN 21100, DAN 21200, DAN 31100, DAN 31200, DAN 41100, or DAN 41200 and 3 hrs. Jazz dance from DAN 20400, DAN 20500, DAN 30400, DAN 30500, DAN 30600, DAN 40400, DAN 40500, and/or DAN 40600.

**TA 30400 Script Analysis (3)** This basic course in theatrical theory presents the analytical and research processes necessary to the consideration of any play prior to production. The

approach is necessary for those working in any of the artistic roles in the theatre. Prerequisites: ENG 17000 with a C or better, TA 20100, and successful completion of the Writing Proficiency Assessment (WPA).

**TA 30500 Scenography (3)** This course is an exploration of the European approach to stage productions in which a scenographer creates the total visual environment including sets, lights, and costumes. The conceptualization process will be examined through script analysis and graphic projects exploring traditional, non-traditional, and naturalistic approaches to stage productions. This course should be taken concurrently with TA 30600. Prerequisite: TA 11200, or permission of instructor.

**TA 30600 Directing (3)** This course consists of fundamental theory and practice for the stage director. This course should be taken concurrently with TA 30500. Prerequisite: TA 30400, or permission of dean.

**TA 31700 History of Costume and Fashion (3) (GE-FineArt)** This course is structured as an overview of the history of Western dress. Not open to students with credit in ART 37100. Prerequisites: ART 22200 OR ART 22400 or permission of dean.

**TA 33500 Modern Drama (3) (GE-Lit/FineArt/CrsCl)** This course is a study of directions in modern and contemporary drama from Ibsen to the present. including realistic, naturalistic, symbolist, poetic, expressionist, existentialist, "epic," and experimental plays. Not open to students with credit in ENG 33500. Prerequisite: ENG 17000 with a C or better or permission.

**TA 33600 Survey of Dramatic Literature (3) (GE-Lit/FineArt/CrsCl)** This course examines all major periods of the Western World from ancient Athens to the present. Offered fall semester only. Prerequisite: ENG 17000 with a C or better or permission.

**TA 33700 Seminar in American Drama (GE-Fine Art) (3)** This course will explore the history and development of dramatic literature in America. American playwrights and their work from 1770 to the present will be examined. This seminal heritage of uniquely American theatre forms the foundation for the eventual rise of main stream modern drama in the United States. Prerequisite: ENG 17000 with a C or better or permission.

**TA 35000 Directing II (3)** This course consists of further study of directing as a process culminating in the direction of a short public performance. Studio fee may apply. Prerequisite: TA 30600 with a grade of C or better.

**TA 37000 History of Theatre (3) (GE-FineArt/CrsCl)** This course is the study of drama in form and production, and its basis in historical and contemporary culture. Prerequisite: ENG 17000 with a C or better or permission.

**TA 38600-38699 Special Topics (3) (GE-FineArt)** This course is a focused examination of a specific subject in the field of theatre. May be repeated as topics vary. This class can satisfy the general education Fine Arts requirement. Lab fee may be required.

**TA 38700-38799 Special Topics (3) (GE-FineArt/CrsCl)** This course is a focused examination of a specific subject in the field of theatre. May be repeated as topics vary. This class can satisfy either the general education fine arts or general education cross-cultural requirement. Lab fee may be required.

**TA 38800-38899 Special Topics (1-3)** This course is a focused examination of a specific subject in the field of theatre. May be repeated as topics vary. This class is not a general education class. Lab fee may be required.

**TA 40000 Theatre Practicum (1-2)** This course consists of practical work on stage productions generally in a crew capacity and is open to all Lindenwood students. Course numbers in the upper division reflect more sophisticated and responsible participation. All practicum students are expected to attend two practicum work days during the course of a semester. Prerequisite: TA 30000 or permission of dean. Repeatable for credit.

**TA 40100 Advanced Acting Studio (3)** This course is designed to be an advanced acting class for scene work and acting styles. Topics will include Shakespeare, comedy, Neoclassic, Restoration, and various other styles. Repeatable for credit. Prerequisites: TA 20100.

**TA 40400 Applied Design and Technical Theatre Studio (3)** This course is based in practical design and technical theatre work from conceptualization to actualization on a fully realized production, concentrating on style, period, and genre of the piece. Specific application of technical related skills is a major part of this course. May be repeated for credit with the permission of dean. Prerequisites: TA 20700.

**TA 40500 Advanced Costume and Fashion Design Studio (3)** This studio course introduces the student to the process of creating original designs. Studio fee may apply. Prerequisites: TA 23000/ FD 23000.

**TA 40600 Advanced Directing (3)** This course offers advanced exercises in analysis and style leading to the production of a one act play. Repeatable for credit. Studio fee may apply. Prerequisite: TA 35000 with letter grade of C or above and permission of dean.

**TA 40700 Advanced Set Design (3)** This studio course is designed for the student interested in a career in scenic design. Designs are chosen and completed with an emphasis on portfolio and personal artistic growth through diversification of techniques into related genres. Repeatable for credit. Prerequisite: TA 20700.

**TA 40800 Advanced Lighting Design Studio (3)** This studio course is designed for the student interested in a career in lighting design. Designs will be chosen to build individual portfolios and to expose students to the specific consideration of opera, dance, and concert genres. Repeatable for credit. Prerequisite: TA 20700.

**TA 40900 Advanced Costume Design Studio (3)** This studio course is designed for students interested in a career in costuming. Designs will be chosen to build individual portfolios and to challenge the advanced student's knowledge of costuming and design. Repeatable for credit. Prerequisite: TA 20900, TA 21200/ FD 21200, TA 23000 /FD 23000.

**TA 41000 Advanced Stage Management (3)** This course will explore deeper into the principles and processes of stage management. It will examine Equity rules and regulations for a professional stage manager and the process a professional stage manager must take whether it will be for a theatrical production, a dance concert, a musical concert, or a touring production. Students will be required to stage manage a full length production, a touring show, a dance concert, or music week. May be repeated for credit. Prerequisites: TA 11100 & TA 21000.

**TA 43000 Theatre Workshop (1-6)** This advanced course of study which may include such topics as staged readings, new play development, advanced character analysis and application, production and design projects, alternative acting and directing methodologies, voice and movement studies. Prerequisites: TA 10100, TA 20100, TA 30100 or TA 40100 or permission of dean.

**TA 46500 Professional Internship (1-6)** The student will work for a professional theatre in a capacity related to his or her emphasis. Prerequisite: Student must have achieved at least sophomore standing and must have the supervising instructor's permission. Repeatable for credit up to six hours.

**TA 48000 Senior Seminar (3)** This practical course is designed to prepare students for their successful entry into various careers associated with theatre, including middle and secondary school teaching, admission to graduate school, professional performance, directing, and/or technical theatre work, etc. Prerequisite: senior standing and permission of dean.

**TA 49900 Senior Project (3)** All senior level B.F.A. students must enroll in this course which is a culmination of their work at Lindenwood. Each student will meet in consultation with a faculty member to develop his/her senior project. In all cases, a proposal for the senior project must be submitted in writing and approved by the faculty sponsor. Whenever possible, the proposal should be submitted the semester before the project in question. A studio fee may be assessed.

# LCIE Degrees Offered at Lindenwood University-Belleville

## Undergraduate Degrees

Business Administration (BS)  
Communications (BA)  
Communications, Corporate Communications  
Emphasis (BA)  
Communications, Mass Communication  
Emphasis (BA)  
Criminal Justice (BS)  
Health Management (BS)  
Human Resource Management (BS)  
Information Technology (BS)

## Graduate Degrees

Master of Business Administration (MBA)  
Master of Arts in Communications (MA)

- Digital and Multimedia Emphasis
- Media Management Emphasis
- Promotions Emphasis
- Training and Development Emphasis

Master of Arts in Gerontology (MA)  
Master of Science in Administration (MSA)

- Management Emphasis
- Marketing Emphasis

Masters of Science in Criminal Justice Administration (MS)  
Master of Science in Healthcare Administration (MS)  
Master of Science in Human Resource Management (MS)

# 2013-2014 LCIE Quarter Academic Calendar

## Summer Quarter 2013

LCIE Continuing Undergraduate Student Opening Session (6 p.m.)	July 8-11
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.)	July 13
Traditional quarter undergraduate classes begin	July 15
Last Day to Choose an Audit	July 19
Last day to drop with a "W"	July 26
Midterm grades due, 5 p.m.	August 23
Last day to withdraw from a class with a "WP/WF"	August 30
Labor Day Holiday	September 2
Fall Convocation, 1:00 p.m.	September 3
Quarter Ends	September 28
Deadline for making up "INC" from previous term	September 28
Final grades due, 5 p.m.	September 30

## Fall Quarter 2013

LCIE Continuing Undergraduate Student Opening Session (6 p.m.)	Sept 30-Oct 3
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.)	October 5
Traditional quarter undergraduate classes begin	October 7
Last Day to Choose an Audit	October 11
Last day to drop with a "W"	October 18
Midterm grades due, 5 p.m.	November 15
Last day to withdraw from a class with a "WP/WF"	November 22
Faculty In-Service Day- LCIE classes meet as scheduled	November 27
Thanksgiving holiday	November 28-29
Lindenwood residential quarter/graduate housing closes at 6 p.m.	December 21
Quarter ends	December 21
Deadline for making up "INC" from previous term	December 21
Final grades due, 5 p.m.	December 23
Deadline to apply for March, May, June graduation	December 30

## Winter Quarter 2014

LCIE Continuing Undergraduate Student Opening Session (6 p.m.)	January 6-9
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.)	January 11
Traditional quarter undergraduate classes begin	January 13
Last Day to Choose an Audit	January 17
Last day to drop with a "W"	January 24
Midterm grades due, 5 p.m.	February 21
Last day to withdraw from a class with a "WP/WF"	February 28
Deadline for making up "INC" from previous term	March 29
Quarter ends	March 29
Deadline to apply for September graduation	March 30
Final grades due, 5 p.m.	March 31

## Spring Quarter 2014

LCIE Continuing Undergraduate Student Opening Session (6 p.m.)	April 7-10
LCIE New Undergraduate and Graduate Student Opening Session (8:00 a.m.)	April 12
Traditional quarter undergraduate classes begin	April 14
Last Day to Choose an Audit	April 18
Honors Convocation, 5:00 p.m.	April 22
Last day to drop with a "W"	April 25
Commencement 2 p.m.	May 18
Midterm grades due, 5 p.m.	May 23
Memorial Day-no classes	May 26
Last day to withdraw from a class with a "WP/WF"	May 30
Deadline to apply for September and December graduation	May 30
Deadline for making up "INC" from previous term	June 28
Quarter ends	June 28
Final grades due, 5 p.m.	June 30

# Lindenwood College for Individualized Education

## Introduction

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 a minimum of 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 contact their faculty advisors on a quarterly basis.

## 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.

- Using the Socratic method of learning,
- Providing a sound core in the liberal arts,
- 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,
- Preparing students to be competitive in an increasingly global marketplace,
- Developing the student's analytical and communication skills, with emphasis placed on both written and oral communication,
- Using a cluster format to serve the adult learner
- Providing mentoring for every student,
- Developing an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking.

## LCIE 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.

## LCIE 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.

## 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.

### **Student Enrollment Process**

Once students enroll in the LCIE program through the admissions department, a faculty advisor is assigned. Students are required to meet in person with their advisor for enrollment in their second cluster in the program, as well as for enrollment in their final cluster in the program, which serves as their exit interview. During the remainder of their time in the program, students have the option to either (1) meet in person with their advisor for enrollment, or (2) contact their advisor by email or by telephone for enrollment. This contact must occur each quarter during the student's appropriate registration week according to academic rank. During this advisor contact time, the advisor discusses degree and enrollment options, and opens the student's portal for online registration. Students will then register themselves for classes through their student portal. Once the initial enrollment is completed, the faculty advisor closes the student portal. If a student decides after the initial enrollment to make a schedule change or withdraw from classes, the student must contact the advisor again, who will open the student's portal for the enrollment change. It is the responsibility of the student to schedule this contact time with the advisor and to complete the enrollment process each quarter.

### **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 to 14 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.

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.

Due to the accelerated nature of the cluster (program), the rewriting of papers or the assigning of extra credit homework to improve a grade, or grades is not permitted.

### **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 location 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 cancelled 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.

### **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 13 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 13 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**

Special topics courses 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 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).



# LCIE Undergraduate Program Descriptions

## Undergraduate Degrees

The LCIE program at LU-Belleville awards 7 undergraduate degrees.

### *Bachelor of Arts*

- Communications
- Communications, Mass Communications Emphasis
- Communications, Corporate Communications Emphasis

### *Bachelor of Science*

- Business Administration
- Criminal Justice
- Health Management
- Human Resource Management
- Information Technology

## 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 BA and the BS 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 BA and the BS 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*

### Communications Cluster (9)

ICM 10100 Communications I  
ICM 10200 Communications II  
ICM 20000 Introduction to Literature

*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 by earning a “C” or above in Communications I, Communications II, and a passing grade in Introduction to Literature. Students who do not earn a “C” or above in Communication I, Communications II, and a passing grade in Introduction to Literature 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  
*plus 6 hours of Focus Courses selected from*  
ICL 32000 Chinese Art and Culture  
ICL 32100 Issues in Modern China

*or*  
ICL 33000 Japanese Art and Culture  
ICL 33100 Issues in Modern Japan

*or*  
ICL 31200 History of Russia II  
ICL 33700 Russian Authors

*or*  
ICL 21000 Native American Indians  
ICL 25000 Myth and Civilization

*or*  
ICL 36100 Art and Culture of Latin America  
ICL 36200 Issues in Modern Latin America

*or*  
IPS 30000 Comparative Politics  
IRL 15000 World Religions

*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  
IEN 20100 World Literature I  
IRT 21000 Concepts of Visual Arts

*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 Cluster

IMH 13200 Quantitative Methods for Business  
IMH 14100 Basic Statistics  
IMH 22000 Research Design and Methodology

*Notes: (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.*

*(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 Cluster satisfies the general education requirements for all majors*

### V. Natural Science Cluster (9)

INS 10500 Chemistry in Society  
INS 11400 Principles in Environmental Biology  
INS 21400 Ethical Problems in Science

## Natural Science Lab

### INS 11500 Environmental Biology Lab (1)

*Notes: (1) Must be taken concurrently with the Natural Science Cluster. It 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.*

*(2) The natural science requirement for the BA 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 satisfies the BA requirement.*

*(3) The natural science requirement for the BS 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 BS requirement.*

## VI. Social Sciences Cluster (9)

IPY 10000 Principles of Psychology

ISC 10200 Basic Concepts of Sociology

IPS 15500 American Government: The Nation

*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 in the Major

Requirements vary, but at least 54 semester hours in the major area are necessary for most LCIE 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.

## 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 48900, 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 48900) 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 48900, 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, communications, 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.

## 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 the last 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.

## Bachelor of Science in Business Administration

The LCIE bachelor of science degree in business administration prepares students to become managers of business and nonprofit organizations and 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  
IBA 21011 Principles of Managerial Accounting  
IBA 32000 Principles of Finance  
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  
IBA 23012 Principles of Macroeconomics  
IBA 48040 International Economics  
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  
IBA 36043 Introduction to Operations Management  
IBA 36500 Microcomputer Applications in Business  
Prerequisite: IMH13200; IMH 14100; IMH 22000.

#### *Management Cluster*

IBA 36032 Principles of Management  
IBA 36510 Human Resource Management  
IBA 46050 Managerial Ethics

*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  
IBA 45080 Marketing Management  
IBA 48010 International Marketing

*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  
IBA 32030 Consumer Finance

### **IBA 36061 Business Law**

*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 48900 Business Administration Capstone

Students may choose to complete the optional Business Administration Internship  
IBA 45000 Business Administration Internship (1-3)

## **Bachelor of Arts in Communications**

The LCIE Bachelor of Arts in Communications provides students with broad-based knowledge and pragmatic skills. Classes are taught by experienced communications 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 credit hours of course work in the major plus a three-credit Capstone course or a one-credit hour Culminating Project.

All majors are required to take Foundation Studies in Communications (ICM 40000, ICM 40500, ICM 40600). This cluster introduces students to the areas of study within the communication discipline, ranging from interpersonal, organizational, public relations, intercultural to mass media. The cluster explores the major theories, issues, and trends within the disciplines with an emphasis on the historical developments in communication technology and its impact on and relationship to culture and society. The Foundations cluster is recommended as the first cluster in the major..

In their final term of study, communications majors are required to take either the Capstone course ( ICM 48900) or the Culminating Project (ICU 48900). ICM 48900 Communication Capstone is offered as a traditional classroom course. The capstone project is developed, presented, and assessed within the course. ICU 48900 Culminating Project is a written or media production project done as an independent study under the supervision of the Faculty Advisor. A proposal is required and needs approval from the Communications Program Director to be eligible for the Culminating Project option. Students need to request the Culminating Project Directive and Proposal Guide and submit the proposal in the quarter prior to enrolling for the option.

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. Pursuing an emphasis is an option, not a requirement.

### **Corporate Communications Emphasis**

#### **Core Curriculum**

#### *Foundation Studies in Communication Cluster*

ICM 40000 Historical Development and Trends in Communications

ICM 40500 Media and Society (Ethics and the Media)  
ICM 40600 Theories of Communication

*Promotional Mix Cluster*

ICM 35000 Principles of Advertising  
ICM 38900 Public Relations and Promotions  
ICM 38950 Promotion Management

*Public Relations Cluster*

ICM 44100 Group Communication  
ICM 44200 PR Ethics  
ICM 44300 PR Research and Planning

**Elective Category A (Select one of the following clusters)**

*Desktop Publishing Cluster*

ICM 30900 Desktop Publishing in the Workplace  
ICM 44500 Information Systems Project  
ICM 46300 Computer Based Graphics

*Organizational Communication Cluster*

ICM 46000 Organizational Communication Theory  
ICM 46100 Communications Process Analysis  
ICM 46200 Practical Applications of Comm. Processes

**Elective Category B (Select one of the following clusters)**

*Managerial Issues Cluster*

IHR 33400 Gender Issues in Management  
IHR 33600 Implementing and Managing Diversity  
IHR 36000 Adult Learning Processes

*Group Dynamics Cluster*

IHR 37000 Group Dynamics  
IHR 37100 Conflict Resolution  
IHR 41000 Labor Economics and Industrial Relations

*Staff Development/Information Systems Cluster*

IHR 36081 Career/Staff Development  
IHR 36300 Human Resource Information Systems  
IHR 36530 Employee Training and Development

*Marketing Cluster*

IBA 35010 Principles of Marketing  
IBA 45080 Marketing Management  
IBA 48010 International Marketing

*Project Management Cluster*

IIT 33100 Project Cost and Schedule Estimating  
IIT 43200 Project Management Process  
IIT 43300 Cost and Scheduling Applications  
*Prerequisites: IMH 13200, IMH 14100, IMH 22000*

*Note: In special circumstances and with the permission of the Program Director, ICM 49500 (1-3) may substitute in one of the above clusters.*

**Required Capstone or Culminating Project**

All communications majors must complete either ICM 48900 Communications Capstone or ICU 48900 Culminating Project (1).

