

# Southwest Baptist University

2001 - 2002  
Catalog

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Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

"The greatest of you will be your servant."  
(Matthew 23:11)

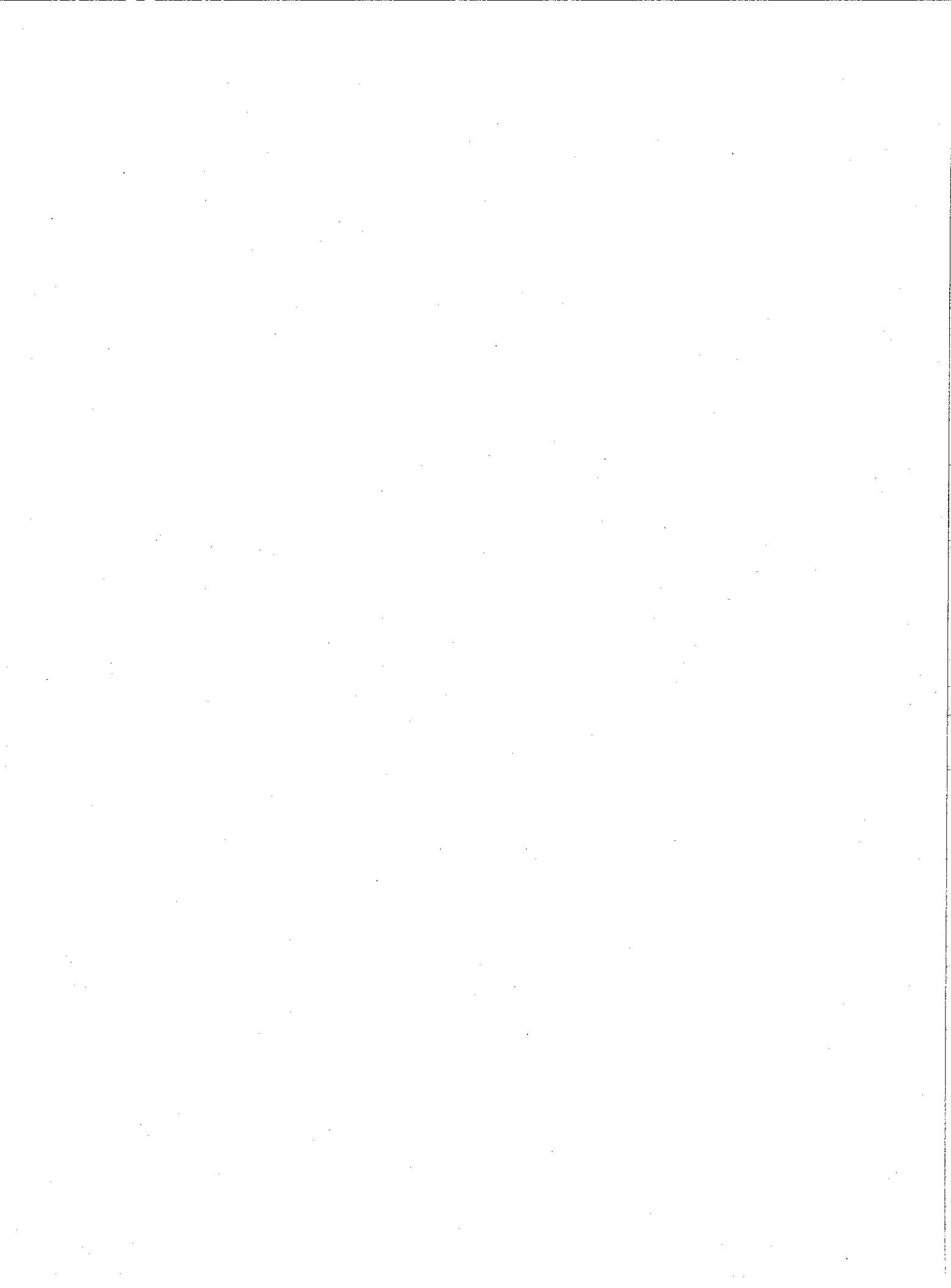
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Director, Financial Assistance

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## CATALOG EDITION 2001-2002

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# PREFACE

## 2001-2002 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 is 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 was prepared as of February 1, 2001. Information about fees and expenses, financial aid and scholarships applies to the academic year 2001-2002. 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 admission 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, 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 for Administration located in the Sells Administration Building, or the Vice President for Student Development 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 Vice President for Student Development who is designated by the University to coordinate the institution's efforts to comply with the Act.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Baptist University to comply with the requirements of FERPA. The name and address of the offices that administer FERPA are:

Ron Maupin  
Vice President of Administration  
Southwest Baptist University  
1600 University Ave.  
Bolivar, MO 65613  
OFFICE: (417) 328-1510  
FAX: (417) 328-1514  
[rmaupin@sbuniv.edu](mailto:rmaupin@sbuniv.edu)

MariLynn Paro  
Registrar  
Southwest Baptist University  
1600 University Ave.  
Bolivar, MO 65613  
OFFICE: (417) 328-1605  
FAX: (417) 328-1514  
[mparo@sbuniv.edu](mailto:mparo@sbuniv.edu)

5. **DIRECTORY INFORMATION**—The University designates the following items as Directory Information: student name, address (permanent and college address), telephone number (permanent and college), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent unless notified in writing to the contrary by the end of the first week of classes of each semester.

## ACCREDITATION

Southwest Baptist University is accredited by the following:

**Accredited by The Higher Learning Commission and  
a member of the North Central Association**

30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602  
(312) 263-0456

**Association of Collegiate Business Schools  
and Programs**

7007 College Boulevard, Suite 420  
Overland Park, Kansas 66211  
(913) 339-9356

**Commission on Accreditation in Physical  
Therapy Education**

1111 North Fairfax Street  
Alexandria, Virginia 22314  
(703) 684-2782

**National Association of Schools of Music**

11250 Roger Bacon Drive, Suite 21  
Reston, Virginia 20190  
(703) 437-0700

**National League for Nursing Accreditation  
Commission**

61 Broadway  
New York, New York 10006  
(212) 363-5555 Extension 153

PROGRAMS IN EDUCATION ARE APPROVED BY

**Missouri Department of Elementary and Secondary Education**

Jefferson State Office Building  
205 Jefferson Street  
P.O. Box 480  
Jefferson City, Missouri 65102-0480  
(573) 751-4212

## AFFILIATIONS

The University is a member of the **Council for Christian Colleges and Universities**, the **Association of Southern Baptist Colleges and Schools**, the **Missouri Baptist Convention**, and the **National Association of College and University Business Officers**.

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# UNIVERSITY CALENDAR 2001-2002

## FALL SEMESTER 2001

### AUGUST

- 15-17 Faculty Workshop
- 16-19 Welcome Week for New Students
- 17 Academic Profile Test for first-time entering freshmen (8:45-11:30 a.m.)
- 19 Returning Students Arrive
- 20 Classes Begin - 8:00 a.m.
- 22 Formal Convocation - 10:00 a.m.
- 31 Last Day for Adding Classes

### SEPTEMBER

- 3 Labor Day - No Classes
- 7 Undergraduate deadline for December Intent to Graduate Cards
- 29 Parents/Family Day

### OCTOBER

- 16 Mid-Term Grades Due - Noon
- 19 Graduate student deadline for December Intent to Graduate Card
- 20 Homecoming
- 26 Last Day to Withdraw from Classes-without academic penalty (see page 53)

### NOVEMBER

- 3 Fall Visitation Day
- 10 Master's Comp Exams (9:00 a.m. - 1:00 p.m.)
- 16 Thanksgiving Break begins--close of classes
- 26 Classes Resume - 7:30 a.m.
- 29 All Correspondence Work Turned in to Instructor for December Graduation

### DECEMBER

- 10 Last Day of Classes
- 11-14 Final Examinations
- 14 Commencement - 7:00 p.m.
- 18 All Final Grades Due (including correspondence grades)-4:00 p.m.

## JANUARY (WINTERFEST) 2002

### JANUARY

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>3 Winterfest Begins - 7:00 a.m.</li> <li>5 Make-up Day, Classes will meet (Saturday)</li> <li>7 Last Day for Adding Classes</li> <li>12 Make-up Day, Classes will meet (Saturday)</li> </ul> | <ul style="list-style-type: none"> <li>14 Last Day to Withdraw from Classes-without academic penalty (see page 53)</li> <li>19 Make-up Day, Classes will meet (Saturday)</li> <li>21 Final Examinations (Monday)</li> </ul> |
|---|---|

## SPRING SEMESTER 2002

### JANUARY

- 22 Spring Classes Begin - 8:00 a.m. (Tuesday)
- 24 Winterfest Grades Due - 4:00 p.m. (Thursday)

### FEBRUARY

- 4 Last Day for Adding Classes
- 8 Undergraduate deadline for May Intent to Graduate Card

### MARCH

- 16 Spring Visitation Day
- 22 Graduate student deadline for May Intent to Graduate Card
- 22 Spring Vacation Begins--close of classes
- 26 Mid-Term Grades Due--Noon (Tuesday)
- 29 Undergraduate deadline for July Intent to Graduate Card
- 31 Easter

### APRIL

- 1 Classes Resume 8:00 a.m.
- 5 Last Day to Withdraw from Classes-without academic penalty (see page 53)
- 6 Master's Comp Exams (9:00 a.m. - 1:00 p.m.)
- 27 Enrollment Day

### MAY

- 2 All Correspondence Work Turned in to Instructor for May Graduation
- 13 Last Day of Classes
- 14-17 Final Examinations
- 17 Commencement Rehearsal - 3:00 p.m.
- 18 Commencement - 10:00 a.m.
- 21 All Final Grades Due (including correspondence grades) 4:00 p.m.
- 31 Graduate student deadline for July Intent to Graduate Card

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**SUMMER SEMESTER 2002**


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**JUNE**

- 3 First 4-Week and 8-Week Sessions Begin
- 5 Last Day - Adding Classes for 1st 4-Week Session
- 11 Last Day - Adding Classes for 8-Week Session
- 15 Master's Comp Exams (9:00 a.m. - 1:00 p.m.)
- 18 Last Day to Withdraw from 1st 4-Week Session Classes Without Academic Penalty (see page 53)
- 27 First 4-Week Session Ends - Final Exams

**JULY**

- 1 Second 4-Week Session Begins
- 3 Last Day - Adding Classes for 2nd 4-Week Session
- 4 No classes - Independence Day
- 5 Classes will meet (Friday) Make-up Day
- 8 Last Day to Withdraw from 8-Week Session Classes Without Academic Penalty (see page 53)
- 15 All Correspondence Work Turned in to Instructor for July Graduation
- 16 Last Day to Withdraw from 2nd 4-Week Session Classes Without Academic Penalty (see page 53)
- 25 2nd 4-Week and 8-Week Sessions End - Final Exams
- 26 Commencement - 6:30 p.m. (Friday)
- 30 All Final Grades Due (including correspondence grades) 4:00 p.m.

**DEADLINES FOR CANCELLATION OF COURSES**

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 five colleges: Science and Mathematics, Business and Computer Science, Education and Social Sciences, The Redford College of Theology and Church Vocations and the Geneva Casebolt College of Music, Arts and Letters. Areas of certification and professional areas of study are also offered.

## Mission of the University

(Adopted by the board of trustees, May 1997)

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

## Vision Statement

(Adopted by the board of trustees, October 1997)

Southwest Baptist University pursues excellence in teaching, scholarship and service by

- encouraging each member of the University community to live a Christ-centered life;
- treating each person as an individual valued by Christ;
- integrating liberal arts, research and professional studies;
- preparing students through appropriate educational and ministry opportunities to meet the challenges of a global society; and
- integrating Christian faith and biblical values within each academic discipline in accordance with the University's Baptist heritage.

## History of the University

The University first opened its doors in 1878 in Lebanon, Missouri, as Southwest Baptist College. In 1879 the college was chartered by the state of Missouri and moved to Bolivar. Early writings recount a legacy of sacrificial giving and extraordinary efforts by Baptists in southwest Missouri to establish and maintain the college. The founders, James R. Maupin and Abner S. Ingman, faced many difficulties as they rode horseback seeking funds, students and an ideal college site.

The college faced many hardships in its early years and actually closed from 1908-13 to regain financial solvency and to recover from a devastating fire that destroyed the college's only building. The efforts and prayers of area supporters and Missouri Baptists brought results, and the college reopened in 1913 as a two-year junior college.

The University has maintained its strong Baptist heritage through its affiliation with the Missouri Baptist Convention, which provides some financial support for the University and elects the 25-member board of trustees which governs the institution.

The Missouri Baptist Convention approved plans in 1964 for the college to become a senior liberal arts college. The first baccalaureate degrees were awarded in 1967. Bolivar citizens donated a 102-acre farm on the southern edge of the city that allowed the college to expand physically beyond the small 10-acre campus located near downtown as part of its growing academic expansion.

Another milestone occurred in 1981 when the college name was changed to Southwest Baptist University. In 1995 the University entered a joint nursing education agreement with St. John's Regional Medical Center in Springfield, Missouri, to form St. John's School of Nursing of Southwest Baptist University.

Today, SBU is a thriving higher education institution with more than 3,500 undergraduate and graduate students enrolled annually. The 152-acre main campus is located in the southern portion of Bolivar, a community of about 7,000 residents that serves as the seat of Polk County. There are 37 buildings on the main campus. The University also operates centers in Dexter, Joplin, Mountain View, Salem and Springfield, Missouri, and in Chicago, Illinois.

## Heritage of the University

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.

## The Southwest Commitment

### Statement of Doctrine

(Formulated by a committee appointed by the president in 1979)

For more than a century Southwest Baptist University has been a community of trustees, faculty, staff and students united in an experience of learning and living. At this time we affirm our heritage and commit ourselves anew to Christian higher education.

Undergirding the following commitments is our belief that there is only one God, who is creator and redeemer, and that the world is sustained and ruled by Him. We believe that God, the source of all truth, has given us His inspired word, the Bible, as the perfect treasure of divine instruction, the sole authority for our faith and practice. We believe that the revelation of God through the life and teachings of Christ challenges us to become Christlike in all our endeavors.

