

# **Southwest Baptist University**

**1996 - 1997  
Catalog**

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**1600 University Avenue  
Bolivar, Missouri 65613-2597**

**(417) 326-5281**

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**SBU: A COMMUNITY WORKING TOGETHER FOR ACADEMIC EXCELLENCE  
WITH VALUES ADDED.**

**"For we are laborers together with God . . . ." 1 Corinthians 3:9**

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## CATALOG EDITION 1996-1997

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# **PREFACE**

## **1996-1997 CATALOG**

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This catalog is designed primarily for the faculty and students of Southwest Baptist University and for students planning to enter SBU. Its pages contain the objectives of the University; outlines of the programs of study; admission and graduation requirements; and information regarding costs, living conditions, scholarships, counseling services, and student life.

This catalog is a description and official register of Southwest Baptist University and should be considered a working agreement between a student and the University. A student is responsible for being fully aware of and fulfilling all regulations and conditions contained or referred to herein or as such regulations and conditions may hereafter be amended by the University if and when it deems necessary. As conditions of admission, the University reserves the right and power to discipline or dismiss any student who fails to comply with said regulations and conditions, and each student agrees that the University shall have such right and power of discipline or dismissal.

Copy for the descriptive chapters and the list of officers for this catalog issue were prepared as of February 1, 1996. Information about fees and expenses, financial aid, and scholarships applies to the academic years 1996-97. Plans of study, course titles, fees, expenses, and other matters described herein are subject to change at the discretion of the University.

Southwest Baptist University is approved for the training of veterans and the dependents of veterans under Title 38, U.S. Code.

### **NON-DISCRIMINATION**

Applicants for admissions and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

Any person having inquiries concerning Southwest Baptist University's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504 is directed to the Vice President for Administration or the Senior Director of Admissions and Student Financial Planning, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613. The Vice President for Administration has been designated by Southwest Baptist University to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title VII, Title IX or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX, or Section 504.

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT**

The University will comply with the Student Right to Know and Campus Security Act. Any questions concerning the implementation or the compliance of this public law (101-542) should direct inquiries to the Vice President of Administration located in the Sells Administration Building, or the Director of Student Life located in the Student Union Building. The Vice President for Administration has been designated by the University to coordinate the institution's efforts to comply with the regulations implementing this Act.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The University is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually as printed in the SBU Student Handbook. Additional copies of the handbook may be obtained in the Office of Student Life. Questions concerning the Drug Free Schools and Communities Act may be directed to the Director of Student Life who is designated by the University to coordinate the institution's efforts to comply with the Act.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

The University is required by the Family Educational Rights and Privacy Act of 1974 to permit eligible students of Southwest Baptist University to inspect and review education records of which the student is the subject.

The Act provides that no personally identifiable information will be disclosed without the student's consent, except for directory information and information to other school officials with a legitimate educational interest. When personally identifiable information, other than directory information, is disclosed, a record will be maintained of these disclosures. This record is also available for inspection and review by the student.

If an eligible student thinks his or her education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the student may request an amendment to the record.

The University will comply with the Family Educational Rights and Privacy Act. Any person having inquiries concerning compliance with the regulations implementing FERPA may contact the Provost or the Director of Student Life. The Provost has been designated by the University to coordinate the institution's efforts to comply with these regulations.

Because scheduling of classes and arranging housing in accessible facilities may require reasonable advance planning, handicapped students accepted for admission should identify themselves within one month of the start of the semester of admission and indicate the nature (type, kind) of accommodation that they need.

## **ACCREDITATION**

Southwest Baptist University is accredited by the **North Central Association of Colleges and Schools**, the **Association of Collegiate Business Schools and Programs**, the **National Association of Schools of Music**, and the **National League for Nursing**. Programs in education are approved by the **Missouri Department of Elementary and Secondary Education**. The University is a member of the **Coalition for Christian Colleges and Universities**.

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# UNIVERSITY CALENDAR 1996-1997

## FALL SEMESTER 1996

### AUGUST

- 21-25 Welcome Week for New Students
- 22-23 Faculty Workshop
- 25 Returning Students Arrive (Sun)
- 26 Enrollment-Registration (Mon)
- 26 Classes Begin - 7:30 a.m. (Mon)
- 27 Late Enrollment/Registration-9:00 a.m. (Tue)
- 28 Formal Convocation - 9:30 a.m. (Wed)

### SEPTEMBER

- 2 Labor Day - No Classes
- 6 Last Day for Registration
- 6 Last Day for Adding Classes

### OCTOBER

- 14 Mid-Term Grades Due 9:00 a.m. (Mon)
- 19 Homecoming

### NOVEMBER

- 2 Fall Visitation Day
- 6 Advisement (Winterfest/Spring) NO CLASSES
- 7 Pre-Enrollment Begins (Winterfest/Spring-97)
- 11 Last Day to Drop Classes-without academic penalty
- 22 Thanksgiving Break begins--close of classes

### DECEMBER

- 2 Classes Resume - 7:30 a.m. (Mon)
- 3 Last Day to drop classes (Tue)
- 5 All Correspondence Work Turned in to Instructor for December Graduation
- 7 Master's Comp Exams (9:00 a.m. - Noon)
- 16 Last Day of Classes (Mon)
- 17-20 Final Examinations
- 20 Commencement - 7:00 p.m., Pike Auditorium (Fri)
- 24 All Final Grades Due (including correspondence grades) 4:00 p.m.

## JANUARY (WINTERFEST 1997)

### JANUARY

- 6 Enrollment-Registration (Winterfest 97)
- 6 Winterfest Begins - 7:00 a.m. (Mon)
- 7 Late Enrollment-Registration
- 8 Last Day for Adding Classes
- 16 Last Day to Drop Classes-without academic penalty
- 22 Last Day to Drop Classes
- 25 Final Examinations (Sat)

## SPRING SEMESTER 1997

### JANUARY

- 27 Enrollment-Registration (Mon)
- 27 Spring Classes Begin - 7:30 a.m.
- 28 Late Enrollment/Registration (Tue)
- 28 Winterfest Grades Due 4:00 p.m.

### FEBRUARY

- 7 Last Day for Registration
- 7 Last Day for Adding Classes

### MARCH

- 7 Spring Vacation Begins--close of classes
- 17 Classes Resume 7:30 a.m.
- 24 Mid-Term Grades Due 9:00 a.m.
- 28 Good Friday - No Classes
- 30 Easter

### APRIL

- 2 Advisement Day for Summer/Fall - NO CLASSES
- 3 Pre-Enrollment for Summer/Fall
- 19 Spring Visitation Day
- 21 Last Day to Drop Spring Classes

### MAY

- 1 All Correspondence Work Turned in to Instructor for May Graduation
- 3 Master's Comp Exams (9:00 a.m. - Noon)
- 6 Last Day to Drop Spring Classes
- 19 Baccalaureate - 9:30 a.m., Pike Auditorium
- 19 Last Day of Classes (Mon)
- 20-23 Final Examinations
- 23 Commencement Rehearsal - 3:00 p.m.
- 24 Commencement - 10:00 a.m. (Sat)
- 27 All Final Grades Due (including correspondence grades) 4:00 p.m.

**SUMMER SEMESTER 1997**

**JUNE**

- 2 Enrollment/Registration for 1st 4-Week and 8-Week Sessions (Mon)
- 2 First 4-Week and 8-Week Sessions Begin
- 3 Late Enrollment/Registration (Tue)
- 4 Last Day - Registration/Adding Classes for 1st 4-Week Session
- 10 Last Day - Registration/Adding Classes for 8-Week Session
- 16 Last Day to Drop Classes Without Academic Penalty--1st 4-Week Session
- 24 Last Day to Drop 1st 4-Week Classes
- 26 First 4-Week Session Ends - Final Exams (Thur)
- 28 Master's Comp Exam (9:00 a.m. - Noon)
- 30 Enrollment-Registration for 2nd 4-Week Session (Mon)
- 30 Second 4-Week Session Begins
- 30 Last Day to Drop 8-Week Session Classes Without Academic Penalty

**JULY**

- 1 Late Enrollment/Registration for 2nd 4-Week Session (Tue)
- 4 NO CLASSES - Independence Day
- 7 Last Day Registration/Adding Classes 2nd 4-Week Session
- 14 All Correspondence Work Turned In To Instructor for July Graduation
- 15 Last Day to Drop 2nd 4-Week Classes Without Academic Penalty
- 22 Last Day to Drop 8-Week Session Classes
- 22 Last Day to Drop 2nd 4-Week Session Classes
- 24 2nd 4-Week and 8-Week Sessions End - Final Exams
- 26 Commencement - 10:00 a.m. Pike Auditorium (Sat)
- 29 All Final Grades Due - 4:00 p.m. (includes correspondence)

**DEADLINES FOR HAVING CLASSES CANCELLED**

- January/Spring Semesters . . . . . December 1 or next business day
- Summer Term . . . . . Last regular day of spring semester
- Fall Semester . . . . . August 1 or next business day

## THIS IS SOUTHWEST

Southwest Baptist University is an institution of higher education offering courses leading both to undergraduate and graduate degrees. Students may choose from forty-eight programs of study as they pursue a liberal arts based, career oriented education. The University is comprised of six colleges: Science and Mathematics, Business, Education and Social Sciences, Christian Studies, Music, Arts, and Letters, and the University College. Areas of certification and professional areas of study are also offered.

### History

The University first opened its doors in 1878 in Lebanon, Missouri, as Southwest Baptist College. In 1879 it was chartered and moved to Bolivar. In 1964 the Missouri Baptist Convention endorsed trustee plans for the college to become a senior liberal arts college. In 1980 approval was given for the name change to Southwest Baptist University.

The 152 acre campus is located in the southern portion of Bolivar, a city of nearly 7,000, which serves as the county seat of Polk County. There are 40 buildings on campus.

### Heritage

From its inception, the University has been a distinctively Christian and Baptist institution in terms of world view and ideological commitments. A Christian world view, which is grounded in the Old and New Testaments, is the belief that:

- God is creator and sustainer of the universe, and the ultimate source of all truth, beauty, and moral value wherever they are found.
- God both judges and redeems humanity, thereby inviting men and women to define their relationship with Him, with fellow human beings across the globe, and with history.
- All people are to be treated with respect since they have been created in the image of God and have innate worth.
- Human beings have sufficient capacity and freedom of will to develop their physical, social, psychological, and spiritual well-being.
- Christians are to be change agents in society, sharing the Christian message and lifestyle, in that persons are responsible for their relationship with God, with fellow human beings, and with their environment.
- Christians must exercise responsible citizenship.

The cornerstone of Baptist tradition is the conviction, based upon biblical principles, that each person has freedom of conscience before both God and man. The implications of this tradition for Baptist higher education are the:

- Acknowledgement of God as the ultimate source of all knowledge and truth.
- Commitment to scholarly endeavor under God.
- Desire for open inquiry and responsible scholarship, and the freedom to promote the results of this scholarship.
- Freedom of others to hold and to promote contrary scholarly views.

### Mission of the University

Southwest Baptist University is a private institution of higher learning which provides programs and learning experiences for development of the whole individual. Affiliated with the Missouri Baptist Convention, the University provides for the education of its student body from the conviction that God is the source of all truth and that Jesus Christ is the central figure of history, giving purpose, order, dignity, and value to life. Programs are developed from this perspective, as well as from the Baptist tradition and the University's historic commitment to a liberal arts foundation for professional and vocational studies.

The University aims to serve its Missouri Baptist constituency and all persons who have a personal faith in Jesus Christ. It strives to reflect the social, economic, cultural, and educational diversity of the Midwest. The institution welcomes all American and international students who can benefit from and contribute to its enrichment.

Southwest Baptist University seeks to provide a Christian environment in which students are encouraged to: achieve competence in their chosen fields; develop the ability to think coherently and creatively; organize, analyze, and communicate information; develop self-awareness; adopt a healthy lifestyle; seek truth; and commit themselves to serve God and society. With teaching as the primary focus, the University recruits Christian faculty and staff members dedicated to its mission.

The University seeks to identify the needs of its constituency and designs traditional and non-traditional programs to meet these needs on the Bolivar campus and at off-campus centers.

Programs focus on the aesthetic, emotional, intellectual, physical, social, spiritual, and vocational growth of the

student as an individual. They provide knowledge, skills, and experiences that enable students to address life creatively. The University provides:

- Liberal arts undergraduate programs that provide a solid foundation for growth and development.
- Pre-professional programs that equip students for graduate and professional study.
- Graduate programs that enhance professional, vocational and personal development.
- Professional and occupational programs that lead to employment and advancement.
- Lifelong learning and community service programs for individuals who desire to continue their education, to enrich their cultural awareness, and to grow and develop personally and professionally.
- Developmental study that strengthens skills leading to success in college-level courses.
- Student development programs to meet individual needs through learning experiences and activities that promote a deeper understanding of life and work.
- University ministry programs to assist in the development of personal faith and spiritual growth, and to provide opportunities for Christian service.

## Purposes of the University

The mission statement of the University implies there will be a fusing of the liberal arts with career preparation and the Christian faith with learning. Recognition is also given to the enduring values of the liberal arts as the foundation of critical thinking, decision making, and the high literacy required for responsible careers in the contemporary world.

Therefore, the purposes of Southwest Baptist University are to produce graduates who:

- Have explored the historical, spiritual, and ethical dimensions of the Christian faith and its relevance to a personal value system and life style.
- Have acquired the ability to think critically in rational and coherent ways.
- Are able to communicate effectively through reading, writing, speaking, and listening.
- Have adopted a life-style which incorporates health and physical fitness.
- Have developed principles for personal, family, and social life and make responsible decisions based upon Christian values.
- Have discovered that learning is a lifelong process, have developed a spirit of inquiry that motivates, and have been equipped with the necessary abilities to continue learning.
- Have acquired an understanding of scientific inquiry and process, and have an ability to

evaluate the achievements, limitations, and ethical questions of scientific methodology.

- Understand the basic ideas upon which the United States was founded, and will be involved as a responsible citizen working for justice, freedom, and peace in the affairs of the community, nation, and world.
- Understand the social institutions and forces that have shaped and are shaping individuals, cultures, and civilizations.
- Have an understanding and appreciation of the cultural expressions of other people and civilizations.
- Understand the aesthetic function of the arts in the enrichment of the human spirit and can make personal value judgments about works of art.

## Principles and Expectations

As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include a sensitivity to the needs of the larger community; a commitment to justice, mercy, and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the University are expressed as ethical standards and are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning, and living.

Because of the prevailing moral confusion in our society, the University must speak clearly about Christian ethical standards. Five statements of ethical standards have been adopted by the Board of Trustees for the University family, which is composed of students, faculty, staff, administrators and trustees. These standards concern Academic Integrity, Christian Lifestyle, Sexual Conduct, Marriage and Family Responsibility, and Respect for People and Property.

These statements of ethical standards guide the University in its obligations to students and others in the University family who are involved in an honest pursuit of the truth by requiring integrity in academic pursuits, by encouraging a Christian approach to sexuality, by supporting a stable family life, and by modeling responsible Christian interpersonal relationships.

The University is committed to providing education and counsel to those of its community who are in special need; to extending Christian love to those involved in strife, marital discord, or the struggle for proper sexual expression and to demonstrate the acceptance of the forgiveness for human failure which is available through Jesus Christ.

The University recognizes a responsibility to assist all members of the University family to grow spiritually, mentally, and emotionally. The University responds to

that responsibility by offering opportunities for education, ministry, encouragement, and worship. The University encourages members of its family to take advantage of these opportunities.

This process of growth sometimes involves failure to meet expectations. The University, as a place of learning, prefers to deal with that failure as an opportunity for redemption and future growth. In those few cases where the individual has willfully ignored the expectations and refuses all opportunities for redemption or where the failure causes substantial public damage to the institution, the University may find it necessary to sever the relationship with the individual.

### Statement on Academic Integrity

**PRINCIPLE:** Truthfulness, diligence, and commitment are part of the very nature of God. God's plan for believers is that their nature will become like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it.

**EXPECTATION:** Academic integrity is based on truthfulness and is the responsibility both of faculty and students. Faculty members are responsible for maintaining integrity in their academic pursuits. Faculty members also have the responsibility for setting and clarifying academic requirements for the work of students. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers, or examinations only what they are entitled to present honestly. Academic integrity also includes the collective responsibility of faculty members and students to ensure that all uphold the spirit and letter of this principle. Conduct which violates academic integrity includes cheating in any form on examinations and presentations of the ideas or writings of others without proper credit.

### Statement on Christian Lifestyle

**PRINCIPLE:** Scripture teaches that believers are set apart to God's purpose through sanctification, but will sin. Scripture also demands that believers demonstrate a lifestyle that is distinctively different from that of non-believers.

**EXPECTATION:** A Christian lifestyle is expected of all members of the University family. It consists of demonstrating those attitudes produced by the gift of the Spirit, practicing truthfulness in all relationships or activities, and exhibiting our dedication to Christ through our commitment to excellence in daily work or academic activities. A Christian lifestyle avoids such specific sins as greed; jealousy; pride; lust; bitterness; uncontrolled anger; prejudice based on race, sex, or socioeconomic status; use of alcohol as an intoxicant; substance

abuse; stealing; profanity; dishonesty; occult practices; illegal activities; use of pornography; and sexual sins, such as pre-marital sex, adultery, and homosexual behavior.

### Statement on Sexual Standards

**PRINCIPLE:** Scripture teaches that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage and insists on sexual abstinence for those who are unmarried.

**EXPECTATION:** All members of the University family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities.

### Statement on Marriage and Family

**PRINCIPLE:** God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God's first institution.

**EXPECTATION:** The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the University family who strive to keep their marriages stable under these pressures. Nevertheless, members of the University community should not enter into divorce except under the most severe circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

### Statement on Respect for People and Property

**PRINCIPLE:** Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. Scripture also teaches that ownership of property is to be respected. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given, and to be honest with one another.

**EXPECTATION:** The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to living with one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to

pursue appropriate University activities, depriving individuals of the use of their property or depriving the University of the use of its property.

## THE UNIVERSITY CAMPUS

The **Old Administration Building** houses the behavioral sciences department. The student publications office, and the ROTC office are also located there.

The **Merrill Burnidge Memorial Forum** is an open-air plaza adjacent to Estep Library, Goodson Student Union, Mellers Dining Commons and Mabee Chapel on the Shoffner Campus.

The music department is located in the **Casebolt Center for Fine Arts**. This building contains studios, practice rooms, classrooms, and the 300-seat Jane A. Meyer Recital Hall.

The **John D. Clement Memorial Amphitheater and Prayer Garden** was completed in 1988. The amphitheater accommodates 250-300 people for outdoor concerts and dramas. The small garden area is for private meditation.

**Davison Field House** was erected on the Shoffner Campus in 1963 and seats more than 2,500. The gymnasium is equipped with more than 1,260 auditorium-type chairs. Besides the gymnasium, the building includes classrooms, offices, weight rooms, and training facilities.

The SBU Baseball team has one of the finest home fields in the area as the result of a gift from James W. Dodson. **Dodson Field**, situated on the south side of the Shoffner Campus, has a grass infield, spacious dugouts, and major league dimensions.

The **Felix Goodson Student Union** houses the University bookstore, a pizzeria and dining area, a lounge and game room. Also provided is the 250-seat **Grant Davis Theatre** and the **White Chapel** used for private meditation and group devotions. The offices of the Student Government Association, Freshman Programs, Student Life, and University Ministries are also an integral part of this building.

**Ingman Hall** named for Abner Smith Ingman, co-founder and second president of the University, accommodates the art and theatre departments.

The **Keathley Lifewalk** is a 15-foot wide walkway that connects Mabee Chapel, the Randolph Meditation Chapel, and the Jim Mellers Evangelism and Conference Center.

**Kim Dorm** was completed in 1992 and provided by friends of Dr. Ki Dong Kim, Pastor of the Sung Rak

Baptist Church in Seoul, Korea. This residential facility houses 48 students.

**Mabee Chapel** was completed in the spring of 1979. It is located on the north side of the Burnidge Memorial Forum. The chapel seats 1,300 in Pike Auditorium which has a complete professional stage for dramatic and musical productions. Mabee Chapel is the home of the Courts Redford College of Christian Studies offices and classrooms.

The **McClelland Dining Facility**, named in honor of Dr. and Mrs. R.S. McClelland, includes an 84 seat executive dining area and a large 200 seat dining room. Both campus and community events are held in this facility.

**Jim Mellers Evangelism and Conference Center** was completed in 1984 and named in honor of Jim Mellers of Springfield, Missouri. The building serves as a conference and media center. The main level houses the offices of the Institute for Evangelism, the Dr. E.J. Daniels International Research and Resource Center, the Dr. Hyman J. Appelman Seminar Room, and other excellent seminar facilities. The lower level houses the Career Planning and Placement Center and has five classrooms.

The **Marietta Mellers Dining Commons**, dedicated in 1977, is located on the Shoffner Campus adjoining the Felix Goodson Student Union. The dining commons was designed to serve up to 1,200 students with seating capacity for 600. The Parents' Association Room provides facilities for small dining and meeting functions.

The **Natatorium**, a 25 meter, six lane swimming pool with one and three meter diving boards, was provided by student activity fees and was built in 1985. The pool is used primarily by SBU students, faculty, and staff for recreational purposes, but is also the site of swimming, aquatic exercise, and scuba classes.

**Plaster Guest Lodge**, named in honor of Robert W. Plaster, a Lebanon, Missouri, businessman and major contributor toward its construction, was completed in the fall of 1982. The lodge is used to house visitors and guests of the University. The air-conditioned, three story building contains 32 private rooms and is also used as an overflow dorm for students.

**Plaster Stadium**, named in honor of Robert W. Plaster, was completed in 1985. The stadium is the home of the University's football program and the site of other major outdoor functions.

The **Randolph Meditation Chapel**, built in 1988, will seat 50-75 people. It is open 24 hours a day for individual meditation and serves as a center for small group activities.

**Sells Administrative Center**, completed in 1989, is named in honor of Dr. James L. Sells, former Chancellor of Southwest Baptist University, who served the University from 1966 to 1992.

**Stewart Track**, named in honor of former athletic director Orlin B. Stewart who taught and coached at Southwest Baptist for 38 years, was completed in 1988. The eight lane 400-meter track is constructed of polyurethane and used for intercollegiate track meets.

The **Gene Taylor National Free Enterprise Center** was completed in 1981 and was named in honor of former Missouri Congressman Gene Taylor. This facility houses a Free Enterprise Center, the College of Business, the majority of the University's faculty offices, computer labs, several classrooms, and a small auditorium.

The **Wheeler Food, Nutrition, and Science Center**, is named in honor of Clarence and Edna Wheeler and is a building of 48,000 square feet which includes classrooms, laboratories, and offices for science programs and the physical therapy department.

Five lighted tennis courts located directly east of Davison Field House were provided for the University by SBU alumni - Dr. J.E. Lightfoot, Dr. Zenas Hutcheson and Dr. Thomas Hilton - and local businessman Joe Rayl. The courts are for classes, student and faculty recreation, community tournaments and varsity matches.

## Child Study Center

The SBU Child Study Center provides Bolivar and surrounding communities an environment for children to develop physically, scholastically, and socially. It serves as a training program for child development majors, education field workers, and other child-related courses. The center is licensed by the Missouri Department of Social Services.

## University Library

**TECHNOLOGY**-Modern technology is used throughout the library. DYNIX, the Online Public Access Catalog provides computerized access to materials and is accessible to people outside the library who have a computer with a modem or Internet access. Through the OPAC, students may access a general periodical database which indexes over 1200 periodical titles. They may also request document delivery of articles from over 400 of these titles. Students away from the main campus, may have these articles faxed immediately to an approved location. Additionally, in-house CD-ROM databases are available for more specialized research. Interlibrary Loan requests are sent

and received through the OCLC network which has over 11,000 members nationwide.

**COLLECTION**-The University Library has a collection of over 210,000 volumes and subscribes to about 1,200 periodicals and newspapers. The Library is a depository for selected Southern Baptist Convention materials and Missouri State documents. The University Library houses the University Archives. A branch library of over 8400 volumes is located at the University College site in Mountain View, Missouri.

**MEDIA SERVICES**-The Media Services area is responsible for providing audio visual materials and equipment for the entire University. Through the Media Services area support is given to faculty and students in the production of educational materials, including video, hypermedia, and interactive media programs. The Media Services area also maintains the television studio and handles video taping of major campus events.

**PERSONNEL**-The staff is composed of six professional librarians, six full-time and one part-time staff members plus student assistants. Through the "Partners in Instruction" concept, librarians are involved as an integral part of the instructional program of the University. Every effort is made to ensure that students learn how to conduct research effectively. Librarians are available to help with information resources and assist with individual research needs.

**PUBLICATIONS**-The **Southern Baptist Periodical Index** published annually by the library serves SBU students and faculty as well as researchers of Southern Baptist materials at seminaries and other Baptist colleges and universities. **Your Guide to the University Library** provides specific information about hours, materials, services and assistance. This free guide is available in the library. **Library News and Views** is a periodic publication which updates the University community about new resources, special services and events.



# UNDERGRADUATE ENTRANCE REQUIREMENTS

Southwest Baptist University is moderately selective in its admissions policies, based on the following criteria.

## Unconditional Admission from High School

An applicant must be a graduate of an accredited or approved high school. The GED is also acceptable for admission. Students who are home-schooled must have completed both the ACT and GED examinations.

In order to help one succeed at SBU, the following high school subjects are strongly recommended (13 units): English (4 units), mathematics (3 units), social studies (2 units), natural science (2 units), electives (2 units of foreign language or computer science or 2 additional units from English, mathematics, social studies, or natural sciences).

A satisfactory Composite score on the American College Test (ACT) of 18 or above or a score of 740 or above on the Scholastic Aptitude Test (SAT) is required of all applicants. Students who do not meet this qualification may be provisionally admitted.

## Provisional Admission

Students who do not meet these minimum requirements (less than 18 on the ACT test or less than 740 on the SAT test) or who fail to forward their ACT scores may be provisionally admitted to the University under certain circumstances. Students who are provisionally admitted are so notified in their acceptance letters and are assigned to the University Learning Center for the completion of certain competency requirements to qualify for unconditional admission to the University. Currently, the Office of Admissions works with the Provost and the Director of the University Learning Center to determine acceptable qualifications for provisionally admitted students.

Enrollment in the University Learning Center is as follows:

- ENG 0103 - English Skills\*
- MAT 0102 - Mathematical Skills\*
- ULC 1102 - Study Skills
- ULC 1112 - Reading Skills
- PSY 1013 - General Psychology
- HPE 1061 - Physical Fitness

\*These courses do not count toward the 128 hours required to graduate.

In order to enroll in further classes at SBU, students are expected to have a GPA of 2.0 at the end of their first semester and a reading grade level of 10.0 or above. The competencies required by the University Learning Center must be attained by the end of two semesters before continued enrollment at Southwest Baptist University is permitted.

## Admission of Transfer Students

Southwest Baptist University is in agreement with the principle of the Missouri Coordinating Board for Higher Education "that a student with a clear educational objective should be able to complete a degree program in the shortest possible time, whether the student remains in one institution or transfers to another."

Students who have completed the A.A. degree from a regionally accredited college will be permitted to transfer to SBU with all general education requirements met for the B.A., B.S., B.S.N., and B.A.S. degrees, except for religion and language requirements.

Students who have completed the A.S. degree from a regionally accredited college will be permitted to transfer to SBU with all general education requirements met for the B.S., B.S.N., and B.A.S. degrees, except for religion requirements.

Students seeking teaching certificates must additionally fulfill all general education requirements prescribed by the Missouri Department of Elementary and Secondary Education.

The nature and standards of courses transferred toward a degree program must correspond closely to courses offered at Southwest Baptist University and may be limited by the college or department involved.

A maximum of six hours of "D" credit will be accepted in transfer. Junior College students may transfer up to 64 semester hours of credit, and these credits will transfer only as lower level (1000-2000) courses. SBU will accept no more than 94 hours from any institution toward a degree. A maximum of 30 semester hours of accredited work earned by correspondence or extension may be applied toward SBU requirements. No more than 12 hours of this credit will be counted toward a major or minor.

Students seeking teaching certificates must fulfill the general education requirements prescribed by the Missouri State Department of Elementary and Secondary Education. Professional education courses cannot be transferred from junior colleges, nor can they be transferred from senior colleges which do not have state-approved teacher education programs.

Transfer students from regionally non-accredited colleges may be admitted to SBU probationally if work is accepted by the state university of the state in which the college is located. No grade of "D" will be accepted from a college not regionally accredited.

## Special Admissions

The University recognizes the high school diploma as the preferred document for admission. The University also understands that, since persons differ in their needs, interests, abilities, and home environments, alternate modes of admission are in order.

## Dual High School-University Enrollment

Superior high school students may be admitted in a special student category for the purpose of taking one or two University courses while they finish their final year or two of high school. Students from high schools in the local areas are served by this option. Students must submit a dual credit application for admission along with a special request that includes a high school recommendation and written parental approval. Students are admitted on the basis of academic standards that exceed those required for admission from high school. Admissions are limited and governed by space available in, and the prerequisites for, the desired course or courses.

## High School Non-Graduates

Applicants, who have not graduated from an accredited high school or who have been home-schooled but wish to enroll as regular students, may be admitted on presentation of an acceptable secondary certificate (e.g. the GED). For regular admission, the student must also submit an ACT composite score of 18 or higher; otherwise the student will be provisionally admitted.

## Early Admission

Under unusual circumstances superior high school students may request entrance to the University as a regular, full-time student before high school graduation. If the student has not completed all requirements for graduation from high school, the following must be presented:

1. An official sixth semester transcript, including the student's class rank.
2. An SAT score or ACT score forwarded to SBU.

3. A letter from the student stating the reasons for seeking early admission.
4. A letter from the parents of the student stating consent to the early admission.
5. A letter from the high school superintendent or principal stating that the student has complied with the high school's process granting early release.

## Junior Year Summer Program

A student who has completed the junior year of high school may be admitted to Southwest Baptist University during the summer term before his or her senior year. Credit earned will be deferred until the student has completed high school or has been accepted as a freshman college student, at which time the student may receive credit at SBU for the completed coursework. A student who plans to attend a college other than Southwest their freshman year should consult that college as to transfer policy concerning deferred credit.

## Admission of International Students

Qualified international students are invited to apply for admission to SBU. The following requirements apply to international students and U.S. resident aliens whose native language is not English.

1. The TOEFL (Test of English as a Foreign Language) is required. For regular admission, the minimum TOEFL score is 550. Provisional admission will be granted to students whose scores are between 525 and 550. These students will be required to enroll in the courses prescribed by the University Learning Center, including English as a Second Language (see section on Provisional Admission). Scores must be no more than two years old.

Exceptions to the required TOEFL scores will be made in the following instances only:

- a. A student is a citizen of Great Britain, Australia, Canada, the British West Indies, or any other country where English is the primary language.
- b. A student has studied in one of the countries mentioned above, or the U.S., within the past three years and has a good academic record at school attended.

To register for the test, each applicant must write:

TOEFL, Educational Testing Service  
Princeton, New Jersey 08540  
U.S.A.

2. All Southwest Baptist students are required to take the ACT or SAT exam for placement in English and math classes.
3. International students must submit a report of physical examination on a form furnished by the University.
4. Official credentials indicating secondary and college work must be submitted to the Admissions Office with the formal application forms. Admissions status cannot be determined until all documents are on file. A letter of acceptance will be issued only when a student is found eligible for admission.
5. All international students are required to purchase medical insurance immediately upon arrival on campus.

A student admitted from another country must carry a minimum full academic load. A "minimum" load is interpreted to mean 12 academic credit hours, unless the student needs fewer hours to complete his academic program. A student who has qualified on the TOEFL is deemed sufficiently proficient in English to carry the minimum of 12 credit hours.

## APPLICATION PROCEDURES

The following steps are required for all students who wish to enter Southwest Baptist University.

### First-Time Freshman

Students who wish to receive early notification must have their admission file complete by January 31. Those applicants who desire consideration under this plan should take the ACT no later than November of their senior year in high school; the April or June test dates of the junior year are preferable.

1. File a completed Application for Admission. This form should be accompanied by a \$25 non-refundable application fee. Notification of acceptance is on a rolling basis. An application file is considered complete when all credentials have been received. Students are encouraged to apply early in the senior year.
2. Request the secondary school to send an official transcript of credits, including grade point average and rank in class at the end of the junior year.
3. Take the American College Test (ACT) or the Scholastic Aptitude Test (SAT) and have score reports sent to the Office of Admissions. SBU's ACT code is 2368; the SAT code is 6664. The application for admission may be submitted before taking the test.
4. Complete and return the "Student Data" form.
5. Complete and return the "Housing Contract" (students living on-campus only).
6. Submit a \$75 enrollment deposit.
7. Submit the appropriate health records. Immunization records must be forwarded to the

Office of Admissions prior to enrollment. In most cases, these records may be obtained from the high school records office.

8. Arrange to visit the campus, if possible, for a personal interview with your admissions representative. A student should write or telephone for an appointment at least one week in advance.
9. Accepted students must request a final official transcript from their high school as soon as possible, reflecting senior year credits, grades, final class rank, and statement of graduation.

### Transfer Students

1. File a completed Application for Admission. This form should be accompanied by a \$25 non-refundable application fee. Admission to transfer students is offered on a rolling basis, with notification being sent when the application file is complete.
2. Request the secondary school to send transcript of credits, including a statement of graduation and the rank in class at the end of the senior year.
3. Request the transcripts of all previous college work.
4. Have ACT or SAT scores forwarded to SBU if the test has been taken. Students who have not taken the ACT will be assigned to the University Learning Center and take the ACT or SAT before the end of the first semester at SBU.
5. Complete and return the "Student Data" form.
6. Complete and return the "Housing Contract" (students living on-campus only).
7. Submit a \$75 enrollment deposit.
8. Submit the appropriate health records. Immunization records must be forwarded to the Office of Admissions prior to enrollment.
9. Arrange to visit the campus, if possible, for a personal interview with an admission representative. A student should write or telephone for an appointment at least one week in advance.
10. Submit final transcripts of college work as soon as possible.

### International Students

In order for the applicant to receive the Certificate of Eligibility (Immigration Form I-20) required of all foreign students entering the United States, the following conditions must be met:

1. The applicant must be formally admitted to the University as a full-time student. This includes a completed application, a non-refundable application fee of \$100 U.S., and official transcripts of all academic work (secondary school and above). This process should be initiated at least 4 months prior to the desired semester of enrollment.
2. The applicant must demonstrate adequate financial support for the entire length of study.
3. The applicant must submit an advance deposit in the form of a certified check or bank draft in the

amount of one year's educational and living expenses. This amount will be put on account and available for the student's use upon arrival.

4. Students are required to purchase a hospitalization insurance plan immediately upon arrival on campus.

When these conditions have been met, the Certificate of Eligibility (I-20) will be issued to the student. Under no circumstances should an applicant prepare to arrive in the United States until granted final acceptance and, where necessary, financial aid.

### Non Degree-Seeking Students

Applicants are required to submit an official high school transcript or the GED, and may take up to 12 hours (except English and Mathematics) of college level work without having to take the ACT or SAT examinations. These students will be classified as Special Students.

### Advanced Academic Standing

Students may receive course credit through examination or through advanced placement courses taken in secondary school. The examination and/or advanced placement course must be equivalent to a course taught at Southwest Baptist University. Students need to apply for advanced academic standing when they submit their secondary school records during the admissions process.

To be eligible to receive credit by examination, a student must not have earned more than 90 hours of university credit and may not have received university credit or any credit for any course within the academic discipline covered by the exam.

Transcripts for all post secondary work attempted must be on file in the SBU registrar's office before students may sign up for any of the above mentioned tests. For additional information contact the Career Planning & Placement Center, Suite 110 of the Conference Center.

### Advanced Placement Examinations (APE)

The Advanced Placement Examination is a national system of credit by examination. Students may receive course credit on an Advanced Placement Examination as follows:

Advanced Placement Examination	Score Required	Hours Granted	Institutional Courses Satisfied
Art History	3	3	FAR 1013
Calculus AB	3	5	MAT 1195
Calculus BC	3	4	MAT 2254
Chemistry	3	4	CHE 1104*
Chemistry	4	5	CHE 1115*
Compar Govt/Politics	3	3	POL Elective
Computer Science A	3	3	Comp Sci Elective
Computer Science AB	3	3	Comp Sci Elective
Eng. Lang & Comp	3	3	ENG 1113
European History	3	3	HIS 1123
French Literature	3	4	4 hrs FRE 1000 Level Elective
German Literature	3	4	GER 1114
Latin/Vergil	3	3	3 hrs HUM 1000 Level Elective
Latin/Catullus, Horace	3	3	3 hrs HUM 1000 Level Elective
Music Listening & Lit.	3	3	FAR 1023
Music Theory	3	3	MUS 1603
Physics B	3	3	PHY 1000(3) Elective #

Advanced Placement Examination	Score Required	Hours Granted	Institutional Courses Satisfied
Physics C - Mechanics	3	4	PHY 1114*
Physics C - Elec	3	4	PHY 1124*
Psychology	3	3	PSY 1013
Spanish	3	4	SPA 1114/1124
Spanish Literature	3	3	3 hrs SPA Elective
Studio Art-Drawing	3	3	ART 1203
Studio Art-General	3	3	ART 1103
U.S. Govt/Politics	3	3	POL 1113
U.S. History	3	3	U.S. HIS Elective

# 3 semester hours credit granted--proof of extensive lab work NOT required

\* Proof of extensive lab work is required

### British A-Level Examinations

1. Advanced standing may be awarded for A-Level examinations for the General Certificate of Secondary Education with grades of A, B, or C.
2. The examinations must be administered by an examinations board which is recognized for university entry in the United Kingdom.
3. The total credit for each examination may not exceed 6 semester hours and total advanced standing credit awarded may not exceed 20 semester hours.
4. Certified copies of the examination transcript must be on file in the Registrar's Office.
5. Examinations in the sciences must include a laboratory component.
6. Examinations in foreign language must include a conversation component.

### International Baccalaureate

1. Advanced standing may be awarded for higher examinations with a score of 5, 6, or 7.
2. The total credit for each examination may not exceed 6 semester hours and total advanced standing credit awarded may not exceed 20 semester hours.
3. Official transcripts must be issued by the International Baccalaureate North American Office and be on file in the Registrar's Office.
4. Examinations in the sciences must include a laboratory component.
5. Examinations in foreign language must include a conversation component.

### Other Examinations

In addition, the student may apply to take a Proficiency Examination Program (PEP) test. This is a national system of credit by examination administered by American College Testing. Departmental Examinations (DEPT) are tests prepared by professors on campus. Each DEPT test is approximately two hours in length and is comparable in content to a comprehensive final examination in the course for which it is designated.

### Veterans

Southwest Baptist University is approved for the education of veterans and their dependents under Chapters 31, 34, and 35, Title 38, U.S. Code. According to the recommendations of the American Council of Education, credit may be granted for courses completed while in military service.



## STUDENT EXPENSES

A primary goal of Southwest Baptist University is to provide quality Christian higher education at a minimum cost to the student. Financial support which the school receives from the Missouri Baptist Convention, the Bolivar community, alumni and other sources supplement the operating budget. This assistance enables the institution to keep expenses for the student below that of most colleges in the nation. **The University reserves the right to adjust or revise the charges at any time during the year.** Students are encouraged to keep their personal finances within moderate limits. They should allow approximately \$400 per year for books. Personal expenses of \$500 and transportation expenses of \$900 (estimated for non-Missouri residents) should also be considered as well as reasonable amounts for clothing, entertainment, and incidental expenses.

The University does not provide banking services on campus. There are, however, four banks in Bolivar, all of which carry personal accounts at a nominal monthly charge.

**Enrollment Deposit** (required before admission) ..... \$75.00

### Undergraduate Tuition, Fees, Room & Board in University Housing

	SEMESTER	YEAR
Tuition (12-18 credit hours)	\$3,854.00	\$7,708.00
Dormitory Room	585.00	1,170.00
Dormitory Room (air-conditioned)	615.00	1,230.00
University Apartments	665.00	1,330.00
Cafeteria: (required if living on campus)		
10 Meals	631.50	1,263.00
15 Meals	661.50	1,323.00
20 Meals	696.50	1,393.00
Student Activity Fee	60.00	120.00
Health Fee	13.80	27.60
Class Activity Fee	1.00	2.00
Dormitory Activity Fee	7.50	15.00
<b>TOTALS</b>		
10 Meals	<b>\$5,182.80</b>	<b>\$10,365.60</b>
15 Meals	<b>\$5,212.80</b>	<b>\$10,425.60</b>
20 Meals	<b>\$5,247.80</b>	<b>\$10,495.60</b>

### Undergraduate Tuition, Fees In Off-Campus Housing

Tuition (12-18 credit hours)	\$3,854.00	\$7,708.00
Student Activity Fee	60.00	120.00
Health Fee	13.80	27.60
Class Activity Fee	1.00	2.00
<b>TOTALS</b>	<b>\$3,928.80</b>	<b>\$7,857.60</b>

**Undergraduate Tuition Off-Campus**

\$89.50 per semester hour	Dexter, Joplin
\$89.50 per semester hour	Salem
\$89.50 per semester hour	Mountain View
\$96.50 per semester hour	Chicago, Springfield
\$200.00 per credit hour	ADN program

**Graduate Tuition and Fees**

Transcript Evaluation Fee	\$25.00
Graduation Fee	60.00

**Education**

\$113 per semester hour	Bolivar and locations other than those named below
\$135 per semester hour	Farmington, Hannibal, Jefferson County, St. Louis, Troy, Wentzville

**Health Services Administration**

Per semester hour	\$125.00
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**Physical Therapy**

Application fee	\$25.00
Curriculum/Lab fee	\$300.00
Health fee	\$27.60
Tuition (per year)	\$17,000.00

**Correspondence Course Fees**

Tuition (per semester credit hour)	\$75.00
Handling Fee (per course, non-refundable)	15.00
Extension Fee	10.00
(per credit hour, per course, non-refundable)	

**Part-Time Student Fees (Bolivar campus)**

Undergraduate Tuition (per hour)	\$322.00
Undergraduate Audit (per hour)	161.00
Commuter Meal Ticket	250.00
(5 meals per week per semester)	
Student Activity Fee	5.00
(ALL undergraduates per semester hour)	
Class Activity Fee (per semester)	1.00

**Special Fees (Non Refundable)**

(Charged to students using the designated service)	
ACT Residual Tests - per exam	\$16.00
Change of Final Examination Fee	10.00
College of Business Assessment Exam	20.00
Correspondence Course Handling Fee	15.00
Correspondence Course Extension Fee	10.00
(per credit hour, per course)	
Credit by Examination (per credit hour)	20.00
Dishonored Check Fee	5.00
Graduation Fee	60.00
Graduation Fee for HS/HSA	65.00
Lab/Course Fees	see course descriptions
Late Registration Fee	75.00
Official Transcript Fee	3.00
Student Teaching Fee	150.00
Vehicle Registration Fee (per year)	20.00
Yearbook Fee (optional)	33.00

**Applied Music Fees:**

Private lessons	\$140.00
(per credit hour per semester)	
Practice room fee (per semester)	12.50

The refund policy on applied music fees is the same as that for tuition refunds, not on number of lessons received.

**PAYMENT OF ACCOUNTS**

All charges for tuition, fees, room and board are due in full at the beginning of each semester. Students unable to pay the full amount at the time of registration must select one of the following payment plans. Complete information is sent to all new students each spring or may be obtained from the University's Office of Accounting Services.

The University offers three payment options as follows:

**University Deferred Payment Plan**

One-third of the account balance, after financial assistance is deducted, is to be paid upon registration. The remaining balance is payable in three equal monthly installments plus interest on the **unpaid balance** equivalent to an annual rate of thirteen percent. The unpaid balance is defined as the total charges less financial assistance, scholarships, and payments received or credited to the account to date. For the fall semester, payments are due on October 1, November 1, and December 1. For the spring semester, payments are due on March 1, April 1, and May 1.

**Academic Management Services (AMS) Plan**

The AMS Plan enables a student to pay all or part of fees in ten monthly installments **without interest charges**. The Plan may be used to supplement all other forms of financial aid such as grants, loans, and scholarships. An additional feature of the plan is Life Benefit Coverage which guarantees payment of the unpaid balance of the budgeted amount, in the event of the death of the enrolled parent or guardian.

Participation is on an annual basis. There is an annual enrollment fee which is payable to AMS. There are no other fees or interest charges assessed by AMS. The Life Benefit Coverage is provided at no additional charge. Additional information is mailed each spring to new students by AMS, or is available from the Office of Accounting Services. One-half of the total amount budgeted with AMS is credited to a student's account in September and the second half in January, providing the account with AMS is current. Delinquent amounts will be assessed an interest charge by the University equivalent to 13% per annum. Any account which has three past due installments will be terminated by AMS and will not be eligible for renewal in subsequent years.

## Monthly Budget Program (MBP)

This program is offered through The Tuition Plan, Inc. and is very similar to the AMS Plan discussed above. The MBP plan enables a student to pay all or part of fees in ten monthly installments **without interest charges**. One-half of the total amount budgeted with MBP is credited to a student's account in September and the second half in January, providing the account with MBP is current. Delinquent amounts will be assessed an interest charge by the University equivalent to 13% per annum.

**The Tuition Plan, Inc.** also offers a program entitled Educational Loan Program. Information about this program is available from the University's Office of Accounting Services.

Any student who is found to be negligent in making adequate arrangements to pay his or her account may be subject to immediate dismissal. No student is permitted to enroll until all account balances have been settled or satisfactory arrangements have been made with the student accounts manager. No student will be allowed to graduate until all account balances have been paid in full with the exception of the Perkins Loan/National Direct Student Loan.

To aid students in paying accounts, the University offers a variety of financial assistance programs (see Scholarships, Loans, Grants, and Employment).

## REFUND POLICY

### Tuition Charge Refunds

Refunds on the tuition charges for undergraduate study for the **Fall and Spring semesters** will be according to the following schedule:

Withdrawal by:	
7th class day .....	90% refund
18th class day .....	50% refund
37th class day .....	25% refund
After 37th class day .....	No refund

Refunds on Applied Music Fees follow same schedule as tuition refund, not on number of sessions received.

Refunds on the tuition charges for each **eight-week term** will be according to the following schedule:

Withdrawal by:	
3rd class day .....	90% refund
8th class day .....	50% refund
16th class day .....	25% refund
After 16th class day .....	No refund

Refunds on tuition charges for each **four-week term** will be according to the following schedule:

Withdrawal by:	
2nd class day .....	90% refund
4th class day .....	50% refund
8th class day .....	25% refund
After 8th class day .....	No refund

Refunds on the tuition charges for **Winterfest** will be according to the following schedule:

Withdrawal by:	
2nd class day .....	90% refund
4th class day .....	50% refund
8th class day .....	25% refund
After 8th class day .....	No refund

Refunds on the tuition charges for **graduate studies** will be according to the following schedule:

0-10% of class elapsed .....	90% refund
11-25% of class elapsed .....	50% refund
26-50% of class elapsed .....	25% refund
over 50% of class elapsed .....	no refund

The same schedules will apply to a student who drops from full-time to part-time status after enrollment.

### NOTE

Students leaving school during their first semester of attendance at SBU will be eligible to receive a pro-rata refund of tuition until 60% of the class days in the semester have elapsed. A semester generally contains 75 class days. Withdrawals after that date will receive no refund. This refund policy is only available during the semester in which they first attend SBU.

### Correspondence Course Refunds

Refunds on the tuition charges for **correspondence courses** will be according to the following schedule:

From date of Enrollment:	
0-30 days .....	100% tuition
After 30 days .....	No Refund

The refund policy for first semester SBU students enrolled in correspondence courses will be the same as the institutional refund policy (See NOTE above).

### Dormitory Refunds

Refund on room charges will be according to the following schedule:

Withdrawal from school or from housing by:	
5th class day .....	90% refund
After 5th class day .....	No refund

### Board Refunds

Board charges will be refunded on a pro rata basis, less \$15 service charge.

## Special Circumstances

If it is necessary for a student to withdraw because of illness--certified to by a physician--the tuition, room and board will be refunded on a pro rata basis. Upon disciplinary dismissal by the University, board will be refunded and scholarships canceled based on the institutional refund policy. See Refund Policy, page 17, regarding the refund of enrollment deposit and processing fee for the new applicant.

The enrollment deposit for the continuing student is refundable if students notify the Admissions Office of their intent not to return by July 1 for the fall semester; December 1 for the spring semester, and May 1 for the summer term.

ALL CURRENT STUDENTS are expected to maintain their enrollment deposit as long as they plan attendance at Southwest Baptist University. Withdrawal of the enrollment deposit at the end of any semester places the student's transcript in an inactive file and cancels any residence hall reservation. Enrollment deposits are refundable at the satisfactory termination of the students' attendance or graduation.

Enrollment deposits will be applied against any amount due the University with the balance refunded by check within 90 days following the end of the semester, graduation, or official notice of satisfactory termination of the student's attendance.

## Cancellation of Financial Assistance

Students who have been awarded financial assistance from Southwest Baptist University, and withdraw from school or cease to attend classes are subject to the cancellation of their financial assistance and the removal of the award credit from their account. The amount of the cancellation is in direct proportion to the amount of tuition refunded. (If students received an 80% tuition refund, 80% of their financial assistance is canceled). Students who drop classes during the tuition refund period, which in effect lowers their enrollment to other than full-time status, will be considered ineligible for a full financial assistance award. Financial assistance credit will be removed from students' accounts in accordance to the lower number of credit hours.

A student's financial assistance will be canceled in the following order:

1. Perkins Loan ( National Direct Student Loan)
2. Pell Grant
3. Supplemental Educational Opportunity Grant (SEOG)
4. Missouri State Grant (MSG)
5. Stafford Loan (Guaranteed Student Loan GSL)

The Perkins/NDSL, Pell Grant, and SEOG will be canceled in direct proportion to the amount of tuition refunded.

The MSG will be canceled in full if students withdraw within the first ten (10) days of the semester. Between the tenth day and the end of the tuition refund period, students will receive a proportionate cancellation of their MSG.

For information concerning the cancellation policy of the Stafford Loan (GSL) please contact the Office of Accounting Services.

## Cancellation of Scholarships Policy

Students who have been granted a scholarship from Southwest Baptist University and withdraw from school or cease to attend classes are subject to the cancellation of their scholarships and the removal of the award credit from their accounts. The credit will be removed in full if withdrawal should occur during the tuition refund period or after the refund period if tuition is refunded due to medical reasons. After that date a pro rata basis will be used wherein the dollar amount of the scholarship will be divided over the total weeks in the semester and only the portion applicable to the weeks of attendance will be left on the student's accounts.

Students who drop classes during the refund period, which in effect lowers their enrollment to other than a full-time status, will be considered to be ineligible for all scholarships other than those specifically stating they are available to part-time students. Scholarship credit will be removed from students' accounts in their entirety or adjusted in accordance to the lower number of credit hours where part-time is permissible. Performance scholarships can be canceled in full or on a pro rata basis where the performer no longer participates in the activity for which it was given with the exception of non-participation being caused by an injury.

There can be no cash refund from a scholarship source.

## Transcript

A \$3.00 charge will be assessed for each official copy of a student's transcript. An official copy carries the University seal and the signature of the registrar. Unofficial copies are available at a cost of \$1.50 each. Rush transcripts (same day) are available at a cost of \$5.00. Unofficial transcripts may be faxed if the fax request is signed and a credit card number and expiration date accompanies the request. The cost is \$3.00.

No transcript will be given until all accounts at the University have been paid in full. Perkins Loan/National Direct Student Loan repayments must be current before a transcript will be released. Also, a student loan exit interview must be completed before the transcript will be released. Requests for transcripts must be made in writing, signed and dated by the individual whose transcript is to be released. All requests for transcripts should be mailed to the Registrar's Office.

## UNIVERSITY SCHOLARSHIPS

Southwest Baptist University provides scholarships to worthy students of high scholastic rank and to students in certain special categories. Scholarships are granted under the direction of the Scholarships Committee. Requests for scholarships should be addressed to the Director of Admissions, unless otherwise indicated in the provisions of the particular scholarship section.

### General Regulations

1. Scholarship recipients must be enrolled as full-time students to qualify unless otherwise stated in the individual description of the scholarship. **EXCEPTION:** students enrolled in at least 6 credit hours of classroom coursework during their final semester of their degree program prior to graduation may receive all institutional scholarships for which they are eligible.
2. Normally students will receive the scholarships for which they are eligible and recommended provided (a) they have supplied all necessary information and required forms within the deadline dates, and (b) their total financial aid provided by the University does not exceed their college costs (as indicated by the catalog) or violate the conditions for receiving the assistance.
3. Generally, scholarships are awarded on an annual basis reflecting credits earned in the fall and spring semesters only, and not for the January or summer terms. Renewal, where applicable, is on a semester basis. Since recipients of scholarships normally can complete their degree in eight semesters, the recipient is ineligible for scholarships beyond their eighth semester regardless of whether they have received eight annual awards under the scholarship. Students entering their ninth semester may petition the Scholarships Committee to set aside this ruling and should contact the Office of Student Financial Planning for details. Scholarships are not available for graduate studies.
4. Failure to abide by regulations regarding academic achievement and conduct may result in withdrawal of the scholarship.
5. Scholarship awards are subject to cancellation and the removal of credit from the student's accounts if they withdraw from school or cease to attend classes, or if they are deemed ineligible due to their failure to maintain the status of a full-time student. (See section, "Cancellation of Scholarships Policy".)
6. Deadlines for submitting applications, required documents or data have been set by the administration of the University. Failure to adhere to the criteria for each scholarship may make students ineligible to receive an award at a later date.
7. All scholarships provided by the University, other than those funded through other sources, are subject to future action by the University either to limit or discontinue the same.

8. All scholarships require a 2.000 minimum GPA for renewal unless otherwise stated.
9. Institutional and non-institutional aid may not exceed the total cost of attendance. In such instances, institutional aid will be reduced.

The scholarship assistance for qualified students, as described below, originates from many sources. Individuals have made generous gifts to the University. Many churches provide funds. Southwest Baptist University creates scholarships by the reduction of tuition costs for certain students. Therefore, the recipients of scholarships should demonstrate fidelity to the University, church, denomination, and Christian ideals which have prompted individuals and institutions to provide these scholarships.

## ACADEMIC SCHOLARSHIPS

The University awards scholarships to those students who demonstrate exceptional academic qualities. Academic scholarships are based on achievement and not need. Each scholarship listed below is renewable all four years provided the student maintains a 3.500 grade point average for the **Founder's Award** and the **Presidential Excellence Award**, a 3.000 grade point average for the **Provost's Scholarship** and the **Trustee's Scholarship**, and a 2.750 grade point average for the **Dean's Scholarship**. Scholarships are awarded pending receipt of the student's final high school or college transcript and ACT or SAT scores by the Office of Admissions. Eligible first-time students may receive only one of the academic scholarships listed below.

### Founder's Award

Five full tuition scholarships are available to high school students who rank in the upper 5% of their senior class and have obtained a Composite score of 31+ on the Enhanced ACT examination or 1300-1600 on the SAT examination.

Transfer students must have earned 30 or more hours of evaluated credit with a grade point average of 3.850 or above, and obtained a Composite score of 31+ on the Enhanced ACT examination or 1300+ on the SAT examination.

Eligible students will receive an application. Final selection will be made in conjunction with the annual Spring Visitation Day. Applicants not selected will automatically receive the Provost's Scholarship.

### Presidential Excellence Award

Ten half-tuition scholarships are available for high school students who (1) rank in the upper 5% of their senior class and have obtained a Composite score of 28 to 29 on the Enhanced ACT examination or 1170-1250 on the SAT examination; or (2) who rank in the upper 10% of their senior class and have obtained a

Composite score of 30 to 36 on the Enhanced ACT examination or 1260-1600 on the SAT examination.

Transfer students must have earned 30 or more hours of evaluated credit with a grade point average of 3.850 or above, and a Composite score of 28-30 on the Enhanced ACT examination or 1170-1290 on the SAT examination.

### **Provost's Scholarship**

The Provost's Scholarship provides \$1,500 per year for four years. Entering freshmen may receive this scholarship if (1) they rank in the upper 5% of their senior class and have obtained a Composite score of 24-27 on the Enhanced ACT examination or 1010-1250 on the SAT examination; or (2) if they rank in the upper 10% of their senior class and have obtained a Composite score of 26-29 on the Enhanced ACT examination or 1090-1250 on the SAT examination.

Transfer students may receive this scholarship if (1) they transfer at least 30 hours or more of evaluated college credit with a grade point average of 3.850-4.000 and have obtained a Composite score of 24-27 on the Enhanced ACT or 1010-1160 on the SAT examination, or (2) they transfer with a grade point average of 3.500-3.840 and have obtained a Composite score of 24-36 on the Enhanced ACT examination or 1010-1160 SAT examination, or (3) they transfer with a grade point average of 3.000-3.490 and have obtained a Composite score of 26-36 on the Enhanced ACT examination or 1090-1600 on the SAT examination.

### **Trustee's Scholarship**

This scholarship provides \$1,250 per year for four years. Entering freshmen receive this award if (1) they rank in the upper 10% of their senior class and have obtained a Composite score of 24-25 on the Enhanced ACT examination or 1010-1080 on the SAT examination; or (2) they rank in the upper 5% of their senior class; or (3) they have obtained a Composite score of 28-36 on the Enhanced ACT examination or 1090-1600 on the SAT examination.

Transfer students receive this scholarship if (1) they transfer at least 30 hours or more of college credit with a grade point average of 3.000-3.490 and have obtained a Composite score of 24-25 on the ACT examination or 1010-1080 on the SAT examination; or (2) they transfer with a grade point average of 3.500-4.000; or (3) they have a Composite score of 28-36 on the Enhanced ACT examination.

### **Dean's Scholarship**

This scholarship provides \$1,000 per year for four years. Entering freshmen receive this scholarship if they (1) rank in the upper 10% of their senior class, or have obtained a Composite score of 24-27 on the Enhanced ACT examination or 1010-1160 on the SAT examination. Transfer students will receive this scholarship if they (1) transfer 30 or more hours of credit with a grade point average of 3.00-3.490, or (2)

have a Composite score of 24-27 on the Enhanced ACT examination or 1010-1080 on the SAT examination.

## **CHURCH-RELATED SCHOLARSHIPS**

Southwest Baptist University makes available a number of church-related scholarships based upon a special calling to full-time church service, church relationship or prior church participation. The **Church-Related Vocation** scholarship is \$500 per year for students preparing for a church-related vocation, i.e., church music, missions, pulpit ministry, religious education or youth ministry. Students must submit an application and reference letter. Recipients are expected to participate in Southwest Baptist University's In-Service Training Program.

The **Dependent of Church Minister** is an annual award of \$250. Spouses, sons or daughters of persons engaged as full-time ministers and dependents of current SBU ministry students are eligible for this award. Students must submit an application. Students may receive only one of the scholarships listed above.

SBU also provides the **Church Matching Scholarship**. The student's home church may contribute \$100 per semester (fall and spring only); SBU will match those church funds with \$100 per semester. An agreement between SBU and the student's home church is required. Application and church contributions must be received by August 1 (fall semester) and/or January 1 (spring semester). Interested students must submit the name of their home church, the church address and a contact person at their church to the Student Financial Planning Office; required forms will be mailed to the home church.

The **Christian School Scholarship** is an annual award of \$250. A student must be a graduate of a Christian Secondary school and be recommended by a school counselor or administrator. Application required.

The **Royal Ambassador and Acteen Scholarship** is an annual award of \$150 to \$400 based upon Service Aide Awards earned; applications must be filed with your state WMU or Brotherhood Department.

### **Foreign Missionary Dependent Scholarship**

Dependents of missionaries employed by the Foreign Mission Board of the Southern Baptist Convention, who submit documentation from the Foreign Mission Board of their status, are eligible for a tuition concession for the academic year. The award is based on need and cannot exceed two-thirds of fall and spring semester tuition cost.

## PERFORMANCE SCHOLARSHIPS

### Athletic Scholarship

Scholarships are available to selected individuals who exhibit athletic skill and academic promise. Satisfactory progress must be shown each year for aid to be continued. Scholarships are offered to men for basketball, football, baseball, track, golf, cross country, soccer and tennis. Scholarships are given to women for basketball, softball, volleyball, track, cross country, soccer and tennis. Questions concerning athletic scholarships should be directed to the coach of each particular sport or to the Director of Athletics.

### Music Scholarship

Scholarships are available to selected students who demonstrate special skill in voice, piano, organ, strings, or wind/percussion instruments. An audition is required. Information concerning procedures, dates of auditions, and requirements may be obtained by contacting the Department of Music. To retain a music performance scholarship students must satisfactorily perform in their appropriate ensemble and maintain a GPA of at least 2.500.

### Speech Scholarship

Scholarships are available to students who demonstrate outstanding ability in individual speaking or debate. Recipients are not required to major or minor in speech, but are expected to participate in the activities of the department as requested. Scholarships are awarded on the basis of past achievements, grades, recommendations and promise of success. Inquiries should be directed to the department of communication. The awards are approved on a semester basis for selected students who maintain at least a 2.000 grade point average.

### Theatre Scholarship

Theatre scholarships are available to students who demonstrate outstanding ability in drama. Recipients are not required to major or minor in theatre, but are expected to participate in University dramatic productions. Scholarships are awarded on the basis of past achievement, grades, recommendations and promise of success. Inquiries should be directed to the department of theatre. Recipients must maintain at least a 2.500 grade point average.

## SPECIAL SCHOLARSHIPS

### Commuter Scholarship

Students who travel to the University for regularly scheduled classes and return to their place of residence within the same day at least two days per week qualify for a tuition concession of \$150 each semester if they (1) commute 25 miles or more one way to attend classes, or (2) are graduates of Bolivar, Buffalo, Dadeville, Fair Play, Halfway, Hermitage, Humansville, Morrisville, Pleasant Hope, Skyline, Stockton, Tunas,

Weaubleau, or Wheatland High School. An application form must be completed prior to August 1 for the fall semester and January 1 for the spring semester. Any change of residency between the time of filing and seventeen days after registration must be reported. The scholarship is available for fall and spring semesters for students attending with a full-time status.

### Polk County Community Scholarship

Any student who has graduated or will graduate from one of the six high schools in Polk County may apply for an award of \$1,000 per year. Funds for this scholarship are donated by individuals, businesses, clubs, churches, and other organizations of Polk County.

### Southwest Baptist University Alumni Association Endowed Scholarship

The Southwest Baptist University Alumni Association Endowed Scholarship is awarded to one new scholarship recipient each year for a \$400 annual scholarship (or an amount determined by the Alumni Board of Directors) to be awarded during the recipient's first four years of undergraduate study. Each scholarship recipient will be selected by the Southwest Baptist University Scholarship Committee and approved by the Executive Committee of the Alumni Association Board of Directors. Scholarship recipients must be a dependent of a Southwest Baptist University alumnus, be a full-time student, maintain a 3.000 grade point average, and be a dedicated Christian and active member of an evangelical church.

### Teacher Education Scholarships

These scholarship are a one-time, non-renewable award of \$2,000. One-half of the scholarship is paid by the State of Missouri and one-half by the University. Applications may be obtained from the Office of Student Financial Planning Office. Application deadline is early spring. Scholarship recipients must teach in a Missouri public school for five years after receiving certification or the scholarship converts to a loan which must be repaid.

## UNIVERSITY SCHOLARS AWARDS

The University Scholars Award program was created to recognize outstanding students. Students having achieved sophomore standing will qualify for this award by maintaining full-time enrollment status and meeting the minimum 3.250 grade point average. Transfer students must complete one fall or spring semester while enrolled full-time to be considered eligible. Scholarship awards are for the academic year and will be based on class standing and cumulative grade point average. Annual scholarship awards will be awarded according to the following schedule:

<b>GPA of 3.250-3.490</b>	
Sophomores (32-63 hours) .....	\$135
Juniors (64-95 hours) .....	\$150
Seniors (96+ hours) .....	\$165
<b>GPA of 3.500-3.690</b>	
Sophomores (32-63 hours) .....	\$270
Juniors (64-95 hours) .....	\$300
Seniors (96+ hours) .....	\$330
<b>GPA of 3.700-3.840</b>	
Sophomores (32-63 hours) .....	\$405
Juniors (64-95 hours) .....	\$450
Seniors (96+ hours) .....	\$495
<b>GPA of 3.850-4.000</b>	
Sophomores (32-63 hours) .....	\$540
Juniors (64-95 hours) .....	\$600
Seniors (96+ hours) .....	\$660

No formal written application is required. Students apply by achieving the required grade point average. Eligibility for this scholarship will be determined after the spring semester.

## PRIVATE SCHOLARSHIPS

Friends of the University have provided both endowed and non-endowed scholarship funds for qualified students. Complete information about private scholarships can be secured from the offices of Student Financial Planning and Admissions.

## STUDENT LOANS AND GRANTS

Southwest Baptist University offers a comprehensive financial assistance program designed to recognize student financial needs and to meet these needs with a combination of University, federal, state, and private assistance sources. All assistance is awarded on the basis of financial need and the total amount of assistance cannot exceed that need. The assistance extended to students consists of loan, grant and work programs that are administered by the office of financial assistance. Application for assistance is made by (1) completing an SBU financial assistance application, (2) filing a Free Application for Federal Student Aid (which is also the application for the Pell Grant and Missouri Grant), (3) submitting to SBU a photocopy of the most recent income tax return filed by the parents and the student.

All assistance application forms must be completed before aid can be awarded by the University. Application for admission to SBU must also be in progress so that scholarship information can be compiled with financial assistance data. All offers of assistance must be accepted in writing before the beginning of the semester or the aid offer will be canceled. All questions concerning the application process, application deadlines or the following available

assistance programs should be directed to the offices of Student Financial Planning or Admissions.

### Pell Grant

This grant is funded by the U.S. Office of Education. Grants range up to \$2,340 and are dependent upon need as determined by the Free Application for Federal Student Aid (FASFA) which may be obtained from the offices of Student Financial Planning or Admissions.

### Missouri Student Grant

The Coordinating Board for Higher Education has established the Missouri Student Grant program for permanent residents of Missouri, who will be attending college in Missouri on a full-time basis. Grants from this program range up to \$1,500 and can be applied for by completing the FASFA obtained from the offices of Student Financial Planning or Admissions.

### Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grant funds are allocated to the University by the federal government and are awarded based on financial need. Grant awards are dependent upon the need of the student and the funds available. Students with the greatest financial need have priority on receiving SEOG funds.

### Federal Perkins Loan

Federal Perkins Loans are available to qualifying students in amounts related to financial need. Applicants must be United States citizens, who are making academic progress, and show financial need based on their families' income and resources. No interest is charged or payment expected while students are carrying at least half of the normal full-time class load. Repayment begins with interest accruing at five percent per year on the unpaid balance nine months after the student ceases to be enrolled on a half-time basis. Payment schedules may extend to a maximum of 10 years with at least 10 percent of the principal due each year. A minimum repayment of \$40 per month is required on loans made after July 1, 1972. Before funds can be issued, borrowers must sign a promissory note and an affidavit of educational purpose. Some limited repayment deferments and cancellation benefits are available to students entering certain vocations.

### Federal Stafford Loan Program

Federal Stafford Loans are made by commercial lenders, banks, savings and loans and credit unions to students who are enrolled on at least a half-time basis and who demonstrate financial need. Eligible students may borrow up to \$2625 for their first year of school (0-31 hours), \$3500 the second year (32-63 hours), \$5500 the third (64-95 hours), fourth and fifth years (96+ hours) of school. Graduate students may borrow up to \$8500 per year. Repayment begins six months after half-time enrollment status ceases at a minimum rate of \$50 per month plus interest. The interest rate is variable

and is set at 3.1% above the 91-day U.S. Treasury Bill rate and is capped at 9%. The interest rate is subject to change annually. Please contact the Student Financial Planning office regarding application procedures.

### Unsubsidized Federal Stafford Loans

The terms and conditions for Unsubsidized Federal Stafford Loans mirror those in the Federal Stafford Loan program described above. Loan limits, deferments and interest rates are the same as for the Federal Stafford Loan; however, no in-school interest subsidies are provided by the federal government. Students will pay interest during in-school and deferment periods on a monthly or quarterly basis, although the interest can be capitalized quarterly.

### Federal Supplemental Loans for Students

Independent students who are enrolled on at least a half-time basis and who demonstrate financial need may borrow a Federal Supplemental Loan from a commercial lender. Repayment begins 60 days after disbursement at a minimum of \$50 per month with a variable interest rate not to exceed 11%. The interest rate is set annually. Principal and interest may be deferred while the student is enrolled at least half-time. Please contact the Student Financial Planning office regarding application procedures.

### Parent Loan Program

The Parent Loan Program was established to enable parents to borrow money to assist in the post-secondary educational expenses of their dependent sons and daughters. Loans may be obtained from banks, credit unions and savings and loan companies. An eligible parent may borrow up to the total cost of attendance per academic year on behalf of each dependent undergraduate student. The first payment is due within 60 days of the date the loan is disbursed. Interest begins on the day of disbursement and is equivalent to the 52-week Treasury Bill rate plus 3.1% to a maximum limit of 10%.

Some deferment opportunities are available. Loan applications may be obtained from the lender or the SBU Office of Student Financial Planning.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations governing the administration of the Pell Grant, the Perkins Loan, the Supplemental Educational Grant (SEOG), the College Work-Study Program (CWSP), the Stafford Loan/GSL Program, and the Parent Loan Program (PLUS) for undergraduate students require that eligible institutions define and enforce standards of progress for students receiving financial aid. To comply with that legislation, the following standards of satisfactory academic progress have been established at Southwest Baptist University. All recipients of the above mentioned forms of financial aid as well as all state and institutionally funded programs are subject to these standards for renewal of their financial aid. Institutional financial aid programs are available for eight (8) semesters only. Unusual circumstances would justify an appeal to the financial aid director.

Full-time students normally acquire the number of credit hours necessary for graduation at Southwest Baptist University in eight (8) semesters. Full-time students are those enrolled in 12 to 18 credit hours a semester. Students should complete a minimum of 16 credit hours every semester to graduate in eight semesters. Although some programs may require more than eight (8) semesters to complete, eligibility for federal financial aid expires after 10 semesters for full-time students. This limit is prorated for longer periods of time for students enrolled less than full-time.

### Minimum Standards Required

1. Full-time students should successfully complete at least nine (9) credit hours each semester and 24 credit hours each academic year and maintain a cumulative grade point average according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	24	1.60
4 semesters	48	1.77
6 semesters	72	1.90
8 semesters	96	2.00
10 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

2. **Three-quarter time students** enrolled for 9, 10, or 11 semester credit hours must successfully complete at least nine (9) credit hours each semester and eighteen (18) credit hours each academic year. A cumulative grade point average must also be maintained according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	18	1.60
4 semesters	36	1.77
6 semesters	54	1.77
8 semesters	72	1.90
10 semesters	90	2.00
12 semesters	108	2.00
14 semesters	126	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

3. **Half-time students** enrolled for 6, 7, or 8 semester credit hours must successfully complete at least six (6) credit hours each semester and twelve (12) credit hours each academic year. A cumulative grade point average must also be maintained according to the following schedule:

At the end of	Credit Hours	Cumulative GPA
2 semesters	12	1.60
4 semesters	24	1.77
6 semesters	36	1.77
8 semesters	48	1.85
10 semesters	60	1.85
12 semesters	72	1.85
14 semesters	84	1.90
16 semesters	96	2.00
18 semesters	108	2.00
20 semesters	120	2.00

Advanced placement or CLEP credits are not considered for this requirement. Repeated courses may be considered if approved by the Provost.

4. **Transfer and readmitted students** who have attended an accredited post-secondary institution will be eligible for financial aid if they are eligible to return to that institution and meet the following conditions:
- Students who have attended college in a full-time capacity for one (1) semester must have successfully completed nine (9) credit hours.
  - Students who have attended college in a full-time capacity for two (2) semesters must have successfully completed at least 24 credit hours in the previous two semesters.
  - Part-time students enrolled on a three-quarter time basis (9, 10, or 11 semester credit hours) must have successfully completed at least (9) credit hours each semester and eighteen (18)

credit hours each academic year. Part-time students enrolled on a half-time basis (6, 7, 8 semester credit hours) must have successfully completed at least six (6) credit hours each semester and twelve (12) credit hours each academic year.

## Appeals

Students who do not comply with the satisfactory academic progress requirements may submit a written appeal to the financial aid director if unusual circumstances have affected students' academic progress. The financial aid committee will review the written appeal. The decision of the committee is final.

## How to Regain Eligibility

If students are denied aid because of lack of progress, courses must be taken at students' own expense until reaching the minimum number of hours and/or the required GPA for which aid was previously awarded.

A review of each student's academic progress is made at the end of each semester. At the end of the second academic year, a student must have a cumulative "C" average to have academic standing consistent with the institutional requirement statement above.

## Disbursement of Funds Policy

All scholarship, Pell Grant, SEOG, and Perkins Loan funds are credited via a financial assistance receipt. The respective aid funds are indicated on a receipt which is then signed by the student and witnessed by a Student Financial Planning office staff member.

## VETERANS BENEFITS

An associate director of Student Financial Planning serves as certifying officer for eligible veterans and/or dependents of veterans. The certifying officer is the advisor and campus administrator of the veterans educational benefit programs. Questions regarding eligibility benefits and enrollment should be made directly to the certifying officer.

## WORK OPPORTUNITIES

### College Work Study

Southwest Baptist University participates in the College Work Study Program, which enables those students having financial need and seeking employment to have a job on campus. Students must be qualified on the basis of financial need as well as ability to do a specific job. This program is designed to assist students in

meeting their University expenses. All wages, hours of work and job descriptions are controlled by federal regulations. Students are expected to abide by the guidelines of their particular work study assignment and to perform the duties satisfactorily, as outlined by the job supervisor.

## Student Campus Employment

A limited number of jobs are available for students who need work to earn part of their school expenses. Placement is made on a basis of need and qualification. Compensation is at an hourly rate in compliance with the Fair Labor Standards Act Amendments of 1966. Questions concerning student work should be directed to the Office of Student Financial Planning.