***Mass Communications Emphasis***

**Core Curriculum**

*Foundation Studies in Communication Cluster*

ICM 40000 Historical Development and Trends in Communications  
ICM 40500 Media and Society (Ethics and the Media)  
ICM 40600 Theories of Communication

*Desktop Publishing Cluster*

ICM 30900 Desktop Publishing in the Workplace  
ICM 44500 Information Systems Project  
ICM 46300 Computer Based Graphics

**Elective Category A (Select one of the following clusters)**

*Documentary Expression Cluster*

ICM 37200 Documentary Film and Video  
ICM 37300 Photojournalism  
ICM 37500 Documentary Journalism

*Visual Communications Cluster*

ICM 43100 Design-Visual Communication  
ICM 43200 Color Theory and Applications  
ICM 43300 20th Century Art Applications

**Elective Category B (Select one of the following clusters)**

*Television Production Cluster*

ICM 25600 Production for Television  
ICM 35800 Writing for Television  
ICM 35900 Production Management

*Web Design Cluster*

IIT 37700 Fundamentals of HTML  
IIT 37800 Applications in Web Development  
IIT 37900 Applications in Web Site Publishing

**Elective Category C (Select one of the following clusters), or another cluster from Elective Category A or B**

*Advanced Television Production Cluster*

ICM 47400 Advanced Television Production  
ICM 47600 Advanced Television Directing  
ICM 47700 Advanced Television Editing

*Advanced Web Design Cluster*

IIT 47700 Fundamentals of User Interface Design  
IIT 47800 Object-Oriented Web Development  
IIT 47900 Multi-Tiered Web Programming

*Project Management Cluster*

IIT 33100 Project Cost and Schedule Estimating  
IIT 43200 Project Management Process  
IIT 43300 Cost and Scheduling Applications  
Prerequisite Math cluster

*Creative Non-Fiction Cluster*

ICM 45500 Literary Feature Writing  
ICM 45600 Memoir and the Personal Essay  
ICM 45700 Studies in Creative Non-Fiction

### **Required Capstone or Culminating Project**

All communication majors must complete either ICM 48900 Communications Capstone or ICU 48900 Culminating Project (1).

### **Bachelor of Science in Criminal Justice**

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 the capstone course.

#### **Core Curriculum**

##### *Criminology Cluster*

ICJ 10100 Criminology  
ICJ 21000 Criminal Justice Systems  
ICJ 34500 Survey of International Criminal Justice Systems

##### *Criminal Procedure Cluster*

ICJ 30100 Criminal Procedure  
ICJ 31000 Criminal Law  
ICJ 33100 Criminal Investigation

##### *The Juvenile System Cluster*

ICJ 31100 The Juvenile Justice System  
ICJ 31200 Juvenile Law  
ICJ 31300 Delinquency in Society

##### *Criminal Justice Communications Cluster*

ICJ 34100 Criminal Justice Communications  
ICJ 34200 The Media and Criminal Justice  
ICJ 34300 Criminal Justice Alternatives

##### *Policing Cluster*

ICJ 30000 Policing in America  
ICJ 30500 Corrections  
ICJ 31500 Victimology

##### *Elective cluster in Criminal Justice*

ICJ 35100 Investigating Cybercrime  
ICJ 35200 Digital Evidence  
ICJ 35300 Case Studies in Cybercrime

*Note: In special circumstances and with the permission of faculty advisor, ICJ 49200-49699 (1 -3) may substitute in one of the above clusters.*

Students must also complete ICJ 48900 Criminal Justice Capstone.

### **Bachelor of Science in Health Management**

The LCIE bachelor of science in health management degree prepares students for management positions in a variety of healthcare 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  
IBA 21011 Principles of Managerial Accounting  
IBA 32000 Principles of Finance  
Prerequisite: IMH13200; IMH 14100; IMH 22000.

##### *Management Information Systems Cluster*

IBA 24000 Introduction to Information Systems  
IBA 33400 Introduction to Operations Management  
IBA 36500 Microcomputer Applications in Business

##### *Foundation of Management Cluster*

IHM 30100 Ethical Issues In Healthcare Management  
IHM 30200 Healthcare Management  
IHM 35100 Healthcare Marketing

##### *Health Law Cluster*

IHM 33300 Legal Issues in Healthcare  
IHM 33400 Government Organization and Healthcare Industry  
IHM 33500 Cases in Healthcare Administration

##### *Health Policy Cluster*

IHM 46000 Healthcare Delivery in the USA  
IHM 46100 Healthcare Policy and Research  
IHM 46200 Global Healthcare Reform

##### *Healthcare Finance Cluster*

IHM 47600 Essentials of Healthcare Finance  
IHM 47700 Healthcare Finance  
IHM 47800 Economics of Health and Medical Care  
Prerequisite: IMH13200; IMH 14100; IMH 22000.

Students must also complete IHM 48900 Health Management Capstone (3).

### *Elective course in Health Management*

IHM 40100 Introduction to Public Health

*Note: In special circumstances and with the permission of faculty advisor, IHM 48500 Independent Study in Health Management (1-3) or IHM 49200 – 49499 Special Topics in Health Management (1-3) may substitute in one of the above clusters.*

## **Bachelor of Science in Human Resources Management**

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.

### **Core Curriculum**

#### *Accounting Cluster*

IBA 21010 Principles of Financial Accounting  
IBA 21011 Principles of Managerial Accounting  
IBA 32000 Principles of Finance  
*Prerequisites: IMH13200; IMH 14100; IMH 22000.*

#### *Economics/Marketing Cluster*

IHR 23021 Survey of Economics  
IHR 35010 Principles of Marketing  
IHR 38000 Global Business and Society

#### *Management Cluster*

IBA 36032 Principles of Management  
IBA 36510 Human Resource Management  
IBA 46050 Managerial Ethics

#### *Supervision Cluster*

IHR 35700 Employee Supervision  
IHR 35800 Legal Issues for Human Resource Management  
IHR 35900 Performance Management/Performance Appraisal Systems

#### *Staff Development/Information Systems Cluster*

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

#### *Group Dynamics Cluster*

IHR 37000 Group Dynamics  
IHR 37100 Conflict Resolution  
IHR 41000 Labor Economics and Industrial Relations

*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 48900 Human Resource Capstone*

### *Elective Cluster in HRM*

IHR 33400 Gender Issues in Management  
IHR 33600 Implementing and Managing Diversity  
IHR 36000 Adult Learning Processes

### *Elective Course in HRM*

IHR 35700 Employee Supervision

## **Bachelor of Science in Information Technology**

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.

### **Core Curriculum**

#### *Foundations in Information Technology Cluster*

IIT 21100 The IT Professional  
IIT 21200 Database Basics  
IIT 21400 Introduction to Networks  
*Prerequisites: IMH 13200, IMH 14100, IMH 22000*

#### *Project Management Cluster*

IIT 33100 Project Cost and Schedule Estimating  
IIT 43200 Project Management Process  
IIT 43300 Cost and Scheduling Applications  
*Prerequisites: IMH 13200, IMH 14100, IMH 22000, IIT 21100, IIT 21200, IIT 21400*

### **Elective Clusters**

#### *Networking Cluster*

IIT 32100 Networking Essentials  
IIT 32200 Network Applications  
IIT 32300 Network Implementation  
*Prerequisites: IIT 21100, IIT 21200, IIT 21400*

#### *Advanced Networking Cluster*

IIT 42100 General Network Administration  
IIT 42200 Network Applications – Client Server  
IIT 42300 Problem Solving – Network Applications  
*Prerequisites: IIT 32100, IIT 32200, IIT 32300 or equivalent experience*

#### *Web Design Cluster*

IIT 37700 Fundamentals of HTML  
IIT 37800 Applications in Web Development  
IIT 37900 Applications in Web Site Publishing

#### *Advanced Web Design Cluster*

IIT 47700 Fundamentals of User Interface Design  
IIT 47800 Applications in Object-Oriented Web Development

## IIT 47900 Applications in Multi-Tiered Web Programming

*Prerequisites: IIT 21100, IIT 21200, IIT 21400, IIT 37700, IIT 37800, IIT 37900 or equivalent experience*

### *Database Analysis and Design Cluster*

IIT 35100 Database Analysis and Design

IIT 45200 Database Application Implementation

IIT 45300 Database Project Implementation

*Prerequisites: IIT 21100, IIT 21200, IIT 21400*

### *Desktop Publishing Cluster*

ICM 30900 Desktop Publishing in the Workplace

ICM 44500 Information Systems Projects

ICM 46300 Computer Based Graphics

### *Operating Systems Cluster*

IIT 31100 Operating System Concepts

IIT 31200 Practical Operating System Skills

IIT 31300 Operating System Evaluation

In addition, students must also complete IIT 48900  
Information Technology Capstone

# LCIE Undergraduate Course Descriptions

*NOTE: Following the Placement Courses and General Education Courses, course descriptions appear alphabetically by degree program.*

## 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 locations, 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 locations 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 locations 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 locations 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 locations each term. Testing fee required.

### *Cross Cultural Cluster*

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 31200 and ICL 33700; ICL 31000 and ICL 25000; ICL 36100 and ICL 36200; IRL 15000 and IPS 30000.

**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 locations each term, intermittently.

*Cross cultural: Native American Indians*

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

**ICL 25000 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 locations, intermittently.

*Cross Cultural: Russia*

**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 locations, 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 locations, intermittently.

*Cross Cultural: China*

**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 locations, 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 locations, intermittently.

*Cross Cultural: Japan*

**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 locations, 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 locations, intermittently.

*Cross Cultural: Latin America*

**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 locations, 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 locations, intermittently.

#### *Cross Cultural: Global*

**IPS 30000 Comparative Politics (3)** This course focuses on providing students with different methods and approaches used in making political comparisons. Furthermore, students are shown how they can use these methods and approaches in the study of individual countries. Offered at certain locations, intermittently.

**IRL 15000 World Religions (3)** This course aims at familiarizing the student with the great religious traditions of the world. Specific attention is given to Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, and Islam. Offered at certain locations, 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 of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs. Offered at all locations 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 locations 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 locations each term, intermittently.

#### *Math 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, and North County locations and the Belleville campus each term, intermittently at other locations.

**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 locations and the Belleville campus and s each term, intermittently at other locations.

**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, and North County locations and the Belleville campus each term, intermittently at other locations.

#### *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, and North County locations and the Belleville campus each term, intermittently at other locations.

**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, and North County locations and the Belleville campus each term, intermittently at other locations.

**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, and North County locations and the Belleville campus each term, intermittently at other locations.

**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 campuses 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 locations, 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 locations, 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 locations, intermittently.

## Bachelor of Science in Business Administration

### *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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations intermittently.

**IBA 32030 Consumer Finance (3)** This course 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 locations 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 locations intermittently.

## **Bachelor of Arts in Communications**

### ***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 intermittently at other locations.

**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 the use of voice, style, character development, plot and sense of place. Offered at St. Charles and intermittently at other locations.

**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 intermittently at other locations.

### ***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 in St. Charles location, intermittently.

**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 in St. Charles location, intermittently.

**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 in St. Charles location, intermittently.

### ***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 in St. Charles location, 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 in St. Charles location, intermittently.

**ICM 38000-38999 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 in St. Charles location, 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 location.

**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 location.

**ICM 46300 Computer Based Graphics (3)** This course is a survey of hardware components, software, varieties of systems applications, particularly for large organizations and serves 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 location.

### ***Documentary Expression Cluster***

**ICM 37200 Documentary Film and Video (3)** This course defines documentary and traces its development, exploring subject, techniques, and impacts. Offered every term at various locations.

**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 every term at various locations.

**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 every term at various locations.

### ***Foundation Studies in Communications 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 every term at St. Charles location and intermittently at various locations.

**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 every term at St. Charles location and intermittently at various locations.

**ICM 40600 Theories of Communication (3)** This course introduces the works of major theorists and theories within the areas of interpersonal, organizational, public relations, intercultural and mass media. Offered every term at St. Charles location and intermittently at various locations.

### ***Fundamentals of Organizational Communications 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 location and summer and winter at Westport location and intermittently at other locations.

**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 location and summer and winter at Westport location and intermittently at other locations.

**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 location and summer and winter at Westport location and intermittently at other locations.

### ***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 various locations.

**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 various locations.

**ICM 38950 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 various locations.

### ***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 either St. Charles or Westport locations.

**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 either St. Charles or Westport locations.

**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 either St. Charles or Westport locations.

### ***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 location.

**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 location.

**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 location.

### ***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 location.

**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 location.

**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 location.

### *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. Offered every term at various locations. Currently not offered at any location

**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. Offered every term at various locations.

**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. Offered every term at various locations.

## **Bachelor of Science in Criminal Justice**

### *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 location each term and St. Louis and Belleville locations once a year. Offered intermittently at Westport and South County locations.

**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 location each term and the St. Louis location and the Belleville campus once a year. Offered intermittently at Westport and South County locations.

**ICJ 34500 Survey of International Criminal Justice Systems (3)** This course allows students to study the criminal justice systems of six model nations. Common aspects of criminal justice systems, which includes policing, courts, corrections, and juvenile justice will be compared and contrasted. Issues such as transnational crime, supranational crime, terrorism and their impact on criminal justice systems worldwide will be explored. Offered at the St. Charles location each term and at the St. Louis location and the Belleville campus once a year. Offered intermittently at Westport, South County and Wildwood locations.

### *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 location each term, St. Louis City location once a year and Belleville campus 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 location each term, St. Louis City location once a year and Belleville campus 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 location each term, St. Louis City location once a year and Belleville campus 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 location each term, St. Louis City location once a year and intermittently at Belleville campus.

**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 location each term, St. Louis City location once a year and intermittently at Belleville campus.

**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 location each term, St. Louis City location once a year and intermittently at Belleville campus.

### *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 location once a year and intermittently at Belleville campus.

**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 location once a year and intermittently at Belleville campus.

**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 location once a year and intermittently at Belleville campus.

## ***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 location once a year and intermittently at Belleville campus.

**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 location once a year and intermittently at Belleville campus.

**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 location once a year and intermittently at Belleville campus.

## ***Elective Cluster***

**ICJ 35100 Investigating Cybercrime (3)** This course focuses on the principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, and preparation of reports and court presentations. Upon completion, students should be able to identify cybercrime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. Offered intermittently at select locations.

**ICJ 35200 Digital Evidence (3)** This course will examine digital forensics as it relates to criminal investigations. Course content includes best practices in securing, processing, acquiring, examining and reporting on digital evidence. Students will be exposed to current technologies and methods as well as leading edge techniques with practical based projects and research opportunities. Offered intermittently at select locations.

**ICJ 35300 Case Studies in Cybercrime (3)** This course will use Appellate and U.S. Supreme Court decisions to illustrate the effectiveness of current law and investigative procedures in the area of cybercrime. Students will study judicial thought in case analysis to gain a wider understanding of the law. The focal point for this class is the application of ethical decision making in judicial interpretation of current cyber law. Offered intermittently at select locations.

## **Bachelor of Science in Health Management**

### ***Foundation of Management Cluster***

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

**IHM 30200 Healthcare Management (3)** This course examines the development of the understanding of healthcare 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 locations each term and intermittently at select locations.

**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 locations each term and intermittently at select locations.

### ***Healthcare Finance Cluster***

**IHM 47600 Essentials of Healthcare 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 healthcare industry. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 47700 Healthcare 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 healthcare 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 locations each term and intermittently at select locations.

**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 healthcare field. This course will deliver a balance of population-based health economics and consumer-driven, managed healthcare economics. Offered at St. Charles and Westport locations each term and intermittently at select locations. Prerequisite: IMH 13200; IMH 14100; IMH 22000.

### ***Healthcare Law Cluster***

**IHM 33300 Legal Issues in Healthcare (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 locations each term and intermittently at select locations.

**IHM 33400 Government Organization & the Healthcare Industry (3)** This course will discuss the organization of our government and the various federal, state, and local administrative departments relevant to the healthcare industry. A variety of issues confronting professionals working in healthcare will be explored. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 33500 Cases in Healthcare Administration (3)** This course is a discussion and analysis of case law presentations. Because of their effect on the healthcare system, the student should be able to apply appropriate political, social, and economic factors in said analysis. Offered at St. Charles and Westport locations each term and intermittently at select locations.

## ***Health Policy Cluster***

**IHM 46000 Healthcare Delivery in the USA (3)** Students are challenged to understand the dynamics of the healthcare industry and the impact that it has on the nation's and world's economy. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 46100 Healthcare Policy and Research (3)** Students will identify the health policies that have impacted healthcare 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 healthcare organizations. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**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 locations each term and intermittently at select locations.

## **Bachelor of Science in Human Resource Management**

### ***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 locations, 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 locations, 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 locations 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 locations every term. All other locations 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 locations every term. All other locations 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 locations every term. All other locations 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 locations 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 locations 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 locations 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 locations

every term and intermittently at Wentzville and Belleville locations.

**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 locations every term and intermittently at Wentzville and Belleville locations.

**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 locations every term and intermittently at Wentzville and Belleville locations.

### ***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 locations 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 locations 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 locations intermittently.

## **Bachelor of Science in Information Technology**

### ***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 location 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 location 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 location every term. 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 location 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 location 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 location 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 location 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 location 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 location 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 location 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 location 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 location 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 location 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 location intermittently. Lab fee required.

**IIT 37900 Applications in Website 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 location 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 location 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 location 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 location intermittently. (Prerequisites: IIT 21100; IIT 21200; IIT 21400; 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 location 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 location 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 location alternating terms. (Prerequisites: IIT 21100; IIT 21200; IIT 21400). 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 location 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 location 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 location every term. (Prerequisites: IIT 21100; IIT 21200; IIT 21400). Lab fee required.

### **Individual Three Credit Hour Courses**

**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 locations intermittently. Prerequisite: IMH13200; IMH 14100; IMH 22000.

**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 locations 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 locations intermittently.

**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 location once a year and intermittently at Belleville campus.

**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 locations each term, intermittently. Prerequisites: ICM 10100 and ICM 10200.

**IEN 20200 World Literature II (3)** This course is a study of ideas that have shaped our cultures, beliefs, and understanding from the Renaissance to the present. Students will examine the cultural contexts of the works and will consider the universal doctrines and themes these works suggest. Prerequisites: ICM 10100 and ICM 10200.

**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. healthcare 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 locations every term. All other locations intermittently.

**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 locations intermittently.

**IHS 10000 World History Since 1500 (3)** This course is a study of the growth and interactions of world cultures and concentrates on the history of the world since 1500. The emphasis is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation. All sections may be taken for Honors Program credit. Not open to students with credit in HIS 22100. Prerequisites: ICM 10100 and ICM 10200.

**IIT 34010 Visual Basic.NET Programming (3)** This course focuses on developing Windows applications using Visual Basic. The goal of this course is for students to learn to build Visual Basic.Net applications with multiple forms and dialog boxes, create menus and sub-menus for program control and access database files. Essentials of Visual Basic.Net environment are presented including objects, properties, methods, and code structures. Offered intermittently. Lab fee required.

**IIT 34030 Java Programming (3)** This course is designed to give the student advanced knowledge of the Java programming language. Emphasis will be placed on the fundamental syntax and semantics of Java for applications. Other topics covered will include variables; data types and expressions; control structures including branching and looping; programmer defined classes; arrays; Graphical User Interfaces; and database access. Offered intermittently. Lab fee required.

**IIT 34050 Introduction to C# Programming (3)** This course provides an introduction to programming using the C# language.

Emphasis is placed upon the development of correct, efficient programs that are easy to maintain. Topics include problem analysis, program design, documentation, testing, and debugging. Basic features of the C# programming language are covered. Offered intermittently. Lab fee required.

**IIT 34400 Introduction to Linux Programming (3)** This course will introduce students to the Linux Operating System, with concentrations in security and automation. Topics include Linux Shell Programming, Perl Programming, Kernels, File Systems, System Administration, TCP/IP Networking, Web Environments, TCP/IP Socket Programming, and other business applications for Linux Systems. Offered intermittently. Lab fee required.

**IIT 44020 Information System Analysis and Design (3)** This course is an introductory Information Systems Analysis and Design course for business analysts, project managers, infrastructure analysts, system analysts, and change management analysts. Information Systems Analysis and Design presents a practical approach to information technology and system development. Throughout the course, students will learn how to translate business requirements into information systems that support a company's short-and long-term objectives. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specifications will be applied to documenting systems. Offered intermittently. Lab fee required.

**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 locations every term.

**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, and North County locations and the Belleville campus each term, intermittently at other locations.

**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 locations and the Belleville campus and s each term, intermittently at other locations.

**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 locations, intermittently.

**ISC 13000 Introductory Astronomy (3)** In survey fashion, this course addresses the historical background of astronomy, types of telescopes, identification of stellar characteristics, formation of our solar system, characteristics of the planets, space debris,

and the birth and death of stars, galaxies, and the universe. Offered every semester.

**ISC 13100 Astronomy Lab (1)** This optional lab explores celestial mechanics, calculating distances to stars, measuring the brightness and color spectra of stars, the classification of galaxies, and the formation of the Universe. Concurrent enrollment in ESC 13000 or permission of dean required. Lab fee required. Offered intermittently.