1. We pledge a continuing commitment to a LIBERAL ARTS program from a Christian perspective, believing that each student needs a broad base of knowledge upon which to build larger concepts, including a Christian value system.
2. We pledge to communicate appreciation for our CULTURAL HERITAGE, providing experiences which develop aesthetic sensitivities and skills.
3. We pledge to continue PROFESSIONAL AND PRE-PROFESSIONAL PROGRAMS including those for both church-related and secular vocations.
4. We pledge ourselves to ACADEMIC EXCELLENCE as a goal. We believe that we have the responsibility for developing scholarly competence and participating in professional activities.
5. We pledge to WORSHIP GOD as an expression of personal reverence and public witness to the world because we believe that both private and corporate worship are essential experiences for maturing Christians.
6. We pledge to encourage SPIRITUAL GROWTH through personal Bible study and through local church and college ministries.
7. We pledge to SHARE OUR FAITH. We believe that each Christian during and after college years is charged with making disciples.
8. We pledge to support MISSION OUTREACH in the local churches and throughout the world.
9. We pledge to practice and teach STEWARDSHIP of time, talent and material resources.
10. We pledge to promote the development of INDIVIDUAL RESPONSIBILITY to equip one for making academic, social, financial and spiritual decisions.
11. We pledge to be a CARING PEOPLE, a community where students form lasting friendships and learn principles upon which to build Christian homes, because we believe in the dignity and worth of the individual.
12. We pledge to emphasize PHYSICAL AND EMOTIONAL WELL-BEING. We regard a balanced diet, exercise, personal cleanliness, recreation and rest to be important to physical and emotional health.

13. We pledge to train our students in COMMUNITY LEADERSHIP.
14. We pledge through PRAYER to seek God's guidance and strength to fulfill these commitments.

Because we are not only a Christian university, but also a Baptist university, we pledge to continue our support of the Southern Baptist Convention and Missouri Baptist Convention programs and Baptist principles as stated in "The Baptist Faith and Message" which was adopted in 1963 and reaffirmed in 1979 by messengers from churches affiliated with the Southern Baptist Convention.

## **Principles and Expectations**

(Adopted by the board of trustees, February 1994)

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; 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.

## Campus Buildings and Facilities

**Art and Doris Allen Walk of Life**, named in honor of Art Allen, trustee, and his wife Doris, major contributors to its construction, was completed in the fall of 2000. It provides a beautiful landscaped walkway from the Awad Memorial Garden to Ingman Avenue. It also offers a fitting memorial to SBU students who have died since 1994.

**M. Michael Awad Memorial Garden**, named in honor of M. Michael Awad, who served SBU as provost from 1993 until his death on March 11, 1999, was completed in the fall of 2000. It consists of a fountain and several planters and provides a beautiful setting on the west side of the Sells Administrative Center.

**John A. Bryant Tennis Center**, named in honor of John A. Bryant, longtime SBU tennis coach, was completed in the fall of 2000. It provides the SBU tennis teams, faculty, staff and students as well as the Bolivar community six excellent, lighted, tennis courts.

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

The music department is located in the **Geneva Casebolt Center for Fine Arts**, which 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. Adjacent to Dodson Field is the **Virginia R. Heer Facility**, which provides rest rooms, concessions and dressing rooms for the baseball, softball, soccer and intramural fields.

- The **Felix Goodson Student Union** houses the bookstore, CatSnack Cafe, student lounge and game room, as well as the 250-seat **Grant Davis Theater** and **White Chapel**, which is used for private and small group meditation. Offices for student life, residence life, missions and ministry programs, Student Government Association, student publications, intramurals and Welcome Week are an integral part of this building.
- The **Wayne and Betty Gott Educational Center** was renovated and reopened in 1998. It includes state-of-the-art classrooms and teaching laboratories for the departments of education and behavioral sciences. The center is named in honor of longtime University donors Wayne and Betty Gott of Salem, Missouri.
- Hammons Center for Facilities Excellence**, named in honor of Dwain and Donna Hammons, business leaders from Stockton, Missouri, and major contributors to its construction, was completed in the spring of 2000. It houses the SBU physical plant staff and equipment and the safety and security staff.
- Jester Learning and Performance Center**, named in honor of Bill and Nancy Jester, business leaders from Springfield, Missouri, and major contributors to its construction, was completed in 2001. It houses the art department, the Bob R. Derryberry School of Communication Arts, the language and literature department, and a 301-seat theatre.
- The **Keathley Lifewalk** is a 15-foot wide walkway that connects Mabee Chapel, the Randolph Meditation Chapel and the Jim Mellers Center.
- Killian Health Center**, named in honor of Bob Killian, trustee, and his wife, Betty, major contributors toward its construction, was completed in the fall of 2000. It is located in the building that at one time served as the president's home. The building provides ample room for the university nurse to minister to the health needs of the university family.
- 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. It houses the offices for the Career Planning and Placement Center (CPPC) and the Conference Center Director.
- Jim Mellers Center** was completed in 1984 and named in honor of Jim Mellers of Springfield, Missouri. The building houses The Courts Redford College of Theology and Church Vocations. It is the location for the offices and classrooms for The Courts Redford College of Theology and Church Vocations.
- 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 **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.
- 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 Athletic Center**, named in honor of Robert W. Plaster, a Lebanon, Missouri, businessman and major contributor toward its construction, was completed in 2001. The facility houses locker rooms, a squad meeting room for the football program, and offices for the athletic administration and football coaching staff. The weight room for the university athletic programs is located here.
- 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.
- Residence facilities for women include **Beasley Hall**, **Leslie Hall**, **Memorial Hall**, and **Woody Hall**. Residence facilities for men include **Gott Hall**, **Landen Hall**, **Maupin Hall**, and **Meyer Hall**. **Nichols Commons** connects Woody and Gott Halls. **Manor Apartments** provide apartment living for upperclassmen.
- 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 and Computer Science, several faculty offices, computer labs, several classrooms and **Woody Auditorium**, which contains computer hookups at student desks.
- The **Wheeler Food, Nutrition and Science Facility**, 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 communications, science programs and the physical therapy department.

## 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

The University Library supports all levels of the SBU academic program with a full spectrum of library and information services. Centralized library administration, which coordinates services to all locations where SBU offers courses, is housed in the new 40,000 square foot Harriett K. Hutchens Library completed in 1996. The library supports the university curriculum and provides reading, listening and viewing experiences for students, faculty, and staff.

**TECHNOLOGY:** Information technology is used throughout the library and supports the library's web-based Online Information Center (OIC) which is available to all authorized users. The University Library is a charter member of MOBIUS, a consortium of 50 Missouri academic libraries that share a common library platform. SWAN, the Southwest Academic Network segment of MOBIUS presently allows faculty and students to request books not found in our collection from the other SWAN member libraries. When MOBIUS is fully implemented this same service will be available from all 50 consortia libraries. Interlibrary loan services for books and articles are available through OCLC FirstSearch service with more than 11,000 member libraries nationwide.

**LIBRARY DATABASES:** The OIC also provides online access to article indexing, abstracting, full-text and full-image services through such databases as Lexis-Nexis Academic Universe and EbscoHost Academic Search Elite. Abstracting and indexing is provided to thousands of additional titles through OCLC FirstSearch modules such as ArticleFirst. Library databases are available to authorized users in the Harriett K. Hutchens Library and branch libraries, in the instructional computing labs, and by dial-in through the campus network. News resources and research access to the Internet are also provided.

**COLLECTION:** The University Library has a collection of approximately 165,000 print volumes; 10,264 units of media titles and 313 electronic media titles; 429,626 units of microforms; and subscribes to about 1,973 print and electronic periodical titles. The Library is a depository for selected Missouri State documents.

The R. Earl Allen Model Pastor's Library includes a collection of theology and sermonic books plus other related materials. This model pastor's library, collected by the late pastor of Rosen Heights Baptist Church in Forth Worth, Texas, now includes an electronic index that provides access to sermon collections by scripture passage.

**MEDIA SERVICES:** The Media Services area supports faculty and students in the production of educational materials, including video, hypermedia and interactive media programs. In addition to the Media Production Lab and the Listening/Viewing Lab, this area provides media resource collections in a variety of formats including audio and video tapes and discs, educational software, and music scores. Duplicating, laminating, plastic binding and some videotaping services are available. The Media Services area also maintains the television studio.

**SPECIAL COLLECTION:** This collection consists of antique or rare books that are restricted to use in the library only. Due to the nature and condition of these items, some types of uses may not be allowed (such as photocopying or scanning) or may be restricted.

**UNIVERSITY ARCHIVE:** Items in this collection include historical treasures, many of them one-of-a-kind and irreplaceable, such as yearbooks, college catalogs, campus publications, and collected records from various campus offices or groups. Inquiries about archive materials should be directed to the Research Assistance Desk in the Harriett K. Hutchens Library on the main campus.

**OFF-CAMPUS SERVICE:** The University Library has branch libraries at the SBU Mountain View Center and the SBU Springfield Center. Web-based library services, such as the catalog and library databases, are available in the library and computer labs at each off-campus center. Bibliographic instruction and classroom support is available for all off-campus courses. Research assistance may be requested in the branch libraries or via a toll-free number to the library on the main campus.

**LIBRARY PUBLICATIONS:** The Southern Baptist Periodical Index is published annually by the University Library in both print and CD-ROM format. This important index serves SBU students and faculty as well as researchers of Southern Baptist materials at seminaries and other Baptist colleges and universities across the nation and in several foreign countries. A free brochure is available in the library that provides specific information about hours, materials, services and assistance.

**LIBRARY WEBSITE:** The University Library website (<http://falcon.sbuniv.edu/lib/libhome.htm>) has much to offer in addition to the library databases and SWAN catalog. General information about hours, policies, library collections, the University Archive, course related web resources, branch libraries and a very useful "Ready Reference" page are just a few of the resources available to all SBU students, faculty and staff via the Internet.

**LIBRARY USE:** SBU identification cards also serve as library cards and must be presented for checkout of both regular and reserve materials. Additional information about library use, including patron privileges and responsibilities, is included in the SBU Student Handbook and in the University Library Policy Manual which is on reserve at the Circulation & Reserves Desk.

## ADMISSION REQUIREMENTS FOR UNDERGRADUATES

This section of the catalog states the admission criteria for unconditional, conditional and other admission categories. In addition to these criteria, applicants must follow the appropriate admission procedures outlined under the section entitled "Application Procedures." Southwest Baptist University reserves the right to restrict, deny or revoke an offer of admission or the admission of any person otherwise eligible for reasons determined to be in the best interest of the institution by the officers thereof. These reserved rights shall be administered in a manner strictly consistent with state and federal non-discrimination laws.

**SOUTHWEST BAPTIST UNIVERSITY IS MODERATELY SELECTIVE IN OUR ADMISSION POLICIES,  
BASED ON THE FOLLOWING CRITERIA.**

### FRESHMAN ADMISSION

#### Unconditional Admission

1. An SBU applicant must present one of the following:
  - proof of graduation from an accredited or approved high school,
  - an acceptable secondary certificate, or
  - the GED.
2. A satisfactory composite score on the American College Test (ACT) of 19 or above or a score of 890 or above on the Scholastic Aptitude Test (SAT) is required of all applicants for unconditional admission. Applicants who do not meet this qualification may apply for conditional admission.
3. 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).

#### Conditional Admission

An applicant must be a graduate of an accredited or approved high school or present an acceptable secondary certificate (e.g., the GED). The high school subjects listed above under "Unconditional Admission" are also strongly recommended for conditional admission applicants.

Applicants who are admitted conditionally will have placed in their advisee files a copy of a letter concerning the specific conditions of their admittance. Conditionally admitted applicants may be directed to take designated courses to help them succeed at SBU. Conditionally admitted applicants must complete the prescribed course of study.

#### Option A

Applicants who score between 15-18 on the ACT as a composite score or 710-880 on the SAT will be considered for conditional admittance by the University Admissions Committee.

Applicants considered for conditional admittance shall furnish the subcommittee sufficient justification for admittance consisting of

- an essay (of at least one page and a maximum of two pages in length) stating their reasons for seeking admission to Southwest Baptist University;
- official documentation of their high school grade point average and class rank; and
- three letters of support from teachers under whom they have taken classes in high school or college.

In addition to the supporting documents listed above, these applicants are encouraged to supply the committee with any other material or testimonies that will support their application.

Applicants who score below 15 on the ACT or below 710 on the SAT will not be admitted to Southwest Baptist University.

## Option B

Applicants 25 years of age or older may elect to complete 12-13 hours of prescribed course work to demonstrate their ability to complete college work successfully. Eligibility for financial aid for persons admitted under this option will be determined by federal and state guidelines.

## TRANSFER ADMISSION

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."

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. 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. Applicants may transfer up to 64 semester hours of credit from junior colleges, and these credits will transfer only as lower level (1000-2000) courses. **NOTE: SBU will accept no more than 94 hours from other institutions toward a degree.**

Applicants seeking teaching certificates must additionally fulfill the general education requirements prescribed by the Missouri State Department of Elementary and Secondary Education. Only professional education courses transferred from Missouri junior colleges that are state-approved and from senior colleges having state-approved teacher education programs can be used to meet certification requirements.

Transfer students from schools that are not regionally accredited will have their work evaluated by individual departments to determine if it is transferable. No grade of "D" will be accepted from a college not regionally accredited. Transfer students who have been academically dismissed from a previous institution must seek readmittance or permission to return to that institution before being considered for admission to Southwest Baptist University.

### Transfer Students with an Associate Degree

Transfer applicants 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. An associate degree in a professional program (such as an A.A.S.N. or A.S.N.) does not satisfy this requirement.

Transfer applicants 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. An associate degree in a professional program (such as an A.A.S.N. or A.S.N.) does not satisfy this requirement.

Transfer students holding an A.A. or A.S. degree seeking teacher certification must also fulfill the general education requirements prescribed by the Missouri State Department of Elementary and Secondary Education. (See Department of Education in the Lewis E. Schollian College of Education and Social Sciences)

### Transfer Students without an Associate Degree

Transfer applicants will be admitted unconditionally to Southwest Baptist University as a transfer student if the following criteria have been met:

1. the applicant has earned a minimum of 12 hours of college-level work (excluding remedial courses) from a regionally accredited college or university since completion of high school or GED; and
2. the applicant has achieved a 2.0 grade point average, or higher, on all college-level work.

**NOTE:** Transfer applicants who do not meet the criteria listed above will be considered for admission under the "Freshmen Admission" criteria. Applicants who have not successfully completed the equivalents of SBU's English and math requirements are required to take the ACT, SAT, or another approved placement exam before being placed in an English or math course.

## SPECIAL ADMISSION

Persons who have not yet earned a high school diploma or certificate may be eligible for the following special programs established by the University to meet the needs and interests of qualified applicants.

### Dual Credit

Superior high school students may be admitted to Southwest Baptist University for the purpose of completing a limited number of courses during their final two years of high school. This provision is limited to applicants who attend high schools near the SBU campus, one of the SBU centers or who enroll in dual credit courses in approved high schools. Applicants must submit a dual credit application which includes recommendations from officials at their school and written approval from their parents. Applicants are admitted on the basis of academic standards that are the same as those required for unconditional admission to the University. Interested applicants should contact the Office of Dual Credit Programs for further information. Southwest Baptist University accepts dual credit courses completed by students at other regionally accredited institutions.