The University has an established policy of employing spouses of regularly enrolled students in positions for which they qualify by reasons of training and work experience. It is recognized that in most instances these are temporary job appointments which will last for only the period of time that the employee's spouse may be a student. This policy is administered as part of the overall program to assist students in reaching their educational objective.

## Off-Campus Jobs

The office of Student Financial Planning has established a job bureau to assist students in securing jobs within the community. These jobs include farm work, service station work, fast food work, retail store work, domestic work and other types. The availability of this work depends upon the needs of the employers and the experience and ability of the students seeking employment. No guarantee of employment is given to students, but many students are placed in productive positions in the community each year.

## PRIVATE LOANS

A number of loan funds for students have been established by friends and alumni of the University. Many of these serve the students as living memorials to former students and long-time friends. The loans are used for emergency aid to students who have been enrolled in college at least one semester and are presently administered as part of the assistance program through the Office of Student Financial Planning. Information about these loans is available through the offices of Student Financial Planning and Admissions.



# STUDENT LIFE

## STUDENT ORIENTATION

All new students, freshman and transfer, are eligible to participate in a unique orientation program held annually on the campus the week prior to the beginning of the fall semester. **Welcome Week**, under the leadership of a student steering committee, provides each new student a small-group experience designed to develop those relationships so important for a smooth transition to the University environment. A complete orientation to the University is made, including the academic, social, physical, and spiritual dimensions of student life on the SBU campus.

## STUDENT BEHAVIOR

### Student Responsibility

The goal of campus life at Southwest is to be a Christian community of faith and learning. Life in such a community brings many privileges, but it also carries responsibilities. By virtue of their enrollment at SBU, students agree to accept responsibilities of membership in the University community. As conditions of admission, the University reserves the right and power to discipline or dismiss any student who fails to accept this responsibility, and each student agrees that the University shall have this right and power of discipline or dismissal.

Upon using the University library or other libraries with which agreements are maintained, students agree to accept certain responsibilities. Students are responsible for knowing these responsibilities and policies. Each year the Student Handbook is updated and a library guide describing services and regulations is available at the reference desk. Changes occurring during the year will be advertised in Kwik Chek, the official news medium for SBU.

### Discipline

Any member of the University community may assume responsibility for upholding University standards of conduct. Normally, the first approach should be to advise or counsel the student about the alleged misconduct. When counseling is unfeasible or ineffective, or in cases of very serious violations, referral will be made for more formal counseling or disciplinary proceedings. The guidelines for disciplinary action, along with the procedure for disciplinary appeals, are outlined in the SBU Student Handbook.

## Misconduct

The following is a list of the more serious offenses that could result in severe disciplinary action (depending on the severity of the incident) by the University which could include being placed on disciplinary probation, dismissal with a suspended imposition of sentence or having student status terminated. (Some of these actions may also lead to prosecution by legal authorities).

1. Violation of federal, state, or local laws. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority.
2. All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to University personnel, forgery, alteration or use of University documents or instruments of identification with intent to defraud, writing of bad checks, and bad debts.
3. Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University (including, but not limited to furnishing false information or withholding material information from the University), whether oral or written, including misrepresenting the truth before a hearing of the University or making a false statement to any University official.
4. Forgery, alteration, or misuse of any University document or record.
5. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, dorm life and other University activities.
6. Physical and/or psychological hazing or other abuse of any person on or off the University campus including physical or sexual assault.
7. Shooting of fireworks or firearms on campus or the possession, use or display of a deadly weapon.
8. Possession of firearms of any kind or any type of deadly weapon is prohibited in residence halls.
9. Starting a fire on University property without permission from a duly authorized University official. Permission must be attained through the Office of Student Life and the Physical Plant.
10. No person shall make, or cause to be made, a false fire alarm, or tamper with, damage, or misuse fire safety equipment.
11. Theft of any kind (from students, faculty, staff, or persons outside the SBU community), including seizing, receiving or concealing property with knowledge that it has been stolen.
12. Sale or possession of any property, including textbooks, personal property and SBU property, without the owner's permission. (Property which is found shall be turned in to Lost and Found in the Office of Student Life.)

13. Theft of services, such as non-payment of phone bills or other charges students may incur on or off campus.
14. The unauthorized use of keys or duplication of keys, the unauthorized entry into, presence in, or unauthorized use of University facilities without permission from a duly authorized University official.
15. Damage or vandalism to University property, another institution or private property.
16. Violation of published University regulations. For example, the rules of this code of conduct and those relating to the residence halls enacted by the residents or administrators of the University.
17. Moral impropriety. The University considers any conduct not in accordance with the teaching of the Bible as taught by the University to be morally improper. The University will generally respond to situations on a case-by-case basis. Sexual impropriety in a University housing unit, and on all other University premises, is strictly prohibited, and will result in the immediate dismissal of students who are found to be in violation of this policy.
18. Violation of the University alcohol policy.
19. Violation of the University policy on illegal drugs.
20. Disruptive behavior that is of a serious enough nature to interfere with the lives of other students and hinder their performance or well-being. The first step in dealing with this type of behavior will be through counseling. However, continuing or severe disruptive behavior will not be tolerated and student status may be terminated.
21. Harassment of any kind directed toward another student, faculty or staff member on or off campus.
22. Failure to comply with directions of University officials acting in performance of their duties, such as, but not limited to failure to comply with an official summons from the President, Provost or the Director of Student Life.
23. Being financially delinquent to the University may forfeit the privileges of attending classes, and the University has the right to withhold grades, transcripts and diploma until the obligation is met. A student who is financially delinquent at the close of a semester will not be permitted to register for the next semester until the account is settled.

Other conduct that will be disciplined but that normally would not require the termination of student status is listed below.

1. The use of tobacco products on the University campus.
2. The use of profanity and/or abusive language.
3. Social dances on campus, or campus organizations sponsoring dances off campus.
4. Allowing another person to use a student ID card for purposes of eating or of attending a University function.
5. Refusing to present student ID or other identification upon request of any University official.

6. Circumventing rules such as requirements for dorm residence or chapel and class attendance by fraudulent or deceitful means. Students living in residence halls shall be held responsible for the actions of their guests.
7. Incurring debt for the University or a student organization without approval from a University official.
8. Possession of fireworks on campus.
9. Being in the restricted area of the residence hall of the opposite sex without permission.
10. Violation of residential hall policies.

## STUDENT HOUSING

Unmarried students under the age of 21 are required to live in campus housing. Exceptions to this policy are listed in the Off-campus Housing section of this catalog.

The University provides student housing in eight residence halls and one apartment complex. **Beasley Hall** houses 194 female students in suites of two rooms and one bathroom. **Gott Hall** houses 72 male students, two students per room, with community bath facilities on each floor. **Kim Dorm** is a two-story men's dormitory which houses 48 residents, two students to a room. **Landen Hall** houses 198 male students in suites of two living room-bedroom units with an adjoining bath. **Leslie Hall** is an air-conditioned accommodation arranged in two living room-bedroom units with an adjoining bath which houses 200 female students. **Manor I** is a 24-unit apartment building, each unit having a kitchen, living-dining room combination, two bedrooms, and a bathroom. **Manor II** is a 12-unit apartment building, each unit having a living room, three bedrooms, and a bathroom. **Maupin Hall** accommodates 78 male students. **Memorial Hall** accommodates 90 female students. **Woody Hall** accommodates 72 female students, two per room, with community bath facilities on each floor. All University housing has laundry facilities. In the event of full capacity in the previously listed housing units, Plaster Lodge will be used on a temporary basis to accommodate any overflow. Campus housing is reserved for SBU students who are enrolled for 12 or more hours. Priority for housing assignments is given to students currently attending SBU. All new students are given priority for assignment according to their application completion date.

Unmarried students under the age of 21 are required to live in campus housing. Students who wish to live off campus must make application through the Office of Residence Life. This application must be received by July 1 for the fall semester and by January 1 for the spring semester. Cancellations for the summer and January semesters must be made 14 days prior to the beginning of the semester. If the application is received after this time, the housing deposit will be subject to forfeiture. Cancellation and withdrawal policies

regarding housing are outlined in the financial information section of this catalog.

Prices for room and board are for actual school days and do not include holidays or periods between terms. During school breaks and holidays, students may not reside in the residence halls. Those needing housing during those periods should contact the Office of Residence Life in advance for suggestions regarding alternate housing.

Curfew is required for all freshmen under 20 years of age living on campus for the first two semesters. The hours of curfew are:

Sunday-Thursday ..... 12 midnight - 6 a.m.  
Friday-Saturday ..... 1 a.m. - 6 a.m.

Second semester freshmen may earn the privilege of having curfew regulations removed if they fulfill the following requirements:

- o the resident has not exceeded his/her given 60-minute cumulative "grace time" during the first semester under curfew
- o the resident has maintained a 2.5 cumulative GPA
- o the resident has not had excessive resident hall violations or had disciplinary action imposed by the Office of Student Life

### **Enrollment Deposit and Prepayment**

An enrollment deposit of \$75 is required of all new students. This deposit serves as a security/damage fee and is retained by SBU until the student graduates or leaves the University. Damage for which the student is responsible will be charged to his/her account or deducted from the deposit if the student is moving out of the residence hall.

Returning students must make a housing prepayment of \$120.00 by June 15 to secure a housing assignment for the fall semester. A \$60.00 late fee will be assessed to returning students who pay after June 15.

### **Cancellation of Housing Reservations**

Students who cancel housing reservations before the fifth (5th) day of classes during the fall or spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth (5th) day of classes will not receive a refund of semester housing charges.

### **Off-Campus Housing**

Students must be 21 years of age by the first full day of classes before being allowed to move off campus. Exceptions to this policy include students who live with their parents, grandparents, or legal guardian, and students who have a job related place of residence. Students who wish to live off campus must make application through the Office of Residence Life. This

application must be received by July 1 for the fall semester and by January 1 for the spring semester. Cancellations for the summer and January semesters must be made 14 days prior to the beginning of the semester. If the application is received after this time, the enrollment deposit is subject to forfeiture. Other cancellation and withdrawal policies regarding housing are outlined in the financial information section of this catalog.

## **AUTOMOBILES**

The State of Missouri requires motorists to carry public liability and property damage insurance. Students from other states who bring automobiles to campus are urged to carry this insurance. Each student operating an automobile must purchase and display the University vehicle permit and obey University and community regulations regarding the care and use of an automobile.

## **STUDENT SERVICES**

### **Counseling and Testing**

Southwest Baptist University is characterized by an intense interest in the welfare of students and a concern that they formulate a mature philosophy of life, define a worthy educational-vocational objective in keeping with their interests and abilities and select from college resources that particular combination of studies and activities which would most adequately contribute to their educational, vocational, emotional, social, and religious growth.

Each incoming student is assigned a faculty advisor, ordinarily on the basis of the intended major or vocational objective. The advisor counsels and guides the student in planning course schedules and educational programs at SBU.

In addition to academic advisement, professionally trained counselors are available to students without cost for personal counseling. The counselors' offices are located in the behavioral sciences department on the second floor of the old Administration Building.

Various tests are available to students in assessing their educational goals, mental abilities, and personality. (See the Credit By Examination section for academic tests.) Testing is available through the Counseling Office located in the behavioral sciences department.

### **Career Planning and Placement Center**

The chief functions of the Career Planning and Placement Center (CPPC) are to assist students in the planning process of career decision making; to assist students and alumni in the investigation of career opportunities; to maintain a relationship between

registrants and employers; to provide research information related to career placement activities; and to assist in the fulfillment of the purposes of the University.

The computer software SIGI (Systems of Interactive Guidance Information) is used extensively to assist students in defining values and finding occupations that meet value specifications. SIGI helps students compare occupations of interest by giving specific information about those occupations, and helps the student in the process for entering each occupation. Finally, SIGI helps students evaluate occupations in terms of the rewards they offer and the risks of trying to enter them. Additional evaluative instruments are available to students in assessing their educational and career goals.

All students are encouraged to file credentials with the CPPC before they register for the final 30 hours of coursework. These papers may be updated as they gain experience and additional training. Alumni are entitled to CPPC services and may register at any time after leaving school. The CPPC contacts prospective employers, invites them to the campus and arranges schedules for student interviews on and off campus. The CPPC is located in Suite 110 of the Conference Center.

## STUDENT ORGANIZATIONS

The activities of student organizations are coordinated by the Office of Student Activities. Every student enrolled on the Bolivar campus of the University is represented in the Student Government Association through the democratic process. The SGA Cabinet includes elected officers from each class. Campus organizations include the following academic, professional, and fellowship groups. Students with other areas of interest or expertise are encouraged to work with the Director of Student Organizations to form new clubs and organizations.

### Academic Organizations

**Alpha Chi** is a national honor society for juniors and seniors who have excelled in academic pursuits. **Phi Beta Lambda** is a national organization for students who are preparing for careers in business or business education. **Pi Kappa Lambda** is a national honor society for juniors and seniors who have excelled both in music performance and music scholarship.

### Professional Organizations

The **Accounting Club** is open to accounting majors. The **Behavioral Science Club** provides for the unity of those interested in psychology and sociology. The **Church Music Conference** is a student chapter of the Southern Baptist Church Music Conference and serves

as a professional organization for all students interested in church music. **Delta Epsilon Chi** is an honorary accounting society for students who have obtained excellence in accounting and business studies. **Chi Sigma Theta** is an honorary dramatic fraternity for students who have attained performing and technical excellence in campus-wide theatre arts. **Investment Club** is open to students interested in financial investments. **Fellowship of Christian Recreators** provides professional guidance for majors and minors in all areas of recreation. **Music Educators National Conference** is a student chapter of the national organization and is open to any student interested in teaching music. **Pi Kappa Delta** is an honorary fraternity open to students who earn membership through forensic achievement both on campus and through participation in intercollegiate debate and individual speech events throughout the entire academic year. **Pi Kappa Lambda** is an honorary fraternity for outstanding junior and senior music majors. The **Student Missouri State Teachers Association** is for students interested in and preparing for the teaching profession and is affiliated with the Missouri State Teachers Association. **Zeta Kappa Chapter of Delta Mu Delta**, a business administration honor society, is for business majors with 1) at least a 3.5 GPA, 2) in the top 20% of his/her class in the School of Business Administration, and 3) of good character having written approval from the office of the Dean.

### Fellowship Organizations

The **English Club** encourages interest and participation in cultural activities which are related to literature and language. The **International Student Association** provides support to international students and helps them to make the transition to university life in the United States. For students majoring in nursing, the **Nursing Club** acquaints students with the nursing profession, establishes unity and friendship between members, and promotes communication between clinicians during their clinical experiences. The **Religious Education Club** seeks to promote knowledge of religious education, provide an opportunity for discussion of common interests, and provide a medium of fellowship. **Students in Free Enterprise** is a service and project-oriented group open to all students who believe in the principles of open markets and free enterprise. **Sigma Mu Theta** is comprised of wives of students preparing for the ministry and other church-related vocations.

## SPIRITUAL LIFE AND MINISTRY

The University Missions and Ministry Center is centrally located on campus in the Goodson Student Union. Because of its Christian heritage, the University has a commitment to providing opportunities for faculty, staff, and students to develop and deepen their spiritual lives.

The main purpose of University Ministries is to lead students and faculty towards commitment to Jesus Christ as Savior and Lord, build world vision, mission and evangelism interests, support the local church, deepen respect for the authority of scripture and help develop lives of integrity, prayer, and faith.

Chapel is held each Monday and Wednesday from 9:30 a.m. to 10:30 a.m. Satisfactory chapel attendance is a graduation requirement for all full-time undergraduate students on the Bolivar campus. The complete chapel attendance policy is detailed in the Student Handbook. Chapel allows faculty, staff, students and special guests to participate each semester in message, testimony and song.

**University Missions** provides life-changing opportunities throughout the world involving faculty, staff, and students. The focus of the ministry is to develop world vision, mission, and evangelism interest, and to train individuals to serve through lives of integrity, prayer, and belief based on the truth of Scripture. State missions through the Missouri Baptist Convention, national and international outreach through the Home and Foreign Mission Boards, and multiple mission opportunities through Southwest's mission center are available.

**Small Group Ministries** is the place for students to grow spiritually. Students meet weekly in small groups that are exciting, innovative, Bible-centered and fellowship-oriented. Small Group Ministry's main focus is helping students develop a heart and sensitivity toward God.

**Revival Teams** consists of SBU students committed to Revival. A minimum of three to six students reach out to a local church for a weekend of ministry proclaiming the Word. In addition to evangelistic messages, students minister in music, and share the love of Christ through fellowship and witnessing with youth and adults.

**Discipleship Teams** consists of upperclassman students committed to renewal. These students will lead in retreats, lock-ins, and conferences teaching spiritual growth and discipleship principles.

**Christian Service Organization** is an outreach ministry in which students may reach their community through Christ-like love. It gives students a practical experience in effective community service through participation in a variety of outreach projects.

**Theatrical Evangelism and Mission (TEAM)** is a drama team serving in Chapel services and churches.

**HisHeart** is a student worship team leading in chapel and other University related ministries.

## UNIVERSITY PUBLICATIONS

The following are the official publications of the University. Any other publications to be distributed to students, faculty, and staff must have written approval of the student services office. The University reserves all publisher rights and privileges to these publications.

The **Omnibus** is a weekly newspaper produced by a student staff. The **Mozarkian** is the yearbook of the University and is produced by a student staff. Both publications are advised by the Director of Student Activities. The **Kwik Chek** is a weekly news sheet produced by the office of public relations. It lists all official announcements for the week and students are responsible for obtaining the information given on the sheet. The official publication of the University, which contains news of University progress and the activities of students, faculty, staff, and alumni, is the **Newsletter**. It is sent quarterly to alumni and friends.

## UNIVERSITY ACTIVITIES

### Athletics

The University provides a comprehensive program of intercollegiate athletics in baseball, basketball, cross country, football, golf, soccer, track and field, and tennis for men. Women's sports include basketball, soccer, softball, tennis, volleyball, cross country, and track and field. Intercollegiate athletics are conducted according to the rules and regulations of the National Collegiate Athletic Association (NCAA) and the Mid-America Athletic Association. Additionally, there is an active intramural program of sports in which all students may participate.

The University assumes neither legal nor financial responsibility for injuries or accidents that may result from participation in varsity athletics, extramurals, intramurals, or athletic clubs. However, members of varsity athletic squads are provided insurance coverage through special group insurance programs. All other participants should acquire minimum insurance coverage.

### Debate and Forensics

The Department of Communication maintains an active program of participation in intercollegiate debate and forensics. Membership on the traveling groups is achieved by performance, and each year students represent the University locally and in major tournament competition.

### Drama

The Department of Theatre, with the aid of Chi Sigma Theta, provides opportunities in a variety of theatrical experiences. Auditions for University productions are open to any member of the student body.

## Music Ensembles

The following organizations are directed by faculty members of the music department and are open to all qualified students of the University for credit: Concert Choir, SBU Chorale, Contempos, Opera Workshop, Symphonic Winds, Jazz Ensemble, Brass Ensemble, Percussion Ensemble, Woodwind Ensemble, and String Ensemble. All music groups require an audition for membership.

## COMMUNITY ACTIVITIES

### Local Churches

The churches of Bolivar provide opportunities for students to engage in Bible study and Christian worship. Every student is urged to attend church services each week.

### Community Concerts

Bolivar residents and Southwest Baptist University cooperate each year in sponsoring a Community Concert Association series. Besides the four or five formal concerts in Bolivar each year, subscribers and students are also admitted to the Springfield and Joplin Community Concert series. Opportunities are thus created for students to hear outstanding performances in the music concert field. Student memberships are available at a reduced price.

## STUDENT HEALTH SERVICES

The University employs a registered nurse who provides minor routine health care. The health center uses a referral system with local doctors when necessary. Students also have access to the out-patient clinics of Citizens Memorial Hospital in Bolivar.

The University will not accept responsibility for physician's fees. Financial responsibility for professional services by a physician remains with the individual student. Due to the limitations of University services, the student is urged to consider the Student Health Insurance Program, if he or she does not presently have insurance. Before finalizing enrollment, a student is required to have submitted the medical data form and vaccination records. Vaccinations must be current. Missouri law requires all students to have vaccination records on file in the campus health center. Southwest Baptist University offers students an opportunity to purchase health insurance with qualified underwriters. Coverage is available for single or married full-time students (students taking six or more hours). International students are required to purchase a hospitalization plan immediately upon arrival on campus.

## STUDENT AND ALUMNI AWARDS

### Rev. C.A. Butler Sociology Award

Mr. and Mrs. James Owen have established this annual award in memory of Rev. C.A. Butler, an outstanding pastor and faculty member of Southwest Baptist College. This award is given to the graduate who is most outstanding in the field of sociology.

### The Jasper A. Clark Biology Award

The department of biology has established this award to be given annually to an outstanding graduating senior majoring in biological science to honor Dr. Jasper A. Clark in recognition of his long and distinguished service to Southwest Baptist University. The chairman of the department of biology, in consultation with other department personnel, shall select the recipient of the award. Criteria for selection is (1) a biology or medical technology major, (2) a graduating senior, (3) a department of biology advisee, (4) an overall grade point average of 3.25 with 3.5 in major, and (5) a reputation above reproach.

### The W.C. Edmondson Memorial Recreation Ministry Award

The family of W.C. Edmondson has permanently endowed these annual awards. Recipients are to have outstanding potential in ministry through recreation. The amount and number of awards will be determined by the coordinator of Recreation and Leisure Studies. These awards shall be applied toward tuition or other college expenses.

### The Hamlett Creative Writing Award

A grant has been made by Fred P. Lollar of Burlingame, California, to establish the Hamlett Creative Writing Award in recognition of the teaching and service of Miss Mayme Hamlett. An annual award will be made from the earnings of this grant to a promising student writer completing his/her junior year. A committee of Language and Literature Department faculty members will select the recipient.

### The May M. Hurst English Literature Award

The May M. Hurst English Literature Award is presented annually to a high ranking student in the English literature classes. The recipient of this award is selected by a committee composed of the faculty of the department of Language and Literature. This award is provided by the Hurst family: the late Mrs. May M. Hurst, James Frederick Hurst Jr., and Mrs. Helen Hurst May.

### The James Frederick Hurst Memorial Mathematics Award

The James Frederick Hurst Memorial Mathematics Award of \$50 is presented annually to the highest ranking graduating student in the department of

mathematics. Professor Hurst was chairman of the department of mathematics of Southwest Baptist University for 25 years, 1926-1950. This memorial has been provided by the Hurst family: the late Mrs. J.F. Hurst, James Frederick Hurst Jr., and Mrs. Helen Hurst May.

### **Life Beautiful Award**

In 1937, Rosalee Mills Appleby, missionary to Brazil, established the Life Beautiful Award to be given each year to the outstanding man and woman in the graduating class who show by their scholarship and character that they are going out from the school to live the "life beautiful." Pictures of the selected students are displayed in the Goodson Student Union. The faculty selects the recipients of the award.

### **Life Service Award**

In 1955, the Board of Trustees of Southwest Baptist University established the Life Service Award. This award is given annually to alumni of the University who have demonstrated excellence in their personal and professional lives.

### **D.J. Nabors Forensic Service Award**

The award is presented annually in honor of Dr. N. J. Nabors, national leader in Pi Kappa Delta and friend of SBU forensics. It is presented to the member of the speech team who best demonstrates service to the team and maintains a Christian example in competition.

### **The Ronald Howard Surrette Memorial Award**

The family and friends of Ronald Howard Surrette have established this annual award. This award is given to the outstanding church music major each spring semester at the annual Awards Banquet. The recipient must be preparing to enter the Christian ministry as a church musician. The coordinator of church music studies, in cooperation with the Scholarships Committee, selects the student to receive the award.

### **Who's Who Nomination**

A committee composed of administrators and faculty selects nominees to be included in the annual publication *Who's Who Among Students in American Universities and Colleges*. Only graduating seniors with a grade point average of 3.0 or more are considered for the honor. In addition to scholarship, the students are judged in their "participation and leadership in academic and extracurricular activities, citizenship and service to the campus and community, and potential for future achievement," as outlined by the standards of the national *Who's Who* organization.

### **Paul F. Wright Distinguished Speaker Award**

The family and friends of Rev. Paul F. Wright have established this annual award. The recipients are to be outstanding speakers and students of excellent character. A special committee and the faculty select those who receive the award. Recipients are given an attractive medal and are honored at the Awards Banquet.



# ACADEMIC REGULATIONS

The Master of Science degree (M.S.), the Master of Physical Therapy (M.P.T.) degree, the Bachelor of Arts degree (B.A.), the Bachelor of Science degree (B.S.), the Bachelor of Science in Nursing (B.S.N.), the Bachelor of Music degree (B.M.), the Bachelor of Applied Science degree (B.A.S.), the Associate of Arts degree (A.A.), the Associate of Applied Science (A.A.S.) and the Associate of Science degree (A.S.) are granted by Southwest Baptist University. A Certificate in Theology is given to students completing the two-year certificate in theology program.

## DEGREE REQUIREMENTS

### General Regulations

1. Students are eligible to graduate after fulfilling the requirements described in the academic regulations section of the catalog under which they first enroll at Southwest Baptist University. They have a seven-year period during which they may graduate under that catalog. If a student thinks that there are extenuating circumstances, one may appeal to the Office of the Provost for a waiver. Students have the option to choose any catalog subsequent to the one under which they entered.
2. Students must successfully complete at least one course at Southwest Baptist University during the academic year of the catalog selected for graduation.
3. Students must complete all graduation requirements in the semester in which they intend to graduate and the diploma will be dated in the completion semester.
4. Students who enroll in another college or university without prior permission of the Provost are considered to have withdrawn from Southwest Baptist University.
5. Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University must obtain "Permission for a Transfer of Credit" from the registrar's office prior to enrolling in another institution.
6. Students must attain seven (7) chapel points or one (1) point less than the number of Fall/Spring semesters enrolled as a full-time undergraduate at SBU. (See the Student Handbook for a detailed explanation of the chapel attendance policy.)
3. Maintain a graduate level GPA of at least 3.00 on a 4.00 scale.
4. Complete all degree requirements within a five-year period following admission to the master's degree program.
5. Participate in commencement exercises unless absence is approved by the Provost.

### Master of Physical Therapy

To receive the M.P.T. degree the student must:

1. Meet all graduate admission standards, including completion of a baccalaureate degree, with an undergraduate GPA of at least 2.75 on a 4.0 scale and a prerequisite GPA of at least 3.0.
2. Complete all the Physical Therapy courses with at least a C and a graduate GPA of 3.0.
3. Participate in commencement exercises unless absence is approved by the Provost.

### Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science and Bachelor of Music Degrees

To receive a Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science, or Bachelor of Music degree, students must:

1. Complete all general education requirements.
2. Complete an approved major and its required supporting work.
3. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000 level) course work (or its equivalent for the B.A.S. degree). No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than four credit hours of physical activity courses toward the 128-hour graduation requirement (except physical education and recreation majors). No more than 40 hours in a single discipline (for example: business, history, or music) will be counted toward the Bachelor of Arts degree.

### Master of Science

To receive the M.S. degree, students must:

1. Meet all graduate admission standards, including completion of a baccalaureate degree, with an undergraduate GPA of at least 2.75 on a 4.0 scale, and completion of the Graduate Record Examination.
2. Complete a plan of graduate study consisting of at least 36 semester hours.

4. Complete 30 of the last 36 hours of the degree program as residence credit at the Bolivar campus or at the locations in Mountain View or Springfield.
5. At least one-half of a student's major must be completed at Southwest Baptist University.
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least a two-point average (2.0) on all work taken at Southwest Baptist University.
7. File at the Office of the Registrar an "Intent to Graduate" card at least four months before the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.) Students in their last semester who are eligible to graduate upon satisfactory completion of the final semester's work and who complete the proper "Intent to Graduate" card four months prior to graduation, are required to attend baccalaureate and commencement exercises. Only those students who actually complete all requirements will receive a diploma by mail.
8. Complete BIB 1002, 1012, DIS 2012 and either DIS 4012 or PHI 4043.
9. Participate in the commencement exercise unless absence is approved by the Provost

### **Bachelor of Science in Nursing**

1. Complete all general education requirements as established for the degree.
2. Complete an approved major and its required supporting work.
3. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000) level course work. No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than four credit hours of physical activity courses toward the 128-hour graduation requirement.
4. Complete 30 of the last 36 hours of the degree program as residence credit at the campus location in Springfield.
5. At least one-half of a student's major must be completed at Southwest Baptist University.
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least a two-point average (2.0) on all work taken at Southwest Baptist University.
7. File at the office of the registrar an "Intent to Graduate" card at least four months before the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.)

8. Complete BIB 1002 and 1012.
9. Participate in the commencement exercise unless absence is approved by the Provost.

### **Associate of Arts, Associate of Science, and Associate of Applied Science Degrees**

To receive an A.A., A.S., or A.A.S. degree from Southwest Baptist University, students must:

1. Complete all general education requirements as established for the degree desired.
2. Complete at least 64 hours, of which no more than two are physical activity courses.
3. For the A.A. and A.S. degrees, complete at least 15 of the last 18 hours of the degree program as residence credit through one or more of the locations where Southwest Baptist University offers degree work.
4. For the A.A.S. degree, complete at least 12 of the last 15 hours of the degree program as residence credit through one or more of the locations where Southwest Baptist University offers degree work.
5. Earn an average of two grade points (2.0) for all work taken at SBU.
6. File at the office of the registrar an "Intent to Graduate" card at least two months before the proposed date of graduation.
7. Participate in the commencement exercise unless absence is approved by the Provost

### **Second Bachelor's Degree** (After first degree has been awarded)

A student who has been awarded a bachelor's degree from any accredited institution may be awarded a second baccalaureate degree from Southwest Baptist University by meeting the following requirements:

1. Complete at least 30 hours above the requirements for the first degree; 24 of which must be in residence at Southwest Baptist University or a degree granting center.
2. Complete all requirements for the second degree except general education requirements.
3. Complete requirements for second major.
4. Complete BIB 1002, 1012, and PHI 4043, if the first degree was awarded at another institution.

## GENERAL EDUCATION REQUIREMENTS

General education requirements are designed to provide for every student a core of broad-based, college-level experiences that nurture the aesthetic, emotional, intellectual, physical, social, and spiritual growth of the student as an individual. These experiences, foundational to the development of an educated person, are derived from the purposes of the University.

### Associate of Arts, Associate of Science

	A. S.	A. A.
<b>Business &amp; Community leadership:</b>		
Political Science 1113 .....	3 hrs	3 hrs
<b>Communications:</b>		
English Composition 1113, 1123 or 2213 .....	6 hrs	6 hrs
Communication 1103 or 3393 .....	3 hrs	3 hrs
<b>Computer Literacy:</b>		
Computer Science 1103 (or approved alternative) .....	3 hrs	3 hrs
<b>Humanities:</b>		
FAR 1003, 1013, 1023, or 1033 (or approved alternative) .....	3 hrs	3 hrs
*History (1000 or 2000 level course) .....	3 hrs	3 hrs
Foreign language (proficiency test or courses) .....	0 hrs	6/8 hrs
<b>Science and Mathematics:</b>		
*Life Science .....	3-4 hrs	3-4 hrs
*Physical Science .....	4 hrs	4 hrs
Mathematics (except 0102 and 0113) .....	3 hrs	3 hrs
<b>Personal and Family Development:</b>		
Psychology/Sociology .....	3 hrs	3 hrs
Health and Physical Edu 1061 and 1161 .....	2 hrs	2 hrs
<b>Religion:</b>		
Bible 1002 .....	2 hrs	2 hrs
Bible 1012 .....	2 hrs	2 hrs
Discipleship 2012 .....	<u>2 hrs</u>	<u>2 hrs</u>
<b>TOTALS</b> .....	42-43 hrs	48-51 hrs

### Bachelor of Arts, Bachelor of Science

	B. S.	B. A.
<b>Business &amp; Community Leadership:</b>		
Economics 4003 (or approved alternative) .....	3 hrs	3 hrs
Political Science 1113 .....	3 hrs	3 hrs
<b>Communications:</b>		
English Composition 1113, 1123, or 2213 .....	6 hrs	6 hrs
Communication 1103 or 3393 .....	3 hrs	3 hrs
<b>Computer Literacy:</b>		
Computer Science 1103 (or approved alternative) .....	3 hrs	3 hrs
<b>Humanities:</b>		
FAR 1003, 1013, 1023, or 1033 (or approved alternative) .....	3 hrs	3 hrs
History (1000 or 2000 level course) .....	3 hrs	3 hrs
Electives (history, language, literature, philosophy, or fine arts, except applied music) .....	3 hrs	6 hrs
Foreign language (proficiency test or courses) .....	0 hrs	6/8 hrs
<b>Science and Mathematics:</b>		
*Life science .....	3-4 hrs	3-4 hrs
*Physical science .....	3-4 hrs	3-4 hrs
Mathematics (except 0102 and 0113) .....	3 hrs	3 hrs
<b>Personal and Family Development:</b>		
Psychology/Sociology .....	3 hrs	3 hrs
Health and Physical Ed 1061 and 1161 .....	2 hrs	2 hrs

**Religion:**

Bible 1002 .....	2 hrs .....	2 hrs
Bible 1012 .....	2 hrs .....	2 hrs
Discipleship 2012 .....	2 hrs .....	2 hrs
Discipleship 4012 or PHI 4043 .....	<u>2-3 hrs</u> .....	<u>2-3 hrs</u>
<b>TOTALS</b> .....	50-51 .....	59-62

\*One of the science courses must involve a lab, except for education students for whom both courses must have a lab. Also, education students must have an American/U.S. history course to meet certification requirements. The B.A. and A.A. degrees require two courses in a single foreign language.

Students speaking a native language other than English must take English composition at SBU or another American university. English composition or literature taken at foreign universities may be substituted for the foreign language requirement for the B.A. degree at SBU.

## Bachelor of Applied Science, Associate of Applied Science

<b>Business &amp; Community Leadership:</b>	<b>B.A.S.</b>	<b>A.A.S.</b>
Economics 4003 (or approved alternative) .....	3 hrs .....	0 hrs
Political Science 1113 .....	3 hrs .....	3 hrs
<b>Communications:</b>		
English Composition 1113, 1123 or 2003 or 2213 .....	6 hrs .....	6 hrs
Communication 1103 or 3393 .....	3 hrs .....	3 hrs
<b>Computer Literacy:</b>		
Computer Science 1103 (or approved alternative) .....	3 hrs .....	0 hrs
<b>Humanities:</b>		
FAR 1003, 1013, 1023, 1033 (or approved alternative) .....	3 hrs .....	3 hrs
or		
History (1000 or 2000 level course)		
<b>Science, Mathematics, or Foreign Language</b>		
Science, math (except 0102 and 0113) or language .....	9 hrs .....	3 hrs
Any combination including applied courses		
<b>Personal and Family Development:</b>		
Psychology/Sociology .....	3 hrs .....	3 hrs
Health and Physical Education (1061 and 1161) .....	2 hrs .....	2 hrs
<b>Religion:</b>		
Bible 1002 .....	2 hrs .....	2 hrs
Bible 1012 .....	2 hrs .....	2 hrs
Philosophy 4043 .....	<u>3 hrs</u> .....	<u>0 hrs</u>
<b>TOTALS</b> .....	42 hrs .....	27 hrs

### University Learning Center

Department Chair: Joanne Vaughan

The University Learning Center is designed to reinforce and strengthen academic areas which will aid students in having a successful learning experience at the University. These classes are provided for students who are underprepared for university level work according to their ACT scores. Additional services are provided for students who have special needs.

Students with an ACT composite score below 18 and students without ACT scores will be required to enroll in the following course of study during their first semester.

*ENG 0103 - English Skills .....	3 hours
ULC 1102 - Study Skills .....	2 hours

ULC 1112 - Reading Skills .....	2 hours
*MAT 0102 - Mathematical Skills .....	2 hours
PSY 1013 - General Psychology .....	3 hours
HPE 1061 - Physical Fitness .....	1 hour

\*These courses do not count towards the 128 hours required for graduation. In order to enroll in further classes at SBU, students are expected to have a GPA of 2.0 at the end of their first semester and a reading grade level of 10.0 or above.

If students' ACT composite scores are 18 or above, but their ACT English standard score is below 18 they will be required to enroll in English Skills.

## Declaring an Academic Major

Students admitted unconditionally to the University should select an academic major upon initial enrollment in the University. They will be assigned an academic advisor from their major department for advisement. Those not wishing to declare a major upon enrollment will be assigned to a pre-major faculty advisor for advisement.

When the student's degree objective becomes definite, and not later than the completion of 64 semester hours, the following are the steps in declaring a major:

1. The student secures a Student Declaration of A Major form from the office of the college dean or registrar.
2. The Declaration form is then taken to the student's advisor who helps the student develop a program of study on the appropriate forms for a particular college. The program of study is the official agreement between the student and the University regarding the work which must be completed for the degree in that major. After the program of study has been finalized, both the student and the advisor sign the Declaration form.
3. The Declaration form and the program of study are sent both to the department chair and the college dean where the major is offered, respectively, for their signatures. The advisor then keeps one copy of the Declaration form and the program of study, gives the student a copy, sends the Provost's office a copy of the Declaration form only, and sends the originals to the Registrar's Office to be filed.
4. For any changes made in the program of study, the above procedures must again be followed.

## Changing an Academic Major

After mid-term, a student can change their major by consulting first his or her advisor. If together they conclude the proposed change is appropriate, the advisor provides a copy of the Request for Changing/Adding a Major/Minor form on which the student's intent is recorded. The form is signed by both student and advisor and is taken by the student to an appropriate faculty member in the field of the proposed major. If approval is given, the student takes the request form to the office of the dean of the college in which the new major resides for final approval. After approval to change the major is secured, the student must declare the new major, following the steps as outlined above.

## Credits, Grades, Grade Points and Credit Hours

Credits are usually based on the number of times a class meets each week. Courses vary in credit from one to six hours; however, there is a predominance of three-hour classes. Each hour of credit represents the equivalent of one recitation period of 50 minutes per week or two to three laboratory periods of 50 minutes each week for a semester.

### Audit

A person who wishes to audit a course must have permission from the instructor and enroll as an auditor at the same time and under the same procedures for credit. This status will permit the student to attend class but does not allow the student to take tests or have assignments graded by the instructor. Persons who are not currently enrolled in the University must apply for admission in order to register as an auditor. (See financial information for cost of auditing a course.)

### Credit Hours Load Limit

In any semester a student is limited to the number of credit hours that can be taken according to his or her grade point average. The normal load limit for all students each semester is 16 credit hours, and the normal load for January, June, or July is 4 credit hours, provided students have a minimum grade point average of 2.0. First semester freshmen may be permitted to enroll in extra hours on the basis of high school standing, ACT scores, and special permission from their advisor, the school dean, and the Provost. Other students may be permitted to enroll in additional hours with or without special permission, depending upon their grade point average as stated below.

### Additional Hours Without Special Permission

Advisors will automatically sign trial programs with additional hours when the student's grade point average is one of the following:

GPA	Fall/Spring	January/June/July
2.25	18 hours	5 hours
2.50	18 hours	5 hours
2.75	19 hours	5 hours
3.00	19 hours	6 hours
3.25	20 hours	7 not permitted

### Repeating Courses

Courses taken at Southwest Baptist University for which the grade is "F" or "D" may be repeated. If the course

is a prerequisite for other courses at SBU, it must be repeated before taking any of those advanced courses. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU department chair of the course area. The course can be repeated only once. Exception to the number of times the course can be repeated may be granted only by the Provost.

Courses taken for which the grade is "C" can be repeated only once. If the course is repeated at another college or university, prior approval must be received from the appropriate SBU department chair of the course area.

Courses taken for which the grade is "B" cannot be repeated.

## **Grades**

A grade represents an evaluation of students' academic performance in a course and is determined by examinations and other criteria. Course grades are defined as follows: "A," excellent; "B," above average; "C," average; "D," minimum passing; "F," failure; and "I," incomplete.

In certain courses a grade of "P" (passing) may be given. If students withdraw from a class before the end of the eleventh week of a regular semester (or before the end of 60 percent of the class meetings of a shorter term), they are given a grade of "W."

Students who withdraw after this deadline receive a "W" if passing the course at the time of withdrawal but receive an "F" if failing the course at the time of withdrawal. Students who stop attending a class without officially withdrawing will receive a grade of "F" for that class. Students who unofficially withdraw from SBU will receive an "F" for each course that they are taking. Students' withdrawal dates will be interpreted as the last date students attended a class.

Students who are dismissed for disciplinary reasons will receive a grade of "W" for all passing grades at the time of dismissal.

## **Grade Points**

Each semester hour of credit is valued in grade points as follows: "A," four points; "B," three points; "C," two points; "D," one point; "F," no points. "P" grades are not assigned quality points and are not considered in computing students' grade point averages. In order to graduate, students must earn an average of two grade points (2.0 - "C" average) for each credit hour attempted.

## **Incomplete Grades**

An incomplete ("I") grade may be given when a student is doing passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (such as illness or accident). In no case may an "I" be agreed to prior to the last day to "drop or withdraw" from the class. An "I" may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete the "Application for Incomplete Grade" form and it must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, academic advisor, and the college dean. Requirements for completing the course and appropriate grade designations are to be specified on the application by the instructor.

It is the responsibility of the student to satisfactorily complete all of the course requirements within one year. If the incomplete is not cleared within this specified time limit the "I" will be changed to an "F."

## **In-Progress Grades**

An In-Progress ("IP") grade may be given for courses that usually require more than one semester to complete; e.g., readings, theses, internships, or practicum courses. Requirements for completing the course and a specific completion date are to be specified by the instructor on the application. The "In-Progress Grade" form must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, academic advisor, and the college dean.

It is the responsibility of the student to satisfactorily complete all course requirements, under the supervision of the instructor, by the specified completion date. If the In-Progress grade is not cleared within this time limit the "IP" will be changed to an incomplete ("I").

## **Pass-Fail Option**

The pass-fail option is intended to encourage and provide students with an opportunity to pursue specialized or outside interests without having the fear of a penalty or reduction in grade point average. This policy provides students with the opportunity for broadening their background and gaining knowledge in a field which might very well allow them to be more versatile and productive.

In order to take a course which is normally offered on a graded basis the student needs to complete a P/F form, obtain the signature of their advisor and turn the form in at the Registrar's Office during the two week period at the beginning of the semester when courses can be added to the student's schedule.

**CAUTION:** The student should be aware that some universities, graduate schools and professional schools do not accept courses which have a grade of "P." The student would be advised not to take a course P/F if there is a possibility it might serve as a prerequisite for acceptance into a graduate, professional, or some other academic program.

Students may enroll in one course per term under the following conditions:

1. Courses taken under the P/F option cannot be used to satisfy general education, major, minor, professional education, pre-professional or graduate requirements.
2. Honors classes cannot be taken on a P/F basis.
3. The student can only make changes from graded to P/F or from P/F to graded during the period in which courses may be added.
4. Students earning grades of A, B, or C in courses for which they were enrolled on a P/F basis will receive a "P," those receiving a D or F will receive an "F" for the course.
5. A "P" grade will not affect the GPA; however, an "F" will adversely affect the GPA as do "F's" in graded courses.
6. The P/F option is not available for the repeating of courses for which the student has received a letter grade.
7. No more than one regularly graded course can be taken in a semester on a P/F basis.
8. Instructors are not informed of students enrolled in their courses on the P/F basis. Final grades are converted to this system in the Office of the Registrar.

## SBU HONORS PROGRAM

The SBU Honors Program recognizes the potential in gifted students. Honors classes have been designated for students who have a composite ACT score of 25 and above. A 3.5 GPA must be maintained in order to remain in the program. Critical thinking will be encouraged and rewarded in the honors classes. Students will be given opportunity to do independent study. Written work will be required in all honors classes. Qualified students who are interested in the Honors Program should complete an application form and send it to the director of the Honors Program.

## Honor Roll

To be listed on the semester's honor roll, a student must carry at least 12 hours of college work at Southwest Baptist University and earn at least a "B" (3.0 grade point average) with no grade below "C."

Trustee's List . . . . .	3.85-4.00
President's List . . . . .	3.70-3.84
Dean's List . . . . .	3.50-3.69
Honors' List . . . . .	3.00-3.49

## Honors Graduation

Students with a grade point average of at least 3.85 in all college courses will be graduated summa cum laude; students with an average of at least 3.70, but less than 3.85, will be graduated magna cum laude; a student with an average of at least 3.5, but less than 3.7 will be graduated cum laude.

In order to be graduated with honors, a student must have earned a minimum of 45 semester hours of credit at Southwest Baptist University prior to the semester of graduation.

The grade point average at the end of the semester previous to the semester of graduation will be used to determine honor graduates. The proper honors notation will be made on transcripts after the final semester grades are in the Registrar's Office.

## ACADEMIC STANDING

Students are encouraged to plan their course load in order to complete approximately one-fourth of the graduation requirements each year. However, because the abilities and the rates of progress of students vary, the following categories are delineated for assisting students in developing a reasonable academic and extra class load.

Class . . . . .	Credit . . . . .	Minimum . . . . .
Standing . . . . .	Hours . . . . .	Cumulative GPA . . . . .
Freshman . . . . .	0-31 . . . . .	1.6
Sophomore . . . . .	32-63 . . . . .	1.77
Junior . . . . .	64-95 . . . . .	1.9
Senior . . . . .	96 . . . . .	2.0

1. If a degree-seeking student attempts 12 or more semester hours for any particular semester, that student will be considered full-time, and the academic progress will be reviewed after every regular semester.
2. If a student is provisionally admitted, the academic record will be reviewed at the end of every regular semester.

3. If a first-time degree-seeking student attempts less than 12 semester hours for a particular semester, that student will be considered a part-time student, and the academic progress will not be reviewed until a minimum of 12 semester hours has been attempted.
4. Part-time students who are not first-time students will have their academic records reviewed at the end of each spring semester.
5. Students under a notice of dismissal or probation will have their academic records reviewed at the end of each session--including all "J" terms.
6. Full-time degree-seeking students:
  - a. On academic difficulty are limited to 15 credit hours per semester and are advised to limit their extra-class activities.
  - b. On special guidance are limited to 14 credit hours per semester and are advised to limit their extra-class activities.
  - c. On probation are limited to 12 credit hours per semester and are ineligible to represent the University in any official University sponsored activity, on or off campus.
7. Part-time degree-seeking students:
  - a. On academic difficulty are limited to 10 semester hours per semester.
  - b. On special guidance are limited to 8 semester hours per semester.
  - c. On probation are limited to 6 semester hours per semester.
8. Credit hour restrictions may be waived under special circumstances as determined by the advisor and approved by the Provost.

### CREDIT HOUR RESTRICTIONS

#### PART-TIME STUDENTS

Class Standing	G.P.A.	Academic Standing	Semester Hour Limit
Freshman (12-31 credit hours)	1.600-1.999 1.000-1.599 Less than 1.000	Academic Difficulty Special Guidance Probation	10 semester hours 8 semester hours 6 semester hours
Sophomore (32-63 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernible improvement	Academic Difficulty Special Guidance Probation Dismiss	10 semester hours 8 semester hours 8 semester hours
Junior (64-95 credit hours)	1.900 - 1.999 1.600 - 1.899 Less than 1.600 No discernible improvement	Academic Difficulty Special Guidance Probation Dismiss	10 semester hours 8 semester hours 6 semester hours
Senior (96 credit hours)	1.8000 - 1.999 Less than 1.800 No discernible improvement	Special Guidance Probation Dismiss	8 semester hours 6 semester hours

#### FULL-TIME STUDENTS

Class Standing	G.P.A.	Academic Standing	Semester Hour Limit
Freshman (12-31 credit hours)	1.600-1.999 1.000-1.599 Less than 1.000	Academic Difficulty Special Guidance Probation	15 semester hours 14 semester hours 12 semester hours
Sophomore (32-63 credit hours)	1.770 - 1.999 1.300 - 1.769 Less than 1.300 No discernible improvement	Academic Difficulty Special Guidance Probation Dismiss	15 semester hours 14 semester hours 12 semester hours

<b>FULL-TIME STUDENTS</b>			
<b>Class Standing</b>	<b>G.P.A.</b>	<b>Academic Standing</b>	<b>Semester Hour Limit</b>
<b>Junior (64-95 credit hours)</b>	1.900 - 1.999 1.600 - 1.899 Less than 1.600 No discernible improvement	Academic Difficulty Special Guidance Probation Dismiss	15 semester hours 14 semester hours 12 semester hours
<b>Senior (96 credit hours)</b>	1.8000 - 1.999 Less than 1.800 No discernible improvement	Special Guidance Probation Dismiss	14 semester hours 12 semester hours

### **APPEALS PROCEDURE FOR ACADEMIC PROBATION AND DISMISSAL**

A student wanting to appeal the academic standing designation of probation or dismissal should send a letter to the Office of the Provost. The appeal letter must clearly state and explain:

- a. Any unexpected, unavoidable or otherwise extenuating circumstances which prevented the student from attaining or maintaining necessary academic progress.
- b. What has been done by the student to prevent further academic difficulties.

The Academic Council will review appeals the last Thursday before each semester begins. Appeal letters must be received by the last Wednesday prior to the beginning of the semester. The Provost will preside at the review session. The chairman of the Academic Advisory Committee will provide background information for each student's appeal. The student may be invited to attend the review session. A final decision by the Academic Council will be made in closed session. The student will be told at the review sessions when and how he/she will be notified before the first day of classes. The Academic Council may uphold the original decision or rescind the original decision and specify the academic standing placed upon the student. The advisor of the student, the chairman of the Academic Advisory Committee, and the student need to be notified of the Academic Council's decision.

### **Credit Check**

When students accumulate between 70-80 credit hours, they should request a credit check from the registrar. A credit check reveals the number of semester hours completed, the number and courses currently enrolled in and the courses needed to complete graduation requirements. The accuracy of the credit check is determined and signed by the major department chairman and the advisor.

### **FINAL EXAMINATIONS**

All students, including those in their final semester before graduation, are required to take final examinations. Final examinations are scheduled during the last week of each semester. In the event of unusual circumstances, students may request to take an examination at an alternate time. Such requests must be presented to the dean of the school in which the course is taught. (See Special Fees.)

### **ATTENDANCE AND CHANGES OF ENROLLMENT**

#### **Attendance**

The University believes that students are primarily responsible for attendance. A student should recognize that many of the vital aspects of the college experience cannot be fully realized when class attendance is irregular. It is the expectation of the University that students will attend all class meetings and complete all activities assigned by the instructor for the class. Each instructor will provide students with written statements in the course syllabus with respect to class attendance requirements. Students should check with their instructors to see if absences are to be reported according to the policy below.

A student who is frequently absent from a course is reported by the instructor to the Director of Retention who interviews the student and then reports the results of this interview to the instructor.

#### **Reporting Absences**

Students should first attempt to communicate directly with their instructor regarding class absences. The following procedures exist for the purpose of enabling students to obtain official documentation in cases where absences are due to illness, family emergency, or a University sanctioned activity.

1. **ILLNESS.** On the first day of class absence the student is required to provide the instructor with written verification by the Director of Health Services or from a doctor or nurse.
2. **FAMILY EMERGENCY.** A family emergency consists of a death in the family, a serious illness of a family member, a serious accident involving a family member, or some other family crisis. A student who finds it necessary to be away from campus and absent from class due to a family emergency should contact the Office of Student Life (326-1885). The Office of Student Life will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.
3. **UNIVERSITY SANCTIONED ACTIVITY.** The student is responsible for obtaining a memorandum regarding the activity from the University sponsor or coach. The student should present the memorandum to the instructor prior to the class absence and is responsible for all make-up work prescribed by the instructor.

### Changes of Enrollment

The time for enrollment in classes is limited to the first two weeks of each semester. Classes may be added during the first week of the Winterfest term, four-week summer terms or during the first two weeks of the eight-week summer term. If students initiate change in their schedules, a charge of \$10 per course change fee will be levied. If the University requires the change, no fee will be charged.

### Withdrawing from a Class

Students may, with the approval of their advisor, discontinue (drop) any class for which they are registered. To do so students are to procure a drop form from the Office of the Registrar, secure the signature of their advisor and return the form to the Office of the Registrar. Discontinuing a course will affect students' records as follows. Students who officially withdraw from a course before the end of the eleventh week of class meetings will receive a "W" for the course. After the end of the ninth week of class meetings, students who withdraw from a course they are failing will receive an "F" for the course. After the end of the ninth week of class meetings, students who withdraw from a course they are passing will receive a "W" for the course. Discontinued attendance of a class without securing a drop form does not constitute an official drop and will result in students being charged for the course and receiving a grade of "F."

A course cannot be dropped the last two weeks of classes during a regular semester. Incomplete ("I") is

given only if circumstances beyond students' control prevent completion of required course work during the semester. If the work is not satisfactorily completed within one year, the "I" is changed to "F."

### INDEPENDENT STUDY

In order to enrich the curriculum and challenge capable students to develop research abilities, each department offering a major provides opportunity for independent study for university credit in areas not studied as part of the regular curriculum. Students are enrolled in independent study according to these guidelines:

1. Independent Study (4991-3) is to be designed to broaden students' knowledge in their major field by providing directed individual research or study in areas not covered in catalog courses.
2. These studies are limited to juniors and seniors who have at least a 2.75 grade point average in their major field.
3. At least one-half of the course work required for a major must be completed prior to enrolling for an independent study course.
4. A maximum of three semester hours may be earned by independent study in any major field.
5. Students have full responsibility for initiating (in consultation with the supervising professor) the proposal for continuing the study and for completing all work for the course.
6. As a part of the application process the students must do preliminary planning and complete an Independent Study Proposal.
7. The Independent Study Proposal must have the approval of the project supervisor and the department chairman.
8. Students may enroll for an Independent Study within the regular enrollment period (through the first two weeks of the semester) and only after the Independent Study Proposal has been approved.

### GLOBAL STUDIES

In order for students to receive the education and experience they need to live and work in the new internationalism of our economies and governments, SBU offers opportunities for one or more semesters of study overseas or at other locations within the United States. Overseas study is taken at national universities in the host country, and all arrangements for tuition, fees, and credit are managed through SBU.

### Overseas Study

Students have studied in England at Oxford University, Goldsmiths College of the University of London, Harlaxton, and Leicester University. Other students

have studied in Venezuela and Spain. Student and faculty exchange programs also exist between SBU and institutions in Belarus and the Peoples' Republic of China.

In order to be eligible for overseas study, students must have completed two years of university-level study, have a grade point average of 2.75, and have completed English Composition II or Honors English. If the language of the host country is other than English, students must have sufficient command of the language to benefit from lectures or be enrolled in a language instruction program in the host country. Courses to be taken overseas must be approved by the major advisor and the coordinator of international education. Students who wish to receive a Pass/Fail grade in global studies courses must obtain approval before enrollment, and all courses taken will be graded on this basis. Fees are paid through Southwest Baptist University, and students may receive financial aid.

### **Coalition for Christian Colleges and Universities**

As an institutional member of the Coalition for Christian Colleges and Universities, SBU students have a variety of additional study opportunities.

**American Studies Program** - Founded in 1976, the American Studies Program serves as the "Washington campus" of Coalition member colleges and is based on the principle of integrating faith, learning and living. Students spend a semester in Washington D.C. earning academic credit by serving as interns and participating in a contemporary, issue-oriented seminar program. Internships are available in congressional offices, social service agencies, think tanks, cultural institutions and many other organizations. The American Studies Program is designed for juniors and seniors with a wide range of academic majors and vocational interests.

**Latin American Studies Program** - An opportunity to live and learn in Latin America is available to students from Coalition member colleges through the Latin American Studies Program. Located in San Jose, Costa Rica, the program gives students the opportunity to study the language, culture, politics, history, economics, ecology and religion of the region while living with a Costa Rican family. Students also participate in a service opportunity and travel for two weeks to surrounding countries. Two specialized academic tracks, International Business and Management and Tropical Sciences and Sustainability, are available to qualified students.

**Los Angeles Film Studies Center** - In January 1991, the Coalition inaugurated the Los Angeles Film Studies Center. Its purpose is to enable college students to serve in various aspects of the film industry with professional skill and Christian integrity. Located in Burbank near major production studios, the semester-long program combines seminar courses with internships in various segments of the film industry, providing the opportunity to explore the industry within a Christian context and from a liberal arts perspective.

**Middle East Studies Program** - The Middle East Studies Program in Cairo, Egypt provides students with the opportunity to study Middle Eastern cultures, religions and conflicts from within this diverse and strategic region. Juniors and seniors from Christian colleges participate in interdisciplinary seminar classes, receive Arabic language instruction and serve as interns with various organizations in Cairo. The MESP encourages and equips students to relate to the Muslim world in an informed and constructive manner.

**Russian Studies Program** - The Russian Studies Program enables juniors and seniors from Christian colleges to spend a semester living and learning in Russia. Students study the Russian language and attend seminar courses on Russian culture, history, and current political and economic issues. Program participants experience a variety of Russian environments, living for twelve weeks in Nizhni, Novgorod and visiting both Moscow and St. Petersburg. The semester includes the opportunity to participate in a service project and to live with Russian families for a portion of their stay.

#### Coalition-Affiliated Program

**Oxford Summer School Program** - Students at Coalition member colleges and universities are invited to apply for admission to the Oxford University Summer School Program, a multi-disciplinary study of the history and development of the Renaissance and Reformation through examination of the philosophy, art, literature, science, music, politics and religion of this era. Students have the opportunity to study with faculty of the Centre for Medieval and Renaissance Studies, affiliated with Oxford's Keble College.



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## AREAS OF STUDY

The academic enterprise of Southwest Baptist University is conducted within the framework of six colleges: College of Science and Mathematics, College of Business, College of Education and Social Sciences, Geneva Casebolt College of Fine Arts, College of Christian Studies, and the University College. The following majors, minors, associate degrees, and certificates are offered in the various disciplines of these colleges.

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Accounting	B.S., A.A.S.	
Administration	M.S.	Accounting, Business Administration, Health Services Administration
Art	B.A., B.S.	Ceramics, Design Drawing, Painting, Photography, Sculpture
Art Education	B.S.	
Bible	B.A.	
Biology	B.A., B.S.	
Bivocational Church Ministries	B.A.S.	
Business	A.A.S.	
Business Administration	B.A., B.S.	Economics/Finance, Management/Marketing, Public Relations
Business Administration	B.A.S.	Accounting, Management/Marketing
Chemistry	B.A., B.S.	
Child & Family Education	B.S.	
Child Development	A.S., A.A.S.	
Christian Ministries	B.A.	Preaching and Pastoral Ministry, Lay Ministry, Missions
Church Secretarial Science	A.S.	
Commercial Art	B.S.	Ceramics, Graphic Design, Photography
Communication Arts	B.A., B.S.	Communication, Speech Communication & Theatre, Public Relations, Speech Education, Television
Computer Information Science	B.S.	
Computer Science	A.S., B.S.	
Education	M.S.	
Elementary Education	B.A., B.S.	Early Childhood Education
Emergency Medical Technology	A.A.S.	
English	B.A., B.S.	
History	B.A., B.S.	Conjunctive Major
Human Services	B.A.S.	

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Mathematics	B.A., B.S.	
Medical Technology	B.S.	
Middle School Education	B.A., B.S.	Language Arts, Mathematics, Science, Social Studies
Mid-Management	A.S.	
Music	B.A., B.S.	Music Business, Commercial Music
Music, Church	B.M.	Voice, Piano, Organ, Instrument
Music Education	B.M.	Instrumental, Vocal, Instrumental/Vocal, Music Education, Secondary Education
Nursing	A.A.S. B.S.N.	
Occupational Technology	A.A.S., B.A.S.	
Office Management	A.S.	
Paramedical Technology	A.A.S.	
Physical Education	B.A., B.S.	Athletic Training, Certification PK-12, Certification 9-12, Certification PK-9, Health Education
Physical Therapy	M.P.T.	
Political Science	B.A., B.S.	
Psychology	B.A., B.S.	
Recreation	B.A., B.S.	Church Recreation, Community Recreation, Therapeutic Recreation
Religious Education	B.A., B.S.	Children's Ministry, Youth Ministry
Religious Studies	B.A.	
Social Science Education	B.S.	
Sociology	B.A., B.S.	
Spanish	B.A.	
Sports Management	B.A., B.S.	Business, Sport Administration, Commercial Recreation, Fitness/Wellness, Athletic Training
Theatre	B.A.	
Theological Studies	B.A.	Christian Doctrine

\* The Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees in general studies are not assigned to any particular college.

**MINORS - Baccalaureate levels**

Accounting, Art, Bible, Biblical Languages, Biology, Business Administration, Chemistry, Child and Family Education, Church Recreation, Communication, Community Recreation, Computer Science, Counseling, Discipleship, English, Evangelism, Gerontology, Health & Physical Education, History, Lay Ministry, Mathematics, Military Science, Music (Church Music), Music (General), Music (Piano Pedagogy), Office Management, Philosophy, Physics, Political Science, Preaching & Pastoral Ministry, Psychology, Recreation Management, Religious Education, Religious Studies, Sociology, Spanish, Speech Communication & Theatre, Student Ministries, Theatre, Theological Studies

**Certificates/Certification**

Athletic Training, Music Performance, Piano Pedagogy, Senior Adult Services, Theology, Youth Ministry

**Teaching Certificates**

Art, Early Childhood, Elementary, English, Health, Mathematics, Middle School, Music (instrumental, vocal), Physical Education, Social Studies, Spanish, Speech and Theatre, Unified Science: Biology, Unified Science: Chemistry

# COLLEGE OF BUSINESS

Kenneth A. Middleton, Dean  
Office: Taylor 203  
(417) 326-1751

The College of Business offers undergraduate degree programs with majors, concentrations, and minors in the departments of Accounting, Business Administration, and a Master of Science in Administration. **The College is accredited by the Association of Collegiate Business Schools and Programs.**

## ADMISSION TO THE COLLEGE OF BUSINESS

In addition to admission to the University, all undergraduate business degree seeking students must formally apply for admission to an undergraduate degree program. Each application will be presented to the business faculty for a formal decision to accept or reject the application. This decision procedure will take place four times a year, and application should be made to the College of Business prior to November 10 or January 10 or April 10 or August 10. Applicants will be notified in writing as to acceptance or rejection. Students receiving a rejection notice may reapply no sooner than the first filing date after correcting all deficiencies. The following requirements must be met for students to be accepted into an undergraduate degree program:

1. Timely completion of the "Application for Admission to a College of Business Undergraduate Degree Program" provided by the dean's office.
2. Students must have a minimum cumulative grade point average of 2.00 in all work applied to a degree at SBU and at least a 2.25 cumulative grade point average in all pre-business and 1000- and 2000- level courses.
3. The student must show evidence of dependability and awareness by regular and punctual class attendance, attention to details, and ability to know and meet deadlines.

In addition, the following requirements shall be met for admission to the stated undergraduate programs:

### Associate Degree

- a. Application to an associate degree program is made by students after completion of their first 30 hours of credit and before beginning their last 18 hours of credit.
- b. Students must have completed the following general education courses:
  - English Composition . . . . . 6 hours
  - Math 1143 (or approved alternative) . 3 hours
  - Communications . . . . . 3 hours
  - Personal and Family Development . . 3 hours
- c. Students must have completed the following business and supporting course work (except a major in occupational technology) and have a minimum cumulative grade point average of 2.00 in all courses taken within the College of Business.
  - Introduction to Business . . . . . 3 hours
  - Introduction to Computing . . . . . 3 hours
- d. Prior to acceptance into the associate program, the student may take up to 12 hours of College of Business 2000 and 3000 level courses for conditional program credit. Full program credit will be granted to the student after formal acceptance into the degree program.

### Bachelor Degree

- a. Application to a bachelor degree program is made by students after completion of their first 60 hours of credit and before beginning their last 48 hours of credit.
- b. Students must have completed the following general education courses:
  - English Composition . . . . . 6 hours
  - Communication . . . . . 3 hours
  - Computer Science . . . . . 3 hours
  - Humanities . . . . . 6 hours
  - Mathematics and Science . . . . . 10 hours
  - Personal and Family Development . . 5 hours
  - Religion . . . . . 4 hours
- c. Students must have completed the following business course work (except for majors in occupational technology) and have a minimum cumulative grade point average of 2.25 on all of the following pre-business courses taken within the College of Business.
  - Financial Accounting I and II . . . . . 6 hours
  - Business Communications . . . . . 3 hours
  - Principles of Economics I and II . . . . 6 hours
  - Business Calculus . . . . . 3 hours

- d. Prior to acceptance into the bachelor degree program, students may take up to 13 hours of College of Business 3000 level courses for conditional program credit. Full program credit will be granted to students after formal acceptance into the degree program.

## Mission and Objectives

The College of Business programs of study are designed to provide students with theoretical and conceptual knowledge and application skills in business in order to equip them to assume leadership roles in business, health services, church, education, government and other fields. Additional objectives are to improve students' economic and business maturity, to help them become better informed citizens, to assist their application of Christian principles in business relationships, and to provide a thorough foundation for further professional and/or graduate study.

## General Information

The College of Business offers undergraduate degree programs with majors, concentrations and minors within two departments. Students in other fields of study are encouraged to minor in business in order to enhance their careers. In recognition of the importance of business knowledge for all citizens, several departments outside of the College of Business have developed programs which include College of Business courses.

All policies of the University apply to students who major or minor in College of Business programs. The standard semester course load required in order to earn the baccalaureate degree in eight semesters (4 years) is 16 hours. Students must maintain a minimum cumulative grade point average of 2.25 in all pre-business 1000- and 2000-level courses taken within the College of Business. In addition, students must earn "C" grades or higher in all 3000-4000 level courses taken within their major(s), concentrations, and/or minor(s) with the College. For purposes of this "C" grade requirement only, this means all ACC courses for accounting majors, all ECO/FIN courses for economics/finance concentrations, and all MGT/MKT courses for management/marketing concentrations.

All elective courses to be applied toward the major(s) and minor(s) must have been approved by the student's advisor in the College of Business.

The College of Business is interested in assessing educational outcomes in business. Outcomes assessment is a way to evaluate business programs and academic achievement of students in relation to other schools (colleges) of Business. Therefore, all graduating seniors will be required to participate in a business exit exam.

## Undergraduate Degree Requirements

All undergraduates majoring in the College of Business are required to complete a common body of knowledge, referred to as the core curriculum, in addition to the University's general education requirements and the courses required and approved for students' majors or concentrations within the College.

1. For completion of the University general education requirements, FIN 1193 - Business Calculus meets the mathematics general education requirement, and PHI 4043 - Decision Making meets the general education requirement for DIS 4012 - Applied Christian Living.
2. The College of Business core curriculum consists of the following:

ACC 2023 - Financial Accounting I	3 hours
ACC 2033 - Financial Accounting II	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communication	3 hours
BUS 3073 - Legal Environment of Business	3 hours
ECO 2013 - Prin of Economics I	3 hours
ECO 2023 - Prin of Economics II	3 hours
ECO 3023 - Money and Banking	3 hours
FIN 1193 - Business Calculus	3 hours
FIN 3023 - Statistical Analysis I	3 hours
FIN 3033 - Statistical Analysis II	3 hours
FIN 4043 - Business Finance	3 hours
HUM 4042 - Seminar on Professional Development	2 hours
MGT 3013 - Prin of Management	3 hours
MGT 4083 - Management Strategy and Policy	3 hours
MKT 3023 - Principles of Marketing	3 hours
PHI 4043 - Decision Making	3 hours

\* Suggested course (if not taken in high school)

## DEPARTMENT OF ACCOUNTING

Department Chair: Rodney Oglesby  
Office: Taylor 204  
(417) 326-1756

The Department of Accounting provides an academic program that covers the conceptual basis of accounting and the application of accounting concepts in current practice. The program of study prepares students for diversified careers in the practice of public accounting, not-for-profit accounting, and general accounting management. The accounting curriculum is excellent undergraduate preparation for federal tax practice. Accounting graduates are in high demand in business, government, and education. A bachelor's degree is available in accounting. A minor is also available in accounting.

Students planning to sit for the CPA exam after June, 1999 must meet the AICPA requirement of completing 150 hours of college credit. Accounting majors pursuing a CPA should plan a 5 year program pursuing a Master of Science in Administration.

### Accounting Major (B.S. degree) (33 hours)

ACC 3003 - Cost Accounting I	3 hours
ACC 3023 - Cost Accounting II	3 hours
ACC 3024,3034 - Intermediate Acc I, II	8 hours
ACC 3063 - Tax Accounting I	3 hours
ACC 4013 - Advanced Accounting	3 hours
ACC 4033 - Accounting Information Systems	3 hours
ACC 4044 - Auditing	4 hours
ACC 4053 - Accounting for Government & Not-for-Profit Entities	3 hours
BUS 3083 - Business Enterprise Debtor and Creditor Rights	3 hours

### DEPARTMENT OF BUSINESS ADMINISTRATION

Department Chair: Susan DeBauche  
Office: Taylor 205  
(417) 326-1758

The Department of Business Administration provides students with a broad curriculum of study in business to prepare them for diversified careers in business and other organizations and for graduate and professional study in business, education, law, and public administration.

1. The bachelor of science or arts degree programs include concentrations in management/marketing, economics/finance and public relations.
2. Associate degrees are offered in office management and mid-management.
3. Associate of Applied Science degrees are offered with professional development blocks in accounting, business, and office management.
4. Minors are available in accounting, business administration, military science, and office management.

### Economics/Finance Concentration (33 hours)

ECO 3053 - International Economics	3 hours
ECO 3043 - Managerial Economics	3 hours
ECO 3063 - Capital/Credit Markets	3 hours
ECO 4023 - Seminar on Economic & Finance Readings	3 hours
FIN 3003 - Personal Financial Planning	3 hours
FIN 3043 - Technical Analysis of Security Trends	3 hours
FIN 4053 - Investments	3 hours

ACC 3013 - Managerial Accounting (non-accounting majors)	3 hours
ACC 3063 - Tax Accounting I	3 hours
College of Business Junior or Senior Electives	6 hours

### Management/Marketing Concentration (33 hours)

MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
MGT 4043 - Organizational Behavior Theory	3 hours
MGT 4053 - International Management	3 hours
MGT 4063 - Entrepreneurship and Small Business Consulting	3 hours
MKT 3073 - Professional Selling	3 hours
MKT 3083 - Creative Advertising	3 hours
ECO 3043 - Managerial Economics	3 hours
ECO 3053 - International Economics	3 hours
ACC 3013 - Managerial Accounting (non-accounting majors)	3 hours
Electives:	
Communication (2000 level or above)	3 hours
College of Business Electives (Jr/Sr)	3 hours

### Public Relations Concentration (33 hours) 24 hours of required courses:

ACC 3013 - Managerial Accounting (non-accounting majors)	3 hours
COM 2233 - Intro to Public Relations	3 hours
TEC 1013 - Media and Society	3 hours
TEC 2043 - Television Production I	3 hours
COM 3383 - Small Group Communication	3 hours
MKT 3083 - Creative Advertising	3 hours
MGT 4043 - Organizational Behavior Theory	3 hours
BUS 4983 - Internship in Public Relations	3 hours
TOTAL	24 hours

### Choose 9 hours of Electives from the following:

ART 1103 - Design	3 hours
ART 1303 - Photography I	3 hours
COM 3313 - Advanced Public Speaking	3 hours
ENG 3353 - Advanced Composition	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
TEC 3013 - Writing for Television	3 hours
TEC 3053 - Television Production II	3 hours

### Business Administration Major (B.A. degree)

Same requirements as above including two approved courses in the same foreign language and 3 additional hours of humanities.

## Associate Degree Requirements

Associate degree students in the College of Business are required to complete specified University general education requirements in addition to the courses in their concentrations. Matriculation into a baccalaureate degree program is thereby enabled.

General Education Requirements (37 hours)  
(DIS 4012 is not required for this degree.)

### Associate of Science in Mid-Management (A.S. degree)

This program is designed to prepare students for careers in the retailing, wholesaling, and service industries and to attain positions at the departmental management level.

ACC 2023 - Financial Accounting I	3 hours
ACC 2033 - Financial Accounting II	3 hours
BUS 1013 - Introduction to Business	3 hours
BUS 2013 - Business Communications	3 hours
ECO 2023 - Principles of Economics II	3 hours
FIN 1193 - Business Calculus	3 hours
MGT 3013 - Principles of Management	3 hours
MKT 3023 - Principles of Marketing	3 hours
PHI 4043 - Decision Making	3 hours
	<u>27 hours</u>

### Associate of Science in Office Management (A.S. degree)

This degree program prepares students for office management careers.

ACC 2023 - Financial Accounting I	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communications	3 hours
MGT 3013 - Prin of Management	3 hours
MKT 3023 - Prin of Marketing	3 hours
MIS 3033 - Word Processing	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
PHI 4043 - Decision Making	3 hours
College of Business Elective (Jr/Sr)	3 hours
	<u>27 hours</u>

### Associate of Applied Science (A.A.S. degree)

#### Accounting (64 hours)

##### General Education (26 hours)

(MAT 1143 - College Algebra must be taken)

##### Accounting Courses (36 hours)

ACC 2023, 2033 - Financial Accounting I and II	6 hours
ACC 3013 - Managerial Accounting	3 hours

BUS 1013 - Introduction to Business	3 hours
BUS 2013 - Business Communications	3 hours
BUS 3073 - Legal Environment of Bus	3 hours
CIS 1103 - Intro to Computing	3 hours
ECO 2013, 2023 - Prin of Economics I and II	6 hours
MGT 3013 - Prin of Management	3 hours
MKT 3023 - Prin of Marketing	3 hours
PHI 4043 - Decision Making	3 hours
<b>Free Electives (2 hours)</b>	

#### Business (64 hours)

##### General Education (26 hours)

(MAT 1143 - College Algebra must be taken)

##### Business Courses (36 hours)

ACC 2023 - Financial Accounting I	3 hours
ACC 2033 - Financial Accounting II	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communications	3 hours
BUS 3073 - Legal Environment of Business	3 hours
CIS 1103 - Intro to Computing	3 hours
ECO 2013, 2023 - Prin of Economics I and II	3 hours
MGT 3013 - Prin of Management	3 hours
PHI 4043 - Decision Making	3 hours
Business Electives	9 hours
<b>Free Electives (2 hours)</b>	

#### Office Management (64 hours)

##### General Education (26 hours)

(Mat 1143 - College Algebra must be taken)

##### Office Management Courses (36 hours)

ACC 2023 - Financial Accounting I	3 hours
ACC 2033 - Financial Accounting II	3 hours
BUS 1013 - Intro to Business	3 hours
BUS 2013 - Business Communications	3 hours
MGT 3013 - Prin of Management	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
MKT 3023 - Prin of Marketing	3 hours
MIS 3033 - Word Processing	3 hours
PHI 4043 - Decision Making	3 hours
College of Business Electives	9 hours
<b>Free Electives (2 hours)</b>	

## MINORS

Any student in the University may earn minors in Accounting, Business Administration, Military Science, and/or Office Management. Electives must be approved by the minor advisor in the College of Business.