## Special Topics and Independent Study courses

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 29400-29499 Special Topics in Cross Cultural Studies (1-3)  
IEN 29300-29399 Special Topics in Humanities (1-3)  
ISS 29300-29399 Special Topics in Social Science (1-3)  
IBA 41090-41099 Special Topics in Accounting (1-3)  
IBA 42090-42099 Special Topics in Finance (1-3)  
IBA 43090-43099 Special Topics in Economics (1-3)  
IBA 45090-45099 Special Topics in Marketing (1-3)  
IBA 46090-46099 Special Topics in Management (1-3)  
IBA 46900-46999 Cases in Business/Law (1-3)  
IBA 47900-47999 Special Topics in Investments (1-3)  
ICM 49500-49599 Special Topics in Communications (1-3)  
ICJ 49200-49699 Special Topics in Criminal Justice (1-3)  
ICM 49500-49599 Special Topics in Communications (1-3)  
IHM 49200-49499 Special Topics in Health Management (1-3)  
IHR 49200-49299 Special Topics in Human Resource Management (1-3)  
IIT 49200-49600 Special Topics in Information Technology (1-3)

**ICM 49500-49599 Special Topics in Communications (1-3)**  
Independent research or media project approved by the Faculty Advisor. In special circumstances and with the permission of the Faculty Advisor, ICM 495XX may substitute for one of the courses in the cluster.

**IHM 48500-48599 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 34000-34999 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.

**IIT 49200-49699 Special Topics in Information Technology (1-3)** 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.

## Capstone and Culminating Project Courses

Note: A grade of "C" or above is required to pass a capstone course

**IBA 48900 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 locations intermittently. Testing fee required.

**ICJ 48900 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 locations twice a year.

**ICM 48900 Communications Capstone (3)** This course develops advanced presentation skills and business etiquette as it applies in a variety of communications settings that occur in all phases of career and project development. Students are expected to select a project that is important to their intellectual and professional development in the communication field. The course will provide students with experiences to refine and demonstrate competent communications skills and apply appropriate assessment criteria to various presentation styles and formats through all phases of the capstone project.

**ICU 48900 Culminating Project (1)** This is an independent study under the supervision of the Faculty Advisor consisting of a written or media production project. The Advisor's permission and a written proposal are required to be eligible for the Culminating Project option.

**IHM 48900 Health Management Capstone (3)** This course culminates the undergraduate student's educational experience in becoming a highly effective healthcare Supervisor or Manager and serves to synthesize and integrate the student's educational experience consistency while analyzing the practices and problems confronting today's healthcare managers. Testing fee required.

**IHR 48900 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 location and intermittently at Belleville Campus. Testing fee required.

**IIT 48900 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 location every term.

## **Internship Courses**

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 45000 Communications Internship (1-3)** On-site learning experience in a professional communications setting that focuses upon organizational, human resources, or public relations. Internships require 50 hours of fieldwork per one semester hour of credit. Students must receive a recommendation of the faculty advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

**ICM 45100 Media Internship (1-3)** On-site learning experience in a professional media production setting that produces media program and content for radio, television, film, websites and advertising. Internships require 50 hours of fieldwork per one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

# LCIE Graduate Program Descriptions

## Graduate Degrees

The LCIE program at LU-Belleville awards 12 graduate degrees.

### *Master of Arts (MA)*

- Master of Arts in Communication, Digital and Multimedia Emphasis
- Master of Arts in Communication, Media Management Emphasis
- Master of Arts in Communication, Promotions Emphasis
- Master of Arts in Communication, Training and Development Emphasis
- Master of Arts in Gerontology

### *Master of Business Administration (MBA)*

- Master of Business Administration

### *Master of Science (MS)*

- Masters of Science in Criminal Justice Administration
- Master of Science in Healthcare Administration
- Master of Science in Human Resource Management

### *Master of Science in Administration (MSA)*

- Master of Science in Administration, Management Emphasis
- Master of Science in Administration, Marketing Emphasis

## Master's Degree Requirements

LCIE graduate degree programs typically consist of five core clusters and a capstone course. The following are the overall requirements to earn a master's degree through the Lindenwood University-Belleville LCIE program:

1. Completion of a 48 credit hour degree program (five clusters plus the capstone course or culminating project).
2. Completion of the objectives set forth in the program overview
3. Demonstration of graduate level writing and speaking as evaluated by the faculty advisor and instructor each term.
4. Completion of the capstone course with a grade of "A" or "B."
5. A cumulative grade point average of 3.0 or higher
6. Completion of all practicum, apprenticeship, and residency requirements connected with the degree program, as specified by the program overview

## The Capstone Course

The capstone course is required for graduate students in all programs except Communications with emphasis in

Digital and Multimedia Studies who have a concentration in Television Production. Before enrolling in the capstone course, students must have completed all of the required core clusters in their areas of concentration or enroll in the capstone course concurrently with the final core 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.

*Note: Graduate students must earn a grade of "B" or above the pass the capstone course.*

## Master of Business Administration

48 credit hours

### 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.

### Prerequisite Cluster for students with non-Business undergraduate degree

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

### Core curriculum

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

### *Graduate Accounting Cluster*

IBA 51010 Financial Accounting Concepts  
IBA 51011 Managerial Accounting  
IBA 51200 Case Studies in Accounting

### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management and Labor Relations

### *Graduate Marketing Cluster*

IBA 55020 Marketing Information and Research  
IBA 55100 Marketing Strategy & Management  
IBA 55200 Issues in Marketing

### *Graduate Finance Cluster*

IBA 53000 Financial Concepts  
IBA 53100 Financial Policy  
IBA 53200 Managerial Finance  
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**

*48 credit hours*

### **Program Description**

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

### **Core Curriculum**

*27 credit hours*

#### *Graduate Information Systems and Methods Cluster*

IBA 50100 Economic Issues  
IBA 50300 Business Driven Information Systems  
IBA 50500 Quantitative Methods

#### *Graduate Marketing/Finance Cluster*

IHR 56100 Essentials of Marketing  
IHR 56200 Survey of Accounting  
IHR 56300 Introduction to Finance

#### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management & Labor Relations

### **Management Emphasis**

Students pursuing an emphasis in Management take the following required clusters for 18 semester hours in their area of emphasis:

#### *Graduate Organizational Communications Cluster*

ICM 51500 Organizational Communications Theories  
ICM 51600 Leadership in Organizations  
ICM 51800 Communication Process and Motivation  
Prerequisite: MSA Core Clusters

#### *Graduate Organizational Assessment Cluster*

IHR 57700 Organizational Assessment  
IHR 57900 Training, Design, Evaluation & Facilitation  
IHR 58000 Contemporary Issues  
Prerequisite: MSA Core Clusters

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

### **Marketing Emphasis**

Students pursuing an emphasis in Marketing take the following required cluster (Graduate Marketing) and either the Graduate Integrated Promotional Communications cluster or the Graduate Product Management cluster for 18 semester hours in their area of emphasis.

#### *Graduate Marketing Cluster (Required)*

IBA 55020 Marketing Information and Research  
IBA 55100 Marketing Strategy & Management  
IBA 55200 Issues in Marketing  
Prerequisite: MSA Core Clusters

#### *Graduate Integrated Promotional Communications Cluster (Marketing Elective)*

ICM 50600 Promotion Strategies and Tactics  
ICM 50800 Advertising for Sales Efficiency  
ICM 51000 Public Relations Strategies for Success  
Prerequisite: MSA Core Clusters

#### *Graduate Product Management Cluster (Marketing Elective)*

IBA 55500 Product Management and Product Development  
IBA 56000 Brand Management  
IBA 56500 Product Positioning  
Prerequisite: IBA 55020, 55100, 55200

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

## **Master of Arts in Communication**

*48 credit hours*

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
4. Digital and multimedia studies

Each cluster is limited to approximately 14 students, which allows for close contact with faculty members and individualization of study to meet each student's needs within the parameters of the cluster. 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 Program Director and be accepted

by the internship organization. Internships require 50 hours of fieldwork per one semester hour of credit.

In the final term of study, a capstone course (ICM 60100, 3 credit 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 58999, 3 credit hours) in the area of production or scriptwriting. A proposal is required and needs approval from the Communications Program Director to be eligible for the Culminating Project option. Students need to request the Culminating Project Directive and Proposal Guide and submit the proposal in the quarter prior to enrolling for the option.

Students with this interest can also, with permission of the Communications Program Director, earn up to nine hours of Independent Study coursework (ICM 59500 Special Topics I, ICM 59600 Special Topics II, ICM 59700 Special Topics 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.

#### ***Promotions Emphasis***

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

#### **Core Curriculum**

##### *Graduate Public Relations Cluster*

ICM 54600 Public Relations and Social Media  
ICM 55200 Public Relations Ethics: Case Studies  
ICM 55300 Strategic PR Research and Planning

##### *Graduate Marketing Cluster*

IBA 55020 Marketing Information and Research  
IBA 55100 Marketing Strategy and Management  
IBA 55200 Issues in Marketing

##### *Graduate Integrated Promotional Communications Cluster*

ICM 50600 Promotion Strategies and Tactics  
ICM 50800 Advertising for Sales Efficiency  
ICM 51000 Public Relations Strategies for Success

#### **Elective Category A (Select one of the following clusters):**

##### *Graduate Corporate Communications Cluster*

ICM 50000 Communication in the Corporate Environment  
ICM 50100 Using Media for Presentations  
ICM 50300 Copywriting

##### *Graduate Organizational Communications Cluster*

ICM 51500 Organizational Communications Theories  
ICM 51600 Leadership in Organizations  
ICM 51800 Communication Process and Motivation

#### **Elective Category B (Select one of the following clusters):**

##### *Graduate Imaging and Design Cluster*

ICM 52600 Design Concepts  
ICM 52700 Design in Media I  
ICM 52800 Design in Media II

##### *Graduate Web Page Design Cluster*

ICM 56400 Web Imaging  
ICM 56700 Web Page Building  
ICM 57000 Web Site Management

##### *Graduate Product Management Cluster*

IBA 55500 Product Management and Development  
IBA 56000 Brand Management  
IBA 56500 Product Positioning Strategy

In addition to the five required clusters, students must complete ICM 60100 Communications Capstone

#### ***Training and Development Emphasis***

The MA in communications with a training and development emphasis requires completion of the following clusters

#### **Core Curriculum**

##### *Graduate Corporate Communications Cluster*

ICM 50000 Communication in the Corporate Environment  
ICM 50100 Using Media for Presentations  
ICM 50300 Copywriting

##### *Graduate Organizational Communications Cluster*

ICM 51500 Organizational Communications Theories  
ICM 51600 Leadership in Organizations  
ICM 51800 Communication Process and Motivation

##### *Graduate Organizational Assessment Cluster*

IHR 57700 Organizational Assessment  
IHR 57900 Training, Design, Evaluation and Facilitation  
IHR 58000 Contemporary Issues

##### *Graduate Managerial Issues Cluster*

IHR 53400 Gender Issues in Management  
IHR 53600 Implementing and Managing Diversity  
IHR 56000 Adult Learning Processes

#### **Elective Category (Select one of the following clusters)**

##### *Graduate HR Strategies Cluster*

IHR 58070 Employee Selection and Retention  
IHR 58075 Employee Benefits and Compensation  
IHR 58080 Employment Law for the HR Professional

##### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management and Labor Relations

##### *Graduate Project Management in Business Cluster*

IBA 56070 Project Management in Business  
IBA 56071 Project Selection and Initiation

IBA 56072 Project Planning and Scheduling

In addition to the five required clusters, students must complete ICM 60100 Communications Capstone

### ***Media Management Emphasis***

The MA in Communications with a media management emphasis requires completion of the following clusters:

#### **Core Curriculum**

##### *Graduate Documentary Storytelling and Research Cluster*

ICM 53500 Documentary Storytelling: Theory and Narrative Structure  
ICM 54000 Media Preservation and Archives  
ICM 54400 Documentary Research and Writing

##### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management and Labor Relations

##### *Graduate Digital Media Management Cluster*

ICM 53400 Principles of Business Graphics  
ICM 56500 Electronic Resources  
ICM 58800 Media Project Planning

##### *Graduate Project Management Cluster*

IIT 53100 Scheduling, Cost Control and Estimating Models  
IIT 53200 Implementing a Management Control System  
IIT 53300 System Approach to Software Management

#### **Elective (Select one of the following clusters)**

##### *Graduate Corporate Communications Cluster*

ICM 50000 Communication in the Corporate Environment  
ICM 50100 Using Media for Presentations  
ICM 50300 Copywriting

##### *Graduate New Technologies Cluster*

IIT 56100 Digital Media Technology  
IIT 56200 Topics in New Technologies  
IIT 56300 Wireless Technologies

##### *Graduate Internet Culture Cluster*

IIT 57100 Understanding the Internet Culture  
IIT 57200 Developing an Effective Web Strategy  
IIT 57300 Web Site Administration

##### *Graduate Web Page Design Cluster*

ICM 56400 Web Imaging  
ICM 56700 Web Page Building  
ICM 57000 Web Site Management

In addition to the five required clusters, students must complete ICM 60100 Communications Capstone

### ***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.

#### **Core Curriculum**

##### *Graduate Documentary Storytelling and Research Cluster*

ICM 53500 Documentary Storytelling: Theory and Narrative Structure  
ICM 54000 Media Preservation and Archives  
ICM 54400 Documentary Research and Writing

##### *Graduate Television Production Cluster*

ICM 55600 Production for Television  
ICM 55800 Writing for Television  
ICM 55900 Production Management

##### *Graduate Imaging and Design Cluster*

ICM 52600 Design Concepts  
ICM 52700 Design in Media I  
ICM 52800 Design in Media II

##### *Graduate Web Page Design Cluster*

ICM 56400 Web Imaging  
ICM 56700 Web Page Building  
ICM 57000 Web Site Management

#### **Elective cluster, select one of the following**

##### *Graduate Scriptwriting Cluster*

IMF 57500 Scriptwriting Workshop  
IMF 57600 Narrative Arc in Film  
IMF 57700 Script Analysis

*Prerequisite: Submit writing sample to MFA program director.*

##### *Graduate Digital Media Management Cluster*

ICM 53400 Principles of Business Graphics  
ICM 56500 Electronic Resources  
ICM 58800 Media Project Planning

##### *Graduate Advanced Television Production Cluster*

ICM 57400 Advance Television Production  
ICM 57600 Advanced Television Directing  
ICM 57700 Advanced Television Editing

*Prerequisites: ICM 55600, 55800 55900 or equivalent experience*

##### *Graduate Media Design Applications Cluster*

ICM 52400 Media Design Applications: Adobe Illustrator  
ICM 52500 Media Design Applications: Adobe Photoshop

ICM 52900 Graphic Design Management & Workflow

*Prerequisites: ICM 52600, 52700 52800 or equivalent experience*

##### *Graduate New Technologies Cluster*

IIT 56100 Digital Media Technology  
IIT 56200 Topics in New Technologies  
IIT 56300 Wireless Technologies

##### *Graduate Internet Culture Cluster*

IIT 57100 Understanding the Internet Culture  
IIT 57200 Developing an Effective Web Strategy  
IIT 57300 Web Site Administration



### *Independent Study Courses*

ICM 58850 Media Internship (1-3)  
ICM 58855 Communications Internship (1-3)  
ICM 59500-59599 Special Topics I (1-3)  
ICM 59600-59699 Special Topics II (1-3)  
ICM 59700-59799 Special Topics III (1-3)  
ICM 58999 Graduate Culminating Project

In addition to the five required clusters, students must complete either ICM 60100 Communications Capstone or ICM 58999 Culminating Project .

## **Master of Science in Criminal Justice Administration**

*48 credit hours*

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.

### **Core curriculum**

#### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management and Labor Relations

#### *Graduate Homeland Security Cluster*

ICJ 52000 Terrorism and Counter Terrorism  
ICJ 52100 Homeland Security  
ICJ 52200 Homeland Security and American Policing

#### *Graduate Constitutional Law Cluster*

ICJ 51000 Constitutional Law  
ICJ 51100 Rules of Evidence  
ICJ 51200 Courtroom Testimony and Presentation

#### *Graduate Administration of Justice Cluster*

ICJ 50300 Ethics in Criminal Justice  
ICJ 50400 Public Policy and Criminal Justice  
ICJ 52500 Administration of Justice

#### *Graduate Critical Issues in Policing Cluster*

ICJ 50200 Critical Issues in Police Civil Liability  
ICJ 52600 Police in Society  
ICJ 52700 Police Leadership

Students must also complete ICJ 60100 Criminal Justice Administration Capstone.

## **Master of Arts in Gerontology**

*48 credit hours*

The Master of Arts 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. 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.

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.

### **Core curriculum**

#### *Graduate Sociology of Aging Cluster*

IGE 51100 Sociology of Aging  
IGE 51200 Psychological Aspects of Aging  
IGE 51300 Physical Aspects of Aging

#### *Graduate Community Organization Cluster*

IGE 52000 Community Organization & Resource Allocation  
IGE 52100 Social Policy in Gerontology  
IGE 52200 Service Provision to the Elderly

#### *Graduate Geriatric Assessment Cluster*

IGE 54000 Multidisciplinary Geriatric Assessment  
IGE 54100 Counseling Older Adults  
IGE 54300 Mental Health Issues in the Elderly

#### *Graduate Research Methods Cluster*

IGE 54400 Research Methods in Gerontology  
IGE 54500 Literature Review in Aging  
IGE 54600 Basic Statistics for Research in Gerontology

### **Elective cluster, select one of the following**

#### *Graduate Issues of Aging Cluster*

IGE 54700 Law and Aging  
IGE 54800 Economics of Aging  
IGE 54900 Issues of Abuse and Neglect of Older Adults  
*or*

#### *Graduate Long-term Care Cluster*

IGE 52600 Cultural Change in Long Term Care (LTC) Regulation and Management  
IGE 52700 Ethical Issues in Long Term Care  
IGE 52800 Current Issues in Long Term Care  
*or*

Any Healthcare Administration Cluster (9 hours) with the approval of the Gerontology program director.

Students must also complete *either*

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

*or*

Complete a minimum of 3 hours from the following options:

IGE 50000 Professional Internship  
IGE 59300-59399 Special Topics in Gerontology

IHM 60100 Healthcare Administration Capstone

## **Master of Science in Healthcare Administration**

*48 credit hours*

The MS 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.

### **Curriculum**

#### *Graduate Quantitative Methods and Analysis Cluster*

IHM 52200 Public Health Perspectives  
IHM 52300 Quantitative Methods in Healthcare Mgmt  
IHM 52400 Statistical Analysis and Research Methods in Healthcare

#### *Graduate Legal Issues Cluster*

IHM 53300 Administration of Healthcare Law  
IHM 53500 Case Study and Analysis in Healthcare Administration  
IHM 53700 Medical Records and the Law

#### *Graduate Healthcare Strategies Cluster*

IHM 55000 Strategic Mgmt in Healthcare Organizations  
IHM 55100 Healthcare Marketing  
IHM 55200 Global Health Perspectives

#### *Graduate Healthcare Finance, Economics and Accounting Cluster*

IHM 57700 Healthcare Finance  
IHM 57800 Economic Analysis of Health and Medical Care  
IHM 57900 Accounting for Healthcare Organizations

#### *Graduate Healthcare Information Systems & Management Ethics Cluster*

IHM 58050 Digital Medicine and Healthcare Information Systems  
IHM 58055 Ethical Challenges in the Management of Health Information  
IHM 58060 Organizational Behavior in Healthcare

Students must also complete IHM 60100 Healthcare Administration Capstone

#### *Healthcare Administration Internship (optional)*

IHM 50000 Healthcare Administration Internship (1-6)

## **Master of Science in Human Resource Management**

*48 credit hours*

The MS 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.