### Early Admission

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

1. An official sixth semester transcript, including the applicant's class rank.
2. An SAT score or ACT score forwarded to SBU.
3. A letter from the applicant stating the reasons for seeking early admission.
4. A letter from the parents of the applicant stating consent to the early admission.
5. A letter from the high school superintendent or principal stating that the applicant has complied with the high school's process granting early release.

### Junior Year Summer Program

An applicant 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 applicant 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. An applicant who plans to attend a college other than Southwest his or her freshman year should consult that college as to transfer policy concerning deferred credit.

## INTERNATIONAL ADMISSION

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

1. Applicants from non-English speaking countries must take and make a satisfactory score of 550 on the paper based-test or 213 on the computer-based Test of English as a Foreign Language (TOEFL). Scores must be no more than two years old.

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

- a. An applicant is a citizen of any country where English is the primary language.
- b. An applicant 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 the 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 or other approved departmental placement exams for placement in English and math classes.
3. International applicants must submit a report of physical examination on a form furnished by the University.
4. Official credentials indicating all 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. International students who transfer work to SBU from foreign institutions are responsible for any evaluation fees associated with the transfer of credits. A letter of acceptance will be issued only when an applicant is found eligible for admission.
5. All international applicants are required to purchase medical insurance immediately upon arrival on campus.

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

## APPEALS RELATED TO ADMISSION

Appeals regarding admission to Southwest Baptist University shall be submitted in writing to the Director of Admissions. All decisions made by the Admissions Committee are final and will be communicated to the applicant in writing.

## DISCLOSURE OF DISABILITIES

All admitted applicants are required to file with the Director of Enrollment Management a statement as to their desire or refusal of special provisions while enrolled as a student at Southwest Baptist University.

Because scheduling of classes, arranging housing in accessible facilities, and providing special academic assistance may require reasonable advance planning by the University, applicants with disabilities who have been accepted for admission are required to return the Disclosure of Disability form as soon as possible, but no later than one month before the start of the semester of admission, indicating the nature (type, kind) of accommodation that they need.

## APPLICATION PROCEDURES

The following application procedures are required for all undergraduate applicants who wish to enter Southwest Baptist University. Admission criteria are stated on the previous pages.

### First-Time Freshman

Applicants 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. Applicants 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. Request the official transcript for any college work completed (including dual credit).
4. 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.
5. Complete and return the "Housing Contract" (only applicants desiring to live on-campus need complete).
6. Submit a \$100 enrollment pre-payment.
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 admission representative. An applicant should write or telephone for an appointment at least one week in advance.
9. Accepted applicants 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.

10. Admitted applicants are required to file with the Director of Enrollment Management a statement as to their desire or refusal of special provisions while enrolled as a student at Southwest Baptist University.

## 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 official transcript of credits, including a statement of graduation and the rank in class at the end of the senior year.
3. Request the official transcripts of all previous college work.
4. Have ACT or SAT scores forwarded to SBU if the test has been taken. Applicants who have not successfully completed the equivalents of SBU's English and math requirements are required to take the ACT, SAT, or another approved placement exam before being placed in an English or math course. SBU's ACT code is 2368; the SAT code is 6664. The Application for Admission may be submitted before taking the test.
5. Complete and return the "Housing Contract" (only applicants desiring to live on-campus need complete).
6. Submit a \$100 enrollment pre-payment.
7. Submit the appropriate health records. Immunization records must be forwarded to the Office of Admissions prior to enrollment.
8. Arrange to visit the campus, if possible, for a personal interview with an admission representative. An applicant should write or telephone for an appointment at least one week in advance.
9. Submit final transcripts of college work as soon as possible.
10. Admitted applicants are required to file with the Director of Enrollment Management a statement as to their desire or refusal of special provisions while enrolled as a student at Southwest Baptist University.

## International Students

In order for the applicant to receive the Certificate of Eligibility (Immigration Form I-20) required of all foreign applicants 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 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 be available for the applicant's use upon arrival.
3. When these conditions have been met, the Certificate of Eligibility (I-20) will be issued to the applicant. **NOTICE: Under no circumstances should an applicant prepare to arrive in the United States until granted a student visa, final acceptance, and, where necessary, financial aid.**
4. Applicants are required to purchase a hospitalization insurance plan immediately upon arrival on campus.
5. Admitted applicants are required to file with the Director of Enrollment Management a statement as to their desire or refusal of special provisions while enrolled as a student at Southwest Baptist University.

## 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. If non degree-seeking students desire to take more than 12 hours, they must apply for admission.

## Advanced Academic Standing

Applicants 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. Applicants need to apply for advanced academic standing when they submit their secondary school records during the admissions process.

## Advanced Placement Examinations (APE)

The Advanced Placement Examination is a national system of credit by examination. Applicants 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	5	MAT 2255
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
English Lang & Comp	3	3	ENG 1113
English Lit & Comp	3	3	1000 Level Lit Elective
European History	3	3	HIS 1123
French Literature	3	4	FRE 1114 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 Level Elective #
Physics C - Mechanics	3	4	PHY 1114*
Physics C - Elec	3	4	PHY 1124*
Psychology	3	3	PSY 1013
Spanish	3	4	SPA 1114
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

- 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. See the table below for information about specific course credit given for a particular exam. For academic areas not shown below, consult with the appropriate Department Chairperson.
2. The total credit for each examination may not exceed 10 semester hours and total advanced standing credit awarded may not exceed 26 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. Qualifying examinations in the sciences that do not include an extensive laboratory component will receive credit for a maximum of 3 semester credit hours.
5. Examinations in foreign language must include a conversation component.

	MINIMUM SCORE (Higher exam)		HOURS OF CREDIT
Language A1 (Best Language)	5	ENG 1113	3
Language A2	Consult Dept. of Language & Literature		
Language B	Consult Dept. of Language & Literature		
Business and Organization	5	BUS 1013	3
Economics	No credit offered		
Geography	5	GEO 1000 (elective)	3
History	5	HIS 2953 (special topics)	3
History of the Islamic World	5	HIS 2953 (special topics)	3
Philosophy	5	PHI 2013	3
Psychology	5	PSY 1013	3
Psychology	6	PSY 1013, PSY 2063	6
Social Anthropology	6	SOC 2953 (special topics)	3
Biology	5	(Consult with Biology Dept.)	
Chemistry (without extensive lab work)	5	CHE 1000	3
Chemistry (with extensive lab work)	5	CHE 1104	4
Chemistry (with extensive lab work)	6	CHE 1115, CHE 1125	10
Physics (without extensive lab work)	5	PHY 1000	3
Physics (with extensive lab work)	5	PHY 1000	4
Physics (with extensive lab work)	6	PHY 1114, PHY 1124	8
Mathematics Higher Level	5	MAT 1195	5
Mathematics Higher Level	6	MAT 1195, MAT 2255	10

	MINIMUM SCORE (Higher exam)		HOURS OF CREDIT
Art/Design	Consult Dept. of Art		
Classical Languages	Consult Dept. of Language & Literature		
Computer Science (Common Core)	5 (if in Java or C++)	CIS 1144	4
Computer Science (Additional HL Material)	5 (if in Java or C++)	CIS 1154	4
Music	5	FAR 1023	3
Theatre Arts	5	FAR 1033	3

## 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.

## Credit By Examination

To be eligible to receive credit by examination, an applicant 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 applicants may sign up for any of the below mentioned tests.

### College-Level Examination (CLEP)

The Career Planning and Placement Center in the office suite of Mabee Chapel administers the College-Level Examination (CLEP). This is a national system of credit-by-examination prepared by Educational Testing Services. A complete list of examinations accepted for credit may be obtained from the Career Planning and Placement Center. For costs of taking these examinations, contact the Career Planning and Placement Center.

### Departmental Examination

Departmental examinations are tests prepared by professors on campus. Each departmental test is approximately two hours in length and is comparable to a comprehensive final examination in the course for which it is designed. Students wishing to take departmental examinations should contact the respective department chair. Upon successful passage of the examination, the student must pay the "credit by examination" fee (\$25 per credit hour) to have the course transcribed.

### Proficiency Examination Program (PEP)

Proficiency Examination Program (PEP) tests are part of a national system of examination administered by American College Testing. Information regarding these tests may be obtained from the Career Planning and Placement Center. For costs of these examinations, contact the Career Planning and Placement Center.

## TUITION AND FEES FOR UNDERGRADUATES

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 supplements 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 \$500 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, six banks in Bolivar, all of which carry personal accounts at a nominal monthly charge. Two local banks provide ATMs on campus for the convenience of our students.

**Enrollment Pre-Payment** (required before admission) ..... \$100.00

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

	<u>SEMESTER</u>	<u>YEAR</u>
Tuition (12-18 credit hours)	\$5,000.00	\$10,000.00
Room:		
Non-Air Conditioned (Memorial/Maupin)	\$710.00	\$1,420.00
Air Conditioned and Cable/Net	\$800.00	\$1,600.00
University Apartments (Manor I and II)	\$825.00	\$1,650.00
Cafeteria:		
10 Meals (no weekend meals)	\$680.00	\$1,360.00
15 Meals	\$715.00	\$1,430.00
20 Meals	\$750.00	\$1,500.00
Mandatory Fees:		
Student Activity Fee	\$45.00	\$90.00
Student Services Fee	\$118.00	\$236.00
Residence Hall Activity Fee	\$9.00	\$18.00
Telephone Fee	\$58.00	\$116.00
<b>Totals/Non-Air Conditioned room:*</b>		
10 Meals (no weekend meals)	<b>\$6,620.00</b>	<b>\$13,240.00</b>
15 Meals	<b>\$6,655.00</b>	<b>\$13,310.00</b>
20 Meals	<b>\$6,690.00</b>	<b>\$13,380.00</b>
<b>Totals/Air Conditioned and Cable/Net:*</b>		
10 Meals (no weekend meals)	<b>\$6,710.00</b>	<b>\$13,420.00</b>
15 Meals	<b>\$6,745.00</b>	<b>\$13,490.00</b>
20 Meals	<b>\$6,780.00</b>	<b>\$13,560.00</b>

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

Tuition (12-18 credit hours)	\$5,000.00	\$10,000.00
Student Activity Fee	\$45.00	\$90.00
Student Services Fee	\$118.00	\$236.00
<b>TOTALS*</b>	<b>\$5,163.00</b>	<b>\$10,326.00</b>

\* PLUS associated course/lab fees (see course descriptions in catalog and/or semester schedule).

### Undergraduate Tuition Off-Campus Programs (All Semesters)

\$100.00 per semester hour	Chicago, Dexter
\$100.00 per semester hour	Salem
\$100.00 per semester hour	Mountain View
\$115.00 per semester hour	Springfield
\$275.00 per credit hour	A.A.S.N. courses
Professional Nursing Fee (per credit hour)	\$35.00
(3000 and 4000 level nursing courses). For professional fees for 1000- and 2000-level nursing courses, see catalog descriptions of courses.	
(\$5 per semester Assessment Fee for part-time students/\$10 per semester Assessment Fee for full-time students for above sites)	

### Technology Fee Off-Campus Programs

For all off-campus program undergraduate students a \$60 per semester technology fee will be charged at degree-granting centers (Salem, Mt. View and Springfield).

### Summer 2001 Costs (Bolivar Campus)

#### Undergraduate:

Tuition	\$140.00 per hour
Room	\$190 per term/\$50 per week
Cafeteria	\$240 per term/\$60 per week
Student Activity Fee	\$5.00 per term

### Winterfest 2002 Costs (Bolivar Campus)

#### Undergraduate

Tuition	\$130.00 per hour
Room	\$140 per term/\$60 per week
Cafeteria	\$210 per term/\$70 per week
Student Activity Fee	\$5.00

### Summer 2002 (Bolivar Campus)

#### Undergraduate:

Tuition	\$155.00
Room	\$200 per term/\$60 per week
Cafeteria	\$260 per term/\$70 per week
Student Activity Fee	\$5.00 per term

### Correspondence Course Fees

Tuition (per semester credit hour)	\$90.00
Handling Fee (per course, non-refundable)	\$20.00
Extension Fee	\$20.00
(per credit hour, per course, non-refundable)	

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

Undergraduate Tuition (per hour)	\$420.00
Undergraduate Audit (per hour)	\$210.00
Commuter Meal Ticket	\$300.00
(5 meals per week per semester)	
Assessment (per semester)	\$5.00
Student Activity Fee (per credit hour)	\$5.00
Student Services Fee (per credit hour)	\$4.00
+ (Plus a flat fee of \$50)	

### Polk County Opportunity

Undergraduate Tuition ..... \$175.00  
(per hour - 6 hour limit)

#### Eligibility Requirements:

Residents of Polk County, Employees of Polk County businesses, students/individuals who have not accumulated twelve or more SBU college credit hours

### Special Fees (Non Refundable)

(Charged to students using the designated service)

A.A.S.N. Program	
Application Fee	\$25.00
Acceptance Fee	\$30.00
Assessment Fee	\$56.00
ACT Residual Tests - per exam	\$35.00
Change of Final Examination Fee	\$20.00
Credit by Examination (per credit hour)	\$30.00
Dishonored Check Fee	\$30.00
Lab/Course Fees	see course descriptions
Late Registration Fee	\$100.00
Fee for Withdrawal from Class after Last Day to Add Classes (per class)	\$10.00
Official Transcript Fee	\$5.00
Student Teaching Fee	\$200.00
Vehicle Registration Fee (per year)	\$30.00
Yearbook Fee (optional)	\$45.00

### Applied Music Fees:

Private lessons	\$150.00
(per credit hour per semester)	
Practice room fee (per semester)	\$13.00

### Graduation Fees:

Associate of Arts	\$60.00
Associate of Applied Science	\$60.00
Associate of Applied Science in Nursing*	\$85.00
Associate of Science	\$60.00
Diploma in Theology	\$60.00
Bachelor of Arts	\$60.00
Bachelor of Science	\$60.00
Bachelor of Applied Science	\$60.00
Bachelor of Science in Nursing	\$60.00
Bachelor of Music	\$60.00
Master of Science	\$60.00
Master of Physical Therapy	\$60.00

\*Includes \$25.00 fee for photos for Missouri State Board of Nursing NCLEX Application.