Course requirements are as follows:

**Accounting (19-20 hours)**

ACC 2023, 2033 - Financial Accounting I and II . . . . .	6 hours
ACC 3024 - Intermediate Accounting I . . .	4 hours
ACC 3003 - Cost Accounting . . . . .	3 hours
ACC 3063 - Tax Accounting I . . . . .	3 hours
Accounting Junior or Senior elective(s)	3-4 hours

**Business Administration (21 hours)**

(Not Available to students with majors in the  
College of Business.)

ACC 2023 - Financial Accounting I . . . . .	3 hours
ACC 2033 - Financial Accounting II . . . . .	3 hours
ECO 2013 or 2023 - Prin of Economics I or II . . . . .	3 hours
MGT 3013 - Prin of Management . . . . .	3 hours
BUS 2013 - Business Communications . . .	3 hours
College of Business electives: Junior or Senior level . . . . .	6 hours

**Military Science (18 hours)**

MIL 2213 - Military History . . . . .	3 hours
MIL 3303 - Squad Leadership/Tactics . . .	3 hours
MIL 3313 - Platoon Leadership/Tactics . .	3 hours
MIL 3323 - Advanced Camp . . . . .	3 hours
MIL 4403 - Transition from Cadet to Lieutenant . . . . .	3 hours
MIL 4413 - Transition from Cadet to Lieutenant . . . . .	3 hours

**Office Management (24 hours)**

ACC 2023 - Financial Accounting I . . . . .	3 hours
BUS 1013 - Intro to Business . . . . .	3 hours
BUS 2013 - Business Communications . . .	3 hours
CIS 1103 - Intro to Computing . . . . .	3 hours
MGT 3013 - Prin of Management . . . . .	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management . . . . .	3 hours
MKT 3023 - Prin of Marketing . . . . .	3 hours
MIS 3033 - Word Processing . . . . .	3 hours



# COLLEGE OF CHRISTIAN STUDIES

W. Mark Tew, Dean  
Office: Mabee Chapel  
(417) 326-1760

The College of Christian Studies comprises the Courts Redford School of Theology and Church Vocations and the International Institute of Evangelism. The College serves the University by offering courses in general education and programs of theological training for those who are entering church related vocations and for laypeople.

## COURTS REDFORD SCHOOL OF THEOLOGY AND CHURCH VOCATIONS

Office: Mabee Chapel  
(417) 326-1762

The Redford School of Theology has a three-fold task within the total mission of Southwest Baptist University. First, the University's commitment to provide leaders for nation and church who are spiritually as well as intellectually mature is a major part of the Redford School's purpose. The University requires eight hours of general education in Bible and Christian discipleship of all University students as one step in this direction.

Second, the Redford School provides intensive undergraduate preparation for those entering the expanding fields of church-related vocations as well as a program for better equipping lay persons to exercise their ministry through the church. The course offerings of the various departments address this purpose.

Third, the Redford School provides a program of theological training for both laypersons and vocational church leaders who are already serving churches across the Midwest. The University College helps achieve this goal.

## Majors and Minors

The Redford School of Theology and Church Vocations offers majors and minors through the Departments of Christian Vocational Ministries and Religious Studies. There are also interdisciplinary majors, minors, and special programs. **A student may take more than one Redford major only with special permission and special course requirement limits.**

Students must maintain a minimum cumulative grade point average of 2.25 in all courses taken within the Redford School and earn "C" grades or higher in all courses taken within their major(s), concentrations, and/or minor(s) with the Redford School. All policies of the University apply to students who major or minor in Redford School programs. The standard semester

course load required in order to earn the baccalaureate degree in eight semesters (4 years) is 16 hours.

All Redford School students are expected to live a consistent Christian life based on biblical principles of conduct.

## Core Curriculum

All Redford majors are required to take a block of courses which will provide a balanced theological education. These are referred to as (CORE) BIB 2093 RED 2003, PHI 2013, CHR 3013, THE 3023, and 3 hours from THE 2113, 3153, 4123, or 4143. All Redford majors should take BIB 1013 and BIB 1023 instead of BIB 1002 and BIB 1012 for general education.

## Residence Requirement

A minimum of half the required courses for all Redford majors and minors must be taken at Southwest Baptist University.

## Baccalaureate Requirements

The course requirements that follow include University General Education requirements and Redford School (CORE) courses by year. Following this the course requirements of each major within the school are given.

### FRESHMEN YEAR

#### FALL

BIB 1013 Old Testament History CORE	.. 3 hours
COM 1103 or 3393 Speech Communications or Interpersonal Communications	..... 3 hours
ENG 1113 English Composition I	..... 3 hours
HPE 1061 Foundations of Physical Fitness I	..... 1 hour
MAT 1143 College Algebra	
or	
MAT 1134 Survey of Mathematics	..... 3-4 hours
PSY 1013 General Psychology	..... 3 hours
TOTAL	..... 16-17 hours

#### SPRING

BIB 1023 New Testament History CORE	.. 3 hours
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ENG 2213 English Composition II	3 hours
HIS (1000-2000 level)	3 hours
HPE 1161 Foundations of Physical Fitness II	1 hour
FAR 1003, 1013, 1023, or 1033	3 hours
* Life Science	3-4 hours
<b>TOTAL</b>	<b>16-17 hours</b>

**SOPHOMORE YEAR****FALL**

** Biblical Language or modern foreign language	4 hours
CIS 1103 Intro to Computing (or approved alternative)	3 hours
BIB 2093 Bible Study Methods CORE	3 hours
DIS 2012 Christian Faith and Life	2 hours
POL 1113 American Government	3 hours
<b>TOTAL</b>	<b>15 hours</b>

**SPRING**

** Biblical Language or modern foreign language	4 hours
*** Humanities elective (History, language, literature, philosophy, or fine arts)	3 hours
PHI 2013 Intro to Philosophy CORE	3 hours
* Physical Science	3-4 hours
RED 2003 Intro to Religious Education CORE	3 hours
<b>TOTAL</b>	<b>16-17 hours</b>

**JUNIOR YEAR****FALL**

CHR 3013 Ministry in the Church CORE	3 hours
*** Humanities elective (History, language, literature, philosophy, or fine arts)	3 hours
Major requirements/electives	12 hours
<b>TOTAL</b>	<b>18 hours</b>

**SPRING**

THE 2113, 3153, 4123 or 4143 CORE	3 hours
Major requirements/electives	12 hours
<b>TOTAL</b>	<b>15 hours</b>

**SENIOR YEAR****FALL**

ECO 4003 LIFE Economics	3 hours
THE 3023 Baptist Denomination CORE	3 hours
Major requirements/electives	9 hours
<b>TOTAL</b>	<b>15 hours</b>

**SPRING**

DIS 4012 Applied Christian Living	2 hours
Major requirements/electives	14-15 hours
<b>TOTAL</b>	<b>16-17 hours</b>
* Either the life science or the physical science must be a lab course.	
** Language not required in a B.S. degree.	

\*\*\*Only 3 hours of humanities electives are required for B.S. degree.

## CHRISTIAN VOCATIONAL MINISTRIES

Department Chair: Donald Baker  
 Faculty: Jim Frost, Bernard Holmes,  
 Betty Jo Mulbery, Jack Stanton  
 Office: Mabee Chapel  
 (417) 326-1768

Courses in this department stress the development of ministry skills for pastors, religious education ministers, youth ministers, children's ministers, other staff positions and missionaries, as well as for lay ministry. Its purpose is to equip people for building the Kingdom.

### Christian Ministries Major (B.A. degree)

#### Concentration in Preaching and Pastoral Ministry (24 hours)

BIB (Beyond CORE)	3 hours
CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2783 - Worship and Song in the Church	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 3022 - Pastoral Counseling	2 hours
CHR 4003 - Expository Preaching	3 hours
CHR 4983 - Christian Ministries Internship	3 hours
CHR 2901 or 2911 - Mono-cultural or cross-cultural mission trip	1 hour
(Redford electives: CHR 2043, RED 3023, DIS 3013, 3043)	3 hours

#### Concentration in Missions and Church Growth (32 hours)

BIB - (Beyond CORE)	3 hours
CHR 2901 - Mono-cultural church planting and evangelism project	1 hour
CHR 2911 - Cross-cultural church planting and evangelism project	1 hour
CHR 1043 - Lifestyle Evangelism	3 hours
or	
CHR 2043 - Basic Evangelism	
DIS 2023 - Practical Discipleship	3 hours
DIS 2033 - Basic Church Growth	3 hours
DIS 3033 - Christian Missions	3 hours
DIS - (From Missions and Church Growth courses)	6 hours
PHI 4023 - World Religions	3 hours
SOC 1003 - Introduction to Sociology	3 hours
SOC - (From SOC 3043 or 4043)	3 hours

**Concentration in Lay Ministry (27 hours)**

(This concentration is limited to those students who have another major outside the Redford School. Students in this concentration do not have to take the Redford Core courses.)

BIB - (Beyond CORE) .....	3 hours
CHR 1043 - Lifestyle Evangelism .....	3 hours
CHR 3022 - Pastoral Counseling .....	2 hours
CHR 2901 or 2911 - Mono-cultural or cross-cultural mission trip .....	1 hour
DIS 2023 - Practical Discipleship .....	3 hours
DIS 2093 - Bible Study Methods .....	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours
(Redford electives from RED 2033, DIS 2013, 3043, 4013, 4063) .....	6 hours

**Religious Education Major  
(B.A. degree)****Concentration in General Religious Education (27 hours)**

BIB - (Beyond CORE) .....	3 hours
RED 2033 - Principles of Teaching in the Church .....	3 hours
RED 3013 - Youth Ministry in the Church ..	3 hours
RED 3023 - Church and Denominational Administration .....	3 hours
RED 3043 - Childhood Education in the Church .....	3 hours
RED 4003 - Adult Education in the Church .....	3 hours
RED 4983 - Religious Edu Internship .....	3 hours
SOC 3313 - Intro to Social Work .....	3 hours
THE - (Beyond CORE) .....	3 hours

**Concentration in Children's Ministry (33 hours)**

BIB - (Bible beyond (CORE)) .....	3 hours
CHR 3022 - Pastoral Counseling .....	2 hours
EDU 2381 - Practicum-Child Development ..	1 hour
EDU 2333 - Teaching in the Preschool ...	3 hours
EDU 2391 - Practicum-Teaching in the Preschool .....	1 hour
PSY 3053 - Child Development .....	3 hours
REC 2052 - Camp and Retreat Administration .....	2 hours
RED 2033 - Principles of Teaching in the Church .....	3 hours
RED 3023 - Church and Denominational Administration .....	3 hours
RED 3043 - Childhood Education in the Church .....	3 hours
RED 4203 - Administration of Early Childhood Programs .....	3 hours
RED 4983 - Religious Education Internship .....	3 hours
THE - (Beyond CORE) .....	3 hours

**Concentration in Youth Ministry (38 hours)**

BIB - (Beyond CORE) .....	3 hours
CHR 3022 - Pastoral Counseling .....	2 hours
DIS 2023 - Practical Discipleship .....	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours
PSY 4033 - Adolescent Development .....	3 hours
REC 1123 - Principles of Church Recreation .....	3 hours
RED 2033 - Principles of Teaching .....	3 hours
RED 3013 - Youth Ministry in the Church ..	3 hours
RED 3023 - Church and Denominational Administration .....	3 hours
RED 4053 - Reaching Unchurched Youth ..	3 hours
RED 4983 - Religious Education Internship (in church) .....	3 hours
RED 4983 - Religious Education Internship (unchurched) .....	3 hours
THE - (Theology beyond (CORE)) .....	3 hours

**Religious Education Major  
(B.S. degree)****Concentration in General Religious Education (38 hours)**

Same as B.A. degree plus 11 hours from the following: CHR 3022, DIS beyond general education requirements, RED 4053, RED 4203, PSY 2023, PSY 3313, EDU 2113, REC 1041, 1123, SOC 3003, 3033, 3043.

**Concentration in Children's Ministry (44 hours)**

Same as B.A. degree plus 11 hours from the following: DIS beyond general education requirement, RED 4003, EDU 2243, 2483, EDU 3212, HPE 2022, ACC 2023, BUS 1013, SOC 3003, 3313.

**Concentration in Youth Ministry (49 hours)**

Same as B.A. degree plus 11 hours from the following: DIS beyond general education requirements, MUS 2712, 2783, REC 2042, 2052, 2062, RED 4003, SOC 3003, 3313.

**Bivocational Christian Ministries Major (B.A.S. degree)  
(44 hours)**

Degree limited to students over 25 years of age.

BIB 2093 - Bible Study Methods .....	3 hours
BIB - Electives (beyond general education core) ..	3 hours

CHR 3013 - Ministry in the Church	3 hours
CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2783 - Worship and Song in the Church	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 3022 - Pastoral Counseling	2 hours
CHR 4003 - Expository Preaching	3 hours
CHR 4983 - Christian Ministries Internship	3 hours
PHI 2013 - Introduction to Philosophy	3 hours
RED 2003 - Introduction to Religious Education	3 hours
THE 2113 - Christian Doctrine	3 hours
THE 3023 - Baptist Denomination	3 hours
Electives (from CHR 2043, RED 3023, DIS 3043, SOC 3313)	6 hours

This major is restricted to students who are bivocational or who intend to be bivocational and have a background in an occupational field.

## RELIGIOUS STUDIES

Department Chair: Dan Cochran  
 Faculty: Bing Bayer, Gordon Dutille,  
 Larry Hodges, W. Mark Tew  
 Office: Mabee Chapel  
 (417) 326-1766

This department offers a variety of courses in Bible, biblical languages, church history, philosophy, and theology. It helps to equip the student to understand and teach the Bible, to have insight into philosophical problems and representative systems of thought, to understand important doctrines of the Christian faith, and to understand the development, expansion and historical impact of Christianity.

## Religious Studies (B.A. degree 24 hours)

This major is primarily for pre-seminary students. This major may not be taken in conjunction with any other Redford major.

BIB - (Bible beyond (CORE))	3 hours
PHI 4013 - Philosophy of Religion	3 hours
Redford electives (Systematic Theology beyond (CORE))	6 hours
THE 3463 - History of Christianity I	3 hours
THE 3673 - History of Christianity II	3 hours

## Bible (B.A. degree 43 hours)

BIB - (From BIB 2033, 3043, 4003, 4033, 4043)	9 hours
BIB - (From BIB 2053, 2063, 3083, 4023)	6 hours
BIB - (Upper level Bible electives)	12 hours
* GRE 1014, 1024 - Elementary Greek	8 hours

\* HEB 1014, 1024 - Elementary Hebrew . . . 8 hours

\*May also be used for language requirement of general education requirements.

## Theological Studies (B.A. degree)

### Concentration in Christian Doctrine (21 hours)

BIB - (Bible beyond (CORE))	3 hours
PHI 4013 - Philosophy of Religion	3 hours
THE 2113 - Christian Doctrine (CORE)	
THE 3153 - Systematic Theology I	3 hours
THE 4123 - Systematic Theology II	3 hours
THE 4143 - Systematic Theology III	3 hours
THE 3463 - History of Christianity I	3 hours
THE 3673 - History of Christianity II	3 hours

## Church Music (B.M. degree)

See listing under Department of Music in College of Music, Arts, and Letters

## Church Recreation (B.A. or B.S. degree)

See listing under Recreation and Leisure Studies in College of Education and Social Sciences.

## Minors

Any student in the University may earn a minor in Bible, Biblical Languages, Preaching and Pastoral Ministry, Evangelism, Lay ministry, Religious Education, Discipleship, Student Ministries, Philosophy, Theology, or Religious Studies. The requirements are as follows:

### Bible (18 hours)

Eighteen (18) hours of Bible above the general education Bible requirements. Nine (9) of the hours must be upper level.

### Biblical Language (22 hours)

GRE 1014, 1024 - Elementary Greek	8 hours
HEB 1014, 1024 - Elementary Hebrew	8 hours
(Upper level Greek or Hebrew)	6 hours

### Preaching and Pastoral Ministry (18 hours)

CHR 1043 - Lifestyle Evangelism	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 4983 - Christian Ministries Internship	3 hours
(Electives from CHR 2043, 2783, 3013, 3022, 4003)	9 hours

**Evangelism (18 hours)**

CHR 1043 - Lifestyle Evangelism	3 hours
CHR 2043 - Basic Evangelism	3 hours
CHR 3011 - Preaching Lab	1 hour
CHR 3012 - Preaching	2 hours
CHR 4983 - Christian Ministries Internship	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - Making of a Disciple	3 hours

**Lay Ministry (18 hours)**

(This minor is limited to those students who have their major outside the Redford School.)

CHR 1043 - Lifestyle Evangelism	3 hours
DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - Making of a Disciple	3 hours
(Electives from DIS 2093, 3043, 4013, 4063)	6 hours

**Religious Education (18 hours)**

RED 2003 - Introduction to Religious Education	3 hours
RED 2033 - Principles of Teaching	3 hours
RED 3023 - Church and Denominational Administration	3 hours
(Electives from RED 3013, 3043, 4003, 4053, 4203)	9 hours

**Discipleship (18 hours)**

DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 2023 - Practical Discipleship	3 hours
DIS 3013 - The Making of a Disciple	3 hours
(Electives from DIS 2093, 3033, 4013, 4053, 4063, 4984)	9 hours

\* NOTE: DIS courses relating to Church Growth do not apply towards the Discipleship minor.

**Philosophy (18 hours)**

Eighteen hours in philosophical studies including PHI 2013.

**Theological Studies (18 hours)**

THE 3153 - Systematic Theology I	3 hours
THE 4123 - Systematic Theology II	3 hours
THE 4143 - Systematic Theology III	3 hours
THE - Upper level theology electives	9 hours

**Religious Studies (18 hours)**

(This minor is only for students who do not have a major in the Redford School)

BIB 2093 - Bible Study Methods	3 hours
CHR 3013 - Ministry in the Church	3 hours
PHI 2013 - Introduction to Philosophy	3 hours
RED 2003 - Intro to Religious Education	3 hours

THE 3023 - Baptist Denomination	3 hours
THE - (THE 2113 or 3153 or 4123 or 4143)	3 hours

**Student Ministries (18 hours)**

RED 2033 - Principles of Teaching	3 hours
DIS 2013 - Prayer in Biblical Perspective	3 hours
DIS 3013 - The Making of a Disciple	3 hours
DIS 2093 - Bible Study Methods	3 hours
DIS 3033 - Christian Missions	3 hours
RED 4983 - Student Ministries Internship	3 hours

**A.A.S. Degree -  
Christian Ministries**

**General Education**

POL 1113	3 hours
ENG 1113	3 hours
ENG 2213	3 hours
COM 1103 OR 3393	3 hours
Science or Mathematics (except 0102 or 0113)	3 hours
FAR 1003, 1013, 1023, 1033	3 hours
or	
HIS (1000 or 2000 level course)	
Psychology or Sociology	3 hours
HPE 1061	1 hours
BIB 1013	3 hours
BIB 1023	3 hours
DIS 2012	2 hours
TOTAL	30 hours

**Redford CORE**

RED 2003	3 hours
PHI 2013	3 hours
THE 2113	3 hours
BIB 2093	3 hours
CHR 3013	3 hours
THE 3023	3 hours
TOTAL	18 hours

**Ministry Specialization**

CHR 1043	3 hours
CHR 3011 (or approved alternative)	1 hour
CHR 3012 (or approved alternative)	2 hours
CHR 3022	2 hours
TOTAL	8 hours

**Bible Study**

BIB 2053 or 2063	3 hours
BIB 2033 or 3043	3 hours
TOTAL	6 hours

Religion electives ..... 3 hours  
(CHR 2043, CHR 2783, CHR 2901/2911,  
DIS 2013, DIS 2023, DIS 3033, RED 2033,  
RED 3023)  
TOTAL ..... 65 hours

## **INTERNATIONAL INSTITUTE OF EVANGELISM**

Director: Jack Stanton

Associate Director: Granville Watson

Office:

Jim Mellers Evangelism & Conference Center  
(417) 326-1776

The International Institute of Evangelism develops classes, seminars, and conferences to train pastors and church vocational personnel in all phases of evangelism, with a special emphasis on personal witnessing. The Jim Mellers Evangelism and Conference Center has a continuing program of expanded witness training for the laity. A comprehensive and extensive evangelism resource library is a part of the Institute. A minor in evangelism is available.

## COLLEGE OF EDUCATION AND SOCIAL SCIENCES

John Wheeler, Dean  
Office: Taylor 102  
(417) 326-1715

The College of Education and Social Sciences seeks to lead individuals to become aware of their responsibilities as a part of a broader social order while acquiring a body of practical and theoretical knowledge which has both breadth and depth. No individual is adequately prepared mentally who has failed to acquire an understanding of and appreciation for all aspects of, and relationships between, their own personality and the society in which they live.

Aimed dually at professional preparation and individual attitudinal growth, the College of Education and Social Sciences offers both practical and theoretical coursework. As a result, students should be able to function effectively as contributing members of society.

### DEPARTMENT OF BEHAVIORAL SCIENCES

Department Chair: Richard L. Brewer  
Faculty: Pearlene Breshears, Debra Gamble,  
Evelyn Mercer, Philip Powell,  
James Ross, Kevin Schriver, William Walkup  
Office: Old Administration Building 206  
(417) 326-1736

The department of behavioral sciences includes the areas of psychology and sociology. It prepares students through oral-aural-visual and experimental techniques to have a better understanding of man as a thinking and behaving organism. It also provides an educational background relative to the nature and causes of social problems, aiding students in understanding the nature of group life and the influence of hereditary and environmental factors upon the individual in the social group.

The Behavioral Sciences Department offers a major and minor in psychology, a major and minor in sociology, a major in human services, a minor in counseling and a minor in gerontology. Course work in this department is designed to meet the needs of those students: (1) desiring to prepare for graduate work in one of the social or behavioral sciences; (2) preparing for scientific careers in the behavioral sciences; or (3) preparing in pre-professional training programs such as the ministry, nursing, law, criminology, etc.

The specific requirements for each concentration and minor in the department are presented with their respective course description below.

### PSYCHOLOGY

#### Major (B.A. degree)

Thirty (30) hours including:  
PSY 1013 - General Psychology . . . . . 3 hours  
PSY 2063 - Systems of Psychology . . . . . 3 hours  
PSY 3033 - Abnormal Psychology . . . . . 3 hours  
PSY 3243 - Elementary Statistics . . . . . 3 hours

Approved courses in Psychology . . . . . 18 hours

#### Major (B.S. degree)

Same requirements as those for B.A. except eight (8) hours of upper-level sociology, or eight (8) hours of upper-level natural science may be substituted for the language requirement of the B.A. degree.

#### Minor in Psychology

Eighteen (18) hours including:  
PSY 1013 - General Psychology . . . . . 3 hours  
PSY 2063 - Systems of Psychology  
or  
PSY 3243 - Elementary Statistics . . . . . 3 hours  
Approved Courses in Psychology . . . . . 12 hours

#### Minor in Counseling

Eighteen (18) hours including:  
PSY 3313 - Intro to Counseling . . . . . 3 hours  
PSY 4313 - Counseling Methods and  
Practice . . . . . 3 hours  
PSY 4983 - Counseling Practicum . . . . . 3 hours  
Nine (9) hours of electives chosen from the following:  
CHR 3022 - Pastoral Counseling . . . . . 2 hours  
PSY 4053 - Dealing with Death/Dying . . . 3 hours  
PSY 4093 - Behavior Modification . . . . . 3 hours  
PSY 4223 - Psychological Testing . . . . . 3 hours  
PSY 4263 - Premarital Counseling . . . . . 3 hours  
PSY 4273 - Small Group . . . . . 3 hours  
PSY 4333 - Child Abuse and Neglect . . . 3 hours  
PSY 4363 - Marriage and Family  
Counseling . . . . . 3 hours  
PSY 4373 - Being Human and  
Addicted . . . . . 3 hours  
PSY 4032 - Sex Education . . . . . 2 hours  
PSY 4953 - Counseling the Blended  
Family . . . . . 3 hours  
SOC 4083 - Gerontology . . . . . 3 hours

Courses counted toward the minor cannot be counted toward the majors in psychology or sociology.

## SOCIOLOGY

### Major (B.A. degree)

Thirty (30) hours including:

SOC 1003 - Introductory Sociology	.....	3 hours
SOC 2003 - Social Problems	.....	3 hours
SOC 3243 - Elementary Statistics	.....	3 hours
SOC 4063 - Sociological Theory	.....	3 hours
Approved courses in Sociology	.....	18 hours

### Major (B.S. degree)

Same requirements as those for the B.A. degree, except eight (8) hours of upper-level psychology is substituted for the foreign language.

### Minor in Sociology

Eighteen (18) hours including:

SOC 1003 - Introductory Sociology	.....	3 hours
SOC 2003 - Social Problems	.....	3 hours
Approved Courses in Sociology	.....	12 hours

### Minor in Gerontology

Twenty (20) hours, beyond a major, as follows:

SOC 4083 - Gerontology
PSY 3063 - Human Growth & Development
BIO 2243 - Nutrition
SOC 3313 - Intro to Social Work
SOC 4053 - Death and Dying
REC 2072 - Senior Adult Recreation
Field Experience in Gerontology
SOC 4963 or REC 4063--this would follow the completion of all gerontology course work.

## HUMAN SERVICES MAJOR (B.A.S. DEGREE)

The Human Services degree is designed to provide a multi-disciplinary educational and professional training experience for those students who:

- aspire to initial entry level employment opportunities in the field of Human Services
- are already employed, and seek advancement within the field of Human Services
- are preparing to go on for advanced degrees within the Human Service fields

### Admission Into the Program

Acceptance into the program is contingent upon an interview with the coordinator of Human Services.

### Degree Requirements

The Bachelor of Applied Science degree requires 128 semester hours of credit: 42 hours of General Education and 24 hours in the core requirements, 33 hours in the area of human services concentration, 18

hours in the area of professional development, and 11 hours in electives.

The program provides opportunity for persons to apply for evaluated portfolio credits for previous applicable work experiences, seminars, conferences, etc. It is the responsibility of the student to obtain approval from his/her advisor to develop and submit his or her portfolio for academic credits!

### Course Requirements

#### General Education (42 hours)

#### Core Requirements (24 hours)

SOC 1003-Intro to Sociology

or

PSY 1013-General Psychology	.....	3 hours
SOC 2003-Social Problems	.....	3 hours
SOC 3003-The Family	.....	3 hours
PSY 3033-Abnormal Psychology	.....	3 hours
PSY 3063-Human Growth/Dev	.....	3 hours
SOC 3243-Elementary Statistics	.....	3 hours
PSY 3313-Intro to Counseling	.....	3 hours
PSY 4313-Counseling Methods and Practice	.....	3 hours

### Human Services Concentration (33 hours)

SOC 3313-Intro to Social Work	.....	3 hours
PSY 4952-Community Project or Field Experience	.....	2 hours
SOC 4954-Field Experience	.....	4 hours
Concentration courses	.....	12 hours
Supportive course work and/or non-traditional credits	.....	12 hours

### Professional Development (18 hours\*)

ACC 2023-Financial Accounting I	.....	3 hours
ACC 2033-Financial Accounting II	.....	3 hours
or		
FIN 2003-Consumer Finance	.....	3 hours
BUS 2013-Business Communication	.....	3 hours
MGT 3013-Principles of Management	.....	3 hours
MGT 4033-Resource Management	.....	3 hours
MGT 4043-Organizational Behavior	.....	3 hours

### Electives (11 hours)

Total ..... 128 hours

\* Approved substitute courses may be applied.

## DEPARTMENT OF EDUCATION

Department Chair: John Wheeler

Faculty: Judy Bryant, Judy Dutile,

Janet Juhlin, Charles Lentz, Joyce

Misenheimer, Eric Moore, Judy Wollard

Mt. View Faculty: Tom Hollis

Office: Taylor 102

(417) 326-1717 or 1715

The Teacher Education Program at SBU prepares teachers at the undergraduate level and graduate levels for both public and Christian schools. These programs

combine strong academic study with a variety of practical field work experiences. Students may choose one of two means in preparing for and growth in the teaching profession.

1. Upon completion of the bachelor's degree and all other requirements for a teaching certificate, students may enter the teaching profession and follow the professional growth requirements of the employing school system, including involvement in graduate study on a part-time basis.
2. Upon completion of certification and degree requirements, students may elect to pursue a fifth year of study leading to a master of science degree in education. In this case the beginning teacher may enter a school system with the advantage of having already completed study at the master's level.

The Teacher Education Program has been approved by the State Board of Education of the State of Missouri. This approval is granted through September of 1998 as extended by the Missouri Department of Elementary and Secondary Education (DESE). **Changes in certification programs by DESE are impacting many SBU programs listed below for students graduating after July of 1997. Presently, SBU is authorized to conduct a professional education program and recommend candidates for initial certification and/or added endorsement in the following areas:**

Early Childhood (Pre-Kindergarten-Grade 3)  
 Elementary (1-8)\*  
 Elementary - Mt. View (1-8)\*  
 Secondary (7-9, 7-12, K-12, K-9)\*  
 Art (K-12, K-9)  
 Business Education (nonvocational) (7-12)  
 Drivers Education (7-12)  
 English (7-12, 7-9)  
 Foreign Language (Spanish) (K-9)  
 Health (K-12, 7-12, K-9)  
 Mathematics (7-12, 7-9)  
 Music (Instrumental, Vocal) (K-12, K-9)  
 Physical Education (K-12, 7-12, K-9)  
 Science (Biology, Chemistry, Physics [7-12],  
 General Science [7-9])  
 Social Studies (7-12, 7-9)  
 Speech and Theatre (7-12, 7-9)

\*(Effective Sept 1, 1997, Elementary Education becomes 1-6; also many of the secondary areas are under revision by DESE and the revisions become effective Sept 1, 1997. There will be no 7-9 certificates and the 7-12 certificates will become 9-12. A middle school education major and initial certificates, grades 5-9 may be obtained after September 1, 1997.)

In addition to obtaining an initial teaching certificate in one's first teaching area, it is recommended that each student in the Teacher Education Program obtain an added endorsement (certification) in a second teaching area or complete requirements in a second occupational

area approved on an individual basis by the Director of Teacher Education.

## Philosophy and Objectives

A major purpose of the Department of Education at SBU is to prepare Christian teachers in the areas of elementary, middle and secondary education. In an effort to meet this responsibility, the Teacher Education Program has been established on the following objectives for the students:

1. Graduates should have a broad, sound general education.
2. Graduates should exemplify personal, social, ethical, and spiritual qualities which promote competence as teachers and respect as citizens in a democracy.
3. Graduates should possess understanding and knowledge of the subject matter in their area of specialization and should be able to teach that subject matter with competence.
4. Graduates should have knowledge of the philosophical, social, and historical foundations of education, a formal philosophy of education, and a professional commitment to teaching.
5. Graduates should possess the professional skills necessary to teach with a high level of competence. These skills should be based on an understanding of the physical, psychological, and learning needs of individuals.

All of the faculty in the Department of Education have had experience as teachers and/or administrators in public schools. Each is a dedicated Christian, active in a local church, and committed to the idea that the preparation of teachers in a Christian atmosphere is of primary importance.

## Teacher Education Program

A certificate required for teaching in the public schools of Missouri may be obtained by students who complete SBU's Teacher Education Program and are recommended for certification by the Director of Teacher Education. Persons who hold Missouri teaching certificates normally may obtain provisional certificates to teach in other states and may obtain full certification in most instances by completing a few additional courses. The certification curriculum includes requirements set forth by the Missouri State Department of Elementary and Secondary Education. Since State Department requirements change from time to time, SBU reserves the right to amend the curriculum and require teaching certificate candidates to graduate under a program which reflects the state certificate requirements in force at the time of graduation. When new State Department requirements for teaching certificates become effective, the new requirements take precedence over other catalogs.

Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses. Transcripts verifying all college-level work taken must be on file in the Teacher Education Office.

**Admission to the University does not automatically qualify a student to participate in SBU's Teacher Education Program. The first level for students who desire to enter the Teacher Education Program is to declare intent by accomplishing the following within the first four weeks after entering SBU. Transfer and returning students should do this before enrolling in any course at SBU.**

1. Complete a "Statement of Intention to Enter the Teacher Education Program" form, furnished in the Teacher Education Office.
2. Obtain a copy of the **Teacher Education Handbook** from the Teacher Education Office and read it.
3. Furnish the items listed below for the teacher education folder. All forms should be completely filled out (with pictures) and turned in at the same time.
  - (a) "Teacher Education Information" form complete with a head and shoulder photograph no larger than 2 1/2 x 3 1/2 inches. A suitable picture may be obtained in the accounting department at the Sells Administrative Center.
  - (b) Two copies of an autobiographical sketch in narrative form with the information being exactly the same on each copy. One of these must be typewritten and one must be handwritten on a sheet of 8 1/2 x 11 inch unlined paper.
  - (c) Two copies of the personal data sheet with photographs.
  - (d) ACT or SAT scores. Documented scores for either of these tests must be furnished to the Office of Teacher Education.
  - (e) C-BASE scores. Students desiring to enter the Teacher Education Program (both graduates and undergraduates) must pass all sections of the College-Basic Academic Subjects Examination (C-BASE). The C-BASE should be taken during the first semester of the sophomore year. Transfer students, sophomore and above, and graduate students should take the C-BASE during their first semester at SBU. See the Director of Career Planning and Placement to register for the test. The examination will be given on campus during the fall and spring semesters.
4. Arrange for an initial interview with the Coordinator of Certification and Clinical Experiences. This should be accomplished before a student has completed thirty hours of college work. Transfer and returning students should have this interview prior to mid-term of the first semester at Southwest

Baptist University. At the time of this interview, the first and second teaching areas, if applicable, and the semester for student teaching are discussed.

Students who withdraw from Southwest Baptist University for one or more semesters must reapply by repeating the above procedures upon reentry.

### **Admission to the Teacher Education Program**

Admission to the University does not automatically qualify a student for admission to SBU's Teacher Education Program. Students must formally apply for admission to the Teacher Education Program during the first eight (8) weeks of the second semester of their sophomore year or before enrolling in upper-level education courses. Students are not admitted to upper-level (3000-4000) education courses without having met the requirements listed under "Admittance to Upper-Level Education Classes." Each application will be presented to the education faculty for a formal decision to accept or reject the applicant. Applicants will be notified in writing as to acceptance or rejection. **The following requirements must be met for a student to be accepted into the Teacher Education Program and/or recommended for a teaching certificate:**

1. **Teacher Education File.** The student's file must be up-to-date in the Office of Teacher Education.
2. **Test Scores.** Documented scores of the ACT or of the SAT and official documentation of the passing of all sections of the **C-BASE must be on file** in the Office of Teacher Education prior to the student's application for Admission to the Teacher Education Program. Admittance to upper level courses in education will not be permitted if scores do not meet standards required by the State of Missouri. In instances where the student has failed to demonstrate the required degree of maturity or has a history of problems of a psychological or ethical nature, personality or psychological testing may be required at the discretion of the Teacher Education Faculty. Expenses for this testing will be borne by the student.
3. **Completion of Application and Student Teaching Semester Assignment.** Complete an "Application for Admission to the Teacher Education Program" form, provided by the Office of Teacher Education. (During the first eight (8) weeks of the second semester of the sophomore year or before enrolling in upper-level education courses.) Arrange for an interview with the Coordinator of Certification and Clinical Experiences to confirm the student teaching semester and fill out the application.
4. **Admittance to Upper Level Education Classes -- Undergraduates and Graduates.** To be admitted to upper level education courses (3000 and 4000 level), students must have a cumulative grade point average (GPA) of 2.5, must have documented scores of the ACT or SAT on file in the Office of

- Teacher Education, must have passed all sections of the C-BASE, must have completed successfully EDU 2113 and EDU 2313 or their equivalents, and must have completed their teacher education file.
5. **Grades, Grade Point Average and Cumulative Grade Point Average.** All college level work must be counted in the calculation of the grade point average (GPA). Students must furnish transcripts to the Office of Teacher Education for all college level work taken at other colleges or universities. Students must have a minimum cumulative GPA of 2.5 on a 4.0 scale. Professional education courses must be completed with a GPA of 2.5 and with no grade lower than a "C." PSY 3063, Human Growth and Development, (or in some cases, PSY 3053 or PSY 4033) is included as a professional education course for education students. Students must attain a minimum cumulative 2.5 GPA in each area in which they are seeking a teaching certificate.
  6. **General Education Requirements and Lower Level Course Work.** Students must have completed all lower level general education requirements and all 1000 and 2000 level courses required in each of the areas in which they are seeking certification unless permission has been granted to do otherwise. Secondary students should be careful to see that they have completed University general education requirements and the general education requirements prescribed by the state. State requirements are listed later in this section. Elementary general education requirements are included in the degree program.
  7. **Correspondence Courses and Other Classes or Activities During the Block/Student Teaching Semester.** Correspondence courses should be completed prior to the beginning of the professional block semester. Students are not to be enrolled in classes other than the block classes and student teaching during their professional semester without prior written permission from the Director of Teacher Education or the Coordinator of Certification and Clinical Experiences. Students must abide by the rules stated in the Teacher Education Handbook under "The Student Teaching Experience" pertaining to outside activities during student teaching.
  8. **Education Course Requirements Prior to Student Teaching.** Prior to doing student teaching, students majoring in elementary or middle school education or in a secondary teaching field must have completed all lower-level general education and all professional education courses unless permission has been granted for exceptions. A student may not enroll in student teaching, except by special permission of the Director of Teacher Education or the Coordinator of Certification and Clinical Experiences.
  9. **Attendance at Education Day Seminar and other meetings.** Students are required to attend the annual Education Day Seminar held during the academic year in which they will be completing their professional block/student teaching semester.
- Students are also required to attend ALL meetings pertaining to their block/student teaching semester either prior to or during the stated semester.
10. **Credit Check.** A credit check is an evaluation of the academic record to determine if the requirements for graduation and for the teaching certificate have been met. The evaluation is made by the Registrar, the advisor, the heads of major departments, and if added endorsements (certifications) are sought, by heads of the departments in the areas of the added endorsements, and the Coordinator of Certification. Ordinarily, students request a credit check when they have completed between 70-80 semester hours of college work. However, because the teacher education student cannot enroll in other courses during the block semester, a credit check should be requested at the end of the first semester of the junior year. This should allow ample time to enroll in courses needed for graduation.
  11. **Recommendations.** Students are usually recommended by each department in which certification is sought. The Office of Teacher Education requests these recommendations from the departments.
  12. **Evidence of Dependability and Awareness.** This includes regular and punctual class attendance, attention to details, and the ability to know and meet deadlines.
  13. **Evidence of Good Citizenship.** Prospective teachers are expected to be good citizens of the University and the community. Recent conviction for a felony or misdemeanor or disciplinary action taken by school authorities will be considered negative factors.
  14. **Exit Assessment.** Students graduating after September 1, 1991, are required to complete the state-prescribed exit assessment which includes the passing of the **National Teachers' Examination (NTE)** before they will be granted a teaching certificate by the State of Missouri.

## Elementary Education, Grades 1-8\*

\*(Effective September 1, 1997,  
Elementary Education becomes 1-6.)

### Major (B.S. degree)

Complete prescribed course work in elementary education in order to receive initial certification. This includes University general education requirements. Complete supporting work of 21 or more semester hours which will qualify the student to obtain an added endorsement (certificate) in a second area of concentration which could be Early Childhood (Pre-K - Grade 3; or a subject area in which an added endorsement is available. Total hours must meet SBU's graduation requirements.

### Major (B.A. degree)

Same as the B.S. degree except for the completion of two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

### Minor in Elementary Education

No minor offered in Elementary Education.

### Middle School Education, Grades 5-9\*

\*(May be obtained after September 1, 1997)

### Major (B.S. degree)

Complete prescribed course work in middle school education in order to receive initial certification. This includes University general education requirements and 21 or more semester hours in two (2) areas of concentration which are available (language arts, mathematics, science or social studies). Total hours must meet SBU's graduation requirements.

### Major (B.A. degree)

Same as the B.S. degree except for the completion of two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

### Minor in Middle School Education

No minor offered in Middle School Education.

### Secondary Education

A major is not available in secondary education. Secondary education is offered only in conjunction with a major academic teaching area in which certification has been approved by the State Department of Education.

### Secondary Certification (B.S. degree)

Certification in secondary education consists of completion of an academic major in which initial certification is sought and completion of professional education requirements. When possible, it is recommended that students complete sufficient hours to obtain an added endorsement (certificate) in a second teaching area. Total hours must meet SBU's graduation requirements.

### Secondary Certification (B.A. degree)

Same as the B.S. degree except for the completion of two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

### B.S. Degree Without Certification

Students who complete a prescribed education program will be awarded the Bachelor of Science degree in Education. Students who complete all requirements successfully and pass the appropriate exit examination will be recommended for a teaching certificate.

### Special Certification

#### Early Childhood (Pre-K - Grade 3)

Elementary Education Major and completion of the following courses or such courses as the State Department of Education may require: (Please refer to course descriptions for prerequisites)

EDU 2111 - *Observational Field Work in Early Childhood/PK-3 .....	1 hour
EDU 2243 - Health, Safety & Nutrition for the Young Child .....	3 hours
EDU 2333 - Teaching in Preschool .....	3 hours
EDU 2343 - **Emergent Language .....	3 hours
EDU 2381 - Practicum - Child Development .....	1 hour
EDU 2391 - Practicum - Teaching in the Preschool .....	1 hour
EDU 2483 - Home, School and Community Involvement .....	3 hours
EDU 3212 - Screening, Diagnosis, & Prescription in Early Childhood Education .....	2 hours
EDU 3311 or 3411 - *Field Work in Early Childhood/PK-3 .....	1 hour
HPE 2022 - Perceptual Motor Development .....	2 hours
PSY 3053 - Child Development .....	3 hours

\* These field work courses also fulfill part of the elementary field work requirements.

\*\* Also an elementary education requirement.

### Other Majors and Minors in Early Childhood Education Without State Certification

Students electing the four-year Child and Family Education program as their major are required to furnish the Office of Teacher Education documented ACT or SAT scores as an entry-level requirement. The C-BASE must be taken during the sophomore year, and the National Teachers Examination (NTE) in Early

Childhood Education must be taken during the senior year as an exit assessment.

## Child and Family Education (B.S. degree) (128 hours)

### General Education Courses (49-51 hours)

#### Education Courses (34 hours)

EDU 2113 - Educational Psychology (elementary section) . . . . .	3 hours
EDU 2243 - Health, Safety, & Nutrition for the Young Child . . . . .	3 hours
EDU 2313 - Foundations of Education (elementary section) . . . . .	3 hours
EDU 2333 - Teaching in Preschool . . . . .	3 hours
EDU 2343 - Emergent Language . . . . .	3 hours
EDU 2353 - Children's Literature . . . . .	3 hours
EDU 2381 - Practicum - Child Development . . . . .	1 hour
EDU 2391 - Practicum - Teaching in the Preschool . . . . .	1 hour
EDU 2483 - Home, School and Community Involvement . . . . .	3 hours
EDU 3143 - Integrating Art, Music & PE into the Elem Classroom . . . . .	3 hours
EDU 3212 - Screening, Diagnosis, & Prescription in Early Childhood Education. . . . .	2 hours
EDU/RED 4203 - Administration of Early Childhood Programs . . . . .	3 hours
EDU 4983 - Internship in Child and Family Education . . . . .	3 hours

#### Required Supporting Courses (16 hours)

HPE 2022 - Perceptual Motor Development . . . . .	2 hours
HPE 3092 - Standard First Aid . . . . .	2 hours
PSY 1013 - General Psychology (counts as Gen. Ed.)	
PSY 3053 - Child Development . . . . .	3 hours
PSY 3063 - Human Growth and Development . . . . .	3 hours
or	
PSY 4033 - Adolescent Development . . . . .	3 hours
SOC 1003 - Introductory Sociology . . . . .	3 hours
SOC 3003 - The Family . . . . .	3 hours

#### Electives (28 hours)

Suggested minors are psychology, sociology, religious education, business, or counseling.

## Child Development (A.S. degree) (64 hours)

Students pursuing the two-year Child Development program are required to furnish the Office of Teacher Education documented scores of the ACT or the SAT as an entry level requirement. The C-BASE will be required as an exit assessment.

## General Education Courses (39 hours) Education Courses (17 hours)

EDU 2243 - Health, Safety and Nutrition for the Young Child . . . . .	3 hours
EDU 2333 - Teaching in Preschool . . . . .	3 hours
EDU 2343 - Emergent Language . . . . .	3 hours
EDU 2381 - Practicum - Child Development . . . . .	1 hour
EDU 2391 - Practicum - Teaching in the Preschool . . . . .	1 hour
EDU 2483 - Home, School and Community Involvement . . . . .	3 hours
EDU/RED 4203 - Administration of Early Childhood Programs . . . . .	3 hours

#### Required Supporting Courses (7 hours)

HPE 2022 - Perceptual Motor Development . . . . .	2 hours
HPE 3092 - Standard First Aid . . . . .	2 hours
PSY 1013 - General Psychology (counts as Gen. Ed.)	
PSY 3053 - Child Development . . . . .	3 hours

#### Electives (1 hour)

## Child Development (A.A.S. degree) (64 hours)

Students pursuing the two-year Child Development program are required to furnish the Office of Teacher Education documented scores of the ACT or the SAT as an entry level requirement. The C-BASE will be required as an exit assessment.

### General Education Courses (26 hours) Education Courses (17 hours)

EDU 2243 - Health, Safety and Nutrition for the Young Child . . . . .	3 hours
EDU 2333 - Teaching in Preschool . . . . .	3 hours
EDU 2343 - Emergent Language . . . . .	3 hours
EDU 2381 - Practicum - Child Development . . . . .	1 hour
EDU 2391 - Practicum - Teaching in the Preschool . . . . .	1 hour
EDU 2483 - Home, School and Community Involvement . . . . .	3 hours
EDU/RED 4203 - Administration of Early Childhood Programs . . . . .	3 hours

#### Required Supporting Courses (7 hours)

HPE 2022 - Perceptual Motor Development . . . . .	2 hours
HPE 3092 - Standard First Aid . . . . .	2 hours
PSY 1013 - General Psychology (counts as Gen. Ed.)	
PSY 3053 - Child Development . . . . .	3 hours

#### Electives (14 hours)

## Minor in Child and Family Education

Twenty-one (21) hours to be selected from EDU 2243, EDU 2333, EDU 2343, EDU 2381, EDU 2391, EDU 2483, EDU/RED 4203; PSY 3053, PSY 3063, PSY 4033; SOC 3003. (Students may receive credit for only 2 PSY courses from 3053, 3063 or 4033.)

## Elementary Education Certificate, Grades 1-8\*

\*(Effective September 1, 1997, Elementary Education becomes 1-6)

## B.S. Degree Program

Students must fulfill the following specific requirements:

1. Complete the following courses (these courses also fulfill the general education requirements for SBU as well as for the Missouri Department of Elementary and Secondary Education):

### Natural Science and Mathematics (14 hours)

MAT 2283 and 2293 or two college level math courses above MAT 0113 . . . . 6 hours  
Natural Sciences . . . . . 8 hours

(Must include at least two courses, one course in a physical science (chemistry, earth or physics) and one course in a biological science with both of the courses having a laboratory component.)

### Social Sciences (18 hours)

ECO 4003 - LIFE Economics (or approved alternative) . . . . . 3 hours  
GEO 1103 - Geography . . . . . 3 hours  
HIS 2213 or 2223 or 2233 - U.S. I or II or III . . . . . 3 hours  
POL 1113 - American Government and Politics . . . . . 3 hours  
PSY 3063 - Human Growth & Development (also counted as Prof Edu) . . . . . 3 hours  
SOC 1003 - Introductory Sociology . . . . 3 hours  
or  
SOC 1013 - Introductory Anthropology . . 3 hours

### Humanities (6 hours)

FAR 1003, FAR 1013 or FAR 1023 . . . . 3 hours  
(Intro to Fine Arts or Intro to Art or Intro to Music)  
Literature elective . . . . . 3 hours

### Communication Skills (9 hours)

(Two courses in English Comp/One in Oral Communication)

ENG 1113 - English Composition I . . . . 3 hours  
ENG 2213 - English Composition II . . . . 3 hours  
or  
ENG 1123 - Honors Composition . . . . . 3 hours

(ENG 1123 requires an acceptable ACT score and a grade of "C" or better to receive 3 hours credit for ENG 1113 also)

COM 1103 - Fundamentals of Speech Communication . . . . . 3 hours  
or

COM 3393 - Interpersonal Communication . . . . . 3 hours

### Computer Literacy (3 hours)

EDU 4823 - Media and Computer Education . . . . . 3 hours

### Religion (8-9 hours)

BIB 1002 - Old Testament History . . . . 2 hours  
BIB 1012 - New Testament History . . . . 2 hours  
DIS 2012 - Christian Faith and Life . . . . 2 hours  
DIS 4012 - Applied Christian Living . . . . 2 hours  
or

PHI 4043 - Decision Making . . . . . 3 hours

### Health and Physical Education

#### (4 hours)

HPE 3092 - Standard First Aid . . . . . 2 hours  
Physical Activity (HPE 1061 & 1161) . . . . 2 hours  
(Foundations of Physical Fitness/Wellness I and II)

### NOTE:

EDU 2113 and EDU 2313 are prerequisites for admission to upper-level elementary, middle and secondary education courses by all students seeking State Teacher Certification. Either EDU 2113 or 2313 must be taken at Southwest Baptist University. EDU 3333 must be taken at Southwest Baptist University. EDU 2343 and EDU 2353 are also prerequisites for admission to upper-level elementary methods courses. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

### Professional Education (59)

EDU 2113 - Educational Psychology . . . . 3 hours  
EDU 2121 - +Observational Field Work (or 2111 or 2131 if applicable) . . . . 1 hour  
EDU 2313 - Foundations of Education . . . 3 hours  
EDU 2343 - Emergent Language . . . . . 3 hours  
EDU 2353 - Children's Literature . . . . . 3 hours  
EDU 3002 - Teaching Social Sciences I . . . . . 2 hours  
EDU 3022 - Teaching Social Sciences II . . . . . 2 hours

EDU 3114 - Teaching Reading/Language Arts I	4 hours
EDU 3124 - Teaching Reading/Language Arts II	4 hours
EDU 3143 - Integrating Art/Mus/PE in Elem School	3 hours
EDU 3162 - Teaching Integrated Math/ Science I	2 hours
EDU 3182 - Teaching Integrated Math/ Science II	2 hours
EDU 3321 - +Field Work in Elementary School (or 3311)	1 hour
EDU 3421 - +Field Work in Elementary School (or 3411)	1 hour
EDU 3833 - Behavior & Classroom Management	3 hours
EDU 4112 - *Teaching Writing (BLK)	2 hours
EDU 4823 - Media and Computer Education	3 hours
EDU 4832 - *Tests and Measurement (BLK)	2 hours
EDU 4842 - *The Exceptional Child (BLK)	2 hours
EDU 4915 - *Student Teaching in Elem Sch (BLK)	5 hours
EDU 4925 - *Student Teaching in Elem Sch (BLK)	5 hours
PSY 3063 - Human Growth & Development (also counted under Soc Sci)	3 hours

obtained in the Office of Teacher Education.) Total hours must meet SBU's graduation requirements.

## SUGGESTED FOUR YEAR PLAN

### Freshman Year

#### Fall

BIB 1002/12 - Old or New Testament	2 hours
MAT 2283 - Survey of Math for Elementary and Middle School Teachers I	3 hours
(or other college level math course above MAT 0113)	
or	

** Science Course with Lab	4 hours
ENG 1113 - English Composition I	3 hours
HPE 1061 - Foundations of Fitness/Wellness I	1 hour
SOC 1003/13 - Introductory Sociology or Anthropology	3 hours
or	
COM 1103 - Fundamentals of Speech Communication	3 hours
POL 1113 - American Government or Geo or US His	3 hours
HUM 1001 - Student in the University	1 hour
<b>TOTAL</b>	<b>15-17 hours</b>

#### Spring

BIB 1002/12 - Old or New Testament	2 hours
MAT 2293 - Survey of Math for Elementary and Middle School Teachers II	3 hours
(or other college level math course above MAT 0113)	
or	

** Science course with Lab	4 hours
ENG 2213 - English Composition II	3 hours
HPE 1161 - Foundations of Fitness/Wellness II	1 hour
COM 1103 - Fundamentals of Speech Communication	3 hours
or	
SOC 1003/13 - Introductory Sociology or Anthropology	3 hours
GEO 1103 - Geography or Amer Gov or US His	3 hours
DIS 2012 - Christian Faith and Life	2 hours
or	

*** 2nd Area of Certification (2-3 hours)	
<b>TOTAL</b>	<b>17-18 hours</b>

\*\* Two (2) science courses--both must have a lab component--one must be a biological course and the other a physical science (chemistry, earth or physics) course.

\*\*\* Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

\* **STUDENTS MUST TAKE EDU 4112, EDU 4832 and EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4915 AND EDU 4925 CONCURRENTLY.**

+ *Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31), whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Requirements for the first field work include successful completion of EDU 2113 or EDU 2313 (or may be taken concurrently), a 2.0 GPA, and completion of paperwork for teacher education file. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.*

2. Complete supporting work, including methods of teaching in the subject selected, which will qualify the student to obtain an added endorsement (certificate) in a second teaching area. This could be Early Childhood (Pre-K - Grade 3); or a subject area in which an added endorsement is available. Students who elect to obtain an added endorsement in some area other than Early Childhood (Pre-K - Grade 3) must complete supporting work, including methods of teaching in the subject selected and meet all requirements as stated by the Missouri Department of Elementary and Secondary Education. (Information may be

**NOTE**

If 4-hour science courses are taken as a freshman, take 3-hour math courses and HPE 1061 and HPE 1161 as a sophomore.)

**Sophomore Year****Fall**

** Science Course with Lab	4 hours
or	
MAT 2283 - Survey of Math for Elementary and Middle School Teachers I	3 hours
(or other college level math course above MAT 0113)	
EDU 2113 - Educational Psychology	3 hours
EDU 2343 - Emergent Language	3 hours
*** 2nd Area of Certification	6-9 hours
or	
EDU 2121+ - Observational Field Work (2111 or 2131)	(1 hour)
<b>TOTAL</b>	<b>17-18 hours</b>

**Note:** Depending on the second area of certification, the field work could be taken to replace one hour of the second area of certification classes. If field work is taken during the fall, student would not need to take another one during the spring.

**Spring**

** Science Course with Lab	4 hours
or	
MAT 2293 - Survey of Math for Elementary and Middle School Teachers II	3 hours
(or other college level math course above MAT 0113)	
EDU 2313 - Foundations of Education	3 hours
EDU 2121+ (11/31) - Observational Field Work	1 hour
EDU 2353 - Children's Literature	3 hours
*** 2nd Area of Certification (&/or DIS 2012-Christian Faith & Life)	6-7 hours
<b>TOTAL</b>	<b>16-18 hours</b>

+ *Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31), whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Requirements for the first field work include successful completion of EDU 2113 or EDU 2313 (or may be taken concurrently), a 2.0 GPA, and completion of paperwork for teacher education file. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.*

\*\* Two (2) science courses--both must have a lab component--one must be a biological course and the

other a physical science (chemistry, earth, or physics) course.

\*\*\* Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

**Junior Year****Fall**

EDU 3002 - Teaching Social Sciences I	2 hours
EDU 3114 - Teaching Reading/Language Arts I	4 hours
EDU 3162 - Teaching Integrated Math/Science in Elem Sch I	2 hours
EDU 3321 - +Field Work in Elementary (3311 or 3331)	1 hour
EDU 3833 - Behavior and Classroom Management - Elementary	3 hours
EDU 4823 - Media and Computer Education	3 hours
*** 2nd Area of Certification (or HPE 3092)	2-3 hours
<b>TOTAL</b>	<b>17-18 hours</b>

**Spring**

EDU 3022 - Teaching Social Sciences II	2 hours
EDU 3124 - Teaching Reading/Language Arts II	4 hours
EDU 3143 - Integrating Art/Mus/PE in Elem School	3 hours
EDU 3182 - Teaching Integrated Math/Science II	2 hours
EDU 3421 - +Field Work in Elementary (3411 or 3431)	1 hour
HPE 3092 - Standard First Aid and/or	2 hours
*** 2nd Area of Certification	3-4 hours
<b>TOTAL</b>	<b>17-18 hours</b>

+ *Field Work may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High (31), whichever is applicable, and is by special permission of the Coordinator of Clinical Experiences. Requirements for the first field work include successful completion of EDU 2113 or EDU 2313 (or may be taken concurrently), a 2.0 GPA, and completion of paperwork for teacher education file. Student must pre-enroll. Elementary education students participate in an observational field work during the sophomore year and in a field work each semester during the junior year concurrently with their methods courses in order to observe and participate in various methods of teaching being utilized in the public school.*

\*\*\* Certain 2nd Areas of Certification (added endorsements) may be difficult to obtain without attending summers and Jan-terms.

**Senior Year****Fall or Spring**

DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Decision Making	3 hours

ECO 4003 - LIFE Economics (or approved alternative) . . . . .	3 hours
ENG _____ - Literature Elective . . . . .	3 hours
FAR 1003, FAR 1013 or FAR 1023 . . . . .	3 hours
(Intro to Fine Arts or Intro to Art or Intro to Music)	
HIS 22-- - U.S. I or U.S. II or U.S. III or Am Gov or Geo . . . . .	3 hours
PSY 3063 - Human Growth and Development . . . . .	3 hours
<b>TOTAL</b> . . . . .	<b>17-18 hours</b>

(NOTE: The professional semester does not have to be the final semester. Some student teachers are scheduled for fall and some for spring in order to keep a reasonable balance of student teachers each semester.)

#### Senior Year

##### Fall or Spring

EDU 4112 -*Teaching Writing (BLK) . . . . .	2 hours
EDU 4832 -*Tests and Measurement (BLK) . . . . .	2 hours
EDU 4842 -*The Exceptional Child (BLK) . . . . .	2 hours
EDU 4915 -*Student Teaching In Elementary School I (BLK) . . . . .	5 hours
EDU 4925 -*Student Teaching in Elementary School II (BLK) . . . . .	5 hours
<b>TOTAL</b> . . . . .	<b>16 hours</b>

\* STUDENTS MUST TAKE EDU 4112, EDU 4832 and EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4915 AND EDU 4925 CONCURRENTLY.

### Elementary Education Certificate, Grades 1-8\*

\*(Effective September 1, 1997, Elementary Education becomes 1-6)

#### B.A. Degree Program

In addition to the above courses, the student must complete two approved courses in the same foreign language and an additional three (3) hours in humanities. (See Bachelor of Arts/General Education Requirements.)

### Middle School Education Certificate, Grades 5-9\*

\*(May be obtained after September 1, 1997)

#### B. S. Degree Program

1. Candidates for middle school certification must meet all SBU degree requirements including the general education requirements for the B.S.

degree. They must also meet the requirements listed below which have been stipulated by the State Department of Elementary and Secondary Education. Where SBU requirements and State Department requirements overlap, courses may be counted in both places.

#### Humanities (6 hours)

FAR 1003, FAR 1013, FAR 1023, or FAR 1033 . . . . . 3 hours  
(Intro to Fine Arts or Intro to Art or Intro to Music or Intro to Theatre)

#### Second Humanities

ENG 3303 - American Literature for the Adolescent Reader . . . . . 3 hours

#### Communication Skills (9 hours)

ENG 1113 - English Composition I . . . . . 3 hours  
ENG 2213 - English Composition II . . . . . 3 hours

or  
ENG 1123 - Honors Composition . . . . . 3 hours  
(ENG 1123 requires an acceptable ACT score & a grade of "C" or better to receive 3 hours of credit for ENG 1113 also)

COM 1103 - Fundamentals of Speech Communication . . . . . 3 hours

or  
COM 3393 - Interpersonal Comm . . . . . 3 hours

#### Computer Literacy (3 hours)

EDU 4823 - Media and Computer Edu . . . 3 hours  
(also counted as Prof Edu)

#### Social Studies and Psychology (12 hours)

ECO 4003 - LIFE Economics (or approved alternative) . . . . . 3 hours

HIS 22\_\_ - U.S. History I or U.S. II or U.S. III . . . . . 3 hours

POL 1113 - Amer Government/Politics . . . 3 hours

PSY 3063 - Human Growth/Develop . . . . 3 hours  
(also counted as Prof Edu)

#### Natural Science (8 hours)

Must include at least two courses, one course in a physical science (chemistry, earth or physics) and one course in a biological science with both of these having a laboratory component.

#### Mathematics (6 hours)

MAT 2283 and 2293 (Survey of Math for Elementary and Middle School Teachers I and II) or two approved college level math courses above MAT 0113 . . . . . 6 hours

#### Religion (8-9 hours)

BIB 1002 - Old Testament History . . . . . 2 hours

BIB 1012 - New Testament History . . . . . 2 hours

DIS 2012 - Christian Faith and Life . . . . . 2 hours

DIS 4012 - Applied Christian Living . . . . . 2 hours

or  
PHI 4043 - Decision Making . . . . . 3 hours

#### Physical Education (2 hours)

HPE 1061 - Foundation of Physical Fitness/Wellness I . . . . . 1 hour

HPE 1161 - Foundation of Physical Fitness/Wellness II . . . . . 1 hour

Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

### **B.M. Degree Program**

Students who desire to obtain certificates to teach music must fulfill requirements one (1) and four (4) listed previously under secondary education certificate program. For the remainder of the requirements they must follow the course of study prescribed by the Music Department.

### **Field Work Classes**

Elementary Education majors must take three (3) field work classes. Students with Early Childhood Education as a second area of concentration usually take two (2) Early Childhood (Pre-K - Grade 3) field work classes, one in kindergarten and one in lower elementary, which counts as both an early childhood and an elementary field work and also one (1) in upper elementary. Elementary majors with other areas as second field take two (2) elementary-level field work courses and one (1) in the second area, usually in the subject area such as music, art, social studies, etc.

Secondary persons must take two (2) field work classes (unless seeking Illinois certification and then they must take four (4) field work classes). One field work is taken at the junior high school level - EDU 2131 or 3431 and one at the secondary (high school) level - EDU 2141 or 3441. In order for students to obtain the best experiences possible, field work assignments are usually made at different schools and at different grade levels.

Educational Psychology, EDU 2113, (or Foundations of Education, EDU 2313) is a prerequisite for all field work classes or may be taken concurrently with the first field work. To enroll in a lower level (2000) field work, students must have at least a cumulative grade point average (GPA) of 2.0 and must have completed paperwork for the Teacher Education file.

In order to enroll in upper level (3000) field work, students must have completed Educational Psychology and Foundations of Education and the necessary paperwork for their teacher education file as well as other Teacher Education requirements which include a cumulative GPA of 2.5, a documented ACT or SAT score on file in the Office of Teacher Education, and the passing of all sections of the C-BASE. All students must have

consent of the Coordinator of Clinical Experiences and must pre-enroll in field work classes. Attendance at field work meetings is also required. Students are responsible for providing their own transportation to and from field work.

### **Block/Student Teaching Semester**

The block/student teaching semester is normally taken during the senior year and is open only to students who have been unconditionally admitted to the Teacher Education Program. The first four weeks of the semester is spent in concentrated study in the professional block program for which the student receives four-six (4-6) hours of credit. The remainder of the semester is spent in student teaching at a cooperating school or schools for which the student receives ten hours (10) of credit. In order to enroll and participate in the student teaching semester, a student must have been unconditionally admitted to the program, must have attained (and must maintain during the block) the required grade point average, and must meet other requirements as stated in the "Teacher Education Handbook" provided in the Office of Teacher Education. Student teachers will be evaluated using a letter grade system.

## **DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and RECREATION**

Department Chair: Duane Trogdon  
Faculty: Rex Brown, Herbert Hamann,  
Larry Jackson, John Katrosh,  
Stephanie Miller, Linda Wooderson  
Office: Field House  
(417) 326-1746

### **PHYSICAL EDUCATION**

Recognizing that mental power and efficiency is dependent upon organic health and vigor, and with the philosophy that training and development of the body should be as systematic and thorough as training of the mind, programs of individual and team sports are offered in health and physical education. Fundamentals of sports and athletic skills are taught and opportunities for participation are provided through various physical education programs. Academic programs are offered which lead to Missouri teacher certification in grades PK-12, PK-9, and 9-12. The department also offers certification programs in health education. Students interested in being certified as athletic trainers may meet the requirements which prepare them for the national examination. Students desiring to pursue a career in a sports-related area other than teaching may pursue a major in Sports Management. A health, physical education major must pursue a course of study that leads to either the bachelor of arts degree or the bachelor of science degree. Certification requirements as outlined in one of the programs listed below and in

the teacher education section of the catalog must be met. It is strongly recommended that students seek endorsement (certification) in a second teaching field or occupational area. All physical education majors who seek a teaching certificate must complete the student teaching block. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

## Physical Education Certification

### PK-12

A major leading to certification in grades PK-12 requires the following courses and completion of teacher education requirements. The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education requirements.

#### History and Philosophy

HPE 1033 - Foundations of Physical Activity and Sport . . . . . 3 hours

#### Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology . . . . . 4 hours

#### Kinesiology

HPE 4003 - Kinesiology . . . . . 3 hours

#### Physiology of Exercise

HPE 3073 - Physiology of Exercise . . . . . 3 hours

#### Measurement and Evaluation

HPE 3053 - Measurement and Evaluation in Physical Education . . . . . 3 hours

#### Health Related Fitness/Wellness

HPE 1061 - Foundation of Physical Fitness/Wellness I . . . . . 1 hour

HPE 1161 - Foundation of Physical Fitness/Wellness II . . . . . 1 hour

HPE 1043 - Personal and Community Health . . . . . 3 hours

#### Lifetime Activities and Dance

Seven (7) hours selected from the following:

HPE 1001-Bowling; HPE 1011-Gen. Act.I; HPE 1021-Gen. Act. II; HPE 1031-Tennis; HPE 1041- Golf; HPE 1051-Archery/Badminton; HPE 1071- Beginning Swimming; HPE 1081-Life Guard Training; HPE 1091-Varsity Sport; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving; HPE 3091- Varsity Sport

#### Adapted Physical Education

HPE 4043 - Adapted Physical Education . . . . . 3 hours

### Psychological Aspects of Physical Education

HPE 2042 - Psychology of Coaching . . . . 2 hours

### Sociological Aspects of Physical Education

HPE 4013 - Sports & Physical Activity in American Society . . . . . 3 hours

### Motor Development/Motor Learning

HPE 2022 - Perceptual Motor Development . . . . . 2 hours

### First Aid, CPR and Care of Activity/Sport Injuries

HPE 3082 - Care and Prevention of Athletic Injury . . . . . 2 hours

HPE 3092 - Standard First Aid . . . . . 2 hours

### Movement and Rhythms

HPE 3043 - Analysis of Basic Rhythms . . . . . 3 hours

### Methods in Physical Education PK-4

HPE 3062 - Coaching Track/Field . . . . . 2 hours

HPE 3132 - Teaching P.E. in Elementary School . . . . . 2 hours

### Methods in Physical Education 5-9

\* EDU 4533 - Methods of Teaching Physical Education 5-12 . . . . . 3 hours

HPE 4023 - Organization/Administration of Physical Edu/Rec . . . . . 3 hours

\* Also counted under Professional Education Sequence

### Electives

Two (2) additional courses must be selected from the following:

HPE 2032-Coaching Volleyball; HPE 2052-Coaching Softball/Baseball; HPE 3012-Coaching Football; HPE 3013-Teaching Individual & Dual Sports; HPE 3022-Coaching Basketball; HPE 4002- Sports, Games & Intramurals

## Physical Education Certification 9-12

A major leading to certification in grades 9-12 requires the following courses and completion of teacher education requirements. The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education certification requirements.

#### History and Philosophy

HPE 1033 - Foundations of Physical Activity and Sport . . . . . 3 hours

#### Anatomy-Physiology

BIO 2204 - Human Anatomy and Physiology . . . . . 4 hours

#### Kinesiology

HPE 4003 - Kinesiology . . . . . 3 hours

#### Physiology of Exercise

HPE 3073 - Physiology of Exercise . . . . 3 hours

#### Measurement and Evaluation

HPE 3053 - Measurement and Evaluation in Physical Education . . . . . 3 hours

**Health Related Fitness/Wellness**

- HPE 1061 - Foundation of Physical Fitness/Wellness I ..... 1 hour  
 HPE 1161 - Foundation of Physical Fitness/Wellness II ..... 1 hour

**Lifetime Activities and Dance**

Five (5) hours selected from the following:

- HPE 1001-Bowling; HPE 1011-Gen. Act.I; HPE 1021-Gen. Act. II; HPE 1031-Tennis; HPE 1041- Golf; HPE 1051-Archery/Badminton; HPE 1071- Beginning Swimming; HPE 1061-Life Guard Training; HPE 1091-Varsity Sport; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving; HPE 3091- Varsity Sport

**Adapted Physical Education**

- HPE 4043 - Adapted Physical Education ..... 3 hours

**Psychological Aspects of Physical Education**

- HPE 2042 - Psychology of Coaching .... 2 hours

**Sociological Aspects of Physical Education**

- HPE 4013 - Sports & Physical Activity in American Society ..... 3 hours

**Motor Development/Motor Learning**

- HPE 2022 - Perceptual Motor Development ..... 2 hours

**First Aid, CPR and Care of Activity/ Sport Injuries**

- HPE 3082 - Care and Prevention of Athletic Injury ..... 2 hours

- HPE 3092 - Standard First Aid ..... 2 hours

**Methods in Physical Education**

- \* EDU 4533 - Methods of Teaching Physical Education 5-12 ..... 3 hours

- HPE 4023 - Organization and Administration of Physical Edu/Rec ..... 3 hours

\* Also counted under Professional Education Sequence

**Electives**

Two (2) additional courses must be selected from the following:

- HPE 2032-Coaching Volleyball; HPE 2052-Coaching Softball/Baseball; HPE 3012-Coaching Football; HPE 3013-Teaching Individual & Dual Sports; HPE 3022-Coaching Basketball; HPE 4002-Sports, Games & Intramurals

**Physical Education Certification PK-9**

A teaching minor leading to an added endorsement (certification) in grades PK-9 requires the following courses and completion of all teacher education requirements (PK-9 certification is not accepted as a first teaching field.) The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy physical education certification requirements.

**History and Philosophy**

- HPE 1033 - Foundations of Physical Activity and Sport ..... 3 hours

**Anatomy-Physiology**

- BIO 2204 - Human Anatomy and Physiology ..... 4 hours

**Kinesiology**

- HPE 4003 - Kinesiology ..... 3 hours

**Physiology of Exercise**

- HPE 3073 - Physiology of Exercise ..... 3 hours

**Measurement and Evaluation**

- HPE 3053 - Measurement and Evaluation in Physical Education ..... 3 hours

**Health Related Fitness/Wellness**

- HPE 1061 - Foundation of Physical Fitness/Wellness I ..... 1 hour

- HPE 1161 - Foundation of Physical Fitness/Wellness II ..... 1 hour

**Lifetime Activities and Dance**

Two (2) hours selected from the following:

- HPE 1001-Bowling; HPE 1011-Gen. Act.I; HPE 1021-Gen. Act. II; HPE 1031-Tennis; HPE 1041- Golf; HPE 1051-Archery/Badminton; HPE 1071- Beginning Swimming; HPE 1081-Life Guard Training; HPE 1091-Varsity Sport; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving; HPE 3091- Varsity Sport

**Adapted Physical Education**

- HPE 4043 - Adapted Physical Education ..... 3 hours

**Psychological Aspects of Physical Education**

- HPE 2042 - Psychology of Coaching .... 2 hours

**Motor Development/Motor Learning**

- HPE 2022 - Perceptual Motor Development ..... 2 hours

**First Aid, CPR and Care of Activity/ Sport Injuries**

- HPE 3082 - Care and Prevention of Athletic Injury ..... 2 hours

- HPE 3092 - Standard First Aid ..... 2 hours

**Movement and Rhythms**

- HPE 3043 - Analysis of Basic Rhythms ..... 3 hours

**Methods in Physical Education PK-4**

- HPE 3062 - Coaching Track and Field .. 2 hours

- HPE 3132 - Teaching P.E. in Elementary School ..... 2 hours

**Methods in Physical Education 5-9**

- \* EDU 4533 - Methods of Teaching Physical Education 5-12 ..... 3 hours

- HPE 4023 - Organization and Administration of Physical Edu/Rec ..... 3 hours

\* Also counted under Professional Education Sequence

**Electives**

Two (2) additional courses must be selected from the following:

- HPE 2032-Coaching Volleyball; HPE 2052-Coaching Softball/Baseball; HPE 3012-Coaching Football; HPE 3013-Teaching Individual & Dual Sports; HPE 3022-Coaching Basketball; HPE 4002- Sports, Games & Intramurals

**Health Education 9-12**

A teaching minor leading to an added endorsement (certification) in Health, grades 9-12 requires the following courses and completion of all teacher education requirements (Health certification is not accepted as a first teaching field.) The categories as required by the Missouri Department of Elementary and Secondary Education (DESE) are listed in bold followed by the courses normally taken at SBU to satisfy health certification requirements.