### **Curriculum**

#### *Graduate Management Cluster*

IBA 54000 Management and Administrative Theory  
IBA 54100 Organizational Behavior  
IBA 54300 Personnel Management and Labor Relations

#### *Graduate Marketing/Finance Cluster*

IHR 56100 Essentials of Marketing  
IHR 56200 Survey of Accounting  
IHR 56300 Introduction to Finance

#### *Graduate Organizational Assessment Cluster*

IHR 57700 Organizational Assessment  
IHR 57900 Training, Design, Evaluation and Facilitation  
IHR 58000 Contemporary Issues

#### *Graduate HR Strategies Cluster*

IHR 58070 Issues in Employee Selection and Retention  
IHR 58075 Employee Benefits and Compensation  
Prerequisite: Graduate Management Cluster  
IHR 58080 Employment Law for the Human Resource Professional

#### *Graduate Information Systems and Methods Cluster*

IBA 50100 Economic Issues  
IBA 50300 Business Driven Information Systems  
IBA 50500 Quantitative Methods

Students must also complete IHR 60100 Human Resource Management Capstone

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  
IHR 53600 Implementing and Managing Diversity  
IHR 56000 Adult Learning Process

# LCIE Graduate Course Descriptions

*Note: Course descriptions are listed alphabetically by the name of degree field.*

## **Business Administration (MBA, MSA)**

### ***Graduate Information Systems 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations intermittently.

### ***Graduate Marketing Cluster***

**IBA 55020 Marketing Information and Research (3)** This course examines issues in conducting marketing research and the variety of research techniques available to the researcher. Students will also analyze the sources of information that guide decision making in business settings. Although some topics will be explored through lecture, particular emphasis will be given to case analysis, situational vignettes, and discussion of current events. A project at the end of the course will tie together course concepts and allow students to present a comprehensive marketing research plan. Offered at all locations 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 locations 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 in the marketing discipline, and emphasis is given to new and emerging topics in the field. Offered at all locations 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 locations 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 locations 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 locations 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 location, 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 location, 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 location, winter term.

### ***Graduate Project Management in Business Cluster***

**IBA 56070 Project Management in Business (3)** Students will analyze project management roles and responsibilities in the business organization and apply project management concepts. Organizational structures and their effect on project management are studied using a case analysis approach. Other topics include: organizing and staffing the project team, project office functions, time management and conflict management. Prerequisite: MSA Core Clusters. Offered at St. Charles intermittently.

**IBA 56071 Project Selection and Initiation (3)** Managing the portfolio of projects in the business organization is the main focus of this course with emphasis on best practices and models for the strategic selection of projects. Students will prepare a project proposal as one of the main deliverables of this course. Prerequisite: MSA Core Clusters. Offered at St. Charles intermittently.

**IBA 56072 Project Planning and Scheduling (3)** In this course, students will define the scope of a project, and develop a project charter, a work breakdown structure, a project schedule using MS Project and a project budget. Other topics include an analysis of the project lifecycle, canceled and failed projects, network scheduling techniques, and estimating time and cost. Students will prepare a comprehensive project plan and schedule as the main deliverables of this course. Prerequisite: MSA Core Clusters. Offered at St. Charles intermittently.

### ***Graduate Managing Project Execution Cluster***

**IBA 56075 Managing Project Execution (3)** Using a case study analysis approach, students will examine issues which arise during project execution with emphasis on risk management, quality management, contract management, scope management and change control. Other topics include managing troubled projects, implementation planning, and project

closedown. Prerequisite: IBA56070, IBA56071, IBA56072. Offered at St. Charles intermittently.

**IBA 56076 Project Leadership and Communication (3)** The focus of this course is building and leading an effective project team whether it is domestic, global or virtual. Emphasis will be placed on managing the high-performance project team, communications planning, team communications, performance reporting, and stakeholder management. Prerequisite: IBA56070, IBA56071, IBA56072. Offered at St. Charles intermittently.

#### **IBA 56077 Issues and Cases in Global Project Management**

**(3)** Through a case study analysis approach, students will examine cultural, ethical and legal issues associated with managing global projects. Students will analyze the project management code of ethics and apply best practices in project management as they develop approaches to these issues. Prerequisite: IBA56070, IBA56071, IBA56072. Offered at St. Charles intermittently.

### ***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.

## **Master of Arts in Communications**

### ***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 location and intermittently at other locations.

**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 location and intermittently at other locations.

**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 location and intermittently at other locations.

### ***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 locations, intermittently at other locations.

**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 locations, intermittently at other locations.

**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 locations, intermittently at other locations.

### ***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 every term at various locations.

**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 every term at various locations.

**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 every term at various locations.

### ***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 location. 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 location. 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 location. 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 intermittently at St. Charles location.

**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 intermittently at St. Charles location.

**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 intermittently at St. Charles location.

### ***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 intermittently at various locations.

**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 intermittently at various locations.

**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 intermittently at various locations.

### ***Graduate Public Relations Cluster***

**ICM 54600 Public Relations and Social Media (3)** The analysis of shifting media environment and application of new media technologies as it affects the Public Relations industry. Students will develop a multi-platform campaign based on

organizational goals, audience characteristics that include web analytics. Offered every term at various locations.

**ICM 55200 Public Relations Ethics: Case Studies (3)** Close examinations of the ethical choices organizations make and communicate to the public when responding to specific events and crises. Students will apply and assess PR professional codes of conduct to specific organizational messages to ascertain the impact on society and the environment. Students will compare humanistic ethics to professional codes of conduct in developing their own ethical leadership. Offered every term at various locations.

**ICM 55300 Strategic Research and Planning (3)** Students master strategic PR principles in the development, design and execution of a campaign plan that includes measurable objectives and evaluations, with heavy emphasis on problem solving and the role of research, sampling, data analysis and interpretations of qualitative findings that inform the planning and management process. Students will work with a client to create and conduct a professional PR campaign and presentation. Offered every term at various locations.

### ***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 at St. Charles, intermittently.

**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 at St. Charles, intermittently.

**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 at St. Charles, intermittently.

### ***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 location.

**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 location.

**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 location.

### ***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 location.

**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 location.

**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 location.

### ***Graduate Documentary Storytelling and Research Cluster***

**ICM 53500 Documentary Storytelling: Theory and Narrative Structure (3)** Through a variety of documentary film screenings and readings, students will analyze the epistemologies, ideologies, aesthetic elements, narrative structures and strategies that filmmakers employ in their storytelling. The course will examine new trends and conventions in the documentary genre. Offered spring term at St. Charles location.

**ICM 54000 Media Preservation and Archives (3)** Students will focus on how documentary filmmakers use archival media materials (photographs, motion pictures and audio recordings) in their films. Students will become familiar with several media archive holdings, learn about various media formats and how to use archives for media productions and related activities such as the process of requesting footage and licensing fees. Students will learn about career opportunity in media preservation and contemporary trends in the profession. Students will work with local archives, such as Lindenwood and the St. Charles Historical Society. Offered spring term at St. Charles location.

**ICM 54400 Documentary Research and Writing (3)** This course will teach students how to research a topic, find media source materials, conduct interviews, select appropriate consults and on-camera talent. Students will learn how to write a proposal, a short documentary script that incorporates a well-crafted narrative structure and grant applications. Offered spring term at St. Charles location.

## **Master of Science in Criminal Justice Administration**

### ***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 intermittently at select locations.

**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 intermittently at select locations.

**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 intermittently at select locations.

**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 intermittently at select locations.

**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 intermittently at select locations.

**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 intermittently at select locations.

**Graduate Administration of Justice Cluster**

**ICJ 50300 Ethics in Criminal Justice (3)** This course places an emphasis on the concepts, principles and theories that comprise ethical practice for administrators in the field of criminal justice. The course is designed to inform students how these concepts are used to examine ethical issues and mandates the use of critical thinking and reasoning skills, as it reviews metaethics and moral psychology. The course provides sound coverage of theory and emphasizes how the ethics field can inform our understanding of moral issues in criminal justice. Offered intermittently at select locations.

**ICJ 50400 Public Policy and Criminal Justice (3)** This course advises students on the public policy process in the United States and examines the basis for policy development within the criminal justice system. Critical issues that have shaped and formed the criminal justice system to what it is today are reviewed and students are exposed to literature that challenge current policies, their creation, and reviews their results both positive and negative. Offered intermittently at select locations.

**ICJ 52500 Administration of Justice (3)** The course identifies management theories, techniques, and challenges unique to the operation and management of criminal justice agencies. The course reviews organizational principles, models, and typologies, and analyzes organizational effectiveness within the police, court, and corrections arena. Offered intermittently at select locations.

**Graduate Critical Issues in Policing 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 intermittently at select locations.

**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 intermittently at select locations.

**ICJ 52700 Police Leadership (3)** This course will explore leadership theories to provide a template for current or potential police leaders. The course will provide students with directives on how to examine situations, adopt an informed perspective and make ethical leadership decisions. Offered intermittently at select locations.

**Master of Arts in Gerontology**

**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 locations 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 locations 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 locations 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 locations 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 locations 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 locations 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 locations.

**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 locations.

**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 locations.

### ***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 locations 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 locations 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 locations 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 location in winter term and St. Charles location 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 location in winter term and St. Charles location in fall term.

**IGE 54600 Basic Statistics Use in Gerontology (3)** This course 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 location in winter term and St. Charles location 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, healthcare, housing, insurance, personal planning and protection, nursing home rights, grandparents rights, and social services for the elderly. Offered intermittently at select locations.

**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 locations.

**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 locations.

## **Master of Science in Healthcare Administration**

### ***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 locations each term and intermittently at select locations.

**IHM 52300 Quantitative Methods in Healthcare 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 locations each term and intermittently at select locations.

**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 locations each term and intermittently at select locations.

### ***Graduate Legal Issues Cluster***

**IHM 53300 Administration of Healthcare Law (3)** This course will be an in depth discussion of case setting precedents in healthcare Law. The scope and perspective of the intricacies of healthcare law will be discussed from a management perspective, as well as liabilities of healthcare institutions as they relate to legal issues. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 53500 Case Study and Analysis in Healthcare 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 healthcare issues. Current precedent setting cases and established cases will be fully explored as they relate to and contrast the evolution of healthcare law. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 53700- 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 locations each term and intermittently at select locations.

### ***Graduate Healthcare Strategies Cluster***

**IHM 55000 Strategic Management in Healthcare Organizations (3)** This course enhances the student's ability to look closely at a healthcare organization and develop a strategic plan. Healthcare organizations, both nonprofit and for-profits, must be concerned with the changing environment and consumer demands. The healthcare 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 healthcare environment. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 55100 Healthcare Marketing (3)** This course provides the healthcare administration student with a thorough understanding of the principles and concepts of marketing as they apply to healthcare 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 locations each term and intermittently at select locations.

**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. Healthcare systems in other countries will be compared and contrasted with the United States system through detailed analysis. Offered at St. Charles and Westport locations each term and intermittently at select locations.

### ***Graduate Healthcare Finance Cluster***

**IHM 57700 Healthcare Finance (3)** This course will cover a broad range of topics to include an overview of the healthcare 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 locations each term and intermittently at select locations.

**IHM 57800 Economic Analysis of Health and Medical Care (3)** This course will explain the fundamental failures in the market for healthcare and discusses the concepts of equity and fairness when applied to health and healthcare. Students will also address a range of universal health policy issues through the application of health economic analyses. Offered at St. Charles and Westport locations each term and intermittently at select locations.

**IHM 57900 Accounting for Healthcare Organizations (3)** This course will address the current problems specific to resource management in healthcare delivery and will also emphasize the need for a mix of financial and nonfinancial 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 locations each term and intermittently at select locations.

### ***Graduate Healthcare Information Systems and Management Ethics Cluster***

**IHM 58050 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 locations each term and intermittently at select locations.

**IHM 58055 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. Healthcare 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 locations each term and intermittently at select locations.

**IHM 58060-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 locations each term and intermittently at select locations.

## Master of Science in Human Resource Management

### *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 locations 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 locations 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 locations 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 location every term and intermittently at Belleville location.

**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 location every term and intermittently at Belleville location.

**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 location every term and intermittently at Belleville location.

### *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 locations 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 locations 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 locations intermittently.

### *Graduate HR Strategies Cluster*

**IHR 58070 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 locations intermittently.

**IHR 58075 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 locations intermittently.

**IHR 58080 Employment Law for the Human Resource Professional (3)** The emphasis is 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 locations 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 locations every term, intermittently at Wentzville and Belleville locations.

**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 locations every term, intermittently at Wentzville and Belleville locations.

**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 locations every term, intermittently at Wentzville and Belleville locations.

## Individual three credit hour courses

### *Culminating Project/Thesis Courses*

**ICM 58999 Culminating Project (3)** This is an independent study under the supervision of the Faculty Advisor or media instructor consisting of a script or media production project. A written proposal is required to be eligible for the Culminating Project Option. Required for Digital and Multi-media emphasis.

**ECM 58999 Extension of Culminating Project (0)**

### *Special Topics Courses*

**IBA 51900-51999 Special Topics in Accounting (1-3)**

**IBA 53900-53999 Special Topics in Finance (1-3)**

**IBA 54900-54999 Special Topics in Management (1-3)**

**BA 55900-55999 Special Topics in Marketing (1-3)**

**ICJ 59300-59399 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 59500-59599 Special Topics I (1-3)** Students will complete individually designed studies in Communications.

**ICM 59600-59699 Special Topics II (1-3)** Students will complete individually designed studies in Communications.

**ICM 59700-59799 Special Topics III (1-3)** Students will complete individually designed studies in Communications.

**IGE 59300-59399 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 59300-59399 Special Topics in Human Resource Management (1-3)**

**IHR 59400-59499 Special Topics in Human Resource Management (1-3)**

**IHR 59500-59599 Special Topics in Human Resource Management (1-3)**

**IHM 59400-59499 Special Topics in Healthcare Administration (1-3)**

**IHM 59500-59599 Special Topics in Healthcare Administration (1-3)**

### *Internship Courses*

**ICM 58850 Media Internship (3)** On-site learning experience in a professional media production setting that produces media program and content for radio, television, film, websites and advertising. Internships require 50 hours of fieldwork for one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

**ICM 58855 Communications Internship (3)** On-site learning experience in a professional communications setting that focuses upon organizational, human resources, or public relations. Internships require 50 hour of fieldwork for one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization.

Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

**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.

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.

### *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 locations 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 locations.

**ICM 60100 Communications Capstone (3)** This course develops advanced presentation skills and business etiquette as it applies in a variety of communications settings that occur in all phases of career and project development. Students are expected to select a project that is important to their intellectual and professional development in the communications field. The course will provide students with experiences to refine and demonstrate competent communications skills and apply appropriate assessment criteria to various presentation styles and formats through all phases of the capstone project. Required for Promotions, Media Management, and Training and Development.

**IHM 60100 Healthcare Administration Capstone (3)** This course examines leadership skills in the context of managing in Healthcare 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.

# Semester Graduate Degrees & Programs

Master of Arts in Education (MA)

Model I: Certification/Endorsement Areas

Model II: Specialty Areas

Model III: Initial Teacher Certification

Master of Arts in Professional Counseling (MA)

Master of Arts in School Administration (MA)

# Graduate Semester Academic Calendar

## Fall Semester 2013

International student orientation and check-in.....	August 19
Faculty workshops.....	August 19-23
Fall residential student check-in.....	August 24-25
Last day for in-season athletes to add/drop via student portal.....	August 25
Classes begin.....	August 26
Last day to register for or add class, or choose audit.....	August 30
Labor Day holiday.....	September 2
Fall Convocation, 1:00 p.m. ....	September 3
First day to request to change housing assignment.....	September 9
Last day to withdraw with “W”.....	October 4
Late start classes begin.....	October 7
Last day to register for a late start class.....	Before the third day of class
Midterm grades due, 5:00 p.m. ....	October 14
Last date to withdraw with “WP”/”WF”.....	November 1
Spring semester and J-term registration begins.....	November 4
Last day to request to change housing assignment.....	November 14
Faculty in-service day—no classes held except for MBA and LCIE evening classes.....	November 27
Thanksgiving holiday.....	November 28-Dec 1
Last day of classes.....	December 6
Final exams.....	December 9-13
Deadline for making up INC grades from spring semester.....	December 13
Lindenwood residential semester student housing closes, 4:30 p.m. ....	December 13
Final grades due, 5:00 PM.....	December 17
Deadline to apply for March/May/June graduation.....	December 30

## January Term 2014

Last Day to register for J-term class.....	December 27
J-term and student teacher residential check-in.....	January 5
Classes begin.....	January 6
Days on which J-term classes will meet.....	January 6-9, 13-16, 20-23
Last day to withdraw with a “W”.....	January 17
Last day of classes.....	January 23
Final Grades due, 5:00 p.m. ....	January 29

## Spring Semester 2014

International student orientation and check-in.....	January 20
Spring residential student check-in.....	January 26
Last day for in-season athletes to add/drop via student portal.....	January 26
Classes begin.....	January 27
Last day to register or add a class, or choose an audit.....	January 31
Fall housing registration for “KEEP SAME ROOM” via student portal.....	February 1 - 28
Sibley Day.....	February 19
Deadline to apply for August graduation.....	February 28
Last day to withdraw with a “W”.....	March 7
Late start classes begin.....	March 10
Last day to register for a late start class.....	Before the third day of class
Fall semester registration and housing sign-up begins.....	March 10
Midterm grades due, noon.....	March 18
Deadline to apply for September graduation.....	March 28
Spring Break.....	March 29-April 6
Last day to withdraw with a “WP” or “WF”.....	April 11
Good Friday—no classes will meet.....	April 18
Honors convocation, 5:00 p.m. ....	April 22
Last day of classes.....	May 9

Final exams.....	May 12-16
Deadline for making up INC grades from fall semester.....	May 16
Lindenwood residential housing closes, 4:30 p.m. ....	May 16
Commencement, 2:00 p.m. ....	May 18
Final grades due, 5:00 p.m. ....	May 20
Deadline to apply for September/October/December graduation.....	May 30

\*Summer session dates vary by program. Contact your advisor for exact dates.

# Semester Graduate Program Descriptions

## Division of Education and Counseling

### Master of Arts in Professional Counseling

The Lindenwood University Professional Counseling Program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools ([info@hlcommission.org](mailto:info@hlcommission.org)) and the Missouri Department of Elementary and Secondary Education (DESE, <http://dese.mo.gov/>).

The program leading to a Master of Arts in Professional Counseling is designed to prepare master's level counseling practitioners. The program provides students with a broad base of psychological knowledge and theory integrated with extensive training and practice in the use of counseling skills. Graduates of the professional counseling program are qualified to work in a variety of mental health settings with individuals, groups, and families.

The professional counseling program is intensive and comprehensive, requiring a minimum of 48 credit hours of coursework and applied experience. Admission to the counseling program is selective, yet flexible. Please see an earlier section of the catalog for general LU-Belleuille admissions requirements. Students who do not meet those requirements should contact the Counseling Department in order to discuss options.

The American Counseling Association *Code of Ethics* (2005) requires that institutions providing counselor education screen students for professional, personal, and academic fit within the profession of counseling. Completion and graduation from the MA in Professional Counseling program requires successful completion of all graduate courses with appropriate academic success; development of appropriate interpersonal and counseling skills evidencing competency as a counselor; and being deemed fit for the counseling profession by program faculty as determined by development of counseling knowledge, skills, and counselor formation; interpersonal relations with others in the program, and openness to supervision and feedback.

Acceptance into the graduate program in Professional Counseling is required in order for potential counseling candidates to enroll in the preliminary course IPC 51100 Foundations of Professional Counseling (3). This foundations class serves as a screening class. Foundations instructors will evaluate all students, using the *Comprehensive Counselor Candidate Assessment (CCCA)* introduced at the beginning of the Foundations class (see Program Handbooks at [www.lindenwood.edu/counseling](http://www.lindenwood.edu/counseling)). Any student identified by Foundations instructors as lacking clinical or academic potential to develop a career as a professional counselor will be referred to the LU-Belleuille

Professional Counseling faculty to determine whether or not the candidate will continue in the program or receive remedial actions, e.g., personal counseling or an action plan developed by the candidate and his or her advisor. The faculty will make recommendations to rehabilitate the student. Efforts at rehabilitation will be reviewed again the following semester. If sufficient progress has been made, the student will continue in the program. If the student demonstrates the same or additional deficits, as described above, the student may be removed from the program.