## REGISTRATION PROCEDURES

### Registration by Mail (Bolivar campus only)

Enrolled students are mailed registration packets in mid-July for the fall semester and mid-December for the spring semester. This packet contains the bill for the semester, schedule of enrolled courses, payment plan information, and other pertinent information relating to the registration process. This packet must be completed and returned to the Office of Accounting Services by the deadline included in the packet (normally one week prior to the start of classes). Payment of fees or down payment is required by the deadline.

### Registration at Off-Campus Program Sites

Enrollment and registration are combined at off-campus program sites. Please contact the site you wish to attend for further information.

### Late Registration

Late registration is permitted after classes begin until the published last date to add classes; however, students failing to respond to the registration packet billing by the deadline will be assessed a \$100 late registration penalty. Those students not enrolled by the first day of classes will not be assessed a late registration fee; however, the student should be prepared to register (pay for courses or make a down payment) at the time of enrollment.

Students who complete registration after courses begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up any assignments missed. No student is permitted to register after the scheduled late registration date.

## PAYMENT OF ACCOUNTS

All charges for tuition, fees, and 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 the Tuition Management Systems (TMS) Plan. Complete information is sent to all new students each spring or may be obtained from the University's Office of Accounting Services.

### Tuition Management Systems (TMS) Plan

The TMS 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 TMS. There are no other fees or interest charges assessed by TMS. The Life Benefit Coverage is provided at no additional charge. Additional information is mailed each spring to new students by TMS, or is available from the Office of Accounting Services. One-half of the total amount budgeted with TMS is credited to a student's account in September and the second half in January, providing the account with TMS 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 TMS and will not be eligible for renewal in subsequent years.

### Student's Financial Responsibility

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 Federal Perkins 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 - Bolivar Campus

Refunds on the tuition charges will be based upon the period of enrollment that the student has completed as of the student's withdrawal date. If this date occurs on or before sixty percent of the period of enrollment, then a refund will be given. Once the period of enrollment completed exceeds sixty percent, no refund will be given. The period of enrollment is defined as the total number of calendar days within that term less any scheduled breaks of at least five consecutive days.

#### EXAMPLE

If the student completes ten days of a term that is one-hundred days in length, then the student has completed only ten percent of that term and is eligible for a ninety percent refund in tuition charges.

### Tuition Charge Refunds Off-Campus Programs

Refunds on the tuition charges will be based upon the period of enrollment that the student has completed as of the student's withdrawal date. If this date occurs on or before sixty percent of the period of enrollment, then a refund will be given. Once the period of enrollment completed exceeds sixty percent, no refund will be given. The period of enrollment is defined as the total number of calendar days within that term less any scheduled breaks of at least five consecutive days.

#### EXAMPLE

If the student completes ten days of a term that is one-hundred days in length, then the student has completed only ten percent of that term and is eligible for a ninety percent refund in tuition charges.

### Enrollment Deposit Refund

An enrollment deposit of \$75 is required of all students. This deposit serves as a security/damage deposit and is retained by SBU while the student is enrolled. Refund of the deposit will be applied against any amount due the University with the balance refunded by check within 90 days following graduation or official notice of satisfactory termination of the student's attendance.

### Special Circumstances Refunds

Students may request a special circumstances refund withdrawal calculation if it is necessary for a student to withdraw because of the following reasons:

1. Illness, certified by a physician (copy of physician's request to withdraw required)
2. Students called to military active duty (copy of orders required)
3. Disciplinary dismissal by the University

The tuition and room and board charges will be refunded on a pro rata basis. Financial Assistance will be canceled based on institutional and federal policy (contact the Office of Accounting for further details).

Enrollment status is an indicator of whether an enrollment deposit will be refunded. Students canceling their enrollment will receive a refund of the deposit as follows:

New Student: The enrollment deposit of \$75 is refundable if the applicant notifies the admissions office of cancellation by July 1 for the fall semester, December 1 for the spring semester and May 1 for the summer sessions. Any deposit made after a set cancellation date is refundable to the student who cancels within 21 days after the University's receipt of the payment.

Continuing Student: The enrollment deposit for the continuing student is refundable if the pre-enrolled student notifies 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 currently enrolled students are expected to maintain their enrollment deposit as long as they plan attendance at Southwest Baptist University. Withdrawal of the enrollment deposit places the student in an inactive status and cancels any residence hall reservation.

### 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.

### **Cancellation of Federal Financial Assistance**

Students who have been awarded federal financial assistance from Southwest Baptist University and withdraw from school or cease to attend classes are subject to the cancellation of their federal financial assistance and the removal of the award credit from their account. **Non-attendance of classes does not constitute official withdrawal from the institution. Students must complete the official withdrawal process through the institution. Applicable refunds for students receiving federal and/or state financial aid funds will be calculated in reference to the student's last date of documented attendance.**

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 federal financial assistance award. Federal financial assistance credit will be removed from the student's account in accordance to the lower number of credit hours.

Cancellation of federal financial assistance will be made in accordance with current federal regulations. For information concerning the current federal financial assistance cancellation policies, contact the Director of Accounting Services.

### **Cancellation of Other Financial Assistance**

(Contact the Office of Financial Assistance)

### **Cancellation of Scholarships Policy**

(Contact the Office of Financial Assistance)

### **Transcripts**

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 or faxed to them at 417-328-1514. A faxed request must include a credit card number, expiration date and authorize the cost of the transcript and any associated mailing fees (SBU accepts VISA, MasterCard and Discover).

No transcript will be given until all accounts at the University have been paid in full. Perkins/National Direct Student Loan repayments must be current and student loan exit interviews must be complete.

TRANSCRIPTS MAY BE REQUESTED AS FOLLOWS:

Official Copy An official copy carries the University seal and the signature of the registrar. The cost is \$5.00 per transcript.

Unofficial Copy An unofficial copy does not carry the University seal or the signature of the registrar. The cost is \$2.50 per transcript. An unofficial copy can be faxed to the recipient. The cost of a faxed unofficial copy is \$3.00.

## **UNIVERSITY SCHOLARSHIPS**

Southwest Baptist University provides scholarships to worthy undergraduate students of high scholastic rank who are attending the Bolivar campus, and to undergraduate students in certain special categories who are attending the Bolivar campus. 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. Undergraduate scholarship recipients must be enrolled full time (12 hours or more) and attend the Bolivar campus to qualify for scholarships unless otherwise stated in the individual description of the scholarship. Exception: students enrolled in at least 6 credit hours of undergraduate classroom course work during the final semester of their degree program prior to graduation may receive all institutional scholarships for which they are eligible.
2. 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. 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 an annual basis. Since recipients of scholarships normally can complete their degree in eight semesters, the recipient is ineligible for scholarships beyond their tenth semester regardless of whether they have received ten semester awards under the scholarship. **Scholarships are currently 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 students' accounts if they withdraw from school, cease to attend classes or are deemed ineligible due to their failure to maintain the status of full-time students. (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. Many individuals and organizations have made generous gifts to the University. Therefore, the recipients of scholarships should demonstrate fidelity to the University, denomination and Christian ideals which have prompted individuals and organizations to provide these scholarships.

## ACADEMIC SCHOLARSHIPS

The University awards scholarships to those students attending the Bolivar campus 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 at least a 3.500 cumulative grade point average for the **Founders Award**, a 3.350 cumulative grade point average for the **Presidential Excellence Award**, a 3.000 cumulative grade point average for the **Provost Scholarship** and the **Trustees Scholarship** and a 2.750 cumulative grade point average for the **Deans 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.

Once the final transcript is received and the scholarship awarded, scholarship recipients will not change scholarship levels while attending SBU.

### Founders Award

Five full-tuition scholarships are available to high school students who rank in the upper 5% (or 3.850 GPA) of their senior class and have obtained a composite score of 31+ on the enhanced ACT examination or 1360-1600 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 1360+ on the SAT examination.

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

Students are not eligible for institutional scholarships.

### Presidential Excellence Award

Ten half-tuition scholarships are available for high school students who (1) rank in the upper 5% (or 3.850 GPA) of their senior class and have obtained a composite score of 28 to 30 on the enhanced ACT examination or 1240-1350 on the SAT examination; or (2) who rank in the upper 10% (or 3.750 GPA) of their senior class and have obtained a composite score of 30 to 36 on the enhanced ACT examination or 1320-1600 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 1240-1350 on the SAT examination.

### Provost Scholarship

The provost scholarship provides \$2,950 per year for four years. Entering freshmen may receive this scholarship if (1) they rank in the upper 5% (or 3.850 GPA) of their senior class and have obtained a composite score of 24-27 on the enhanced ACT examination or 1090-1230 on the SAT examination; or (2) if they rank in the upper 10% (or 3.750 GPA) of their senior class and have obtained a composite score of 26-29 on the enhanced ACT examination or 1170-1310 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 1090-1230 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 26-36 on the enhanced ACT examination or 1170-1600 on the SAT examination; or (3) they transfer with a grade point average of

3.000-3.490 and have obtained a composite score of 28-36 on the enhanced ACT examination or 1240-1600 on the SAT examination.

### **Trustees Scholarship**

The trustees scholarship provides \$2,530 per year for four years. Entering freshmen receive this award if (1) they rank in the upper 10% (or 3.750 GPA) of their senior class and have obtained a composite score of 24-25 on the enhanced ACT examination or 1090-1160 on the SAT examination; or (2) they rank in the upper 5% (or 3.850 GPA) of their senior class; or (3) they have obtained a composite score of 28-36 on the enhanced ACT examination or 1240-1600 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 enhanced ACT examination or 1090-1160 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 or 1240-1600 on the SAT examination.

### **Deans Scholarship**

This scholarship provides \$2,100 per year for four years. Entering freshmen receive this scholarship if they (1) rank in the upper 10% (or 3.750 GPA) of their senior class; or (2) have obtained a composite score of 24-27 on the enhanced ACT examination or 1090-1230 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 3.000-3.490; or (2) have a composite score of 24-27 on the enhanced ACT examination or 1090-1230 on the SAT examination.

### **Nursing Students (Springfield Center Only)**

Nursing students who have received an academic scholarship while attending the Bolivar campus, may be eligible to receive an academic scholarship after transferring to the Springfield nursing program. Please contact financial assistance office for details.

## **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 \$1,500 per year for students preparing for a church-related vocation, i.e., church music, missions, pulpit ministry, religious education, children's ministry 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 and must complete The Baptist Denomination (THE 3023).

The **Dependent of Church Minister** is an annual award of \$250. Students first enrolled at Southwest Baptist University in or after the fall 2001 semester will receive an annual award of \$1,000. 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**. A student's home church may contribute \$500 per semester (fall and spring only); SBU will match those church funds with \$500 per semester. An agreement between SBU and the student's home church is required. Application and church contributions made payable to SBU must be received by August 1 (fall semester) and/or January 15 (spring semester). Interested students must submit the name of their home church, the church address and a contact person at their church to the financial assistance office; required forms will be mailed annually to the home church in early May.

The **Christian School Scholarship** is an annual award of \$250. Students first enrolled at Southwest Baptist University in or after the fall 2001 semester will receive an annual award of \$1,000. 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 International Mission Board of the Southern Baptist Convention, who submit written documentation from the International Mission Board of their status to the office of financial assistance, are eligible for 2/3 of tuition costs for the academic year. Students are not eligible for any other institutional scholarship funds other than the University Scholars Award.

## PERFORMANCE SCHOLARSHIPS

### Athletic Scholarship

Scholarships are available to selected individuals who exhibit athletic skill and academic promise. Satisfactory academic progress must be shown each year for aid to be continued. Scholarships are offered to men for basketball, football, baseball, golf, cross country/track, soccer and tennis. Scholarships are offered to women for basketball, softball, volleyball, cross country/track, 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 Bob R. Derryberry School of Communication Arts. 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 theatre office. Recipients must maintain at least a 2.500 grade point average.

## SPECIAL SCHOLARSHIPS

### Associate Transfer Award

This award (\$1,000 per year) is available to any student who transfers to SBU with an associate degree (A.A. or A.S.) from an accredited institution. This degree must be completed prior to the beginning of the initial semester of enrollment at SBU.

### Campus Visitation Scholarship

This scholarship of \$200 for one year only is awarded to any full-time student who makes an official campus visit during the academic year prior to enrolling at SBU. The deadline for this scholarship is August 1 (for the fall semester) and January 1 (for the spring semester).

### 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 students beginning in the fall semester and January 1 for students beginning in the spring semester. Any change of residency must be reported to the office of financial assistance.

### 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 \$1,100 per year. Funds for this scholarship are donated by individuals, businesses, clubs, churches and other organizations of Polk County. Applications may be obtained from the offices of financial assistance and admissions.

### Missouri Teacher Education Scholarships

The Teacher Education Scholarship is 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 Financial Assistance. Application deadline of February 15 is established by the state of Missouri. 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.

### Missouri Minority Teacher Education Scholarship

The Missouri Minority Teacher Education Scholarship is a renewable (upon application for up to four years) \$3000 scholarship. Two-thirds of the scholarship is paid by the State of Missouri and one-third is paid by the University. Application deadline of February 15 is established by the state of Missouri. Applications may be obtained from the Office of Financial Assistance. 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:

GPA of 3.250-3.499		GPA of 3.700-3.849	
Sophomores (32-63 hours)	..... \$135	Sophomores (32-63 hours)	..... \$405
Juniors (64-95 hours)	..... \$150	Juniors (64-95 hours)	..... \$450
Seniors (96+ hours)	..... \$165	Seniors (96+ hours)	..... \$495
GPA of 3.500-3.699		GPA of 3.850-4.000	
Sophomores (32-63 hours)	..... \$270	Sophomores (32-63 hours)	..... \$540
Juniors (64-95 hours)	..... \$300	Juniors (64-95 hours)	..... \$600
Seniors (96+ hours)	..... \$330	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 undergraduate students attending the Bolivar campus. Complete information about private scholarships can be obtained from the office of admissions.

A limited number of private scholarships are available to students attending off-campus sites. You may contact the off-campus site of attendance for more information.

## 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 supplemental financial assistance application, (2) filing a Free Application for Federal Student Aid (which is 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 financial assistance or admissions.

### Federal Pell Grant

This grant is funded by the U.S. Office of Education. Grants range up to \$3,750 and are dependent upon need as determined by the Free Application for Federal Student Aid (FAFSA) which may be obtained from the offices of financial assistance or admissions.

### **G. Gallagher Missouri Student Grant**

The Coordinating Board for Higher Education has established the G. Gallagher 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 FAFSA obtained from the offices of financial assistance or admissions. Your FAFSA must be received by the federal processor by April 1.

### **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 and who apply by the institutional deadline of March 15 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 an eligible citizen or an eligible non-citizen 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 5% 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% 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.