**Human Anatomy-Physiology**

BIO 2204 - Human Anatomy and  
Physiology I ..... 4 hours  
BIO 2243 - Basic Nutrition ..... 3 hours  
BIO 3304 - Human Anatomy and  
Physiology II ..... 4 hours  
or  
HPE 3073 - Physiology of Exercise ..... 3 hours

**Drug Education**

HPE 1043 - Personal and Community  
Health ..... 3 hours  
HPE 2063 - School Health Education ... 3 hours  
PSY/SOC 4953 - Being Human and Addicted  
(or an approved alter.) ..... 3 hours

**Personal Health**

HPE 1043 - Personal and Community  
Health ..... 3 hours

**Mental Health**

PSY 2023 - Mental Hygiene ..... 3 hours

**Family Life/Sex Education**

SOC 3003 - The Family ..... 3 hours  
PSY/SOC 4032 - Sex Education (or  
an approved alter.) ..... 2 hours

**Safety and First Aid**

HPE 3092 - Standard First Aid ..... 2 hours  
HPE 4133 - Safety Education ..... 3 hours

**Community Health**

HPE 1043 - Personal and Community  
Health ..... 3 hours

**Methods in Health**

HPE 2063 - School Health Education ... 3 hours

**Electives**

Health electives may be selected  
from areas above ..... 3 hours

**Health Education PK-12**

A teaching minor leading to an added endorsement (certification) in Health, grades PK-12 requires the following courses and completion of all teacher education requirements (Health certification is not accepted as a first teaching field.)

**Human Anatomy-Physiology**

BIO 2204 - Human Anatomy and  
Physiology I ..... 4 hours  
BIO 2243 - Basic Nutrition ..... 3 hours  
BIO 3304 - Human Anatomy and  
Physiology II ..... 4 hours  
or  
HPE 3073 - Physiology of Exercise ..... 3 hours

**Drug Education**

HPE 1043 - Personal and Community  
Health ..... 3 hours  
HPE 2063 - School Health Education ... 3 hours  
PSY/SOC 4953 - Being Human and Addicted  
(or an approved alter.) ..... 3 hours

**Personal Health**

HPE 1043 - Personal and Community  
Health ..... 3 hours

PSY 2023 - Mental Hygiene ..... 3 hours

**Family Life/Sex Education**

SOC 3003 - The Family ..... 3 hours  
PSY/SOC 4032 - Sex Education (or  
an approved alter.) ..... 2 hours

**Safety and First Aid**

HPE 3092 - Standard First Aid ..... 2 hours  
HPE 4133 - Safety Education ..... 3 hours

**Community Health**

HPE 1043 - Personal and  
Community Health ..... 3 hours

**Methods in Health**

HPE 2063 - School Health Education ... 3 hours

**Electives**

Health electives may be selected from areas above  
or from bacteriology, biology,  
microbiology ..... 5 hours

**Health Education PK-9**

A teaching minor leading to an added endorsement (certification) in Health, grades PK-9 requires the following courses and completion of all teacher education requirements (Health certification is not accepted as a first teaching field.)

**Human Anatomy-Physiology**

BIO 2204 - Human Anatomy and  
Physiology I ..... 4 hours  
BIO 2243 - Basic Nutrition ..... 3 hours  
BIO 3304 - Human Anatomy and  
Physiology II ..... 4 hours  
or

HPE 3073 - Physiology of Exercise ..... 3 hours

**Drug Education**

HPE 1043 - Personal and Community  
Health ..... 3 hours

HPE 2063 - School Health Education ... 3 hours

PSY/SOC 4953 - Being Human and Addicted  
(or an approved alter.) ..... 3 hours

**Personal Health**

HPE 1043 - Personal and Community  
Health ..... 3 hours

PSY 2023 - Mental Hygiene ..... 3 hours

**Family Life/Sex Education**

SOC 3003 - The Family ..... 3 hours  
PSY/SOC 4032 - Sex Education ..... 2 hours

**Safety and First Aid**

HPE 3092 - Standard First Aid ..... 2 hours  
HPE 4133 - Safety Education ..... 3 hours

**Community Health**

HPE 1043 - Personal and Community  
Health ..... 3 hours

**Methods in Health**

HPE 2063 - School Health  
Education ..... 3 hours

## Athletic Training Concentration

Students who wish to prepare for the National Trainers Association Examination should complete the following course of study:

BIO 2204 - Human Anatomy and Physiology I	4 hours
BIO 2243 - Nutrition	3 hours
BIO 3304 - Human Anatomy and Physiology II	4 hours
HPE 1043 - Personal and Community Health	3 hours
HPE 1112 - Introduction to Sport Management	2 hours
HPE 3073 - Physiology of Exercise	3 hours
HPE 3082 - Care and Prevention of Athletic Injury	2 hours
HPE 3092 - Standard First Aid	2 hours
HPE 4003 - Kinesiology	3 hours
HPE 4023 - Organization and Administration of Physical Edu/Rec	3 hours
HPE 4033 - Fundamentals of Sports Medicine	3 hours
PTH 2002 - Intro to Medical Terminology	2 hours

Practicum of 1600 hours supervised by a certified athletic trainer

HPE 1982 - Athletic Training Practicum (400 supervised hours)	2 hours
HPE 2982 - Athletic Training Practicum (400 supervised hours)	2 hours
HPE 3982 - Athletic Training Practicum (400 supervised hours)	2 hours
HPE 4982 - Athletic Training Practicum (400 supervised hours)	2 hours

## Sports Management Major (B.A. or B.S. degree)

The sports management major is an interdisciplinary program designed for students interested in a career in sports-related areas other than education. Students should complete all courses listed in the Core section and a concentration listed below. NOTE: Students who are pursuing a B.S. degree are required to take nine hours of upper level psychology. A B.A. degree requires eight hours of a foreign language.

### Core Courses (34 hours)

BIO 2243 - Nutrition	3 hours
HPE 1033 - Foundations of Physical Activity and Sport	3 hours
HPE 1112 - Foundations of Sport Management	2 hours
HPE 3053 - Measurement and Evaluation in Physical Education	3 hours
HPE 3073 - Physiology of Exercise	3 hours
HPE 3082 - Care and Prevention of Athletic Injury	2 hours

HPE 3092 - Standard First Aid	2 hours
HPE 4003 - Kinesiology	3 hours
HPE 4013 - Sport and Physical Activity in American Society	3 hours
HPE -- - Activity Electives	6 hours
HPE 4986 - Internship	6 hours

In addition to the core curriculum in Sport Management one of the following concentrations must be completed. General Education courses and additional electives must total a minimum of 128 hours.

### Business (21 hours)

ACC 2023 - Financial Accounting I	3 hours
BUS 2013 - Business Communications	3 hours
BUS 3073 - Business Law I	3 hours
MGT 3013 - Principles of Mgt	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
MKT 3023 - Principles of Marketing	3 hours
Elective in MKT/MGT	3 hours

### Sport Administration (21-22 hours)

HPE 2012 - Sports Officiating	2 hours
HPE 2042 - Psychology of Coaching	2 hours
REC 2092 - Recreation and Athletic Facilities	2 hours
HPE 4002 - Sports, Games & Intramurals	2 hours
HPE 4023 - Organization & Administration of Physical Education	3 hours
MGT 3013 - Principles of Mgt	3 hours
MKT 3023 - Principles of Marketing	3 hours
<u>Select two courses from the following:</u>	
HPE 2032 - Coaching Volleyball	2 hours
HPE 2052 - Coaching Baseball and Softball	2 hours
HPE 3012 - Coaching Football	2 hours
HPE 3013 - Teaching Individual & Dual Sports	3 hours
HPE 3022 - Coaching Basketball	2 hours

### Commercial Recreation (22 hours)

REC 1113 - Foundations of Community Recreation	3 hours
REC 3163 - Recreation Leadership	3 hours
REC 3783 - Recreation Field Guidance Seminar	3 hours
REC 4023 - Organization & Administration of Recreation	3 hours
MGT 3013 - Principles of Mgt	3 hours

Elect 4 hours from the following courses:

REC 2052 - Camp and Retreat Administration	2 hours
REC 2092 - Recreation & Athletic Facilities	2 hours
REC 3992 - Readings in Recreation	2 hours
REC 4762 - Problem Solving in Recreation	2 hours

Elect 3 hours from the following courses:

MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
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MGT 4043 - Organizational Behavior  
& Theory . . . . . 3 hours

### **Fitness/Wellness (24-25 hours)**

BIO 2204 - Human Anatomy and  
Physiology I . . . . . 4 hours  
BIO 3304 - Human Anatomy and  
Physiology II . . . . . 4 hours  
HPE 1043 - Personal and Community  
Health . . . . . 3 hours  
HPE 1061 - Foundations of Physical  
Fitness/Wellness I . . . . . 1 hour  
HPE 1161 - Foundations of Physical  
Fitness/Wellness II . . . . . 1 hour  
HPE 3073 - Physiology of Exercise . . . . . 3 hours  
HPE 4033 - Fundamentals of Sports  
Medicine . . . . . 3 hours  
PTH 2002 - Intro to Medical  
Terminology . . . . . 2 hours  
Approved electives from Biology or  
Physical Education . . . . . 3-4 hours

### **Athletic Training (30 hours plus practicum)**

BIO 2204 - Human Anatomy and  
Physiology I . . . . . 4 hours  
BIO 2243 - Nutrition . . . . . 3 hours  
BIO 3304 - Human Anatomy and  
Physiology II . . . . . 4 hours  
HPE 1043 - Personal and Community  
Health . . . . . 3 hours  
HPE 3073 - Physiology of Exercise . . . . . 3 hours  
HPE 3082 - Care/Prevention of Athletic  
Injury . . . . . 2 hours  
HPE 4003 - Kinesiology . . . . . 3 hours  
HPE 4023 - Organization and Administration  
of PE/REC . . . . . 3 hours  
HPE 4033 - Fundamentals of Sports  
Medicine . . . . . 3 hours  
PTH 2002 - Intro to Medical  
Terminology . . . . . 2 hours

### **Practicum of 1600 Hours - Supervised by a Certified Athletic Trainer**

HPE 1982 - Athletic Training Practicum  
(400 hours) . . . . . 2 hours  
HPE 2982 - Athletic Training Practicum  
(400 hours) . . . . . 2 hours  
HPE 3982 - Athletic Training Practicum  
(400 hours) . . . . . 2 hours  
HPE 4982 - Athletic Training Practicum  
(400 hours) . . . . . 2 hours

## **RECREATION AND LEISURE STUDIES**

The HPER department offers the bachelor of arts and the bachelor of science degrees in recreation with concentrations in church recreation and community recreation, or an option in therapeutic recreation. The programs of study are designed for persons desiring to

serve as recreation practitioners in a wide variety of settings. Minors are also available in both church and community recreation. In addition, a certificate program in youth ministry is offered. Specific requirements are presented below. Larry Jackson is coordinator (Taylor 105, 326-1710).

## **Recreation Major (B.S. or B.A. degree)**

### **Church Recreation Concentration**

**(34 hours) (\* Must be taken at SBU)**

REC 1102 - Introduction to Leisure . . . . . 2 hours  
REC 1123 - Prin of Church Recreation . . . 3 hours  
REC 3163\* - Recreation Leadership . . . . 3 hours  
REC 3783 - Recreation Field Guidance  
Seminar . . . . . 3 hours  
REC 4023 - Organization and Administration  
of Recreation . . . . . 3 hours  
REC 4762 - Problem Solving in  
Recreation . . . . . 2 hours  
REC 4986 - Internship in Recreation . . . . 6 hours  
Approved courses in Recreation . . . . . 12 hours

### **General Education Requirements (49-62 hours)**

### **Supportive Work (26 hours)**

BUS 2013 - Business  
Communications . . . . . 3 hours  
HPE 3092 - First Aid . . . . . 2 hours  
HPE 4002 - Sports, Games and  
Intramurals . . . . . 2 hours  
RED 2003 - Intro to Religious  
Education . . . . . 3 hours  
THE 3023 - The Baptist Denomination . . . 3 hours  
Approved courses from BIB, CHR,  
RED or THE . . . . . 6 hours  
Approved courses from ART, HPE, MUS,  
REC, or THR . . . . . 7 hours

## **Minor in Church Recreation**

Twenty-one (21) hours including:

REC 1102 - Introduction to Leisure . . . . . 2 hours  
RED 1123 - Prin of Church Recreation . . . 3 hours  
RED 3163 - Recreation Leadership . . . . . 3 hours  
REC 3183 - Recreation Field Guidance  
Seminar . . . . . 3 hours  
Approved courses in Recreation . . . . . 10 hours

## **Recreation Major (B.S. or B.A. degree)**

### **Community Recreation Concentration**

**(34 hours) (\*Must be taken at SBU.)**

REC 1102 - Intro to Leisure . . . . . 2 hours  
REC 1113 - Foundations of Community  
Recreation . . . . . 3 hours  
REC 3163\* - Recreation Leadership . . . . 3 hours  
REC 3783 - Rec Field Guidance Seminar 3 hours

- REC 4023 - Organization and Administration  
of Recreation . . . . . 3 hours  
REC 4762 - Problem Solving in  
Recreation . . . . . 2 hours  
REC 4986 - Internship in Recreation . . . . 6 hours  
Approved courses in Recreation . . . . . 12 hours

### General Education Requirements (49-62 hours)

#### Supportive Work (26 hours)

- BUS 2013 - Business Communications . . 3 hours  
HPE 3092 - First Aid . . . . . 2 hours  
HPE 4002 - Sports/Games/Intramurals . . 2 hours  
POL 2223 - American, State and Local  
Government . . . . . 3 hours  
SOC 2003 - Social Problems . . . . . 3 hours  
Approved courses from SOC, BUS,  
or MGT . . . . . 6 hours  
Approved courses from ART, HPE, MUS,  
REC, or THR . . . . . 7 hours

### Minor in Community Recreation

Twenty-one (21) hours including:

- REC 1102 - Introduction to Leisure . . . . 2 hours  
REC 1113 - Foundations of Community  
Recreation . . . . . 3 hours  
REC 3163 - Recreation Leadership . . . . 3 hours  
  
REC 3783 - Recreation Field Guidance  
Seminar . . . . . 3 hours  
Approved courses in recreation (REC) . 10 hours

### Commercial Recreation Concentration

See Sports Management section of this catalog.

### Therapeutic Recreation Option

An option exists for students to take a study track in therapeutic recreation. This approach is applicable for the student who desires to meet standards for national certification in therapeutic recreation through the National Council for Therapeutic Recreation Certification (NCTRC). Students who pursue this professional direction will be seeking credentialing for careers in therapeutic recreation in clinical, residential, or community-based programs for persons with disabilities. To pursue certification as a Certified Therapeutic Recreation Specialist, the student must complete nine credit hours in therapeutic recreation content courses, an internship in therapeutic recreation, and other undergraduate degree requirements from Recreation and Leisure Studies. Supportive work includes BIO 2204, HPE 4003, PSY 3033, PSY 3063, and six elective hours in PSY or SOC. Specific advisement may be obtained from the Coordinator of Recreation and Leisure Studies.

### Youth Ministry Certification

Any student in the University may receive certification in youth ministry by completing the prescribed program of courses. The certification will be granted by Recreation and Leisure Studies. Formal application must be made no later than February or September of the year of graduation. Certification will verify that the student has successfully completed the recommended program of study for work and ministry with youth.

Twenty-two (22) hours are required, including:

- REC 1123 - Principles of Church  
Recreation . . . . . 3 hours  
RED 3013 - Youth Ministry in the Church . . . . 3 hours  
RED 3023 - Church and Denominational  
Administration  
or  
THE 3023 - The Baptist Denomination . . . . . 3 hours  
RED 4053 - Reaching Unchurched Youth . . . 3 hours  
PSY 4033 - Adolescent Development . . . . . 3 hours  
Field Experience (REC 3783 or REC 4963) . . 3 hours  
Approved courses . . . . . 4 hours  
(To be chosen from the following: REC 2042,  
REC 2052, REC 2062, REC 2092.)

## DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

Department Chair: Harlie Gallatin  
Faculty:

Jacquelin C. Matejka, Larry Whatley  
Office: Taylor 123  
(417) 326-1720

The Department of History and Political Science offers a major and minor in history, a major and minor in political science, and coordinates pre-law advisement and the multi-disciplinary major program in social science education. Course work offered by this department is designed to meet the needs of those students who are (1) desiring to prepare for graduate work in history or political science; (2) preparing for teacher certification in the social studies subjects; or (3) preparing for advanced professional studies programs or careers such as law, public service, ministry, business, missions, etc., whether in the United States or abroad.

One-half of the hours counted toward a major and at least six (6) hours counted toward a minor must consist of courses taken in residence at Southwest Baptist University. Except for credit earned on the CLEP General Examination in Social Science and History, which may not be counted, any appropriate credit earned through regular or correspondence courses or examinations offered through Southwest Baptist University may be counted as residence credit toward a major or minor.

## HISTORY

Students wishing to maximize the major in history and/or anticipating graduate study in history would be wise to complete supporting work from fields of both the humanities and social sciences as follows: four or more courses selected from the fields of anthropology, geography, political science, psychology and sociology, three or more courses selected from the fields of art history, literature or philosophy, and two or more courses in either French or German.

### Major (B.A. or B.S. Degree)

Thirty-six (36) hours made up of thirty (30) hours of history and six (6) hours political science. Requires a minimum of eighteen (18) hours of 3000 and 4000 level work in history; namely six (6) hours from HIS 3313, 3323, 3423, 4313, 4413, or other ancient and medieval history; three (3) hours from HIS 3513 or other modern world history; six (6) hours from HIS 3723, 3783, 3833, 3843, 3893 or other United States history, and three (3) hours elective history.

The B.S. degree requires, in addition, 9 hours of supporting work in the social science fields of anthropology, geography, political science (except courses counted in major), psychology (except PSY 1013) and sociology (except 1003). Students completing another major in addition to history in the B.S. degree program may waive the above supporting work.

### Conjunctive Major (B.A. or B.S. degree)

A student who completes a second major in conjunction with a major in history may exercise greater flexibility in the composition of his history major. The conjunctive major in history requires thirty (30) hours of history, including the following minimum requirements: at least eighteen (18) hours of 3000 and 4000 level work; with at least three (3) hours from HIS 3313, 3323, 3423, 4313, 4413 or other ancient and medieval history; and three (3) hours from HIS 3513 or other modern world history; and three (3) hours from HIS 3723, 3783, 3833, 3843, 3893 or other United States history.

### Minor

Eighteen (18) hours including six (6) hours of 3000 and 4000 level work; three (3) hours from HIS 1113, 3313, 3323, 3423, 3463, 4313, 4413 or other ancient and medieval history; three (3) hours from HIS 1123, 3513 or other modern world history, and three (3) hours from HIS 2213, 2223, 2233, 3723, 3783, 3833, 3843, 3893 or other United States history.

## POLITICAL SCIENCE

The political science program offers excellent preparation for a broad range of careers not only for students who are interested in attending law school or pursuing public service careers, but also for those anticipating careers overseas in government service, business, or missions. Please see the information on the suggested academic program for Prelaw studies found at the end of this section.

### Major (B.A. or B.S. degree)

Thirty-two (32) hours of political science including 1113, 2223, 2952, and the following upper level work: nine (9) hours in United States political institutions (4453, 4563, 4673); three (3) hours in political thought (4883); three (3) hours of international relations (3313); three (3) hours of comparative government (3323); three (3) hours of regional studies; and three (3) hours elective political science or a statistics course. The B.S. degree requires, in addition, nine (9) hours of supporting work selected from ACC 2023; BUS 3073, 3083; COM 3363; HIS 3783, 3893; MGT 3013; SOC 4033, 4043. Students completing another major in addition to political science in the B.S. degree program may waive the above supporting work.

### Minor

Eighteen (18) hours including POL 1113; at least one course from POL 2213, 4453, 4563, 4673, or BUS 3073 (recommended for Pre-law students); and at least one course from POL 3313, 3323, 4883, or the regional studies courses.

## SOCIAL SCIENCE EDUCATION

The Social Science Education program is open to those who continue to meet all the requirements for admission to the Teacher Education Program appropriate to their current class standing, and who complete the requirements for the Secondary Education Certificate B.S. Degree Program. (See the Education section of this catalog.) The social studies school curriculum draws on several social science disciplines making a broad, multi-disciplinary preparation essential.

### Teaching Major (B.S. degree)

Required courses for an initial certification in Social Studies for grades 9 through 12:

1. United States history ..... 15 hours  
(HIS 2213, 2223, and 9 hours of other U.S. history)
2. World history ..... 12 hours  
(HIS 1113, 1123, and 6 hours of other world history)
3. Economics ..... 3 hours  
(ECO 2013 or 4003)
4. Geography ..... 3 hours  
(GEO 1103)

- 5. Political Science ..... 6 hours  
(POL 1113, 2223)
  - 6. Behavioral Science ..... 6 hours  
(PSY 1013 and SOC 1003 or SOC 1013)
  - 7. Other Social Science ..... 6 hours  
(electives from economics, history, political science,  
sociology, and psychology [except 3053, 3063, and  
4033])
- TOTAL (this must include 15 hours of  
3000/4000 level) ..... 51 hours**

**NOTE:** Students who complete a regular major in history, political science, sociology, or psychology and who meet the requirements for admission to the Teacher Education Program and for the Secondary Education Certificate B.S. Degree Program may also meet the requirements for initial certification in social studies (grades 9-12), but the necessary course work will exceed the 128 hours required for graduation in some cases as much as 25 hours. Included in and/or in addition to one of the subject majors listed above, the following 39 hours must be completed: ECO 4003 or 2013; GEO 1103, HIS 1113, 1123, and 3 hours of elective world history; HIS 2213, 2223, and 6 hours of elective United States history; POL 1113 and 2223; PSY 1013; and SOC 1003, or SOC 1013.

## PRE-LAW

The Association of American Law Schools does not recommend a specific major or minor as the preferred prelegal course of study. Consequently, no major or minor is designated for students anticipating professional training in law. Several alternate programs of undergraduate education are available and suitable as prelegal education. Most programs will involve work in English, speech, economics, history, accounting, political science, and various other fields regardless of the particular major chosen. Entrance into law school is based on a combination of grade point average and score on the standardized Law Schools Admission Test. The Department of History and Political Science offers a special academic advisement program for students who are planning to go to law school following graduation. For further information contact Larry Whatley, Prelaw adviser, Department of History and Political Science.

# GENEVA CASEBOLT COLLEGE OF MUSIC, ARTS AND LETTERS

William P. Brown, Dean  
Office: Casebolt Center for Fine Arts  
(417) 326-1632

The Geneva Casebolt College of Music, Arts and Letters serves students by providing liberal arts and professional programs, and by laying a foundation for lifelong avocational involvement in the fine arts and humanities. The college serves churches, schools, and the community by preserving and communicating our cultural heritage, and by preparing students for future service and leadership. The college has four departments: Art, Communication Arts, Language and Literature, and Music.

## DEPARTMENT OF ART

Department Chair: Wesley Gott  
Faculty: Wesley Gott  
Adjunct Faculty: Sandra Brown, Dianna Callahan  
Office: Ingman Hall  
(417) 326-1650

The study of art provides an opportunity for students to develop powers of perception and appreciation. This study also affords students an avenue of creative expression and an opportunity to develop skills, methods, and techniques for teaching others to express themselves creatively, and an opportunity to work in the commercial art field.

All art majors are required to attend art exhibits at major art museums in six of the eight semesters, or three-quarters of the semesters in attendance at SBU. Attendance forms must be picked up and returned to the Department of Art.

All art majors are required to present a comprehensive exhibit of work approved by the department during their senior year.

The Department of Art reserves the right to retain representative examples of work from all studio courses for the permanent collection of Southwest Baptist University.

### General Degree Requirements

The following courses must be completed by all art majors:

#### General Education (48-57 hours)

BIB 1002 - Intro to OT History . . . . . 2 hours  
BIB 1012 - Intro to NT History . . . . . 2 hours  
COM 1103 - Fundamentals of Speech  
Communication . . . . . 3 hours  
CIS 1103 - Intro to Computing . . . . . 3 hours  
DIS 2012 - Christian Faith and Life . . . . . 2 hours

DIS 4012 - Applied Christian Living . . . . . 2 hours  
or  
PHI 4043 - Decision Making . . . . . 3 hours  
ECO 4003 - LIFE Economics . . . . . 3 hours  
HPE 1061 - Foundations of Physical  
Fitness/Wellness I . . . . . 1 hour  
HPE 1161 - Foundations of Physical  
Fitness/Wellness II . . . . . 1 hour  
FAR 1003, FAR 1023, or FAR 1033 . . . . . 3 hours  
POL 1113 - American Government and  
Politics . . . . . 3 hours  
English Composition . . . . . 6 hours  
\*\*Foreign Language . . . . . 8 hours  
History (any 1000 or 2000 level course) . . . . . 3 hours  
Life Science . . . . . 4 hours  
Mathematics . . . . . 3 hours  
Physical Science . . . . . 4 hours  
Psychology/Sociology . . . . . 3 hours

\*\*Required for the B.A. degree only

#### Art Core Courses (12 hours)

ART 1103 - Design . . . . . 3 hours  
ART 1203 - Drawing I . . . . . 3 hours  
ART 2803 - Art History I . . . . . 3 hours  
ART 2813 - Art History II . . . . . 3 hours  
EXHIBIT - Senior Show . . . . . 0 hours

### B.A. degree (General Major)

This degree is for students wishing to pursue the M.A. degree in studio art, or those interested in a second major or minor in business or computer science for their own art business. No more than forty (40) hours of art will count toward the 128 hours required for graduation.

#### General Education Courses (56 hours)

Art Core Courses (including a Senior Show) (12 hours)

Minor, Second Major, or Electives (36 hours)

Concentration (24 hours)

**Ceramics Concentration**

ART 1403 - Ceramics I	3 hours
ART 2403 - Ceramics II	3 hours
ART 3403 - Adv Ceramics Studios I	3 hours
ART 3413 - Adv Ceramics Studios II	3 hours
ART 4403 - Adv Ceramics Studios III	3 hours
Art Electives	9 hours

**Design Concentration**

ART 1503 - Sculpture I	3 hours
ART 2103 - Printmaking	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
Art Electives	12 hours

**Drawing Concentration**

ART 2203 - Drawing II	3 hours
ART 2213 - Life Drawing	3 hours
ART 3203 - Adv Drawing Studios I	3 hours
ART 3213 - Adv Drawing Studios II	3 hours
Art Electives	12 hours

**Painting Concentration**

ART 1603 - Painting I	3 hours
ART 2603 - Painting II	3 hours
ART 3603 - Adv Painting Studios I	3 hours
ART 3613 - Adv Painting Studios II	3 hours
ART 3623 - Watercolor Painting	3 hours
Art Electives	9 hours

**Photography Concentration**

ART 1303 - Photography I	3 hours
ART 2303 - Photography II	3 hours
ART 3303 - Adv Photography Studios I	3 hours
ART 3313 - Adv Photography Studios II	3 hours
ART 4303 - Adv Photography Studios III	3 hours
Art Electives	9 hours

**Sculpture Concentration**

ART 1503 - Sculpture I	3 hours
ART 2503 - Sculpture II	3 hours
ART 3503 - Adv Sculpture Studios I	3 hours
ART 3513 - Adv Sculpture Studios II	3 hours
ART 4503 - Adv Sculpture Studios III	3 hours
Art Electives	9 hours

**B.S. Degree (General Major)**

This degree is for students wishing to design their degree program to fulfill their particular needs, such as more than one concentration. A minimum of 30 hours of art is required for the major, but more than 30 hours of art will count toward the 128 hours required for graduation. An art degree with a business or computer minor may be taken for those wishing to set up their own business in art. Students wishing to work toward the M.F.A. degree in studio art after graduation should

take 60-70 hours of art, with at least one art concentration of 18 hours and one art minor of 9-12 hours.

**General Education Courses (48 hours)**

**Art Core Courses (including a Senior Show) (12 hours)**

**Art Electives (18 hours)**

**Art Electives, General Electives, or Minor (50 hours)**

**Major in Commercial Art (B.S. degree)**

(a minor in another area is optional)

Students preparing to enter the field of commercial art will be initially placed in the B.S. General Art Degree. After the freshman year, or one semester for transfer students, application for the Commercial Art Degree program must be made by filing the appropriate application forms obtained from the Department of Art, and by having a portfolio and progress review. To be accepted into the program students must have a 3.0 ("B") or better GPA in all art courses, a reasonable level of quality in their work, and a clear desire to focus on commercial art.

All students in the commercial art program must select a concentration in graphic design or photography. The practicum and internship workplaces must be specifically related to the students' area of concentration. As part of the experience of functioning in the business world, students will be required to locate their own workplaces (subject to the approval of the Department of Art) for the practicum and internship. Suggestions for workplaces may be obtained from the department.

Any commercial art majors who fail to maintain a 3.0 GPA in their art courses will be put on departmental probation until their GPA is at least a 3.0 again. No student with less than a 3.0 in their art courses will be allowed in the internship in commercial art.

**General Education Courses (48 hours)**

**Art Core Courses (12 hours)**

(including Sophomore Portfolio Review and Senior Exhibit)

**Concentration (48 hours)**

**General Electives or Optional Minor (20 hours)**

**Graphic Design**

ART 2203 - Drawing II	3 hours
ART 2213 - Life Drawing	3 hours
ART 3203 - Adv Drawing Studio I	3 hours

ART 1303 - Photography I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2603 - Painting II	3 hours
ART 2103 - Printmaking	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
ART 3703 - Adv Commercial Design Studio I	3 hours
ART 3713 - Advanced Commercial Design Studio II	3 hours
ART 3723 - Illustration Techniques	3 hours
ART 4703 - Advanced Commercial Design Studio III	3 hours
Electives	6 hours
From:	
ART 4713 - Advanced Commercial Design Studio IV	
ART 4993 - Independent Studies	
ART 4963 - Practicum	
ART 4983 - Internship	

### Photography

ART 1303 - Photography I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2103 - Printmaking	3 hours
ART 2213 - Life Drawing	3 hours
ART 2303 - Photography II	3 hours
ART 2703 - Commercial Design I	3 hours
ART 2713 - Commercial Design II	3 hours
ART 3303 - Adv Photography Studio I	3 hours
ART 3313 - Adv Photography Studio II	3 hours
ART 4303 - Adv Photography Studio III	3 hours
Electives	9 hours
From:	
ART 3703 - Advanced Commercial Design Studio I	
ART 3713 - Advanced Commercial Design Studio II	
ART 4993 - Independent Studies	
ART 4963 - Practicum	
ART 4983 - Internship	
Art Electives	6 hours

## Major in Art Education (B.S. degree) (Certification PK-12)

### General Education Requirements (48-49 hours)

BIB 1002 - Intro to OT History	2 hours
BIB 1012 - Intro to NT History	2 hours
COM 1103 - Fundamentals of Speech Communication	3 hours
DIS 2012 - Christian Faith and Life	2 hours

DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Decision Making	3 hours
EDU 4823 - Media and Computer Edu	3 hours
ECO 4003 - LIFE Economics	3 hours
FAR 1003, FAR 1023, or FAR 1033	3 hours
HPE 1061 - Foundations of Physical Fitness/Wellness I	1 hour
HPE 1161 - Foundation of Physical Fitness/Wellness II	1 hour
POL 1113 - American Government and Politics	3 hours
English Composition	6 hours
U.S. History	3 hours
Life Science (with lab)	4 hours
Mathematics	3 hours
Physical Science (with lab)	4 hours
Psychology - 3063 (Human Growth & Development)	3 hours

### Art Core Courses (including Senior Show) (12 hours)

#### Art Courses (33 hours)

ART 1303 - Photography I	3 hours
ART 1403 - Ceramics I	3 hours
ART 1503 - Sculpture I	3 hours
ART 1603 - Painting I	3 hours
ART 2103 - Printmaking I	3 hours
ART 2203 - Drawing II	3 hours
ART 2513 - Fibers	3 hours
ART 2603 - Painting II	3 hours
ART 2703 - Commercial Design I	3 hours
ART 3623 - Watercolor Painting	3 hours
EDU 4512 - Methods of Teaching Art, PK-12	2 hours
Art Electives	3 hours

#### Professional Education Courses

EDU 2113 - Educational Psychology	3 hours
EDU 2131 - Field Work in Middle School/ Jr. High	1 hour
or	
EDU 2141 - Field Work in Secondary School	1 hour
EDU 2313 - Foundations of Education	3 hours
EDU 3333 - Principles and Methods of Secondary School	3 hours
EDU 3431 - Field Work in Middle School/ Jr. High	1 hour
or	
EDU 3441 - Field Work in Secondary School	1 hour
EDU 3613 - Teaching Reading in the Content Areas	3 hours
EDU 3833 - Behavior & Classroom Management-Sec	3 hours

EDU 4512 - Methods of Teaching Art PK-12 .....	2 hours
EDU 4832 - Tests and Measurements ...	2 hours
EDU 4842 - The Exceptional Child .....	2 hours
EDU 4935 & 4945 - Student Teaching in Secondary School .....	10 hours (concurrently)

### Second Teaching Area (24 hours)

ART 1103 - Design .....	3 hours
ART 1203 - Drawing I .....	3 hours
ART 1403 - Ceramics I .....	3 hours
ART 1503 - Sculpture I .....	3 hours
ART 1603 - Painting I .....	3 hours
ART 2103 - Printmaking .....	3 hours
ART 2513 - Fibers .....	3 hours
ART 2813 - Art History II .....	3 hours
EDU 4512 - Methods of Teaching Art ...	2 hours

### Minor (General) (18 hours)

ART 1103 - Design .....	3 hours
ART 1203 - Drawing .....	3 hours
Art Electives .....	12 hours

## DEPARTMENT OF COMMUNICATION ARTS

Department Chair: Bob Derryberry

Faculty: Ronald E. Boutwell, Shannon Dyer,  
Todd Fuller

Adjunct Faculty: Carol Cooper, Judy Kallenbach,  
Robert McGlasson

Office: Wheeler 127-D  
(417) 326-1697

The study of speech communication leads students to a better understanding of and more accurate application of the theories and practices involved in effective communication. Students increase their personal effectiveness and enlarge their cultural awareness through the development of persuasive, argumentative, interpretative, interpersonal, and media skills. The study of theatre is designed to prepare students to use their talents in educational, community, Christian, and professional theater. The department emphasizes performing and practical experience as well as a better understanding of the human condition through drama, which is a reflection of life. No more than 40 hours in theatre will count toward the 128 hours required for graduation with a Bachelor of Arts degree. The purpose of study in public relations and media is to prepare students in ministry dimensions and/or professional careers.

### Major in Communication (B.A. degree)

Thirty-three (33) hours including COM 1103, 2203, 2223 or 3313, and 3393 or 3383. Electives in communication complete the major. ENG 3353 may be counted toward the major and is strongly recommended.

### Concentration in Public Relations (B.A. degree)

Thirty-six (36) hours are required to complete the interdepartmental major. Six (6) hours must be completed from COM 1103, COM 2223, COM 3313 before formal admission to the concentration in public relations offered by the Department of Communication.

Eighteen (18) hours of required courses: COM 2233, COM 4983, COM 3343 or TEC 3013, COM 3383, MGT 4033 or MGT 4043, and COM 3373.

Twelve (12) hours elected from: ART 1103, ART 1303, ENG 3353, PHI 2023, MKT 3083, COM 3313, COM 4953; ECO 3053 and the following if not taken above: COM 3343, TEC 3013, MGT 4033 and MGT 4043.

### Concentration in Speech Communication and Theatre (B.A. degree)

Thirty-three (33) hours including COM 1103, 2203, 3303, 2223 or 3313, THR 1033, THR 1023 or THR 3033, THR 1053 and 4023. This program does not meet teaching certification requirements.

### Major in Communication (B.S. degree)

The same requirements as those for the B.A. except that no courses in foreign language are required. In lieu of the foreign language requirement, students must meet the requirements of a second major.

### Concentration in Television (B.S. degree)

Thirty-nine (39) hours are required to complete the major. Required courses include COM 1103, COM 2203, THR 1023 or COM 3303, THR 2043 or THR 1033, THR 1053, THR 3033, TEC 1013, TEC 2043, TEC 3053, and TEC 3013.

Nine hours may be elected from the following to complete the major: THR 4023, TEC 4963, TEC 4953, COM 3313, ART 1303, and TEC 4981-3.

## Major in Theatre (B.A. degree)

Thirty-six (36) hours including THR 1001, 1023, 1033, 1053, 2052, 3033, 4023, and 4413 or 4473. Electives in theatre complete the major.

## Certification in Speech Communication and Theatre (grades 9-12)

Students who wish to be recommended for teaching certification by the department of communication must complete 33 hours including: COM 1103, 2203, 2223, 3303, THR 1033 and 4023. The program must include at least 15 hours in speech communication, 12 hours in theatre, and EDU 4552. Students are also advised to earn sufficient credits to teach English or another subject in grades 9-12 as approved by the department.

## Minor in Communication

Eighteen (18) hours including COM 1103, 2203, 2223 or 3313, and 3393 or 3383. Electives in communication complete the minor.

## Minor in Theatre

Eighteen (18) hours including THR 1023 or 3033, 1033, 1053, 4023. Electives in theatre complete the minor.

## Minor in Speech Communication and Theatre

Eighteen (18) hours including COM 1103, 3303, 2223 or 3313, and THR 1023, and 1033 or 3033. This program does not meet teaching certification requirements.

## DEPARTMENT OF LANGUAGE AND LITERATURE

Department Chair: M.E. Tappmeyer  
Faculty: Shawn Crawford, Curtis Goss,  
Gina Payne, Linda Tappmeyer

Adjunct Faculty: Joseph Brown, Linda Fuerst,  
Holly Hill-Brown, Geri Moore, Barbara Whisler  
Office: Taylor Hall 125  
(417) 326-1683

The Department of Language and Literature offers courses in both English and modern languages.

## ENGLISH

The study of the English language and literature is directed toward helping students acquire skills in writing effectively and in reading and evaluating literature. The variety of courses offered suggests both the need students have for communicating their ideas clearly and the need they have for creating and responding to the aesthetic.

## Major (B.A. degree)

Thirty-six (36) hours from the following areas:

Composition and rhetoric . . . . .	9 hours
(1113 and 2213 [or 1123 Honors], 3353)	
American literature . . . . .	6 hours
(two courses selected from 3313, 3323, 4483)	
English and/or world literature . . . . .	12 hours
(3233 or 3243, 3333 or 3343, 4413 or 4453, 4433 or 4473)	
Study of the English language . . . . .	3 hours
(3363 or 3373)	
English electives . . . . .	6 hours

## Minor

Eighteen (18) hours above the courses completed to meet the six-hour composition requirement. Required courses are 3353, 3233 or 3243, 3363 or 3373.

## Major (B.S. degree)

Same requirements as those for the B.A. degree except no courses in foreign language are required. In lieu of the foreign language courses, students must take the courses needed to meet the requirements of the Missouri department of education for certification of secondary school teachers. See Secondary Education Certification, B.S. degree for additional general education requirements. Courses required for English certification are as follows:

Composition and rhetoric . . . . .	12 hours
(1113 and 2213 [or 1123 Honors], 3353, EDU 4543)	
(EDU 4543 is also counted as professional education)	
American literature . . . . .	9 hours
(3303 and two courses selected from 3313, 3323, 4483)	
English and/or world literature . . . . .	6 hours
(two courses selected from 3233, 3243, 3333, 3343, 4413, 4433, 4453, 4473)	
Study of the English language . . . . .	6 hours
(3363, 3373)	
Professional education courses (see Secondary Education Certification, B.S. degree)	

## MODERN LANGUAGES

The study of French, German, and Spanish is directed toward helping students converse, compose, and read in modern languages, as well as understand the people, their literature, and their culture.

### Spanish Major (B.A. degree)

Thirty-six (36) hours including SPA 1114 and 1124. It is highly recommended that students spend at least six weeks in a country where Spanish is the official language.

### Spanish Minor

Twenty (20) hours including 1114 and 1124 or their equivalent, and 2213 and 2223; remaining hours to be selected from SPA 3313, 3323, 3333, 3343, 4953, or 4993.

### Teaching Minor in Spanish (extended certification grades PK-9)

Twenty-one (21) hours in Spanish, or eighteen (18) hours above SPA 1124 plus two (2) or more earned credits of high school Spanish. EDU 4563 is also required.

## DEPARTMENT OF MUSIC

Member of the National Association of  
Schools of Music

Chair: William P. Brown

Faculty: Susan Baker, Carol Bevier, Kathy Brown, Nancy Brown, William Hooper, Gregory Parker, Lynn Penticuff, Jeffery Waters, Renee Waters

Adjunct Faculty: Ted Harris, David Nace, Verle Ormsby, Lori Parker, Dana Potts, Jeffrey Potts, Susie Puyear, LeeAnn Walker

Office: Casebolt Center for Fine Arts  
(417) 326-1630

Study in the Department of Music includes development of performing, listening, and creative skills, and understanding the historical, theoretical, and spiritual content of music to prepare the student to minister, teach, or perform as a musician.

## GENERAL REQUIREMENTS

In addition to admission to the University, an applicant for a music degree must be admitted to the Department of Music through the office of the Dean of Music, Arts, and Letters.

## Placement Tests

**Applied Music:** All entering freshmen and transfer students must take a classification test in piano and in their applied concentration area. The student is expected to present a prepared piece on his/her concentration instrument or voice.

**Theory:** All theory and sightsinging/eartraining courses taken at another school and transferred in for degree requirements must be tested for proficiency and/or placement. If all freshman and sophomore theory and sightsinging/eartraining courses have been completed at another school, a placement test is still required to determine readiness to continue in upper level theory courses. No more than one theory course may be taken by correspondence.

## Applied Music

The Department of Music offers three types of lessons: private applied, secondary class, and basic class. Private applied is for all music majors and minors and intermediate to advanced non-majors. Secondary class is the required second area of performance, usually piano. Basic class is for non-music majors or minors with no previous experience or less than three years of previous study. Specific requirements in applied music are listed in the **Music Handbook**.

Private applied may be taken for one credit (thirteen 25-minute lessons) or two credits (thirteen 50-minute lessons). Five hours practice per week is required per credit hour of enrollment. Majors and minors (except general music) must perform once per semester in a student recital on their concentration instrument.

Applied lessons are available in the following areas:

<b>Woodwinds</b>	<b>Brass</b>	<b>Strings</b>
Flute	French Horn	Violin
Oboe	Trumpet	Viola
Clarinet	Trombone	Cello
Saxophone	Baritone Horn	Double Bass
Bassoon	Tuba	

<b>Percussion</b>	<b>Piano</b>	<b>Voice</b>	<b>Organ</b>
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**Jury Examination:** The final examination for all private applied music courses will be conducted before a jury of faculty members which includes the student's instructor. Students will be held accountable for all materials covered during the semester as well as fundamental techniques and knowledge pertinent to

their performing medium. The faculty jury will evaluate student performance according to proficiency levels as described in the **Music Handbook**. The **Handbook** also describes the expected rate of progression through the various levels required by each degree program.

**Secondary Requirement:** The study in the secondary area is intended to establish functional skill on a practical level. Whenever possible a class approach is employed which allows the student two hours per week in directed study. Students with strong background in the secondary applied may request private study.

**Piano Proficiency Examinations:** All music majors and minors (except general music minors) must pass a piano proficiency examination demonstrating functional piano skill. Scales, vocalises, sightreading, harmonization of given melodies, transposition, and repertoire are included in the exam. Students must continue to enroll in Secondary Class Piano each semester until this requirement is met. The tests are given at the end of each semester. They are normally taken at the end of the sophomore year. See the **Music Handbook** for specific requirements. Any student who passes the Piano Proficiency Examination prior to the completion of four semesters of piano study must continue enrollment in piano or organ until the completion of 4 credits.

Piano proficiency examinations for keyboard majors will be held during juries at the end of each semester. See the **Music Handbook** for specific requirements.

## Recital Requirements

The following are minimum recital requirements:

- B.M. and B.S. Degrees
  - Half Recital - Level IV
- Performer's Certificate
  - Half Recital - Level V
  - Full Recital - Level VI
- Piano Pedagogy Certificate
  - Half Recital - Level V
- Minor in Piano Pedagogy
  - Half Recital - Level IV

Music majors are required to receive a passing grade for MUS 1011 Recital Attendance for 6 semesters. This course is graded on a pass/fail system, and requires the student to attend departmental recitals and concerts and certain community music programs. These programs are listed in the University Calendar and are posted each week on the Music Building bulletin boards. Minimum attendance requirements for a passing grade will be posted on the bulletin boards at the beginning of each semester.

**Keyboard Concentration:** Each keyboard concentration student will be required to be involved in the accompanying program each semester of enrollment with the exception of the student teaching and senior recital semesters. See the **Music Handbook** for specific information.

**Ensemble Requirements:** Each semester of enrollment as a music major, the student will audition for and perform in a major ensemble in the major area of study. The student must perform in the ensemble for which he/she is selected. The major ensembles are Concert Choir, SBU Chorale, Symphonic Winds, and Orchestra (for strings majors only).

**Music Handbook:** Details on all Department of Music requirements are found in the **Music Handbook**. Music majors and minors are responsible for all information in this handbook, which may be obtained from the Music Office.

## Core Requirements (27 hours)

The following courses must be completed by all music majors:

- Music Theory (16 hours)**  
MUS 1611, 1613, 1621, 1623, 2611, 2613, 2621, 2623
- Music Literature/History (9 hours)**  
MUS 1633, 3653, 3663
- Conducting (2 hours)**  
MUS 2702

## B.S. Degree

This degree is designed for the student who wishes to combine the study of music with a second major or a minor. Fifty-one (51) hours of music are required. Students must, however, elect at least 13 additional hours of non-music courses beyond the general education requirements. Vocal concentration students must take MUS 2772 Vocal Diction.

### General Music Major

- General Education Courses . . . . . 47 hours
- Core Courses . . . . . 27 hours
- Applied Concentration
  - (eight semesters, Level IV) . . . . . 8 hours
  - Applied Secondary . . . . . 4 hours
  - Music Electives . . . . . 4 hours  
(from MUS 2772, 2802, 3602, 3622, 3712, 3812, or 4622)
- Major Ensemble (8 semesters) . . . . . 8 hours
- Minor, Second Major, or Electives . . . . . 20 hours  
(at least 13 hours of non-music courses)
- Senior Recital

**Music Business Concentration**

General Education Courses	44 hours
Core Courses	27 hours
Music 2953 - Music Industry I	3 hours
Music 4953 - Music Industry II	3 hours
Music 4984 - Internship	4 hours
Music Industry Electives	4 hours
Business Area Courses	24 hours
(ACC 2023, ECO 2023, BUS 2013, 3073, MGT 3013, 3083, MKT 3023, 4063)	
Applied Concentration	
(8 semesters, LEVEL IV)	8 hours
(6 semesters traditional, 2 semesters commercial)	
Applied Secondary	4 hours
Major Ensemble (8 semesters)	8 hours
Senior Recital	

**Commercial Music Concentration**

General Education Courses	47 hours
Core Courses	27 hours
Music 2953 - Music Industry I	3 hours
Music 4953 - Music Industry II	3 hours
Music 4984 - Internship	4 hours
Music Industry Electives	4 hours
Applied Concentration	
(8 semesters, Level IV)	8 hours
(6 semesters traditional, 2 semesters commercial)	
Applied Secondary	4 hours
Major Ensemble (8 semesters)	8 hours
Music Electives	7 hours
Non-Music Electives	13 hours
Senior Recital	

**B.A. Degree (General Major)**

This degree is designed for the student who wishes to pursue an avocational interest in music. Not more than 40 hours of music may be counted toward the 128 hours required for graduation.

General Education Courses	56 hours
Core Courses	27 hours
Applied Music	7 hours
(including piano proficiency, and Level III in any area)	
Major Ensemble (six semesters)	6 hours
Minor, Second Major or Electives	32 hours

**Bachelor of Music in Music Education**

This degree leads to instrumental or vocal certification for public school teaching in grades PK-12.

Specific requirements in applied music are listed in the Music Handbook.

**General Education (47-48 hours)**

BIB 1002 - Intro to OT History	2 hours
BIB 1012 - Intro to NT History	2 hours
COM 1103 - Fundamentals of Speech	3 hours
DIS 2012 - Christian Faith and Life	2 hours
DIS 4012 - Applied Christian Living	2 hours
or	
PHI 4043 - Decision Making	3 hours
ECO 4003 - LIFE Economics	3 hours
EDU 4823 - Media & Computer Education	3 hours
HPE 1081 - Foundations of Physical Fitness/Wellness I	1 hour
HPE 1161 - Foundations of Physical Fitness/Wellness II	1 hour
POL 1113 - American Government	3 hours
PSY 3083 - Human Growth/Development	3 hours
English Composition	6 hours
Life Science (with lab)	4 hours
Mathematics	3 hours
Physical Science (with lab)	4 hours
U.S. History	3 hours
Humanities Elective (other than music)	2 hours

**Professional Education (33 hours)**

EDU 2113 - Educational Psychology	3 hours
EDU 2131 or 2141 - Field Work	1 hour
EDU 2313 - Foundations of Education	3 hours
EDU 3333 - Principles and Methods of Secondary School	3 hours
EDU 3431 or 3441 - Field Work	1 hour
EDU 3613 - Teaching Reading in the Content Areas	3 hours
EDU 3813 - Elementary Music Education	3 hours
EDU 3833 - Behavior & Classroom Management-Sec	3 hours
EDU 4832 - Tests and Measurement	2 hours
EDU 4842 - The Exceptional Child	2 hours
EDU 4935 & 4945 - Student Teaching	10 hours
(concurrently)	

**Required Music Courses (39 hours)**

Core Courses	27 hours
Applied Concentration (Level IV)	
(voice, instrument or keyboard)	8 hours
Applied Secondary	4 hours
Senior Recital	

**Instrumental Certification Requirements (21 hours)**

MUS 2721 - String Fundamentals	1 hour
MUS 2731 - Woodwind Methods	1 hour
MUS 2741 - Brass Methods	1 hour
MUS 2751 - Percussion Methods	1 hour
MUS 3622 - Orchestration	2 hours

- MUS 3722 - Instrumental Conducting . . . 2 hours
- Symphonic Winds . . . . . 7 hours
- EDU 4562 - Methods of Teaching Instrumental  
Music in Middle/Secondary Schools . 2 hours
- Choir or Voice . . . . . 2 hours
- MUS 4732 - Marching Band Techniques . 2 hours

- BIB 1012 - Intro to NT History . . . . . 2 hours
- COM 1103 - Fundamentals of Speech . . . 3 hours
- CIS 1103 - Introduction to Computing . . . 3 hours
- DIS 2012 - Christian Faith and Life . . . . 2 hours
- DIS 4012 - Applied Christian Living . . . . 2 hours
- or
- PHI 4043 - Decision Making . . . . . 3 hours
- ECO 4003 - LIFE Economics . . . . . 3 hours
- HPE 1061 - Foundations of Physical  
Fitness/Wellness I . . . . . 1 hour
- HPE 1161 - Foundations of Physical  
Fitness/Wellness II . . . . . 1 hour
- POL 1113 - American Government . . . . . 3 hours
- PSY 1013 - General Psychology . . . . . 3 hours
- English Composition . . . . . 6 hours
- Life Science . . . . . 4 hours
- Mathematics . . . . . 3 hours
- Physical Science . . . . . 3 hours
- History . . . . . 3 hours

**Vocal Certification Requirements  
(22 hours)**

- MUS 2772 Vocal Diction . . . . . 2 hours
  - MUS 3712 Choral Conducting . . . . . 2 hours
  - Major Choral Ensemble (7 semesters) . . 7 hours
  - EDU 4573 Methods of Teaching Vocal Music  
in Middle/Secondary Schools . . . . . 3 hours
  - MUS 2711 Instrumental Fundamentals . . 1 hour
  - MUS 2721 String Fundamentals . . . . . 1 hour
  - MUS 4622 Choral Arranging and  
Composition . . . . . 2 hours
  - MUS 4712 Choral Techniques . . . . . 2 hours
  - MUS 4722 Repertoire for Secondary  
Choral Music . . . . . 2 hours
- If piano is the applied concentration, 6 hours of voice are required.

**Ministry Electives (7 hours)**

From: Christian Ministries, Psychology, Religious Education, Theatre, or Theology

**Instrumental Endorsement - 18 hours**

(may be added to the Vocal Certificate)

- MUS 2721 - String Fundamentals . . . . . 1 hour
- MUS 2731 - Woodwind Methods . . . . . 1 hour
- MUS 2741 - Brass Methods . . . . . 1 hour
- MUS 2751 - Percussion Methods . . . . . 1 hour
- MUS 3622 - Orchestration . . . . . 2 hours
- MUS 3722 - Instrumental Conducting . . . 2 hours
- MUS 4732 - Marching Band Techniques . 2 hours
- Applied Instrument (Level III) . . . . . 4 hours
- Symphonic Winds or Orchestra . . . . . 2 hours
- EDU 4652 - Methods of Teaching Instrumental  
Music -Middle/Secondary Schools . . . 2 hours

**Vocal Endorsement - 19 hours**

(may be added to the Instrumental Certificate)

- MUS 2772 - Vocal Diction . . . . . 2 hours
- MUS 3712 - Choral Conducting . . . . . 2 hours
- MUS 4622 - Choral Arranging  
and Composition . . . . . 2 hours
- MUS 4712 - Choral Techniques . . . . . 2 hours
- MUS 4722 - Repertoire for Secondary  
Choral Music . . . . . 2 hours
- Applied Voice (Level III) . . . . . 4 hours
- Concert Choir or SBU Chorale . . . . . 2 hours
- EDU 4573 - Methods of Teaching Vocal  
Music in Middle/Secondary Schools . 3 hours

**Bachelor of Music in  
Church Music**

**General Education (44-45 hours)**

- BIB 1002 - Intro to OT History . . . . . 2 hours

**General Music Courses (39 hours)**

- Core Courses . . . . . 27 hours
- Methods Courses . . . . . 6 hours

**Vocal Concentration:**

- MUS 2772 - Vocal Diction
- MUS 3712 - Choral Conducting
- MUS 3812 - Vocal Pedagogy

**Keyboard Concentration:**

- MUS 2802 - Piano Pedagogy
- MUS 3672 - Organ Literature and Design
- MUS 3712 - Choral Conducting

**Instrumental Concentration:**

- MUS 2721 - String Fundamentals
- MUS 2731 - Woodwind Methods
- MUS 2741 - Brass Methods
- MUS 2751 - Percussion Methods
- MUS 3722 - Instrumental Conducting

**Theory Electives . . . . . 4 hours**

- MUS 3602 - Analysis of Music Structure
- MUS 3622 - Orchestration
- MUS 4622 - Choral Arranging and Composition

**Instrumental/Vocal Electives . . . . . 2 hours**

- Vocal and Keyboard Concentration From:
- MUS 2711 - Instrumental Fundamentals
- MUS 2721 - String Fundamentals
- MUS 3722 - Instrumental Conducting

**Instrumental Concentration From:**

- Major Choral Ensemble - (2 semesters)
- Applied Voice - (2 semesters)

**Church Music Courses (16 hours)**

- MUS 2783 - Worship and Song in the  
Church . . . . . 3 hours
- MUS 3732 - Church Music Literature . . . 2 hours

MUS 3743 - Church Music Education . . .	3 hours
MUS 3753 - Service Playing . . . . .	3 hours
MUS 4743 - Church Music Administration	3 hours
MUS 4752 - Supervised Field Experience in Church Music . . . . .	2 hours

**Performance Requirements (26 hours)**

Applied Concentration (Level IV) . . . . .	12 hours
Applied Secondary . . . . .	6 hours
Vocal concentration take piano (4 hours) and piano, organ, or instrument (2 hours)	
Piano concentration take organ (4 hours) and organ, voice, or instrument (2 hours)	
Organ concentration take piano (4 hours) and piano, voice, or instrument (2 hours)	
Instrumental concentration take piano (4 hours) and piano, voice, or organ (2 hours)	
Major Ensemble (8 semesters - appropriate to concentration) . . . . .	8 hours
Senior Recital	

**Performer's Certificate**

This certificate is designed for the student already in a music degree program who demonstrates potential as a superior performer. It should be considered as preparation for graduate study or a performing career. Attainment of the certificate will be noted on the student's transcript.

Requirements are:

1. Admission by written application, reaching of Level IV, and approval of appropriate applied faculty at the end of the sophomore year or upon completion of 8 credit hours of applied concentration.
2. 14 hours required in applied concentration including hours required for degree.
3. Half recital at Level V, full recital at Level VI.

**Piano Pedagogy Certificate**

This certificate is designed to provide specific preparation in private piano teaching. Attainment of the certificate will be noted on the student's diploma and transcript. Requirements are:

1. Admission by written application, reaching of Level III, and approval of piano faculty.
2. 12 hours required in piano (including hours required for degree).
3. Half recital at Level V.
4. MUS 2802 - Piano Pedagogy (applied fee)
5. MUS 3802 - Piano Literature (applied fee)
6. MUS 4701 - Supervised Teaching in Piano

**Minors in Music**

**Minor in Church Music (35 hours)**

MUS 1611 - Sightsinging/Eartraining I . . .	1 hour
MUS 1613 - Theory I . . . . .	3 hours
MUS 1621 - Sightsinging/Eartraining II . .	1 hour
MUS 1623 - Theory II . . . . .	3 hours
MUS 1633 - Music Literature . . . . .	3 hours
MUS 2702 - Basic Conducting . . . . .	2 hours
Applied Concentration, Level III . . . . .	5 hours
Applied Secondary . . . . .	3 hours
Secondary proficiency (all students take piano proficiency as either concentration or secondary)	
Major Ensemble (4 semesters) . . . . .	4 hours
MUS 3732 - Church Music Literature . . .	2 hours
MUS 3743 - Church Music Education . . .	3 hours
MUS 3753 - Service Playing . . . . .	2 hours
MUS 4743 - Church Music Administration	3 hours

**Minor in Piano Pedagogy (27 hours)**

MUS 1611 - Sightsinging/Eartraining I . . .	1 hour
MUS 1613 - Theory I . . . . .	3 hours
MUS 1621 - Sightsinging/Eartraining II . .	1 hour
MUS 1623 - Theory II . . . . .	3 hours
MUS 1633 - Music Literature . . . . .	3 hours
MUS 2802 - Piano Pedagogy (applied fee)	2 hours
MUS 3802 - Piano Literature (applied fee)	2 hours
Applied Piano (Level IV) . . . . .	7 hours
Piano Proficiency	
Major Ensemble (4 semesters) . . . . .	4 hours
MUS 4701 - Supervised Teaching . . . . .	2 hours
(2 semesters)	
Half Recital	

**Minor in General Music (20 hours)**

MUS 1611 - SS/ET I . . . . .	1 hour
MUS 1613 - Theory I . . . . .	3 hours
MUS 1633 - Music Literature . . . . .	3 hours
Applied Music . . . . .	4 hours
Major Ensemble (choir or band) . . . . .	4 hours
Music Electives . . . . .	5 hours

## COLLEGE OF SCIENCE AND MATHEMATICS

Rosalyn K. Snellen, Dean  
Office: Wheeler 114-B  
(417) 326-1659

The College of Science and Mathematics provides courses and programs designed to prepare students for careers and/or graduate study in Biology, Chemistry, Computer and Information Sciences, Mathematics, Nursing, and the health professions. Programs in Pre-Medicine, Pre-Dentistry, Pre-Optometry, Pre-Veterinary, Pre-Pharmacy, Pre-Physician Assistant, and Pre-Engineering are offered. There is also a program in Medical Technology, a degree-completion program in Nursing, and a master's program in Physical Therapy.

### DEPARTMENT OF BIOLOGY

Department Chair: Carl Huser  
Faculty: Craig Endres, Billie Lang,  
Rosalyn Snellen  
Office: Wheeler 114-C  
(417) 326-1667

The Department of Biology presents a fundamental and practical knowledge of living organisms, their relationships to each other and their places in the scientific world. The department of biology also administers the programs and advises the majors in medical technology.

#### Major (B.A. degree)

Thirty-six (36) hours including 1114, 1124, 2234, 3323, 2214 or 3334, 4471, and additional biological courses selected in accordance with students' primary interests. The following support courses are required: MAT 1143, and one year of chemistry.

#### Major (B.S. degree)

Same course requirements as the B.A. degree, plus any two of the following: CHE 3304\* and 3314; or PHY 1114\* and 1124; or MAT 1195\* and 2254; or CIS 1144 and 1154. \*Prerequisites are needed for these courses.

#### Minor

Twenty (20) hours including 1124, 2234 or 3353, 3323, 2214 or 3334, 4471 and four hours of biology electives.

#### Biology Education

To receive teacher certification in biology in Missouri, students must also satisfy the Department of Education's other requirements for certification.

**NOTE:** Students majoring or minoring in biology will not be permitted to select pass/fail option for any required course in the major or minor.

### DEPARTMENT OF CHEMISTRY AND PHYSICS

Department Chair: Robert Kitchin  
Faculty: Gary Gray, Darrell Strait,  
Staff: Martha Tummons  
Office: Wheeler 114-I  
(417) 326-1663

The Department of Chemistry and Physics seeks to present the basic principles of both chemistry and physics, each as its own intellectual discipline; to enhance facility in analytical, critical thinking—especially thinking which involves logical and quantitative relationships; to provide exciting and stimulating laboratory experiences as an aid to the learning process; and to develop scientifically literate citizens through an understanding of the methods of science and the roles of the physical sciences, including chemistry and physics, in society. The Department of Chemistry and Physics also administers the program in pre-engineering and is responsible for the curriculum in physical science.

#### Chemistry

The baccalaureate degree in chemistry requires a minimum of 128 semester hours of credit to be earned by completion of the University general education requirements, the chemistry core curriculum, additional selected upper division chemistry courses, required support courses, plus general and/or technical electives.

To receive a degree in chemistry and be certified to teach in Missouri, the student must also satisfy the Department of Education's other requirements for certification, including the Unified Science Curriculum. Science education students are encouraged to obtain a B.S. in Chemistry degree.

#### Core Curriculum

The following courses are required of all graduating chemistry majors. These courses (25 semester hours)

provide an essential foundation for more specialized study. All core courses except CHE 3371 and CHE 4471 should be completed before any other upper division courses are attempted.

CHE 1115 - General Chemistry I	5 hours
CHE 1125 - General Chemistry II	5 hours
CHE 3304 - Organic Chemistry I	4 hours
CHE 3314 - Organic Chemistry II	4 hours
CHE 3345 - Analytical Chemistry	5 hours
CHE 3371 - Seminar in Chemistry I	1 hour
CHE 4471 - Seminar in Chemistry II	1 hour

### Major (B.S. degree) (35 semester hours)

This chemistry major program prepares students for graduate work in chemistry, for employment as chemists, for professional schools in the health sciences, for teacher education certification with endorsement in chemistry, or for other technical areas needing a strong chemistry/science background.

Students seeking the B.S. major in chemistry must complete a concentration of 35 or more semester hours in chemistry course work. In addition to the chemistry core curriculum, B.S. chemistry majors are required to complete the required support courses listed immediately below plus enough upper division chemistry electives to obtain the concentration. Eight semester hours of upper division technical electives in addition to the required support courses are also required. Technical areas include biology, computer science, mathematics, and physics.

#### Chemistry Core Courses (25 hours)

##### Required Support Courses (20-23 hours)

BIO 1114 - General Biology I	4 hours
CIS 1103 - Intro to Computing	

or

CIS 1144 - Computer Science I	3-4 hours
MAT 1195 - Analytics and Calculus I	5 hours
PHY 1114 - General Physics I	4 hours

and

PHY 1124 - General Physics II	4 hours
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or

PHY 2215 - University Physics I	5 hours
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and

PHY 2225 - University Physics II	5 hours
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##### Upper Division Chemistry Electives

CHE 3324 - Physical Chemistry I	4 hours
CHE 3334 - Physical Chemistry II	4 hours
CHE 3354 - Instrumental Analysis	4 hours
CHE 3364 - Biochemistry I	4 hours
CHE 4104 - Biochemistry II	4 hours
CHE 4414 - Advanced Inorganic Chem	4 hours
CHE 4424 - Qualitative Organic Analysis	4 hours
CHE 4481-3 - Chemistry Research	1-3 hours
CHE 4951-5 - Special Topics in Chem	1-3 hours

CHE 4991-3 - Independent Study	1-3 hours
PHY 3363 - Modern Physics	3 hours

### Major (B.A. degree) (35 semester hours)

This chemistry major program is for students who desire a chemistry major with more of a liberal arts emphasis. The B.A. chemistry major graduate is required to complete a concentration of 35 semester hours of chemistry and the required support courses listed previously. The student obtaining the B.A. degree must also complete the University's language and general education requirements for the degree.

### Minor

To obtain a minor in chemistry, the student must complete all the chemistry core curriculum except CHE 4471. These same courses, exclusive of CHE 3371 (Seminar in Chemistry I), are required for the chemistry teaching minor as a second area of certification. However, effective September 1, 1997, students must obtain the Unified Science Certificate.

**NOTE:** No required chemistry course, required support course, or technical elective may be taken under the pass/fail option by any chemistry major or minor. Only general elective courses may be taken for pass-fail credit. Technical areas are biology, computer science, mathematics, physics, and physical science.

### General Science Teacher Certification Program

#### (Science 7-8-9)

The requirements leading to certification include the following courses from the areas shown and completion of teacher education requirements. Courses normally taken at SBU to satisfy science certification requirements are listed in parentheses. Missouri requirements are shown in the right hand column.

However, this certification program is only in effect for students graduating on or before August 31, 1997.

Astronomy (PHS 2314)	3-6 hours
Biology (BIO 1114)	3-6 hours
Chemistry (CHE 1104 or CHE 1115)	3-6 hours
Earth Science/Geology (PHS 1114)	3-6 hours
Environmental Science (BIO 2214 or BIO 3334)	2 hours
Methods of Teaching Science in Middle & Secondary Schools (EDU 4522)	2 hours
Physics (PHY 1114)	3-6 hours

## PHYSICS

### Minor (Physics Major Not Offered)

Twenty-two (22) semester hours of physics including PHY 2215, PHY 2225 and PHY 3363 are needed to satisfy the program requirements. Required support courses are listed below.

CHE 1115 - General Chemistry I	5 hours
CHE 1125 - General Chemistry II	5 hours
CIS 1144 - Computer Science I	4 hours
MAT 1195 - Analytics and Calculus I	5 hours
MAT 2254 - Analytics and Calculus II	4 hours
MAT 2264 - Analytics and Calculus III	4 hours

### Physics Education

#### (Second Area of Certification Only)

Twenty (20) semester hours of physics including PHY 2215, PHY 2225, and PHY 3363 with a minimum total of seven (7) semester hours of upper division physics credit are required. PHS 2314 or PHS 2214 may be substituted for a lower division physics elective. To receive teacher certification in physics, students must also satisfy the Department of Education's other requirements for certification. However, this program is only in effect for students graduating on or before August 31, 1997; otherwise, the student must complete the Unified Science Curriculum. The required support courses are listed below.

CHE 1104 - Principles of Chemistry	4 hours
MAT 1195 - Analytics and Calculus I	5 hours
MAT 2254 - Analytics and Calculus II	4 hours
MAT 2264 - Analytics and Calculus III	4 hours

**NOTE:** No required physics course, required support course, or technical elective may be taken under the Pass-Fail option by persons seeking either the physics minor or physics certification. Only general elective courses may be taken for Pass-Fail credit. Technical areas are biology, computer science, mathematics, physical science, and chemistry.

### UNIFIED SCIENCE TEACHING CERTIFICATION REQUIREMENTS Grades 9-12

The SBU requirements listed below are in addition to the Department of Education's other curriculum requirements for certification.

This certification program is in effect for persons graduating on or after September 1, 1997.

### Minimum Standard Requirements Hours

- Prerequisite:  
An endorsement in BIO or CHE . . . . . \*\*\*
  - History/Philosophy of Science  
and Technology . . . . . 3 hours
  - Biology (to include Zoology  
and Botany with labs) . . . . . 8 hours
  - Chemistry (with labs) . . . . . 10 hours
  - Physics (with labs) . . . . . 8 hours
  - Earth Science (to include Geology  
and Meteorology) . . . . . 8 hours
  - Environmental Science . . . . . 4 hours
- TOTAL HOURS . . . . . 41 hours**

- A. Biology Endorsement—a B.S. or B.A. major in Biology to include course work in:

Anatomy and Physiology	Evolution
Botany	Genetics
Cell-Biochemistry	Microbiology
Ecology	Zoology

- B. Chemistry Endorsement—a B.S. major in Chemistry to include course work in:

Advanced Analysis
Biochemistry
Environmental Chemistry
Organic Chemistry
Physical Chemistry
Qualitative Analysis
Quantitative Analysis

- C. Physics and Earth Science Endorsements are not available at SBU.

Techniques/Methods of Teaching Science will include:  
Lab Techniques  
Research Process Skills  
Safety

This certificate will allow a teacher to teach any of the beginning sciences; e.g., General Science, Biology I, Chemistry I, or Physics I. An endorsement is required for each area in which an advanced science class is taught; i.e., Biology II and Chemistry II.

The student must have a grade point average of 2.5 on a 4.0 scale in the subject area.

\*\*\* The biology major requires 36 total semester hours in biology along with other requirements.

\*\*\* The chemistry major requires 35 total semester hours of course work in chemistry along with other requirements.

## DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES

Department Chair: Ernest Ferguson  
Faculty: Timothy DeClue, Scott Sigman  
Office: Taylor 118  
(417) 326- 1701

The Department of Computer and Information Sciences provides students with a contemporary curriculum of study in computing to prepare them for careers in information processing or computer science and for graduate or professional study. The department offers a Bachelor of Science (B.S.) Degree with a major in either Computer Information Science or Computer Science. The department also offers programs of study leading to a minor or an Associate of Science Degree. Courses that provide a general knowledge of the capabilities of computing for students not seeking a degree in Computer Science or Computer Information Science are also offered.

The Bachelor of Science Degree with a major in Computer Science or a major in Computer Information Science requires a minimum of 128 semester hours of credit. Both majors require 28 semester hours of credit from CIS Core Courses and 11 to 12 additional semesters hours of credit from major specific CIS courses. Remaining semester credit hours are earned from general education courses, major support courses, and free electives.

### CIS Core Curriculum

The following courses, which provide a comprehensive foundation for more specialized study, must be completed by all CIS students: CIS 1141, 1144, 1154, 2213, 2233, 3333, 3343, 4413, 4462 and 4472. CIS 1144 requires a corequisite of MAT 1143 or MAT 1195 and CIS 1154 requires a corequisite of MAT 1173. In addition, all entering freshmen and transfer students must meet, within their first year at SBU, proficiency requirements in word processing, spreadsheet and database. These requirements may be fulfilled via a departmental exam or CIS 1103.

### COMPUTER SCIENCE MAJOR (B.S. DEGREE)

Designed for students interested in pursuing graduate study in computer science or who are interested in careers involving scientific information processing.

Students will complete the following courses.

1. CIS core curriculum (28 hours)

2. Additional CIS support courses (11 - 12 hours) CIS 3353, 4423, and 4433, and one course from CIS 1123, 1133, or 2202
3. General mathematics corequisite (3 hours) MAT 1173
4. Related mathematics area courses (20 hours) MAT 1195, 2254, 2264, 3323, 3344
5. Related science courses (10 hours) PHY 2215 and courses totaling 5 semester credit hours to be selected from physics, chemistry, biology or math.
6. General education courses (39-40 hours)
7. Free electives (15 - 20 hours)

### COMPUTER INFORMATION SCIENCE MAJOR (B.S. DEGREE)

Designed for students desiring a career in business-related information processing. Students will complete the following courses:

1. CIS core curriculum (28 hours)
2. Additional CIS support courses (11 - 12 hours) CIS 1113, 3303 and 3313 and one course from CIS 1133, 2202 or 3353
3. General mathematics corequisites (3 hours) MAT 1173
4. Business core courses (42 hours) ACC 2023, ACC 2033, BUS 2013, BUS 3073, ECO 2013, ECO 2023, ECO 3023, FIN 3023, FIN 3033, FIN 4043, HUM 4042, MGT 3013, MGT 4083, PHI 4043
5. General education courses (39 - 40 hours)
6. Free electives (3 - 5 hours)

### Minor

Twenty-three hours of CIS courses including CIS 1144, 1154, 2213, 2233, 3333, 3353, and one course from CIS 1113, 1123, or 1133.

### Associate of Science (A.S. degree)

Designed for students seeking a two-year degree with general concentration in the area of computer science. Total course requirement is 78 semester hours.

1. Required computer science courses (24 hours). CIS 1141, CIS 1144, 1154, 2213, 2233, 3303, 3333, one course from CIS 1113, 1123, or 1133.
2. General mathematics corequisites (6 hours) MAT 1143, 1173
3. Related business area courses (9 hours) ACC 2023, 2033, BUS 3073
4. General education courses (39 hours)

## DEPARTMENT OF MATHEMATICS

Department Chair: Kevin Hopkins  
Faculty: Michael Awad, John Bryant,  
Robert Glasgow, John Smashey  
Adjunct: Pamela Ferguson  
Office: Taylor 117  
(417) 326-1675

The Department of Mathematics seeks to enable students to appreciate logical reasoning and precision of statement and thought, and to help students familiarize themselves with basic mathematical structures necessary for applications and interpretation of life experiences.

### Major (B.A. degree)

Thirty-three (33) hours including 1195, 2254, 2264, 3313, 3323, 3344, 4484, and two courses from 3334 or 3363 or 3383 or 4433. Courses numbered 1195 or above apply towards a major in mathematics, excluding 2283 and 2293. As a supporting course, CIS 1123 or 1144 is required.

### Major (B.S. degree)

Same requirements as those for the B.A. degree, except that eight hours credit in biology, chemistry, economics, philosophy or physics is required instead of foreign language. To receive the B.S. degree in mathematics and be certified to teach in Missouri, students must also satisfy the other requirements of the Department of Education for certification.

### Minor

Eighteen (18) hours of mathematics consisting of 1195, 2254, and other non-freshman mathematics courses, excluding 2283 and 2293. As a supporting course, CIS 1123 or 1144 is required.