Students admitted to the MA degree program in counseling must attain a 3.0 GPA for the first 12 hours of graduate course work with no grade less than a B or a report from any instructor for deficits according to the CCCA. Failure to maintain such standards will result in the candidate being referred to the Counseling Review Board to determine if the student will continue in the program. It is the objective of the counseling program to, as early as possible, identify students who demonstrate difficulty achieving the standards for competent practice and to initiate appropriate intervention to assist them. Thus, the faculty of the counseling program reserves the right to review students at any stage of their coursework. A student earning any grade less than a B in IPC 51100, IPC 55100 or IPC 55300, IPC 52400, or IPC 62000 (professional internship) will be allowed to repeat the course one time and must earn a grade of B or better to continue in the program. Any instructor may submit a CCCA form to the Counseling Review Board to insure appropriate clinical skills at any time during the program. The Counseling Review Board process, however initiated, may result in the termination of the student's degree program or other required or recommended remedies to address deficiencies judged by the Counseling Review Board as related to the skills that are essential to the development of competent and ethical practices as a professional counselor.

After a candidate has successfully completed the first 12 hours of coursework, completion of the Counseling Program is contingent on the following criteria:

1. Maintaining a minimum GPA of 3.0; and
2. Completing the required number of courses, based on the current curriculum; and
3. Satisfactory resolution of any Disposition documentation provided by candidates' instructors; and
4. Receiving satisfactory evaluations from site supervisors during internship or field placement experiences; and
5. Passing the CPCE (professional)



A brief description of the exit requirements is provided below. Further information regarding exit requirements is provided in the Professional Counseling Handbook.

### Background Check

Some states will not provide a professional counseling license to those with a failed background check. If an applicant or student has questions regarding such, check with the state professional counseling licensure board, preferably prior to applying to the MA in Professional Counseling program. A conviction, guilty plea, or *nolo contendere* plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment as a school or professional counselor.

Some professional internship sites require completion of a background check prior to commitment to the field experience. All background checks are at the expense of the student. See the Assistant Dean (Lindenwood-St. Charles) or Department Chair (Lindenwood-Belleville) for more information. Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8 US Code Section 1621.

All students are periodically reviewed to assess their academic progress. Only those students who meet program standards will be allowed to continue. Students must obtain a minimum of 600 hours of supervised internship experience. Internship placements may be arranged with a variety of mental health agencies that provide counseling services to clients. Internship students receive individual supervision from qualified professionals at their field sites and will also participate in a group supervision course conducted by a faculty member of the Department of Counseling. The Professional Counseling Handbook specifies the details for the internship experience.

### Illinois Practitioners

The 48 credit hour program listed below is designed to meet the academic requirements toward licensure as a professional counselor set forth by the State of Illinois. Additional requirements for licensure can be found at [www.idfpr.com](http://www.idfpr.com).

*Note: Courses are three credit hours unless otherwise indicated.*

### Core Curriculum

IPC 51100	Foundations of Professional Counseling
IPC 51200	Ethics and Professional Issues
IPC 52100	Human Growth and Development
IPC 52200	Personality Theories and Psychopathology
IPC 52400	Adult Diagnosis and Treatment Planning
IPC 53100	Family Counseling
IPC 54100	Research Methods and Program Evaluation
IPC 55100	Counseling Theory and Practice
IPC 55200	Counseling Skills Lab
IPC 56100	Group Dynamics, Process and Counseling
IPC 56200	Social and Cultural Foundations of Counseling
IPC 56500	Introduction to Substance Abuse Counseling
IPC 58100	Appraisal of the Individual (fee required)
IPC 58200	Lifestyle and Career Development (fee required)

IPC 62000    Counseling Internship (3-6) two semesters (fee required)

### Internship Requirement

Students in the professional counseling track are required to complete a minimum of 600 hours of supervised internship experience over two semesters. Prior to Internship, students must have a GPA of 3.0 or higher. Students are expected to earn a grade of A or B in Counseling Internship (IPC 62000) in order to graduate. Students will be required to repeat the course if they earn less than a B. If students take an Incomplete during their first semester of Internship and have less than half the required internship hours, they must enroll in IPC 62001 for 0 credit hours to allow them to attend internship classes while completing the required hours. If students take an incomplete during their second internship, regardless of how many hours are needed, they must enroll in IPC 62001 for 0 credit hours to allow them to attend internship class while completing the required internship hours. For each extension a fee of \$50 will be incurred.

### Exit Requirements

In order to fulfill degree requirements, each student completes one of the following:

IPC 60600            Scholarly Paper (0)  
or IPC 60500        Comprehensive Examination (0)

*Note: Courses are three credit hours unless otherwise indicated.*

The student must obtain a passing score on the Counselor Preparation Comprehensive Examination (CPCE). Further information regarding exit requirements is provided in the Professional Counseling Handbook.

## Department of Teacher Education

### Program Description

The Lindenwood University system teacher education programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools ([info@hlcommission.org](mailto:info@hlcommission.org)) and the Missouri Department of Elementary and Secondary Education (DESE, <http://dese.mo.gov/>). The School of Education is also a member in good standing of the Teacher Education Accreditation Council (TEAC, [www.teac.org/](http://www.teac.org/)). The Lindenwood University graduate degrees in education are designed to meet the needs of practicing educators as well as those interested in the discipline of education. These degree programs offer new approaches for analyzing contemporary problems and acquiring new perspectives, techniques, and knowledge. These approaches include developing a one-to-one relationship with an experienced and highly trained educator; participating in courses which provide strong foundations for professional growth such as problem-solving opportunities and the opportunity to prescribe an individualized program of study.

Lindenwood University is committed to offering excellent programs in teacher education both at the pre-service and graduate levels of instruction. In response to the needs of beginning and veteran educators, Lindenwood has developed several alternatives by which the practicing educator may complete a Master of Arts. Program options are designed to meet the needs of first and second year teachers as well as satisfy the advanced certification requirements of veteran educators.

### **Graduate Teacher Education Goals**

The goal of the program is to produce skilled and motivated educators who will (1) be more effective in their educational setting (2) show enriched lifetime commitment to the profession, and (3) view learning as a continuing process of self-assessment, planned improvement, and subsequent evaluation.

The graduate student in education at Lindenwood University will have experiences that will enable him/her to

- Read critically in the areas of contemporary education problems, curriculum, and educational research.
- Analyze and discuss educational issues and write about them in accepted academic formats.
- Analyze one's own teaching behavior and plan strategies for improvement using a variety of instructional models.
- Demonstrate knowledge of human growth and development as it relates to the teaching-learning-leading process.
- Study curriculum theory and to design curricula pertinent to the needs of selected student populations.
- Understand, analyze, interpret, design, and apply research relevant to the setting of the elementary or secondary educational professional.
- Demonstrate the ability to conduct effective library research.
- Effectively prescribe educational experiences for learners with special needs.
- Gain increased understanding of the knowledge, attitudes, and skills needed to teach about global issues and cultural pluralism.
- Design research projects in education or specific areas that will enable the practicing educator to meet his/her professional goals.
- Explore one or more areas of professional concern in some depth.
- Become an informed decision maker, capable of self and educational program evaluation, who recognizes the value of continuing education and who has succeeded in developing within him or herself the art and the science of teaching and leading.

The Division of Education and Counseling at LU-Belleville offers the following Teacher Education degree programs:

#### **Master of Arts in Education (MA)**

- Model I: Certification/Endorsement Areas
- Model II: Specialty Areas
- Model III: Initial Teacher Certification

#### **Master of Arts in School Administration (MA)**

### **Criteria for Admission to the Graduate Education Program**

- Completion of application.
- A baccalaureate degree from an accredited college or university with a minimum grade point average of a 3.0 on a 4.0 scale. Candidates with cumulative undergraduate GPAs from 2.5 to 2.99 will be considered on a case by case basis.
- Completion of a program overview with the assistance of a professor who teaches in the specific department in which the applicant is interested.

### **Background Check**

Conviction, guilty plea, or *nolo contendere* plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment as a professional educator.

### **Requirements for the Program**

- Graduate degrees are to be completed within five calendar years from the date of matriculation in the program. (Matriculation is the date of the first day of the first term in which the student begins the graduate program.) Students requiring longer than five years must file a Petition for Policy Exemption. Students will be expected to meet the degree requirements in effect at the time of the petition.
- Graduate students who have not had a course in Education of the Exceptional Child will be required to take the course.
- Graduate students in Master of Arts programs who register for the Master of Arts Project in one term must continue to register each subsequent term until the project is completed and accepted. The fee for the Master of Arts project extension is \$50.00 per semester. Summer semester sessions are excluded. Failure to register for continuous registration will result in termination from candidacy for the degree.
- Graduate students must complete an Application for Degree in the Registrar's Office and pay any required fees in order to be accepted for graduation. The application should be submitted according to the academic calendar.

### **Transfer & Workshop Credit**

Students in master's programs may transfer no more than nine graduate hours of credit to Lindenwood from other accredited institutions.

- All graduate transfer credit must be from an accredited graduate institution and must meet the

approval of the Dean of the School of Education and the Registrar.

- All transfer credits must carry a letter grade of B or higher. An official transcript must be provided for verification.
- “Pass-Fail” or “Credit” courses will be accepted in transfer.
- All transfer and workshop graduate credit must be relevant to the student’s proposed program and should have been completed within the last 7 years.
- Once admitted, the student must obtain prior permission from the Dean of the School of Education and the Registrar in order to apply credit from any other college or university toward the degree. Prior Approval forms are available in the Office of Academic Services for this purpose.
- Students may elect to take a maximum of six credit hours of approved workshops to be accepted as part of the credit for the degree. These hours would be included as part of approved transfer credit if taken at other accredited institutions.

### **Core Curriculum**

All students seeking a Master of Arts in Education are required to complete the following courses:

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000 or EDU 60000	Curriculum Analysis and Design Master’s Project

## **Master of Arts in Education**

### *Model I: Certification Areas*

Model I provides add-on certification after initial certification has been earned. Model I programs are advanced programs for educators who have had experience in either elementary or secondary schools. A student may complete coursework required to be recommended and/or apply for Missouri DESE teacher certification in reading, an area of special education, early childhood education, early childhood special education, or gifted education. In Model I, elective courses are selected from courses required for specialized certification. The program is designed to enable the educator to extend his/her knowledge, skills, and understanding of the process of teaching and learning.

Model I allows the graduate student, in accord with a faculty advisor, to design a portion of the program according to individual needs and career goals. Students admitted to Model I must hold a valid teaching certificate and be presently involved in an educational setting or have worked within one in the last three years. The program includes the four core courses required of all graduate students in Education. The remaining credit hours will be selected by the student in consultation with the advisor from existing graduate courses to meet state

certification standards for application to the selected program.

### **Core Curriculum**

All students seeking a Master of Arts in Education are required to complete the following courses:

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000 or EDU 60000	Curriculum Analysis and Design Master’s Project

## **Master of Arts in Education**

### *Model II: Specialty Areas*

Model II programs do not lead to additional certification. These programs allow the student to develop extensive expertise in a specific content area. The student and the faculty advisor will design a comprehensive program in a content area. The program includes the four core courses required of all graduate students in education. The remaining credit hours will be selected by the student in consultation with the advisor from existing graduate courses to meet individual needs.

### **Core Curriculum**

All students seeking a Master of Arts in Education are required to complete the following courses:

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000 or EDU 60000	Curriculum Analysis and Design Master’s Project

*Note: Courses are three credit hours unless otherwise indicated.*

## **Master of Arts in Education**

### *Model III: Initial Teacher Certification*

Model III offers the courses required for MO elementary, middle, or secondary teacher certification. It is designed to serve students who have earned a bachelor’s degree in a subject or content area of certification but have not completed the required course work that leads to a teaching certificate. The program includes the four core courses required of all graduate students in education. The secondary certification preparation program and the K-12 program are both 45 credit hour programs. Middle school certification preparation is a 57 credit hour program. Elementary school certification preparation is a 71 credit hour program. All areas include certification requirements.

*Note: For K-12, middle school, and secondary certification, further coursework in the content area beyond that which was required for the bachelor’s degree may be required by the Department of Elementary and Secondary Education in order to be eligible for certification.*

## K-12 Physical Education

### Core Curriculum

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000 or EDU 60000	Curriculum Analysis and Design Master's Project

### Core Secondary Certification Curriculum

EDU 50000	Foundations of K-12 Education
EDU 50200	Psychology of Teaching and Learning
EDU 50700	Reading in the Content Area
EDU 51500	PRAXIS-Foliotek Seminar (0-3)
EDU 51800	Measurement and Evaluation to Enhance Learning
EDU 52100	Classroom Teaching/Management
EDU 53540	Secondary Methods of Teaching Physical Education
EDU 54100	Education of the Exceptional Child
EDU 60599	Field Experience (Student Teaching) (12)

*Note: Courses are three credit hours unless otherwise indicated.*

## Elementary School Certification Preparation Grades 1-6

### Core Curriculum

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000 or EDU 60000	Curriculum Analysis and Design Master's Project

### Elementary Certification Curriculum

EDU 50000	Foundations of K-12 Education
EDU 50200	Psychology of Teaching and Learning
EDU 51000	Conceptualization of Education
EDU 51500	PRAXIS-Foliotek Seminar (0-3)
EDU 51800	Measurement and Evaluation to Enhance Learning
EDU 52100	Classroom Teaching/Management
EDU 54100	Education of the Exceptional Child
EDU 50300	Elementary Reading Methods
EDU 50600	Elementary/Middle School Language Arts Methods
EDU 50900	Analysis and Correction of Reading Disabilities
EDU 52200	Reading Practicum (2)
EDU 51200	Elementary/Middle School Mathematics Methods
EDU 51900	Elementary/Middle School Science Methods
EDU 54500	Health, Safety, and Nutrition
EDU 55300	Elementary/Middle School Social Studies Methods
EDU 57600	Methods of Integrating Art, Music, and Movement in Elementary Education
EDU 58200	Integrated Literature
EDU 60599	Field Experience (Student Teaching) (12)

*Note: Courses are three credit hours unless otherwise indicated.*

## Master of Arts in School Administration

### Initial certification, School Principal

The Lindenwood University system school principal preparation program is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools ([info@hlcommission.org](mailto:info@hlcommission.org)) and the Missouri Department of Elementary and Secondary Education (<http://dese.mo.gov/>). The School of Education is also a member in good standing of the Teacher Education Accreditation Council ([www.teac.org/](http://www.teac.org/)).

The Master of Arts in School Administration meets the needs of those students seeking initial certification as a school principal. The program stresses reflective leadership to foster effective schools. Skills taught prepare students to assume leadership roles in instruction, management, supervision, and problem solving in a creative and effective manner. To be admitted into the Master of Arts in School Administration program, all students must meet the following criteria:

- Possess a baccalaureate degree from an accredited college or university with a minimum GPA of 3.0 on a 4.0 scale.
- Complete 36 hours of the required graduate coursework.
- Maintain a GPA of 3.0 or higher.
- Have passing credit for Education of the Exceptional Child.

To receive the initial principal administration certificate in Missouri, students must

- Hold a valid professional initial teaching certificate\*.
- Have had two years' teaching experience.

*\*Note: In Missouri, School Counselor Certificates, Speech-Language Pathologist certificates, etc. are not considered initial teacher certificates. Students pursuing special education administration will be able to work as administrators in these fields but not as building principals unless the valid professional initial teaching certificate is also held, in addition to two years teaching experience. See the Missouri Department of Elementary and Secondary Education for more information.*

### Core Curriculum

The following core courses are required for all students completing a master of arts in education:

EDU 50500	Analysis of Teaching and Learning Behavior
EDU 51000 or EDU 51010	Conceptualization of Education Conceptualization of Education for Beginning Teachers
EDU 57000	Educational Research
EDU 52000	Curriculum Design

### Content Curriculum

In addition to the core courses listed above, all master's level students in the MA in School Administration must complete the following courses:

EDA 50500	Foundations of Educational Administration
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EDA 51000	Elementary School Administration and Organization
or EDA 51200	Secondary School Administration and Organization
EDA 51500	School Supervision
EDA 52000	School Business Management
EDA 52500	School Law
EDA 53000	Public and Community Relations
EDA 55300	Field Experience
EDA 53500	School Facilities

Those students seeking middle school administration certification must hold a current elementary or secondary teaching certificate. Those seeking elementary school administration certification must hold a current elementary teaching certificate, and those students seeking secondary school administration certification must hold a current secondary certificate.

# Semester Graduate Course Descriptions

## Education: Educational Administration

### **EDA 50500 Foundations of Education Administration (3)**

This course will enable the student to develop an understanding for the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills.

### **EDA 51000 Elementary School Administration and Organization (3)**

This course provides the student with understanding, knowledge and skills related to the function and role of the effective elementary school principal. Topics include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate. Students will be required to purchase Foliotek, an electronic portfolio system, for the portfolio requirement portion of this course.

### **EDA 51200 Secondary School Administration and Organization (3)**

This course provides the student with the understanding, knowledge and skills related to the function and role of the effective secondary school principal. Topics include policy development, organizational structure, faculty and staff development, communications, instructional leadership, scheduling, vocational education planning strategies, school climate, and administration of school activities. Students will be required to purchase Foliotek, an electronic portfolio system, for the portfolio requirement portion of this course.

### **EDA 51400 Foundations and Administration of Special Education (3)**

Through direct experience, observation, and reflective practice, students will develop the fundamental skills need to become competent, conscientious, and compassionate special education administrators. Students will learn to analyze and apply administrative skills in the areas of school finance, planning, data collection, personnel preparation and supervision, assessment of student with disabilities, adaptation of curriculum and specialized materials as related to students who have English as a Second Language (ESL), the referral process for considering special education (Response to Intervention – RtI), the use of assistive technology as an instructional modality. Additionally, this course will address the needs of diverse learners within the context of assessment, instructional planning and delivery, particularly in the core subjects which include numeracy and age appropriate literacy instruction, as well as classroom management. Finally, this course will provide guidance in the supervision of school personnel, current topics, including bullying, and the importance of collaboration, consultation, and communication with parents, teachers and other professionals. While delivering services in the role of a special education administrator, students will respond to the various ethical, legal, cultural, and interpersonal concerns presented and will adhere to the CEC Code of Ethics and Standards for Professional Practice.

**EDA 51500 School Supervision (3)** This course introduces the student to the conceptual tools, theoretical formulations and research findings concerning supervision in the school. Topics include the nature of supervision, an historical perspective of supervision, selection of personnel, evaluation of personnel, and organizational theory.

**EDA 52000 School Business Management (3)** The student will be acquainted with aspects of business management within the context of education. Topics include the role of business

management in education, the role of the principal as a business manager, governmental regulations and procedures, budget practices, scheduling and reporting techniques, negotiation techniques, the role of auxiliary services and the current state formula for funding the LEA.

**EDA 52500 School Law (3)** This course provides the student with knowledge and understanding of the effects of the legal system on education. Areas include the constitutional framework of public education and individual rights, a survey of federal and state laws and regulations, case law, as well as tort, contract and district liability.

**EDA 53000 Public and Community Relations (3)** This course equips the student with knowledge and techniques necessary to maintain an effective public relations program for a school. Topics include public relations policy, recognition of community structure and communications channels, a survey of internal and external public, the use of various forms of presentations and maintenance of a positive relationship with the press and media.

**EDA 53500 School Facilities (3)** This course will equip the student with the strategies and skills necessary to plan and maintain educational facilities effectively and economically. Topics include space evaluation, effective use of space for the instructional program, modernization of facilities, planning strategies to meet the educational and community needs and supervision of building personnel.

**EDA 54500 Special Education Law (3)** This course begins with an introduction to the statutory framework and major decisions affecting special education. It then turns to the topic of individual education plans and placement issues. The second half of the class focuses on dispute resolution in special education cases, including due process hearings and mediation. Emphasis is placed on procedural and substantive rights of children with disabling conditions.

**EDA 55300 Field Experience (3)** This course will provide an opportunity for the student to closely study the area of administration through participation with a school administrator. Each student will spend at least 3 hours each week participating in the activities of a building administrator, under the guidance of the professor and an active principal. The student will also survey research in educational administration. This is the culminating course for the program.