### **Subsidized Federal Stafford Loan**

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 \$2,625 for their first year of school (0-31 hours), \$3,500 the second year (32-63 hours), \$5,500 the third (64-95 hours), fourth and fifth years (96+ hours) of school. Graduate students may borrow up to \$8,500 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 8.25%. The interest rate is subject to change annually. Please contact the financial assistance office regarding application procedures.

### **Unsubsidized Federal Stafford Loan**

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.

### **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 less the student's financial assistance 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 U.S. Treasury Bill rate plus 3.1% to a maximum limit of 9%. Some deferment opportunities are available. Loan applications may be obtained from the lender or the SBU Office of Financial Assistance.

### **Alternative Loan Program**

A variety of alternative loans are available. Please contact the office of financial assistance for information.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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.

For a student to be in acceptable academic standing in order to represent SBU in extra-class activities, he or she must achieve an academic standing that is at or above the special guidance level for his or her class standing.

Federal regulations governing the administration of the Federal Pell Grant, the Federal Perkins Loan, the Federal Supplemental Educational Grant (FSEOG), the Federal College Work-Study Program (FCWSP), the Federal Stafford Loan Program and the Federal Parent Loan Program (FPLUS) 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.

### 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. Students who have completed at least two semesters and meet at least one of the minimum standards for academic progress, but not both, are budgeted on a semester-by-semester basis. They are also sent a letter advising that they must complete twelve hours (if a full-time student) with a minimum GPA of 2.00 for that semester. Failure to meet these guidelines will result in no financial assistance being awarded until the student once again meets the minimum requirements as stated in the catalog.
5. **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 the students' academic progress. The financial aid committee will review the written appeals. 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 the students' own expense until reaching the minimum number of hours and/or the required GPA for which aid was previously awarded.

### 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 financial assistance office staff member.

## **VETERANS' BENEFITS**

The Director of Collections 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**

### **Federal College Work Study**

Southwest Baptist University participates in the Federal 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. Federal College Work Study funds are limited and awarded on a first-come-first-served basis.



# 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.

### 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. (Any action considered to be criminal must be reported by SBU to the appropriate 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 Vice President for Student Development.
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

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**, an air-conditioned facility, 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. **Meyer Hall** 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** accommodates 54 male students. 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.

Students under the age of 21 are required to live on campus unless they have been granted permission by the Office of Student Life. 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 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 will be required of all first semester freshmen living on campus unless otherwise waived by the Vice President for Student Development. 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:

- the resident has not exceeded his/her given 60-minute cumulative "grace time" during the first semester under curfew
- the resident has maintained a 2.0 cumulative GPA
- the resident has not had excessive resident hall violations or had disciplinary action imposed by the Office of Student Life

### **Enrollment Deposit and Housing Prepayment**

New and returning students must provide a \$100 housing prepayment at the time housing contracts are due for the subsequent spring/fall semester. Students will not be assigned housing until the prepayment has been received. With respect to the spring semester, the prepayment for returning students is due November 15 (or the first working day following November 15) and is non-refundable after January 1. With respect to the fall semester, the prepayment for returning students is due April 15 (or the first working day following April 15) and is non-refundable after July 1. Specific housing assignments will be prioritized according to the date of receipt of the prepayment, special needs, and credit hours.

### **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 who are 21 years of age by October 1 for the fall semester or March 1 for the spring semester are eligible to move off campus. Other criteria for consideration for off-campus housing include students who live with their parents, and students who have accumulated 90 or more credit hours. 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**

### **Academic Advising**

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.

### **Counseling and Testing**

The students at Southwest Baptist University have available to them two part-time, professionally trained counselors to assist with personal and emotional issues. This service is done without direct cost to the students of Southwest Baptist University. The counselors' offices are located within the behavioral sciences department. Testing for educational goals, mental abilities,

and personality is available through the counseling offices upon the recommendation from one of the counselors. (See the Credit By Examination section for academic tests.)

### **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 the office suite of Mabee Chapel.

## **STUDENT ORGANIZATIONS**

The activities of student organizations are coordinated by the Office of Student Life. 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 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 and rank in the top ten percent of their respective classes. **Phi Beta Lambda** is a national organization for students who are preparing for careers in business. **Pi Kappa Lambda** is a national honor society for juniors and seniors who have excelled both in music performance and music scholarship. **Psi Chi** is a national honor society for students of psychology who excel in scholarship, display high standards of personal behavior and seek to advance the science of psychology. **Southwest Baptist University Honor Society of Nursing** is an organization for students in the BSN nursing completion program who have achieved high academic standing.

### **Professional Organizations**

The **Accounting Club** is open to all students interested in accounting. The **Association for Computing Machinery (ACM)** is an international professional student organization promoting excellence in the computer science fields. 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. 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 qualified business majors.

### **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 **Pre-PT Student Organization** is open to all students with an interest in the field of physical therapy. In addition to being a service organization, it disseminates information about the SBU physical therapy program and the physical therapy profession. **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. 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 North American and International 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. It contains official announcements for the week, and students are responsible for obtaining the information provided in the Omnibus. 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 official publication of the University, which contains news of University progress and the activities of students, faculty, staff and alumni, is SBU Life. It is printed six times a year.

## 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, golf, 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 Bob R. Derryberry School of Communication Arts 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 Bob R. Derryberry School of Communication Arts, 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 in memory of 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 the faculty members of the department of language and literature 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 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.

### **N.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 Surette Memorial Award**

The family and friends of Ronald Howard Surette have established this annual award. This award is given to an 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 of the faculty select those who receive the award. Recipients are given an attractive medal and are honored at the Awards Banquet.



# ACADEMIC REGULATIONS

Southwest Baptist University provides graduate study programs in the College of Business and Computer Science which offers the Master of Science (M.S.) in Administration (concentrations in Accounting, Business Administration and Health Service Administration), in the Lewis E. Schollian College of Education and Social Sciences which offers the Master of Science (M.S.) in Education and the Master of Science (M.S.) in Educational Administration and in the College of Science and Mathematics which offers the Master of Physical Therapy (M.P.T.). See the Graduate Programs section of this catalog for program descriptions and detailed information.

The Bachelor of Arts degree (B.A.), the Bachelor of Science degree (B.S.), the Bachelor of Science in Nursing degree (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.), the Associate of Applied Science in Nursing degree (A.A.S.N.) 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 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 there are extenuating circumstances, the student must 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 the Bolivar campus of SBU. (See the Student Handbook for a detailed explanation of the chapel attendance policy.)
5. A student may not pursue more than two academic majors at Southwest Baptist University.

## 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, recreation and sports management majors). **HPE 1061 and HPE 1161 do not count as part of this four-hour limit.** No more than 40 hours in a single discipline (for example: business, history or music) will be counted toward the Bachelor of Arts degree.
4. Complete 30 of the last 36 hours of the degree program as residence credit at an SBU degree-granting site that is accredited to offer the student's major. No more than 6 of the 30 residence credits may be SBU correspondence courses.
5. At least one-half of a student's major must be completed at Southwest Baptist University. **NOTE: SBU will accept no more than 94 hours from other institutions toward a degree. No more than 64 semester hours of credit may be transferred from junior colleges.**
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least an average of two grade points (2.0) in the major and including at least a two-point average (2.0) in 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 who are eligible to graduate upon

satisfactory completion of the final semester's work are required to attend commencement exercises. Only those students who actually complete all requirements will receive a diploma by mail.

8. Complete BIB 1013, 1023 and DIS 2012.
9. Participate in the commencement exercise unless absence is approved by the Provost prior to commencement. The reason for not participating in commencement must be explained in writing to the Provost. The Provost will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.

### **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. **HPE 1061 and HPE 1161 do not count as part of this four-hour limit.**
4. Complete 30 of the last 36 hours of the degree program as residence credit at the campus location in Springfield. No more than 6 of the 30 residence credits may be SBU correspondence courses.
5. At least one-half of a student's major must be completed at Southwest Baptist University. **NOTE: SBU will accept no more than 94 hours from other institutions toward a degree. No more than 64 semester hours of credit may be transferred from junior colleges.**
6. Earn an average of two grade points (2.0) for each credit hour's work attempted, including at least an average of two grade points (2.0) in the major and including at least a two-point average (2.0) in 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 who are eligible to graduate upon satisfactory completion of the final semester's work are required to attend commencement exercises. Only those students who actually complete all requirements will receive a diploma by mail.
8. Complete BIB 1013 and 1023.
9. Participate in the commencement exercise unless absence is approved by the Provost prior to commencement. The reason for not participating in commencement must be explained in writing to the Provost. The Provost will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.

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

These degrees cannot be received in conjunction with a bachelor's degree. 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. No more than 3 of the 15 residence credits may be SBU correspondence courses.
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. No more than 3 of the 12 residence credits may be SBU correspondence courses.
5. Earn an average of two grade points (2.0) for each credit hour's work attempted, including a two-point average (2.0) in all work taken at SBU.
6. File at the office of the registrar an "Intent to Graduate" card at least four months before the proposed date of graduation.
7. Complete BIB 1013 and 1023 for the Associate of Applied Science degree. Complete BIB 1013, 1023 and DIS 2012 for the Associate of Arts and the Associate of Science degrees.
8. Participate in the commencement exercise unless absence is approved by the Provost. The reason for not participating in commencement must be explained in writing to the Provost. The Provost will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.

### **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 a degree-granting center of Southwest Baptist University. No more than 3 of the 24 residence credits may be SBU correspondence courses.
2. Complete all requirements for the second degree except general education requirements.
3. Complete requirements for second major.
4. Complete BIB 1013, 1023 and DIS 2012, if the first degree was awarded at another institution.
5. Earn an average of two grade points (2.0) in all work taken for the second degree.

## 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>		
Fine Arts 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 .....	4 hrs	4 hrs
*Physical Science .....	3-4 hrs	3-4 hrs
Mathematics (except 0103 and 0123) .....	3 hrs	3 hrs
<b>Personal and Family Development:</b>		
Psychology 1013 or 3063 or Sociology 1003 .....	3 hrs	3 hrs
Health and Physical Education 1061 and 1161 .....	2 hrs	2 hrs
<b>Religion:</b>		
Bible 1013 .....	3 hrs	3 hrs
Bible 1023 .....	3 hrs	3 hrs
Discipleship 2012 .....	<u>2 hrs</u>	<u>2 hrs</u>
<b>TOTAL</b>	<b>44-45 hrs</b>	<b>50-53 hrs</b>

### 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

**Humanities:**

Fine Arts 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

**Science and Mathematics:**

*Life science . . . . .	4 hrs	4 hrs
*Physical science . . . . .	3-4 hrs	3-4 hrs
Mathematics (except 0103 and 0123) . . . . .	3 hrs	3 hrs

**Personal and Family Development:**

Psychology 1013 or 3063 or Sociology 1003 . . . . .	3 hrs	3 hrs
Health and Physical Education 1061 and 1161 . . . . .	2 hrs	2 hrs

**Religion:**

Bible 1013 . . . . .	3 hrs	3 hrs
Bible 1023 . . . . .	3 hrs	3 hrs
Discipleship 2012 . . . . .	<u>2 hrs</u>	<u>2 hrs</u>

**TOTALS****50-51 hrs****59-62 hrs**

\*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 English-speaking university. English composition or literature taken at foreign universities may be substituted for the foreign language requirement for the B.A. degree at SBU. Students who have been educated in a foreign country in a language other than English are not required to take a foreign language for the B.A. degree at Southwest Baptist University.

**Bachelor of Applied Science, Associate of Applied Science****Business & Community Leadership:**

	<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

**Communications:**

English Composition 1113, 1123 or 2003 or 2213 . . . . .	6 hrs	6 hrs
Communication 1103 or 3393 . . . . .	3 hrs	3 hrs

**Computer Literacy:**

Computer Science 1103 (or approved alternative) . . . . .	3 hrs	0 hrs
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**Humanities:**

Fine Arts 1003, 1013, 1023, 1033 (or approved alternative) . . . . .	3 hrs	3 hrs
or History (1000 or 2000 level course)		

**Science, Mathematics or Foreign Language**

Science, math (except 0103 and 0123) or language . . . . .	9 hrs	3 hrs
Any combination including applied courses		

**Personal and Family Development:**

Psychology 1013 or 3063 or Sociology 1003 . . . . .	3 hrs	3 hrs
Health and Physical Education (1061 and 1161) . . . . .	2 hrs	1 hrs

**Religion:**

Bible 1013 . . . . .	3 hrs	3 hrs
Bible 1023 . . . . .	<u>3 hrs</u>	<u>3 hrs</u>

**TOTALS****41 hrs****28 hrs**

## ACT SCORES

**Below is a policy to guide in the placement of new students into the proper English course at Southwest Baptist University using ACT scores.**

<b>ACT Enhanced Test Scores</b>		
ACT 0-17 in English	ENG 0103	English Skills
ACT 18 and above in English	ENG 1113	English Composition I
ACT 27 and above in English and ACT 25 and above Composite	ENG 1123	Honors Composition
<b>Old ACT Test Scores</b>		
ACT 0-14 in English	ENG 0103	English Skills
ACT 15 and above in English	ENG 1113	English Composition I
ACT 23 and above in English and ACT 23 and above Composite	ENG 1123	Honors Composition

**Below is a policy to guide in the placement of new students into the proper mathematics course at Southwest Baptist University using ACT scores.**

Pre-Algebra/ Elementary Algebra Subscore	Intermediate Algebra/ Coordinate Geometry Subscore	Plane Geometry/ Trigonometry Subscore	Recommended Math Placement in bold (Other possible courses given as options)
1-8	does not matter	does not matter	<b>MAT 0103-PreAlgebra-with lab</b>
9-10	1-12	does not matter	<b>MAT 0123-Intermediate Algebra-with lab, 1133, or 2283*</b>
9-10	13-18	does not matter	<b>MAT 1143, 1133, or 2283*</b>
11-12	does not matter	does not matter	<b>MAT 1143, 1133, or 2283*</b>
13-18	1-12	does not matter	<b>MAT 1143, 1133, or 2283*</b>
13-18	13-18	1-13	MAT 1163 <sup>#</sup> -PreCalculus, 1193, 1143, 1133, or 2283 <sup>**</sup>
14-18	14-18	14-18	<b>MAT 1195, 1193, 1163<sup>#</sup>, 1143, 1133, or 2283<sup>**</sup></b>

\*MAT 2283 is open to Elementary and Middle School Education majors only.

\*Students placing into a higher course than they need for their program (or they desire to take) can probably CLEP out of the appropriate lower course, or take it if they so desire. Elementary Education majors placing into 1195 should consider having mathematics as their added endorsement field.

\*MAT 1163 is intended for students who have skills beyond College Algebra, but are not quite ready for Calculus I (or do not desire to take Calculus I).