Non-mathematics majors, in qualifying for certification for teaching high school mathematics, must complete (30) hours of college mathematics, including 1195, 2254, 2264, 3313, 3344, 4484 and at least six additional semester hours above 2264, excluding 2283 and 2293. CIS 1123 or 1144 is required.

Pre-engineering students are encouraged to complete 1195, 2254, 2264, 3344, and 3363 (for specific course listings, see engineering).

The general education requirements in mathematics is satisfied by completing one of the following: 1134, 1143, 1153, 1173, 1193, 1195, or 2283 (elementary

education majors only). Placement in a particular mathematics course is determined by college entrance examination scores, high school background, vocational objectives, previous performance and student interest.

## DEPARTMENT OF NURSING

Department Chair: Marilyn Meinert  
ADN Director: Virginia Mayeux  
Faculty: Joyce Carroll, Mary McFarland,  
Judy Mitchell, Cynthia Shomber, Susan Svoboda  
Office: 4431 S. Fremont  
Springfield, MO 65804  
(417) 841-5046

The Department of Nursing has a dual focus. A pre-nursing focus for beginning students who are working on credits for admission to a school of nursing and an upper focus for those students who have completed their basic nursing education and are working towards their Bachelor of Science in Nursing degree.

### Associate of Applied Science in Nursing

Southwest Baptist University in joint sponsorship with St. John's Health System offers a 2-year associate nursing program leading to the Associate of Applied Science in Nursing degree. Graduates of the St. John's School of Nursing of Southwest Baptist University program may sit for the licensure examination to become a registered nurse. This program is offered at the St. John's School of Nursing facility in Springfield, Missouri. The graduate of the ADN program enters the health care environment as a nurse generalist prepared to practice in settings where policies and procedures are established and guidance is available. The graduate is prepared to care for individual clients within the context of their families and communities. Graduates have experience in providing care for clients across the life span and health continuum.

Following completion of the ADN program, students may enter the BSN program.

### Admission to the ADN Program

1. The student must be admitted to Southwest Baptist University. Admission to the University does not guarantee admission to the ADN program. A separate application process to the ADN program is required.

2. In addition, to be considered for admission to the ADN program, the following must be met:

- a. ACT composite score of 20 or higher. SAT of 950 or higher. Waiver of ACT or SAT for transfer students will be considered.
- b. ACT math and reading sub-test scores of 20 or higher.

If a sub-test score falls below 20, a reading or math skills course must be successfully completed prior to admission.

- c. GPA of 2.5 (on a 4.0 scale) in high school course work or total score of 250 or above on GED Test for students with less than 12 college credit hours.
- d. If you have prior college work:
  - (1) Minimum of "C" in all courses required for the ADN program.
  - (2) Anatomy and Physiology courses not completed within five years of admission will be repeated during the ADN program.

3. Completion of Chemistry (minimum of 4 credit hours with lab) prior to beginning the first ADN nursing course.

Acceptance into the nursing program is based on satisfactory completion of the admission criteria and space available. In the event that applicants are equally qualified, decisions will be made according to the date of the completed application. Special consideration will be given to students enrolled at SBU and employees of St. John's Health Systems.

**MAJOR (A.A.S. degree)**  
(70 semester hours)

BIB 1002 - Intro to Old Testament History	2 hours
BIB 1012 - Intro to New Testament History	2 hours
BIO 2204 - Human Anatomy & Physiology I	4 hours
BIO 2213 - Intro to Microbiology	3 hours
BIO 2243 - Nutrition	3 hours
BIO 3304 - Human Anatomy & Physiology II	4 hours
CIS 1103 - Intro to Computing	3 hours
ENG 1113 - English Composition I	3 hours
NUR 1107 - Fundamentals of Nursing	7 hours
NUR 1115 - Nursing Interventions I	5 hours
NUR 1123 - Behavioral Nursing Interventions	3 hours
NUR 2105 - Nursing Interventions II	5 hours
NUR 2115 - Family Nursing Interventions	5 hours
NUR 2125 - Nursing Interventions III	5 hours
NUR 2134 - Nursing Role Integration	4 hours
POL 1113 - American Government	3 hours
PSY 1013 - General Psychology	3 hours
PSY 3063 - Human Growth and Development	3 hours
SOC 1003 - Introductory Sociology	3 hours

**Bachelor of Science in Nursing**  
(Accredited by the National League for Nursing)

The Department of Nursing offers a Registered Nurse Completion Program (Junior-Senior level) leading to the Bachelor of Science in Nursing (BSN). Degree candidates must be registered nurse graduates of an associate degree or diploma program. All degree candidates are required to complete general education requirements and major requirements as listed below.

**General Education Requirements (63)**

<b>Business and Community Leadership</b>	
ECO 4003 (or approved alternative)	3 hours
POL 1113	3 hours
<b>Communications</b>	
ENG 1113, 1123 or 2213	6 hours
COM 1103, 3393	3 hours
<b>Computer Literacy</b>	
CIS 1103	3 hours
<b>Humanities</b>	
Fine Arts FAR 1003, 1013, 1023 or 1033	3 hours
History (1000 or 2000 level)	3 hours
Electives (history, literature, philosophy, or fine arts, foreign language; recommend PHI 4043)	3 hours
<b>Science and Mathematics</b>	
BIO 2204, 2213, 3304, 4404	13 hours
CHE 1104	4 hours
<b>Personal and Family Development</b>	
PSY 1013, SOC 1003	6 hours
HPE 1061	1 hour
PSY 3063, 3243	6 hours
<b>Religion</b>	
BIB 1002, 1012	4 hours

**Major Requirements (64)**

**Lower Division Nursing Requirements**

Thirty hours of lower division credit will be awarded toward the major requirements after successful completion of the NLN Mobility Profile II Exam which is required to be completed before clinical course work. These hours will only be credited toward the BSN degree.

**Department of Nursing Core Courses**

NUR 3303 Health Assessment	3 hours
NUR 3313 Nursing Transitions	3 hours
NUR 3323 Overview of Nursing Theories	3 hours
NUR 3333 Policy and Politics	3 hours
NUR 3343 Psychiatric Nursing Process & Communication	3 hours
NUR 3452 Spirituality in Nursing	2 hours
NUR 4405 Community Health	5 hours
NUR 4413 Management and Leadership	3 hours

NUR 4425 Clinical Case Management . . .	5 hours
NUR 4433 Research Methods . . . . .	3 hours
NUR 4441 Capstone Seminar . . . . .	1 hour

**Nursing Electives**

NUR 3902 Pharmacodynamics . . . . .	2 hours
NUR 4903 HIV-AIDS in Depth . . . . .	3 hours
NUR 4941-3 Special Topics in Nursing	1-3 hours
NUR 4991-3 Independent Studies . . . .	1-3 hours

**Total Hours Required for Bachelor of Science in Nursing . . . . . 128 hours**

**Admission Policy**

In addition to admission to the University, all upper division degree-seeking students must formally apply for admission to the Department of Nursing undergraduate degree program.

1. Timely completion of the "BSN Student Profile" provided by the Department of Nursing.
2. Submit formal transcripts of work from all previous college/programs attended.
3. Cumulative GPA of 2.5 or above on all work towards the degree. Students with GPA's between 2.0 and 2.5 will be considered on an individual basis.
4. Current registered nurse of graduate nurse status, with successful completion of the state board exams before clinical course work.
5. An admission conference with a member of the Department of Nursing Faculty is required for direction in developing sequencing of courses.

**Promotion and Graduation Policy**

All degree candidates must meet the promotion and graduation requirements of the University. Students must earn a "C" or better in all major courses including all nursing courses and departmental courses required for the major (BIO 4404 and PSY 3243). For graduation, students must have an overall 2.0 GPA.

**DEPARTMENT OF PHYSICAL THERAPY**

Department Chair: Dorothy Hash  
 Faculty: Gary Hunt, Beverly McNeal,  
 Deona Lilly-Masuda, Suzanne Rueb  
 Faculty with dual appointments: Billie Lang  
 Office: Wheeler 136  
 (417) 326-1672

Southwest Baptist University is in the process of developing a Master's degree entry level Physical Therapy Program which will prepare students for

careers in physical therapy through the development of evaluation, treatment, education and research skills. The first Master's degree class will start January 1997. SBU has notified the Commission on Accreditation in Physical Therapy Education (CAPTE), American Physical Therapy Association (APTA) of the intent to develop an entry level Master's degree program in physical therapy and is proceeding with the formal Declaration of Intent and other steps required in the accreditation process. The graduate Physical Therapy Program at Southwest Baptist University is considered to be a new program by CAPTE and as such will follow the usual procedures in the accreditation process which include 1) Candidacy site visit and determination of Candidacy for Accreditation during the first year and 2) On-site evaluation visit and determination of accreditation status by CAPTE in the second year of the program. No new program can guarantee success in the accreditation process. Physical therapists must graduate from an accredited program to be eligible to take the state licensure exam and practice physical therapy.

The Physical Therapy Department at Southwest Baptist University is dedicated to providing society with physical therapists who expertly practice the art and science of physical therapy with a Christian perspective. The graduate will be a clinician generalist who is prepared to provide physical therapy services, for a diverse population, in an evolving societal and health care environment.

The academic regulations and degree requirements are found in the Graduate Studies section of this catalog.

**PRE-PROFESSIONAL STUDIES**

**ENGINEERING**

**University of Missouri-Rolla**

Southwest Baptist University, in cooperation with the University of Missouri-Rolla, has a program in which students attend SBU for the first two years before transferring to UMR to complete a B.S. degree in one of the following engineering programs: aerospace, ceramic, chemical, civil, electrical, geological, metallurgical, mining, nuclear or petroleum engineering, and engineering management. A standard program of study is shown below:

**First Year - SBU  
 Fall**

- \* MAT 1195 - Analytics & Calculus I . . . . . 5 hours
- ENG 1113 - English Composition I . . . . . 3 hours
- CHE 1115 - General Chemistry I . . . . . 5 hours

HIS 2213 - History of U.S. I . . . . . 3 hours  
 or  
 POL 1113 - American Government . . . . . 3 hours

**Spring**

MAT 2254 - Analytics & Calculus II . . . . . 4 hours  
 CHE 1125 - General Chemistry II . . . . . 5 hours  
 ECO 2013 - Principles of Economics II . . 3 hours  
 CIS 1144 - Computer Science I . . . . . 4 hours  
 or  
 CIS 1123 - FORTRAN . . . . . 3 hours

**Second Year-SBU**

**Fall**

MAT 2264 - Analytics & Calculus III . . . . . 4 hours  
 PHY 2215 - University Physics I . . . . . 5 hours  
 \*\*Elective - Humanities/Social  
 Sciences . . . . . 6 hours  
 Free Elective . . . . . 2 hours

**Spring**

MAT 3363 - Differential Equations . . . . . 3 hours  
 PHY 2225 - University Physics II . . . . . 5 hours  
 PHY 2233 - Statics . . . . . 3 hours  
 Elective - Humanities/Social Sciences . . . 6 hours

\* Students without a satisfactory background in mathematics should take MAT 1143 College Algebra and MAT 1153 College Trigonometry before taking MAT 1195.

\*\* These electives differ depending on the particular field of engineering; however, they usually are taken from Communications, Economics, Fine Arts, History, Philosophy, Psychology/Sociology, or Literature. Six semester hours must be in upper division courses to give depth to one or two areas.

**NOTE:** Since the pre-engineering course of study is a general one at SBU, the pre-engineering student should work closely with the Pre-Engineering Advisor (Dr. Robert W. Kitchin--Chair of the Department of Chemistry and Physics) to facilitate any course modifications among specific engineering programs.

**Washington University**

**Three-Two Program  
 School of Engineering and  
 Applied Science**

Southwest Baptist University cooperates with Washington University in St. Louis in a program that allows students to earn both a liberal arts baccalaureate (in chemistry, mathematics, or computer science) from Southwest Baptist University and a bachelor of science degree in engineering or applied science from Washington University. In the most common scheduling, the student first attends SBU for three years and then takes two years of course work at Washington University in the Sever Institute of Technology of the

School of Engineering and Applied Science. Students may elect to spend longer periods at either institution.

At Southwest Baptist University, the student takes courses that will earn the liberal arts baccalaureate when combined with credits that can be transferred back from Washington University; provide the background in mathematics, physics, chemistry, and computer science needed for engineering or applied science; and meet all non-technical course requirements for the Washington University degree.

To help liberal arts students explore their interest in engineering and/or applied science and the Three-Two Program, Washington University offers several introductory engineering and applied science courses each January, using an intensive format. Information about these courses can be obtained from the Liaison Officer at SBU.

Undergraduate degrees at Washington University are offered in seven departments: Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Engineering and Policy, Mechanical Engineering, and Systems Science and Mathematics. The professional degrees available through the Three-Two Program are all accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET) and meet the degree portion of the requirements for registration as a professional engineer.

Students should plan to complete the bulk of the preparatory mathematics and science courses at SBU necessary for advanced study at Washington University and all Southwest Baptist University general education requirements within three years. Since the semester-hour course load is unusually heavy, the student should plan to work very closely with the Liaison Officer in order to successfully finish the program. Additional information can be obtained from the Liaison Officer, Dr. Robert W. Kitchin, Chair of the Department of Chemistry and Physics.

**PRE-HEALTH PROGRAMS**

Although SBU does not offer majors in pre-health programs, students can become well-qualified for acceptance into one of these career schools by following the guidelines listed below. These guidelines will satisfy the admission requirements of most professional schools across the nation. However, students need to be aware of specific admission requirements of the professional school(s) to which they intend to apply.

Students applying to professional schools also need to be aware of the deadlines established by the professional schools and testing organizations for

submitting application materials and taking admissions examinations. The student is responsible for meeting these deadlines and for any fees associated with the application process or admission testing.

Students interested in pursuing a pre-health program at SBU should identify themselves with the SBU Pre-Health Committee at the earliest possible date. The Pre-Health Committee serves to counsel students and to assist them in obtaining catalogs, literature, and other information pertinent to professional school admission requirements and admission testing procedures. Once the requirements for admission to a professional program have been met, the Pre-Health Committee will interview the prospective applicant and write letters of recommendation. For additional information on pre-health programs and the Pre-Health Committee, contact Dr. Gary O. Gray, Pre-Health Committee, Chair, Department of Chemistry. The following list of SBU pre-health programs is not all inclusive. Students in numerous other health-related areas are also prepared well at SBU for their future careers.

## Dentistry

Dentistry is the branch of the healing arts and sciences devoted to maintaining the health of the teeth, gum, and other hard and soft tissues of the oral cavity. The properly motivated individual with scientific curiosity, intelligence, and social consciousness can find a highly rewarding career in dentistry.

Each year approximately 75 to 80% of all applicants to the sixty dental schools in the United States gain admission. A minimum of three years of pre-professional training is required for admission to most dental schools, while many require a college degree. Among successful applicants, approximately 85% have completed four years of college and university schooling. Because of this, it is highly recommended that students at SBU pursue the degree plan of their choice.

For a recommended course of study, see the section on medicine listed below.

## Medicine

The challenges offered by a career in medicine are both formidable and exciting. To be prepared for such an endeavor, students should strive for a well-rounded degree program. This degree plan should of necessity include a solid foundation in the natural sciences, but should not ignore other areas of academic endeavor. A liberal arts University such as SBU gives students a well-rounded education with a strong natural science background.

Each year approximately 46% of all applicants to medical schools in the U.S. gain admission. Essentially all of those successful applicants have completed four years of college or university schooling and about 75 to 80% of them have one or more majors in the natural sciences (i.e. biology, chemistry, physics, mathematics, etc.)

Application to medical school is normally begun during the junior year, approximately two years before matriculation at medical school. During the spring of the junior year, students will take the MCAT (Medical School Admissions Test) and begin the medical school admission process. Due to the differences in entrance requirements at various schools, students should select the medical school(s) to which they intend to apply as early as possible. Their studies may then be directed to meet the specific requirements of the selected school(s). The following courses are normally recommended for students planning careers in the medical profession. Not all the courses listed below may be required by all medical schools, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the specific medical school you plan to attend be consulted:

### Biology:

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)\*, Introduction to Immunology (BIO 3322)\*, Comparative Vertebrate Anatomy (BIO 3335)\*, Human Anatomy and Physiology (BIO 2204, 3304)\*, Vertebrate Physiology (BIO 3344)\*, Histology (BIO 3384)\*, and Vertebrate Embryology (BIO 4444)\*

### Chemistry:

General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*, and Biochemistry (CHE 3364)\*

### English:

English Composition I (ENG 1113) and English Composition II (ENG 2213)

### Mathematics:

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)\*, Analytics and Calculus II (MAT 2254)\*

### Physics

General Physics I (PHY 1114)\* and General Physics II (PHY 1124)\*

**\*Prerequisites are required for these courses.**

## Optometry

Individuals who choose optometry as their profession enjoy challenging and rewarding careers. An optometrist or Doctor of Optometry is a health-care professional who is specifically educated, highly trained,

and state-licensed to examine, diagnose and treat conditions of the human vision system.

Because of the diversity in entrance requirements of the schools and colleges of optometry, some students are accepted with as little as two years of college. However, a majority of the successful applicants to these schools have completed four years of college.

The following courses are normally recommended for students planning careers in optometry. Not all the courses listed below may be required by all schools of optometry, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the specific school of optometry you plan to attend be consulted:

**Biology:**

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)\*, Human Anatomy and Physiology (BIO 2204, 3304)\*, Comparative Vertebrate Anatomy (BIO 3335)\*, Vertebrate Physiology (BIO 3344)\*

**Chemistry:**

General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*, and Biochemistry (CHE 3364)\*

**English:**

English Composition I (ENG 1113) and English Composition II (ENG 2213)

**Mathematics:**

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)\*, Analytics and Calculus II (MAT 2254)\*

**Physics:**

General Physics I (PHY 1114)\* and General Physics II (PHY 1124)\*

**Psychology:**

General Psychology (PSY 1013)

**Social sciences:**

One Year

**Statistics:**

One Course

\* Prerequisites are required for these courses.

## Pharmacy

The rapid scientific advances in drug development and the increasing demand for health care services have made the pharmacist an important member of the health care team. As an expert in the science of drugs and drug therapy, the pharmacist has taken on an added responsibility for patient care. The pre-pharmacy program at SBU is normally completed in two years. Application to a school of pharmacy should be made at the beginning of the second year. Due to the

differences in entrance requirements at various schools, students should select a professional school upon their entrance to SBU and direct their studies to meet specific requirements. The following courses are normally included in the two-year pre-pharmacy program:

**Biology:**

General Biology I (BIO 1114), Human Anatomy and Physiology I (BIO 2204)\*, Human Anatomy and Physiology II (BIO 3304)\*, Microbiology (BIO 3314)\*,

**Chemistry:**

General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*

**English:**

English Composition I (ENG 1113) and English Composition II (ENG 2213)

**History and Political Science:**

Two Courses

**Mathematics:**

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)\*

**Physics:**

General Physics I (PHY 1114)\* and General Physics II (PHY 1124)\*

**Social and Behavioral Sciences:**

Three Courses

\* Prerequisites are required for these courses.

## Physician Assistant

The physician assistant (PA) assists physicians by extending and improving the physician's services. The PA is expected to perform the more time-consuming and routine medical tasks releasing the physician to treat those patients with the more serious illnesses.

Entrance into physician assistant programs can be achieved after two years of college work, but students' chances of acceptance into a program are enhanced by three or four years of college work. If a degree from SBU is desired, it does not matter what degree is obtained, as long as the degree program incorporates 30-35 hours in the natural sciences.

The following courses are normally recommended for students planning careers as a physician's assistant. Not all the courses listed below may be required by all physician's assistant programs, and some schools may require other courses not included in this list. It is essential, therefore, that a catalog from the physician's assistant program to which you intend to apply for admission be consulted:

**Biology:**

General Biology I (BIO 1114), Human Anatomy and Physiology I (BIO 2204)\*, Human Anatomy and Physiology II (BIO 3304)\*, Microbiology (BIO 3314)\*, Genetics (BIO 3323)\*, Comparative Vertebrate Anatomy (BIO 3335)\*

**Chemistry:**

General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*, and Biochemistry (CHE 3364)\*

**Computer Science:**

Introduction to Computing (CIS 1103)

**English:**

English Composition I (ENG 1113) and English Composition II (ENG 2213)

**History:**

Introduction to the History of Western Man (HIS 1113)

**Mathematics:**

College Algebra (MAT 1143)

**Political Science:**

American Government and Politics (POL 1113)

**Psychology:**

General Psychology (PSY 1013)

**Speech:**

Fundamentals of Speech Communications (COM 1103)

**Sociology:**

Introductory Sociology (SOC 1003)

\* Prerequisites are required for these courses.

## Veterinary Medicine

Veterinarians use their scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, conservation of livestock resources, the promotion of public health, and the advancement of medical knowledge.

Students seeking admission to a school of veterinary medicine will generally complete at least three years of college or university work with a concentration in the natural sciences.

Students planning to make application to a school of veterinary medicine should inquire about the specific entrance requirements of several schools of veterinary medicine. The following courses are recommended for the three-year pre-veterinary medicine program.

**Biology:**

General Biology I (BIO 1114), General Biology II (BIO 1124), Microbiology (BIO 3314)\*, Comparative Vertebrate Anatomy (BIO 3335)\*, or Vertebrate Physiology (BIO 3344)\*, Parasitology (BIO 3374)\*

**Chemistry:**

General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*, and Biochemistry (CHE 3364)\*

**English:**

English Composition I (ENG 1113) and English Composition II (ENG 2213) and literature course

**Mathematics:**

College Algebra (MAT 1143), College Trigonometry (MAT 1153), Analytics and Calculus I (MAT 1195)\*

**Physics:**

General Physics I (PHY 1114)\* and General Physics II (PHY 1124)\*

**Social Sciences and/or Humanities:**

Four Courses

**Animal Science:**

5 hours

**Animal Nutrition:**

3 hours

\* Prerequisites are required for these courses.

## Medical Technology (B.S. degree)

Southwest Baptist University, in cooperation with several different hospital programs, offers a four-year program leading to a B.S. degree in medical technology. The fourth year of this work is taken at an approved hospital or school of medical technology. Upon satisfactory completion of this work, students are certified in this field by passing the examination given by the American Society of Clinical Pathologists.

1. Students must complete 98 semester hours of college credit before admission to an A.M.A. approved School of Medical Technology.
2. The following courses are required: General Biology I (BIO 1114), Microbiology (BIO 3314)\*, Introduction to Immunology (BIO 3322)\*, Genetics (BIO 3323)\*, Pathogenic Microbiology (BIO 3394)\*, Biochemistry (BIO 3364/CHE 3364)\*, General Chemistry I (CHE 1115)\*, General Chemistry II (CHE 1125)\*, Organic Chemistry I (CHE 3304)\*, Organic Chemistry II (CHE 3314)\*, Analytical Chemistry (CHE 3345)\*, College Algebra (MAT 1143) or Analytics and Calculus I (MAT 1195)\*, Introduction to Computing (CIS 1103), General Physics I (PHY 1114)\*, or University Physics I (PHY 2215)\*, or Instrumental Analysis (CHE 3354)\*. The following courses are recommended as electives: Human Anatomy and Physiology I (BIO 2204)\*, Vertebrate Physiology (BIO 3344)\*, Histology (BIO 3384)\*, Instrumental Analysis (CHE 3354)\*.
3. Students must complete the SBU general education requirements.

4. At least the last 30 hours of the 98 hours of college credit must be taken at SBU.
  5. Admission to a School of Medical Technology is determined by the national requirements and approval of the Educational Coordinator of the School of Medical Technology concerned.
  6. Upon certification by the Educational Coordinator of an American Medical Association approved School of Medical Technology that the courses in medical technology have been completed satisfactorily, SBU will grant a minimum of 30 semester hours of upper-division credit for the work.
- \* Prerequisites are required for these courses.

# UNIVERSITY COLLEGE

Dr. B.F. Little, Vice President for External Programs  
Office: Sells Administration Building  
(417) 326-1600

The Vice President for External Programs supervises the University College and the Office of Continuing Education. The purpose of external programs is to serve both non-traditional and traditional students.

The University College comprises the off-campus centers which primarily serve as the focus for the non-traditional and adult programs of the University. Currently, six centers are administered through the University College. The center locations are: Dexter, Joplin, Mountain View, Salem and Springfield in Missouri and Chicago, Illinois.

The B.A.S. and the A.A.S. degree have several majors/concentrations that are designed for adult students whose backgrounds and previous educational experiences make a non-traditional approach to baccalaureate study desirable and appropriate. This is especially true for students from specialized professional, technical or occupational backgrounds, and those whose training may have been achieved through industry, military, or other non-traditional means. Students interested in the B.A.S. or A.A.S. degree are encouraged to request a degree plan in which previous educational credit may be applied toward degree requirements.

The A.S., A.A.S., B.S., and B.A.S. degrees in various areas of study are offered in Springfield. A B.A.S. degree in business and the B.S. degree in elementary education are offered at Mt. View. The Chicago Center, located on the campus of North Park College and Theological Seminary, provides theological training for Korean pastors and church workers. The Joplin Center provides theological training opportunities for bivocational pastors and church workers. The Salem and Dexter centers provide primarily general education courses.

## BACHELOR OF APPLIED SCIENCE (128 HOURS)

### Bivocational Christian Ministries Major

(Contact College of Christian Studies for detailed information)

This major is for students who are bivocational or who intend to be bivocational and have a background in an occupational field.

#### General Education Requirements (45 hours)

#### Redford School Core Curriculum (18 hours)

BIB 2093-Bible Study Methods . . . . . 3 hours  
RED 2003-Intro Religious Education . . . . . 3 hours  
PHI 2013-Intro to Philosophy . . . . . 3 hours  
CHR 3013-Ministry in the Church . . . . . 3 hours  
THE 3023-Baptist Denomination . . . . . 3 hours  
Electives (from THE 2113, 3153, 4123,  
or 4143) . . . . . 3 hours

#### Christian Ministries Requirements (26 hours)

BIB-Electives (beyond general edu core) . 3 hours  
CHR 1043-Lifestyle Evangelism . . . . . 3 hours  
CHR 2783-Worship/Song in the Church . . 3 hours  
CHR 3011-Preaching Lab . . . . . 1 hour  
CHR 3012-Preaching . . . . . 2 hours  
CHR 3022-Pastoral Counseling . . . . . 2 hours  
CHR 4003-Expository . . . . . 3 hours

CHR 4983-Christian Ministries Internship . 3 hours  
Electives (from CHR 2043, RED 3023,  
DIS 3043, SOC 3313) . . . . . 6 hours

#### Professional Development and Electives (39 hours)

Total . . . . . 128 hours

### Business Administration Major

(Contact College of Business for detailed Information)

#### General Education Requirements (39 hours)

(ECO 4003 is not required for this degree. MAT 1143 is the mathematics requirement)

#### Business Administration Courses (45 hours)

ACC 2023-Financial Accounting I . . . . . 3 hours  
ACC 2033-Financial Accounting II . . . . . 3 hours  
BUS 2013-Business Communications . . . 3 hours  
BUS 3073-Legal Environment of Business 3 hours  
ECO 2013-Prin of Economics I . . . . . 3 hours  
ECO 2023-Prin of Economics II . . . . . 3 hours  
FIN 3023-Statistical Analysis I . . . . . 3 hours  
FIN 4043-Business Finance . . . . . 3 hours  
MGT 3013-Principles of Management . . . 3 hours  
MGT 4083-Management Strategy/Policy . 3 hours  
MKT 3023-Principles of Marketing . . . . 3 hours  
Business Admin Electives (Jr or Sr) . . . 12 hours

**Professional Development (24-36 hours)**

Select from one of the following concentrations:

**Accounting Concentration (36 hours)**

ACC 3003-Cost Accounting I	3 hours
ACC 3023 - Cost Accounting II	3 hours
ACC 3024/3034 Intermediate Acc I & II	8 hours
ACC 3063-Tax Accounting I	3 hours
ACC 4013-Advanced Accounting	3 hours
ACC 4033 - Accounting Information Systems	3 hours
ACC 4044-Auditing	4 hours
ACC 4053-Accounting for Government and Not-for-Profit	3 hours
BUS 3083-Business Enterprises Debtor and Creditor Rights	3 hours
FIN 3033-Statistical Analysis II	3 hours

**Marketing/Management Concentration (24 hours)**

MGT 4033-Administrative Communication/ Human Resource Management	3 hours
MGT 4043-Organizational Behavior and Theory	3 hours
MGT 4063-Entrepreneurship and Small Business Consulting	3 hours
MKT 3073-Professional Selling	3 hours
MKT 3083-Advertising	3 hours
MKT 4023-Marketing Management School of Business Administration Electives (Jr. or Sr.)	6 hours

**Electives (8-20 hours)**

\*Equivalent hours in the School of Business Administration must be substituted if these courses are waived because of proficiency.

Total hours required 128

**Human Services Major**

(Contact the Department of Behavioral Sciences for detailed information)

The Human Services degree is designed to provide a multi-disciplinary educational and professional training experience for those students who:

- aspire to initial entry level employment opportunities in the field of Human Services
- are already employed, and seek advancement within the field of Human Services
- are preparing to go on for advanced degrees within the Human Service fields

**Admission Into the Program**

Acceptance into the program is contingent upon an interview with the coordinator of Human Services.

**Degree Requirements**

The Bachelor of Applied Science degree requires 128 semester hours of credit: 42 hours of General Education and 24 hours in the core requirements, 33 hours in the area of human services concentration, 18 hours in the area of professional development, and 11 hours in electives.

The program provides opportunity for persons to apply for evaluated portfolio credits for previous applicable work experiences, seminars, conferences, etc. *It is the responsibility of the student to obtain approval from his/her advisor to develop and submit his/her portfolio for academic credits!*

**Course Requirements****General Education (42 hours)****Core Requirements (24 hours)**

SOC 1003-Intro to Sociology	
or	
PSY 1013-General Psychology	3 hours
SOC 2003-Social Problems	3 hours
SOC 3003-The Family	3 hours
PSY 3033-Abnormal Psychology	3 hours
PSY 3043-Human Growth and Development	3 hours
SOC 3243-Elementary Statistics	3 hours
PSY 3313-Intro to Counseling	3 hours
PSY 4313-Counseling Methods and Practice	3 hours

**Human Services Concentration****(33 hours)**

SOC 3313-Intro to Social Work	3 hours
PSY 4952-Community Project or Field Experience	2 hours
SOC 4954-Field Experience Concentration courses	4 hours
Supportive course work and/or non-traditional credits	12 hours

**Professional Development (18 hours\*)**

ACC 2023-Financial Accounting I	3 hours
ACC 2033-Financial Accounting II	3 hours
BUS 2013-Business Communication	3 hours
MGT 3013-Principles of Management	3 hours
MGT 4033-Administrative Communication/ Human Resource Management	3 hours
MGT 4043-Organizational Behavior	3 hours

\* Approved substitute courses may be applied.

**Electives (11 hours)**

Total 128 hours

**Occupational Technology Major**

(Contact the College of Business for detailed information)

The Occupational Technology program has been developed to prepare its graduates for growth in their field of technical experience, help develop expertise which may lead to greater mobility in employment opportunities, and prepare for professional or graduate school.

This major has been designed with two tracks in order to meet the educational backgrounds of our constituents. Track one is designed for those students who have completed an associate degree in a vocational or career related program prior to entering the occupational technology program. Track two is designed for those students without the associate degree.

**TRACK ONE**

**General Education Requirements (42 hours)**  
**Occupational Technology Courses (45 hours)**  
 Coursework in a vocational/career related field. Portfolio and work experience may be used for partial credit in this area.

**Professional Development (24 hours)**  
 Select 24 hours from one of the following concentrations that supports the technology emphasis: (Selections must be approved by your advisor)

- Business:  
 ACC 2023, BUS 1013, BUS 2013, FIN 4043, FIN 4053, MGT 3013, MGT 4063, MGT 4033, MGT 4043, MGT 4053, MKT 3023, MKT 3073, MKT 3083, MKT 4023, PSY 3073, PSY 3243, other approved courses
- Health Care:  
 ACC 2023, ACC 3013, BUS 1013, BUS 2013, FIN 4043, MGT 3013, MGT 4043, MGT 4063, MKT 3023, PSY 3073, PSY 3243, other approved courses
- Vocational:  
 ACC 2023, ACC 3013, BUS 1013, BUS 2013, FIN 4043, MGT 3013, MGT 4033, MGT 4043, MIS 3033, MKT 3023, PSY 3073, PSY 3243, SOC 2003, other approved courses

**Electives (17 hours)**  
**Total ..... 128**

**TRACK TWO**

**General Education Requirements (42 hours)**  
**Occupational Technology Courses (30-45 hours)**  
 Coursework selected in a vocational or professional field of study. The number of hours may be reduced to 30 hours with an approved minor or second major.

**Professional Development (24 hours)**  
 Select 24 hours from one of the following concentrations that supports the technology emphasis: (Selections must be approved by your advisor)

Business:  
 ACC 2023, BUS 1013, BUS 2013, FIN 4043, FIN 4053, MGT 3013, MGT 3063, MGT 4033, MGT 4043, MGT 4053, MKT 3023, MKT 3073, MKT 3083, MKT 4023, PSY 3073, PSY 3243, other approved courses

Vocational:  
 ACC 2023, BUS 1013, BUS 2013, FIN 4043, MGT 3013, MGT 4033, MGT 4043, MIS 3033, MKT 3023, PSY 3073, PSY 3243, SOC 2003, other approved courses

**Electives (17-32 hours)**  
**Total ..... 128**

**ASSOCIATE OF APPLIED SCIENCE (A.A.S. Degree)**

Associate of Applied Science degrees are awarded in the following areas of study:

Accounting, Business, Child Development, Christian Ministries, Emergency Medical Technology, Human Services, Mid-Management, Occupational Technology, Nursing, Office-Management, Paramedical Technology.

**Accounting (64 hours)**  
**General Education (26 hours)**  
 MAT 1143-College Algebra-must be taken  
**Accounting Courses (38 hours)**  
 ACC 2023, 2033-Financial Accounting I & II ..... 6 hours  
 ACC 3013 - Managerial Accounting ..... 3 hours  
 BUS 1013-Introduction to Business ..... 3 hours  
 BUS 2013-Business Communications ... 3 hours  
 BUS 3073-Legal Environment of Business 3 hours  
 CIS 1103-Intro to Computing ..... 3 hours  
 ECO 2013, 2023-Prin of Economics I & II 6 hours  
 MGT 3013-Prin of Management ..... 3 hours  
 MKT 3023-Prin of Marketing ..... 3 hours  
 PHI 4043-Ethics in Decision Making .... 3 hours  
**Business Electives (2 hours)**

**Total ..... 64 hours**

**Business (64 hours)**  
 (Contact the College of Business for detailed information)

**General Education (26 hours)**  
 MAT 1143-College Algebra must be taken  
**Business Courses (38 hours)**  
 ACC 2023- Financial Accounting I ..... 3 hours  
 ACC 2033- Financial Accounting II ..... 3 hours  
 BUS 1013-Intro to Business ..... 3 hours  
 BUS 2013-Business Communication .... 3 hours  
 BUS 3073-Legal Environment of Bus ... 3 hours  
 CIS 1103-Intro to Computing ..... 3 hours

ECO 2013, 2023-Prin of Economics I & II	6 hours
MGT 3013-Prin of Management	3 hours
PHI 4043-Ethics in Decision Making	3 hours
Business Electives	8 hours
<b>Total</b>	<b>64 hours</b>

### Child Development (64 hours)

(Contact the Department of Education for detailed information)

Students pursuing the two-year Child Development program are required to furnish the Office of Teacher Education documented scores of the ACT or the SAT as an entry level requirement. The C-BASE will be required as an exit assessment.

### General Education Courses (26 hours)

#### Education Courses (17 hours)

EDU 2243-Health, Safety and Nutrition for the Young Child	3 hours
EDU 2333-Teaching in the Preschool	3 hours
EDU 2343-Emergent Language	3 hours
EDU 2381-Practicum-Child Development	1 hour
EDU 2391-Practicum-Teaching in the Preschool	1 hour
EDU 2483-Home, School and Community Involvement	3 hours
EDU/RED 4203-Administration of Early Childhood Programs	3 hours

#### Required Supporting Courses (7 hours)

HPE 2022-Perceptual Motor Development	2 hours
HPE 3092-Standard First Aid	2 hours
PSY 1013-Gen. Psy. (counts as Gen. Ed.)	
PSY 3053-Child Development	3 hours

#### Electives (14 hours)

**Total** ..... **64 hours**

### Christian Ministries (65 hours)

(Contact the College of Christian Studies for detailed information)

#### General Education (30 hours)

POL 1113-American Gov. & Politics	3 hours
ENG 1113-English Composition I	3 hours
ENG 2213-English Composition II	3 hours
COM 1103-Fundamentals of Speech Communication	

or

COM 3393-Interpersonal Communication	3 hours
SCIENCE or MATH (except 0102 or 0113)	3 hours
FAR 1003, 1013, 1023, 1033	

or

HIS (1000 or 2000 level course)	3 hours
PSY or SOC	3 hours
HPE 1061-Foundations of Physical Fitness/Wellness I	1 hour
BIB 1013-Old Testament History	3 hours
BIB 1023-New Testament History	3 hours
*DIS 2012-The Christian Faith & Life	2 hours

### Redford CORE (18 hours)

RED 2003	3 hours
PHI 2013	3 hours
THE 2113	3 hours
BIB 2093	3 hours
CHR 3013	3 hours
THE 3023	3 hours

### Ministry Specialization (8 hours)

CHR 1043	3 hours
CHR 3011 (or approved alternate)	1 hour
CHR 3012 (or approved alternate)	2 hours
CHR 3022	2 hours

### Bible Study (6 hours)

BIB 2053 or 2063	3 hours
BIB 2033 or 3043	3 hours

### Religion Electives (3 hours)

(CHR 2043, CHR 2783, CHR 2901/2911, DIS 2013, DIS 2023, DIS 3033, RED 2033, RED 3023)	
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**Total** ..... **65 hours**

### Emergency Medical Technology

(64 hours)

(Contact the Department of Nursing for detailed information)

Those having already completed the emergency medical training will be admitted to the Associate of Applied Science Program on the basis of a current state issued emergency medical license. Associate of applied Science Degrees in emergency medical training and paramedical technology are offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through St. John's Regional Health Center and Cox Health Systems. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements.

### General Education (26 hours)

#### Emergency Medical Training Courses

(36 hours)

Emergency Medical Training Core	9 hours
Liberal Arts Core*	27 hours

#### Free Electives (2-5 hours)

**Total** ..... **65 hours**

\*At least 18 hours of these must be taken from one of the following three fields: humanities, social science, or science/mathematics.

### Mid-Management (64 hours)

(Contact the College of Business for detailed information.)

This program is designed to prepare students for careers in the retailing, wholesaling, and service industries and to attain positions at the departmental management level.

#### General Education (26 hours)

#### Mid-Management Courses (30 hours)

ACC 2023-Financial Accounting I	3 hours
ACC 2033-Financial Accounting II	3 hours
BUS 1013-Intro to Business	3 hours

BUS 2013-Business Communications . . .	3 hours
ECO 2013-Principles of Economics . . . . .	3 hours
FIN 1193-Business Calculus . . . . .	3 hours
MGT 3013-Principles of Management . . .	3 hours
MGT 3063-Entrepreneurship and Small Business . . . . .	3 hours
MKT 3023-Principles of Marketing . . . . .	3 hours
PHI 4043-Ethics in Decision Making . . . .	3 hours
<b>College of Business (8 hours)</b>	
<b>Total . . . . .</b>	<b>64 hours</b>

**Occupational Technology Major**

(64 hours)  
(Contact the College of Business for detailed information.)

**General Education (26 hours)**

**Major (36 hours)**

Coursework in a technical/occupational field which constitutes a complete major or its equivalent from an accredited post-secondary educational program.)

**Free Electives (2-5 hours)**

**Total . . . . . 64 hours**

**Office Management (64 hours)**

(Contact the College of Business for detailed information.)

**General Education (26 hours)**

MAT 1143-College Algebra must be taken

**Office Management Courses (38 hours)**

ACC 2023-Financial Accounting I . . . . .	3 hours
ACC 2033-Financial Accounting II . . . . .	3 hours
BUS 1013-Intro to Business . . . . .	3 hours
BUS 2013-Business Communication . . . . .	3 hours
MGT 3013-Prin of Management . . . . .	3 hours
MGT 4033-Administrative Communications Human Resource Management . . . . .	3 hours
MKT 3023-Prin of Marketing . . . . .	3 hours
MIS 3033-Word Processing . . . . .	3 hours
PHI 4043-Ethics in Decision Making . . . .	3 hours
College of Business Electives (11 hours)	

**Total . . . . . 64 hours**

**Paramedical Technology (64 hours)**

(Contact the Department of Nursing for detailed information.)

Those having already completed the paramedical training will be admitted to the Associate of Applied Science program on the basis of a current state-issued paramedical license. The Associate of Applied Science degree in paramedical technology is offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through St. John's Regional Health Center and Cox Health Systems. Credit is granted for PMT courses

upon completion of Southwest Baptist University requirements.

**General Education (26 hours)**

**Paramedical Technology Core Courses (36 hours)**

**Free Electives (2-5 hours)**

**Total . . . . . 64 hours**

**OFFICE OF CONTINUING EDUCATION**

Director: Scott W. McNeal  
Office: Jim Mellers Evangelism and  
Conference Center  
Phone: (417) 326-1599

The Office of Continuing Education offers college credit courses through correspondence and non-credit classes, courses, and programs for the adult learner. Credit courses are part of the College Credit Through Correspondence program. Non-credit educational experiences are designed to meet continuing educational needs for which college credit is not required. On occasion, college credit may be offered and earned through a continuing education experience.

**Non-Credit Continuing Education**

Non-credit educational experiences are offered for Continuing Education Units. The C.E.U. is used as the basic means for recognizing an individual's participation in, and for recording an institution's offering of, non-credit classes, courses, and programs. One C.E.U. requires ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

For further information, contact the Office of Continuing Education, Conference Center, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613-2496

**College Credit Through Correspondence**

**Non-SBU Students:**

An individual not officially admitted to the University may secure a current copy of the *College Credit Through Correspondence Catalog* and enroll directly through the Office of Continuing Education.

**SBU Students**

An SBU student may not enroll in more than two correspondence courses at the same time. It is recommended that a student take only one course at a time until he/she has found an optimum work rate.

**Undergraduates**

Prior to enrolling in any correspondence course, an on-campus SBU student (i.e., a student who has been

officially admitted to the University and is working on a degree), must obtain the approval of his or her academic advisor. An off-campus center student must obtain the approval of his or her center director or designated advisor.

### Graduate Students

Prior to enrolling in any undergraduate correspondence course, an SBU graduate student (i.e., a student who has been officially admitted to a graduate program and is working on a degree) must obtain the approval of his or her academic advisor. An SBU student may not exceed the maximum credit load through enrolling in correspondence courses.

Correspondence hours may not apply toward residency requirements. All credit is in semester hours. A maximum of 30 semester hours of college credit through correspondence may be applied to the baccalaureate degree requirements (B.S., B.A.), and 15 semester hours of college credit through correspondence may be applied to the associate degree requirements (A.S., A.A.) at SBU provided the following stipulations are met:

1. **STUDENT STANDING** - An SBU student may enroll in correspondence provided his or her GPA has not resulted in any form of academic difficulty. An SBU student must have approval from the Office of the Provost prior to enrolling if he or she is in any form of academic difficulty.
2. **APPLIED CREDIT** - No more than 6 correspondence hours can be applied to the baccalaureate degree during the last 36 hours of coursework. No more than 3 correspondence hours can be applied to the associate degree during the last 18 hours of coursework. Any exceptions to this policy must be approved by the Provost.
3. **GRADUATION DEADLINE** - All correspondence coursework (including examinations) must be completed and submitted for grading in accordance with regulations printed in the University Calendar. If all correspondence work is not completed and submitted by the appropriate date, the University will remove the student's name from the graduation list. A minimum time of six weeks is required for completion of a 3 credit hour correspondence course, four weeks for a 2 credit hour course, and two weeks for a 1 credit hour course. The maximum time allowed to complete the course, including completing examinations, is 6 months from the official date of enrollment. A one time 6 month extension may be granted from the expiration of the course. Any exceptions to this policy must be approved by the Office of Continuing Education.

Scholarships and Pell Grants, Perkins Loans, or other forms of student aid from the U.S. Government are not

available through the Office of Continuing Education or the Office of Student Financial Planning to be used toward any SBU College Credit Through Correspondence course. All college credit courses listed in the SBU *College Credit Through Correspondence* catalog are approved for veterans and other eligible persons covered in the provisions of the G.I. Bill.

For a more detailed description of specific academic regulations and guidelines see the SBU *College Credit Through Correspondence Catalog*. Information and bulletins regarding College Credit Through Correspondence may be obtained through the Office of Continuing Education.

### Correspondence Tuition and Fees

Tuition (per semester credit hour) .....	\$75.00
Handling fee .....	\$15.00
(per course, non-refundable)	
Course Extension Fee .....	\$10.00
(per credit hour, per course, non-refundable)	

### Correspondence Refund Policy

A refund may be granted for partial or full enrollment cancellation providing the student contacts the Office of Continuing Education in writing. Refunds on the tuition charge will be according to the following schedule:

From date of Enrollment:

0-30 days .....	100% tuition
After 30 days .....	No Refund

The refund policy for first semester SBU students will be the same as the institutional refund policy.

### Cancel Enrollment/Withdrawal From a Course:

To cancel or withdraw officially from a course, you should contact the Office of Continuing Education in writing. When you make your request in writing, send the request directly to the Office of Continuing Education. The postmark will be used as the withdrawal date. You may withdraw officially from a course at any time during the first six months after enrollment. No grade will be recorded for those requesting a refund during the first 30 days. The grade of "W" will be assigned to you if you withdraw during the second through sixth month after enrollment. The "W" is recorded on the official SBU transcript but does not affect the grade point average. If you do not complete all assignments and exams within your course enrollment period and do not request an extension, you will be withdrawn automatically and assigned an "NC". If you withdraw from a course after 30 days from the date of enrollment, you will not receive a refund.

### Grading System:

A grade represents an evaluation of your academic performance in a course and is determined by

examinations and other criteria. Course grades are defined as follows: "A", excellent; "B", above average; "C", average; "D", a minimum passing; and "F", failure. The "F" grade carries no credit. In certain courses a grade of "P" (passing) may be given. An "IP" (in-progress) grade may be given for correspondence courses that require more than one academic semester to complete. An "NC" (non-completion) grade is assessed when there is no official withdrawal or course work is not completed by the end of the first enrollment or extension dates. An instructor may use letter grades, numerical grades, of S (satisfactory) and U (unsatisfactory) to indicate the quality of work on your assignments. Consult your course syllabus for specific details.

### Grade Points:

Each semester hour of credit is valued in grade points as follows: A, four points; B, three points; C, two points; D, one point; F, no points. P, W, IP and NC grades are not assigned quality points and are not considered in computing your grade point average.

### Grade Record and Transcript:

The Office of Continuing Education maintains a record of your enrollment while you are completing your course work. When you complete all course assignments and examinations, the Registrar will enter your final grade into the University's permanent student record system and send you a copy. Grades will be reported as follows:

- No Grade Report** - Students who request (in writing) a refund within 30 days of enrollment.
- W** - Assigned to students who request (in writing) official withdrawal during months 2-6 of the enrollment.
- IP** - Assigned to students who require more than one academic semester to complete the course.
- NC** - Assigned to all students who do not officially withdraw and/or who do not complete all course requirements by the end of the 6 month enrollment or by the end of the official 6 month extension.
- A, B, C, D, F, P** - Assigned to all students who complete all requirements for a course within 6 months (or 12 months with the extension).

### COURSES OFFERED

All courses earn semester credit hours. Some courses have prerequisites. See "Course Description" portion of this catalog for details. Courses subject to change

without notice. See current *College Credit Through Correspondence Catalog* for current course offerings.

#### Accounting

ACC - 2023 Financial Accounting I  
ACC - 2033 Financial Accounting II

#### Art

ART - 1103 Design  
ART - 1203 Drawing I  
ART - 2803 Art History I  
ART - 2813 Art History II

#### Bible

BIB - 1002 Introduction to Old Testament History  
BIB - 1012 Introduction to New Testament History  
BIB - 1013 Old Testament History  
BIB - 1023 New Testament History  
BIB - 3043 Pentateuch  
BIB - 4953.1 Intensive Bible Studies: Studies in Acts  
BIB - 4953.2 Intensive Bible Studies: Dead Sea Scrolls

#### Biology

BIO - 2214 Environmental Biology  
BIO - 2243 Nutrition

#### Business

BUS - 1013 Introduction to Business

#### Christian Vocational Ministries

CHR - 3012 Preaching  
CHR - 3013 Ministry in the Church

#### Communications

COM - 3302 Parliamentary Procedure

#### Discipleship

DIS - 2012 The Christian Faith and Life  
DIS - 4012 Applied Christian Living

#### Economics

ECO - 2013 Principles of Economics I  
ECO - 2023 Principles of Economics II  
ECO - 4003 (LIFE) Economics

#### English

ENG - 0103 English Skills  
ENG - 2203 The American Novel

#### Fine arts

FAR - 1003 Introduction to Fine Arts

#### Health and Physical Education

HPE - 1033 Foundations-Physical Education & Sport  
HPE - 1043 Personal and Community Health  
HPE - 2022 Perceptual Motor Development  
HPE - 2032 Coaching Volleyball  
HPE - 2042 Psychology of Coaching  
HPE - 2063 School Health Education  
HPE - 3022 Coaching Basketball  
HPE - 3062 Coaching of Track and Field

**HPE - 3132 Teaching Physical Education in the Elementary School**  
HPE - 4002 Sports, Games, and Intramurals  
HPE - 4023 Organizing and Adm of Physical Education and Recreation  
HPE - 4133 Safety Education  
HPE - 4951-4 Special Topics in Physical Education

**History**

HIS - 1113 Introduction to the History of Western Man  
HIS - 1123 Western Man from Renaissance to the 20th Century  
HIS - 2213 History of the United States I  
HIS - 2223 History of the United States II

**Management**

MGT - 3013 Principles of Management

**Marketing**

MKT - 3023 Principles of Marketing

**Mathematics**

MAT - 1134 Survey of Mathematics  
MAT - 1143 College Algebra

**Music**

MUS - 1603 Music Fundamentals  
MUS - 1613 Theory I  
MUS - 1623 Theory II  
MUS - 1633 Survey of Music Literature  
MUS - 2613 Theory III  
MUS - 2623 Theory IV  
MUS - 3602 Analysis of Music Structure  
MUS - 3622 Orchestration

**Political Science**

POL - 1113 American Government and Politics

**Psychology**

PSY - 1013 General Psychology  
PSY - 2023 Mental Hygiene  
PSY - 2063 Systems of Psychology  
PSY - 3033 Abnormal Psychology  
PSY - 3053 Child Development  
PSY - 3063 Human Growth and Development

**Recreation & Leisure Studies**

REC - 1102 Introduction to Leisure  
REC - 1113 Foundations of Community Recreation  
REC - 1123 Principles of Church Recreation  
REC - 3992 Readings in Recreation

**Religious Education**

RED - 2003 Introduction to Religious Education

**Sociology**

SOC - 1003 Introductory Sociology  
SOC - 2003 Social Problems  
SOC - 3003 The Family  
SOC - 3033 Rural Sociology  
SOC - 4033 Criminology

**Theology**

THE - 3023 The Baptist Denomination

# GRADUATE STUDIES

Office: Taylor 129  
Telephone: 326-1900

The Office of Graduate Studies administers graduate programs and courses offered through the colleges and departments of the University. Currently there is a program in education offered through the College of Education and Social Sciences and a program in Administration offered through the College of Business. A program in Physical Therapy offered through the College of Science and Mathematics is pending approval. Graduate courses are offered by several departments. Courses meet both on the campus and at several off-campus locations. To complete a graduate degree at SBU, the students must meet all general graduate entrance requirements of the University and all specific graduate admission requirements of the college or department offering the degree. The prescribed course of study for the degree must be completed within a specified period of time. The student must maintain a GPA of 3.00 on a 4.00 scale and no grade lower than "C" may be applied to an SBU Master's degree.

Limited graduate transfer work may be accepted from other regionally accredited institutions. Transfer credit is reviewed on a course-by-course basis and is accepted only if a course fits well into a student's plan of study, is current, and the grade was not lower than a "B". A student currently admitted as a degree seeking graduate student who wishes to complete graduate course work at another institution and apply it to a graduate degree at SBU, must have approval of the Office of Graduate Studies prior to taking the work.

Qualified seniors who desire to begin graduate study prior to completion of their baccalaureate degree may do so with special approval. Interested seniors may visit with their department chair or advisor about enrolling in graduate classes.

Limited graduate assistantships are available through departments and offices on the SBU campus. Persons interested in assistantships may contact either the department or the Office of Graduate Studies.

## MASTER OF SCIENCE IN EDUCATION

### PURPOSE

Southwest Baptist University offers the Master of Science Degree in Education. The general purpose of the program is to enable the graduate student to achieve improvement in the capability to teach in elementary and secondary schools. The program is designed to assist students in attaining outcomes such as the following:

- o Identify schools of philosophical thought and analyze one's personal philosophy of education as it relates to Christian educational thought.
- o Identify current educational issues and trends and evaluate and implement sound educational practice.
- o Attain proficiency in the areas of educational research, statistical analysis, evaluation, interpretation, and application.
- o Demonstrate a sound educational theory as endorsed by application in real classroom situations.
- o Develop the ability to investigate, analyze and initiate curricular and instructional change and improvement.

- o Become adept at using advanced educational technology in instruction and evaluation.
- o Increase teaching expertise and general proficiency in the classroom.
- o Become committed to engaging in professional growth and development on a continuing basis.
- o Expand subject matter knowledge in one's teaching content field.
- o Strengthen one's value system consistent with a high Christian ethical position.

## ADMISSION TO THE PROGRAM

### General Admission Requirements

All applicants accepted for graduate study must have graduated, or be scheduled to graduate during the current academic year, from a regionally accredited college or university with a baccalaureate degree comparable in content and credit hours with degrees granted by Southwest Baptist University.

### Admission to Unclassified Status

Unclassified graduate students are persons taking graduate courses, but not pursuing a Master of Science degree in Education at SBU, and persons who are

taking courses prior to admission to an M.S. degree program at SBU. Admission of unclassified graduate students is granted by the Office of Graduate Studies on the basis of the general admission requirements stated above.

### **Admission to Classified Status Degree Seeking Students**

Graduate students in classified status are those who have been admitted to the Master of Science degree program in Education. Persons wishing to pursue the master's degree at SBU should complete the process of admission to a master's degree program as a classified degree seeking student as early as possible in their study--by the second term of their enrollment if possible. Only a limited number of graduate hours taken prior to admission to classified status may apply for completion of a master's degree. At least 15 hours must be completed at SBU after official admission to the degree program. An applicant for admission to the Master of Science degree program may be fully or unconditionally admitted or may be conditionally admitted.

**Criteria for full or unconditional admission to the Master of Science degree program in education are:**

1. A Missouri Teaching Certificate (PC-1) issued after September 1, 1991, or a Pass for Missouri certification on the NTE, or 1200 (total of Verbal, Quantitative and Analytical) on the GRE.
2. An undergraduate GPA of at least 2.75 on a 4.0 scale.
3. A positive recommendation on admissions from the Graduate Education Admissions Committee.

**STEPS** to be followed in obtaining admission to the Master of Science degree program are:

**Step 1:** Submit the following materials to the Office of Graduate Studies:

1. A transcript showing completion of a bachelor's degree.
2. Transcript(s) showing any previous graduate study.
3. A Graduate Studies application form.
4. **One of the following:**
  - (a) A copy of the applicant's Missouri Teaching Certificate (PC-1) issued after September 1, 1991, or
  - (b) An official report of scores made on the National Teacher Examination (NTE) or
  - (c) An official report of scores made on the Graduate Record Examination (GRE).

### **Step 2: Interview or Admission Questionnaire**

Upon submission of the application materials indicated above, an admission interview will be scheduled by the Office of Graduate Studies or the applicant will be asked to submit a completed admission's questionnaire.

### **Step 3: Committee Action**

The graduate admission's committee will meet and determine the admissibility of the candidate. One of the following actions will be taken:

1. The candidate may be unconditionally admitted and may proceed to pursue the M.S. degree.
2. The candidate may not be admitted and may not pursue the M.S. degree at SBU.
3. The candidate may be conditionally admitted and may proceed to pursue the M.S. degree if stated conditions are continuously met.

The committee may grant conditional admission to persons who do not fully meet all admissions criteria, but in the view of the committee demonstrate potential for completing the program and making a worthy contribution through teaching.

### **Step 4: Notification**

The Office of Graduate Studies will notify the applicant in writing of the decision of the Graduate Admission's Committee. If the applicant is admitted conditionally, the conditions for continuing in the program will be listed and communicated in writing.

## **International Students**

International students must meet the admission requirements stated in the previous sections. Official record of all higher education, including certificates or degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject. International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

## **Transfer Credit**

Normally, up to twelve graduate semester hours completed at another regionally accredited institution prior to admission to graduate study at SBU may be transferred and applied to the Master of Science in

Education degree. These credits must be approved by the student's advisor and the Dean of Graduate Studies. Graduate courses transferred to SBU must have grades of "A", "B", "S", or "P" if they have been completed within the last 7 years and if they are similar to graduate courses offered by Southwest Baptist University. A student currently admitted as a classified graduate student at SBU who desires to complete graduate course work at another institution and transfer it to SBU must have approval of the advisor and the Dean of Graduate Studies prior to taking the work.

## PROGRAM OF STUDY

The degree program consists of 36 semester hours and has three distinct components: a professional core, a research core, and a specialization/cognate area.

### The Professional Core

The Professional Core is completed by all students and consists of three courses which total nine semester hours. The Professional Core is based upon the belief that elementary and secondary teachers should grapple with some of the important social, historical and philosophical issues which undergird education in America. It is also based on the assumption that they should practice the fundamentals of how to design and redesign their own teaching and participate meaningfully in school curricular plans. Further, teachers should be thoroughly familiar with how people learn and should possess detailed knowledge of how learning is enhanced in a variety of classroom, laboratory and field environments.

The Professional Core includes the following courses:

EDU 5013 .. Foundational Perspectives of Education  
EDU 5023 .... Curriculum Design and Development  
EDU 5033 ..... Learners and the Learning Process

### The Research Core

The Research Core is completed by all students and consists of a course and an applied project. The Research Core is based on the belief that teachers in elementary and secondary schools need to be sensitive to the large body of research knowledge now being produced that has direct application to learning in the classroom. Further, teachers need to be able to conduct applied research which will help them understand students and modify their teaching and learning approaches.

As a part of these activities, practical research competencies are developed in applied settings. Students learn how to complete applied research in a

class and then make actual application in classrooms or other learning environments.

The Research Core includes the following courses:

EDU 5083 ..... Research and Statistics  
EDU 5093 ..... Master's Project

### The Professional Specialization or Cognate Area

Professional Specialization enables the student to strengthen competency in an area of professional teaching practice.

A Cognate Area consists of work completed in a teaching subject area or an area of practice within teaching. To the degree possible, the cognate area is tailored to the needs of each graduate student. Information as to specific courses that can be used within a cognate area may be obtained from the department offering the cognate area or from the Office of Graduate Studies. The professional specialization/cognate area consists of at least 21 semester hours.

### Date Credit Completed

Credit earned within a seven-year period preceding the filing of a plan of study may normally apply to a master's degree at SBU. Courses taken prior to this period must be validated if applied toward degree completion. A description of the validation process is available from the Office of Graduate Studies.

### Plan of Study

As early as possible, the degree seeking student should complete, file and obtain approval of an official plan of study. Plan of Study forms are available from the Office of Graduate Studies. The form must be filed prior to enrollment in the 17th graduate credit hour. At least 15 hours must be completed after official admission to the degree program. The student should develop the plan of study in consultation with the advisor. As the student progresses through the program, any necessary changes in the plan of study must have the approval of the same advisor and Dean of Graduate Studies.

### Residency Requirements

Graduate courses in Education are offered at selected off-campus sites. To receive the M.S. degree, a minimum of six hours of organized course work (excluding independent study, reading, master's project, internship, and other independently supervised work) must be completed in residence on the campus at Bolivar.

## Comprehensive Examination

Each student is required to pass a comprehensive written examination at or near the end of the study for the degree (at least 30 graduate hours should be completed). The examination will test the extent to which the student can analyze, synthesize, evaluate and apply that which has been learned from the various graduate study experiences. Responses on the examination will be evaluated by a committee of graduate faculty. The examination will be administered by the Office of Graduate Studies, scheduled at least two times annually, and monitored by members of the graduate faculty.

## Completion Date

Normally the student is required to complete the degree within five years after filing the plan of study. Any extension of time must have the approval of the Graduate Council.

## Graduate Students and Teacher Certification

Persons who have already completed a bachelor's degree and desire to obtain a teaching certificate may qualify to do so as graduate students at SBU. An arrangement exists whereby graduate students may work toward completion of the M.S. degree in Education and meet certification requirements concurrently. Graduate students accepted under this arrangement must meet all requirements for admission both to the graduate program and to the teacher certification program, including passing of all sections of the C-BASE test. Persons interested in pursuing a teaching certificate as a graduate student should contact the Chairman of the Department of Education.

## MASTER OF SCIENCE IN ADMINISTRATION

The College of Business accepts students from diverse undergraduate majors. Admission to the master's program is highly selective. While academic ability is a principal criterion, consideration is also given to a person's experience and aptitude, especially when a student has been away from the academic environment for several years. The program bases admission primarily on the following criteria:

1. An applicant's potential management capability as demonstrated through prior academic performance, writing ability, and references; and

2. An applicant's interest, leadership potential, and commitment to their profession as demonstrated through previous work experience and an interview. Students may be admitted to graduate study in an unclassified or classified status.

## Admission to the Program

### Unclassified Status Admission

Students who do not wish to pursue a degree but who are eligible for graduate study may take graduate courses. These courses will not necessarily transfer to a degree program at this or other institutions. Applicants with incomplete application files may be placed in this category by the Office of Graduate Studies pending completion of their application file.

### Classified Status Admission

Students may be fully admitted or conditionally admitted. Classified status admitted students are in one of four classification categories:

1. **Fully Admitted** - The student meets all admission standards and has been admitted to the program of study.
2. **Conditionally Admitted**
  - A. **Contingent Admission** - Any student who has not completed the academic program prerequisites.
  - B. **Academic Probationary Admission** - The student meets all admission standards except that the student does not present a 2.50 grade point average. This student may be admitted as a probationary student pending completion of nine hours of graduate level work with grades of "B" or better.
  - C. **Senior Admission** - A senior in the last semester of his baccalaureate degree program may enroll for graduate work as a dually-enrolled student if:
    1. The total number of hours taken does not exceed 16 semester hours, which includes no more than nine semester hours of graduate courses.
    2. The student has at least a 2.75 grade point average.
    3. The student completes the bachelor's degree at the end of the semester.
    4. The student meets all other standards for admission.

A student seeking admission to the Master of Science in Administration shall meet the following admission standards:

1. Hold a baccalaureate degree from a regionally-accredited college or university.
2. Have an undergraduate grade point average of at least 2.50 on a 4.00 scale.
3. Submit a completed "Application for Admission to the College of Business Master of Science in Administration Program."
4. Submit an official transcript of baccalaureate and graduate record from all colleges and universities attended.
5. Pay the \$25 transcript evaluation fee.
6. International students must meet the admission requirements stated in the previous sections. Official records of all higher education, including certificates of degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject.

International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

### Prerequisites

The prerequisites for the Master of Science in Administration are as follows:

- o Computer Literacy
- o Accounting Principles I
- o Principles of Management (or approved alternative)
- o Economics Proficiency I or II
- o Statistics Proficiency

An alternative management course would be NUR 4413, "Management and Leadership" or another allied health management course.

### Transfer Credit

Normally up to six graduate semester hours completed at another regionally-accredited institution may be transferred and applied to the degree. These credits must be comparable to courses offered at Southwest Baptist University and must be approved by the student's advisory committee, college dean, and the Dean of Graduate Studies.

## DEGREE REQUIREMENTS

Students are eligible to graduate after fulfilling the requirements described below. Students who enroll in another college or university without prior permission of

the Dean of Graduate Studies are considered to have withdrawn from Southwest Baptist University. Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University, must obtain prior approval from their advisor and from the Director of Graduate Students within the College of Business.

To receive the M.S. degree in Administration, a student must:

- (1) Meet all graduate admission standards, including completion of a baccalaureate degree, and completion of admission application and file.
- (2) Complete a plan of graduate study consisting of at least 36 semester hours.
- (3) Maintain a graduate level GPA of at least 3.00 on a 4.00 scale. Course grades below a "C" (2.00) will not be accepted for graduate credit.
- (4) Complete an administrative core of 27 hours.
- (5) Complete a core of 12-15 hours in concentration field.
- (6) Complete all degree requirements within a five-year period following admission to the master's degree program.
- (7) Participate in commencement exercises unless absence is approved by the Provost.

### Comprehensive Examination

Each student is required to pass a comprehensive written examination at or near the end of the study for the degree (at least 30 graduate hours should be completed). The examination will test the extent to which the student can analyze, synthesize, evaluate and apply that which has been learned from the various graduate study experiences. Responses on the examination will be evaluated by a committee of graduate faculty. The examination will be administered by the Office of Graduate Studies, scheduled at least two times annually, and monitored by members of the graduate faculty.

## PROGRAM OF STUDY

The degree program will consist of 36 semester hours and will have these components: an administrative core and an area concentration core.

### The Administrative Core (24-27 semester hours)

The Administrative Core is based upon the belief that experienced administrators should have a common body of knowledge in accounting, economics, ethics, management, and personnel policies on which to build.

As such, the administrative core will be required of all students in the program. Further, the student is

expected to obtain an expertise in management techniques as well as remain knowledgeable of the technical aspects of an administrative field.

The Administrative Core will consist of the following courses:

ACC 5013 - Managerial Accounting . . . . .	3 hours
BUS 5013 - Administrative Communication . . . . .	3 hours
BUS 5983 - Internship in Administration . . . . .	3 hours
FIN 5023 - Financial Management . . . . .	3 hours
FIN 5083 - Quantitative Research Methods . . . . .	3 hours
ECO 5043 - Organizational Behavior and Personnel Supervision . . . . .	3 hours
MGT 5083 - Strategic Thinking/Planning . . . . .	3 hours
PHI 5043 - Social Responsibility . . . . .	3 hours

The Master of Science in Administration provides these areas in which students may focus their graduate program, Accounting, Business Administration, and Health Services Administration.

#### Accounting Concentration\*\*

(15 semester hours\*)

ACC 5023 - Advanced Tax Accounting . . . . .	3 hours
ACC 5113 - Advanced Managerial Accounting . . . . .	3 hours
ACC 5123 - Advanced Financial Accounting . . . . .	3 hours
ACC 5133 - Advanced Auditing . . . . .	3 hours
ACC 5213 - CPA Review . . . . .	3 hours

\* Accounting concentration majors are not required to take ACC 5013-Managerial Accounting.

#### Business Administration Concentration\*\*

(12 semester hours)

MGT 5023 - Law & Risk Management . . . . .	3 hours
MGT 5123 - Current Topics . . . . .	3 hours
MGT 5213 - International Management . . . . .	3 hours
MKT 5113 - Marketing/Management . . . . .	3 hours

#### Health Services Concentration

(12 semester hours)

HSA 5013 - Health Service Law & Risk . . . . .	3 hours
HAS 5103 - Health Service Systems . . . . .	3 hours
HSA 5143 - Current Topics . . . . .	3 hours
HSA 5183 - Health Service Organization . . . . .	3 hours
HSA 5133 - Total Quality Management . . . . .	3 hours

\*\* Concentrations and courses are subject to approval by appropriate internal curriculum committees and NCA accreditation review in the Spring of 1996.

## MASTER OF PHYSICAL THERAPY (Subject to Approval)

### Admission to the Program

The following requirements must be met before being admitted to the physical therapy program (courses in progress during semester applying must be documented):

1. Completion of a Baccalaureate degree.
2. Completion of all prerequisite courses with a minimum of a "C" and a 3.0 GPA in prerequisites. Prerequisites should not be taken P/F. Prerequisite classes remaining at the time of class selection will be counted as a "C" for purposes of determining prerequisite GPA. This does not include general education or religion requirements.
3. Have a minimum of 2.75 overall grade point average (for all previous course work or highest degree attained).
4. Completion of General Education requirements.
5. Completion of religion requirements.
6. Completion of the PT application packet.
7. Documented experience/observation in physical therapy. Up to 40 hours will be counted. Variety of experience is recommended.

### International Students

Official records of all higher education, including certificates or degrees with the dates the degrees were conferred must be submitted. All records not in English must be accompanied by an official translated record. All records should show the individual subjects studied and the grades received in each subject. International applicants are required to submit proof of adequate finances for the entire period of study. Admission will not be granted until such proof is submitted. Eligible applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and attain a score of at least 550.

### General Education Requirements

Students earning a Baccalaureate degree from Southwest Baptist University meet the general education requirements. Students with Bachelor's degrees from other universities must have English composition and a computer applications course. A well balanced foundation in liberal arts is recommended.

### Religion Requirements

Students earning a Baccalaureate degree from Southwest Baptist University meet the religion

requirements. Students with degrees from other universities must have at least 2 courses in Bible and/or Christian Discipleship.

**Prerequisite Courses**

**General Chemistry:**

2 semesters each with lab (at SBU: CHE 1115, 1125) Note: Chemistry may have a math prerequisite.

**General Physics:**

2 semesters each with lab (at SBU: PHY 1114, 1124) Note: physics may have a math prerequisite.

**Biology :**

4 semesters to include: General Biology (at SBU: BIO 1114), Anatomy and Physiology - one semester each or full year combined sequence (at SBU: BIO 2204, 3304), Pathophysiology (at SBU: BIO 4404) or additional approved Biology course

**Statistics:**

(at SBU: PSY 3243, or MAT 3334, or FIN 3023, or FIN 3033).

**Psychology:**

General Psychology (at SBU: PSY 1013) plus an additional course (in addition to statistics).

Prerequisite science classes must be current. Completion of each course sequence must be within seven years prior to admission to the PT program. Exceptions may be granted only if the applicant can show that knowledge of the course content is current. Applicants seeking an exception must submit a written petition with rationale to the Chairperson of the Physical Therapy Department at least one month prior to the application deadline.

The policy for repeat grades as found in the academic regulations section of Southwest Baptist University Catalog will be followed. The grade for the repeated course will be used in computing GPA. *The grade for any science courses repeated due to the seven year rule will be substituted for the old class regardless of the first grade received.*

**Recommended Courses**

The Physical Therapy Department recommends a broad foundation in the liberal arts as prerequisite for the graduate level program. The following list of suggested courses is not all inclusive nor is it intended that the student try to take every course. Note also that most of these courses have prerequisites that one must complete prior to enrolling in that course.

- Microbiology . . . . . (BIO 2213 or 3314)
- Genetics . . . . . (BIO 3323)
- Embryology . . . . . (BIO 4444)
- Biochemistry (BIO/CHE 3364 and/or BIO/CHE 4014)

- College Trigonometry . . . . . (MAT 1153)
- Mental Hygiene . . . . . (PSY 2023)
- Abnormal Psychology . . . . . (PSY 3033)
- Child Development . . . . . (PSY 3053)
- Human Growth/Development . . . . . (PSY 3063)
- Psychology of Learning . . . . . (PSY 3093)
- Physiological Psychology . . . . . (PSY 4263)
- Gerontology . . . . . (SOC 4083)
- Dealing with Death and Dying . . . . . (SOC 4053)

**General Admission Process**

Applicants must apply directly to the Physical Therapy Program. Students must complete the courses required for entry into the program and complete a Baccalaureate Degree in another field prior to admission to the Physical Therapy Program. Students may have courses in progress in the Summer or Fall semester prior to enrolling in the physical therapy program but ALL requirements must be completed prior to the January start date. After acceptance into the program in physical therapy, the student will be enrolled full-time in professional graduate courses for two years (24 months) to finish with a Master's degree in physical therapy.

Admission to the University does not guarantee admission into the Physical Therapy Program since there will be only forty available positions each year; however, priority will be given to students who have attended Southwest Baptist University.

When selecting students for admission into the physical therapy program, the Physical Therapy Admissions Committee will consider criteria such as prerequisite grade point average, overall grade point average, number of prerequisite courses in progress, any prior physical therapy observation or work experience, demonstrated understanding of the field of physical therapy, references, and length of time at Southwest Baptist University. After the initial review, applicants will be selected for a personal interview. After interviews are completed, students will be notified that they are 1) selected for admission into the program; 2) selected for admission into the program with the provision that all classes and Baccalaureate Degree be completed prior to the start of the PT program; 3) placed on an alternate list; or 4) declined admission at this time.

**Dates**

- November 1996:** Applications for the second class will be available from the Department of Physical Therapy by submitting a request in writing. Applicants may also pick them up in person.
- April 1, 1997:** Completed application packets and \$25 application fee are due in the Physical Therapy Department.

**June/July 1997:** Interview of selected applicants.

**August 1997:** Applicants will be notified of acceptance status for 1998 class.

**January 5, 1998:** Second physical therapy Master's entry level class begins.

Students admitted into the physical therapy program will be charged a curriculum/lab fee of \$300 each year, the \$25 health fee and a professional graduate level tuition of \$17,000. Students are encouraged to have health insurance.

## Clinical Coursework

Clinical education experiences are a required part of the student's educational program. Short-term and long-term clinical work is performed in and out of the state of Missouri and students must be prepared for the extra expenses of transportation, housing arrangements, food, etc. Clinical experiences will be arranged through the Director of Clinical Education in consultation with the student and will depend on the availability of clinical sites and students' needs.