**EDA 58598 Special Education Field Experience for Administrators (3)** Through participation, observation, and reflective practice, students will develop the fundamental skills need to become competent, conscientious, and compassionate special education administrators. Students will continue to build skills in the areas of observations, data collection, and assessment, adaptation of curriculum and materials as related to students who have English as a Second Language (ESL), the referral process for considering special education (Response to Intervention – RtI), the use of assistive technology as an instructional modality. Additionally, this course will address the needs of diverse learners within the context of assessment, instructional planning and delivery, particularly in the core subjects which include numeracy and age appropriate literacy instruction, as well as classroom management. Finally, this course will provide guidance in the supervision of school personnel, current topics, including bullying, and the importance of collaboration, consultation, and communication with parents, teachers and other professionals. While delivering services in

the role of a special education administrator, students will respond to the various ethical, legal, cultural, and interpersonal concerns presented and will adhere to the CEC Code of Ethics and Standards for Professional Practice. This course will require 30 hours of field experience.

**EDA 6000 Instructional Program Leadership & Assessment (3)** This course is designed as an advanced level course for the study of educational program development, administration and supervision in accordance with the goals and outcomes of the Educational Administration Program. The course provides a broad overview of the essential elements of education programs including curriculum, instruction, materials and program evaluation recommended by the various learned societies for education administration. The major focus of this course is the enhancement of the student's understanding of the leadership roles and responsibilities of the school administrator in these critical areas.

**EDA 6050 Advanced School Law (3)** Constitutional, statutory, and case law that relates to all staff personnel, students, school district and other allied governmental units is investigated, analyzed and discussed. Special emphasis is given to the study of contracts, dismissals, tenure, retirement, pupil injuries, liability of school personnel, school district and board members' legal rights and responsibilities.

**EDA 6080 Foundations of Elementary School Administration and Organization (4)** This course will enable the student to develop an understanding of the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills. The student will apply the learned understanding, knowledge and skills to the function and role of the effective elementary school principal. This application will include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate. Students will be required to purchase Foliotek, an electronic portfolio system, for the portfolio requirement portion of this course.

**EDA 6090 Foundations of Secondary School Administration and Organization (4)** This course will enable the student to develop an understanding of the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills. The student will apply the learned understanding, knowledge and skills to the function and role of the effective secondary school principal. This application will include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate. Students will be required to purchase Foliotek, an electronic portfolio system, for the portfolio requirement portion of this course.

**EDA 6100 Human Resource Administration (3)** This course studies the planning processes and procedures required in implementing policies and practices of school human resource administration. This include both instructional, administrative and support personnel.

**EDA 6150 Advanced School Finance (3)** This course is the study of school budgeting procedures, expenditure and revenue accounting, and problems related to local, state, and federal financing of public school operations. The Missouri Uniform Accounting System for Public Schools is utilized in the development of a school finance project.

**EDA 6160 School Supervision (3)** This course introduces the student to the conceptual tools, theoretical formulations and

research findings concerning supervision in the school. Topics include the nature of supervision, an historical perspective of supervision, selection of personnel, evaluation of personnel, and organizational theory.

**EDA 6180 School Business Management (3)** The student will become acquainted with aspects of business management within the context of education. Topics include the role of business management in education, the role of the principal as a business manager, governmental regulations and procedures, budget practices, scheduling and reporting techniques, negotiation techniques, the role of auxiliary services and the current state formula for funding the Local Education Agent.

**EDA 6200 School District Administration (3)** This course includes an analysis and discussion relating to current problems of school management involving decision making, data collection and operations. Special attention will be given to administrator board relationships, management team development, and public/ community relations.

**EDA 6250 Student Achievement Enhancement Techniques (3)** This course assists the instructional leader in understanding how students learn. Attention is given to learning styles, assessment techniques, student motivation, and remediation strategies.

**EDA 6260 School Law (3)** This course provides the student with knowledge and understanding of the effect of the legal system on education. Areas included are the constitutional framework of public education and individual rights, a survey of federal and state laws and regulations, case law, as well as tort, contract and district liability.

**EDA 6300 Instructional Program Improvement Strategies (3)** This course focuses on school improvement efforts underway throughout the nation. Students will study successful models of district and building efforts to enhance academic performance.

**EDA 6400 Educational Administration Internship (3)** (Advanced Principal) This course provides an opportunity for the student to closely study the area of Principalship through participation with veteran building principals. Each student will spend at least 120 hours participating in the activities of at least two building principals, under the guidance of a professor. This is the culminating course for the program.

**EDA 64100 Educational Administration Internship (3)** (Superintendency) This course provides an opportunity for the student to closely study the area of Superintendency through participation with veteran district superintendents. Each student will spend at least 120 hours participating in the activities of at least two district superintendents, under the guidance of a professor. This is the culminating course for the program.

**EDA 64200 Instructional Leadership Internship (3)** This course provides an opportunity for the student to closely study the area of instructional leadership through participation with recognized instructional leaders. Each student will spend at least 120 hours participating in the activities of at least two district leaders, under the guidance of a professor. This is the culminating course in the program.

**EDA 64500 Statistics in Educational Administration (3)** This course examines statistical techniques used in the analysis of data and helps students in the development of a Specialist Project proposal. Class sessions will help students develop research ideas and move from ideas to written drafts of a proposal.

**EDA 65000 Specialist Project (3)** This course requires the student to identify, analyze, and report on issues of significant concern to practitioners of educational administration.

**EDA 65300 Field Experience (3)** This course provides an opportunity for the student to closely study the area of administration through participation with a school administrator. Each student will spend at least 3 hours each week participating in the activities of a building administrator, under the guidance of the professor and an active principal. The student will also survey research in educational administration.

**EDA 68000 Specialist Experience (0)** This is a non-credit course designed to keep enrollment open in the EdS program while students complete the EdS requirements. Students in the educational specialist degree program are required to continually register for EDA 68000 each semester until the project is completed and accepted. Please see fee schedule located in this catalog.

## Education

**EDU 50000 Foundations of K-12 Education (3)** This course consists of a general introduction to the area of elementary and secondary education for the graduate student without teacher certification. All students planning to teach are required to take this course before or in conjunction with their first education course(s). A practicum is required.

**EDU 50200 Psychology of Teaching and Learning (3)** This course encourages students to examine current areas of interest in the study of learning theories and application of those theories to education. Concepts, methods, and issues of research in developmental and educational psychology are also investigated.

**EDU 50300 Elementary Reading Methods (3)** In this course, the student will participate in a comprehensive study of the skills required for reading development, such as word attack, perception, vocabulary, and comprehension. A variety of reading methodologies, materials, and evaluation items are presented and used with readers in the school system. This course includes a ten-hour practicum. Prerequisites: EDU 50200 and EDU 52100.

**EDU 50500 Analysis of Teaching and Learning Behavior (3)** This course is designed to enable the educator to analyze/diagnose, prescribe, and evaluate ways to improve teacher and learner behavior. Various methods of analyzing teacher behavior are studied and applied. Emphasis is also given to developing the ability to analyze and prescribe programs for individual learners.

**EDU 50600 Elementary/Middle School Language Arts Methods (3)** This course involves a comprehensive study of listening, speaking, reading, writing, thinking, viewing and visually representing communication arts skills as these skills are integrated into the contemporary language and reading program. Various methods and materials are explored. Prerequisites: EDU 50200 and EDU 52100.

**EDU 50700 Teaching Reading in the Content Areas (3)** This course is designed to provide teachers of grades 8-12 with techniques for assessing and improving reading/study skills in content areas (e.g. English, Math). Students learn to apply reading concepts, theories, and techniques to content area material by developing model lessons and materials. This course satisfies state requirements for a basic reading course for middle school and secondary certification.

**EDU 50800 Organization and Administration of the Preschool (3)** This course is designed to provide students with

various organizational patterns for establishing educational programs for young children. Issues and concerns of administrating these programs are emphasized. Observations are required in several local area programs.

**EDU 50900 Analysis and Correction of Reading Disabilities (3)** This course is designed to teach the diagnostic/prescriptive process necessary to deal with readers at various levels in the classroom. Students learn to use and analyze a variety of informal and standardized diagnostic reading tests appropriate for individual and group diagnosis. Students also learn to use commercial and teacher-made materials in conjunction with basal readers to provide appropriate instruction. Students are expected to work with a problem reader during the course. This course is to be taken concurrently with EDU 52200 for students working towards early childhood, early childhood special education, and elementary education certification.

**EDU 51000 Conceptualization of Education (3)** This course allows the student to learn how to examine contemporary educational problems by studying them from the perspectives of history, philosophy, sociology, and psychology.

**EDU 51010 Conceptualization of Education for Beginning Teachers (3)** This course is designed for beginning teachers in their first, second or third year of teaching and will examine contemporary educational problems by studying them from the perspectives of history, philosophy, sociology, and psychology. The course will outline the four domains of teaching responsibility: planning and preparation, the classroom environment, instruction, and professional responsibilities. Teachers will engage in thoughtful conversations that promote student learning, evidence-based reflection of instructional practice, and professional inquiry as a means for teacher growth.

**EDU 51200 Elementary/Middle School Mathematics Methods (3)** This course provides a survey of approaches in the teaching of mathematics for the student preparing to teach in elementary schools. Prerequisites: EDU 52100 and two university level mathematics courses.

**EDU 51300 Survey of Gifted and Talented Education (3)** This course includes entry-level concepts and is a prerequisite for future study in the field. The course introduces students to basic terminology, theories, and general approaches and encompasses the following broad aspects of the field: history; major research; philosophy; definitions; cognitive, social and emotional characteristics and needs of the gifted; types and levels of giftedness; broad-based identification procedures; general program issues, approaches; special populations; teacher characteristics and competencies.

**EDU 51400 Utilizing Family and Community Resources (3)** This course is an exploration of the resources of the community and methods of incorporating them into the early childhood program. Family resources and family-school relationships are studied, and materials and methods for developing such relationships contribute a focus of efforts. Practicum experience is a part of course.

**EDU 51500 PRAXIS II– Foliotek Seminar for Teacher Education (0- 3)** Provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS. Students are also oriented to the requirements of the culminating assessment portfolio. Students will be required to purchase Foliotek, an electronic portfolio system, for the portfolio requirement portion of this course. Prerequisite: Admission to the teacher certification program. Scheduled each semester and summer session. P/F grading.



**EDU 51501, EDU 51502, EDU 51503 PRAXIS**

Foliotek Seminar for Teacher Education can be taken for credit.

**EDU 51600 Language Acquisition and Development for Young Children (3)**

This course involves a study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course includes a concern for understanding the influence of the environment and culture in language development, development of techniques and materials for stimulating language growth, identification of speech and articulation problems and appropriate referral methods, familiarity with instruments and techniques for assessing language development.

**EDU 51700 Introduction to Early Childhood/ Special Education (3)**

This course includes a study of principles basic to the early childhood environment designed to meet the needs of the developing child. Cognitive, physical, social, emotional, and creative development are investigated and observed in the early childhood setting. Curriculum and materials appropriate for early education will be emphasized, as will the planning and executing activities for the young child. The growth, development and special needs of preschool children with disabilities are discussed. Students will discuss developmentally appropriate practices, assessment, and material and curriculum adaptation that may be necessary when working with this population. Course includes a 30-hour practicum.

**EDU 51800 Measurement and Evaluation to Enhance Learning (3)**

This course is designed so that students experience practical approaches to ensure that classroom assessment is fair and effective. Students will explore curriculum mapping and alignment to standards as well as assumptions about educational assessment. More specifically, students will learn about the basic mathematics of measurement, the meaning of test scores, item analysis, steps in developing appropriate classroom tests and assessments, performance assessments, portfolios, assigning grades on the basis of classroom assessments, standardized testing, assessing to meet the diverse populations of students in classrooms, biases in educational assessment, and students in self-assessment. Students will gain an appreciation for personal assessment and reflection to improve classroom practices.

**EDU 51900 Elementary/Middle School Science Methods (3)**

This course is designed to explore various methods, materials, strategies, and processes used in early childhood, elementary, and middle school science programs. Students are expected to plan, develop, and teach several science lessons using a variety of science instruction formats. Prerequisite: EDU 52100.

**EDU 52000 Curriculum Analysis and Design (3)** This course has a dual emphasis. First, it includes substantive study of past and current curricula with attention to their bases in research and theory. Second, this knowledge is utilized by participants in preparing curricular programs which will enable them to function more effectively in their particular educational settings.

**EDU 52100 Classroom Teaching/Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific microteaching skills, techniques of classroom management and discipline. A 30-hour practicum is required.

**EDU 52200 Practicum: Diagnosis of Reading Difficulties (2)**

This practicum course was designed for MAT students who are working on their initial teaching certificate. This course provides the student with clinical experiences in the use of various diagnostic instruments and procedure for identifying types of reading difficulties. The student will complete his/her practicum in an after school tutoring or summer reading camp programs taught and supervised by a Lindenwood professor and will be

required to either have previously taken or be enrolled in the same semester with EDU 50900 (3) Analysis and Correction of Reading Difficulties. The student will be expected to administer, score, and interpret basic tests and to write case study reports. Note: Only one practicum course may be taken in a semester.

**EDU 52300 Practicum: Diagnosis of Reading Difficulties (3)**

This practicum course was designed to be completed in the candidate's home school under the supervision of a reading certified teacher. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. This course provides the graduate student who is seeking certification in K-12 Special Reading with clinical experiences in the use of various diagnostic instruments and procedures of identifying types of reading difficulties. The student will be expected to administer, score and interpret basic tests and to write a diagnostic summary with recommendations for developing early literacy skills for young children. A diagnostic summary utilizing a case study approach of pre- and post-assessment information should be included, along with lesson plans and recommendations for parents, classroom teachers, and the school reading specialist. Offered during fall and spring semesters to allow for supervision in the candidate's home school by a certified reading teacher in the candidate's school, special arrangements may be made to complete this practicum during the Lindenwood Summer Reading Camp, e.g., those who teach in charter, private or parochial schools where there is not a certified special reading teacher to supervise on site. Only one three hour practicum course may be taken in a semester. Prerequisite course: EDU 50900 Analysis and Correction of Reading Disabilities.

**EDU 52400 Assessment of Intellectual Skills (3)**

This course teaches students about the use of non-projective, educationally relevant tests, including theories of measurement, test construction, test administration, and ethical use. Students will attain competence in administration of one of the more commonly used methods of assessment, either Binet or Wechsler.

**EDU 52500 Perceptual Motor Development (2)** This course examines the complex relationship between sensory perception and the development of gross and fine motor skills. The student will analyze, evaluate and apply research in this field, the methods and tools of assessment, materials and activities used to enhance and/ or remediate the development of perceptual motor skills.

**EDU 52600 Practicum: Remediation of Reading Difficulties (3)**

This practicum course was designed to be completed in the candidate's home school under the supervision of a reading certified teacher. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. This course allows students to apply appropriate remedial techniques through clinical experiences using commercial and teacher-made materials in teaching students previously diagnosed with reading disabilities. Lesson plans, preliminary remediation reports, progress reports, and a final evaluation of the remediation program are required, with recommendations for correcting literacy skills for secondary students. Offered during fall and spring semesters to allow for supervision in the candidate's home school by a certified reading teacher in the candidate's school, special arrangements may be made to complete this practicum during the Lindenwood Summer Reading Camp, e.g., those who teach in charter, private or parochial schools where there is not a certified special reading teacher to supervise on site. Only one three hour practicum course may be taken in a semester.

**EDU 52700 Early Childhood Cognitive Curriculum Concepts (3)** This course will provide the student with

techniques, methods and materials used in the curriculum areas of science and social studies for the young child (ages 3-8). Students will review relevant child development issues, learn the rationale for teaching these curriculum areas, and the importance of integrating them into the entire curriculum. Development and implementation of lesson plans are a part of this course.

**EDU 52800 Integrating Thinking Skills in Instruction (3)**

This course teaches approaches to integrating deliberate thinking— critical, creative, whole-brained thinking and problem solving— through the disciplines K-12. An in-depth examination of major thinking models will be undertaken.

**EDU 52900 Creative Curriculum Materials for Early Childhood/ Early Childhood Special Education Programs (4)**

This course is designed to familiarize students with innovative curricula and materials which support art, music and movement in developmentally appropriate early childhood and early childhood special education programs. Students will construct and evaluate their own curriculum and materials. Techniques for integrating best practices throughout the curriculum and implementing adaptations for children with special needs will be emphasized.

**EDU 53000 A Survey of Learning Styles (3)** This course includes an in-depth examination of theories of learning styles with emphasis on Brain Dominance, Learning Styles, and Multiple Intelligences. Applications of the models as they can be adapted to basic teaching styles will be stressed.

**EDU 53100 Elementary Music Methods (2)** This course provides a general preparation for the teacher in the elementary classroom. A study of the principles, procedures, and objectives of school music is included. Prerequisite: EDU 52100.

**EDU 53200 Practicum: Advanced Reading Instruction (1-3)**

This course is approved for one of four required Methods courses for the Special Reading Certificate. Personal goals and objectives for a reading inquiry will be determined by the student and professor. Prerequisite: EDU 50300 and EDU 50900.

**EDU 53300 Elementary Art Methods (2)** This course is designed for either the elementary classroom teacher or for the art teacher in the elementary school. Studio work and lecture on creative expression and techniques is included. Prerequisite: EDU 52100.

**EDU 53410 Methods of Teaching Elementary School Dance (3)**

This course is designed for either the elementary classroom teacher or for the dance teacher of elementary school students. Students will study the various approaches to dance education for the elementary student. For dance education majors. Offered intermittently.

**EDU 53540 Secondary Methods of Teaching Physical Education (3)**

This course examines a variety of strategies unique to the teaching of Physical Education in middle schools and high schools, including skills of team sports, skills of individual sports, safety issues, law issues, effective lesson planning, etc. Students will also develop a Unit Plan of instruction. This course meets twice a week and is offered each semester. Prerequisite: EDU 52100.

**EDU 53541 Secondary Methods of Teaching Health Education (3)**

This course examines a variety of methods of teaching Health Education in middle schools and high schools, including inquiry, cooperative learning, differentiation, and interdisciplinary, etc. as well as specific strategies unique to Health Education instruction. Students will also develop a Unit Plan of instruction. This course meets twice a week and is offered each semester. Prerequisite: EDU 52100.

**EDU 53800 Character Education (3)** This course will provide educators with a theoretical and knowledge base regarding character education in educational settings. Specific attention will be given to methods and procedure for educators to use in the implementation and expansion of character education programs at the building level.

**EDU 53900 Classroom Use of Computers (3)** This course provides students involved in teaching with an introduction to the effective use of computers within the classroom.

**EDU 54000 Integration of Technology in Instruction (3)** This course provides elementary and secondary teachers with an overview of the fundamentals of teaching with audio-visual technology and computers.

**EDU 54100 Education of the Exceptional Child (3)** This course allows the student to develop an understanding of the unique characteristics, strengths and challenges of children classified as exceptional. An historical and legal overview of the field of special education will be presented as well as current trends, issues and best practices for educating children with exceptionalities in a contemporary setting. Students will understand the competencies necessary to effectively teach communicate and live with individuals with exceptionalities in educational and natural environments. The course focuses on the social and emotional implications of the “exceptional” label to individuals, their families, and society as a whole.

**EDU 54200 Administration and Supervision of Gifted Programs (3)** This course provides the fundamental principles of program development for the gifted. Topics addressed include student identification procedures with particular focus on special populations of the gifted; needs assessment; philosophy of curriculum development; staff selection and development; budgeting; resource identification and utilization; strategies for communicating the rationale for gifted education to the education community and the community at large; parent and community role clarification; program monitoring and evaluation, and strategies for producing change. Role functions and referent groups are studied as well as general educational procedures; steps in basic program development, including a manual of guidelines and procedures; provision for appropriate resources; and refinement of effective parent and community involvement.