**NOTE:** MAT 0103 and MAT 0123 do not meet the mathematics general education requirements, nor do they carry college credit. They are necessary to develop the skills needed for success in future mathematics courses. Students electing not to follow this placement recommendation are in danger of failing the higher number mathematics course they attempt. A student placed into MAT 0103-PreAlgebra should take this course to get the necessary skills for success in MAT 0123-Intermediate Algebra, MAT 1133-Survey of Mathematics (formerly Math for Liberal Arts Students—which is a good alternative to meet the math general education requirement for students whose programs do not require another course), or MAT 2283-Survey of Math for Elementary and Middle School Teachers. A student who needs MAT 1143-College Algebra and places into MAT 0123-Intermediate Algebra should take the Intermediate Algebra first to strengthen the necessary skills for success in MAT 1143. All other placements offer a choice depending on what the student's program requires.

If the student's ACT scores are not of the enhanced type (which means they took the ACT prior to 10/89), then the placement will be based on the MATH score (the only one given on the old ACT exam). This is only if the ACT scores do not have the mathematics subscores. See the table below.

ACT MATH SCORE	Recommended Math Placement in bold
1-12	<b>MAT 0103-PreAlgebra-with lab</b>
13-18	<b>MAT 0123-Intermediate Algebra-with lab, 1133, or 2283*</b>
19-22	<b>MAT 1143, 1133, or 2283*</b>
23-25	<b>MAT 1163<sup>#</sup>-PreCalculus, 1143, 1133, or 2283*</b>
26-36	<b>MAT 1133, 1143, 1163<sup>#</sup>, 1193, 1195, or 2283**</b>

\*MAT 2283 is open to Elementary and Middle School Education majors only.

\*Students placing into a higher course than they need for their program (or they desire to take) can probably CLEP out of the appropriate lower course, or take it if they so desire. Elementary Education majors placing into 1195 should consider having mathematics as their added endorsement field.

\*MAT 1163 is intended for students who have skills beyond College Algebra, but are not quite ready for Calculus I (or do not desire to take Calculus I).

#### English and Mathematics Placement Guidelines Using Scholastic Aptitude Test (SAT) Scores

Old SAT Test Scores Prior to 5/24/95	New "Recentered" SAT Scores After 5/24/95	Course Number	Course Name
Verbal: 350 and below	Verbal: 430 and below	ENG 0103	English Skills
Verbal: 360-500	Verbal: 440-580	ENG 1113	English Comp. I
Verbal: 510 or higher & Math: 570 or higher & Combined Verbal & Math: 1080 or higher	Verbal: 590 or higher & Combined Verbal & Math: 1130 or higher	ENG 1123	Honors Composition
Math: 330 & below	Math: 380 & below	MAT 0103	PreAlgebra
Math: 340-410	Math: 390-450	MAT 0123	Intermediate Algebra
Math: 420-560	Math: 460-570	MAT 1143	College Algebra
Math: 570 & above	Math: 580 & above	MAT 1195	Calculus

## Assessment

Assessment at SBU includes gathering information from students about student learning and student life; interpreting this information; and then using the information to improve instruction, student life, and student learning. Students at SBU are required to participate in this assessment program. Assessment requirements follow:

Freshmen	Academic Profile Test (pre-test) Entering Student Survey Faculty Evaluations Student Life/Library Surveys
Sophomores	Academic Profile Test (post-test) General Education Student Survey Faculty Evaluations Student Life/Library Surveys
Juniors	Faculty Evaluations Student Life/Library Surveys
Seniors	Major Field Test/Variou Exit Exams Exiting Student Survey

Alumni also are asked to provide survey data for the purpose of determining to what extent the university experience has helped to prepare them for their chosen profession and equipped them for responsible living and lifelong intellectual and spiritual growth.

### 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 who are undecided on a major upon enrollment will have their major designated as pre-major.

### Changing an Academic Major

A student can change his/her major by first consulting 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. **NOTE: It is recommended that first-semester freshmen wait until after mid-term to do this.**

### 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 a laboratory period of 100 to 150 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. A student may change from audit to credit or from credit to audit only during the time period when courses can be added. 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.) **Note: When a student audits a course, no hours are earned and the course is not calculated in the total number of hours and G.P.A.**

#### Load Limit for Credit Hours

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. **This limit includes all college courses, correspondence or otherwise, being taken at SBU or elsewhere.** The normal load for all students each semester is 16 or 17 credit hours, and the normal load for January, June or July is 4 credit hours, provided students have a minimum cumulative 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

**These limits include all college courses, correspondence or otherwise, being taken at SBU or elsewhere.** Advisors will approve schedules with additional hours when the student's grade point average is one of the following:

Cumulative GPA	Fall/Spring	January/June/July
2.50-3.00	18 hours	5 hours
3.01-4.00	19 hours	6 hours

(Note: More than 6 hours in a J-Term is not permitted. More than 20 hours in a fall or spring semester is 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 repeated at another college or university, approval must be received from the appropriate SBU department chair of the course area. To insure that the course will transfer, it is recommended that the student get the department chair's approval prior to enrolling in the course.** The course can be repeated only twice.

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 a student's 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. A student's withdrawal date will be interpreted as the last date the student 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 unless the student has completed at least eighty (80) percent of 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, instructor, 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 complete satisfactorily 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, instructor, academic advisor and the college dean.

**It is the responsibility of the student to complete satisfactorily 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 appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.**

### 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 "Pass-Fail" form and turn the form in at the registrar's office before the end of the two-week period at the beginning of the semester when courses can be added to the student's schedule. This form is to be signed by the student and the registrar.

**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 semester 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 make changes from graded to P/F or from P/F to graded only 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. 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.

## Academic Integrity Policy

[Adopted by the Faculty Senate November 3, 2000]

Class C violations consist of unacceptable moral or ethical behavior; serious law violation(s); serious damage to property; or behavior that is harmful (or potentially harmful) to self, others, or the university. Therefore, the following class C violations are considered potentially dismissible offenses, depending on the severity of the incident.

1. Violation of federal, state, or local laws.
2. All forms of academic dishonesty such as plagiarism, cheating, and violation of the computing resources policy. The computing resources policy appears in this publication under "Services for Students."
  - a. Plagiarism: (1) Using the ideas or writings of another as one's own; (2) Appropriating passages or ideas from another and using them as one's own, as defined in the American Heritage Dictionary of the English Language, New College Edition published by Houghton-Mifflin, 1980.
    - i. Examples of plagiarism include, but are not limited to:
      - (1) Using ideas, words or phrases, and/or wholesale scripts from another's work without proper acknowledgment.
      - (2) Submitting the same work in two courses without the written permission of each instructor.
    - ii. Additional examples of plagiarism may be found in the textbooks for English Composition I and II.
  - b. Cheating: (1) To deceive by trickery; (2) To mislead; (3) To practice fraud; and/or (4) To act dishonestly, as defined in the American Heritage Dictionary of the English Language, New College Edition published by Houghton-Mifflin, 1980.
 

Examples of cheating include, but are not limited to:

    - i. Collaborating without authorization

- ii. Presenting work done by another as one's own, either in part or in whole.
- iii. Altering a paper or other evaluation instrument after the grade has been assigned for the purpose of misrepresenting the student's performance.
- iv. Enlisting another person to take one's evaluation procedure.
- v. Using prohibited sources of information for examinations or other testing procedures.
- vi. Knowingly providing any unauthorized assistance to other students.
- vii. Falsifying or changing information concerning academic achievement.
- viii. Facilitating any act that promotes academic dishonesty including the withholding of information concerning the academically dishonest conduct of another.

## GRADE APPEAL POLICY

In a case where a student has a grievance regarding a final course grade, the student should first attempt to resolve the matter with the instructor. If the grade dispute is not resolved at this level, the student may initiate a formal written appeal at the department chair level with the following provisions and/or guidelines:

1. The grade appeal must concern the final overall course letter grade only; i.e., A - F, or WF. The student may not appeal any one individual test or assignment grade.
2. No one may substitute personal judgment for that of the instructor in regard to the quality of the student's work; therefore, evidence must be shown of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course.
3. The appeal must be initiated within one calendar year from the day the final grades were due for that term as specified in the catalog for that school year.
4. Any grade appeal must be submitted in writing using the "Grade Appeal" form obtained from the registrar's office.
5. The formal appeal begins when the student presents the "Grade Appeal" form to the instructor for his/her signature.

THE CHAIN OF APPEAL IS . . .

### Undergraduate Courses

- a. Course Instructor . . . . . (by conference, but must be documented)
- b. Department Chairperson . . . . . (by conference, but appeal must be in writing)
- c. College Dean . . . . . (by conference, but appeal must be in writing)
- d. Grade Appeal Panel . . . . . (formal hearing, but appeal must be in writing)

The first three of the above stages should occur within 10 school days of the initiation of the appeal. Both the student and the instructor are required to meet with the chairperson and the appropriate dean for those respective conferences. Witnesses may be called to support any evidence presented. If, at either conference level, all parties agree to a grade change, the instructor of the course will fill out and sign the grade change form. The "Change of Grade" form is then sent directly to the registrar.

If the instructor of the course is the department chairperson, the student may elect to initiate the formal appeal directly to the appropriate dean. If the instructor of the course is a dean, the formal appeal is normally initiated with the department chairperson, but the appeal then goes directly to the Grade Appeal Panel.

In unusual cases in which the course is taught by the dean, the student may elect to take the grade appeal directly to the Grade Appeal Panel, effectively bypassing the appropriate department chairperson and the appropriate college dean.

Any request for a review by the Grade Appeal Panel should be made within ten school days of the last appeal decision. This request is made by taking the "Grade Appeal" form to the office of the Provost. The Provost will send the form and any related written statements to the Chair of the Academic Advisory Committee.

### Graduate Courses

- a. Course Instructor . . . . . (by conference, but must be documented)
- b. Graduate Program director . . . . . (by conference, but appeal must be in writing)
- c. Graduate Dean . . . . . (by conference, but appeal must be in writing)
- d. Grade Appeal Panel . . . . . (formal hearing, but appeal must be in writing)

The first three of the above stages should occur within 10 school days of the initiation of the appeal. Both the student and the instructor are required to meet with the graduate program director and the graduate dean for those respective conferences. Witnesses may be called to support any evidence presented. If, at either conference level, all parties agree to a grade change, the instructor of the course will fill out and sign the grade change form. The "Change of Grade" form is then sent directly to the registrar.

If the instructor of the course is the graduate program director, the student may elect to initiate the formal appeal directly to the graduate dean. If the instructor of the course is the graduate dean, the formal appeal is normally initiated with the appropriate graduate program director, but the appeal then goes directly to the Grade Appeal Panel. In unusual cases in which the course is taught by the graduate dean, the student may elect to take the grade appeal directly to the Grade Appeal Panel, effectively bypassing the appropriate graduate program director and the graduate dean.

Any request for a review by the Grade Appeal Panel should be made within ten school days of the last appeal decision. This request is made by taking the "Grade Appeal" form to the office of the Provost. The Provost will send the form and any related written statements to the Chair of the Academic Advisory Committee.

6. The Grade Appeal Panel shall consist of three faculty members selected at random from the current Academic Advisory Committee; however, faculty members from the department or college being affected shall not be members of the panel. The chairperson of the panel shall be selected at random from the panel chosen. The Grade Appeal Panel shall go into closed session after the formal hearing for further discussion as necessary. The Grade Appeal Panel shall make its final recommendation to the Provost by simple majority secret ballot.

Both the instructor and the student should be prepared to appear before the Grade Appeal Panel to present their cases formally. Witnesses may be called to support any evidence presented. A faculty member from the department affected may be called to answer any procedural questions.

The instructor and the student will appear separately before the Grade Appeal Panel to present their cases formally. Additional parties attending the hearing will be limited to those who were witnesses to any pertinent events or can provide first-hand testimony of the essential facts of the case. In addition, a faculty member from the instructor's department may be called to answer any questions related to the standard operating procedures of that department. At the discretion of the chair, the panel may separately recall either the student or the instructor to clarify any discrepancies in their respective testimonies.

**NOTE: This is the highest level of appeal. There is no further appeal possible.**

7. The recommendation of the Grade Appeal Panel will be forwarded to the Provost for action with the understanding that there will be no grade change without the explicit recommendation of the Grade Appeal Panel. If the grade is changed, the Provost will fill out and sign the grade change form. The "Change of Grade" form will be sent directly to the registrar.
8. All of the appeal decisions are to be made within 24 hours of the conference or hearing. The results of the grade appeal shall be put in writing and sent to the student and the instructor within two school days. The "Change of Grade" form will be sent directly to the registrar. The entire grade appeal process should be completed within 60 school days of its initiation.
9. An initiated formal appeal that is withdrawn may not be resubmitted.
10. In view of the Family Educational Rights and Privacy Act, confidentiality must be maintained at all times.

## SBU HONORS

### 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."

Trustees' List . . . . . 3.85-4.00	Deans' List . . . . . 3.50-3.69
President's List . . . . . 3.70-3.84	Honor's 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 for the commencement ceremony. The official 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 Standing	Credit Hours	Minimum Institutional Cumulative G.P.A.
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 conditionally 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. These students are not allowed to enroll in correspondence courses.
  - b. On special guidance are limited to 14 credit hours per semester and are advised to limit their extra-class activities. These students are not allowed to enroll in correspondence courses.
  - 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. These students are not allowed to enroll in correspondence courses.
7. Part-time degree-seeking students:
  - a. On academic difficulty are limited to 10 semester hours per semester. These students are not allowed to enroll in correspondence courses.
  - b. On special guidance are limited to 8 semester hours per semester. These students are not allowed to enroll in correspondence courses.
  - c. On probation are limited to 6 semester hours per semester. These students are not allowed to enroll in correspondence courses.
8. Credit hour restrictions may be waived under special circumstances as determined by the advisor and approved by the Provost.
9. For a student to be in acceptable academic standing in order to represent SBU in extra-class activities, he or she must achieve an academic standing that is at or above the special guidance level for his or her class standing.

**NOTES:** Institutional G.P.A. is the normal criterion used in determining academic progress. In order to graduate from Southwest Baptist University, a student must earn an average of two grade points (2.0) for each credit hour's work attempted, including at least an average of two grade points (2.0) in the major and including at least a two-point average (2.0) in all work taken at Southwest Baptist University.