Before progression to clinical coursework the student must:

1. Successfully complete all prior PT courses with a "C" or better and maintain an overall GPA of 3.0 in graduate courses.
2. Have a satisfactory medical examination including current immunizations, TB skin test or chest x-ray, and Hepatitis B vaccine.
3. Present evidence of clinical liability insurance (\$1,000,000/3,000,000) for each succeeding semester.
4. Present evidence of current CPR certification.

## Withdrawal/Removal From the Physical Therapy Program

Students must pass each practical exam and complete each course with a minimum of a "C" and maintain a 3.0 GPA overall in graduate courses to earn the Master's degree. For promotion to the second year of the program, students will be expected to satisfactorily pass each practical examination and each course with a "C" and maintain a 3.0 GPA. Students are also expected to emulate the standards of conduct of the University and abide by the American Physical Therapy Code of Ethics. Any student who is unable to meet these requirements is subject to review by the Physical Therapy Review Committee which will in consultation with the student, determine a plan for further action which may include dismissal from the program.

## Professional Physical Therapy Program Courses (may only be taken by those students accepted in the program)

The Physical Therapy Program is scheduled off the normal University calendar in modules of varying length. Course hours are equivalent to semester hours but are blocked into the modules. Classes start on the first Monday in January and continue for 24 months with two one-week and one three-week break the first year and one two-week break the second year.

### YEAR 1

#### Module 1 - 4 weeks

PTH 5013 Psychosocial Issues of Health Care	3 hours
PTH 5022 Today's Health Care System	2 hours
PTH 5031 Documentation	1 hour
PTH 5045 Anatomy I	5 hours

#### Module 2 - 11 weeks

PTH 5045 Anatomy I (continued)	
PTH 5063 Biomechanics & Clinical Kinesiology I	3 hours
PTH 5082 Human Life Sequences	2 hours
PTH 5092 Physical Therapy Science I	2 hours
PTH 5113 Physiology	3 hours

#### Module 3 - 11 weeks

PTH 5054 Anatomy II	4 hours
PTH 5074 Biomechanics & Clinical Kinesiology II	4 hours
PTH 5102 Physical Therapy Science II	2 hours
PTH 5122 Critical Inquiry I	2 hours
PTH 5161 Foundations of Clinical Education I	1 hour

#### Module 4 - 3 weeks

PTH 5172 Clinical Education I	2 hours
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#### Module 5 - 1 week + 2 days after module 7

PTH 5221 Teaching and Learning	1 hour
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#### Module 6 - 12 weeks

PTH 5132 Critical Inquiry II	2 hours
PTH 5181 Foundations of Clinical Education II	1 hour
PTH 5233 Foundations of Musculoskeletal Intervention	3 hours

PTH 5243 Evaluation & Treatment of Upper Quarter Musculoskeletal Problems . . . . . 3 hours

PTH 5254 Evaluation & Treatment of Lower Quarter Musculoskeletal Problems . . . . . 4 hours

#### Module 7 - 2 weeks

PTH 5262 Prosthetics and Orthotics	2 hours
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**Module 8 - 2 weeks**  
 PTH 5273 Clinical Medicine . . . . . 3 hours

**YEAR 2**

**Module 9 - 2 weeks**  
 PTH 5302 Principles of Electrotherapeutic  
 Evaluation & Treatment . . . . . 2 hours

**Module 10 - 8 weeks**  
 PTH 5196 Clinical Education II . . . . . 6 hours

**Module 11 - 6 weeks**  
 PTH 5142 Critical Inquiry III . . . . . 2 hours  
 PTH 5282 Evaluation & Treatment of  
 the Cardiopulmonary System . . . . . 2 hours  
 PTH 5292 Physiology of Exercise . . . . . 2 hours

**Module 12 -10 weeks**  
 PTH 5316 Clinical Neurosciences . . . . . 6 hours  
 PTH 5325 Evaluation & Treatment of  
 Neurological Disorders . . . . . 5 hours

**Module 13 - 2 weeks**  
 PTH 5333 Administration & Management . . . . 3 hours

**Module 14 - 2 weeks**  
 PTH 5342 Pediatric Physical Therapy . . . . . 2 hours

**Module 15 - 2 weeks**  
 PTH 5352 Geriatric Physical Therapy . . . . . 2 hours

**Module 16 - 2 weeks**  
 PTH 5362 Problems in Rehabilitation . . . . . 2 hours

**Module 17 - 1 week**  
 PTH 5151 Critical Inquiry IV . . . . . 1 hour

**Module 18 - 12 weeks**  
 PTH 5218 Clinical Education III . . . . . 8 hours

**Module 19 - 1 week**  
 PTH 5371 Seminar . . . . . 1 hour

**Any Module**  
 PTH 5951-3 Selected Topics (elective) . . . 1-3 hours



## COURSE DESCRIPTIONS

Courses offered by SBU are divided into five categories. In general, the following may be considered guidelines:

1. 1000 level courses are primarily for freshman students.
2. 2000 level courses are primarily for sophomore students and those students with essential prerequisites or backgrounds.
3. 3000 level courses are primarily for junior students and those students with essential prerequisites or backgrounds.
4. 4000 level courses are primarily for senior students and those students with essential prerequisites or backgrounds.
5. 5000 level courses are for graduate students and seniors with special approval.

### ACCOUNTING

**ACC 2023. Financial Accounting I - 3 hours (Fall, Spring)**

Introduction to financial accounting with emphasis on records and procedures employed in sole proprietorships, partnerships and corporations. Prerequisites: MAT 1143, sophomore standing or consent of instructor.

**ACC 2033. Financial Accounting II - 3 hours (Fall, Spring)**

Introduction to the principles of management accounting with emphasis on basic procedures for cost accumulation, cost planning and control, budgeting and decision-making. Prerequisite: ACC 2023.

**ACC 2951-4. Special Topics in Accounting - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

**ACC 3003. Cost Accounting I - 3 hours (Fall)**

Introductory course emphasizing cost accumulation by specific order, process and overhead cost methods as managerial tools in control and decision-making. Prerequisite: ACC 2033.

**ACC 3013. Managerial Accounting (non-accounting majors) - 3 hours (Fall, Spring)**

A study of managerial accounting specifically designed for the non-accounting major. This study focuses on the role of accounting in the improvement of management practices and pays specific attention to: cost accumulation, cost behavior, accounting analysis, budgeting, and management decision making and control. Prerequisite: ACC 2023 and ACC 2033, or consent of instructor.

**ACC 3023. Cost Accounting II - 3 hours (Spring)**

Emphasis on how accounting data can be interpreted and used by management in planning and controlling business activities, such as improving management practices, behavior of costs, budgeting and accounting analysis. Prerequisite: ACC 3003 and accounting major.

**ACC 3024. Intermediate Accounting I - 4 hours (Fall)**

Comprehensive study of current accounting principles and their application to the measurement and the reporting of selected assets with emphasis on their effect on income and expense recognition. Prerequisite: ACC 2033.

**ACC 3034. Intermediate Accounting II - 4 hours (Spring)**

Continuation of ACC 3024 with emphasis on the liability and the stockholders' equity sections of the balance sheet. Includes a study of financial statement analysis and the cash flow statement. Prerequisite: ACC 3024.

**ART 2603. Painting II - 3 hours (Spring)**

Further exploration of painting; studio with emphasis on creative approaches to imagery, content and technique. Prerequisite: ART 1603.

**ART 2703. Commercial Design I - 3 hours (Fall, odd years)**

A studio utilization of the elements of design with emphasis on commercial application, commercial processes and methods; use of design elements in preparing art work for mass production; emphasis on camera-ready techniques. Prerequisite: Art 1103.

**ART 2713. Commercial Design II - 3 hours (Spring, even years)**

Problems in layout design and preparation of camera-ready artwork in one, two and three colors. Emphasis on creativity and technique. Prerequisite: ART 2703.

**ART 2803. Art History I - 3 hours (Fall, odd years)**

Illustrated study of architecture, painting, sculpture and applied arts from prehistoric times to the Italian Renaissance.

**ART 2813. Art History II - 3 hours (Spring, even years)**

Illustrated study of architecture, painting, sculpture and applied arts from 14th through 20th century.

**ART 3203. Advanced Drawing Studio I - 3 hours (On demand)**

Advanced problems in drawing. Emphasis on creativity. Prerequisite: ART 2203.

**ART 3213. Advanced Drawing Studio II - 3 hours (On demand)**

Continuation of Art 3203.

**ART 3303. Advanced Photography Studio I - 3 hours (On demand)**

Advanced problems in photography using slide film. Prerequisite: ART 2303.

**ART 3313. Advanced Photography Studio II - 3 hours (On demand)**

Advanced problems using negative film. Prerequisite: ART 3303.

**ART 3403. Advanced Ceramics Studio I - 3 hours (Consent of instructor.)**

Study of ceramics from Neolithic Period to the present day with emphasis on perfecting ceramic techniques, glaze, calculation and creativity. Lab fee \$10.

**ART 3413. Advanced Ceramics Studio II - 3 hours (Consent of instructor)**

Continuation of ART 3403.

**ART 3503. Advanced Sculpture Studio I - 3 hours (Consent of Instructor)**

Advanced problems in three-dimensional media. Emphasis on creativity. Prerequisite: ART 2503.

**ART 3513. Advanced Sculpture Studio II - 3 hours (Consent of instructor)**

Continuation of ART 3503.

**ART 3603. Advanced Painting Studio I - 3 hours (On demand)**

Advanced studies in studio problems. Time and topic arranged by student and instructor. Prerequisite: ART 2603.

**ART 3613. Advanced Painting Studio II - 3 hours (On demand)**

Continuation of ART 3603.

**ART 3623. Watercolor Painting - 3 hours (Spring, odd years)**

Fundamentals of watercolor media and methods. Prerequisite: ART 1103 and 1203.

**ART 3703. Advanced Commercial Design Studio I - 3 hours (On demand)**

Advanced problems in commercial design. Emphasis on the marketplace. Prerequisite: ART 2703 & 2713.

**ART 3713. Advanced Commercial Design Studio II - 3 hours (On demand)**

Continuation of ART 3703.

**ART 3723. Illustration Techniques - 3 hours (Fall, even years)**

A study of contemporary illustration techniques of various drawing, painting, and mixed media. Prerequisite: ART 2203.

**ART 4203. Advanced Drawing Studio III - 3 hours (On demand)**

Continuation of ART 3203.

**ART 4213. Advanced Drawing Studio IV - 3 hours (On demand)**  
Continuation of ART 4203.

**ART 4303. Advanced Photography Studio III - 3 hours (On demand)**  
Advanced problems in photography in color, and black and white.

**ART 4403. Advanced Ceramics Studio III - 3 hours (Consent of instructor)**  
Continuation of ART 3413.

**Art 4503. Advanced Sculpture Studio III - 3 hours (Consent of instructor)**  
Continuation of ART 3513.

**ART 4603. Advanced Painting Studio III - 3 hours (On demand)**  
Continuation of ART 3613.

**ART 4613. Advanced Painting Studio IV - 3 hours (On demand)**  
Continuation of ART 4603.

**ART 4703. Advanced Commercial Design Studio III - 3 hours (On demand)**  
Continuation of ART 3713.

**ART 4713. Advanced Commercial Design Studio IV - 3 hours (On demand)**  
Continuation of ART 4703.

**ART 4963. Practicum in Commercial Art - 3 hours (On demand)**  
Research and observation of the job market in a specific commercial art project. Prerequisite: Sophomore and consent of instructor.

**ART 4983. Internship in Commercial Art - 3 hours (On demand)**  
On the job training in a professional setting. Prerequisite: ART 4963, Senior and consent of instructor.

**ART 4951-4. Special Topics - 1-4 hours**  
Selected problems for the advanced student in one topic.

**ART 499(1-3). Independent Studies - 1-3 hours (Fall, Spring)**  
Advanced studies or creative art projects with specific topics approved by department chairman.

**Methods in Art Education (K-12) (Fall)**  
(See EDU 4512)

**ART 5013. The School Art Curriculum - 3 hours**  
A study of the art curriculum for grades K-12, individual research projects, and practice in curriculum design.

**ART 5023. Drawing Studio I - 3 hours**  
A study of individual problems in drawing to improve the drawing techniques of class participants.

**ART 5213. Drawing Studio II - 3 hours**  
A continuation of course 5023.

**ART 5303. Photography Studio I - 3 hours**  
Problems in color, and black and white photography related to the development of personal techniques.

**ART 5313. Photography Studio II - 3 hours**  
A continuation of course 5303.

**ART 5403. Ceramics Studio I - 3 hours**  
The development of personal ceramics techniques related to the individual need of class participants.

**ART 5413. Ceramics Studio II - 3 hours**  
A continuation of course 5403.

**ART 5603. Sculpture Studio I - 3 hours**  
Work in media of all dimensions to meet the personal needs of class participants.

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## 130 / Course Descriptions

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**ART 5513. Sculpture Studio II - 3 hours**

A continuation of course 5503.

**ART 5603. Painting Studio I - 3 hours**

Advanced study in all media designed to extend the skills of class participants.

**ART 5613. Painting Studio II - 3 hours**

A continuation of course 5603.

**ART 5703. Commercial Design Studio I - 3 hours**

Advanced projects in commercial design related to teaching and the job market.

**ART 5713. Commercial Design Studio II - 3 hours**

A continuation of course 5703.

**ART 5923. Readings in Art History - 3 hours**

Independent reading in a period of art history or the historical development of an art genre. Readings culminate in a series of critical essays. May be repeated for a total of six hours credit.

**ART 5993. Independent Study in Art - 3 hours**

Advanced studies or creative art projects in specific topics approved by the department chair. May be repeated for a total of six hours.

## **BIBLE**

**BIB 1002. Introduction to Old Testament History - 2 hours (Fall, Spring)**

Historical survey of the Old Testament with additional emphasis on God's redemptive activity. For non-religion majors.

**BIB 1012. Introduction to New Testament History - 2 hours (Fall, Spring)**

Historical survey of the New Testament with additional emphasis on understanding God's redemptive activity. For non-religion majors.

**BIB 1013. Old Testament History - 3 hours (Fall)**

Survey of national and religious life of the Hebrews. Reading of source material in the Old Testament concerned with the history of people from the earliest time to the period of restoration. Required for majors in the College of Christian Studies but open to others with the consent of the professor.

**BIB 1023. New Testament History - 3 hours (Spring)**

Survey of the New Testament with background study in the interbiblical period. Required for majors in the College of Christian Studies but open to others with the consent of the professor.

**BIB 2033. Old Testament Hymnic and Wisdom Literature - 3 hours (Fall, even years)**

Historical and exegetical study of the wisdom literature in the Old Testament: Job, Psalm, Proverbs, Ecclesiastes, and Song of Solomon. Prerequisite: BIB 1002 or 1013.

**BIB 2053. Early Pauline Epistles - 3 hours (Fall, odd years)**

Historical and exegetical study of Paul's epistles to the Thessalonians, Corinthians and Galatians. Prerequisite: BIB 1012 or 1023.

**BIB 2063. Later Pauline Epistles - 3 hours (Fall, even years)**

Historical and exegetical study of Romans, Paul's prison and pastoral epistles. Prerequisite: BIB 1012 or 1023.

**BIB 2093. Bible Study Methods - 3 hours**

See DIS 2093 for course description.

**BIB 3043. Pentateuch - 3 hours (Fall, even years)**

Study of the first five books of the Bible with special attention given to introductory problems leveled against the Pentateuch. Prerequisite: BIB 1002 or 1013.

**BIB 3083. Hebrews and General Epistles - 3 hours (Spring, even years)**

Historical and exegetical study of Hebrews and the general epistles. Prerequisite: BIB 1012 or 1023.

**BIB 4003. Biblical Archaeology - 3 hours (Spring, even years)**

An introduction to the methods and results of archeology in relation to the Bible. Prerequisites: BIB 1002/1012 or 1013/1023.

**BIB 4013. The Master Plan of Discipleship and Prayer - 3 hours**

See DIS 4013 for course description.

**BIB 4023. Life and Teachings of Christ - 3 hours (Spring, odd years)**

Study of life and teaching of Christ as presented in the four gospels. Prerequisites: BIB 1012, or 1023 and Junior standing or consent of instructor.

**BIB 4033. Old Testament Prophets I - 3 hours (Fall, odd years)**

Study of the function and message of the Old Testament prophets from the beginning of the prophetic movement in Israel through the Assyrian period. Prerequisites: BIB 1002 or 1013 and Junior standing or consent of instructor.

**BIB 4043. Old Testament Prophets II - 3 hours (Spring, even years)**

Continuation of the study and function of the Old Testament prophets from the Babylonian through the Persian period. Prerequisite: BIB 1002 or 1013 and Junior standing or consent of instructor.

**BIB 4951-4. Intensive Studies in Bible - 1-4 hours**

Investigation of selected books of the Bible and/or biblical themes. Areas of study will vary from year to year (the course can be taken more than once.) Prerequisites: BIB 1002/1012 or 1013/1023 and Junior standing or consent of instructor.

**BIOLOGY****BIO 1101. Introduction to Medical Technology - 1 hour**

A practical experience designed to introduce prospective students to the various areas of a hospital laboratory. Instruction will include a brief orientation to professional organizations, medical ethics, phlebotomy, medical terminology and allied health interrelationships. Emphasis will include an overview of the various laboratory sections and performance of some lab tests with correlation to disease states. Limited to 12 students per semester. Course offered once a year at St. John's Regional Health Center. Lab fee \$20 payable to St. John's Regional Health Center at the first session. This fee is not refundable.

**BIO 1114. General Biology I - 4 hours (Fall, Spring)**

Presents the basic facts and principles for all beginning students of biology at the college level. Three lectures, one laboratory each week. Lab fee \$32.

**BIO 1115. Honors Biology - 5 hours (On demand)**

An honors-level course presenting the basic facts and principles of biology. Topics covered will include cell structure and function, genetics, plant structure, physiology, and animal anatomy and physiology. Four lectures, one lab each week. Lab fee \$40. Prerequisite: ACT score of 25 in Science Reasoning.

**BIO 1124. General Biology II - 4 hours (Spring)**

Continuation of BIO 1114 with emphasis on survey of the animal and plant kingdoms. Three lectures, one laboratory each week. Lab fee \$32.

**BIO 2204. Human Anatomy and Physiology I - 4 hours (Fall, Spring)**

An introduction to the study of form and function of the human body. This course is the first in a two semester sequence. Particular attention will be given to cells, tissues, metabolism, skeletal system, muscular system, respiratory system, and digestive system. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: BIO 1114 or ACT of 24 in Science Reasoning.

**BIO 2213. Introduction to Microbiology - 3 hours (Spring)**

An introduction study of general principles and microbiology, with an emphasis on the morphology, physiology, and taxonomy of microorganisms. Special emphasis on disease producing bacteria, viruses, and fungi. Topics in applied microbiology, immunology, sterilization and disinfection are introduced. Two lectures, one laboratory each week. Lab fee \$24. Prerequisites: One course in biology, one course in chemistry. NOTE: A student who takes BIO 2213 and 3314 will receive credit only for BIO 3314.

**BIO 2214. Environmental Biology - 4 hours (Winterfest)**

An objective contemporary study of the environment and man's effect upon it. A holistic approach is taken in studying relevant problems relating to population growth, pollution, and the presentation of natural ecosystems.

**BIO 2223. Invertebrate Zoology - 3 hours (On demand)**

Examination of the morphology, physiology and taxonomy of the invertebrates. Two lectures, one laboratory each week. Lab fee \$24.

**BIO 2234. General Botany - 4 hours (Fall)**

A study of the plant world. Fungi, algae, bryophytes, seedless vascular plants, gymnosperms, and angiosperms will be studied with regard to their life history, morphology, physiology, and taxonomic relationships. Three lectures, one lab each week. Lab fee \$32. Prerequisite: BIO 1114 or consent of instructor.

**BIO 2243. Nutrition - 3 hours (Fall, Spring)**

Nutritional requirements of mankind with emphasis on the roles of nutrients in the body throughout the life cycle.

**BIO 2951-4. Special Topics - 1-4 hours**

**BIO 3304. Human Anatomy and Physiology II - 4 hours (Spring)**

This course is a continuation of Biology 2204. Emphasis will be placed on the nervous system, endocrine system, circulatory system, lymphatic system, urinary system, fluid, electrolyte, acid-base balance and the reproductive system. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: BIO 1114 or BIO 2204 or consent of instructor.

**BIO 3314. Microbiology - 4 hours (Fall)**

A study of the cultural characteristics, morphology, metabolism, taxonomy, and infection of microorganisms, with emphasis on methods of isolation, growth, and identification. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: One course in biology, one course in chemistry.

**BIO 3322. Introduction to Immunology - 2 hours (Spring, odd years)**

Fundamental principles of immunology and serology. The structure and function of the immune system, antigen-antibody interaction, other serological reaction, immunoglobulin formation, and immunosuppression. Two lectures each week. Prerequisite: BIO 3314.

**BIO 3323. Genetics - 3 hours (Fall)**

Consideration of the nature, transmission, variation, and action of the hereditary material in relation to the laws and theories of heredity in both plants and animals. Three lectures each week. Prerequisite: Two courses in biology.

**BIO 3334. Introduction to Ecology - 4 hours (Spring)**

Study of the relations of animals and plants to each other and to their environment. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: Two courses in biology or consent of instructor.

**BIO 3335. Comparative Vertebrate Anatomy - 5 hours (Fall)**

Comparative study of organs and organ systems of selected representative vertebrates. Three lectures, two laboratories each week. Lab fee \$40. Prerequisite: Two courses in biology.

**BIO 3344. Vertebrate Physiology - 4 hours (Spring, even years)**

Study of the functional process of vertebrate organs and organ systems and their physiological integration. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: Two courses in biology, one course in chemistry.

**BIO 3353. Plant Taxonomy - 3 hours (Spring, even years)**

Study of the principles of classification and the use of keys in the identification of the local seed plants. Two lectures, one laboratory each week. Lab fee \$24.

**BIO 3364. Biochemistry I: Proteins and Metabolism (CHE 3364) - 4 hours (Fall)**

A study of the chemistry and metabolism of biologically important compounds. Includes the biochemistry of proteins, lipids and carbohydrates, nucleic acids and the energetics of living organisms. Three lectures and one laboratory each week. Lab fee \$32. Prerequisite: CHE 1125.

**BIO 3384. Histology - 4 hours (Fall, even years)**

A systematic cytological and histological study of animal tissues and organs with an introduction to basic histological procedures. Two lectures, two laboratories each week. Lab fee \$32. Prerequisites: BIO 2204, 3304, or 3335.

**BIO 3394. Pathogenic Microbiology - 4 hours (Fall, odd years)**

The study of pathogenic microorganisms, their mode of transmission, infection, and control as they relate to humans. Bacterial, viral, fungal, and parasitic diseases will be studied. Three lectures, one lab per week. Lab fee \$32. Prerequisite: BIO 3314.

**BIO 3454. Plant Physiology - 4 hours (Spring, odd years)**

Study of the principal physiological processes in plants. Topics include respiration, photosynthesis, biosynthesis of cellular constituents, mineral nutrition, transpiration, translocation, water relations, growth and development, hormones, and plant responses to environmental variation. Three lectures, one lab each week. Lab fee: \$32. Prerequisite: BIO 2234.

**BIO 4104. Biochemistry II: Molecular and Cell Biology (CHE 4104) - 4 hours (Spring)**

The study of the structure and functions of cellular organelles with emphasis on the cell biology of the nucleus, including chromatin, DNA and RNA structure, DNA replication and repair, transcription, translation, and cell division. Cellular membranes, the cytoskeleton, the extracellular matrix, and the Golgi apparatus will also be studied in both prokaryotic and eukaryotic cells. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: BIO 3314 or BIO/CHE 3364.

**BIO 4404. Pathophysiology - 4 hours (Fall)**

The study of human diseases and the mechanisms that govern them. Four lectures each week. Prerequisites: BIO 2204, BIO 3304, and Junior standing or permission of instructor.

**BIO 4414. Freshwater Biology - 4 hours (On demand)**

Study of the freshwater ecosystem. The course is designed to include four major areas: water chemistry, including characteristics of lakes, rivers, and streams; plankton, including algae and zooplankton; fisheries; and aquatic entomology. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: Two courses in biology.

**BIO 4444. Vertebrate Embryology - 4 hours (Spring, odd years)**

Study of the embryological development of the vertebrate and controlling mechanisms involved. Two lectures, two laboratories each week. Lab fee \$32. Prerequisites: Two courses in biology or consent of instructor.

**BIO 4471. Seminar in Biology - 1 hour (Fall)**

Investigation of biological literature related to selected topics and presentation of scientific material for group discussion and evaluation. One session each week. Prerequisite: Biology major or minor with 20 hours of biology.

**BIO 4481-3. Biological Investigations - 1-3 hours (Fall, Spring)**

Opportunity for qualified biology majors to conduct investigations in association with staff members on an acceptable phase of biology. By arrangement. Lab fee \$8-24. Prerequisites: Biology major or minor, junior standing, and departmental consent.

**BIO 4951-4. Special Topics - 1-4 hours (On demand)**

Intensive studies of special topics in biology. Topics will vary from time to time. The course may be repeated for different topics. Credit hours will be determined at the time of course planning. Lab fee will be based on course.

**BIO 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by departmental chairman.

Methods of Teaching Science in the Secondary School (see EDU 4522)

**BUSINESS****BUS 1013. Introduction to Business - 3 hours (Fall, Spring)**

Introduction to the characteristics and practices of business in the American free enterprise system, including the environments of business and career opportunities in business. Open to all students except School of Business Administration juniors and seniors.

**BUS 1981-3. Fieldwork in Business**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Freshman standing, approval of the faculty advisor and department chair.

**BUS 2013. Business Communications - 3 hours (Fall, Spring)**

Development of sound judgment, forceful expression and practical psychology in writing business letters and reports. Emphasis is placed on both principles and practice. Prerequisites: ENG 2213, typing proficiency.

**BUS 2951-4. Special Topics in Business - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

**BUS 2981-3. Fieldwork in Business**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Sophomore standing, approval of the faculty advisor and department chair.

**BUS 3073. Legal Environment of Business I (Business Law I) - 3 hours (Fall)**

ethical, social and legal issues in business environment. The development and resolution of contemporary issues found in the business environment. Emphasis on the perspective and systematic approach to the law to such issues. Topical areas: legal history, reasoning, procedure; environmental, administrative, criminal, and tort law; law of contracts, law of sales. Prerequisite: Must have a junior or senior standing.

**BUS 3083. Business Enterprise/Debtor & Creditor Rights (Business Law II) - 3 hours (Spring)**

Legal alternatives in the structuring of the business enterprise and its relationships with employees. The rules of law governing financial transactions in today's business and personal affairs. Topical areas: agency, partnerships, corporation, personal property, real property, bailments, intellectual property rights, commercial paper, secured transactions and bankruptcy. Prerequisite: BUS 3073 and must have a junior or senior standing.

**BUS 3981-3. Fieldwork in Business**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Junior standing, approval of the faculty advisor and department chair.

**BUS 4951-4. Intensive Study in Business - 1-4 hours (On demand)**

Topics will vary with each offering; therefore, the course may be repeated for credit. Prerequisites: Junior or senior standing and departmental approval.

**BUS 4981-3. Internship in Business - 1-3 hours (Fall, Spring, Summer)**

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and the department chairman.

**BUS 4991-3. Independent Study in Business - 1-3 hours (Fall, Spring)**

Independent study of some problem or area not covered in the organized courses under the direction of a faculty member in whose field of specialization the problem or area lies. Prerequisites: 3.00 GPA in major field, junior or senior standing and the approval of the department chairman.

**BUS 5013. Administrative Communication - 3 hours**

The study of administrative communications specifically from the perspective of personnel management. Recruitment, selection, interviewing, testing and training, development, supervision, and performance evaluation are the major areas emphasized.

**BUS 5983. Internship in Administration - 3 hours (Fall, Spring)**

Academically planned and supervised work experience (160 hours) in area(s) of the student's specialization, approved by a graduate faculty member. A paper will be required that applies the scientific method to basic or applied research in the student's specialization. Prerequisite: FIN 5083

## CHEMISTRY

**NOTE: A student who takes CHE 1104 and 1115 will receive credit for only CHE 1115.**

**CHE 1104. Principles of Chemistry - 4 hours (Fall)**

Fundamentals of chemistry, i.e., atomic structure, chemical periodicity, terminology, equations, kinetics, energy relationships, nuclear, and descriptive chemistry. Three lectures, one laboratory each week. Does not satisfy the major or minor requirements for chemistry. Lab fee \$32. Prerequisite: High School Algebra.

**CHE 1115. General Chemistry I - 5 hours (Fall)**

A study of the fundamental laws and theories involved in chemical changes. Topics will include atomic theory, thermochemistry, and nuclear chemistry. Stress will be on the solving of mathematical problems which illustrate the principles of chemistry. The course is designed principally for students planning on careers related to the natural sciences. Four lectures, one laboratory each week. Lab Fee \$40. Prerequisite: College Algebra or concurrent enrollment.

**CHE 1125. General Chemistry II - 5 hours (Spring)**

A continuation of CHE 1115 covering chemical equilibrium, oxidation-reduction, acid-base theory, thermodynamics, and qualitative inorganic analysis. Four lectures, one laboratory each week. Lab fee \$40. Prerequisite: CHE 1115.

**CHE 2951-4. Special Topics in Chemistry - 1-4 hours (On demand)**

Topics of special interest not available to the student from the traditional course offerings. May be repeated as the topics change. Lab fee \$8-24 as necessary. Prerequisite: CHE 1125.

**CHE 3304. Organic Chemistry I - 4 hours (Fall)**

Study of the theory and mechanisms of the basic reactions of organic compounds and their derivatives. Emphasis on alkyl halides, alkanes, alkenes, stereochemistry, alicyclics, alkynes, and dienes. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 1125.

**CHE 3314. Organic Chemistry II - 4 hours (Spring)**

Continuation of CHE 3304. Emphasis on aromatic compounds, interpretive spectroscopy, alcohols, carboxylic acids and their derivatives, aldehydes, ketones, amines, and ethers. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 3304.

**CHE 3324. Physical Chemistry I - 4 hours (Fall, even years)**

Study of physicochemical systems, kinetic theory, thermodynamics, chemical equilibria, and solutions. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: CHE 1125, MAT 1195, and consent of instructor.

**CHE 3334. Physical Chemistry II - 4 hours (Spring, odd years)**

Study of experimental and theoretical chemical kinetics, statistical mechanics, electrochemistry, molecular structure, and quantum chemistry. Topics chosen to provide maximum benefit to the students enrolled. Three lectures, one laboratory period. Lab fee \$32. Prerequisite: CHE 3324.

**CHE 3345. Analytical Chemistry - 5 hours (Spring)**

Study of the fundamental principles of quantitative analytical chemistry including basic statistics. An intensive laboratory experience which applies these principles to gravimetric, volumetric, colorimetric, chromatographic, and electroanalytical determinations. Three lectures, two labs each week. Lab fee \$40. Prerequisite: 14 semester hours of chemistry or consent of instructor.

**CHE 3354. Instrumental Analysis - 4 hours (Fall, odd years)**

Study of the basic principles of instrumental methods of analysis. Topics studied include optical methods, chromatographic methods, electrochemical methods, and selected other modern methods. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: CHE 3345, CHE 3314, or consent of the instructor.

**CHE 3364. Biochemistry I: Proteins and Metabolism- 4 hours (Fall)**

A study of the chemistry and metabolism of biologically important compounds. Includes the biochemistry of proteins, lipids and carbohydrates, nucleic acids, and the energetics of living organisms. Three lectures, one laboratory each week. Lab fee \$32. Prerequisite: CHE 1125.

**CHE 3371. Seminar In Chemistry I - 1 hour (Fall, Spring)**

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 18 semester hours of chemistry.

**CHE 4104. Biochemistry II: Molecular and Cell Biology - 4 hours (Spring)**

The study of the structure and functions of cellular organelles with emphasis on the cell biology of the nucleus, including chromatin, DNA and RNA structure, DNA replication and repair, transcription, translation, and cell division. Cellular membranes, the cytoskeleton, the extracellular matrix, and the Golgi apparatus will also be studied in both prokaryotic and eukaryotic cells. Three lectures, one laboratory per week. Lab fee \$32. Prerequisites: CHE 3364 or BIO 3314.

**CHE 4414. Advanced Inorganic Chemistry - 4 hours (On demand)**

Principles and theories of modern inorganic chemistry, including group theory, bonding, and coordination chemistry; relationships of the periodic table. Three lectures, one laboratory each week. Lab fee \$32. Prerequisites: 18 hours of chemistry and consent of instructor.

**CHE 4424. Qualitative Organic Analysis - 4 hours (On demand)**

Identification of organic compounds via chemical and physical properties, functional group tests, spectroscopy, and derivatives. Two lectures, two laboratories each week. Lab fee \$32. Prerequisite: CHE 3314.

**CHE 4471. Seminar In Chemistry II - 1 hour (Fall, Spring)**

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 24 hours of chemistry.

**CHE 4481-3. Undergraduate Research in Chemistry - 1-3 hours (Fall, Spring)**

Independent research investigations. May be repeated with consent of department. Lab fee \$8-24. Prerequisite: 23 hours of chemistry.

**CHE 4951-5. Special Topics in Chemistry - 1-5 hours (On demand)**

Topics of special interest not available to students in the traditional course offerings. Courses could include such topics as environmental chemistry, advanced organic chemistry, nuclear chemistry, quantum chemistry, reaction kinetics, and polymer chemistry. May be repeated as topics change. Lab fee \$8-40 as necessary. Prerequisites: Determined by the nature of topic studied.

**CHE 4991-3. Independent Study - 1-3 hours**

Intensive individual study in areas of chemistry not usually covered in the normal curriculum. Prerequisites: Determined by the nature and the level of topic studied.

**Methods of Teaching Science in the Secondary Schools. (See EDU 4522)**

## **CHRISTIAN MINISTRIES**

### **CHR 1043. Life Style Evangelism - 3 hours (Spring)**

Biblical background, study of historical examples, actual field training in life style evangelism.

### **CHR 2043. Basic Evangelism - 3 hours (Fall)**

Introduction to the basic facets of church evangelism including biblical basis, techniques and approaches with some emphasis on personal evangelism, mass evangelism, radio and T.V. Prerequisite: Sophomore standing or consent of instructor.

### **CHR 2712. Songleading for Small Churches - 2 hours**

See MUS 2712 for course description.

### **CHR 2783. Worship and Song in the Church - 3 hours (Fall)**

This course is a historical survey of the worship practice and hymnody of the major Christian denominations with an emphasis on planning worship for today's churches.

### **CHR 2901-3. Mono-Cultural Church Planting and Evangelism Project - 1-3 hours**

Participation in a mission project to an English speaking group of one's own ethnic group. It must be approved by the department head.

### **CHR 2911-3. Cross-Cultural Church Planting and Evangelism Project - 1-3 hours**

Participation in a mission project to either a non-English speaking group or a group of different ethnic origin. It must be approved by the department head.

### **CHR 3011. Preaching Lab - 1 hour (Fall)**

Practice in preparing and delivering sermons. Audio and video recording of sermons preached in the lab provide a basis for self-study. Prerequisite: CHR 3012, or taken simultaneously with CHR 3012.

### **CHR 3012. Preaching - 2 hours (Fall)**

A study of the task of preaching the Christian message to today's world. Some attention may be given to other types of religious communication. This course should be taken simultaneously with CHR 3011.

### **CHR 3013. Ministry in the Church - 3 hours (Fall, Spring)**

Study of the work of the various ministers of the local church with special attention given to the work of the minister of the word (pastor). Prerequisite: BIB 1002, 1012 (or 1013, 1023)

### **CHR 3022. Pastoral Counseling - 2 hours (Spring)**

Practical course designed to give the advanced student the theological basis out of which the function of pastoral counseling grows. Beginning skills in pastoral counseling will be introduced. Prerequisite: CHR 3013 or consent of instructor.

### **CHR 4003. Expository Preaching - 3 hours (Spring)**

A study is made of the expository method of preaching. Sermons by recognized expository preachers are considered. Each student develops expository sermons and presents one sermon for video taping and review. Prerequisites: CHR 3011, CHR 3012.

### **CHR 4951-4. Special Topics In Christian Ministries - 1-4 hours**

A focus on a special topic of interest in the area of Christian Ministry. Areas of study will vary from year to year. (May be taken more than once).

### **CHR 4981-3. Christian Ministries Internship - 1-3 hours (Fall, Spring)**

Guidance of an intern in direct relationship to field work. Internships may be done in the following areas: Associational, chaplaincy, pastoral, church secretarial, missions and other approved areas. Prerequisite: Approval of Director, In-Service Training.

## **COMMUNICATION**

### **COM 1103. Fundamentals of Speech Communication - 3 hours (Fall, Spring)**

Foundations of speech communication. Special attention to the theory and practice of effective preparation and delivery of public speeches.

### **COM 2203. Voice and Diction - 3 hours (Fall)**

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103.

**COM 2213. Honors Fundamentals of Speech Communication - 3 hours (On Demand)**

Foundations of speech with emphasis upon speech preparation and delivery. Exploration of classical and contemporary rhetorical principles.

**COM 2223. Argumentation and Debate - 3 hours (Fall)**

Emphasis on methods and theories of argumentation and debate. Attention to research, analysis, case building and oral participation. Prerequisite: COM 1103 or high school debate experience.

**COM 2233. Introduction to Public Relations - 3 hours (Fall)**

Emphasis upon understanding the theoretical foundations of public relations. Attention to practical methods and steps in conducting the processes and activities of public relations.

**COM 2951-4. Special Topics - 1-4 hours**

**COM 3302. Parliamentary Procedure - 2 hours (Summer, Fall, on demand)**

Theory and practice of principles of parliamentary procedure. Special emphasis to duties of presiding officers, voting, conducting meetings.

**COM 3303. Oral Interpretation of Literature - 3 hours (Fall)**

Emphasis on theory and practice of reading works of literature from the printed page. Prerequisite: COM 1103.

**COM 3313. Advanced Public Speaking - 3 hours (Spring)**

Advanced study of preparation and delivery of various speech types. Special attention to extemporaneous and manuscript speaking.

**COM 3323. Introduction to Disorders of Communication - 3 hours (On demand)**

Introductory study of disorders of speech, language, and audition.

**COM 3343. Media Production - 3 hours (On demand)**

Systematic study of audio in media to provide a broad theoretical and practical foundation in techniques related to radio, television, film and music production. Prerequisites: COM 1103, 2203.

**COM 3351. Intercollegiate Forensics and Debate - 1 hour**

Participation in intercollegiate debate and forensics program. May be repeated; however, only 6 hours may count toward a major. Instructor's permission required.

**COM 3363. American Public Address - 3 hours (Spring, on demand)**

Historical and critical study of leading American speakers, their speeches and philosophies. Individual research and analysis. Prerequisite: COM 1103.

**COM 3373. Newspaper Writing and Editing - 3 hours (Spring)**

An emphasis upon the essentials of journalism writing. Special attention to principles and skills required to gather, write and edit newspaper stories.

**COM 3383. Small Group Communication - 3 hours (Fall)**

Systematic study and practice of principles of effective communication in groups. Exploration of dynamic variables and features unique to small group interaction. Public discussion formats are also explored.

**COM 3393. Interpersonal Communication - 3 hours (Summer, Winterfest)**

Theory and practice of effective interpersonal encounters. Special attention to listening, language, self-perception, interviewing, and nonverbal communication.

**COM 4413. Forensics - 3 hours (On demand)**

Laboratory practice and techniques for coaching contest speaking events: oratory, extemporaneous speaking, interpretation, and after-dinner speaking. Prerequisite: COM 2223.

**COM 4951-4. Special Topics - 1-4 hours**

**COM 4961-3. Practicum - 1-3 hours**

**COM 4971-3. Symposium - 1-3 hours**

**COM 4981-6. Internship - 1-6 hours**

**COM 4991-3. Independent Studies - 1-3 hours**

Advanced studies of specific topics arranged through consultation with the department chairperson.

**Methods of Teaching Speech in the Secondary Schools**

(See EDU 4552).

**COMPUTER AND INFORMATION SCIENCES**

**CIS 1103. Introduction to Computing - 3 hours (Fall, Spring)**

An introduction to the components of computer systems and their applications. Special emphasis is given to microcomputer systems and to the following common microcomputer applications: systems software, word processors, desktop publishing software, electronic spreadsheets and business graphics, database management systems, and communication software. The course includes two lecture periods and one structured lab session per week. Lab fee \$12. Prerequisite: Typing Proficiency.

**CIS 1113. COBOL - 3 hours (Fall, odd years)**

Development of application programs using structured COBOL syntax and concepts. Emphasis on solutions of business problems. Lab fee \$12. Prerequisites: MAT 1143

**CIS 1123. FORTRAN - 3 hours (Spring, even years)**

Development of application programs using structured FORTRAN syntax and concepts. Emphasis on solutions of scientific and mathematical problems. Lab fee \$12. Prerequisite: MAT 1143 or equivalent.

**CIS 1133. Visual BASIC - 3 hours (Spring, odd years)**

This course presents the Visual BASIC programming language and instruction in development and execution of computer programs for a variety of problems using the microcomputer. Lab fee \$12. Prerequisite: MAT 1143 or equivalent.

**CIS 1141. Introduction to Unix - 1 hour (Fall)**

This course provides an introduction to the UNIX operating system, basic utilities, file management and account management. Included are an overview of the login procedure, examination of the file and directory structure, the most commonly used utilities and the emacs text editor. The course is lab based. Lab Fee \$4.

Prerequisites: None

**CIS 1144. Computer Science I - 4 hours (Fall)**

This course introduces the concepts of computer programming and problem solving and the associated ideas of algorithms and data structures. It is designed to provide the serious computer science student with basic skills and a solid foundation for further study. Includes an introduction to the C/C++ programming language. Three lectures, one lab per week. Lab fee \$16. Prerequisite: MAT 1143 or concurrent enrollment. Corequisite: CIS 1141 for CIS majors.

**CIS 1154. Computer Science II - 4 hours (Spring)**

This course is a continuation of CIS 1144 with emphasis upon good programming methodology (software engineering). The data structures of linked lists, stacks, queues, and trees are developed along with an introduction to file structures. Recursion, searching, and sorting algorithms are analyzed for order as well as time and space efficiency. Parallel sorting and searching algorithms are introduced. C/C++ is utilized for programming. Three lectures and one lab per week. Lab fee \$16. Prerequisites: CIS 1144 and MAT 1143 or equivalent. Corequisite: MAT 1173.

**CIS 2202. Unix - 2 hours (Spring, even years)**

This course investigates the Unix operating system, its facilities, capabilities and characteristics. Included are an overview of the operating system and its associated utilities, and the development of scripts for both the Bourne and C shells. The course also examines standard text editors, text formatters and task management tools. Lab Fee \$8. Prerequisite: CIS 1141.

**CIS 2213. Introduction to Systems Analysis and Design - 3 hours (Spring)**

Study of the phases of the structured analysis and design of a system project using structured design tools. Lab fee \$12. Prerequisites: A 1000-level programming language course.

**CIS 2233. Machine Organization - 3 hours (Fall)**

A survey of the electronic and mechanical components of a computer, including processing units, memory, and I/O devices. Also includes an introduction to assembly language programming. Lab fee \$12. Prerequisites: CIS 1154.

**CIS 2951-3. Special Topics - 1-3 hours (On demand)**

Selected topics of special interest in the field of computer science. May be repeated. Lab fee when appropriate. Prerequisite: Approval of Department Chairman or 6 hours in computer science.

**CIS 3303. Systems Management - 3 hours (Fall, odd years)**

This course examines the issues and challenges involved in managing and integrating user application across multiple computer platforms. The course includes an overview of the characteristics, capabilities, and limitations of the most commonly used operating systems; installation and management of user applications on a variety of platforms, across local and wide area networks, and the challenges associated with integration of multiple applications across these platforms, in particular the use of OLE and DDE, and management of dynamic link libraries. Lab fee \$12.

Prerequisite: CIS 1103

**CIS 3313. Advanced Systems Analysis and Design - 3 hours (Fall, even years)**

This course presents an advanced study of analysis and design methodologies, techniques, and tools. Topics include object-oriented methodologies, prototyping, client/server architectures, Joint Application Development, Rapid Application Development, human interface design, and CASE. A project based approach is utilized.

Lab fee \$12. Prerequisite CIS 2213.

**CIS 3333. Advanced Data Structures - 3 hours (Fall)**

This course presents an advanced study of abstract data types and data structures. Topics include lists, stacks, queues, graphs, binary search trees, AVL trees, B-trees, file structures and external sorting. Ada is utilized for programming assignments. Lab fee \$12.

Prerequisite: CIS 1154, Junior standing.

**CIS 3343. Networks - 3 hours (Spring)**

This course examines the physical and conceptual structures underlying local and wide area networks. Topics include serial communication, network topologies and architectures, transmission protocols and error and flow control mechanisms. Included in the course is the development of an application for interprocess communication independent of process location. Lab fee \$12.

Prerequisites CIS 3333

**CIS 3353. Survey of Programming Languages and Artificial Intelligence - 3 hours (Spring, odd years)**

Survey of programming languages including their structure, syntax, semantics, uses and design. Methods used for representing knowledge will be studied including algorithms for learning. Lab fee \$12. Prerequisite: CIS 3333.

**CIS 4001. Cooperative Education in Computer Science - 1 hour (Fall, Spring, Summer)**

Part time on-the-job experience in the areas of analysis, design, programming, and maintenance. Credit will only be available for jobs with employers having a cooperative education agreement with the University. Course may be repeated up to six times. Credit hours may count toward the major only with the approval of the department chairman and the cooperative education coordinator. Prerequisites: Acceptance into the Computer Science Cooperative Education Program, placement with an employer participating in the Cooperative Education Program, and permission of the Cooperative Education Coordinator.

**CIS 4413. Database Management Systems Design - 3 hours (Spring)**

A study of the concepts and structures necessary to design and implement a database management system. Lab fee \$12.

Prerequisites: CIS 3333

**CIS 4423. Operating Systems - 3 hours (Spring, even years)**

Introduction to the design and architecture of operating systems. Lab fee \$12. Prerequisite: CIS 3333

**CIS 4433. (MAT 4433). Numerical Analysis - 3 hours (Fall, even years)**

A study of finite differences, numerical integration, matrix operations, numerical solutions of linear systems and differential equations and curve fitting. Lab fee \$12. Prerequisite: MAT 2264

**CIS 4462. Applied Design & Programming I - 2 hours (Fall)**

A comprehensive applications project conducted by an individual or team of students. Students will be responsible for an orderly definition, design, and beginning coding of a practical software package. Lab fee \$12. Prerequisites: CIS 3333 and senior standing.

**CIS 4472. Applied Design & Programming II - 2 hours (Spring)**

A continuation of CIS 4462. Students will be responsible for completion of coding, implementation, and testing of software package begun in CIS 4462. Lab fee \$12. Prerequisite: CIS 4462

**CIS 4951-3. Special Topics - 1-3 hours (On demand)**

Selected topics of special interest in the computer science field. May be repeated. Lab fee when appropriate. Prerequisite: Approval of department chairman or 18 hours in computer science.

**CIS 4991-3. Independent Studies - 1-3 hours**

## **DISCIPLESHIP**

### **DIS 2012. The Christian Faith and Life - 2 hours (Fall, Spring)**

An introduction to the Biblical view of the character and lifestyle of the Christian person with an emphasis on the basic disciplines of the Christian life.

### **DIS 2013. Prayer in Biblical Perspective - 3 hours (Spring, odd years)**

A study of the significance, principles, and problems of prayer as a practical discipline. Emphasis will be given to the prayer life and prayer teachings of Jesus, as well as the selected Old Testament prayers and those of Paul the Apostle. Prerequisites: BIB 1002, 1012, (or 1013 and 1023) or consent of instructor.

### **DIS 2023. Practical Discipleship - 3 hours (Fall, each year; Spring, even years)**

This course deals with what it means to live the disciplined life under the Lordship of Christ. Special attention is given to developing a personal devotional life, other methods of internalizing Scripture, and time management. No prerequisites.

### **DIS 2033. Basic Church Growth - 3 hours (Fall)**

An introduction to the basic principles of church growth as they apply in American churches and the application of those principles to the real church situation. Prerequisites: BIB 1013, 1023 (or 1002, 1012) and RED 2003.

### **DIS 2093. Bible Study Methods - 3 hours (Fall, odd years; Spring)**

A practical course on methods of Bible Study where the student is instructed in several methods of studying the Scriptures as well as principles of Biblical hermeneutics. Prerequisites: BIB 1002 and 1012 (or 1013 and 1023).

### **DIS 3013. The Making of a Disciple - 3 hours (Spring)**

The ministry of making committed followers of Christ, including the vision for discipling, the evangelizing and discipling process, and how to implement disciple training in a local church, mission or youth program. Prerequisite: DIS 2023 or consent of instructor.

### **DIS 3033. Christian Missions - 3 hours (Fall, even years)**

The study of Christian Mission—Biblical motivation, historical advance, basic philosophy and present situation. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

### **DIS 3043. Principles of Church Planting - 3 hours (Spring, even years)**

A serious examination of the biblical foundations and practical skills necessary to begin a new church in various cultures. Prerequisites: Planned Involvement in a Summer Mission Project (CHR 2901 or 2911).

### **DIS 4012. Applied Christian Living - 2 hours (Fall, Spring)**

The practical application of the history and theology of the Bible in Christian service within the areas of ethics, evangelism, stewardship, discipleship, and church-manship. Prerequisites: BIB 1002, 1012 (or 1013, 1023); DIS 2012; and 90 hours of course work.

### **DIS 4013. The Master Plan of Discipleship and Prayer - 3 hours (Spring, even years)**

A study of the principles of discipleship and prayer laid down by Jesus Christ in the Sermon on the Mount recorded in Matthew chapters five through seven. Special emphasis will be given to the character qualities and prayer life of those training in discipleship and the Christian ministry. Prerequisites: DIS 2012 and 3013 or the consent of instructor.

### **DIS 4053. Reaching Unchurched Youth**

See course description under RED 4053.

### **DIS 4063. Church Renewal - 3 hours (Spring, odd years)**

A comparative study of contemporary church with the early Church in Acts, and group projects investigating both SBC and non-SBC churches which are experiencing times of spiritual renewal. Prerequisites: BIB 1002 and 1012 (or 1013 and 1023), DIS 2012.

### **DIS 4951-4. Intensive Studies in Discipleship - 1-4 hours**

A focus on a special topic of interest in the field of Discipleship or Church Growth. Topics will vary from year to year. (May be taken more than once). Prerequisites: Consent of instructor.

### **DIS 4981-4. Discipleship Internship - 1-4 hours**

An annual six-week intensive summer internship in discipleship training, character development, and evangelism with the view of planting a new church through neighborhood Bible studies. Prerequisites: DIS 2023, or 3013 and the instructor's recommendation.

**ECONOMICS****ECO 2013. Principles of Economics I - 3 hours (Fall)**

Study of the basic principles of economics designed to give a broad understanding of the economy. Emphasis upon aggregate problems and issues (macroeconomics) considered important to the nation. Prerequisite: Sophomore standing.

**ECO 2023. Principles of Economics II - 3 hours (Spring)**

A study of economic principles with emphasis upon microeconomics. Includes a study of economics of the firm, consumer demand theory and current problems. Prerequisite: Sophomore standing.

**ECO 2061. SIFE Practicum - 1 hour (Fall, Spring)**

Students in Free Enterprise (SIFE) is a national collegiate educational organization. Students will design and implement projects to educate various segments of the public about the nature and benefits of our American economic system. This course is a hands-on learning experience which will help develop the participant's communication and management skills.

**ECO 2951-4. Special Topics in Economics - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

**ECO 3023. Money and Banking - 3 hours (Fall)**

Study of history and present characteristics of money and banking structure in the United States. Emphasis upon monetary policy as it affects economic activity. Prerequisites: ECO 2013 and 2023.

**ECO 3043. Managerial Economics - 3 hours (Fall)**

Combines the basic tools used by economists with techniques common in other business disciplines. This course deals with how decisions are made in order to achieve an organization's goals. It emphasizes use of quantitative techniques to solve production, marketing, management, and financing problems. Prerequisites: ECO 2013, ECO 2023, and FIN 3023.

**ECO 3053. International Economics - 3 hours (Fall)**

A study of the theory, recent history, and current problems of international trade. International economic institutions and policies are analyzed. Prerequisite: ECO 2013 and 2023.

**ECO 3063. Capital and Credit Markets - 3 hours (Spring, Odd Years)**

The principles involved in the market structure of interest rates along with the source and uses of funds in the financial markets. Prerequisite: ECO 3023.

**ECO 4003. Literacy In Free Enterprise (LIFE) Economics - 3 hours (Fall, Spring)**

This General Education course will help the student develop an understanding of economic systems based on freedom. It will emphasize the importance of individual initiative and involvement in day-to-day community and business matters. Developing literacy about individual responsibility in personal and community decision-making is a primary concern. NOTE: For non-business majors; does not meet School of Business Administration requirements. Not available to students who have taken a previous economics course. Prerequisite: Junior standing.

**ECO 4023. Economics/Finance Readings - 3 hours (On demand)**

A study and discussion of the theory, recent history, and current problems of economics and finance issues. Prerequisite: Senior economics/finance concentration major or consent of the instructor.

**ECO 4951-4. Intensive Study in Economics - 1-4 hours (On demand)**

Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisite: Junior or senior standing and departmental approval.

**ECO 4981-3. Internship in Economics - 1-3 hours (Fall, Spring, Summer)**

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to students' educational preparation at SBU. Written reports will be required from students and performance reports will be provided by the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior or senior standing and approval of the faculty advisor and the department chairman.

**ECO 4991-3. Independent Study in Economics - 1-3 hours (Fall, Spring)**

Independent study of a topic not covered in the regular curriculum under the direction of a faculty member in whose field of specialization the area lies. Prerequisite: 3.0 GPA in major field, junior standing, and approval of department chairman.

**ECO 5043. Managerial Economics - 3 hours**

Combines basic microeconomic theory with statistical methods to provide a basis for practical application of economic theory. This course provides insight into how decisions are made in an organization that maximizes efficiency in attaining desired objectives.

Particular attention is given to using quantitative methods to choose optimal production, marketing, management and finance options.  
Prerequisite: Economics Proficiency

## **EDUCATION**

**NOTE:** EDU 2113 and EDU 2313 are prerequisites for admission to upper-level elementary, middle and secondary education courses by all students seeking State Teacher Certification. Either EDU 2113 or 2313 must be taken at Southwest Baptist University. EDU 3333 must be taken at Southwest Baptist University. EDU 2343 and EDU 2353 are also prerequisites for admission to upper level elementary and methods courses. Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. Professional education courses transferred from junior colleges or from senior colleges which do not have state-approved Teacher Education Programs cannot be used to meet certificate requirements. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

### **EDU 2113. Educational Psychology - 3 hours (Fall, Spring)**

Study of social and behavioral theory, including the nature of educational psychology, measurement, personality, the classroom as a social system, learning, and instruction. Prerequisites: ENG 1113 and 2213, or ENG 1123. Should be enrolled concurrently in field work or field work may be taken with EDU 2313, Foundations of Education.

### **EDU 2111. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

### **EDU 2121. Field Work in Elementary School - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

### **EDU 2131. Field Work in Middle School/Jr. High School - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

### **EDU 2141. Field Work in Secondary School - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113 (or may be taken concurrently), 2.0 GPA, and completion of the teacher education file. Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

### **EDU 2243. Health, Safety and Nutrition for the Young Child - 3 hours (Fall)**

Provides information about current concepts in the fields of health, safety, and nutrition and their relationship to the young child; includes application of principles of health, safety, and nutrition for young children. Prerequisite: EDU 2113 or concurrent enrollment.

### **EDU 2313. Foundations of Education - 3 hours (Fall, Spring)**

The course presents major issues of schooling and education basic to a professional preparation. Areas included are philosophy, history of American education, administration, governance, financing, legal aspects, social issues, and current topics in the field. Prerequisites: ENG 1113 and 2213, or ENG 1123.

### **EDU 2333. Teaching in the Preschool - 3 hours (Spring)**

Introduction to the study of early childhood education and child care programs including history, curriculum, teaching methods and resources. Prerequisites: EDU 2113 and 2313 or concurrent enrollment; PSY 3053 and EDU 2381, and must be taken concurrently with EDU 2391.

### **EDU 2343. Emergent Language - 3 hours (Fall) (REPLACED EDU 2342-LANGUAGE ACQUISITION AND DEVELOPMENT)**

To provide understandings of the ways in which young children learn both oral and written language; to provide a working knowledge of the learning environment necessary for these learnings to develop naturally; to consider the cultural and societal influences upon language learning; and therefore, to gain these understandings from a sociopsycholinguistic theoretical base. Prerequisite: EDU 2113 or concurrent enrollment; or consent of instructor. Sophomore standing.

### **EDU 2353. Children's Literature - 3 hours (Spring) (REPLACED EDU 3012-CHILDREN'S LITERATURE)**

Study of children's literature with demonstrations of teaching literature in the elementary school. Prerequisites: EDU 2113, 2313 or concurrent enrollment and EDU 2343; or consent of instructor. Sophomore standing.

**EDU 2381. Practicum - Child Development - 1 hour (Fall)**

Observation and participation with children in a laboratory setting. Provides experience in applying the most effective techniques and diagnostic evaluation procedures for maximum growth in the physical, social, emotional, and mental development of the child. Lab fee \$10. Prerequisites: EDU 2113 or concurrent enrollment and must be taken concurrently with PSY 3053.

**EDU 2391. Practicum - Teaching in the Preschool - 1 hour (Spring)**

Provides clinical experience and student participation with children in a laboratory setting. Involves planning and teaching daily activities and a weekly unit that incorporates the use of literature, art, science, music, mathematics, language, and motor skills which are developmentally appropriate for the preschool child. Diagnostic evaluation procedures are used. Students are supervised by course instructor and Child Study Center teachers. Lab fee \$10. Prerequisites: EDU 2113 and EDU 2313 or concurrent enrollment; PSY 3053 and EDU 2381; and must be taken concurrently with EDU 2333.

**EDU 2463. Foundations of the Middle School - 3 hours (Spring)**

A focus on the historical and philosophical foundations of the traditional junior high and subsequent middle school movement. This course will provide an examination of middle level practices and organizational components, with an emphasis on connection of these practices with research that is both supportive of their implementation and based on the needs of young adolescents. Prerequisites: EDU 2113 and 2313 or concurrent enrollment. Sophomore standing.

**EDU 2483. Home, School, and Community Involvement - 3 hours (Spring)**

Exposes student to the history, current trends and issues of parent and community involvement in the schools. Utilizes materials, techniques and resources for the improvement of home, school, and community involvement in the education of children. Prerequisites: EDU 2113, 2313, 2333, 2381, 2391 and PSY 3053; or consent of instructor.

**EDU 2512. Teaching Reading in the Middle School - 2 hours (Spring)**

Examines methods and materials currently being used to teach reading in today's middle school classroom. Prerequisites: Sophomore standing, completion of English composition courses, EDU 2113, and EDU 2313 or concurrent enrollment in EDU 2313.

**EDU 2951-3. Special Topics in Education - 1-3 hours**

An intensified approach to selected education topics or subject matter not regularly offered by the department. Prerequisite: Consent of department head.

**Enrollment in upper level education courses by all students seeking State Teacher Certification is limited to those students who have completed successfully EDU 2113 and EDU 2313 or their equivalents, have a cumulative GPA of 2.5, have a documented ACT or SAT score on file in the Office of Teacher Education, have passed all sections of the C-BASE, and have completed their file in the Office of Teacher Education. EDU 2343 and EDU 2353 are also prerequisites for upper-level elementary methods courses.**

**EDU 3002. Teaching Social Sciences I - 2 hours (Fall)**

(REPLACED EDU 4012, TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL)

A study of social sciences in the elementary school with emphasis on methods and techniques of presenting important concepts from the several disciplines comprising the social sciences. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3022. Teaching Social Sciences II - 2 hours (Spring)**

(REPLACED EDU 4012, TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL)

A study of social sciences in the elementary/middle schools with emphasis on methods and techniques of presenting concepts from geography and economics. The focus will be on the five central themes of geography and the four major concepts of economics. Assessment of social studies skills in geography and economics will be addressed. Prerequisites: EDU 2113, 2313, 3002, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3114. Teaching Reading/Language Arts I - 4 hours (Fall)**

(REPLACED EDU 3112, TEACHING LANG ARTS IN ELE SCH; EDU 3113, TEACHING READING IN ELE SCH; EDU 3613/ELE, TEACHING READING IN THE CONTENT AREAS; AND EDU 4313, DIAGNOSIS AND CORRECTION OF READING DISABILITIES)

Explores the rationale for integrating the teaching of the language arts (reading, writing, speaking, and listening) in today's elementary classroom. Prerequisites: EDU 2113, 2313, 2343, 2353 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3124. Teaching Reading/Language Arts II - 4 hours (Spring)**

(REPLACED EDU 3112, EDU 3113, EDU 3613/ELE, AND EDU 4313)

Emphasizes application of the principles of integrated language arts teaching throughout content areas. Preservice teachers will plan instruction and prepare materials to be used to foster developmental and functional reading strategies which enable students to use reading as a tool to learn in various content areas. Preservice teachers will also assess and evaluate students with diverse needs. Prerequisites: EDU 2113, 2313, 2343, 2353, 3114 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3143. Integrating Art, Music and Physical Education into the Elem Classroom - 3 hours (Spring)**

Designed to enable the student to integrate art, music and physical education into the elementary school classroom. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) (Child and Family Education majors and minors must have consent of instructor.)

**EDU 3162. Teaching Integrated Math/Science I - 2 hours (Fall)**

(REPLACED EDU 3172, TEACHING MATH IN ELE SCH, AND EDU 4092, TEACHING SCIENCE IN ELE SCH)

Study of methods of teaching and integrating math and science in the elementary school with a particular emphasis on process inquiry skills. Prerequisites: EDU 2113, 2313, two (2) college level math courses above MAT 0113, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (chemistry {CHE}, earth or intro to physical science, etc. {PHS}, or physics {PHY} with a lab) and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3182. Teaching Integrated Math/Science II - 2 hours (Spring)**

(REPLACED EDU 3172 AND EDU 4092)

Study of methods of teaching and integrating math and science in the elementary/middle schools with a particular emphasis on process inquiry skills. Prerequisites: EDU 2113, 2313, 3162, two (2) college level math courses above MAT 0113, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (chemistry {CHE}, earth or intro to physical science, etc. {PHS}, or physics {PHY} with a lab) and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3212. Screening, Diagnosis, and Prescription in Early Childhood Education - 2 hours (Fall)**

A study of methods, procedures, and instruments used in early childhood for screening and diagnosing individual children in order to prescribe specific learning activities. Prerequisites: EDU 2113, 2313, 2333, 2343, 2381, 2391, PSY 3053 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) (Child and Family Education majors and minors must have consent of instructor.)

**EDU 3311. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3321. Field Work-Elementary School - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3331. Field Work in Middle School/Jr. High School - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3333. Principles and Methods of Secondary School - 3 hours (Fall, Spring)**

Emphasis on the basic teaching methods, the teaching of critical thinking skills, analysis of various teaching models, analysis of learners and the learning process, and development of communication skills. EDU 3333 must be taken at SBU. A field-based component (field work) must be taken concurrently. (If a Middle School Certification Program is approved, EDU 3333 will be offered only in the fall or spring, but not both semesters.) Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of Education section.)

**EDU 3341. Field Work in Secondary School - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3411. Field Work in Early Childhood, Pre-Kindergarten-Grade 3 - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the preschool and/or kindergarten levels. Prerequisites: EDU 2113, 2313, previous field works, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3421. Field Work in Elementary School - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113, 2313, previous field works, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3431. Field Work in Middle School/Jr. High School - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the middle school/junior high level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirement. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3441. Field Work in Secondary School - 1 hour (Fall, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the secondary school level. Prerequisites: EDU 2113, 2313, previous field work, and Teacher Education requirements. (See requirements listed at the beginning of Education section.) Permission from the Coordinator of Clinical Experiences must be obtained, and student must pre-enroll.

**EDU 3613. Teaching Reading in the Content Areas - 3 hours (Fall)**

Designed to assist middle school/junior high and/or secondary teachers in the use of functional reading strategies which enable students to use reading as a tool to learn in various content areas. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU/MUS 3813. Elementary Music Education - 3 hours (Spring)**

Study of administrative teaching techniques and survey of materials for teaching vocal and instrumental music in early childhood and elementary grades. Examination of musical concepts and skills appropriate at each age or learning level. Training in use of piano, recorder, autoharp, and fretted instruments. Prerequisites: EDU 2113, 2313, MUS 1621 and 1623 (music majors and minors only), and Teacher Education requirements. (See requirements listed at the beginning of Education section.)

**EDU 3833. Behavior and Classroom Management - 3 hours (Fall/Spring)**

Designed to introduce the student to procedures for managing the classroom, including organization, administration, and communication. Methods of discipline and behavior management are explored for various levels of teaching and with individuals, small and large groups under varying conditions. The development of knowledge and attitudes that will enhance teachers' ability to develop pupil self-esteem and confidence are addressed. One section offered for elementary teachers during the fall semester, and one section offered for middle school/junior high and/or secondary teachers during the spring semester. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4112. Teaching Writing - 2 hours (Block-Fall, Spring)**

This course is designed to stress the teacher's role in the writing process and introduce writing activities that may be implemented in the classroom for different areas of the curriculum. A variety of instructional approaches to teaching elementary and middle school students to write will be addressed. The course will focus on writing as process and product. Preservice teachers will experience assessing students' writing. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

**EDU/RED 4203. Administration of Early Childhood Programs - 3 hours (Fall, odd years)**

This course is a functional study of the administrative techniques, responsibilities, and professional guidelines for establishing and directing an early childhood program. Prerequisites: EDU 2113, 2313, 2333, 2381, 2391 and PSY 3053; or RED 2003, 2033 and 3043; or consent of instructor.

**EDU 4473. Psychology of the Middle School Student - 3 hours (Fall)**

This course offers a broad overview of the history of young adolescent psychology, its advocates, researchers, and its implications for middle level educational practices. Prerequisites: EDU 2113, 2313, 2463 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4493. Middle School Curriculum - 3 hours (Spring)**

This course offers an in-depth study of curriculum development and instructional strategies targeting the young adolescent. As a result of this course, students will develop pedagogical practices that meet the vast physical, emotional, social, intellectual, and affective developmental needs of young adolescents. A field-based component (field work) must be taken concurrently. Prerequisites: EDU 2113, 2313, 2463, 4473 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 45\_\_\_. Methods in First Teaching Field - 2-3 hours**

Methods are offered in the following academic areas: art, business, English/writing, foreign language, health and physical education, mathematics, music, science, social studies and speech. See individual course description below.

**EDU 4512. Methods of Teaching Art, PK-12 - 2 hours (Fall)**

Understanding motivation, materials and techniques in school art programs. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4513. Methods of Teaching Mathematics in the Middle and Secondary Schools - 3 hours (Spring)**

Theory and application of current practices in teaching mathematics in middle and secondary schools. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4522. Methods of Teaching Science in the Middle and Secondary Schools - 2 hours (Spring)**

Methods of teaching science in the middle and secondary schools with emphasis on the most recent teaching techniques. A survey of the various curriculum studies. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4523. Methods of Teaching Business Subjects in the Secondary School - 3 hours (On Sufficient Demand)**

Designed to analyze instructional techniques and procedures utilized in teaching business subjects. Special attention is given to objectives, subject-matter content, instructional materials, class activities and methods of evaluating in typewriting, accounting, shorthand, office practice and general business. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4533. Methods of Teaching Health and Physical Education, 5-12 - 3 hours (Fall)**

Teaching methods; selection of activities; program planning; emphasis on development of a progressive curriculum (restricted to health and physical education majors and minors.) Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4542. Methods of Teaching Social Studies in the Middle and Secondary Schools - 2 hours (Spring)**

Exploration of basic concepts within each of the social sciences and possible teaching methods. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4543. Methods of Teaching Writing in the Secondary School - 3 hours (Spring, odd years)**

Theory and application in the teaching of writing in secondary schools with emphasis on the writing process. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment in EDU 3333 or consent of instructor, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4552. Methods of Teaching Speech in the Middle and Secondary Schools - 2 hours (Spring, odd years)**

Emphasis on principles, techniques and problems that are unique in teaching speech. Unit and course plans are developed for all areas of speech. Attention is given to directing forensic and dramatic activities. Prerequisites: EDU 2113, 2313, 3333 or concurrent enrollment, and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4562. Methods of Teaching Instrumental Music in the Middle and Secondary Schools - 2 hours (Spring, odd years)**

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching instrumental music in middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313 and 3333 or concurrent enrollment; MUS 1621 and MUS 1623; and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4563. Methods of Teaching Foreign Language - 3 hours (On sufficient demand)**

Study of methods of teaching modern languages in public school. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4573. Methods of Teaching Vocal Music in the Middle and Secondary Schools - 3 hours (Fall)**

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching vocal music in the middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, and 3333 or concurrent enrollment; MUS 1621 and MUS 1623; and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 4823. Media and Computer Education - 3 hours (Fall, Spring)**

The course focuses on knowledge and skills which: (1) make a person computer literate; (2) enable one to use computers in a variety of personal applications; (3) equip a person to use computers in teaching and learning, and (4) enable one to make effective use of a wide variety of media and technological systems in teaching. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Lab fee \$20.

**EDU 4832. Tests and Measurement - 2 hours (Block-Fall, Spring)**

Study of history of measurement, statistical terms and processes used in education, principles of constructing teacher-made tests and examination of various testing programs for public school systems. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

**EDU 4842. The Exceptional Child - 2 hours (Block-Fall, Spring)**

The mentally, emotionally, and physically exceptional child is studied. Diagnosis and methods of teaching gifted, mentally retarded, visual and sound-impaired, learning disabled, and physically handicapped children and children with communication and behavior problems are included. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

**EDU 4915. Student Teaching in the Elementary School/Middle School I - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4925)**

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4925. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

**EDU 4925. Student Teaching in the Elementary School/Middle School II - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4915)**

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4915. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. (Student Teaching Fee: \$150).

**EDU 4935. Student Teaching in the Middle School/Secondary School I - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4945)**

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4945. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester.

**EDU 4945. Student Teaching in the Middle School/Secondary School II - 5 hours (Block-Fall, Spring - concurrent enrollment in EDU 4935)**

Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4935. Must be taken as part of the professional block semester unless permission is granted by the Director of Teacher Education or the Coordinator of Clinical Experiences for it to be taken in another semester. (Student Teaching Fee: \$150)

**EDU 4951-3. Special Topics in Education - 1-3 hours (On demand)**

An intensified approach to selected education topics or subject matter not regularly offered by the department. Prerequisites: EDU 2113, 2313 and consent of department head.

**EDU 4983. Internship in Child and Family Education - 3 hours (Fall, Winterfest, Spring, Summer)**

Provides experience with a cooperative program of business or other related employment in the area of Child and Family Studies. Students will spend 120 clock hours in the internship program. Prerequisites: Child and Family Education major with senior standing and 2.0 GPA. Students should apply during their junior year and have consent of early childhood instructor and coordinator of clinical experiences.

**EDU 4991-3 Independent Studies (Elementary Majors) - 1-3 hours (On demand)**

Advanced studies of specific topics arranged by department chairperson. Prerequisites: EDU 2113, 2313 and consent of department head.

**EDU 5002. Teaching Social Sciences I - 2 hours**

(See EDU 3002)

**EDU 5013. Foundational Perspectives of Education - 3 hours**

A study of the major foundations of education, including historical, philosophical, sociological, moral and ethical bases. Also included is study of current educational theory as viewed from a Christian perspective.

**EDU 5022. Teaching Social Sciences II - 2 hours**

(See EDU 3022)

**EDU 5023. Curriculum Design and Development - 3 hours**

The study of principles and theory of curriculum design and procedures for developing curriculum in elementary and secondary education. Emphasis is on the role of the teacher in curriculum development in local school. Review of literature relating to curriculum development and study of current school curriculum guides is an important part of the course.

**EDU 5033. Learners and the Learning Process - 3 hours**

A study of how students learn with emphasis on current theories of learning, the relationship between learning and development, the characteristics of learners and effective methods for measuring learning. The overarching purpose of the course is to enhance endeavors of teachers to improve student learning.

**EDU 5083. Research and Statistics - 3 hours**

Concepts of research design, methodology, sampling techniques, internal and external validity, the scientific method in educational problem solving, and statistical treatment. Included are assumptions underlying the use of statistical tests, selection of appropriate statistical techniques, calculations of statistics, and the interpretation of the results of the analysis. Critical analysis and evaluation of published educational research studies and the writing of educational proposals are major components.

**EDU 5093. Master's Research Project - 3 hours**

The Master's Research Project consists of a field-based research project centering upon a practical problem of special interest to the student. The student will identify the problem and develop a proposed research plan, conduct the research under supervision (usually in one's place of work), and develop a comprehensive research report. The report will be presented orally and the written report will be bound and placed in the University Library. Prerequisite: EDU 5083.

**EDU 5112. Teaching Writing - 2 hours**

(See EDU 4112)

**EDU 5114. Teaching Reading/Language Arts I - 4 hours**

(See EDU 3114)

**EDU 5124. Teaching Reading/Language Arts II - 4 hours**

(See EDU 3124)

**EDU 5162. Teaching Integrated Math/Science I - 2 hours**

(See EDU 3162)

**EDU 5182. Teaching Integrated Math/Science II - 2 hours**

(See EDU 3182)

**EDU 5203. Curriculum Methods in Early Childhood Education - 3 hours**

Exploration of the subject of early childhood programming, with a focus on the importance of preparing materials and learning techniques to advance the physical, emotional, and cognitive development of young children. Emphasis is on adapting materials and methods to the needs of young children.

**EDU 5213. Screening and Evaluation in Early Childhood Education - 3 hours**

Assessment of young children, including training in interpretation and critical evaluation of standardized tests. Emphasis is on examination and appropriate use of development tests and alternative assessment procedures.

**EDU 5223. Issues and Trends in Early Childhood - 3 hours**

Current trends and issues in early childhood education with emphasis on the study of research and recent findings in the development, modification and implementation of programs for young children.