**EDU 54300 Teaching the Child with Special Needs in the Regular Class (3)** This course reviews the special education system including specific disabilities and their criteria for eligibility as well as the procedures for placing children in special education. Additional topics that will be presented are Alternative Intervention Strategies, assessment procedures, and teacher role in the IEP process. Specific techniques and materials that regular education teachers may use in their classes will be discussed and developed. Record keeping suggestions and ideas for working with families will also be discussed.

**EDU 54400 Meeting the Affective Needs of Gifted Children (3)** This course focuses on the differential affective characteristics and needs of students who are gifted. General counseling techniques will be studied as they apply to working with the gifted. This area includes such topics as communicating with the gifted, their teachers and parents; assessing special interests, needs and expectations (e.g., underachievement, perfectionism, self-esteem, leadership peer pressure, depression/ suicide, motivation, personal and social dynamics, and parenting skills); the role of the school in psycho-social development; and the potential of the gifted to achieve.

**EDU 54500 Pre K-8 Health, Nutrition & Safety (3)** This course focuses upon health, nutritional requirements, safety

precautions, and first aid techniques and emergency procedures of the young child.

**EDU 54700 Adolescent Literature (3)** This course discusses the history and development of literature suitable for the secondary school (junior and senior high). Evaluation of current materials is included.

**EDU 54900 Practicum: Gifted Education (3)** This course involves the application of knowledge, skills, and competencies delineated in the five basic areas of study: survey; program planning and development; screening, assessing, and evaluating; instruction; meeting the affective needs of the gifted and talented. A practicum will be individualized to address the needs, abilities; and prior educational and professional experiences of the students and focus on designing and evaluating curriculum and instruction methods that enhance the specific learning styles of students who are gifted. Individual conferences and group meetings will provide opportunities to share and discuss problems and solutions encountered during the practicum.

**EDU 55000 Graduate Practicum (2-6)** This course is an elective graduate course with credit from two to six hours. The work to be done will be based on the number of credit hours selected. In all cases, the study will involve work in an educational setting, generally a school system where the student is employed or where full cooperation will be extended to the student.

**EDU 55100 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)** This course focuses on methods and materials utilized in screening and diagnosing learning problems in early childhood education. Methods and materials for prescribing instruction are utilized. Field experiences are part of the course.

**EDU 55300 Elementary/Middle School Social Studies Methods (3)** This course includes the theoretical and practical aspects of the early childhood, elementary, and middle school social studies curriculum. Methodology, techniques, strategies, and materials appropriate to the area are investigated. Students are expected to plan and develop a variety of social studies instruction formats. Prerequisite: EDU 52100.

**EDU 55900 Multicultural Education (3)** This course is designed to promote an understanding of the importance of multicultural education in a pluralistic society. Students develop awareness of their own cultural heritage and attitudes, obtain information about various parallel cultures, and analyze the school as a product of the cultural community and as an instrument for promoting cultural understanding.

**EDU 56100-56300 Graduate Seminar on Teaching Strategies (1-3)** This course is designed to update practicing teachers in educational research, theory, strategies and techniques that will provide added expertise to the schools. This course may be taken more than once for credit.

**EDU 56500 Coordination of Cooperative Education (3)** This course is designed to prepare the student to plan, organize, deliver, supervise, and evaluate a variety of community-based experiences.

**EDU 56600 Methods of Teaching Marketing Education (3)** This course investigates the teaching of marketing education in high school. New materials and methods are examined, implemented and evaluated.

**EDU 56700 Curriculum for Marketing Education (3)** This course develops an understanding within the student of the methods of teaching and assessing student learning in a cooperative education setting.

**EDU 57000 Educational Research (3)** This course is designed in such a way that practitioners will be able to evaluate the results of educational research for use in a variety of educational practices. The student will investigate the basic nature of educational research, along with pertinent methods of data collection and analysis. Emphasis will be placed on research problems, designs, and findings in the student's selected area of concentration. Prerequisite: EDU 50500 and 51000.

**EDU 57300 Implementing Vocational Business Education Programs (3)** This course fulfills the necessary requirements for DESE to become vocationally certified for Business High School teachers. After successful completion of this class, the student will be qualified for Business Vocational Education Certification. This class covers the procedure to begin, expand, and continue Vocational Business classes within the school. The process of conducting a Vocational Business Education Class within the high school setting will be addressed.

**EDU 57400 Physical Education in Elementary Schools (2)** This course covers organizational and instructional aspects of planning a sequential K-8 program of physical education, emphasizing fundamental motor skill development, rhythms, games, and sports. Offered every fall and spring semester.

**EDU 57600 Methods of Integrating Art, Music, and Movement in Elementary Education (3)** This course is designed to provide individuals entering the teaching profession with the competencies to teach and integrate art, music, and movement as related to physical education and the performing arts. Additionally, this course will review principles behind integration in relation to the instruction of elementary students from ethnically, culturally, racially, and linguistically diverse backgrounds who are of different genders, from various socioeconomic levels, and with differing handicapping conditions. Lesson planning, effective teaching techniques, classroom management skills, and evaluation for instructional outcomes will be studied in a unified and thematic approach to curriculum development in art, music, and movement. Graduate level course will require research component. Offered every semester. Lab fee required.

**EDU 58200 The Integrated Literature Curriculum (3)** This course will examine the research on the effectiveness of the literature based integrated curriculum and the materials and methods used in developing and implementing such a curriculum. A variety of literature elements and genres will be explored as well as a variety of approaches to a literature-based program including program components, creating literature-based lessons, literature and the basal reading program, organizing materials and instruction, thematic approaches and assessment.

**EDU 58300 Character Education Instructional Techniques (3)** This course is designed to provide educators with opportunities to learn about and share instructional techniques regarding character education in educational settings. Students will develop, implement, and participate in a variety of K-12 learning activities that can be used in schools and classrooms to promote and enhance student character education. Activities and teaching strategies in this course could be used in the implementation and expansion of character education programs at the building level.

**EDU 58400 Character Education Curriculum Design (3)** This course focuses on the writing and development of character education curriculum. Students will research the field of character education and develop a unique curriculum with a character education emphasis for their particular educational setting. Students who have successfully completed EDU 57000 may take this course in place of EDU 52000: Curriculum

Analysis and Design. This course may be taken in addition to EDU 52000 for students wishing to take an additional elective curriculum course. This course is not recommended for Educational Administration students.

**EDU 58500 Middle School Philosophy/Organization (3)** This course examines the unique philosophy and structure associated with the middle school organization. Special characteristics of program content and design are included.

**EDU 58600 Middle School Curriculum/Instruction (3)** This course investigates current trends in instructional programs found in typical middle schools. Attention is given to the unique learning needs of adolescents, and how schools can address those needs.

**EDU 58700 Reading/Writing across Curriculum (3)** This course addresses the process of making grades 4-8 reading and writing educational activities relevant to adolescents by crossing subject matter lines. Emphasis is placed on integrating basic skills in all subject area instruction.

**EDU 58800 Middle School Psychology (3)** This course will provide an understanding and appreciation for the characteristics of the middle school adolescent. The growth of adolescents; physically, emotional, social, and intellectual will be studied as they relate to the middle school child's education.

**EDU 58890 Adolescent Psychology (3)** This on-line course investigates principles of human learning that specifically address adolescents and reading development. This course is required for those seeking K-12 certification who have previously taken child psychology and is designed for those who already have been teaching and are seeking remedial reading certification. This course does not satisfy DESE requirements for an initial teaching certificate. Participation requires the technological tools and expertise to conduct, analyze, and synthesize on-line research, problem solve case studies and cooperative learning activities in a chat room format, and contribute critical analysis of findings through a threaded discussion format. Course readings are from current on-line journal publications.

**EDU 59100-59300 Self-Prescribed Course (1-3)** This course is designed to allow the educator to have the opportunity to devise learning experiences for oneself. The design of such experiences should not be entirely limited to a choice between already formalized learning experiences but should allow the educator the choice of either selecting courses already offered or proposing experiences to meet individual needs as a practicing educator. These learning experiences can become a Self-Prescribed Course whenever the student and the faculty advisor have identified personal goals and objectives and have determined the direction for meeting these objectives.

**EDU 56401 Marketing Field Experience I (3)** This will provide an opportunity for the student to closely study the area of marketing through participation with a coordinator in the world of work. Each student will spend 50000 hours under the supervision of an instructor. The student will also survey research in marketing and related fields. This will be one of four courses to fulfill the required occupational work experience for vocational certification.

**EDU 56402 Marketing Field Experience II (3)** This course is a continuation of EDU 56401. The student will continue to accumulate hours toward fulfilling the state requirements for certification. Requirements for this course include a 500-hour internship.

**EDU 56403 Marketing Field Experience III (3)** This course is a continuation of EDU 56402. The student will continue to

accumulate hours toward the state requirement for certification. Internships at various locations will be a part of the course requirement. Requirements for this course include a 500-hour internship.

**EDU 56404 Marketing Field Experience IV (3)** This course is a continuation of EDU 56403. The student will continue to accumulate hours toward the state requirement for certification. Requirements for this course include a 500-hour internship.

**EDU 60599 Field Experience (Student Teaching) (12)** This course consists of observation, individual conferences, supervised teaching in an appropriate school setting and a weekly student teaching seminar and is designed to be the culminating experience in one's teacher preparation program. Students should have completed all courses necessary for the degree and certification prior to this course. This course can only be applied to the Master of Arts in Teaching (MAT) degree.

**EDU 60000 Master's Project (3)** This course requires the student to be responsible for the preparation of a final project as required for the course and graduation. The project must be a specific application of gathering, analysis, evaluation, and reconceptualization of ideas which have been stressed throughout the program. The topic of the project may focus on a particular problem which the participant faces in his/her individual situation as an educator. The Master's Project may take the form of curriculum development, whereby the candidate will design, test, and evaluate a curriculum plan within an educational environment. Other paths include analysis of a teaching project for the candidate to observe, record, and analyze various patterns of teaching behavior, or a research project in which a particular research technique is applied to an educational problem. Prerequisite: EDU 57000.

## Professional Counseling

**IPC 51100 Foundations of Professional Counseling (3)** This course is an introduction to the field of counseling, services, tools and challenges of the professional counselor. Another focus is the theoretical and applied study of the helping relationship, the facilitative conditions, techniques of interviewing, and counselor self-awareness and use of self and client self-awareness. Prerequisite: Admission to the Counseling Program.

**IPC 51200 Ethics and Professional Issues (3)** This course is the study of professional programs/organizations and codes of ethics. Students examine professional identity issues in the mental health field and current political, legal, and ethical issues affecting the practice of counseling and review the current status of professional training standards and licensing. Prerequisite: Admission to the Counseling Program.

**IPC 52100 Human Growth and Development (3)** This course is a study of human growth and development from infancy through old age and covers psychological, sociological, and physiological aspects of development as students examine development theories and research and their implications for counseling interventions. Prerequisite: Admission to the Counseling Program.

**IPC 52200 Personality Theories and Psychopathology (3)** This course is a review of current personality theories and the use of these theories in the practice of counseling. Psychopathology and maladaptive behaviors will be included. Prerequisite: Admission to the Counseling Program.

**IPC 52300 Adjustment and Learning Issues in Children and Adolescents (3)** Students will develop an understanding of the

factors that affect developmental crisis, disability, psychopathology and learning difficulties in children and adolescents. The course also focuses on counseling strategies in working with students who display such adjustment problems and learning difficulties. Prerequisite: Admission to the Counseling Program.

**IPC 52400 Adult Diagnosis and Treatment Planning (3)** Diagnostic methods will be explored with emphasis on the Diagnostic and Statistical Manual of Mental Disorders. A select overview of psychopathology, assessment, and interventions appropriate to the study of mental disorders will be included. Prerequisite: IPC 51000 or 51100.

**IPC 53100 Family Counseling (3)** This course is an intensive study of theories of family counseling. The applied focus emphasizes counseling skills with parents with whole families in a variety of family forms, i.e., traditional, single-parent, and remarriage families. Communication, systemic and strategic therapies are a focus. Prerequisite: IPC 55100 or IPC 55300.

**IPC 53200 Marital Counseling (3)** This course is a study of theories, research, and skill development in premarital, marital, divorce, and remarriage counseling. Prerequisite: IPC 55100 or IPC 55300.

**IPC 54100 Research Methods and Program Evaluation (3)** This course prepares students to understand, interpret and critically analyze research based counseling literature and focuses on principles and methods of designing counseling outcomes research and evaluation studies as well as methods of data collection and data analysis. Students will be provided with a basic understanding of statistical analysis and interpretation in research literature. Prerequisite: IPC 51000 or IPC 51100.

**IPC 54200 Statistical Analysis (3)** This course is the introduction to statistics with emphasis on various statistical concepts and data analytic tools, including normal distributions, sampling distributions, hypothesis testing, t-tests, analysis of variance, correlation and regression and chi-square. Students will receive hands-on experience with data management using computer software.

**IPC 55100 Counseling Theory and Practice (3)** This course is an intensive study of the basic theories, principles, and methods of counseling. Prerequisite: IPC 51000 or IPC 51100.

**IPC 55200 Counseling Skills Lab (3)** This course consists of experiential integration of theoretical material and counseling skills to enable the counselor to understand the client's problems more fully and accurately and to intervene effectively. Prerequisite: IPC 51000 or IPC 51100.

**IPC 55300 Theories of Counseling Children and Adolescents (3)** This course focuses on theories of counseling as they apply to children and adolescents and examines effective counseling strategies for working with the population. Prerequisite: Admission to the Counseling Program.

**IPC 56100 Group Dynamics, Process and Counseling (3)** This course is the study of the principles of group dynamics with an exploration of the processes of group interactions. Students will examine types of groups and theories and techniques of group counseling. Outside group participation will be required. Prerequisite: IPC 55100 or IPC 55300.

**IPC 56200 Social and Cultural Foundations of Counseling (3)** This course is the study of the social bases of behavior with an emphasis on the influence of culture and cultural differences on the counseling process. Students will examine the impact of prejudice and discrimination on specific populations and the adoption of culturally sensitive strategies in working with these populations. Prerequisite: IPC 51000 or 51100.

**IPC 56300 Consultation and Outreach (3)** This course is the study of social organizations and the impact of these organizations on individuals and vice versa. The applied focus involves organization evaluation and consultation skills as a complement to working with clients. Social organizations studied include educational, medical, religious, business, and mental health service agencies. Prerequisite: 18 hours of counseling coursework.

**IPC 56400 Crisis Intervention (3)** This course covers the fundamental concepts, theories, strategies and skills needed to implement effective counseling intervention related to crisis situations. Prerequisite: 18 hours of counseling coursework.

**IPC 56500 Introduction to Substance Abuse Counseling (3)** This course is designed to provide an overview of the major theories of etiology, dynamics, assessment, treatment and research issues of substance abuse. Consideration for how these aspects are applied to diverse populations is addressed. Prerequisite: 18 hours of counseling coursework.

**IPC 57500 Family and School Consulting (3)** This course examines the development and implementation of solution focused strategies and skills when working with students, school personnel, and families in a school setting. The course requires intensive case studies. Prerequisite: IPC 55100 or IPC 55300.

**IPC 58100 Appraisal of the Individual (3)** This course is an introduction to psychometrics and methods of appraisal. Students will examine several data collection approaches including interviewing and testing and consider factors affecting data interpretation such as age, sex, and ethnic and cultural background. Students will learn how to use and interpret a variety of tests including personality, vocational interest, achievement, group intelligence, and aptitude tests. Lab fee. Prerequisite: IPC 51000 or IPC 51100.

**IPC 58200 Lifestyle and Career Development (3)** This course is the study of major theories of career development including career choice theories and models of career decision making. Students will examine the relationship between career choice and lifestyle. The course serves as an introduction to career counseling techniques and sources of occupational and educational information. Lab fee. Prerequisite: IPC 51000 or IPC 51100.

**IPC 58300 Analysis of the Individual (3)** This course offers intensive study and practice in the administration, scoring and interpretation of several psychological tests used with children and adolescents and the preparation of comprehensive case reports. Lab fee. Prerequisite: IPC 58100.

**IPC 59000-59999 Special Topics in Counseling (1-6)** This course examines topical issues in counseling theory, research, and practice. Prerequisite: 18 hours of counseling coursework.

**IPC 60500 Comprehensive Examination (0)** This includes the standardized Counselor Preparation Comprehensive Examination (CPCE) (professional) or the PRAXIS III (school) examination. There will be a fee for the examination. Prerequisite: 36 hours of counseling coursework.

**IPC 60600 Scholarly Paper (0)** Students complete a scholarly paper. Students register for the culminating project after completion of IPC 54100 Research Methods and Program Evaluation. Students will receive an incomplete grade for this project until the scholarly paper is finished and approved by a review committee. Prerequisite: IPC 54100 and 36 hours of counseling coursework.

**IPC 61002 Peer Helping Programs (3)** This interactive class is for anyone who is interested in learning more about peer helping programs. Peer helping programs, found primarily but not only

in school settings, train non-professionals (typically students) to provide a variety of supportive services to other peers. These services can include (but are not limited to) one-on-one support, tutoring, character education lessons, health education, leading small group discussions, working with classroom groups, conflict resolution and peer mediation, drug and alcohol prevention, assisting new students, mentoring disabled and non-English speaking students, service learning, community outreach and leadership training. This class will cover the historical perspective of the peer helping movement worldwide, research regarding the effectiveness of peer helping programs, program start-up, implementation and maintenance. Students will also experience modules for training peer helpers. Upon successful completion of this class, students will have met the training requirement component toward CPPE (certified peer program educator) certification through the National Peer Program Association. Prerequisite: 18 hours of counseling coursework.

**IPC 61003 Spirituality and Counseling (3)** The integration of specific reading assignments along with practice exercises and class discussions will form the basis for this course. Students will acquire current knowledge about counseling and spirituality including theories of spiritual development, assessment of spirituality and best practice interventions. How to assist clients in the development of spiritual skills will be discussed. Students will be introduced to several perspectives of spiritual practice that can serve to support and augment the counseling process. Prerequisite: IPC 55100 or IPC 55300.

**IPC 61004 Adult Survivors of Trauma (3)** This course builds on the students' counseling skills and teaches direct therapy work with individuals at an advanced level, with primary emphasis on assessment, diagnosis, treatment, and evaluation of adults who have survived childhood trauma. The theories used in this course provide different models for understanding human behavior, as well as how to create and evaluate planned change. The theoretical models include psychodynamic/developmental, humanistic and cognitive-behavioral approaches. Each model offers knowledge and skills in assessment, diagnosis, and treatment of the individual. All areas of knowledge and skills are taught with attention to issues of cultural diversity and the legal-ethical issues encountered in clinical counseling practice. Particular focus is placed on applying principles of evidence-based practice in selecting interventions that have been shown in prior research to be efficacious and effective, and evaluating the effectiveness of these interventions in achieving planned treatment goals and objectives for individual clients. Prerequisite: IPC 55100 or IPC 55300.

**IPC 61005 Clinical Hypnotherapy (6)** This course will provide an introduction to the practice of hypnotherapy and other deep relaxation techniques. It will concentrate on the contributions and techniques of Milton Erickson and explore therapeutic disciplines that have developed around his theories and practices. Students will gain skills in practicing Ericksonian techniques through demonstration and role-playing. This 6-hour course qualifies as sufficient training for certification in the practice of clinical hypnotherapy only when the student has completed the master's degree in professional counseling and completes other requirements set out by the National Board for Certified Clinical Hypnotherapists. Prerequisites: IPC 55100 and 18 hours of counseling coursework.

**IPC 61006 Grief Counseling (3)** This course will provide an introduction to diverse paradigms pertaining to grief. It will focus on various types of grief as well as a range of techniques used during grief counseling. Prerequisite: 18 hours of counseling coursework.

**IPC 61007 Core Communication (3)** This course will provide necessary communication skills for a counselor to lead

individual and couple communication workshops. These skills will be used in counseling sessions to shorten length of time a client is in therapy (enhance brief therapy skills). These skills will be used to lead (non-therapy) communication workshops. Concepts from various theorists will be discussed and used in a hands-on environment. Students will enhance their presentation skills and have the opportunity to earn certification to teach the two programs through Interpersonal Communication Programs. Prerequisite: 18 hours of counseling coursework.