## CREDIT HOUR RESTRICTIONS

### PART-TIME STUDENTS

Class Standing	Institutional 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 No discernible improvement	Academic Difficulty Special Guidance Probation Dismissal	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 Dismissal	10 semester hours 8 semester hours 6 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 Dismissal	10 semester hours 8 semester hours 6 semester hours
Senior (96 credit hours)	1.800 - 1.999 Less than 1.800 No discernible improvement	Special Guidance Probation Dismissal	8 semester hours 6 semester hours

## CREDIT HOUR RESTRICTIONS

### FULL-TIME STUDENTS

Class Standing	Institutional 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 No discernible improvement	Academic Difficulty Special Guidance Probation Dismissal	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 Dismissal	15 semester hours 14 semester hours 12 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 Dismissal	15 semester hours 14 semester hours 12 semester hours
Senior (96 credit hours)	1.800 - 1.999 Less than 1.800 No discernible improvement	Special Guidance Probation Dismissal	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 Deans Council will review appeals the last Thursday before each semester begins. Appeal letters for the fall semester must be received at least two weeks prior to the beginning of the semester. The Provost will preside at the review session. The chairperson 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 Deans 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 Deans 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 chairperson of the Academic Advisory Committee and the student need to be notified of the decision of the Deans Council.

## CREDIT CHECK

When students accumulate between 70-80 credit hours, they must request a credit check from the registrar. A credit check reveals the number of semester hours completed, the number of hours 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, the advisor, the dean, and the registrar.

## FINAL EXAMINATIONS

All students 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 instructor of the course and the dean of the school in which the course is taught. (See Special Fees.)

A student who has three or more final examinations on the same day can change a final exam to an alternate time without cost. It is recommended that the middle final exam be changed. This is handled through the instructor of the course and the office of the dean in whose college the course resides.

## 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 Enrollment Management 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.** Upon the first day of return to class, 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 (328-1885). 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 three days of the Winterfest term and four-week summer terms or during the first six class days of the eight-week summer term. If

students initiate a 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 (Dropping) 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 tenth week of class meetings (before the end of 67% of class meetings for shorter terms) will receive a "W" for the course. After the end of the tenth week of class meetings (after the end of 67% of class meetings for shorter terms), students who withdraw from a course they are failing will receive an "F" for the course. After the end of the tenth week of class meetings (after the end of 67% of class meetings for shorter terms), 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." Incomplete ("I") is given only if circumstances beyond the student's 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."

### **Withdrawing (Dropping) from School Policy**

If a student withdraws from school after the eleventh week of classes, a "W" will be assigned in all courses where the student is passing the course as of the date of withdrawal; and an "F" will be assigned in all courses where the student is failing as of the date of withdrawal.

## **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 fields 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 student must do preliminary planning and complete an "Independent Study Proposal" form.
7. The "Independent Study Proposal" form must have the approval of the project supervisor, the department chairman and the college dean.
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.

## INTERNATIONAL STUDIES PROGRAM

The International Studies Program is built on the supposition that every full-time student should be presented with the opportunity to have an international education experience. This is in keeping with our mission statement of "preparing students to be servant leaders in a global society." The program provides opportunities for faculty and students to teach and study abroad and at home. The program welcomes international students to become an integral part of the Southwest Baptist University campus family. The University encourages all students to share in promoting cultural, educational and social exchanges.

SBU offers opportunities for one or more semesters of study overseas or at other locations within the United States. Overseas study is taken at universities in the host country, and all arrangements for tuition, fees and credit are managed through SBU. In particular, the College of Business and Computer Science has an international business degree program that requires study in a foreign country.

For most programs a student 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 director of international education. All courses must be taken for letter grades and will be posted to the student's transcript accordingly. Fees are paid through Southwest Baptist University, and students may receive financial aid.

### **Consortium for Global Education**

A consortium of forty-seven private United States colleges and universities have come together to assist in the development of international education. Working both individually and in small groups, CGE members have established an estimated 300 partnerships with prestigious universities in 80 different countries. The programs range from extended, two-way exchanges of students and faculty, to summer programs for intensive study of culture and foreign language, seminars in economic development, delegation site visits, and brief conferences and symposiums for institutional representatives. Consortium members have a commitment to international education, service and sharing. CGE encourages geographic diversity in its outreach.

**Pacific Rim Countries** - Partnerships with Chinese colleges and universities total more than 50 educational exchange agreements in over 20 major cities in China. A significant transformation in international partnerships and exchange is taking place between CGE schools and universities in China, Japan, Indonesia, Malaysia, Korea, Taiwan, Tibet, Thailand and Vietnam. More than 25 CGE member schools cooperate in a new student exchange program with Hong Kong Baptist University. SBU has reserved two positions for students per semester with Hong Kong Baptist University.

**Former Soviet Republics** - Consortium members have exchange or foreign-study relationships with Russia, primarily in Moscow but including St. Petersburg, Kazan and Ufa. Several have agreements with other former Soviet republics, including Kazakhstan, Uzbekistan, Kyrgystan, Azerbaijan, Ukraine, Latvia and Belarus.

**European and North African Countries** - In Altea Alicante, Spain, eight consortium schools participate in the International Center for Advanced Studies to promote cross-cultural studies. Six CGE schools link with the ultra-modern Al Akhawayn University in Ifrane, Morocco, for seminar lecture programs, student and faculty exchanges, and specialty areas of education such as accreditation.

(Contact the Office of International Studies for information and applications.)

### **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.

(Contact the Office of International Studies for information and applications.)

### Coalition-Affiliated Programs

**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.

**Summer Institute of Journalism** - The first summer Institute of Journalism was founded by Fieldstead Foundation in 1995 and held in Washington, D.C. The goal of the institute is to blend classroom experiences with hands-on work in a writing lab. Students are engaged in seminars and field trips with media personnel and directed by communication professionals in workshop projects for their local papers.

(Contact the Office of International Studies for information and applications.)

### Coalition-Endorsed Programs

The Coalition endorses eight programs. While these eight programs are not directly sponsored by the Coalition, oversight for each is guided by at least ten "participating colleges" within the Coalition membership. The Coalition takes no direct responsibility for the management and oversight of these programs.

The **Au Sable Institute of Environmental Studies**, in Mancelona, Michigan, is an environmental stewardship program whose mission is to bring healing and wholeness to the biosphere and the whole of creation. Students participate for college credit during January terms, May terms and summer schools.

The **International Business Institute** is designed to give students in economics, business and related areas a distinctive opportunity for a term of study that incorporates the international dimension in these fields. The program is over ten weeks in length and includes several periods of residence in key locations as well as coordinated visits and presentations in the major political and economic centers of western and eastern Europe, Scandinavia, Finland and Russia.

The **Jerusalem University College** (formerly the Institute for Holy Land Studies), in Jerusalem, Israel, offers credit for semester and year-long programs of study. Students study the history, language, culture, archaeology, geography and literature of the region, with a focus on enhancing their understanding of the Scripture.

The **Netherlandic-Spice Program** provides the opportunity to live in Amsterdam, one of the centers of the western European community. Participants receive 16 semester credits from courses in language, literature, the arts, history and politics. Options also exist for individualized study in other disciplines.

The **Christian Center for Urban Studies** (formerly the Wesleyan Urban Coalition), in Chicago, Illinois, offers weekend, three-week and semester programs. Classes are offered in urban anthropology, culture, leadership, art, mission and service.

The **Focus on the Family Institute**, in Colorado Springs, Colorado, offers a semester-long program of on-site instruction and field experiences aimed at addressing the causes and cures for fractured families, and helping students become equipped to reverse societal trends that cause harm to traditional family structures and beliefs.

The **Global Stewardship Study Program** is based at an environmental center in the jungle of Belize, Central America. Students take four courses: Global Stewardship, Sustainable Development in Third World Communities, Tropical Ecology and Biblical Stewardship. Additional electives and practicums are available.

The **San Francisco Urban Program** of Westmont College provides an opportunity for a semester of Christ-centered study in the unique context of this great city. Students study urbanization, working in a practicum related to their interests and have opportunities for independent study.

(Contact the Office of International Studies for information and applications.)

**Other International Programs**

(Contact the Office of International Studies for information and applications.)

**United Kingdom Universities**

- Goldsmiths College-University of London
- Harlaxton (University of Evansville)
- Keele University
- Leicester University
- The University of Liverpool
- University of Manchester
- Nottingham Trent University

**European Universities**

- The American University of Paris
- Martin-Luther University
- The University of Salamanca

**Other International Universities**

- East Africa Semester Abroad (Baylor University)
- Griffith University of Australia
- Tel Aviv University

**Fulbright Programs**

The Fulbright Program makes grants to U.S. citizens and nationals of other countries. These grants are made for a variety of educational activities, primarily university teaching, advanced research, graduate study and teaching in elementary and secondary schools. Grants for foreign nationals are available through the binational commission/foundation or U.S. embassy in the country of citizenship. The Fulbright Scholar-in-Residence Program also provides opportunities for U.S. host institutions to sponsor visiting lecturers.

(Contact the Office of International Studies for information and applications.)

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**COLLEGES AND ACADEMIC DEPARTMENTS**
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## AREAS OF STUDY

The academic enterprise of Southwest Baptist University is conducted within the framework of five colleges: College of Business and Computer Science, The Courts Redford College of Theology and Church Vocations, Lewis E. Schollian College of Education and Social Sciences, Geneva Casebolt College of Music, Arts and Letters, and College of Science and Mathematics. The following majors, minors, associate degrees and certificates are offered in the various disciplines of these colleges.

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Accounting	B.A., B.S., A.A.S.	
Administration	M.S.	Business Administration, Health Services Administration
Art	B.A., B.S.	Ceramics, Design Drawing, Painting, Photography, Sculpture
Art Education	B.S.	
Athletic Training	B.S.	
Bible	B.A.	
Biology	B.A., B.S.	
Business	A.A.S.	
Business Administration	B.A., B.S.	Economics/Finance, International Business, Management, Marketing, Public Relations
Business Administration	B.A.S.	
Chemistry	B.A., B.S.	
Church Ministry	B.A.	Pastoral Ministry, Missions, Educational Administration in the Church, Children's Ministry, Youth Ministry
	B.S.	Educational Administration in the Church, Children's Ministry, Youth Ministry
	B.A.S.	Bivocational Pastoral Ministry
Commercial Art	B.S.	Ceramics, Graphic Design, Photography
Communication	B.A., B.S.	Speech Communication & Theatre, Public Relations, Speech Education, Television
Computer Information Science	B.S.	
Computer Science	A.S., B.S.	
Criminal Justice	B.S.	
Education	M.S.	
Educational Administration	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 and Resources	B.A.S., B.S.	
Mathematics	B.A., B.S.	

MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Medical Technology	B.S.	
Middle School Education	B.A., B.S.	Language Arts, Mathematics, Science, Social Science
Mid-Management	A.S., A.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
Nursing	A.A.S.N. B.S.N.	
Occupational Technology	A.A.S., B.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 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.	

**NOTE:** 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, Church Recreation, Communication, Community Recreation, Computer Science, Computer Information Science, Counseling, Criminal Justice, Discipleship, English, Evangelism, Gerontology, History, Lay Ministry, Mathematics, Military Science, Music (Church Music), Music (General), Music (Piano Pedagogy), Philosophy, Physics, Political Science, Pastoral Ministry, Psychology, Recreation Management, Religious Education, Religious Studies, Sociology, Spanish, Speech Communication & Theatre, Student Ministries, Theatre

#### Teaching Certificates

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

#### Certificate

Theology

# COLLEGE OF BUSINESS AND COMPUTER SCIENCE

David W. Whitlock, Dean  
Office: Taylor 103 - (417) 328-1751

The College of Business and Computer Science offers undergraduate degree programs with majors, concentrations and minors in the departments of Accounting, Business Administration, Computer and Information Sciences, and a Master of Science in Administration. The College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degrees: The Bachelor of Science and Bachelor of Arts degrees in Accounting, Business Administration and the Bachelor of Science degree in Computer Science and Computer Information Science.

## ADMISSION TO THE COLLEGE

In addition to admission to the University, all undergraduate College of Business and Computer Science degree seeking students must formally apply for admission to an undergraduate degree program. Each application will be presented to the College faculty for a formal decision to accept or reject the application. This decision procedure will take place two times a year, and application should be made to the College prior to August 31 or January 31. 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 and Computer Science 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 1000- and 2000-level courses taken within the College of Business and Computer Science.
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:
 

Introduction to Business .....	3 hours
Introduction to Computing .....	3 hours
- d. Students must have a minimum cumulative grade point average of 2.00 in all courses taken within the College.
- e. Prior to acceptance into the associate program, the student may take up to 12 hours of College of Business and Computer Science 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:
 

Business and Community Leadership (American Government) .....	3 hours
English Composition .....	6 hours
Communication (Speech) .....	3 hours
Computer Science .....	3 hours
Humanities .....	6 hours
Mathematics and Science (including one lab) .....	10 hours
Personal and Family Development .....	5 hours
Religion and Discipleship .....	8 hours

- c. Students must have completed the following course work and have a minimum cumulative grade point average of 2.25 in all of the following courses taken within the College of Business and Computer Science.
- |   |         |
|---|---------|
| Financial Accounting I and II .....                               | 6 hours |
| Business Communications .....                                     | 3 hours |
| Principles of Microeconomics & Macroeconomics .....               | 6 hours |
| Business Calculus .....   | 3 hours |
| Introduction to Computing (a general education requirement) ..... | 3 hours |
| Introduction to Business (optional course) .....                  | 3 hours |
- d. Prior to acceptance into the bachelor degree program, students may take up to 13 hours of College 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 programs of study are designed to provide students with theoretical and conceptual knowledge and application skills in business and computer and information sciences 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 offers undergraduate degree programs with majors, concentrations and minors within three departments. Students in other fields of study are encouraged to minor in accounting, business, computer science, or computer information science in order to enhance their careers. In recognition of the importance of business and computer and information science knowledge for all citizens, several departments outside of the College have developed programs that include College courses.

All policies of the University apply to students who major or minor in College programs. Students must satisfactorily complete 128 hours of approved course credit in order to graduate with a baccalaureate degree. 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 1000- and 2000-level courses taken within the College.

In order to graduate with an undergraduate degree from the college, students must attain at least a 2.25 GPA in all 3000 and 4000-level courses in their major or concentration with a maximum of one (1) "D" grade. For purposes of this requirement, the specific majors or concentrations and their related course designations are noted below.

ACC for Accounting majors

MKT for Marketing concentration

MGT for Management concentration

ECO/FIN for Economics/Finance concentration

CIS for Computer Information Science and Computer Science majors

TEC/MKT/COM/ENG/ART and MGT 4043 and BUS 4983 for the Public Relations concentration

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.

The College is interested in assessing educational outcomes in business. Outcomes assessment is a way to evaluate College programs and academic achievement of students in relation to similar colleges. **Therefore, all graduating seniors will be required to participate in an appropriate College exit exam.** This exam does not impact the student's academic record applied toward a degree.