**EDU 5233. Literature for the Young Child - 3 hours**

Designed to acquaint the student with exemplary literature for the young child and to develop competency in the use of effective and sound methods for using books to enrich the lives of young children.

**EDU 5333. Principles and Methods of Secondary School - 3 hours**

(See EDU 3333)

**EDU 5353. Reading Miscue Analysis - 3 hours**

The study of a procedure based upon whole language and psycholinguistic theory that enables the teacher to investigate and understand the reading of an individual reader, to develop an understanding of how readers transact with text to build comprehension, and to use this procedure as a base for constructing and implementing an individual developmental or remedial plan.

**EDU 5363. Whole Language - 3 hours**

The study of how a person is using all aspects of verbal or written communication at his/her disposal to think—sometimes literally, sometimes inferentially, sometimes aesthetically, but always evaluatively and critically in the framework of a total school curriculum.

**EDU 5373. Issues and Trends in Reading Instruction - 3 hours**

An intensive analysis of reading programs from the standpoint of current developmental and remedial methodologies.

**EDU 5383. Supervision of Instruction in Reading - 3 hours**

The supervisory responsibilities and problems concerned with reading, including the building of reading programs appropriate for a school population and community, utilizing appropriate research in the operation of a quality reading program, using supervisory techniques appropriate to the task, and serving as a leader in the change process of a school reading program.

**EDU 5463. Middle School Philosophy and Organization - 3 hours**

A focus on the historical and philosophical foundations of the traditional junior high and subsequent middle school movement. This course will provide an examination of middle level practices and organizational components, with an emphasis on connection of these practices with research that is both supportive of their implementation and based on the needs of young adolescents. Central to this course will be the application of middle level principles to the practitioners' classroom.

**EDU 5473. Psychology of the Middle School Student - 3 hours**

(See EDU 4473).

**EDU 5493. Middle School Curriculum - 3 hours**

(See EDU 4493).

**EDU 5512. Methods of Teaching Art, PK-12 - 2 hours**

(See EDU 4512).

**EDU 5513. Methods of Teaching Mathematics in the Middle and Secondary Schools - 3 hours**

(See EDU 4513).

**EDU 5522. Methods of Teaching Science in the Middle and Secondary Schools - 2 hours**

(See EDU 4522).

**EDU 5523. Methods of Teaching Business Subjects in the Secondary School - 3 hours**

(See EDU 4523).

**EDU 5533. Methods of Teaching Health and Physical Education, 6-12 - 3 hours**

(See EDU 4533).

**EDU 5542. Methods of Teaching Social Studies in the Middle and Secondary Schools - 2 hours**

(See EDU 4542).

**EDU 5543. Methods of Teaching Writing in the Secondary School - 3 hours**

(See EDU 4543).

**EDU 5552. Methods of Teaching Speech in the Middle and Secondary Schools - 2 hours**

(See EDU 4552).

**EDU 5562. Methods of Teaching Instrumental Music in the Middle and Secondary Schools - 2 hours**

(See EDU 4562).

**EDU 5563. Methods of Teaching Foreign Language - 3 hours**

(See EDU 4563).

**EDU 5573. Methods of Teaching Vocal Music in the Middle and Secondary Schools - 3 hours**

(See EDU 4573).

**EDU 5613. Teaching Reading in the Content Areas - 3 hours**

(See EDU 3613)

**EDU 5813. Instructional Design and Development - 3 hours**

Analysis and application of systematic approaches to the design and development of instruction. Emphasis is on systematic instructional planning, developing goals and objectives, specifying instructional strategies and the design and testing of instructional materials.

**EDU 5823. Media and Computer Education - 3 hours**

(See EDU 4823). Course Fee: \$12.00.

**EDU 5832. Tests and Measurement - 2 hours**

(See EDU 4832).

**EDU 5833. Behavior and Classroom Management**

(See EDU 3833)

**EDU 5842. The Exceptional Child - 2 hours**

(See EDU 4842).

**EDU 5853. Classroom Management - 3 hours**

A study of methods of discipline and behavior management in the classroom and of procedures for managing the classroom, including organization, administration, scheduling, record keeping and communication with administration and parents. Various models and systems are explored. Students will focus on aspects of classroom discipline and behavior management unique to their level of preparation.

**EDU 5911-3. Workshop - 1-3 hours**

Workshops focusing on practical classroom application of the subject addressed are offered in areas of major interest and need by students.

**EDU 5931-3. Readings - 1-3 hours**

Readings may be developed in reference to an area of major interest and need of an individual student. The required reading and reporting are specified in writing with signatures of the student and instructor indicating agreement.

**EDU 5951-3. Topics - 1-3 hours**

A special topic may be offered which focuses upon a subject of major interest and need by a group of students. Topica courses usually focus upon areas not covered by regular courses in the graduate curriculum.

**EDU 5961-3. Seminar - 1-3 hours**

A seminar may be offered relative to a subject of major interest and need by a group of students. Seminars usually focus at advanced levels upon specific subjects not covered in depth in the regular graduate curriculum.

**EDU 5971-3. Symposium - 1-3 hours**

Symposium credit may be earned by special approval of the advisor, the graduate faculty member who is to supervise the experience and the Office of Graduate Studies. Symposium credit is usually associated with participation to a significant degree in a professional development conference, workshop or similar program sponsored by an organization not associated with the university.

**EDU 5981-3. Internship/Practicum - 1-3 hours**

Planned and supervised work experience related to the student's graduate study, usually in an elementary or secondary school setting. Internships and practicums may be taken only with advanced planning and approvals involving the supervising graduate faculty member, the department in which the credit is earned and the Office of Graduate Studies. No more than four hours of credit from internships and practicums may normally be applied toward completion of the master's degree.

**EDU 5991-3. Independent Study - 1-3 hours**

Directed study by an individual student of an area not covered in the regular graduate curriculum. Independent study may be taken only by advanced approval of the supervising graduate faculty member, the department chair, and the graduate office.

**ENGLISH**

**ENG 0103. English Skills - 3 hours (Fall, Spring)**

Introduction to and practice in formal English with emphasis upon basic sentence and paragraph skills. This course does not count toward the 128 hours required for graduation.

**ENG 1003. English as a Second Language - 3 hours (On demand)**

First course for the student whose native tongue is not English, unless the student presents transferred credit for ENG 1113.

**ENG 1113. English Composition I - 3 hours (Fall, Spring)**

Expository writing based on a study of essays. Prerequisite: An acceptable test score on the ACT examination in English or at least a "C" grade in English 0103.

**ENG 1123. Honors Composition - 3 hours (Fall, Spring)**

An honors-level course in expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: An acceptable test score on the ACT examination in English. A grade of "C" or above in this course permits the student to receive credit for ENG 1113 also.

**ENG 2003. Technical Writing - 3 hours (On demand)**

The application of rhetorical principles to the writing of investigative and descriptive reports on scientific and technological subjects. Prerequisite: ENG 1113.

**ENG 2213. English Composition II - 3 hours (Fall, Spring)**

Expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: ENG 1113

**ENG 3233. Medieval and Renaissance English Literature - 3 hours (Spring, odd years)**

Literature of England from Beowulf to Shakespeare. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3243. Seventeenth and Eighteenth-Century English Literature - 3 hours (Spring, even years)**

Literature of England from Donne to Boswell. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 2951-4. Intensive Studies - 1-4 hours**

The study of selected language and literary topics.

**ENG 3303. American Literature for the Adolescent Reader - 3 hours (Fall, Spring)**

The study of adolescent and ethnic American literature and of methods for teaching this literature in the middle and secondary school classrooms. Prerequisite EDU 3333, concurrent enrollment in EDU 3333, or consent of instructor.

**ENG 3313. American Literature I - 3 hours (Fall)**

Literature of America from Bradford to Whitman. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3323. American Literature II - 3 hours (Spring)**

Literature of America from Dickinson to O'Connor. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3333. The Romantic Period - 3 hours (Fall, even years)**

Literature of England from Blake to Keats. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3343. The Victorian Period - 3 hours (Spring, odd years)**

Literature of England from Tennyson to Hopkins. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3353. Advanced Composition - 3 hours (Spring)**

Advanced expository writing, based on a study of contemporary prose. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3363. History of the English Language - 3 hours (Fall, odd years)**

The development of the English language from its beginning to the present. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 3373. Structure of the English Language - 3 hours (Fall, even years)**

Detailed study of current English sounds, grammar, and usage. Prerequisite: ENG 1113 and 2213, or ENG 1123.

**ENG 4413. Shakespeare - 3 hours (Fall, odd years)**

Tragedies, histories, and comedies of Shakespeare. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 4433. Twentieth-Century English Literature - 3 hours (Fall, even years)**

Literature of England from Hardy to Fowles. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 4453. Milton - 3 hours (Spring, even years)**

Life and works of Milton. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 4473. Modern Drama - 3 hours (Fall, odd years)**

British, American, and Continental plays from Ibsen to the present. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 4483. The American Novel - 3 hours (Spring, even years)**

Representative American novels from Brown to Bellow. Prerequisites: ENG 1113 and 2213, or ENG 1123.

**ENG 4951-4. Intensive Studies - 1-4 hours (Fall, Spring)**

The study of selected language and literary topics.

**ENG 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics.

**Methods of Teaching Writing in the Secondary Schools (Spring, odd years)**

(See EDU 4543)

## FINE ARTS

### **FAR 1003. Introduction to Fine Arts - 3 hours (Fall, Spring)**

A course designed to help the general education student to develop a basic understanding of music and art of various cultures and historical periods. Course Fee: \$20.

### **FAR 1013. Introduction to Art - 3 hours (Spring)**

An introduction to art from all historical periods to help the non-art major develop an understanding of the role of art in the life of man and the value of art to the individual. No credit for art majors: open to all other students. Course fee: \$20.

### **FAR 1023. Introduction to Music - 3 hours (Fall, Spring)**

A course designed to help the non-music major develop an understanding of music of various cultures and historical periods. Course Fee: \$20.

### **FAR 1033. Introduction to Theatre - 3 hours (Fall)**

A study of the history and literature of the theatre with introductory participation in the areas of acting and stagecraft. Emphasis on reading and attending plays. Course fee \$20.

## FINANCE

### **FIN 1193. Business Calculus (MAT 1193) - 3 hours (Fall, Spring)**

Derivatives and antiderivatives of functions inclusive of exponential and logarithmic, with applications to business and economics. **NOTE:** Students desiring further study of Calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195. Prerequisite: MAT 1143.

### **FIN 2951-4. Special Topics in Finance - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

### **FIN 3003. Personal Financial Planning - 3 hours (Spring)**

Topics to be studied include budgeting, banking, major consumer purchases (including lease vs. buy decisions), home ownership, all types of personal insurance (from liability to disability), investments, estate planning and taxes. Prerequisites: Junior standing or consent of instructor.

### **FIN 3023. Statistical Analysis I - 3 hours (Fall)**

Emphasizes collection, tabulation, graphic presentation and interpretation of business and economic data. Includes measures of central tendency and dispersion, elementary probability, sampling theory and linear correlation, computer applications. Lab fee: \$12. Prerequisite: FIN 1193 or Consent of Instructor.

### **FIN 3033. Statistical Analysis II - 3 hours (Spring)**

Business application of sampling techniques, statistical inferences, linear and multiple correlation and time series. Includes confidence intervals, hypothesis testing, quality control, binomial distribution and Chi-Square analysis, computer application. Lab fee: \$12. Prerequisite: FIN 3023 or equivalent.

### **FIN 3043. Technical Analysis of Security Trends - 3 hours (Spring)**

An academic pursuit to develop analytical skills in identifying demand/supply securities price formations along with developing investment strategies in regard to specific market indicators. Emphasis will be placed on the analysis of traditional and innovative security instruments. The course will incorporate an on-line computer security database for student access and research. Prerequisite: Junior or senior status in the School of Business Administration. Lab fee: \$12

### **FIN 4043. Business Finance - 3 hours (Fall)**

Study of the principles of financing short-term and long-term capital needs of business firms in keeping with an objective of maximizing the firm's value to its shareholders, i.e., stock price. Special attention given to Capital Asset Pricing Model, the various capital budget theories, and computer applications. Lab fee: \$12 Prerequisites: ACC 2033, FIN 3033 or MGT 3033, and Senior status.

### **FIN 4053. Investments - 3 hours (Spring, even years)**

A study of the entire field of investments with major emphasis on security valuation theories, security markets, portfolio management and computer applications in the investment decision making process. Lab fee: \$12. Prerequisite: FIN 4043 or consent of instructor.

### **FIN 4951-4. Intensive Study In Finance - 1-4 hours (On demand)**

Topics will vary with each offering; therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

**FIN 4981-3. Internship in Finance - 1-3 hours (Fall, Spring, Summer)**

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

**FIN 5083. Quantitative Research Methods - 3 hours**

The application of mathematical, statistical, and computer techniques to decision-making will be emphasized. Also, the following concepts will be incorporated in the course: research designs, internal and external validity, and sampling techniques. Prerequisite: Statistics Proficiency and Computer Literacy

**FRENCH**

**FRE 1114. Elementary French I - 4 hours (Fall)**

Pronunciation, conversation, reading, composition, and basic grammar.

**FRE 1124. Elementary French II - 4 hours (Spring)**

Continuation of FRE 1114. Prerequisite: FRE 1114 or satisfactory placement scores or one year of high school French.

**GEOGRAPHY**

**GEO 1103. Geography - 3 hours (Fall, Spring)**

Basic survey introducing the various elements of geographical study.

**GERMAN**

**GER 1114. Elementary German I - 4 hours (Fall)**

Pronunciation, conversation, reading, composition and basic grammar.

**GER 1124. Elementary German II - 4 hours (Spring)**

Continuation of GER 1114. Prerequisite: GER 1114 or satisfactory placement scores or one year of high school German.

**GREEK**

**GRE 1014. Elementary Greek I - 4 hours (Fall, odd years)**

Study of the basic elements of New Testament Greek, stressing vocabulary, conjugation, declension, composition and translation. Prerequisites: BIB 1013, 1023 or 1002, 1012.

**GRE 1024. Elementary Greek II - 4 hours (Spring, even years)**

Continuation of GRE 1014. Oral and written exercises continued; introduction to Greek New Testament through passages which are relatively uncomplicated. Prerequisite: GRE 1014.

**GRE 3013. Intermediate Greek - 3 hours (Fall, even years)**

Review of grammar principles. Stress on translation and interpretive significance of grammatical constructions in the Greek New Testament. Prerequisite: GRE 1024.

**GRE 3023. Advanced Greek - 3 hours (Spring, odd years)**

Extensive reading in the Greek New Testament with emphasis upon syntax and careful, accurate exegesis. Prerequisite: GRE 3013.

**GRE 4951-3. Intensive Studies in Greek - 1-3 hours**

Exegetical studies in selected books or passages of the Greek New Testament. The course may be taken more than once. Prerequisite: GRE 3023.

**HEALTH & PHYSICAL EDUCATION**

**HPE 1001. Bowling - 1 hour (On demand)**

Study and practice in the fundamental skills of bowling. (Fee \$30)

**HPE 1011. General Activities - 1 hour (Fall)**

Instruction in skills, knowledge of rules and strategy, care of equipment and competitive experiences under game conditions of selected activities. Activities included are physical fitness and conditioning, handball, flag football, soccer, volleyball, basketball, and softball. (Required of physical education majors.)

**HPE 1021. General Activities - 1 hour (Spring)**

Continuation of HPE 1011. (Required of physical education majors.)

**HPE 1031. Tennis - 1 hour (Fall, Spring)**

Basic skills, rules and courtesies of tennis are presented.

**HPE 1033. Foundations of Physical Education and Sport - 3 hours (Fall)**

A course designed to help students develop perspectives in the field of physical education. Students will examine the different settings; kinds of programs; qualifications needed to enter the profession; career opportunities; and issues facing physical educators.

**HPE 1041. Golf - 1 hour (Fall, Spring)**

Basic skills, rules and individual performance in golf. Course fee \$15

**HPE 1043. Personal and Community Health - 3 hours (Fall)**

Study of major health problems and factors determining health, with special considerations given to principles and practices of good health.

**HPE 1051. Archery/Badminton - 1 hour (On demand)**

History, fundamentals, skills and safety factors in archery and badminton.

**HPE 1061. Foundation of Physical Fitness/Wellness I - 1 hour (Fall, Spring)**

Study and participation in programs recommended for development of adult physical fitness, emphasis is on determining level of fitness, importance of fitness in total well being, nutrition and diet selection, monitoring effect of fitness activities and selection of Fitness/Wellness programs.

**HPE 1071. Beginning Swimming - 1 hour (Spring)**

Instruction in skills and techniques for beginning swimming. The American Red Cross Beginners test must be passed for course credit to be received.

**HPE 1081. Life Guard Training - 1 hour (Spring)**

Skills and techniques of life saving as identified in the American Red Cross Water Safety Program will be emphasized.

**HPE 1112. Introduction to Sport Management - 2 hours (Fall)**

The course is designed to provide the student with the overview of a career in sport management including areas of professional endeavors which cover a wide variety of sport and fitness related occupations. The course will also provide an academic perspective of the professional preparation necessary to achieve employment in the profession.

**HPE 1161. Foundations of Physical Fitness/Wellness II - 1 hour (Fall, Spring)**

Continuation of HPE 1061 with emphasis on Fitness program selection and monitoring effects of Fitness Activities on the body through lifestyle utilization.

**HPE 1181. Aqua Exercise - 1 hour (Fall, Spring)**

Instruction in skills and techniques of exercise in the water.

**HPE 1982. Athletic Training Practicum - 2 hours**

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

**HPE 2011. Scuba Diving - 1 hour (Fall, Spring)**

Theory and techniques of scuba diving. Ten lessons in pool, and four open water classes. All equipment provided. (Fee required \$105)

**HPE 2012. Officiating Sports - 2 hours (Fall, Spring)**

A study of the rules, methods and techniques of officiating sports. Emphasis will be on major sports.

**HPE 2022. Perceptual Motor Development - 2 hours (Fall, Spring)**

Methods of teaching children through movement experiences. An emphasis will be placed on perceptual motor development as it relates to movement.

**HPE 2032. Coaching Volleyball - 2 hours (Spring)**

Study of offensive and defensive skills and strategy of volleyball. Coaching methods, strategy, and organization of practice and matches are emphasized.

**HPE 2042. Psychology of Coaching - 2 hours (Fall)**

An examination of the psychological principles that apply in coaching, athletics, and physical activity.

**HPE 2052. Coaching Softball & Baseball - 2 hours (Spring)**

The methods and materials used in coaching softball and baseball will be examined. A study of practice organization, skill analysis, teaching methods for each position, purchase and care of equipment and conditioning will be included.

**HPE 2063. School Health Education - 3 hours (Spring)**

Curriculum for and methods of teaching health education in elementary and secondary schools.

**HPE 2982. Athletic Training Practicum - 2 hours**

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

**HPE 3012. Coaching of Football - 2 hours (Fall)**

Study of offensive and defensive systems; methods of coaching football. Prerequisites: HPE 1011 and 1021.

**HPE 3013. Teaching of Individual and Dual Sports - 3 hours (Spring)**

Class organization, teaching and coaching methods for selected individual and dual sports. Prerequisites: HPE 1011 and 1021.

**HPE 3022. Coaching of Basketball - 2 hours (Fall)**

Study of components of basketball. Emphasis on individual and team skills, conditioning and styles of play.

**HPE 3043. Analysis of Basic Rhythms - 3 hours (Fall)**

Study of basic rhythmic patterns including application of basic movements and teaching methods.

**HPE 3053. Measurement and Evaluation In Physical Education - 3 hours (Spring)**

A course to acquaint students with various evaluation methods in physical education. Practice is given to administering tests and interpreting results with appropriate statistical procedures. Prerequisite: HPE 1033, 1011, 1021.

**HPE 3062. Coaching of Track and Field - 2 hours (Spring)**

Study of accepted forms of track and field events; factors affecting endurance, speed and fatigue; preparation and selection of contestants for competition; and management techniques.

**HPE 3073. Physiology of Exercise - 3 hours (Spring)**

Study of the effects of exercise on the organs and systems of the body; special emphasis on the cardio-respiratory system. Prerequisite: BIO 2204

**HPE 3082. Care/Prevention of Athletic Injury - 2 hours (Spring)**

A course to develop skills in the prevention and care of the injuries common to athletic activities; includes both lecture and laboratory experiences.

**HPE 3092. Standard First Aid - 2 hours (Fall, Spring)**

Study of treatment for common emergencies including treatment of wounds, shock, poisoning, fractures, unconsciousness and stoppage of breathing. American Red Cross certificate may be earned.

**HPE 3132. Teaching Physical Education In the Elementary School - 2 hours (Spring)**

Teaching methods; selection of activities; program planning; emphasis on development of a progressive curriculum.

**HPE 3982. Athletic Training Practicum - 2 hours**

Four hundred clock hours of supervised practical experience in athletic training situations assigned by a certified athletic trainer. Assignments will be based upon the experience level of the student trainer.

**HPE 4002. Sports, Games, and Intramurals - 2 hours (Fall)**

Philosophy, organization and administration of recreational programs conducted within the college and, on limited basis, in competition with other schools. Prerequisite: Junior or Senior standing.

**HPE 4003. Kinesiology - 3 hours (Fall)**

Study of skeletal and muscle systems as they relate to physical education and athletic movements. Practice is given in identification of proper form and procedures for correcting errors in sports movements.

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**HPE 4013. Sports and Physical Activity in American Society - 3 hours (Spring)**

A study of the place of sports and physical activity in American society. Principles, historical events, and current status of sports and physical activity will be studied.

**HPE 4023. Organization and Administration of Physical Education and Recreation - 3 hours (Fall)**

A course emphasizing the methodology of planning, organizing, administering and managing the physical education or recreation department. Consideration given to staff and personnel, equipment, budgeting, records, reports and programming. Prerequisite: Junior or Senior standing.

**HPE 4033. Fundamental of Sports Medicine - 3 hours (Spring)**

Designed to prepare the students for futures in athletic training, physical therapy, medicine, or advanced Physical Education. Lecture-lab type class which draws upon the expertise of surgeons, general physicians, physical therapists, and certified athletic trainers for a professional look at sports medicine.

**HPE 4043. Adapted Physical Education - 3 hours (Spring)**

An overview of special populations and their problems related to participation in physical education. Examination of services, resources and programs are included.

**HPE 4113. Driver Education I - 3 hours (Summer, on demand)**

Fundamentals and techniques of driver education with emphasis on skills necessary for safe and efficient driving. Prerequisites: Consent of instructor, valid driver's license.

**HPE 4123. Driver Education II - 3 hours (Summer, on demand)**

Advanced course for students planning to teach Driver Education in secondary schools. Classroom instruction and in-car experience in teaching beginning drivers safety fundamentals and driving skills.

**HPE 4133. Safety Education - 3 hours (Summer, on demand)**

Covers phases of safety education such as home, highway and community safety. Statistics will be studied concerning these types of safety. The student will practice habits which will insure the safety of himself and his family. Prerequisite: Consent of instructor.

**HPE 4951-4. Special Topics in Physical Education - 1-3 hours**

An intensified approach to selected Physical Education topics or subject matter not regularly offered by the department. Areas of study will vary. Prerequisite: Consent of Department of Physical Education Head.

**HPE 4971-3. Physical Education Symposium - 1-3 hours (On demand)**

Credit given by special short-term, but intensified study in the field of physical education including labs, workshops, clinics or conferences sponsored by national, regional, or state associations or agencies. (Restricted to physical education majors of Junior or Senior standing; must be with approval of department head.)

**HPE 4982. - 2 hours**

Continuation of HPE 3982.

**HPE 4983-6. Internship in Sport Management - 3-6 hours (Fall, Spring, Summer)**

A fulltime residency for on-the-job training under the supervision of a Sport Management professional. Includes observation, supervision, planning, instruction, direct leadership, and evaluation. Minimum requirement-240 hours. Prerequisites: A minimum grade of "C" in all Sports Management courses; a minimum overall GPA of 2.00 in all course work taken at SBU prior to application for internship and prior to internship itself; restricted to Sport Management majors of senior standing; advanced application no later than September or February of preceding semester. (Fee \$50)

**HPE 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Exploratory projects of undergraduate research and directed individual study in health and physical education areas not included in the regular curriculum. See further guidelines in this catalog under "Independent Study". (Restricted to health and physical education majors of Junior or Senior standing.)

**HPE 5003. Adapted Physical Education - 3 hours**

Basic terminology, fundamental values, overview of special populations and their problems related to physical education. Surveys of settings, services, resources and programs in physical education for the handicapped.

**HPE 5013. The Curriculum in Physical Education - 3 hours**

An investigation and analysis of current and innovative instructional programs in physical education.

**HPE 5023. Organization and Administration of Physical Education and Recreation- 3 hours**

(See HPE 4023).

**HPE 5033. Management of Programs and Facilities in Physical Education and Recreation - 3 hours**

An examination of management techniques in physical education and recreation programs. Problems, procedures, and principles of facility operation are included.

**HPE 5043. Physiology of Sports-Concepts in Fitness and Training - 3 hours**

The physiology of human performance, literature in physical fitness, athletic training and rehabilitation and improving work performance.

**HPE 5053. Supervision and Management in Physical Education - 3 hours**

Supervisory techniques and management practices essential to effective operation of a physical education program. Development of leadership qualities needed by administrators of physical education programs.

**HPE 5073. Seminar in Professional Literature - 3 hours**

Review and analysis of professional literature in physical education, athletics and related fields.

**HPE 5113. Driver Education 1 - 3 hours**

(See HPE 4113).

**HPE 5163. Current Problems and Issues in Physical Education - 3 hours**

Recognizing, classifying and reporting problems in physical education. Studying techniques and methods of solving problems. Current issues and problems in the field of physical education are studied.

**HPE 5971-2. Physical Education Symposium - 1-2 hours**

(See HPE 4971-2).

**HPE 5991-3. Independent Study - 1-3 hours**

(See HPE 4991-3).

**HPE 5911-3. Workshop**

**HPE 5931-3. Readings**

**HPE 5951-3. Special Topics**

**HPE 5971-3. Symposium**

**HPE 5981-3. Internship/Practicum**

**HPE 5991-3. Independent Study**

**Varsity Sports**

Credit will be granted for participation in varsity sports. Course numbers for varsity sports are as follows:

Men's Varsity Basketball	1091-1	3091-1
Women's Varsity Basketball	1091-2	3091-2
Varsity Soccer	1111-1	3111-1
Men's Varsity Baseball	1191-1	3191-1
Men's Varsity Tennis	1291-1	3291-1
Women's Varsity Tennis	1291-2	3291-2
Men's Varsity Cross Country	1391-1	3391-1
Women's Varsity Cross Country	1391-2	3391-2
Men's Varsity Football	1491-1	3491-1
Men's Varsity Track	1591-1	3591-1
Women's Varsity Track	1591-2	2591-2
Men's Varsity Golf	1691-1	3691-1
Women's Varsity Softball	1791-2	3791-2
Women's Varsity Volleyball	1891-2	3891-2
Cheerleading	1991	3991

**HEALTH SERVICES ADMINISTRATION**

**HSA 5013. Health Services Law and Risk Management - 3 hours**

The principles, regulations, rules of law, and procedures as they relate to local, state, national, and professional involvement in the operation of health services. Topics include legal responsibilities of the governing board, medical staff, etc.; admission and discharge

of patients; consent for treatment; negligence and malpractice; employee relations; medical records; and specialized records.  
Prerequisite: Business Law or alternative

**HSA 5023. Financial Management of Health Institutions - 3 hours**

The study of principles of short-term and long-term financing of resource needs of health delivery institutions. Topics include the health expenditure crisis, Medicare's payment system, alternative hospital costing and pricing policies, and issues and instruments of United States financial markets. Prerequisite: ACC 5013

**HSA 5043. Strategic Planning and Marketing of Health Services - 3 hours**

Introduction to the theories and strategies of health planning from national, regional, multi-institutional, and institutional frameworks. Attention is given to marketing techniques, research and information systems, planning, and strategy implementation that must be carried out to keep the institutions productive. The needs in the market are related to available resources in order to establish marketing objectives and strategies. Prerequisite: Principles of Management or alternative.

**HSA 5103. Health Service Systems - 3 hours**

Introduction to the American health delivery system, including the commonalities and distinctive functions of the institutions that function in the provisions of health services and possible future alternatives.

**HSA 5113. Computer Systems in Health Services Administration - 3 hours**

The use of the computer as a management tool in health service administration. Topics covered will include spreadsheet macros and graphics, data-base management systems, electronic worksheets and statistical software, word processing, and communicating with external data base. Prerequisite: Computer Literacy

**HSA 5123. Long-Term Care Administration - 3 hours**

A study of the organization and management of long-term care facilities. The relationship between long-term and acute care facilities is examined; characteristics unique to long-term care are explored.

**HSA 5133. Total Quality Management in Health Care - 3 hours**

Designed to teach the principles of Total Quality Management (TQM) as they apply in health care. The elements of organizational TQM efforts will be discussed and implications for the health care manager will be reviewed. Project teams, an integral part of the TQM effort, will be studied as a quality improvement strategy. This course will cover the skills needed to develop teams in an organizational context; strategies used by teams to improve quality; and a classroom simulation of a quality improvement team.

**HSA 5183. Health Service Organization, Administration, and Personnel - 3 hours**

The study of the organizational structure of various health delivery institutions including governing boards, officers, care providers, support personnel, and interaction with regulatory agents.

**HSA 5953. Intensive Studies in Health Services Administration - 3 hours**

Topics will vary with each offering.

## HEBREW

**HEB 1014. Elementary Hebrew I - 4 hours (Fall, even years)**

Introduction to the basic skills of translating biblical Hebrew with emphasis upon vocabulary, grammar, composition and translation. Prerequisites: BIB 1013, 1023, or 1002, 1012.

**HEB 1024. Elementary Hebrew II - 4 hours (Spring, odd years)**

Continuation of HEB 1014 with an introduction to the Hebrew Old Testament through translating representative passages which are relatively uncomplicated. Prerequisite: HEB 1014.

**HEB 4951-3. Intensive Studies in Hebrew - 1-3 hours**

Exegetical studies in selected books or passages of the Hebrew Old Testament. This course may be taken more than once. Prerequisite: HEB 1024.

## HISTORY

**HIS 1113. Introduction to the History of Western Man - 3 hours (Fall)**

The roots of modern western civilization from the dawn of agricultural society in the Middle East to the eve of modern times in western Europe.

**HIS 1123. Western Man from Renaissance to the 20th Century - 3 hours (Spring)**

Continuation of HIS 1113, examines the history of western man from the beginning of modern times to the end of the second world war.

**HIS 2213. History of the United States I - 3 hours (Summer, odd years; Fall)**

Political and social survey, 1492 to 1865. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

**HIS 2223. History of the United States II - 3 hours (Summer, even years; Spring)**

Political and social survey, 1865 to 1945. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

**HIS 2233. History of the United States III - 3 hours (Fall, Spring)**

Political and social survey, 1945 to the present. Prerequisite: Sophomore standing (over 30 hours) or consent of instructor.

**HIS 2951-4. Special Topics/Intensive Studies - 1-4 hours****HIS 3313. The Near East and Greece - 3 hours (Spring or Summer, even years)**

Various cultures, city-states, kingdoms and empires in the Near East from earliest civilization to the end of the Assyrian Empire in the East and to the aftermath of the Peloponnesian War in Greece. Prerequisite: HIS 1113 or consent of instructor.

**HIS 3323. Ancient Rome and the Empire - 3 hours (Winterfest or Spring, odd years)**

A survey of Roman history tracing the main lines of political, social and cultural development from earliest times through the periods of the Republic, Early Empire and the late Empire of the fourth century A.D. Prerequisite: HIS 1113 or consent of instructor.

**HIS 3423. Europe in the Middle Ages - 3 hours (Summer or Fall, odd years)**

Traces the political, economic, social, intellectual and religious changes in western Europe from the late Roman Empire of the 4th century A.D. to the apex of the area's first advanced civilization, c. 1300 A.D. Prerequisite: HIS 1113 or consent of instructor.

**HIS 3463. History of Christianity I - 3 hours (Fall, even years)**

Survey of early and medieval Christianity emphasizing its growth and geographic expansion, the development of its thought and practice, the elaboration of its institutional structure and its role in history to 1500 A.D. Covers Orthodox churches as well as Roman Catholic. Can also be taken for Theology credit. Prerequisite: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

**HIS 3513. Europe in the Renaissance and Reformation Periods - 3 hours (Spring or Summer, even years)**

Traces the political, economic, social, intellectual and religious conditions and developments in western Europe between the fourteenth and the early seventeenth centuries. Emphasizes the Italian Renaissance and the Reformation movement. Can also be taken for Theology credit. Prerequisite: HIS 1113, or 1123, or consent of instructor.

**HIS 3673. History of Christianity II - 3 hours (Spring, odd years)**

Survey of the history and expansion of Christianity from 1500 A.D. to the present with special attention to the Protestant Reformation and the missionary expansion of Roman Catholicism, the birth of Puritanism, Pietism, and evangelical awakening and the rise and expansion of evangelical Christianity around the world. Can also be taken for Theology Credit. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

**HIS 3783. United States Diplomatic History, 1775-1928 - 3 hours (Fall, odd years)**

Survey of late 18th and 19th Century diplomatic relations of the United States. Prerequisite: HIS 2213 or consent of instructor.

**HIS 3833. Recent United States History, 1890-1928 - 3 hours (Fall, even years)**

Problems surrounding an emerging industrialism and the rise of an American reform tradition. Prerequisite: HIS 2223 or consent of instructor.

**HIS 3843. Recent United States History, 1929-Present - 3 hours (Spring, odd years)**

The New Deal and subsequent domestic programs. Prerequisite: HIS 2223 or 2233 or consent of instructor.

**HIS 3893. United States Diplomatic History, 1929-Present - 3 hours (Spring, even years)**

Survey of 20th century diplomatic relations of the United States. Prerequisite: HIS 2223 or 2233 or consent of instructor.

**HIS 4313. The Near East: From Cyrus to Pompey - 3 hours (Winterfest or Spring, odd years)**

Traces 600 years of the Near Eastern political and cultural history from the destruction of the Assyrian Empire (c. 610 B.C.) to the sweep of Roman domination into Judea (63 B.C.). Covers the careers of leaders such as Nebuchadnezzar, Darius, Ezra, Nehemiah, Alexander the Great, Antiochus Epiphanes and Judas Maccabaeus. Prerequisite: HIS 1113 or consent of instructor.

**HIS 4413. Roman Imperial Civilization and the Early Church - 3 hours (Summer or Fall, odd years)**

A detailed study of the period from c. 50 B.C. to c. A.D. 450. Emphasis is placed on the political, social, economic, religious and intellectual characteristics of the Hellenistic civilization of that period. Special attention is given to the Jewish sub-culture and the

emerging Christian movement in that context. Can also be taken for Theology credit. Prerequisites: BIB 1012, or 1023, and/or HIS 1113 or consent of instructor.

**HIS 4951-4. Special Topics/Intensive Studies in History - 1-4 hours (Fall, Spring)**

Seminar or directed class investigation of selected topics in the context of current historiographical opinion. Content variable. Student may elect to repeat the course. Prerequisite: Nine hours of history and/or consent of instructor.

**HIS 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

(History Majors; Social Science Education Majors)

Advanced studies of specific topics arranged by department chairman. Prerequisite: History or Social Science Education major, 15 hours of history, Jr. or Sr. standing (over 60 hours) and approval of the department.

## **HONORS PROGRAM**

**HON (BIB) 1002. Old Testament - 2 hours (Fall)**

Historical and religious survey of the Old Testament with emphasis upon researching thought provoking questions.

**HON (BIB) 1012. New Testament - 2 hours**

(Spring)

Historical study of New Testament people, books, and events.

**HON 1101-2. University Honors Seminar - 1-2 hours (Fall)**

Selected topics for those who qualify for the SBU Honors Program.

**HON (ENG) 1123. Honors Composition - 3 hours (Fall, Spring)**

An honors-level course in expository writing based on a study of imaginative literature (drama, fiction, poetry). Fee \$2. Prerequisite: An acceptable test score on the ACT examination in English. A grade of "C" or above in this course permits the student to receive credit for ENG 1113 also.

**HON (FAR) 1003. Introduction to Fine Arts - 3 hours (Fall, Spring)**

An introduction to the stylistic character and cultural climate common both to music and art in the major periods of western civilization. Lab fee: \$20.

**HON (PHI) 2013. Introduction to Philosophy - 3 hours (Fall, Spring)**

A critical study and evaluation of philosophical problems, questions, and methods.

## **HUMANITIES**

**HUM 1001. The Student in the University - 1 hour (Fall)**

To introduce the student to the university, its available resources, and the meaning and significance of higher education and the university experience.

**HUM 4042. Professional Development - 2 hours (Fall, Spring)**

A senior-level course designed to equip the graduating student with the skills and information necessary for making the transition from college life to work life. Prerequisite: Second semester Junior or Senior.

## **MANAGEMENT**

**MGT 1981-3. Fieldwork in Management**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Freshman standing, approval of the faculty advisor and department chair.

**MGT 2951-4. Special Topics/Management - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

**MGT 2981-3. Fieldwork in Management**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written

reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Sophomore standing, approval of the faculty advisor and department chair.

**MGT 3013. Principles of Management - 3 hours (Fall)**

The study of the process of management, which is the coordination of all the resources of organizations in order to achieve organizational objectives. The management process will be described, analyzed, and applied to all types of organizations, indicating the universality of management. Prerequisites: Junior standing, ACC 2033, ECO 2023, or consent of instructor.

**MGT 3033. Quantitative Operations Management - 3 hours (On demand)**

An introduction to the use of functions and quantitative techniques, including computer applications, in the operating areas of organizations. The organization is viewed as an integrated system to demonstrate the interrelation of functions and the use of feedback controls. Prerequisite: FIN 3023 or equivalent.

**MGT 3981-3. Fieldwork in Management**

Academically planned and supervised work experience in the area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chair as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Junior standing, approval of the faculty advisor and department chair.

**MGT 4033. Administrative Communications/Resource Management - 3 hours (Spring)**

Basic functions of personnel management emphasizing recruiting, selection, interviewing, testing, training, development, compensation, and performance evaluation. Prerequisite: BUS 2013, MGT 3013.

**MGT 4043. Organizational Behavior and Theory - 3 hours (Spring)**

Theory of organizations, individual and group behavior, organizational processes and change. This course is a requirement for many graduate programs in business. Prerequisite: MGT 3013.

**MGT 4053. International Management - 3 hours (On demand)**

Introduction to the multinational business organization and environmental factors of international business. Emphasis on the development of sound problem-solving, decision-making methods in the analysis of environmental and organizational variables and the application of management concepts to international business situations. Prerequisite: MGT 3013 or consent of the instructor.

**MGT 4063. Entrepreneurship and Small Business Counseling - 3 hours (On demand)**

Selected College of Business seniors consult with assigned small business under the direction of a faculty member. Students report the results of their analysis and recommend solutions of the management problems and opportunities. Prerequisites: Senior standing, business administration majors only.

**MGT 4083. Management Strategy and Policy - 3 hours (Spring)**

Integration of all prior course work into a realistic and scientific method of problem solving and evaluation of opportunities applicable to all types of organizations. The case method is used extensively. Prerequisites: Senior in the College of Business Administration, or consent of the instructor.

**MGT 4951-4. Intensive Study in Management - 1-4 hours (On demand)**

Topics will vary with each offering, therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

**MGT 4981-3. Internship in Management - 1-3 hours (Fall, Spring, Summer)**

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's educational preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

**MGT 5023. Law and Risk Management\* - 3 hours**

Examination of the legal environment in which Business enterprises function and the related impact on insurance and risk management.

**MGT 5043. Organizational Behavior/Personnel Supervision - 3 hours**

The study of effective management of both "planned" and "unplanned" organizational and behavioral change. Emphasis will be placed on organizational change and development, such as diagnostic activities; intervention strategies applicable at the individual, team, and system levels; evaluation of change; and role of the change agent. Prerequisite: Management Principles

**MGT 5213. International Management\* - 3 hours**

Advanced study of the multinational business organization and on the environmental factors of international business. Emphasis on the development of sound problem-solving, decision-making methods in the analysis of environmental and organizational variables and the application of management concepts to international business situations.

**MGT 5123. Current Topics\* - 3 hours**

This seminar course is composed of selected topics of current interest to business personnel. Specific opportunities are provided for objective examination of controversial issues surrounding business entities.

\*--Concentrations and courses are subject to approval by appropriate internal curriculum committees and NCA accreditation review in the spring of 1996.

**MANAGEMENT INFORMATION SYSTEMS**

**MIS 1011-2. Elementary Keyboarding - 1-2 hours (On demand)**

Fundamentals of typewriting and the mastery of the keyboard for personal use or basis of vocational skill. No credit can be given for high school typewriting. (Lab fee \$8)

**MIS 3033. Word Processing - 3 hours (Fall, Spring)**

This course is designed to introduce the student to concepts and terminology used in word/information processing center and for personal use of word processors. A hands-on-experience using microcomputers will be provided. The student should be able to apply the concepts and procedures learned to most other word processors. (Lab fee \$12). Prerequisite: Typewriting proficiency, CIS 1103, or EDU 4823.

**MARKETING**

**MKT 2951-4. Special Topics in Marketing - 1-4 hours (On demand)**

Topics will vary with each offering. Therefore, the course may be repeated for credit.

**MKT 3023. Principles of Marketing - 3 hours (Spring)**

The study of the system of activities that constitute marketing with emphasis on the principles, policies and strategies utilized to identify and satisfy the needs and wants of consumers. The universal application of marketing management in all forms or organizations is stressed. Prerequisites: ACC 2033, ECO 2013, ECO 2023, and Junior status, or consent of instructor.

**MKT 3073. Professional Selling - 3 hours (Winterfest)**

Investigation, study and practice in the science and art of salesmanship, with emphasis on the consultative or professional approach to ascertaining the needs and wants of others assisting them to obtain satisfaction. Prerequisite: Junior status is desirable but not required.

**MKT 3083. Creative Advertising - 3 hours (Winterfest)**

This course is designed as a creative, innovative introduction to advertising. Types of advertising media, copy, and style will be evaluated, and emphasis will be placed on creativeness in advertising. This course will include films, guest speakers, field trips, and creative advertising projects.

**MKT 4023. Marketing Management - 3 hours (Fall)**

Advanced study of the role and responsibilities of marketing executives. Emphasis will include the analysis, planning, organization, implementation, and control of marketing programs. Prerequisite: MKT 3023.

**MKT 4951-4. Intensive Study in Marketing - 1-4 hours (On demand)**

Intensive study in Marketing. Topics will vary with credit offering; therefore, the course may be repeated for credit. Prerequisites: Junior or Senior standing and departmental approval.

**MKT 4981-3. Internship in Marketing - 1-3 hours (Fall, Spring, Summer)**

Academically planned and supervised work experience in area(s) of the student's major within business or other organizations, approved by the faculty advisor and department chairman as an enhancement to the student's education preparation at SBU. Written reports will be required of the student and performance reports from the employer. A maximum of six semester hours of internship may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chairman.

**MKT 4991-3. Independent Study in Marketing - 1-3 hours (Fall, Spring)**

Independent study of some problem or area not covered in the organized courses under direction of a faculty member in whose field of specialization the problem or area lies. Prerequisite: 3.00 GPA in major field, Junior standing, and approval of department chairman.

**MKT 5113. Marketing Management\* - 3 hours**

Advanced study of the role and responsibilities of marketing executives. Emphasis will include the analysis, planning, organization, implementation, and control of marketing programs.

\*--Concentrations and courses are subject to approval by appropriate internal curriculum committees and NCA accreditation review in the spring of 1996.

**MATHEMATICS****MAT 0102. Mathematical Skills - 2 hours (Fall, Spring)**

Review and practice in basic mathematical skills. Applications using whole numbers, common and decimal fractions, and percent. Development of measurement concepts using consumer problems, perimeter, area, and volume. This course is recommended for students with less than one unit of high school algebra or who have a low score on the prealgebra portion of the Enhanced ACT Examination. This course does not count toward the 128 hours required for graduation. Lab fee \$10.

**MAT 0113. Basic Algebra - 3 hours (Fall, Spring)**

Equivalent to one and one-half units of contemporary high school algebra with an emphasis on application. This course is recommended for students with one to one and one-half units of high school algebra. Three lectures, one laboratory each week. Prerequisite: A less than satisfactory score on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination or a minimum grade of "C" in MAT 0102. This course does not count toward the 128 hours required for graduation.

**MAT 1134. Survey of Mathematics - 4 hours (Fall, Winterfest, Spring, Summer)**

An introduction to various topics in mathematics and how these topics apply to everyday life. Topics may include sets, logic, probability, statistics, metric system, mathematical systems, numeration systems, properties of numbers, algebra, geometry, and consumer mathematics. Not open to mathematics majors. Prerequisite: Satisfactory scores on the pre-algebra and intermediate algebra portions of the Enhanced ACT Examination, a minimum grade of "B" in MAT 0102, or minimum grade of "C" in MAT 0113.

**MAT 1143. College Algebra - 3 hours (Fall, Spring, Summer)**

The real number system and algebra developed using terminology of a set, complex numbers, exponents, radicals, inequalities, sequences, and series, introduction of theory of equations. Prerequisites: Satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination or a minimum grade of "C" in MAT 0113.

**MAT 1153. College Trigonometry - 3 hours (On Demand)**

Measurements of angles, circular functions and inverses, reduction formulas, addition formulas and related topics, graphs, equations, identities, complex numbers, and application. Prerequisites: MAT 0113 with a grade of "C" or concurrent enrollment in MAT 1143 or acceptable scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination.

**MAT 1173. Discrete Mathematics - 3 hours (Spring)**

A study of mathematical concepts that are not dependent upon the continuum. Topics will include sets, logic, combinatorics, probability, functions, relations, matrix algebra, Boolean algebra, and graph theory. The concept of proof and the nature of proof will also be explored. Prerequisite: MAT 1143 or one and one-half units of high school algebra.

**MAT 1193. (FIN 1193) Business Calculus - 3 hours (Fall, Spring)**

Derivatives and antiderivatives of functions inclusive of exponential and logarithmic, with applications to business and economics. Not open to mathematics majors. NOTE: Students desiring further study of calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195. Prerequisite: MAT 1143 College Algebra or its equivalent with a minimum grade of "C" or satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination.

**MAT 1195. Analytics and Calculus I - 5 hours (Fall, Spring)**

Graphs, function, plane analytical geometry, limits, continuity, derivatives, velocity-acceleration, rates, maxima and minima, differentials, Theorem of the Mean, antiderivatives, definite integrals, area, volume, work, fluid pressure, arc length, centroids. Prerequisites: MAT 1143 and 1153 or their equivalent with minimum grades of "C" or satisfactory scores on the prealgebra, intermediate algebra, and trigonometry portions of the Enhanced ACT Examination. NOTE: Students desiring further study of calculus must first complete MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195.

**MAT 2254. Analytics and Calculus II - 4 hours (Fall, Spring)**

Derivatives and antiderivatives of trigonometric, logarithmic and exponential function, hyperbolic functions, techniques of integration, conic sections, polar coordinates, transformations, indeterminate forms, improper integrals, sequences, and infinite series. Prerequisite: MAT 1195 or its equivalent with a minimum grade of "C".

**MAT 2264. Analytics and Calculus III - 4 hours (Fall, Spring)**

Parametric equations, vectors and curvilinear motion, solid analytical geometry, surfaces, partial derivatives, Lagrange multipliers, multiple integrals, Green's Theorem, Stokes' Theorem, and introduction to differential equations. Prerequisite: MAT 2254 or its equivalent with minimum grade of "C".

**MAT 2283. Survey of Mathematics for Elementary and Middle School Teachers I - 3 hours (Fall)**

Use of sets and set notation to describe and define number properties and operations. An axiomatic development of the system of whole numbers through the use of logic and proof of theorems. Development of the algorithms of addition, subtraction, multiplication, and division of whole numbers and integers. Open only to students preparing to teach in the elementary or middle school. Prerequisite: Satisfactory scores on the prealgebra portion of the Enhanced ACT Examination, a minimum grade of "B" in MAT 0102, or minimum grade of "C" in MAT 0113.

**MAT 2293. Survey of Mathematics for Elementary and Middle School Teachers II - 3 hours (Spring)**

Extension of the system of integers to include rationals, and real numbers. Applications in elementary algebra and introduction to basic geometry. Open only to students preparing to teach in the elementary or middle school. Prerequisite: MAT 2283.

**MAT 2951-4. Special Topics in Mathematics - 1-4 hours**

**MAT 3313. Abstract Algebra - 3 hours (Fall)**

An introduction to abstract algebraic systems and use of properties of groups, rings, integral domains, and fields to describe and develop certain characteristics of natural numbers, integers, rational, real, and complex numbers. Prerequisite: MAT 2264 or departmental consent.

**MAT 3323. Linear Algebra - 3 hours (Spring 1997 and every third semester thereafter)**

Vector spaces, linear transforms, matrices, determinants, systems of linear equations, quadratic forms, and vector products. Prerequisite: MAT 1193 or 1195.

**MAT 3334. Symbolic Logic and Set Theory - 4 hours (Winterfest)**

Symbolic statements, truth tables, quantifiers, inference, and implication, special sets of numbers, set operations, correspondences, cardinal numbers, Boolean algebra and logical structure of mathematical arguments. Prerequisite: MAT 1143 or its equivalent.

**MAT 3344. Probability and Statistics - 4 hours (Fall)**

Sample spaces, functions, or random variables and their distributions, conditional probability, Bayes' formula, Chebyshev inequalities, central limit theorem, regression and correlation, and sampling and hypothesis testing. Prerequisite: MAT 2264 or departmental consent.

**MAT 3363. Differential Equations - 3 hours (Spring)**

Explicit and power series solutions of certain types of linear differential equations, application and boundary value problems, operators including Laplace transforms, and Fourier series. Prerequisite: MAT 2264, or departmental consent.

**MAT 3383. History of Mathematics - 3 hours (Fall 1997 and every third semester thereafter)**

A survey of significant developments in mathematics and contributions of great mathematicians from the Babylonians to present day. Prerequisite: MAT 2264 or departmental consent.

**MAT 4433 (CIS 4433). Numerical Analysis - 3 hours (Fall, even years)**

Finite differences, numerical integration, matrix computations, numerical solution of nonlinear systems and differential equations, Least-squares techniques, curve fitting. Lab fee \$12. Prerequisite: MAT 2264.

**MAT 4471. Seminar in Mathematics - 1 hour (On demand)**

The presentation and group discussion of mathematical topics not covered in other courses, using as resources the library, films, departmental faculty, guest lecturers, and original presentations by the student. One session each week. Prerequisites: Mathematics with junior or senior standing and consent of the department chairperson.

**MAT 4484. Contemporary Geometry - 4 hours (Spring)**

An axiomatic development of geometry balanced between the classical material of euclidean geometry and the structure of alternate axiomatic systems. Prerequisite: MAT 2264 or departmental consent.

**MAT 4951-4. Special Topics in Mathematics - 1-4 hours (On demand)**

Selected topics of special interest in mathematics. May be repeated.

**MAT 4991-3. Independent Studies - 1-3 hours (On demand)**

Selected topics of special interest in mathematics.

**Methods of Teaching Mathematics in the Secondary School. (See EDU 4513).**

## **MILITARY SCIENCE**

**MIL 1102. Introduction to Military Science - 2 hours**

The role of the Army in society, history of Army R.O.T.C. and the Army Reserve, structure of the Department of Defense, first aid, repelling and basic marksmanship training. Prerequisite: Less than 40 hours.

**MIL 1112. Military Leadership and Land Navigation - 2 hours**

An overview of military leadership, study of the military officer ethic and the role of the professional officer corps. Land navigation and map reading. Practical Exercise. Prerequisite: MIL 1102.

**MIL 2212. War, Morality and the Military Profession - 2 hours**

Selected reading from the book of the same name. The class will be a Socratic approach to the profoundly complex issues facing today's military professionals. Prerequisite: MIL 1112 or permission.

**MIL 2213. Military History - 3 hours**

A survey of the American experience in war from the Mexican War to Vietnam. One battle from each major war will be studied in detail that will identify the progress in tactical doctrine and weapon effectiveness. Prerequisite: MIL 2212 or permission.

**MIL 2223. Basic Camp - 3 hours**

Six weeks of intense leadership, physical and tactical training at Fort Knox, Kentucky. Prepares students for admission to the advanced Military science course without the need to take 1102, 1112, 2212. Students receive compensation for travel, food and lodging (about six hundred dollars). Prerequisite: Permission.

**MIL 3303. Squad Leadership and Tactics - 3 hours**

Squad tactics, patrolling, basic soldier skills. Land navigation and fundamentals of squad leadership. One field problem required.

**MIL 3313. Platoon Leadership and Tactics - 3 hours**

Follow on to MIL 3303 with increased emphasis on platoon level leadership and tactics. Two field trips are required.

**MIL 3323. Advanced Camp - 3 hours**

Six weeks of advanced leadership and tactical training at Fort Riley, Kansas. Students receive compensation for travel, food, lodging, and are paid 50% of a second lieutenant's pay for the duration of camp.

**MIL 4403. Transition from Cadet to Lieutenant - 3 hours**

Command and staff functions and organizations. Leadership theory and ethics. Field trip required.

**MIL 4413. Transition from Cadet to Lieutenant - 3 hours**

Duties of the second lieutenant, customs of the service, the army family, and officer professional development.

**MIL 4971-3. Reading in Military Science - 1-3 hours**

Planned reading/research on military subjects. May be repeated once for credit. Four books per hour of credit.

**MUSIC****MUS 0100. Recital Attendance - (Fall, Spring)**

Laboratory in music listening and performance. Attendance at a designated number of department-sponsored or approved concerts. Music majors must complete six semesters of this course. Enrollment for pass-fail only.

**MUS 1101. Basic Class Piano I - 1 hour (Fall, Spring)**

Class instruction in piano designed for non-music students with no previous experience or less than one year. May not be taken by music majors or minors. Two hour lessons per week. No jury required. Lab fee: \$10.

**MUS 1111. Basic Class Piano II - 1 hour (Fall, Spring)**

Continuation of MUS 1101 but may be taken by non-music students with one-three years previous study. Students with more than three years study should enroll in Private Applied Piano. Two one-hour lessons per week. No jury required. Prerequisite: MUS 1101 or permission of Coordinator of Applied Music. Lab fee: \$10.

**MUS 1121. Secondary Class Piano I - 1 hour (Fall)**

Class instruction in piano for music majors and minors to develop functional ability in required secondary performance area. Required each semester until piano proficiency examination is passed. Two one-hour lessons per week. No jury required. Lab fee: \$10.

**MUS 1131. Secondary Class Piano II - 1 hour (Spring)**

Continuation of MUS 1121. Prerequisite: MUS 1121 or permission of Coordinator of Applied Music. Lab fee: \$10.

**MUS 1141. Basic Class Voice - 1 hour (Fall, Spring)**

Class instruction in voice designed to introduce beginning, non-music majors or minors. Two one-hour lessons per week. Fee: \$10. No jury required.

**MUS 1151. Basic Class Guitar - 1 hour (Fall, Spring)**

An applied class which will cover fundamental concepts and applied methods in guitar. Emphasis will be given to chording, beginning music theory, strumming and finger-picking styles of playing, song-writing and performance techniques as they apply to the guitar.

**MUS 1603. Music Fundamentals - 3 hours (Fall, Spring)**

An elementary study of the basic fundamentals of music reading and writing including notation, rhythm, chords, and pop/gospel (guitar) chord symbols. Training in how to compose a song.

**MUS 1611. Sightsinging/Eartraining I - 1 hour (Fall)**

Training in sightsinging and aural perception. Must be taken concurrently with MUS 1613. Music majors and minors; other with consent of department chairman. Lab fee: \$10.

**MUS 1613. Theory I - 3 hours (Fall)**

An intensive study of theoretical concepts of music organization, including notation, melody, rhythm, and harmony. Beginning functional keyboard study. Taken concurrently with MUS 1611 Music majors and minors; others with consent of theory coordinator.

**MUS 1621. Sightsinging/Eartraining II - 1 hour (Spring)**

Continuation of MUS 1611. Must be taken concurrently with MUS 1623. Lab fee: \$10. Prerequisite: MUS 1611 with a minimum grade of C.

**MUS 1623. Theory II - 3 hours (Spring)**

An historical-analytical study of the theoretical concepts of music through the classical period. Functional keyboard study. Taken concurrently with MUS 1621. Prerequisite: MUS 1613 with a minimum grade of C.

**MUS 1633. Survey of Music Literature - 3 hours (Fall, Spring)**

Survey of representative music literature from all historical periods and the development of analytical listening techniques. Music majors and minors; others with consent of department chairman.

**MUS 2121. Secondary Class Piano III - 1 hour (Fall)**

Continuation of MUS 1131. Prerequisite: MUS 1131 or permission of Coordinator of Applied Music. Lab fee: \$10.

**MUS 2131. Secondary Class Piano IV - 1 hour (Spring)**

Continuation of MUS 2121. Prerequisite: MUS 2121 or permission of Coordinator of Applied Music. Lab fee: \$10.

**MUS 2611. Sightsinging/Eartraining III - 1 hour (Fall)**

Advanced work in sightsinging and aural perception. Must be taken concurrently with MUS 2613. Lab fee: \$10. Prerequisite: MUS 1623 with a minimum grade of C.

**MUS 2613. Theory III - 3 hours (Fall)**

An historical/analytical/compositional study of the theoretical concepts of music of the Romantic period as well as a brief study of counterpoint, fugue, and variation techniques. Taken concurrently with MUS 2611. Prerequisite: MUS 1623 with a minimum grade of C.

**MUS 2621. Sightsinging/Eartraining IV - 1 hour (Spring)**

Continuation of MUS 2611. Must be taken concurrently with MUS 2623. Prerequisite: MUS 2611 with a minimum grade of C. Lab fee: \$10.

**MUS 2623. Theory IV - 3 hours (Spring)**

An historical/analytical/compositional study of theoretical concepts of music from 1890 to the present. Taken concurrently with MUS 2621. Prerequisite: MUS 2613 with a minimum grade of C.

**MUS 2702. Basic Conducting - 2 hours (Fall)**

Introduction to manual techniques of conducting, terminology for the conductor, mechanics of choral, band and orchestral scores. Prerequisites: MUS 1621 and 1623.

**MUS 2711. Instrumental Fundamentals - 1 hour (Spring)**

An elementary study of wind/percussion instruments with an emphasis on tone production and fundamental performance techniques. Lab fee \$15.

**MUS 2712. Song Leading for Small Churches - 2 hours (Spring, odd years)**

To provide basic song leading skills for ministerial students and others working with small churches. Attention given to motivating and directing congregational and small group singing, planning a music service, and rudimentary techniques in leading choirs of limited skill. No credit for music majors and minors.

**MUS 2721. String Fundamentals - 1 hour (Fall)**

An elementary study of string instruments with an emphasis on tone production and fundamental performance techniques. Laboratory teaching experience. Two class meetings per week. Lab fee \$15.

**MUS 2731. Woodwind Methods - 1 hour (Spring, even years)**

An intensive study of woodwind instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

**MUS 2741. Brass Methods - 1 hour (Fall, even years)**

An intensive study of brass instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

**MUS 2751. Percussion Methods - 1 hour (Spring, odd years)**

An intensive study of percussion instruments including a survey of solo, ensemble, and instructional literature. Emphasis on the ability to play and teach. Laboratory teaching experience. Two class meetings per week. Lab fee: \$15.

**MUS 2772. Vocal Diction - 2 hours (Fall)**

A basic study of the phonetic pronunciation of Italian, French, German diction through the use of the International Phonetic Alphabet. Prerequisite: One semester of voice or permission of instructor.

**MUS 2783. Worship and Song In the Church - 3 hours (Fall)**

This course is a historical survey of the worship practice and hymnody of the major Christian denominations with an emphasis upon planning worship for today's churches.

**MUS 2802. Piano Pedagogy - 2 hours (Fall, even years)**

Discussion and analysis of suitable methods and materials of teaching at elementary and intermediate levels. Guidance in establishing and operating the private studio. Prerequisite: Two semesters of applied keyboard study.

**MUS 3602. Analysis of Music Structure - 2 hours (Fall, odd years)**

Advanced study of analytical techniques applied to music of all stylistic periods. Prerequisite: MUS 2623.

**MUS 3622. Orchestration - 2 hours (Fall, even years)**

Study of the capabilities of band and orchestral instruments; analysis of scores; practical work in scoring for small and large instrumental combinations. Prerequisite: MUS 2623.

**MUS 3653. History of Music I - 3 hours (Fall)**

Intensive study of the history of music and representative music literature before 1750. Prerequisite: MUS 1633 and MUS 2613, or permission of instructor.

**MUS 3663. History of Music II - 3 hours (Spring)**

Intensive study of the history of music and representative music literature since 1750. Prerequisites: MUS 1633 and MUS 2623.

**MUS 3672. Organ Literature and Design - 2 hours (Spring, odd years)**

A survey of organ literature and practical study of organ registration, design, and pedagogy. Prerequisite: Two semesters of applied organ and permission by instructor.

**MUS 3712. Choral Conducting - 2 hours (Spring)**

Continued work toward mastery of the basic skills of conducting. Emphasis upon the development of choral rehearsal and performance techniques. Survey of stylistic characteristics of the five major periods of choral literature. Prerequisite: MUS 2702.

**MUS 3722. Instrumental Conducting - 2 hours (Spring, even years)**

Continued work toward mastery of the basic skills of conducting. Baton technique. Emphasis upon the development of band rehearsal and performance techniques. Survey of stylistic characteristics of the major periods of band literature. Prerequisite: MUS 2702

**MUS 3732. Church Music Literature and Materials - 2 hours (Spring, odd years)**

Survey and analytical study of sacred music literature including choral and instrumental music representing all periods of church music with emphasis on music relevant to the contemporary church. Prerequisite: MUS 1623 and 1633.

**MUS 3743. Church Music Education - 3 hours (Fall, even years)**

A study of organizational techniques, methods and materials, unit and rehearsal plans, and enlistment procedures for a church music program for children through grade six.

**MUS 3753. Service Playing - 3 hours (Spring, even years)**

A practical study of the techniques and materials used by the church pianist and organist, involving hymn playing, modulation, transposition and improvisation, and accompanying choirs and soloists. Prerequisite: Two semesters of piano (or organ) or permission of instructor.

**MUS 3802. Piano Literature - 2 hours (Fall, odd years)**

A general survey of piano repertoire from 1650-Present. Prerequisite: Two semesters of piano or permission of instructor.

**MUS 3812. Vocal Pedagogy - 2 hours (Spring, odd years)**

An intensive study of vocal teaching techniques and vocal literature for use in private studio, voice class, music contest, and worship. Laboratory teaching experience. Prerequisite: Four semesters of applied voice or consent of instructor.

**MUS 3813. Elementary Music Education - 3 hours (Spring)**

Study of administrative teaching techniques and survey of materials for teaching vocal and instrumental music in early childhood and elementary grades. Examination of musical concepts and skills appropriate at each age or learning level. Training in use of piano, recorder, autoharp, and fretted instruments. Prerequisite: MUS 1621 and 1623; music majors and minors only.

**MUS 4622. Choral Arranging and Composition - 2 hours (Spring)**

Original composition in idioms of the 20th century, including original pieces suitable for school and church. Emphasis on creative ideas and techniques for choral arranging. Prerequisite: MUS 1621 and 1623; music majors and minors only.

**MUS 4701. Supervised Teaching in Piano - 1 hour (Fall, Spring)**

Practical piano teaching experience in a supervised laboratory situation. Prerequisite: MUS 2802.

**MUS 4712. Choral Techniques - 2 hours (Fall)**

Building the needed understanding, listening skills, and expectations for developing a choral ensemble in regard to the aspects which shape choral teaching and performance, which include: vocal pedagogy and choral tone, musicality and performance practice, text and diction, rhythmic vitality, tuning and intonation, and dynamics. Prerequisites: MUS 2702 and 3712; music major and minors only.

**MUS 4722. Repertoire for Secondary Choral Music - 2 hours (Spring, even years)**

A study of choral music appropriate for use in the secondary school and the criteria for its selection. Prerequisite: MUS 3712 or permission of instructor.

**MUS 4732. Marching Band Techniques - 2 hours (Fall, odd years)**

Study of techniques in the organization, training and performance of marching bands in public schools. Laboratory: field trips to high school rehearsals and contests.

**MUS 4743. Church Music Administration - 3 hours (Fall, odd years)**

Study of the functional approach to the church music ministry including organization, administration, budget, calendar, scheduling, purchase and maintenance of equipment, rehearsal, performance, service planning, congregational activities and staff relations.

**MUS 4752. Supervised Field Experience in Church Music - 2 hours (Fall, Spring)**

On-the-job training under the supervision of a full-time minister. Includes observation and supervised work as director and/or accompanist. Fee: \$50. Prerequisite: MUS 3743 and 4743 or permission of the instructor.

**MUS 4951-4. Special Topics in Music - 1-4 hours (On sufficient demand)**

An intensive approach to selected topics in applied music including conducting and composition. Will require the appropriate applied fee. Prerequisite: Consent of department chairman.

**MUS 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged with department chairman.

**MUS 5101-2. Applied Study I - 1-2 hours**

Opportunities for the further development of personal performance skills in conducting, orchestral instruments, organ, piano, and voice. Prerequisite: Level V.

**MUS 5111-2. Applied Study II - 1-2 hours**

A continuation of course 5101-2.

**MUS 5203. The School Music Curriculum - 3 hours**

A study of the music curriculum for grades K-12, individual research projects, and practice in curriculum design.

**MUS 5303. Piano Literature - 3 hours**

A general survey of and research in piano repertoire from 1650 to the present.

**MUS 5323. Piano Pedagogy - 3 hours**

Discussion, analysis, and research of suitable methods and materials for teaching at all levels both in the studio and in groups.

**MUS 5343. Supervised Teaching of Piano I - 3 hours**

Practical piano teaching experience in a supervised laboratory situation.

**MUS 5353. Supervised Teaching of Piano II - 3 hours**

A continuation of course 5343.

**MUS 5633. Vocal Literature - 3 hours**

Study and research of vocal literature, including German, French, and English in a historical context from the Baroque period to the present.

**MUS 5653 Instrumental Literature - 3 hours**

Study and research of solo and ensemble literature appropriate for teaching and the criteria for its selection.

**MUS 5722. Repertoire For Secondary Choral Music - 2 hours**

Study and research of choral music appropriate for use in the secondary school and the criteria for its selection.

**MUS 5732. Marching Band Techniques - 2 hours (Fall, odd years)**

Study and research of techniques in the organization, training and performance of marching bands in public schools.

**MUS 5923. Readings in Music History - 3 hours**

Independent reading in a period of music history, performance practices, or the historical development of a particular genre. Readings culminate in a series of critical essays. May be repeated for a total of six hours credit.

**MUS 5953. Intensive Studies - 3 hours**

A focus on a special topic in music education, music history, music theory, or performance practice. Topics will vary with each offering; therefore, the course may be repeated for a total of six hours.

**MUS 5993. Independent Study in Music - 3 hours**

Advanced individual topical studies or performance projects approved by the student's advisor and graduate committee. May be repeated for a total of six hours.

**Elementary Music Education**

(See EDU 3813)

**Methods of Teaching Instrumental Music in the Middle and Secondary School**

(See EDU 4562)

**Methods of Teaching Vocal Music in the Middle and Secondary School**

(See EDU 4573)

***ENSEMBLES: Students enroll in ensemble according to academic classification prefix.***

- (1) Freshman
- (2) Sophomore
- (3) Junior
- (4) Senior

**(1,2,3,4)001. Concert Choir - 1 hour (Fall, Spring)**

Open to all students by audition. Study and performance of literature for the mixed choir. Three rehearsals per week. Lab fee: \$5.

**(1,2,3,4)011. SBU Chorale - 1 hour (Fall, Spring)**

Open to all students by audition. Study and performance of advanced literature for the mixed choir. Four rehearsals per week. Concerts on campus and on tours. Lab fee: \$5

**(1,2,3,4)021. Symphonic Winds - 1 hour (Fall, Spring)**

Open to all students by audition. Study and performance of works for concert band (woodwinds, brass, percussion, and string bass). Four rehearsals per week. Concerts on campus and on tours. Lab fee: \$5

**(1,2,3,4)031. Orchesters - 1 hour (Fall, Spring)**

Open to all students by audition. Various chamber combinations involving string instruments. Two rehearsals per week. Lab fee: \$5

**(1,2,3,4)041. Opera Workshop - 1 hour (Fall, Spring)**

Open to all students by audition. Study and performance of operatic or musical theater solos and ensembles. One major production per year.

**(1,2,3,4)051. Jazz Ensemble - 1 hour (Fall, Spring)**

Open to all students by audition. Study and performance of works for jazz ensemble. Two rehearsals per week. Concerts on campus and on tours.

**(1,2,3,4)061. Brass Ensemble - 1 hour (Spring)**

Open to all students by audition. Various quartets, quintets, and choirs. Two rehearsals per week. Must be enrolled in Symphonic Winds concurrently.

**(1,2,3,4)071. University Singers - 1 hour (Fall, Spring)**

Non-auditioned mixed choir open to all students. Two hours of rehearsal per week. Lab fee: \$5

**(1,2,3,4)081. Contempos - 1 hour (Fall, Spring)**

Open to all students by audition. Small ensemble of vocalists and instrumentalists emphasizing contemporary Christian music. Performance on campus and on tour in schools and churches. Vocalists must be enrolled in SBU Chorale or Concert Choir.

**MUS (1,2,3,4)511. Chamber Singers - 1 hour (Fall, Spring)**

Open to all students by audition. Twelve voice ensemble performing chamber literature from major stylistic periods including vocal jazz. Two rehearsals per week. Must be enrolled in SBU Chorale concurrently.

**MUS (1,2,3,4)521. Woodwind Ensemble - 1 hour (Fall, Spring)**

Open to all students by audition. Various chamber ensembles consisting of one or more of the following: flutes, oboes, clarinets, saxophones, and bassoons. Two rehearsals per week.

**MUS 5001. University Chorus - 1 hour**

**MUS 5011. SBU Chorale - 1 hour**

**MUS 5021. Symphonic Winds - 1 hour**

**MUS 5031. Orchestra - 1 hour**

**PRIVATE APPLIED MUSIC (FALL, SPRING)**

Private instruction for music majors and minors and intermediate to advanced non-majors. Students should enroll in applied lessons according to performance level and academic level. All levels of applied music may be taken for 1 or 2 hours credit.

**LEVEL PREREQUISITES (Must meet both or enroll in next lower level):**

- 1000 None
- 2000 Sophomore standing and Level II or above.
- 3000 Junior standing and Level III or above.
- 4000 Senior standing and Level IV or above.
- 5000 Graduate standing and Level V or above.

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| (1,2,3,4)20(1,2) Applied Flute       | (1,2,3,4)30(1,2) Applied Percussion  |
| (1,2,3,4)21(1,2) Applied Oboe        | (1,2,3,4)31(1,2) Applied Piano       |
| (1,2,3,4)22(1,2) Applied Clarinet    | (1,2,3,4)32(1,2) Applied Organ       |
| (1,2,3,4)23(1,2) Applied Bassoon     | (1,2,3,4)33(1,2) Applied Voice       |
| (1,2,3,4)24(1,2) Applied Saxophone   | (1,2,3,4)34(1,2) Applied Violin      |
| (1,2,3,4)25(1,2) Applied French Horn | (1,2,3,4)35(1,2) Applied Viola       |
| (1,2,3,4)26(1,2) Applied Trumpet     | (1,2,3,4)36(1,2) Applied Cello       |
| (1,2,3,4)27(1,2) Applied Trombone    | (1,2,3,4)37(1,2) Applied Double Bass |
| (1,2,3,4)28(1,2) Applied Baritone    | (1,2,3,4)40(1,2) Applied Guitar      |
| (1,2,3,4)29(1,2) Applied Tuba        | (3,4)38(1,2) Applied Conducting      |

**NURSING**

**NUR 1107. Fundamentals of Nursing - 7 hours**

Introduces concepts and theories fundamental to nursing including holistic person, health continuum and health care environment. Subconcepts of nursing including caring, communication, nursing process, client education and accountability are explored. Students learn technical skills, basic nursing and pharmacological interventions, and beginning use of nursing process. Opportunities will be provided for students to develop a nurse-client relationship while caring for selected clients in clinical settings. Prerequisites: CHE 1104, BIO 2204 or Concurrent enrollment, and Admission to ADN program.

**NUR 1115. Nursing Interventions I - 5 hours**

Focuses primarily on nursing care that supports functional health status. Use of nursing process in the clinical area will be more fully developed concentrating on less complex components of client problems. Identification and utilization of nursing interventions will be guided by the Nursing Interventions Classification (NIC) taxonomy. Prerequisites: NUR 1107, BIO 2204, and BIO 3304 or Concurrent enrollment.

**NUR 1123. Behavioral Nursing Interventions - 3 hours**

Focuses on nursing care that supports psychological functioning, facilitates life style changes and provides protection against harm. Behaviors associated with mental illness will be explored. The clinical experiences will emphasize utilizing therapeutic communication techniques to develop effective interpersonal relationships and expand self-awareness. Prerequisites: NUR 1107, PSY 1013, BIO 2204, and BIO 3304 or Concurrent enrollment.

**NUR 2105. Nursing Interventions II - 5 hours**

Focuses primarily on nursing care that supports homeostatic regulation. Additional nursing diagnosis and interventions that address more complex client problems will be introduced. Clinical experiences will build and strengthen previously acquired nursing knowledge, skills and attitudes. Prerequisites: NUR 1115, NUR 1123, and BIO 2213 or Concurrent enrollment.

**NUR 2115. Family Nursing Interventions - 5 hours**

Focuses on nursing care that supports the family unit. Physiological and behavioral changes related to child-bearing and child-rearing will be examined in relationship to the health continuum. The clinical setting will emphasize health maintenance and promotion for the family. Prerequisites: NUR 1115, NUR 1123, and BIO 2213 or Concurrent enrollment.