**IPC 62000 Counseling Internship (3-6)** Students complete 600 hours of clinical practice in agency settings. Internship students receive one-to-one supervision from qualified professionals at their field sites and they also participate in a group supervision seminar conducted by a faculty member. Advance approval from a Faculty Advisor is required for registration. Lab fee. Prerequisites: IPC 52400, 56100, and 56200 and 3.0 GPA and permission; is repeatable.

**IPC 62001 Internship Extension (0)** Students who take an Incomplete in first term Internship and have less than half the required hours, and all students who taken an Incomplete in second Internship, must enroll in this extension and continue to attend their Internship class. \$50 fee required.

**IPC 62500 Individual Intelligence Testing (3)** This course is a review of the historical and theoretical bases of intelligence testing in addition to instruction and supervised practice in scoring, interpreting, and reporting results for Wechsler and Binet intelligence tests. Lab fee. Prerequisite: IPC 58100.

**IPC 62600 Individual Diagnostic Assessment (3)** This course is the study of assessment instruments other than measures of intelligence used in diagnosing children and adolescents. Lab fee. Prerequisite: IPC 58100.

**IPC 62700 Internship in Diagnostic Assessment (3)** Students work in a school or clinical setting assessing children and adolescents, participating in diagnostic teams, and determining educational needs. They are supervised by a certified School Psychological Examiner as well as a faculty member. Prerequisites: IPC 58400 and 58500 and 3.0 GPA and permission.

**IPC 62701 Internship in Diagnostic Assessment Extension (0)** Students who take an Incomplete in Internship in Diagnostic Assessment must enroll in this extension and continue to attend their Internship class. \$50 fee required.

# Faculty

**Barudin, Jeffrey (2012)**

*Assistant Professor of Music*

BS, Pennsylvania State University; MM, DMA, University of Michigan

**Bladdick, Jerry (2009)**

*Vice President and Chief Administrative Officer & Assistant Professor of Social Science*

BS, Southeast Missouri State University; MS, EdD, Lindenwood University

**Boyles, Andrea (2011)**

*Assistant Professor of Criminal Justice*

BA, MA, Lincoln University; PhD, Kansas State University

**Canan, Bruce (2010)**

*Assistant Professor of Human Resource Management*

BS, Bowling Green State University; JD, Capital University

**Chavaux-Turnbull, Therese (2010)**

*Assistant Professor of Counseling*

BS, University of Missouri Columbia; MEd, University of Missouri-St. Louis; PhD, St. Louis University

**Coleman, Steve (2011)**

*Assistant Professor of Accounting*

BS, St. Louis University; JD, Seton Hall University

**Dussold, Christopher (2011)**

*Assistant Professor of Finance*

BA, BS, MS, Southern Illinois University-Edwardsville; PhD, University of Missouri

**Finger, Richard (2011)**

*Assistant Professor of Biology*

BS, St. Louis University; MS, Iowa State University; PhD, St. Louis University

**Frazier, Daniel (2011)**

*Assistant Professor of Business*

BA, Brown University; MA, Webster University; JD, Southern Illinois University-Carbondale

**Gangloff, Amy (2012)**

*Associate Professor of History*

BA, Pennsylvania State University; MA, PhD, Stony Brook University

**Hart, Bradley P. (2012)**

*Assistant Professor of Chemistry*

BS, Southern Illinois University-Edwardsville; MS, PhD, University of Missouri-St. Louis; Post-Doctoral, University of Georgia, Arizona State University

**Highley, Shannon (2007)**

*Assistant Professor of Management*

BA, BS, MBA, Southern Illinois University-Edwardsville; MA, Lindenwood University

**Jacobs, Diana (2011)**

*Professor of Psychology*

BS, Coe College; MA, PhD, Notre Dame University

**Karimpour, Rahim G. (2010)**

*Division Chair of Natural Sciences & Mathematics and Professor of Mathematics*

BA, University of Tehran; MS, Michigan State University; PhD, University of Oregon

**Kubicek, Kenneth (2006)**

*Division Chair of Education & Counseling and Associate Professor of Counseling*

BS, MS, Southern Illinois University-Edwardsville; PhD, St. Louis University

**Lantry, Roy (2013)**

*Assistant Professor of Health Management*

BS, Quincy College; MBA, Southern Illinois University-Edwardsville

**Leahy, Brendan (2012)**

*Assistant Professor of Communications*

BA, Columbia College; MFA, Minneapolis College of Art and Design

**Magnusen, Christy (2010)**

*Assistant Professor of Education*

BS, MS, MEd., Southern Illinois University-Edwardsville; PhD, St. Louis University

**Manjounes, Cindy (2006)**

*Associate Dean of Academics & Associate Professor of Health Management*

BA, University of Missouri-St. Louis; MS, EdD, Lindenwood University

**Mann, Erin (2012)**

*Assistant Professor of English*

BA, Rice University; MA, PhD, University of Iowa

**Mettler-Cherry, Paige (2004)**

*Associate Professor of Biology*

BA, McKendree University; MS, Southern Illinois University-Edwardsville; PhD, Southern Illinois University-Carbondale

**Moramarco, Nick (2012)**

*Assistant Professor of Theater*

BA, Beloit College; MFA, Lindenwood University

**Parker, Marsha Hollander (1987)**

*Professor of Theatre*

BA, MFA, Lindenwood University

**Patterson-Mills, Sarah (2010)**

*Assistant Professor of Counseling*

BA, University of Missouri; MA, PhD, St. Louis University

**Prunty, Patricia (2013)**

*Associate Professor of Psychology*

BA, University of Missouri-St. Louis; MA, University of Arkansas-Little Rock; PhD, University of Massachusetts-Amherst

**Roselli, Mark (2012)**

*Associate Professor of International Business*

AAS, Penn Valley Community College; BA, Webster University; MBA, Avila University; PhD, University of Missouri-Kansas City

**Russell II, Keith A. (2007)**

*Dean of Academics & Associate Professor of English*

BA, Northeast Missouri State University; MA, Southeast Missouri State University; PhD, Southern Illinois University-Carbondale

**Sandmeier, Fran (2013)**

*Assistant Professor of Biology*

BA, University of California-Berkeley; PhD, University of Nevada, Reno

**Smith, Orlando (2013)**

*Assistant Professor of Human Resource Management*

BA, Missouri Southern State College; MA, Webster University

**Taylor, Brooke D. (2011)**

*Assistant Professor of English*

BS, Columbia College; MA, PhD, Washington University

**Wiggins, Michael (2011)**

*Division Chair of Social & Behavioral Sciences and Professor of Criminal Justice*

BA, BA, MA, University of Louisiana at Monroe; PhD, University of Southern Mississippi

**Wingo, Angela L. (2009)**

*Dean of Student Development & Assistant Professor of Psychology*

BA, MS, PhD, Southern Illinois University-Carbondale

**Yearian, Stephanie (2011)**

*Assistant Professor of Education*

BS, McKendree University; MS, Southern Illinois University-Edwardsville; EdD, Lindenwood University



# Professional Staff

**Accola-Newell, Tammy (2012)**

*Cross Country Coach & Day Admissions Counselor*  
BA, Lindenwood University

**Baudendistel, Jenny (2012)**

*Coordinator of Student Activities*  
BS, Southern Illinois University-Edwardsville

**Beard, Racheal (2011)**

*Spirit Squad Director*  
BSN, Southeast Missouri State University; MEd,  
University of Missouri

**Bowman, Jordan (2013)**

*Recruiting and Special Teams Coordinator/Admissions Counselor*  
BS, Millikin University; MS, Western Illinois University

**Brandley, Tara (2011)**

*Director of Residential Housing*  
BA, MS, Lindenwood University

**Collum, Paul (2011)**

*Wrestling Head Coach*  
BS, MS, Missouri Baptist University

**Davis, Katie (2011)**

*Admissions Counselor*  
BA, Illinois State University; MA, Hofstra University

**Dill, William (2010)**

*Athletic Trainer*  
BS, McKendree University; MS, Ohio University

**Dulaney, Stephanie (2012)**

*Administrative Assistant to the Vice President*  
BA, McKendree University; MA, Lindenwood University

**Eckert, Annette (2010)**

*Criminal Justice Recruiter and Outreach Coordinator & Adjunct Professor of Criminal Justice*  
BA, Bradley University; JD, DePaul University

**Ewing, Annie (2010)**

*Assistant Athletic Director & Assistant Professor of Criminal Justice*  
BA, Dayton University; JD, St. Louis University

**Fisher, Jeff (2011)**

*Head Football Coach*  
BA, Illinois Wesleyan University

**Fournie, Chad (2010)**

*Cross-Country and Men's JV Basketball Head Coach & Day Admissions Counselor*  
BA, Fontbonne University

**Frazier, Andrea (2010)**

*Director of LCIE, Graduate & Evening Admissions and Assistant Professor of Health Management*  
BS, Sterling College; MS, MBA, EdD, Lindenwood University

**Harrison, Michael (2013)**

*Defensive Coordinator/Event Coordinator*  
BA, MA, McKendree University

**Hinkle, Ashley (2013)**

*Business Office & Financial Aid Coordinator*  
BFA, Southern Illinois University-Edwardsville; MA,  
Lindenwood University

**Hogan, Dan (2011)**

*Soccer Head Coach & Day Admissions Counselor*  
BA, Truman State University

**Johnson, Logan (2011)**

*Baseball Head Coach & Day Admissions Counselor*  
BA, Webster University

**Keller, Stacy (2012)**

*Athletic Eligibility Coordinator*  
BS, MS, Eastern Illinois University

**Kennedy, Charlie (2011)**

*Softball Head Coach*  
BS, University of Missouri St Louis

**Kostelac, Kendra (2010)**

*LCIE Admissions Counselor*  
BS, Missouri State University; MS, Lindenwood University

**Lengerman, Carol (2008)**

*LCIE Admissions Counselor*  
BA, McKendree University

**Levy, Bart (2013)**

*Coordinator of Internal Operations*  
BS, Lindenwood University

**Miller, Beth (2011)**

*Sports Information Director*  
BS, MSE, Southern Illinois University-Carbondale

**Mulitsch, Sandy (2009)**

*Assistant Registrar*  
BA, MA, Fontbonne University

**Pollock, Ashley (2012)**

*Coordinator for Academic Student Services & Retention*  
BA, McKendree University; ALM, Harvard University

**Price, Kelly (2013)**

*Head Women's Soccer Coach/Admissions Counselor*  
BA, MS, Missouri Baptist University

**Radcliff, Mary (2004)**

*Assistant Vice President and Executive Director of Community Relations*  
BA, MA, Lindenwood University

**Reis, Jeff (2011)**

*Head Women's Basketball Coach/Admissions Counselor*  
BA, MBA, Webster University

**Rhodes, William (2011)**

*Men's Volleyball Head Coach*  
BS, Missouri Baptist University

**Schnur, Amanda (2013)**

*Academic Services Coordinator*  
BS, Southern Illinois University-Carbondale; MA,  
Lindenwood University

**Shreve, Melissa (2008)**

*Day Admissions Counselor*  
BA, Lindenwood University

**Smith, Kelci (2013)**

*Coordinator of Student Development*

BA, Lindenwood University  
**Spinner, Scott (2009)**  
*Director of Intercollegiate Athletics and Men's Basketball  
Head Coach*  
BA, Webster University; MM, Fontbonne University

**Suess, Steven C. (2002)**

*Coordinator and Assistant Professor of Education*  
BA, MS, EdS, Southern Illinois University-Edwardsville

**Sullivan, Amanda (2013)**

*Interim Head Women's Lacrosse Coach*  
BS, MS, Missouri Baptist University

**Vahlkamp, Chad (2010)**

*LCIE Admissions Counselor*  
BS, Western Illinois University; MBA, Lindenwood  
University

**Wilkerson, Curtis (2011)**

*Bowling Head Coach and Assistant Men's Basketball  
Coach*  
BS, Lindenwood University

**Willard, Christine (2010)**

*Women's Volleyball Head Coach and Day Admissions  
Counselor*  
BA, McKendree University

**Williams, Kim (2011)**

*Head Bowling Coach*  
BS, Southern Illinois University-Edwardsville

# Lindenwood University System Administration

**Boyle, Richard A. (1997)**

*Professor of Education, Vice President for Human Resources, and Dean of Faculty*

BS, University of Arkansas; MS, Texas A&M University; PhD, Saint Louis University

**Bhatnagar, Rita (2007)**

*Systems Analyst*

BS, MBA, University of Udaipur

**Biggerstaff, Amanda (2005)**

*Systems Analyst*

BS, MBA, Lindenwood University

**Bode, Lori (2006)**

*Director of Financial Aid*

BA, Lindenwood University

**Curic, Nenad (2008)**

*Financial Aid Counselor*

BA, MBA, Lindenwood University

**Evans, James D. (1974)**

*President and Professor of Psychology*

BS, Geneva College; MS, PhD, Iowa State University

**Feely, John(1996)**

*Assistant Professor of Humanities and Associate Dean of Graduate Education Initiatives*

BA, Lindenwood University; MEd, University of Missouri-St. Louis

**Finnegan, Barry (2002)**

*Instructor of Management and Dean of Academic Services*

BA, MBA, Lindenwood University

**Guffey, Ryan (2003)**

*Assistant Professor of International Relations; Chair, Department of Chinese Studies and Department of International Relations; and Assistant Vice President for Student Development*

BS, MBA, Lindenwood University; MA, The Queen's University of Belfast; PhD Saint Louis University

**Haghighi, Shawn (2001)**

*Associate Professor of Mathematics and Computer Science and Chief Information Officer*

BS, University of Tennessee; MS, Fontbonne Usity

**Hajiyev, Emin (2007)**

*Director of International Student Center*

BS, Azerbaijan State Oil Academy, MBA, Lindenwood University

**Hannar, Christine (2007)**

*Registrar*

BA, MBA, Lindenwood University

**Harris, Jeff C. (2009)**

*Associate Director of International Student Center and USCIS Official*

BA, MBA, Lindenwood University

**Kandel, David (1990)**

*Chief Financial Officer, CPA*

BSBA, Farleigh Dickinson University

**Kapeller, Terry (1993)**

*Instructor of Management and Chief Business Officer*

BA, Tarkio College; MBA, Lindenwood University

**MacDonald, Elizabeth B. (2003)**

*Assistant Professor of History and Dean of Library Services*

BS, MA, Southern Illinois University-Edwardsville; MA, University of Missouri-Columbia

**Mueller, Julie M. (2000)**

*Assistant Professor of Management, Vice President for Operations and Finance, and Chief Operating Officer*

R.N., Deaconess College of Nursing; BA, Tarkio College; MBA, Lindenwood University

**Oldani, John (2007)**

*Associate Professor of Education and Vice President for Student Development*

BA, MEd, Southern Illinois University-Carbondale; M.Ed., EdD, University of Missouri-St. Louis

**Queen, Scott W. (1996)**

*Director of Public Relations and Marketing and Associate Athletics Director - External Affairs*

BA, MA, Lindenwood University

**Rodgers, Christie (2009)**

*Dean of Student & Academic Support Services*

BA, MS, Lindenwood University

**Stuhler, Eric (2006)**

*Assistant Professor of Management and In-house Legal Counsel*

BA, Lindenwood University; JD, University of Missouri-Kansas City

**Thomsen, Roudina (2003)**

*International Credential Compliance Officer*

BA, MA, MS, Lindenwood University

**Ulrich, Adam (1995)**

*Director of Comprehensive Academic Management System (CAMS)*

BA, MBA, MA, Lindenwood University

**Vines, Shannon (2006)**

*Director of Cooperative Credit*

BA, MBA, Lindenwood University

**Weinrich, Jeff (2007)**

*Registrar for Informatics*

BA, MBA, Lindenwood University

**Weitzel, Jann Rudd (1995)**

*Professor of Education and Vice President for Academic  
Affairs and Provost*

BA, MA, University of Northern Iowa; PhD, University  
of Iowa

**Ziegenfuss, Lis (1989)**

*Director of Student Financial Assistance Planning*

BA, University of  
Missouri-St. Louis

# Board of Directors

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Attorney, Guilfoil Petzall & Shoemaker, L.L.C., St. Louis, Mo.

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Community Leader, St. Charles, Mo.

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Community Leader, St. Charles, Mo.

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President, SSM St. Joseph Health Center, St. Charles, Mo.

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Alumna '61, Communications Consultant, Naperville, Ill.

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Physician, Midwest ENT Centre, P.C., St. Peters, Mo.

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Community Leader, St. Charles, Mo.

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President & CEO, H.H. Brown Shoe Company, Inc., Greenwich, Conn.

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Board Chairman, St. Clair County, Belleville, Ill.

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Alumna, '85, '04, '07, Alumni Association President, Grants Administrator/Community and Children's Resource Board, St. Charles, Mo.

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President & Partner  
Acropolis Investment Management, LLC  
Chesterfield, Mo.

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Community Leader, Florissant, Mo.

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Broker, Mathews & Associates, Lake Saint Louis, Mo.

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President and Founding Shareholder, Mueller Prost, P.C., St. Louis, Mo.

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COO, Neshler, LLC, St. Louis, Mo.

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Community Leader, Roach, Mo.

### **Ronnie D. Osborn**

Pastor, St. Charles Presbyterian Church, St. Charles, Mo.

### **Donald Paule**

President & Principal, Paule, Camazine & Blumenthal, P.C., St. Louis, Mo.

### **Dr. Patricia Penkoske**

Alumna '69, Physician, Washington University  
St. Louis, MO

### **Chip Peterson**

Franchise Owner, Farmington, Mo.

### **Lucy D. Rauch**

Community Leader, St. Charles, Mo.

### **Herb Roach**

Senior Vice President, Heartland Bank, Clayton, Mo.

### **Jane Calvert Rogers**

Alumna '67, CEO, Preston/Rogers Associates Inc., Medfield, Mass.

### **Dale Rollings**

Attorney, Rollings Family Trust Services L.L.C., St. Charles, Mo.

### **Jerry E. Scheidegger**

Board Chairman, Corporate Group, Inc., St. Charles, Mo.

### **Gary N. Shaw**

Managing Director-Investments  
Wells Fargo Investments Advisors LLC, St. Charles, Mo.

### **Randall R. Simons**

Community Leader, Chesterfield, Mo.

### **Patrick S. Sullivan**

Executive Vice President, Home Builders Association of St. Louis & Eastern Missouri, St. Louis, Mo.

### **Rick Sullivan**

CEO, St. Louis Public Schools, St. Louis, Mo.

## Life Members

### **Larry G. Kelley**

Community Leader, St. Louis, Mo.

### **Elizabeth M. Rauch**

Alumna '44, Community Leader, St. Charles, Mo

# Alumni Board

## Officers

Jan Lewien ('85, '04 & '07), President

Judy Brown ('67), First Vice President

Emily Rademan ('07), Second Vice President

Mary Ellen Kantz ('77 & '91), Secretary

## Members

Dan Bedell ('12)

Nancy Calvert ('61)

Jane Calvert Rogers ('67)

Mary Gismegian ('81)

Cortney Hupper Lenk ('99)

Randy Karraker ('84)

Betsy Light LeDoux ('63 & '91)

Marie Mahaffy ('63)

Mark McColl ('85)

Mary Ann Messer Oelklaus ('65)

Brian Mundy ('98)

Dr. Betty Osiek ('62)

Dr. Patricia Penkoske ('69)

Judy Pontius ('68)

Glenda Raef Schaefer ('68 & '90)

Dr. Dorothy Ricketts ('72)

Elizabeth "Libby" Rogier ('10)

## St. Charles Alumni Club Representative

Paula Hildebrand ('80)









Having the Lindenwood **EDGE** means to be

***EDUCATED***

Informed by the liberal arts and sciences  
Prepared for a modern career  
Engaged in lifelong learning

***DISCIPLINED***

Principled and values-based  
Self-starting  
Others-centered

***GLOBAL***

Inter-culturally informed  
Open-minded  
Internationally connected

***EFFECTIVE***

Compellingly expressive  
Workplace proficient  
Leadership destined

**LINDENWOOD**  

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*UNIVERSITY*

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