**NUR 2125. Nursing Interventions III - 5 hours**

This course is a continuation of NUR 2105. Additional nursing diagnosis and more complex nursing interventions directed to multi-system client problems will be introduced. The student will be given opportunity to prioritize care for selected clients and increase competence using nursing process in clinical settings. Prerequisites: NUR 2105, NUR 2115.

**NUR 2134. Nursing Role Integration - 4 hours**

A preceptorship experience will provide students an opportunity to explore nursing roles. The student will actively participate in the role of an entry level nurse under the guidance of clinical agency staff and the instructor. Focus will be on learning interdisciplinary functions of delegation, coordination and collaboration. Prerequisite: NUR 2125.

**NUR 3303. Health Assessment - 3 hours.**

Health assessment skills in nursing practice and its impact on society's health care which includes the developing individual, family, and community. Interviewing skills, appraisal of development, normal and abnormal assessment findings are learned. Students are able to differentiate between physical and health assessment and how to communicate their findings.

**NUR 3313. Nursing Transition - 3 hours**

Survey of the nursing profession and major impacts of society and science upon the professional nurse. Nursing history, education, health care delivery systems, employment, and trends in practice are discussed. The uniqueness of the nursing profession is emphasized and future of nursing is explored in view of demographics, cultural diversity, and society's health needs.

**NUR 3323. Overview of Nursing Theories - 3 hours**

Survey of selected Nursing Theories and Models showing the progression of theory development in the nursing profession. Selected theories are explored for: relevance in nursing practice, understanding of assumptions and philosophies of the theorist, and applicability to persons, health, society/environment, and the nursing profession.

**NUR 3333. Policy and Politics - 3 hours**

Policy issues of concern to nursing and the extent to which the professional nurse can influence health care legislation. Analysis of political action by the profession, and government and legislature on local, state, and national levels. Significance of torts and negligence, liability, and ethical issues in practice.

**NUR 3343. Psychiatric Nursing Process and Communication - 3 hours**

Communication theories and skills to enhance the professional interpersonal process with persons, groups, and colleagues. Listening, verbal and nonverbal communication, cultural diversities, and the counseling process are discussed. Assessment and intervention techniques for persons with psychological disturbances are examined.

**NUR 3452. Spirituality in Nursing Practice - 2 hours**

Spiritual practice by professional nurses and the responsibilities and issues of spiritual care in nursing. Spiritual needs and interventions are identified in all age groups with an understanding of cultural diversity in spiritual practices. Christian spiritual practice is emphasized.

**NUR 3902. Pharmacodynamics - 2 hours**

Nursing responsibilities and implications concerning pharmacological intervention in all age groups. Drug mechanisms, toxicities, treatment, complications and professional nursing response are analyzed. Clients at risk for adverse drug reactions are identified and issues of economics, ethics, and drug abuse are examined.

**NUR 4405. Community Health - 5 hours**

Theoretical and clinical practice focus on the concepts and theories related to the health of the community which includes historical, economic, social, cultural, and political influences. Health promotion, health maintenance, and prevention of disease is emphasized.

Clinical practice occurs in health clinics, schools, community shelters, group homes, and other locations that serve the diverse health needs of the community. Prerequisites: BIO 4404, NUR 3303, NUR 3323; successful completion of the NLN Mobility Profile II Exams; current Missouri RN license and proof of malpractice insurance.

**NUR 4413. Management and Leadership - 3 hours**

Leadership and management styles and their applicability to nursing practice. Organizational structure, management systems, management process, communication, and conflict resolution are knowledge and skills needed by the nurse manager. Legal and ethical issues important to nursing management are discussed.

**NUR 4425. Clinical Case Management - 5 hours**

Theoretical and clinical practice focus on Nursing Case Management of the individual/family unit experiencing a life-threatening illness or accident. Nursing, family, stress, crisis, and teaching/learning theories will be examined. Clinical practice begins in critical care and then focuses in the home within the community. Prerequisites: BIO 4404, NUR 3303, NUR 3323; successful completion of the NLN Mobility Profile II Exams; current Missouri RN license and proof of malpractice insurance.

**NUR 4433. Research Methods - 3 hours**

Elementary components of the research process are presented. Influences of history, theory, health care systems, economics, culture, and ethics are explored. Critical examination of selected, published nursing research and development of a student generated research proposal are synthesis outcomes of the research process. Prerequisites: PSY 3243, NUR 3323.

**NUR 4441. Capstone Seminar - 1 hour**

Exploration and synthesis of nursing knowledge and practice issues facing the nursing profession and the health care system. Discussion of issues in practice, education, and research. Prerequisites: Limited to students who are enrolled in final semester of senior year.

**NUR 4903. HIV/AIDS in Depth: Practical Application in the Community - 3 hours**

HIV/AIDS etiology, incidence, and pathophysiology and practical application. HIV/AIDS transmission, treatment, prevention, attitudes and fears, nursing care, education and cultural, legal, ethical, and economic issues are explored. Problems and strategies will be examined in care of the psycho/social/spiritual/physical aspects of persons of all age groups who are HIV positive.

**NUR 4991-3. Independent Studies - 1-3 hours**

Student-proposed topics in nursing practice, education, or research which are approved by faculty and department chairperson for independent study.

## **PHILOSOPHY**

**PHI 2013. Introduction to Philosophy - 3 hours (Fall, Spring)**

Survey of philosophical problems, methods of approach and modes of thought.

**PHI 2023. Logic and Language - 3 hours (On demand)**

Examination of basic principles of critical thinking. Special attention to deductive reasoning, inductive reasoning and language analysis.

**PHI 4003. Twentieth Century Thought - 3 hours (On demand)**

Contemporary philosophical movements with special attention to problems and methods. Prerequisite: PHI 2013 or permission of instructor.

**PHI 4013. The Philosophy of Religion - 3 hours (Spring, odd years)**

Philosophical approach to the study of religion with emphasis on methods and problems. Prerequisite: PHI 2013 or permission of instructor.

**PHI 4023. World Religions - 3 hours (On demand)**

A survey of major world religions. Prerequisite: PHI 2013 or permission of instructor.

**PHI 4033. Problems - 3 hours (On demand)**

Selected problems for the advanced student in one topic. Prerequisites: Two courses in philosophy or permission of instructor.

**PHI 4043. Ethics in Decision Making - 3 hours (Fall)**

Ethical issues related to professional life, social conditions, family situations, and spiritual questions from the perspective of the Christian world view.

**PHI 4951-4. Special Readings In Philosophy - 1-4 hours (On demand)**

Individual reading on selected topics. Prerequisite: PHI 2013 and permission of instructor.

**PHI 5043. Social Responsibility - 3 hours**

Advanced biomedical issues of personal and institutional rights, suicide, euthanasia, abortion, genetic engineering, the environment, and economic justice in health care.

**PHYSICAL SCIENCE****PHS 1001. Physical Science Laboratory - 1 hour (Winterfest, Spring)**

An optional laboratory to accompany PHS 1003. Utilizes basic experiments in chemistry and physics. Designed for the general student. One laboratory period per week. Lab fee \$24. Prerequisite: A year of high school algebra and concurrent or previous enrollment in PHS 1003.

**PHS 1003. Introduction to Physical Science - 3 hours (Winterfest, Spring)**

An integrated study of selected basic principles and concepts of chemistry and physics, including topics of current interest. Designed for the general student. Three lectures each week. Prerequisite: One year of high school algebra.

**PHS 1114. Introduction to Earth Science - 4 hours (Fall, Winterfest)**

Basic principles of the earth in space, its atmosphere, the oceans, and the development of land forms by geologic agents. Designed for the general student. Three lectures, one laboratory period per week. Lab fee \$24.

**PHS 2214. Meteorology - 4 hours (Spring)**

A study of the earth's atmosphere and forces that influence weather phenomena including environmental trends. Three lectures, one laboratory period per week. Lab fee \$24.

**PHS 2314. Astronomy - 3 hours (On demand)**

A study of the historical and descriptive aspects of the solar system, stars, galaxies, and current topics related to space science. Three lectures, one laboratory period per week. Lab fee \$24.

**PHYSICAL THERAPY****PTH 2002. Introduction to Medical Terminology - 2 hours (Spring)**

Introduction to the development of both written and verbal communication skills for the medical community. Overview of various medical conditions treated by physical therapists and the clinical objectives for those conditions. Two lectures per week.

**PTH 5013. Psychosocial Issues of Health Care - 3 hours (45 lecture/discussion \* Module 1 - 4 weeks)**

Psychological and sociological effects of acute, chronic, terminal, traumatic and congenital medical problems on the client, family, and therapist. Emphasis on clinical case presentations. Communication skills including interview and group process.

**PTH 5022. Today's Health Care System - 2 hours (30 lecture/discussion \* Module 1 - 4 weeks)**

World and national factors that affect today's systems: who gets care and how it is paid for; legal and ethical responsibilities; where does physical therapy fit; team approach.

**PTH 5031. Documentation - 1 hour (15 lecture/discussion \* Module 1 - 4 weeks)**

Basic skills of written communication in areas of patient evaluation, treatment notes, and discharge summaries. APTA guidelines for Physical Therapy Documentation. Nagi Classification system. Use of objective documentation to facilitate clinical research.

**PTH 5045. Anatomy I - 5 hours (5 lecture/7 lab for histology \* Module 1 - 4 weeks)**

Histology Section: Basic structure and functional relationships of epithelium, muscle, nerve, connective tissue and the cardiovascular, lymphatic, respiratory, renal and integumentary systems. Anatomy (module 2): Normal human anatomy with emphasis on upper limbs, principles of articulation and movement. Introduction to the peripheral nervous system. Cadaver dissection included.

**PTH 5045 Anatomy I (continued) (32 lecture/58 lab \* Module 2 - 11 weeks)****PTH 5063. Biomechanics & Clinical Kinesiology I - 3 hours (30 lecture/45 lab \* Module 2 - 11 weeks)**

Biomechanics to include clinical application of Newtonian mechanics, kinematics, kinetics and mechanical properties of tissue. Study of the biomechanical and kinesiological sciences as they influence human movement. Kinesiology will follow a regional approach of upper limb, to include normal movement, movement dysfunction, muscle testing and goniometry.

**PTH 5082. Human Life Sequences - 2 hours (30 lecture/discussion \* Module 2 - 11 weeks)**

The developmental process from conception to death with emphasis on human motor performance. Sequence of study includes fetal life and infancy through the aging adult including: developmental changes in performance and musculoskeletal development in

relationship to the human life span, life-span concepts of age-related change in motor behavior and development of posture and movement.

**PTH 5092. Physical Therapy Science I - 2 hours** (15 lecture/30 lab \* Module 2 - 11 weeks)

Physical therapy skills of transfers, gait training, bed mobility, wheelchair selection and management, cushions, range of motion exercises, and monitoring of physiologic responses.

**PTH 5113. Physiology - 3 hours** (45 lecture/discussion \* Module 2 - 11 weeks)

Review of cell physiology. Physiology of the renal, endocrine, muscular, skeletal, hematologic, immune and integumentary system. Basic principles of pathophysiology. Introduction to pharmacology.

**PTH 5054. Anatomy II - 4 hours** (30 lecture/60 lab \* Module 3 - 11 weeks )

Normal human anatomy with emphasis on lower limbs, head, neck and trunk. Cadaver dissection included.

**PTH 5074. Biomechanics & Clinical Kinesiology II - 4 hours** (45 lecture/45 lab \* Module 3 - 11 weeks )

Study of the biomechanical and kinesiological sciences as they influence human movement. Kinesiology will follow a regional approach to include analysis of normal movement and movement dysfunction with emphasis on lower limb, trunk, balance, posture and gait. Muscle testing and goniometry of lower limb and trunk.

**PTH 5102. Physical Therapy Science II - 2 hours** (15 lecture/30 lab \* Module 3 - 11 weeks )

Physiological alterations in the body with the application of external energy: cold, heat, ultrasound, pressure, hydrotherapy, massage and other physical agents. Prescription, effectiveness, current literature, safe operation of equipment, delegation and documentation of physical agents. Drug-physical agent interaction. Application of sterile technique and universal precautions.

**PTH 5122. Critical Inquiry I - 2 hours** (30 lecture/discussion \* Module 3 - 11 weeks )

Foundations of clinical research, role of theory in clinical issues, ethical considerations, defining research question, principles of measurement, reliability, validity, sampling techniques, experimental designs and data analysis.

**PTH 5161. Foundations of Clinical Education I - 1 hour** (15 lecture/discussion \* Module 3 - 11 weeks )

Overview of entire clinical education program and presentation of all policies and procedures regarding clinical education that affect students. Use and function of the Blue MACS. Introduction to the concept of learning styles and completion of learning style inventories. Completion of all paperwork required for participation in Clinical Education I. Presentation of specific requirements and expectations of students while on Clinical Education I. Assignment of sites for Clinical Education I.

**PTH 5172. Clinical Education I - 2 hours** (3 weeks full time clinical education \* Module 4 - 3 weeks)

Each student spends 3 weeks working full-time under the guidance of a licensed physical therapist in any practice setting of physical therapy that provides the student with the opportunity to perform basic P.T. skills learned in the previous course work. Skills performed will include, but are not limited to the following: professional conduct, communication, infection control, safety, documentation, range of motion, goniometry, manual muscle testing, and patient transfers.

**PTH 5221. Teaching and Learning - 1 hour** (10 lecture/26 lab \* Module 5 - 1 week + 2 days after module 7)

Teaching-learning theory applied to clinical practice with patient/clients and their families. Teaching techniques for clinical education or presenting in-services. Laboratory session to present a micro-teach with self-evaluation after module 7.

**PTH 5132. Critical Inquiry II - 2 hours** (30 lecture/discussion \* Module 6 - 12 weeks)

Writing a research proposal, reporting results of clinical research, and evaluating research reports.

**PTH 5161. Foundations of Clinical Education II - 1 hour** (15 lecture/discussion \* Module 6 - 12 weeks)

Development of the affective domain and self-assessment skills. Investigation of the components of excellence/expertise in clinical practice. Completion of all paperwork required for participation in Clinical Education II. Presentation of specific requirements, expectations and assignment of sites for Clinical Education II.

**PTH 5233. Foundations of Musculoskeletal Intervention - 3 hours** (30 lecture/45 lab \* Module 6 - 12 weeks)

Basic science issues, classification of medical and surgical musculoskeletal pathological conditions including diagnostic testing and interpretation, medical and surgical management options including pharmacology, physical therapy classification of musculoskeletal conditions, physical therapy examination procedures, physical therapy assessment and goal setting, physical therapy management based on assessment, physical therapy documentation options, appropriate delegation and supervision of ancillary personnel.

**PTH 5243. Evaluation & Treatment of Upper Quarter Musculoskeletal Problems - 3 hours**

(30 lecture/45 lab \* Module 6 - 12 weeks)

Subjective interview process; pathological conditions of the upper quarter, cervical/thoracic spine, and head; specific non-physical therapy diagnostic procedures including interpretation; physical therapy examination procedures; physical therapy evaluation and goal setting; concepts of intervention based on evaluation; documentation.

**PTH 5254. Evaluation & Treatment of Lower Quarter Musculoskeletal Problems - 4 hours**

(30 lecture/72 lab \* Module 6 - 12 weeks)

Subjective interview process; pathological conditions of the lower quarter, lumbar spine, and sacroiliac joints; specific non-physical therapy diagnostic procedures including interpretation; physical therapy examination procedures; physical therapy evaluation and goal setting; concepts of intervention based on evaluation; documentation.

**PTH 5262. Prosthetics and Orthotics - 2 hours (15 lecture/30 lab \* Module 7 - 2 weeks)**

Psychological reactions of limb loss/dysfunction; physical therapy evaluation and management approaches for various levels of amputation; selection of prosthetic/orthotic materials and components including alignment; gait analysis and training; and fabrication or modification of foot/ankle devices.

**PTH 5273. Clinical Medicine - 3 hours (45 lecture/discussion \* Module 8 - 2 weeks)**

General medical and surgical disorders with etiology and clinical manifestations, natural history, medical or surgical management and role of physical therapy in commonly seen disorders. Medical tests and treatment for pathological processes and impact on physical therapy examination and intervention. General pathological conditions and mechanisms of disease processes. Pharmacological management. Health care team.

**PTH 5302. Principles of Electrotherapeutic Evaluation & Treatment - 2 hours**

(15 lecture/30 lab \* Module 9 - 2 weeks)

Basic concepts of electrical safety and instrumentation, detailed concepts and applications of electrotherapy introducing principles of electrophysiologic testing and therapeutic application of electrical stimulation (ES), including strengthening (NMES), re-education, pain reduction (TENS), tissue repair (ESTR), and iontophoresis. Electrophysiologic testing to include an introduction to electromyography (EMG), nerve conduction velocity (NCV) and other electrophysiological tests.

**PTH 5196. Clinical Education II - 6 hours (8 weeks full time clinical education \* Module 10 - 8 weeks)**

Each student spends 8 weeks working full-time under the supervision of a licensed physical therapist with an emphasis in the area of orthopedic physical therapy. Students will have opportunities to evaluate and treat primarily orthopedic patients.

**PTH 5142. Critical Inquiry III - 2 hours (30 lecture/discussion \* Module 11 - 6 weeks)**

Defining/refining clinical question, reviewing the literature, deciding on methodology, human subjects review process, selecting an appropriate research design, establishing boundaries, and writing styles.

**PTH 5282. Evaluation & Treatment of the Cardiorespiratory System - 2 hours**

(15 lecture/45 lab \* Module 11 - 6 weeks)

Cardiac and pulmonary pathophysiology of patients to include physical therapy evaluation and management of patients. Normal cardiac and pulmonary anatomy, physiology, life span changes and pharmacological management. Assessment and examination procedures including EKG.

**PTH 5292. Physiology of Exercise - 2 hours (15 lecture/45 lab \* Module 11 - 6 weeks)**

Study of the effects of exercise on the organs and organ systems of both the healthy and the pathologically involved individual. Emphasis on the cardio-respiratory systems and on the formulation of exercise and treatment programs. Indications and contraindication of exercise in healthy and pathologically involved individuals.

**PTH 5316. Clinical Neurosciences - 6 hours (60 lecture/60 lab \* Module 12 -10 weeks)**

Human neuroanatomy and neurophysiology to include the structure and function of central, peripheral, and autonomic nervous systems. Common neurological disorders seen for physical therapy.

**PTH 5325. Evaluation & Treatment of Neurological Disorders - 5 hours (30 lecture/90 lab \* Module 12 -10 weeks)**

Motor learning and motor control theories. Classification of neurological conditions including diagnostic testing and interpretation, physical therapy examination procedures, physical therapy assessment and goal setting, physical therapy intervention based on assessment, documentation options, appropriate delegation and supervision of ancillary personnel.

**PTH 5333. Administration & Management - 3 hours (45 lecture/discussion \* Module 13 - 2 weeks)**

Organization, administration and supervision of physical therapy services and personnel. Includes responsibilities, attitudes, budget considerations, hiring-interviewing techniques, and medical-legal issues.

**PTH 5342. Pediatric Physical Therapy - 2 hours (15 lecture/30 lab \* Module 14 - 2 weeks)**

Systematic, problem solving approach to the pediatric client with emphasis on prevention, etiology, clinical manifestations, evaluation, and treatment.

**PTH 5362. Geriatric Physical Therapy - 2 hours (15 lecture/30 lab \* Module 15 - 2 weeks)**

Biological, cultural, psychological, and sociological changes with aging. Societal attitudes, support systems, and demographics regarding elders. Strategies to address the unique needs of geriatric clients. Evaluation and treatment principles for geriatric conditions.

**PTH 5362. Problems in Rehabilitation - 2 hours (15 lecture/30 lab \* Module 16 - 2 weeks)**

Case study format requiring problem solving to address physical, emotional, psychosocial, spiritual, equipment, educational, and fiscal needs of clients with complex and/or multi-system deficits. Emphasis on problem solving, professional behaviors, team management, documentation, and effective communication skills.

**PTH 5151. Critical Inquiry IV - 1 hour (15 lecture/discussion \* Module 17 - 1 week)**

Group presentations of research proposal.

**PTH 5218. Clinical Education III - 8 hours (12 weeks full time clinical education \* Module 18 - 12 weeks)**

Each student spends 12-weeks working full-time under the supervision of a licensed physical therapist in a setting including at least 6-weeks in any one of the following emphases of physical therapy: pediatrics, geriatrics, or neurological rehab. Students will be able to choose whether to spend 12-weeks or 6-weeks in one of the areas of emphasis. If the student chooses a 6-week experience, the other 6-weeks can be in any area of physical therapy that the student chooses, as approved by the DOCE.

**PTH 5371. Seminar - 1 hour (15 lecture/discussion \* Module 19 - 1 week)**

Reflection of clinical education experience with problem solving and case studies, with emphasis on the Christian perspective and ethics.

**PTH 5951-3. Selected Topics (elective) - 1-3 hours (15-45 lecture/discussion \* Any Module)**

Selected issues in physical therapy science or practice. Topics will vary depending on interest and need of student(s).

## **PHYSICS**

**PHY 1114. General Physics I - 4 hours (Fall)**

A non-calculus physics course emphasizing the fundamental concepts of mechanics, heat, and wave motion. Designed for pre-physical therapy, science education, biology, pre-medical, pre-veterinary, pre-optometry, and pre-pharmacy majors. Three lectures, one laboratory period each week. Lab fee \$32. Prerequisites: MAT 1143 or proficiency in high school algebra and geometry.

**PHY 1124. General Physics II - 4 hours (Spring)**

A continuation of PHY 1114, emphasizing the fundamental concepts of electricity, magnetism, and optics: introduction to atomic physics. Three lectures, one laboratory period each week. Lab fee \$32. Prerequisite: PHY 1114.

**PHY 2215. University Physics I - 5 hours (Fall)**

A rigorous calculus-based physics course emphasizing mechanics, heat, and wave motion. Designed for pre-engineers, computer science and physical science majors. Four lectures, one laboratory period each week. Lab fee \$40. Prerequisite: MAT 2254 or concurrent enrollment. NOTE: A student cannot receive credit for both PHY 1114 and 2215.

**PHY 2225. University Physics II - 5 hours (Spring)**

A continuation of PHY 2215, emphasizing electricity, magnetism, and optics; introduction to atomic physics. Four lectures, one laboratory period each week. Lab fee \$40. Prerequisites: PHY 2215 and MAT 2264 or concurrent enrollment. NOTE: A student cannot receive credit for both PHY 1124 and 2225.

**PHY 2233. Statics - 3 hours (Spring)**

Application of the principles of vector mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, centroids, and moments of inertia. Designed for pre-engineers. Three lectures each week. Prerequisites: PHY 2215 and MAT 1195.

**PHY 2951-4. Special Topics in Physics - 1-4 hours (On demand)**

A study of topics from one or more of the fields of physics chosen to meet student needs and interests. Lab fee \$8-32 as necessary. Prerequisite: Determined by nature and level of topics studied.

**PHY 3363. Modern Physics - 3 hours (On demand)**

A study of the atomic view of matter and radiation, relativity, and wave-particle duality; basic concepts of quantum physics. Three lectures each week. Prerequisites: PHY 2225 or PHY 1124 and MAT 1195.

**PHY 3413 (CIS 2233). Machine Organization - 3 hours (Fall)**

A survey of the electronic and mechanical components of a computer, including processing units, memory, and I/O devices. Also includes an introduction to assembly language programming. Three lectures per week. Lab fee \$24. Prerequisites: CIS 1153 and/or one year of college physics.

**PHY 3951-4. Special Topics in Physics - 1-4 hours (On demand)**

A study of topics from one or more fields chosen to meet special student needs and interests. Topics could include dynamics, advanced mechanics, optics, thermodynamics, electromagnetic field theory, electronics, and nuclear physics. Laboratory may be

included. Lecture and laboratory periods variable. Lab fee: \$8-32 if necessary. Prerequisites: Determined by nature and level of topics studied.

## **POLITICAL SCIENCE**

### **POL 1113. American Government and Politics - 3 hours (Fall, Spring)**

Origin, organization, and policy of United States government at the national, state, and local levels. Encourages citizen participation and leadership in democratic processes beginning at the community level. Fulfills the Missouri statutory requirement.

### **POL 2101. Prelaw Seminar - 1 hour (Spring)**

A career oriented course which examines the major fields of law; also includes a study of the requirements for admission to law school with emphasis on the Law School Admission Test; in addition, students usually visit a law school.

### **POL 2223. American State and Local Government - 3 hours (Spring)**

Organization, administration and problems of state, county, municipal and other local governments in the United States. Prerequisite: Sophomore standing (over 30 hours) including POL 1113 or consent of instructor.

### **POL 2951-4. Problems and Issues in Political Science - 1-4 hours**

Prerequisite: POL 1113.

### **POL 3313. International Relations - 3 hours (Spring, even years)**

An in-depth study of relations among the nations of the world and the problems which arise with their constantly increasing interactions. Prerequisite: POL 1113.

### **POL 3323. Comparative Government - 3 hours (Fall, odd years)**

A comparison of different kinds of political systems in the various regions of the world. The U.S. style of democracy will be compared with a parliamentary system, Middle Eastern and African authoritarianism, socialist systems, Asian democracies, and Latin American corporatism. Prerequisite: POL 1113

### **POL 4453. Congress and the Legislative Process - 3 hours (Spring, even years)**

Major topics include: origin and powers of the United States Congress; relation of Congress to the other branches of government and to the public; leadership, partisanship, the committee system and policy making; comparison with the state legislatures. Prerequisite: POL 1113 or consent of instructor.

### **POL 4563. The Supreme Court and Constitutional Development - 3 hours**

Focuses on landmark Supreme Court decisions and judicial interpretations of the U.S. Constitution from the 1790's until the present; topics addressed include origins of the Constitution, powers of the three branches, separation of powers, regulation of commerce, and individual rights based on the Bill of Rights.

### **POL 4573. The American Presidency - 3 hours (Fall, even years)**

Explains the role of the President in the American Federal System. Focuses on relations with the public and the press, the Congress and the Courts, the bureaucracy and public policy. Prerequisite: POL 1113.

### **POL 4883. Great Political and Religious Thinkers - 3 hours (Spring, even years)**

A study of the political themes in the classical philosophies from Platonism to Marxism in comparison with biblical teachings on the same themes. Major topics addressed include: the nature of man, the ideal form of governments, the citizen's responsibility to the government, the government's responsibility to the citizen, the definition of liberty and the nature of human rights. Prerequisites: POL 1113 and junior or senior standing.

### **POL 4951-4. Intensive Studies in Political Science - 1-4 hours (Fall, Spring)**

A seminar investigating a selected topic or theme in the light of previous and current interpretations. Areas of study will vary with each offering, therefore, the student may elect to repeat the course when different content is offered. Prerequisite: Six hours of political science and/or consent of instructor.

### **POL 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics. Prerequisites: 15 hours of political science, Jr. or Sr. standing (over 60 hours) & approval of the department.

## **PSYCHOLOGY**

### **PSY 1013. General Psychology - 3 hours (Fall, Spring)**

A "life-oriented" course including physiological backgrounds of behavior, development, motivation, emotion, intelligence, personality, adjustment and social psychology.

### **PSY 2023. Mental Hygiene - 3 hours (Fall, Spring)**

A psychology of adjustment course focusing on areas affecting mental health (i.e., stress, personality, relationships). Emphasis on class involvement and personal application.

### **PSY 2063. Systems of Psychology - 3 hours (Fall, Spring)**

Major concepts of various systems of psychological thought in current and historical perspective. Prerequisite: PSY 1013.

### **PSY 3033. Abnormal Psychology - 3 hours (Fall, Spring)**

Major psychoses, psychoneuroses, sexual adjustment and an analysis of childhood background which leads to mental breakdowns, phobias, compulsions and hysteria. Prerequisite: PSY 1013.

### **PSY 3053. Child Development - 3 hours (Fall, Spring)**

A study of the operation of normal psychological and developmental processes in the lives of children from birth to adolescence. Prerequisite: PSY 1013 or EDU 2113.

### **PSY 3063. Human Growth and Development - 3 hours (Fall, Spring)**

A "Life-Span" study of human growth and developmental processes including physiological, psychological and sociological influences and effects. Students receiving credit for this course cannot receive credit for both PSY 3053 and PSY 4033. Prerequisites: PSY 1013 or EDU 2113.

### **PSY 3073. Social Psychology - 3 hours (Fall, Spring)**

Social behavior of individuals and the major processes of social interaction, social influence, group structure, the individual and the system, and socialization. Three hours credit in either psychology or sociology (not both). Prerequisites: PSY 1013 or SOC 1003.

### **PSY 3083. Psychological and Sociological Implications of Mental Retardation - 3 hours (Spring)**

Definition, diagnosis, classification, perceptual and conceptual evaluation. Multi-disciplinary approach to mental retardation. Three hours credit in either psychology or sociology (not both). Two lectures, one laboratory each week. Prerequisites: PSY 1013 or Soc 1003 and permission of instructor.

### **PSY 3093. Psychology of Learning - 3 hours (Spring)**

Survey of the field of learning in terms of historical backgrounds, acquisition, retention, forgetting, transfer and motivation. A brief introduction to the various theories and systems of learning is included. Prerequisites: PSY 1013 and 2063.

### **PSY 3243. Elementary Statistics - 3 hours (Fall, Spring)**

Measurement, averages, variability percentile rank, normal curve, correlation, chi-square and probability related to the behavior sciences. Prerequisite: PSY 1013 or EDU 2113.

### **PSY 3313. Introduction to Counseling - 3 hours (Fall, Spring)**

An introduction to counseling theory, methods and techniques, including a study of client-counselor encounters, stages of counseling and the counseling interview. Prerequisites: Twelve hours of psychology including PSY 1013 and PSY 2063, or permission of instructor.

### **PSY 4003. Understanding Women - 3 hours (On Demand)**

A course designed to increase awareness of sex roles and their influence on women's sexuality, relationships, and mental health. Emphasis is placed on surveying and examining the modern woman's place in society—her roles and experiences as a single woman, wife, mother, and career person. Prerequisite: Junior or Senior standing.

### **PSY 4023. The Psychology of Personality - 3 hours (Spring)**

Factors and conditions relating to personality structure and dynamics, defense mechanisms and a critical examination of the theories of personality. Prerequisites: PSY 1013 and 2063.

### **PSY 4032. Sex Education - 2 hours (On Demand)**

A course designed to provide the student with frank, factual information about the many aspects of sex; to help enable the student to see sex as a natural, integral, God-ordained component of marriage; and to dispel common myths and misconceptions about sex. Junior or senior standing or consent of instructor.

**PSY 4033. Adolescent Development - 3 hours (Fall, Spring)**

A study of the development processes of the adolescent, beginning at puberty and continuing through late adolescence. Prerequisite: PSY 1013 or EDU 2113.

**PSY 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society, its institutions, the individual and the survivors view and are affected by the process of dying and death. Guidelines are provided to enable the students to aid others and themselves in dealing with death and dying. Prerequisite: PSY 1013 or SOC 1003.

**PSY 4093. Behavior Modification - 3 hours (Fall)**

A course oriented to the rationale and theoretical basis of behavior modification and its clinical use in a clinical therapy setting. Specific principles and techniques will be discussed. Prerequisites: PSY 1013 and PSY 2063.

**PSY 4223. Psychological Testing - 3 hours (Spring)**

Survey of the field of psychological testing with emphasis on types of tests, validity and reliability. Prerequisites: PSY 1013 and 3243 or permission of instructor.

**PSY 4233. Research Design and Methods - 3 hours (On demand)**

Intensive analysis of experimental designs and methods of research including measurement issues, ethical considerations, sampling techniques, data-gathering techniques, data analysis and interpretation, presentations and reporting of results. Prerequisites: PSY 1013 or SOC 1003 and PSY or SOC 3243 and permission of instructor.

**PSY 4243. Pre-marital Counseling - 3 hours (J-Terms)**

An applied course designed to give the student a working knowledge of premarital counseling. Focus will be given to assessment tools, biblical foundation of marriage, and the premarital counseling process. Prerequisites: Junior or senior standing or consent of instructor.

**PSY 4263. Physiological Psychology - 3 hours (Fall)**

An introduction to the biological/physiological basis for human behavior. The structure and the function of the nervous system, neuropsychological methods, sensation, emotional responses, learning, memory, and psychopathology will be covered. Prerequisites: PSY 1013, PSY 2063 and BIO 1114.

**PSY 4273. Small Group - 3 hours (J-Terms)**

An innovative course that is conducted as an "experiential interaction laboratory" providing students the opportunity to increase their understanding and skills in the areas of personal, interpersonal, and small group communication. Prerequisites: Junior or senior standing and consent of instructor.

**PSY 4313. Counseling Methods and Practice - 3 hours (On demand)**

An experientially oriented study of the counseling process with special emphasis on methodology and practice in the art of listening and the exercise of appropriate judgment. Prerequisite: PSY 3313.

**PSY 4333. Child Abuse and Neglect - 3 hours (On demand)**

A study of child abuse and neglect with consideration given to causes, symptoms, treatment and prevention. A special section is included dealing with the treatment of adult survivors of child abuse. Prerequisite: SOC 2003 or consent of instructor.

**PSY 4363. Marriage and Family Counseling - 3 hours (On demand)**

Theories and practices of marriage and family practice, with emphasis on the family as a system. Include intergenerational and development issues, and characteristics of a successfully functioning family. Prerequisite: Junior or Senior standing or permission of instructor.

**PSY 4373. Being Human and Addicted (Addictionology) - 3 hours (J-Terms)**

A study of the effects of drugs on the human being, issues of physiology, psychology, sociology, and religion will be addressed as they relate to chemical dependency. An overview of treatment methods and therapy will be included. Prerequisite: Junior or senior standing.

**PSY 4951-4. Intensive Studies - 1-4 hours (On demand)**

A study of critical issues in psychology that are not covered in other course offerings. Areas of study will vary from year to year. Students may elect to repeat the course. Prerequisite: 12 hours psychology or consent of instructor.

**PSY 4983. Counseling Practicum - 3 hours (On demand)**

A course designed to give the advanced student practice in counseling under supervision with cases involving preliminary interview, testing, analysis of data, counseling interviews, and written summaries. Prerequisite: PSY 4313 and departmental approval.

**PSY 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by department chairman.

**PSY 5023. The Psychology of Personality - 3 hours**

Factors and conditions relating to personality structure and dynamics, defense mechanisms and a critical examination of the theories of personality. Prerequisite: PSY 1013.

**PSY 5033. Adolescent Development - 3 hours**

A study of the development processes of the adolescent, beginning at puberty and continuing through late adolescence. Prerequisite: PSY 1013 or EDU 2113.

**PSY 5053. Child Development - 3 hours**

A study of the operation of normal psychological and developmental processes in the lives of children from birth to adolescence. Prerequisite: PSY 1013 or EDU 2113.

**PSY 5063. Human Growth and Development - 3 hours**

A "life-span" study of human growth and development processes including psychological, physiological, and sociological influences and effects. Prerequisite: PSY 1013 or EDU 2113.

**PSY 5223. Psychological Testing - 3 hours**

Survey of the field of psychological testing with emphasis on types of tests, validity and reliability.

**PSY 5313. Introduction to Counseling - 3 hours**

An introduction to counseling theory, methods and techniques, including a study of client-counselor encounters, stages of counseling and the counseling interview. Prerequisite: 12 hours of psychology or consent of instructor.

**PSY 5323. Counseling Methods and Practice - 3 hours**

An experientially oriented study of the counseling process with special emphasis on the methodology and practice in the art of listening and the exercise of appropriate judgment. Prerequisite: PSY 5313.

**PSY 5983. Counseling Practicum - 3 hours**

A course designed to give the advanced student practice in counseling under supervision with cases involving preliminary interview, testing, analysis of data, counseling interviews, and written summaries. Prerequisite: PSY 5313 and 5323.

## **RECREATION & LEISURE STUDIES**

**REC 1102. Introduction to Leisure - 2 hours (Fall)**

A basic course which provides a philosophical and conceptual framework of leisure. Theoretical, sociological, historical and spiritual aspects are included. An investigatory approach in which leisure is identified with recreation and other areas of life.

**REC 1113. Foundations of Community Recreation - 3 hours (Spring)**

A course concerning the history, nature, extent, and significance of recreation in the community setting. Special attention is focused on government related agencies that provide public leisure services.

**REC 1123. Principles of Church Recreation - 3 hours (Fall)**

A survey course in the interpretation, objectives, history and philosophy of recreation in the church and its relationship and contribution to the total church ministry. An overview of the various program areas of church recreation included.

**REC 2042. Social Recreation - 2 hours (Fall)**

A course in the planning, promotion and conducting of various types of events. Classroom discussion and demonstrations of activities for parties, fellowships, and other social occasions included. (Fee \$5)

**REC 2052. Camp and Retreat Administration - 2 hours (Spring)**

A study of organizational, administrative and programming aspects of resident camps, day camps and retreats. Includes history of the camping movement and an overview of outdoor education.

**REC 2062. Drama in the Church and Community - 2 hours (Fall)**

A practical application course with special emphasis given to the role of drama in the church and community. Includes a study of various types of drama, organizational methods for the establishment of an on-going program, and review of resources.

**REC 2072. Senior Adult Recreation - 2 hours (Spring)**

An investigation of the needs and potentials of senior adults with emphasis on recreation programming opportunities. Problems of aging are also considered.

**REC 2092. Recreation and Athletic Facilities - 2 hours (Fall)**

A course which examines the planning and design of recreation and athletic facilities. Also includes practical considerations for operating a facility.

**REC 2951-3/4951-3. Special Topics in Recreation - 1-3 hours (As arranged)**

An intensified approach to selected themes or subject matter in recreation. Areas of study may vary. Prerequisites: Approval of Div. Coordinator or 8 hours in recreation. (Upper level credit requires 12 hours in recreation and Junior or Senior standing.)

**REC 3163. Recreation Leadership - 3 hours (Spring)**

A course designed for training leaders of recreation. Techniques of direct recreation leadership and methods for practical application of leadership skills are emphasized. Includes lab. (Must be taken at SBU). Prerequisites: REC 1102 and 1113 or 1123.

**REC 3783. Recreation Field Guidance Seminar - 3 hours (Spring)**

A laboratory-type exposure to recreation; actual situations are encountered and discussed in seminar fashion. Prerequisites: REC 1102 and 1113 or 1123.

**REC 3992. Readings in Recreation - 2 hours (Fall)**

A concentrated study of books relating to the field of recreation. Oral and written work pertinent to each book is required. (Approval of course supervisor required.)

**REC 4023. Organization and Administration of Recreation - 3 hours (Fall)**

A course emphasizing the methodology of planning, organizing, administering and managing the recreation department. Consideration given to staff and personnel, equipment, budgeting, records, reports and programming. Prerequisites: REC 1102, 1113, or 1123 and 3163.

**REC 4762. Problem Solving in Recreation - 2 hours (Spring)**

A seminar on problem solving in the recreation profession. Aimed at facilitating transition between the academic and professional experience. (Restricted to recreation majors or minors of Junior or Senior standing.)

**REC 4961-3. Recreation Practicum - 1-3 hours (Fall, Spring, Summer)**

Credit given for on-the-field experience gained in the practice of specified recreation related duties. Settings are determined according to individual circumstances. (Maximum of 3 hours total may be earned toward major.) Prerequisites: Advance approval of course supervisor and Junior or Senior standing.

**REC 4971-2. Recreation Symposium - 1-2 hours (As requested)**

Credit given for special short-term off campus study in the field of recreation including labs, clinics or conferences as sponsored by national, regional, or state recreation associations or agencies. (Restricted to recreation majors or minors of Junior or Senior standing; approval of Div. Coordinator required)

**REC 4986. Internship in Recreation - 6 hours (Fall, Spring, Summer)**

A fulltime residency for on-the-job training under the supervision of a church or community recreation professional. Includes observation, supervision, planning, instruction, direct leadership, and evaluation. Prerequisites: A minimum grade of "C" in REC 3163 and REC 3783; a minimum overall GPA of 2.000 in all coursework taken at SBU prior to application for internship and prior to internship itself; restricted to Church Recreation or Community Recreation majors of senior standing; advance application no later than September or February of preceding semester. (Fee \$100).

**REC 4991-3. Independent Investigations in Recreation - 1-3 hours (Fall, Spring)**

Exploratory projects or undergraduate research and directed individual study in recreation areas not included in the regular curriculum. See further guidelines in this catalog under "Independent Study". (Restricted to recreation majors of Senior Standing with a minimum GPA of 2.75 in REC. Approval of Div. Coordinator required.)

**RELIGIOUS EDUCATION****RED 2003. Introduction to Religious Education - 3 hours (Fall, Spring)**

An introductory study of the historical and philosophical principles of Christian education in accord with today's church programs.

**RED 2033. Principles of Teaching in the Church - 3 hours (Fall, odd years; Spring, each year)**

Basic principles and concepts of Christian teaching formulated and projected into planning and presented in church related learning experiences.

**RED 2062. Drama in the Church and Community - 2 hours (Fall)**

See REC 2062 for course description.

**RED 2951-4. Special Topics in Religious Education - 1-4 hours**

A focus on special topics in the field of Religious Education. Prerequisites: Consent of instructor.

**RED 3013. Youth Ministry in the Church - 3 hours (Spring)**

A study of the objectives, organization, curriculum materials, and methodologies for youth, ages 12-17, and the directing of a youth program. Prerequisite: RED 2003

**RED 3023. Church and Denominational Administration - 3 hours (Fall)**

A functional study including duties of church officers and committees, constitutions, by-laws, parliamentary procedure and church and denominational administration. Prerequisite: RED 2003 or consent of instructor.

**RED 3043. Childhood Education in the Church - 3 hours (Fall, even years)**

A study of the objectives, organization, curriculum materials, and teaching methodologies designed for children ages six through eleven. Special emphasis will be given to the "age of accountability." Prerequisite: RED 2003 or consent of instructor.

**RED 4003. Adult Education in the Church - 3 hours (Fall, even years)**

Study of the development of religious adult education, developmental tasks of adulthood, program organizations of the church at work in adult education and available curriculum materials. Prerequisite: RED 2003 or consent of instructor.

**RED 4053. Reaching Unchurched Youth - 3 hours (Fall)**

A study of (1) the needs of youth and their culture (including suicide, pregnancy, parental problems, drugs) and (2) evangelism strategies, events, and programs designed to reach unchurched youth. Prerequisites: BIB 1013, 1023 (1002, 1012), DIS 2012, and consent of instructor.

**RED 4203. Administration of Early Childhood Education Programs - 3 hours (Fall, odd years)**

This course is a functional study of the administrative techniques, responsibilities, and professional guidelines for establishing and directing an early childhood program. Prerequisite: EDU 2113, 2313, 2333, 2381, 2391; PSY 3053; or RED 2003, 2033, 3043; or consent of instructor.

**RED 4951-4. Intensive studies in Religious Education - 1-4 hours**

Focus on special areas of interest in the Religious Education field. Topic will vary from year to year. (May be taken more than once). Prerequisites: RED 2003 and consent of instructor.

**RED 4981-6. Internship in Religious Education - 1-6 hours (Fall, Spring, Summer)**

On-the-job training under the supervision of a full-time minister of education, minister of childhood education, or youth minister. Includes observation, supervision, planning, instruction, guided practical leadership and evaluation. Prerequisite: Major in Religious Education or Youth Ministry with Senior standing or by permission of the chairman, Department of Religious Education.

## RELIGION

**REL 2951-3. Special Topics in Religion - 1-3 hours**

Investigation of selected themes, topics, or current issues in religion. Areas of study will vary from year to year (the course may be repeated). Prerequisite: Consent of instructor.

**REL 4991-3. Independent Research - 1-3 hours**

## SOCIOLOGY

**SOC 1003. Introductory Sociology - 3 hours (Fall, Spring)**

Survey of major subject areas and principles of sociology. Topics of the nature and development of culture; social aspects of personality; population trends, social classes, institutions and social change.

**SOC 1013. Introductory Anthropology - 3 hours (On Demand)**

A survey presentation of the theories, methods, and major areas of anthropology. Attention is given to human origins, the concept of culture, and man as a cultural being.

**SOC 1102. Introduction to Leisure - 2 hours (Fall)**

A basic course which provides a philosophical and conceptual framework of leisure. Theoretical, sociological, historical and spiritual aspects are included. An investigatory approach in which leisure is identified with recreation and other areas of life.

**SOC 2003. Social Problems - 3 hours (Fall, Spring)**

Study of current social problems of American and world societies. Focus is on the description, causation, and solution of these problems. Prerequisite: SOC 1003.

**SOC 3003. The Family - 3 hours (Fall, Spring)**

A study of family life, dating, and marriage, and the family life course. Attention is given to present day problems and trends. Prerequisite: SOC 1003.

**SOC 3033. Rural Sociology - 3 hours (Spring)**

Study of rural society, its organization, agencies, institutions, population trends and composition, patterns of settlement and changing character. Prerequisite: SOC 1003.

**SOC 3043. The City - 3 hours (Fall)**

Study of the urban society, historical development, urban development, urban redevelopment and renewal, pattern of settlement, population trends and composition and major problems. Prerequisite: SOC 1003.

**SOC 3073. Social Psychology - 3 hours (Fall, Spring)**

Social behavior of individuals and the major processes of social interaction, social influence, group structure, the individual and the system, and socialization. Three hours credit in either psychology or sociology (not both). Prerequisites: PSY 1013 or SOC 1003.

**SOC 3083. Psychological and Sociological Implications of Mental Retardation - 3 hours (Spring)**

Definition, diagnosis, classification, perceptual and conceptual evaluation. Multi-disciplinary approach to mental retardation. Three hours of credit in either psychology or sociology (not both). Prerequisite: PSY 1013 or SOC 1003.

**SOC 3243. Elementary Statistics - 3 hours (Fall, Spring)**

Measurement, averages, variability, percentile rank, normal curve, correlation, chi-square, and probability related to the behavior sciences. Prerequisite: PSY 1013 or EDU 2113.

**SOC 3313. Introduction to Social Work - 3 hours (Fall)**

A survey of the issues and knowledge upon which social work has developed, with consideration given to historical background, structure, methods and current programs. Prerequisite: SOC 1003.

**SOC 4003. Understanding Women - 3 hours (On Demand)**

A course designed to increase awareness of sex roles and their influence on women's sexuality, relationships, and mental health. Emphasis is placed on surveying and examining the modern woman's place in society—her roles and experiences as a single woman, wife, mother, and career person.

**SOC 4032. Sex Education - 2 hours (On Demand)**

A course designed to provide the student with frank, factual information about the many aspects of sex; to help enable the student to see sex as a natural, integral, God-ordained component of marriage; and to dispel common myths and misconceptions about sex. Junior or senior standing or consent of instructor.

**SOC 4033. Criminology - 3 hours (Spring)**

A study of sociological theories of crime and delinquency, of crime control including punishment and treatment, and of practices and organizations of police, courts, probation, and parole departments and prisons. Prerequisite: SOC 1003, Jr. or Sr. standing, or consent of instructor.

**SOC 4043. Minorities in American Society - 3 hours (Fall)**

Provides an overview of majority-minority relations within the United States, including an in-depth examination of current social problems facing America's racial and ethnic minorities. Prerequisite: SOC 1003.

**SOC 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society, its institutions, the individual and the survivors view and are affected by the process of dying and death. Guidelines are provided to enable the students to aid others and themselves in dealing with death and dying. Prerequisite: PSY 1013 or SOC 1003.

**SOC 4063. Sociological Theory - 3 hours (Spring)**

A seminar approach to the study of the history and development of social thought, including contributions of the basic ideas of the major theorists. Prerequisite: 12 hours or sociology.

**SOC 4073. Sociology of Religion - 3 hours (On demand)**

A study of the interrelationships between culture and religion, with special emphasis on religion in American society; its organizations and roles; and its integration with other institutions. Prerequisite: SOC 1003.

**SOC 4083. Gerontology - 3 hours (Fall)**

This course is designed to acquaint the student with the theories of aging, the way the aging individual relates to the social systems, adjustment patterns of the aging and societal issues confronting older Americans. Prerequisite: PSY 1013 or SOC 1003.

**SOC 4233. Research Design and Methods - 3 hours (On demand)**

Intensive analysis of experimental designs and methods of research including measurement issues, ethical considerations, sampling techniques, data-gathering techniques, data analysis and interpretation, presentations and reporting of results. Prerequisites: PSY 1013 or SOC 1003, PSY or SOC 3243 and permission of instructor.

**SOC 4313. Field Experience in Social Welfare - 3 hours (On demand)**

Study of theoretical material combined with case experience in public welfare programs. Prerequisites: SOC 1003 and 3313.

**SOC 4333. Child Abuse and Neglect - 3 hours (On demand)**

A study of child abuse and neglect with consideration given to causes, symptoms, treatment and prevention. A special section is included dealing with the treatment of adult survivors of child abuse. Prerequisite: SOC 2003 or consent of instructor.

**SOC 4373. Being Human and Addicted (Addictionology) - 3 hours (On demand)**

A study of the effects of drugs on the human being, issues of physiology, psychology, sociology, and religion will be addressed as they relate to chemical dependency. An overview of treatment methods and therapy will be included. Prerequisite: Junior or senior standing.

**SOC 4951-4. Intensive Studies - 1-4 hours (On demand)**

A study of critical issues in Sociology that are not covered in other course offerings. Areas of study will vary from year to year. Students may elect to repeat this course. Prerequisite: 12 hours of Sociology or consent of instructor.

**SOC 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by department chair.

**SOC 5043. Minorities in American Society - 3 hours**

A study of general concepts including prejudice, discrimination, etc. The principal American racial and ethnic minority groups are considered with emphasis upon Black Americans. Prerequisite: SOC 1003.

**SOC 5053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society, its institutions, the individual and the survivors view and are affected by the process of dying and death. Guidelines are provided to enable the students to aid others and themselves in dealing with death and dying. Prerequisite: PSY 1013 or SOC 1003.

**SOC 5083. Gerontology - 3 hours**

The study of the elderly. Theories of aging, biological, sociological and psychological changes of the elderly; and societal issues confronting older Americans. Prerequisites: SOC 1003 or permission.

**SOC 5333. Child Abuse and Neglect - 3 hours (On demand)**

A study of child abuse and neglect with consideration given to causes, symptoms, treatment and prevention. A special section is included dealing with the treatment of adult survivors of child abuse. Prerequisite: SOC 2003 or consent of instructor.

## **SPANISH**

**SPA 1114. Elementary Spanish I - 4 hours (Fall)**

Pronunciation, grammar, reading of simple prose, auraloral practice.

**SPA 1124. Elementary Spanish II - 4 hours (Spring)**

Continuation of SPA 1114. Prerequisite: SPA 1114 or satisfactory placement score or one year of high school Spanish.

**SPA 2213. Intermediate Spanish I - 3 hours (Fall)**

Grammar review, simple composition and conversion, and the reading of short narratives. Prerequisite: SPA 1124 or satisfactory placement score.

**SPA 2223. Intermediate Spanish II - 3 hours (Spring)**

Continuation of SPA 2213 with emphasis on reading. Prerequisite: SPA 2213 or satisfactory placement score or two years of high school Spanish.

**SPA 2931-3. Special Reading in Spanish - 1-3 hours**

Readings on specific subjects. A theme will be chosen for study. (TBA with instructor). Prerequisite: SPA 2223.

**SPA 2951-4. Special Topics/Intensive Studies - 1-4 hours****SPA 3313. Advanced Spanish Composition and Conversation - 3 hours (Fall, even years)**

The writing of themes, practice in grammar and idioms, and everyday conversation. Prerequisite: SPA 2223 or equivalent.

**SPA 3323. Spanish Culture and Civilization - 3 hours (Spring, odd years)**

Spanish civilization, customs and culture from its beginning to present times.

**SPA 3333. Survey of Early Spanish Literature - 3 hours (Fall, odd years)**

Spanish literature from the beginning to the eighteenth century. Prerequisite: SPA 3313 or 3323 or instructor's permission.

**SPA 3343. Survey of Later Spanish Literature - 3 hours (Spring, even years)**

Spanish literature from the eighteenth century to the present. Prerequisite: SPA 3313, 3323, or 3333 or instructor's permission.

**SPA 4951-4. Special Topics/Intensive Studies - 1-4 hours****SPA 4971-3. Symposia - 1-3 hours****SPA 4991-3. Independent Studies - 1-3 hours****TELECOMMUNICATION****TEC 1013. Media and Society - 3 hours (Fall)**

A study of communication strategies in mass media. The history, development, and current structures of the media and their effects on society.

**TEC 2043. Television Production I - 3 hours (Fall)**

An introduction to the theory, concepts, organization and art of television production.

**TEC 2203. Voice and Diction - 3 hours (Fall)**

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103.

**TEC 3013. Writing for Television - 3 hours (On demand)**

In this course students will learn to draw storyboards, prepare script treatments, and write various types of shooting scripts for television. Prerequisites: TEC 1013, 3053, ENG 2213 or consent of instructor. Lab fee: \$12.

**TEC 3033. Directing for Television - 3 hours (On demand)**

The role of the television director, planning visual variety, selecting camera treatment, blocking scenes, and script preparation are studied. Prerequisites: TEC 2043, 3053.

**TEC 3053. Television Production II - 3 hours (Spring)**

Emphasis will be given to learning the concepts of field production of segments for use in several different kinds of formats and for different kinds of transmission purposes. Prerequisite: TEC 2043, CIS 1103.

**TEC 4951-3. Special Topics - 1-3 hours (On demand)**

Selected topics of special interest in the field of television not usually covered by regular courses.

**TEC 4963. Practicum in Television Production - 3 hours (On demand)**

A practical application of the television production process as related to the art of electronic news gathering. As a class project, students participate in producing segments for a campus news program. Prerequisites: TEC 3013, 3033.

**TEC 498(1-6). Internship in Television Production - 1-6 hours (Fall/Spring/Summer)**

Internship in television production is designed to give qualified students an opportunity to work in a television station, production studio, production department of a corporation or a denominational agency. Prerequisites: TEC 3013, 3033.

**TEC 499(1-3). Independent Studies in Telecommunications - 1-3 hours (Fall/Spring/Summer)**

May be used to fulfill upper level hour requirements or for research in telecommunications. Prerequisite: Instructor approval.

**THEATRE****THR 1023. Acting I - 3 hours (Fall)**

Fundamentals of acting techniques. Emphasis on movement and mime.

**THR 1033. Introduction to Theatre - 3 hours (Fall)**

A study of the history and literature of the theatre with introductory participation in the areas of acting and stagecraft. Emphasis on reading and attending plays. Lab fee \$14.

**THR 1053. Stagecraft - 3 hours (Fall, Spring)**

Basic principles of set design, construction of scenery, and lighting techniques.

**THR 2043. Introduction to Film - 3 hours (Spring)**

An in-depth study of the history and evolution of film making, including study of famous actors, actresses, film directors, and producers of the past.

**THR 2052. Make-up - 2 hours (Spring, odd years)**

Laboratory exercises in the basic fundamentals of stage make-up.

**THR 2062. Drama in the Church and Community - 2 hours (Fall)**

A practical application course with special emphasis given to the role of drama in the church and community. Includes a study of various types of drama organizational methods for the establishment of an on-going program, and a review of resources.

**THR 2203. Voice and Diction - 3 hours (Fall)**

Emphasis on developing the speaking voice. Introduction to vocal anatomy, phonetics, voice projection, and articulation. Prerequisite: COM 1103.

**THR 3023. Children's Theatre Workshop - 3 hours (On demand)**

Participation in all aspects of children's drama. Emphasis on play selection, staging techniques, and acting style.

**THR 3033. Acting II - 3 hours (Spring, even years)**

Advanced acting techniques. Emphasis on motivation, characterization, and showmanship.

**THR 3303. Oral Interpretation of Literature - 3 hours (Fall)**

Emphasis on theory and practice of reading orally from the printed page.

**THR 4023. Directing of Plays - 3 hours (Fall)**

Principles of directing the various steps of a production, and practice in rehearsing and presenting plays. Prerequisite: THR 1023 or 1033 or consent of instructor.

**THR 4413. Shakespeare - 3 hours (Fall, odd years)**

Tragedies, histories, and comedies of Shakespeare. Prerequisite: ENG 1113 and 2213, or ENG 1123.

**THR 4473. Modern Drama - 3 hours (Spring, odd years)**

British, American, and Continental plays from Ibsen to the present. Prerequisite: ENG 1113 and 2213, or ENG 1123.

**THR 4954. Contemporary American Theatre - 4 hours (Winterfest)**

Study of American theatre as it relates to contemporary theatre. A trip to New York to attend ten Broadway productions.

**THR 499(1-3). Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by department chairman.

**THEATRE - WORKSHOP COURSES**

Only four (4) credit hours in any one workshop may be earned toward a major. Students enroll in workshops according to classification: (1) Freshman (2) Sophomore (3) Junior (4) Senior.

**THR (1,2,3,4)001. Theatre Performance Workshop - 1 hour (Fall, Spring)**

Open to all students by audition. Rehearsal and performance of a major drama production. Grade is based on attendance, professional attitude and conduct, and performance evaluation.

**THR (1,2,3,4)011. Theatre Production Workshop - 1 hour (Fall, Spring)**

Open to all students. Thirty (30) hours of work on backstage duties and/or technical crews for major drama production is required. Grade is based on successful completion of assigned work, professional attitude and conduct and evaluation by instructor.

**THR (1,2,3,4,)041. Opera Workshop - 1 hour (Fall, Spring)**

Open to all students by audition. Laboratory for study and performance of operatic solos and ensembles. One major production per semester. Two rehearsals per week.

**THR (1,2,3,4,)051. Touring Troupe - 1 hour (On demand)**

Open to all students by audition. Rehearsal and performance of Christian plays, sketches, and monologues. Two rehearsals per week and six off-campus performances required per semester.

**THEOLOGY****THE 2113. Christian Doctrine - 3 hours (Fall, odd years)**

Analysis and interpretation of the great doctrines of the Christian religion. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

**THE 3023. The Baptist Denomination - 3 hours (Fall, even years, Spring)**

Study of the history, beliefs and denominational programs of Baptists. Prerequisites: BIB 1002, 1012, (1013, 1023) and DIS 2012.

**THE 3153. Systematic Theology I - 3 hours (Fall, even years)**

An intensive study of the discipline of systematic theology, the doctrine of revelation, and the doctrine of God. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

**THE 3463. History of Christianity I - 3 hours (Fall, even years)**

Survey of early and medieval Christianity emphasizing its growth and geographic expansion, the development of its thought and practice, the elaboration of its institutional structure, and its role in history to 1500 A.D. Covers orthodox churches as well as Roman Catholic. Can also be taken for History credit. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

**THE 3513. Europe in the Renaissance and Reformation Periods**

See course description under HIS 3513.

**THE 3673. History of Christianity II - 3 hours (Spring, odd years)**

Survey of the history and expansion of Christianity from 1500 A.D. to present with special attention to the Protestant Reformation and the missionary expansion of Roman Catholicism, the birth of Puritanism, Pietism, and the evangelical awakening; and the rise and expansion of evangelical Christianity around the world. Can also be taken for History credit. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

**THE 4123. Systematic Theology II - 3 hours (Spring, even years)**

An intensive study of the Christian doctrines of man, sin and the person and work of Jesus Christ. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012 (or 1013, 1023), DIS 2012.

**THE 4143. Systematic Theology III - 3 hours (Fall, odd years)**

An intensive study of the Christian doctrines of the Holy Spirit, salvation, the Church, and end times. Attention will be given to biblical sources, historical development, and contemporary expressions. Prerequisites: BIB 1002, 1012, (or 1013, 1023), DIS 2012.

**THE 4413. Roman Imperial Civilization and the Early Church**

See HIS 4413 for course description.

**THE 4951-4. Intensive Studies in Theology - 1-4 hours**

A focus on a special topic, theme, or issue in the area of theology. Topics will vary from year to year. (May be taken more than once). Prerequisites: Junior standing and consent of instructor.

**UNIVERSITY LEARNING CENTER****ULC 1102. Study Skills - 2 hours (Fall, Spring)**

Skills in the areas of time management, note taking, textbook study techniques, test taking, memory strategies, and effective listening are presented and applied to student's current courses. Lab fee \$10.

**ULC 1112. Reading Skills - 2 hours (Fall, Spring)**

Skills in skimming, underlining, outlining, increasing vocabulary, improving comprehension and speed are discussed and practiced in relationship to current university courses. One lecture, two laboratories each week. Lab fee \$10.



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**Lisa Kraus, A.A.S.**  
To the Dean, College of Science and Mathematics

**Paula Livingston**  
To the President

**Linda Maberry, B.S.**  
To the Provost

**Mickie McNeely**  
To the Vice President for Administration

**MariLynn Paro, B.A.**  
To the Dean, Graduate Studies

**Dana Potts, B.M.**  
To the Dean, College of Music, Arts, and Letters

**Carol Standley**  
To the Senior Director of Admissions and Financial  
Planning

## FACULTY

Date following title indicates year of appointment - \* Indicates Graduate Faculty

**\*M. Michael Awad**

Provost  
Professor of Mathematics, 1993.  
B.S., Southwest Missouri State University;  
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Instructor of Accounting, 1994.  
B.S., Southwest Baptist University;  
M.B.A., Oklahoma State University.

**James Donald Baker**

Director of In-Service Training;  
Chair, Department of Christian Vocational Ministries;  
Senior Professor of Christian Ministries, 1976.  
A.A., A.S., Southwest Baptist University;  
A.B., William Jewell College;  
M. Div., Central Baptist Theological Seminary;  
Th.D., New Orleans Baptist Theological Seminary.

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Associate Professor of Music  
Coordinator of Church Music, 1974.  
B.S. in Music Education, University of Missouri;  
M.S.M., New Orleans Baptist Theological Seminary;  
Doctoral study, University of Missouri, Kansas City.

**Bing Boyd Bayer**

Associate Professor of Old Testament and Hebrew, 1986.  
B.S., Dallas Baptist University;  
Th.M., Dallas Theological Seminary;  
Ph.D., Southern Baptist Theological Seminary.

**Carol Bevier**

Senior Professor of Music  
Coordinator of Music Theory, 1966.  
B.M.E., Central Missouri State University;  
M.M., Northwestern University;  
Ph.D., North Texas State University;  
NEH Seminars for College Teachers, Yale University,  
Dartmouth College.

**Roy Blunt**

President  
Associate Professor of History, 1993.  
B.A., Southwest Baptist University;  
M.A., Southwest Missouri State University;  
D.C.L., Southwest Baptist University;  
Ed.D. (Hon) Missouri Valley College;  
D. Lit., Wm. Jewell College.

**Ronald E. Boutwell**

Associate Professor of Speech and Theater, 1967.  
B.F.A., Texas Christian University;  
M.A., North Texas State University.

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B.S., Southwest Baptist University;  
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National Certified Counselor  
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**\*Richard L. Brewer**

Chair, Department of Behavioral Sciences.  
Associate Professor of Psychology, 1982.  
B.A., Southwest Baptist University;  
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Psy.D., Forest Institute of Professional Psychology.  
Licensed Clinical Psychologist.

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Professor of Music, 1980.  
B.M., B.M.E., Baylor University;  
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**Nancy C. Brown**

Associate Professor of Music, 1968,  
B.M., M.M., Baylor University;  
Additional study, University of Alabama and Samford  
University.

**\*Rex Brown**

Athletic Director  
Senior Professor of Health and Physical Education, 1969.  
B.S.E., M.Ed., Ed.D., University of Arkansas;  
Additional study, Michigan State University and Auburn  
University.

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Associate Professor  
Reference/Services Librarian, 1979.  
A.A., Santa Fe Community College;  
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**\*William P. Brown**

Dean, Geneva Casebolt College of Music, Arts, and Letters  
Senior Professor of Music, 1980.  
B.M., Baylor University;  
M.M., D.M., Indiana University.

**John A. Bryant**

Associate Professor of Mathematics, 1966.  
A.A., Southwest Baptist College;  
B.S., M.Ed., Mississippi College;  
M.A., University of Illinois.

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B.S. in Education, Mississippi College;  
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Assistant Professor of Nursing, 1991.  
B.S.N., University of Missouri-Columbia;  
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Instructor of Business Administration and Accounting, 1992.  
B.S. in Business Administration, University of Missouri at  
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Senior Professor of Philosophy, 1966.  
A.B., University of Missouri;  
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Additional study, University of Arkansas, University of Saint  
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Assistant Professor, Business Administration, 1988.  
Certificate in Education, Goldsmiths College, London,  
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Post Graduate Diploma in Mathematics, Computing and  
Statistics, University of London Institute of Education;  
M.A., Ph.D., University of Missouri-Columbia.

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Assistant Professor of English, 1994.  
B.A., Southwest Baptist University;  
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Doctoral Study, Oklahoma State University.

**Ronda Credille**

Instructor of Business Administration, 1990.  
B.S., Southwest Baptist University;  
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1985.  
B.S., M.S., Northwest Missouri State University;  
Doctoral Candidate, Southern Illinois University-Carbondale.

**\*Bob R. Derryberry**

Chair, Department of Communication Arts  
Senior Professor of Speech  
Director of Forensics, 1961, 1981.  
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**Eldonna DeWeese**

Assistant Professor  
Collection Development Librarian, 1969-1982, 1991.  
A.A., Southwest Baptist University;  
B.S. Ed., M.A., Southwest Missouri State University;  
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Associate Provost,  
Senior Professor of Bible, 1980.  
B.S., Louisiana Tech University;  
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Chair, Computer and Information Sciences  
Professor of Computer and Information Sciences, 1983.  
B.S.S.E., John Brown University;  
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B.A., Baylor University;  
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B.S., Wayland Baptist University;  
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National Institutes of Health Post Doctoral Fellow, Texas  
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B.S., Washington University;  
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Head Football Coach, 1988.  
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B.S., Oklahoma State University;  
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A.A., Southwest Baptist College; B.A., William Jewell  
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Ph.D., George Peabody College of Vanderbilt University;  
Additional study, Composition with Humphrey Searle, Royal  
College of Music, London;  
Psychotherapy, Westminster Pastoral Foundation, London.

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Associate Professor of Mathematics, 1988.  
B.A., Greenville College;  
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Coordinator of Recreation and Leisure Studies  
Senior Professor of Recreation, 1974.  
B.S., Lincoln University;  
Graduate Study, Lincoln University and University of  
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B.S., Southwest Baptist University;  
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CLU, Chartered Life Underwriter;  
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B.S., Ph.D., Mississippi State University;  
Additional study, University of Southern Mississippi.

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B.S., Mississippi College;  
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Postdoctoral work, Cornell University and University of  
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Senior Professor of Chemistry, 1960.  
B.A., Baylor University;  
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Professor of Physical Therapy, 1996.  
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Certificate in Physical Therapy, Children's Hospital of Los Angeles;  
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B.A., University of Colorado, Colorado Springs;  
M.A., University of Colorado, Boulder;  
Ph.D., University of Texas.

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Director, ADN Program, 1996.  
B.S.N., Marillac College, St. Louis;  
M.S.N., University of Missouri.

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Assistant Professor of Nursing, 1986.  
B.S., Texas Woman's University;  
M.S.N., West Texas State University;  
Doctoral study, Nova University.

**Robert P. McGlasson**

Assistant Professor, Coordinator of Media Services, 1990.  
B.S., M.A., Southwest Missouri State University;  
M.L.S., University of Missouri, Columbia.

**Beverly McNeal**

Assistant Professor of Physical Therapy, 1994  
Director of Clinical Education.  
B.S., Baylor University;  
M.S.P.T., Texas Women's University.

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Chair, Department of Nursing  
Associate Professor of Nursing, 1993.  
B.S., Missouri Western College;  
M.N., University of Kansas;  
Ph.D., University of Missouri-Kansas City.

**Evelyn Mercer**

Assistant Professor of Sociology, 1986.  
B.A., Southwest Baptist University;  
M.R.E., Southern Baptist Theological Seminary;  
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Licensed Clinical Social Worker;  
Academy of Certified Social Workers.

**Jim Middleton**

Instructor of Health and Physical Education  
Head Basketball Coach (Women), 1994.  
B.S., M.S., Southwest Missouri State University.

**\*Kenneth A. Middleton**

Dean, College of Business  
Professor of Business Administration, 1991.  
B.A., M.A., Ph.D., Arizona State University.

**Stephanie Miller**

Assistant Professor of Health & Physical Education  
Associate Athletic Director,  
NCAA Compliance Officer, 1984.  
B.S., Southwest Baptist University;  
M.Ed., Drury College.

**\*Joyce H. Misenheimer**

Associate Professor of Education, 1989.  
B.S., M.Ed., Ed.D., University of Arkansas.

**Judith R. Mitchell**

Assistant Professor of Nursing, 1990.  
B.S.N., University of Michigan;  
M.N., Michigan State University.

**\*Eric D. Moore**

Professor of Education, 1975, 1981.  
B.A., Southwest Baptist College;  
M.S., Central Missouri State University (Clinical Audiology);  
Ph.D., University of Missouri-Columbia.

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Assistant Professor of Religious Education, 1987.  
B.S., Northwestern State College;  
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M.A., Sangamon State University.

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Chair, Department of Accounting  
Professor of Accounting, 1975.  
A.S., Southwest Baptist College;  
B.S.B.A., University of Missouri;  
M.B.A., Southern Illinois University-Edwardsville;  
C.M.A., Institute of Certified Management Accountants;  
Ph.D., University of Missouri; Additional study, Institute for Educational Management, Harvard University.

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Instructor of Music, 1994.  
B.M.E., Samford University;  
M.M., Southwestern Baptist Theological Seminary;  
Doctoral study, Southwestern Baptist Theological Seminary.

**Gina Payne**

Instructor of English, 1994.  
B.S., University of Montevallo;  
M.S., Southwest Missouri State University.

**Lynn E. Penticuff**

Associate Professor of Music, 1975.  
B.M.E., M.M., Central Missouri State University;  
Doctoral study, University of Missouri-Kansas City.

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Assistant Professor of Psychology  
Coordinator of Human Services Program.  
B.A., Southwest Baptist University;  
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M.S.W., University of Missouri-Columbia;  
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B.B.A., Baylor University;  
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Cataloging Librarian, 1980.  
B.A., Union College;  
M.L.S., George Peabody College for Teachers.

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Lecturer in Psychology, 1994.  
B.S., Southwest Baptist University;  
M.S., Iowa State University;  
Additional study, Iowa State University.

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Associate Professor of Physical Therapy, 1996.  
B.S., University of Central Oklahoma;  
M.Ed., University of Central Oklahoma;  
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Assistant Professor of Psychology, 1989.  
B.A., Southwest Baptist University;  
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Additional study, Forest Institute of Professional Psychology.

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B.S., University Central Arkansas;  
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B.S.N., St. Joseph College;  
M.S.N., Wayne State University;  
M.Div., Assemblies of God Theological Seminary;  
Doctoral study, Midwestern Baptist Theological Seminary.

**Scott Sigman**

Professor of Computer and Information Sciences, 1983.  
B.S., Southwest Baptist University;  
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M.C.S.E., University of Evansville;  
Doctoral Study, University of Missouri-Rolla.

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Associate Professor of Mathematics, 1965.  
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Dean, College of Science and Mathematics,  
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Director of Institute of Evangelism  
Associate Professor of Evangelism, 1975.  
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B.A., Southwest Baptist University;  
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Professor of English, 1979.  
B.A., Southwest Baptist College;  
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Dean of Library Services  
Professor, 1980.  
B.S., Ball State University;  
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Director, University Learning Center  
 Assistant Professor, 1985.  
 B.S., M.Ed., Memphis State University;  
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Instructor in Psychology/Counselor, 1994.  
 B.A., Southwest Baptist University;  
 M.S., Texas Women's University;  
 Licensed Clinical Social Worker.

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Associate Professor of Music  
 Assistant Chair, Department of Music, 1989.  
 B.S., Jacksonville State University;  
 M.M., University of Georgia;  
 D.M.A., University of Georgia.

**Renee S. Waters**

Assistant Professor of Music, 1993.  
 B.S.E., Jacksonville State University;  
 M.M., D.M.A., University of Georgia.

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Associate Professor of History and Political Science, 1965,  
 1969.  
 B.A., M.A., Mississippi State University;  
 Doctoral study, Pennsylvania State University;  
 Additional study, University of Missouri.

**\*John Wheeler**

Dean, College of Education and Social Sciences  
 Chair, Department of Education  
 Associate Professor of Education, 1983.  
 B.A., Southwest Baptist University;  
 M.S., Pittsburg State University;  
 Ed.S., Southwest Missouri State University;  
 Ed.D., University of Kansas.

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Instructor of Education,  
 Coordinator of Certification and Clinical Experiences, 1989.  
 A.A., B.A., Southwest Baptist University;  
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 Additional Study, University of Missouri-Columbia.

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Instructor of Physical Education, 1989.  
 B.S., Southwest Baptist University;  
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**PART-TIME FACULTY****Donald E. Brown**

Special Instructor of Psychology, 1995.  
 B.S., Southwest Baptist University;  
 M.A., Wheaton Graduate School

**Dianna Callahan**

Special Instructor of Art, 1984.  
 B.F.A., Southwest Missouri State University.

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Special Instructor of Telecommunications, 1989.  
 B.A.Hons., University of London;  
 Post Graduate Certificate in Education, University of  
 London;  
 M.A., University of London Institute of Education; Additional  
 study in counseling, Westminster Pastoral Foundation,  
 London, England.

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Special Instructor of Education, 1985.  
 B.S. in Education;  
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Special Instructor of Medical Technology  
 Medical Technology Program Medical Director, St. John's  
 Regional Health Center, 1990.

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 B.S.S.E., John Brown University;  
 Additional study, University of Missouri-Rolla; Texas A&M.

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 B.S., Ball State University;  
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 B.A., Southwest Baptist University;  
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 Doctoral study, Indiana University and University of  
 Missouri-Kansas City.

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 B.A., Drury College;  
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 Medical Technology Program Director, Cox Medical Center,  
 1990.  
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Medical Technology Program Director, St. John's Regional  
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