## UNDERGRADUATE DEGREE REQUIREMENTS

All undergraduates majoring in the College 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. This does not apply to the major in Computer Science. The Computer Science major has its own support curriculum with a greater math and science focus.

**COLLEGE OF BUSINESS AND COMPUTER SCIENCE CORE CURRICULUM (47-50 HOURS)**  
(Does Not Apply to Computer Science Major)

ACC 2023 - Financial Accounting I . . . . .	3 hours	FIN 3033 - Quantitative Operations Mgt . . . . .	3 hours
ACC 2033 - Financial Accounting II . . . . .	3 hours	FIN 4043 - Business Finance . . . . .	3 hours
BUS 2013 - Business Communication . . . . .	3 hours	HUM 4042 - Seminar on Professional	
BUS 3073 - Legal Environment of Business . . .	3 hours	Development . . . . .	2 hours
CIS 3303 - Systems Management . . . . .	3 hours	MGT 3013 - Principles of Management . . . . .	3 hours
ECO 2023 - Principles of Microeconomics . . . .	3 hours	MGT 4083 - Management Strategy and Policy .	3 hours
ECO 2033 - Principles of Macroeconomics . . . .	3 hours	MKT 3023 - Principles of Marketing . . . . .	3 hours
*FIN 1193 - Business Calculus (BA/ACC). . . . .	3 hours	PHI 4043 - Ethics in Decision Making . . . . .	3 hours
or MAT 1173 Discrete Mathematics (CIS) . . . .	3 hours	* FIN 1193 meets the University Mathematics General	
FIN 3023 - Statistical Analysis . . . . .	3 hours	Education requirement	

**DEPARTMENT OF ACCOUNTING**

Department Chair: Rodney Oglesby

Office: Taylor 119 - (417) 328-1756

Faculty: Sharla Bailey, Wayne Clark

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 applying for the CPA exam after June, 1999 must meet the Missouri State Board of Accountancy requirement of completing 150 hours of college credit. Accounting majors might consider SBU's graduate program or additional undergraduate course work at SBU to satisfy the 150-hour requirement.

**ACCOUNTING MAJOR (B.S. DEGREE) (36 HOURS)**

ACC 3023 - Managerial Cost Accounting . . . . .	3 hours
ACC 3024,3034 - Intermediate Acc I, II . . . . .	8 hours
ACC 3033 - Accounting Information Systems . . . . .	3 hours
ACC 3063 - Tax Accounting I . . . . .	3 hours
ACC 3073 - Tax Accounting II . . . . .	3 hours
ACC 4013 - Advanced Accounting . . . . .	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
ECO 3023 - Money and Banking . . . . .	3 hours

**ACCOUNTING MAJOR (B.A. DEGREE)**

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

**DEPARTMENT OF BUSINESS ADMINISTRATION**

Department Chair: Susan DeBauche

Office: Taylor 120 - (417) 328-1758

Faculty: Ronda Credille, Barry Ellis, Shawn Ritenour, David Whitlock

Mt. View: Melvin Steele - Springfield: Troy Bethards

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, international business and public relations.

2. Associate degrees are offered in mid-management.

## BUSINESS ADMINISTRATION MAJOR (B.S. DEGREE)

### Economics/Finance Concentration (33 hours)

ACC 3013 - Managerial Accounting	3 hours
ACC 3063 - Tax Accounting I	3 hours
ECO 3023 - Money and Banking	3 hours
ECO 3043 - Managerial Economics	3 hours
ECO 3053 - International 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

*Plus 3 Hours upper-level COBACS courses*

### Management Concentration (33 hours)

ACC 3013 - Managerial Accounting	3 hours
ECO 3023 - Money & Banking	3 hours
ECO 3043 - Managerial Economics	3 hours
MGT 4033 - Administrative Communication/ Human Resource Management	3 hours
MGT 4043 - Organizational Behavior Theory	3 hours
MGT 4053 - International Management	3 hours
MGT 4063 - Entrepreneurship and Small Business	3 hours
MGT 4983 - Internship in Management	3 hours
MKT 4023 - Marketing Management	3 hours

*Plus 6 Hours upper-level COBACS courses*

### International Business Concentration (34-36 hours)

ACC 3013 - Managerial Accounting	3 hours
BUS 4771 - International Experience	1 hour
BUS 4983 - Internship in Business	3 hours
ECO 3023 - Money & Banking	3 hours
ECO 3053 - International Economics	3 hours
MGT 4053 - International Management	3 hours
MKT 3053 - International Marketing	3 hours
PHI 4023 - World Religions	3 hours
POL 3313 - International Relations	3 hours
<i>or</i>	
POL 3323 - Comparative Government	3 hours

*Plus 3 Hours upper-level COBACS courses*  
*Plus 6-8 Hours of Modern Language (or Second Language Proficiency and 6 Hours of upper-level COBACS courses)*

### Marketing Concentration (33 hours)

ACC 3013 - Managerial Accounting	3 hours
MKT 2013 - Desktop Publishing	3 hours
MKT 3033 - Consumer Behavior	3 hours
MKT 3053 - International Marketing	3 hours
MKT 3073 - Professional Selling	3 hours
MKT 3083 - Creative Advertising	3 hours
MKT 4013 - Marketing Research	3 hours
MKT 4023 - Marketing Management	3 hours
MKT 4983 - Internship in Marketing	3 hours

*Plus 6 Hours upper-level COBACS courses*

### Public Relations Concentration (33 hours)

#### 27 hours of required courses:

ART 1103 - Design	3 hours
BUS 4983 - Internship in Public Relations	3 hours
COM 2233 - Introduction to Public Relations	3 hours
COM 3443 - Media Production	3 hours
MKT 2013 - Desktop Publishing	3 hours
MKT 3033 - Consumer Behavior	3 hours
MKT 3053 - International Marketing	3 hours
MKT 3083 - Creative Advertising	3 hours
TEC 1013 - Media and Society	3 hours

#### Choose 6 hours of Electives from the following:

ART 1303 - Photography I	3 hours
COM 3073 - Newspaper Writing	3 hours
COM 3313 - Advanced Public Speaking	3 hours
COM 3383 - Small Group Communication	3 hours
ENG 3353 - Advanced Composition	3 hours
MGT 4033 - Administrative Communications/ Human Resource Management	3 hours
MGT 4043 - Organizational Behavior	3 hours
MKT 4013 - Marketing Research	3 hours
TEC 3013 - Writing for Television	3 hours
TEC 2043 - Television Production I	3 hours
TEC 3053 - Television Production II	3 hours

## BUSINESS ADMINISTRATION MAJOR (B.S. DEGREE) (36 Hours)

ACC 3013 - Managerial Accounting	3 hours
ECO 3023 - Money & Banking	3 hours
ECO 3043 - Managerial Economics	3 hours
MGT 4033 - Administrative Communications/Human Resource Management	3 hours
MGT 4043 - Organizational Behavior	3 hours
MGT 4053 - International Management	3 hours
MGT 4063 - Entrepreneurship and Small Business	3 hours
MKT 3033 - Consumer Behavior	3 hours

MKT 3073 - Professional Selling .....	3 hours
MKT 3083 - Creative Advertising .....	3 hours
MKT 4013 - Marketing Research .....	3 hours
MKT 4023 - Marketing Management .....	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.

## DEPARTMENT OF COMPUTER & INFORMATION SCIENCES

Department Chair: Scott Sigman

Office: Taylor 106 - (417) 328-1676

Faculty: James Cain, Tim DeClue, Ernie Ferguson

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 additional semester hours of credit from specific CIS, math, or science courses. Remaining semester credit hours are earned from general education courses, major support courses and free electives.

### COMPUTER AND INFORMATION SCIENCES CORE CURRICLUM (28 HOURS)

CIS 1141 - Introduction to UNIX .....	1 hour
*CIS 1144 - Computer Science I .....	4 hours
^CIS 1154 - Computer Science II .....	4 hours
CIS 2213 - Systems Analys & Des. ....	3 hours
CIS 2233 - Machine Organization .....	3 hours
CIS 4462 - Applied Design I .....	2 hours
*CIS 1144 requires that MAT 1143 or MAT 1195 be taken at the same time	
^CIS 1154 requires that MAT 1173 and CIS 1141 be taken at the same time	

CIS 4472 - Applied Design II .....	2 hours
CIS 3333 - Advanced. Data Structure .....	3 hours
CIS 3343 - Networks .....	3 hours
CIS 4413 - Database Management .....	3 hours

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) - IN ADDITION TO CIS CORE

Designed for students interested in pursuing graduate study in computer science or who are interested in careers involving scientific information processing.

#### CIS & Other Support (43-44 hours)

CIS 3353 - Programming Languages & Artificial Intelligence .....	3 hours
CIS 4423 - Operating Systems .....	3 hours
CIS 4433 - Numerical Analysis .....	3 hours
<i>One of the following:</i>	
CIS 1123, 2202, 3113 .....	2-3 hours
MAT 1173 - Discrete Mathematics .....	3 hours
MAT 1195 - Analytics & Calc I .....	5 hours
MAT 2255 - Analytics & Calc II .....	5 hours
MAT 2263 - Analytics & Calc III .....	3 hours
MAT 3323 - Linear Algebra .....	3 hours
MAT 3343 - Probability & Statistics .....	3 hours
PHY 2215 - University Physics I .....	5 hours
and	
(5 hours from physics, chemistry, biology, or math) .....	5 hours

## COMPUTER INFORMATION SCIENCE MAJOR (B.S. DEGREE)

The courses below are in addition to CIS Core and College of Business and Computer Science Core. They are designed for students desiring a career in business-related information processing. Students will complete the following courses:

CIS 1113 - COBOL .....	3 hours
CIS 3313 - Advanced Systems Analysis & Design .....	3 hours
CIS xxxx - CIS Elective (2202, 3113, 3353) .....	2-3 hours
MAT 1173 - Discrete Mathematics .....	3 hours

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Associate degree students in the College of Business and Computer Science 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. At least 64 credit hours must be earned for an associates degree.

### General Education Requirements (44-45 hours)

#### 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 Microeconomics .....	3 hours
FIN 1193 - Business Calculus .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours
PHI 4043 - Ethics in Decision Making .....	<u>3 hours</u>

27 hours

#### Associate of Science in Computer Science (A.S. Degree)

Designed for students seeking a two-year degree with general concentration in the area of computer science. The math requirements below meet the general education math requirements.

#### Computer Science Courses (24 hours)

CIS 1141 - Introduction to UNIX .....	1 hour
CIS 1144 - Computer Science I .....	4 hours
CIS 1154 - Computer Science II .....	4 hours
CIS 2213 - Systems Analysis & Design .....	3 hours
CIS 2233 - Machine Organization .....	3 hours
CIS 3303 - Systems Management .....	3 hours
CIS 3333 - Advanced Data Structures .....	3 hours
One of the following: CIS 1113, CIS 1123, or CIS 3113 .....	3 hours

#### General Mathematics (6 hours)

MAT 1143 - College Algebra (part of general education requirements) .....	3 hours
MAT 1173 - Discrete Mathematics .....	3 hours

#### Business Courses (9 hours)

ACC 2023 - Financial Accounting I .....	3 hours
ACC 2033 - Financial Accounting II .....	3 hours
BUS 3073 - Business Law I .....	<u>3 hours</u>

39 hours

## MINORS

Any student in the University may earn minors in Accounting, Business Administration, Computer Science, Computer Information Science or Military Science. Electives must be approved by the program advisor in the College of Business and Computer Science. 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 3023 - Managerial Cost Accounting .....	3 hours
ACC 3063 - Tax Accounting I .....	3 hours
Accounting Elective(s): Jr or Sr level .....	3-4 hours

### Business Administration (21 hours)

(Not Available to students with majors in the College of Business and Computer Science except for Computer Science majors.)

ACC 2023 - Financial Accounting I .....	3 hours
ACC 2033 - Financial Accounting II .....	3 hours
ECO 2023 - Principles of Microeconomics .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
BUS 2013 - Business Communications .....	3 hours
College of Business and Computer Science Electives: Junior or Senior level .....	6 hours

### Computer Science (21 hours)

CIS 1141 - Introduction to UNIX .....	1 hour
CIS 1144 - Computer Science I .....	4 hours
CIS 1154 - Computer Science II .....	4 hours
CIS 2233 - Machine Organization .....	3 hours
MAT 1173 - Discrete Mathematics .....	3 hours
- 2000 level or above CIS courses .....	6 hours

### Computer Information Science (21 hours)

CIS 1141 - Introduction to UNIX .....	1 hour
CIS 1144 - Computer Science I .....	4 hours
CIS 1154 - Computer Science II .....	4 hours
CIS 2213 - Introduction to Systems Analysis & Design .....	3 hours
MAT 1173 - Discrete Mathematics .....	3 hours
- 2000 level or above CIS courses .....	6 hours

### Military Science (21 hours)\*

All of the MIL course requirements are provided at Southwest Missouri State University in Springfield, MO. Military Science students actually register at Southwest Baptist University, but must also coordinate this registration with the SMSU Department of Military Science. (SMSU, Dept. of Military Science, 901 S. National, Springfield, MO 65804, 417-836-5791)

MIL 3013 - Military Leadership and Operations .....	3 hours
MIL 3023 - Military Skills Building .....	3 hours
MIL 3255 - Advanced Military Science Practicum .....	3 hours
(Advanced camp, taken in summer)	
MIL 4113 - Military Qualification Skills for the Advanced Cadet .....	3 hours
MIL 4123 - Transition from Cadet to Lieutenant .....	3 hours
HIS 315(3) - Military History .....	3 hours
(SMSU)	
or	
HIS 4953 Intensive Studies in History .....	3 hours
(SBU)	

\* A student who does not have previous military experience will require additional course work. Consult with the College of Business and Computer Science.

# OFF-CAMPUS PROGRAMS

The following degree programs are not offered on the main Southwest Baptist University campus in Bolivar, MO. They are offered at various off-campus sites in the University system. Information about these programs should be obtained directly from the appropriate off-campus site.

The B.A.S. and the A.A.S. degrees 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.

## BUSINESS ADMINISTRATION MAJOR (B.S. DEGREE)

### Business Administration Major

#### **College Core (47 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
CIS 3303 - Systems Management	3 hours
ECO 2023 - Principles of Microeconomics	3 hours
ECO 2033 - Principles of Macroeconomics	3 hours
FIN 1193 - Business Calculus (ACC/BA)	3 hours
FIN 3023 - Statistical Analysis	3 hours
FIN 3033 - Quantitative Operations Management	3 hours
FIN 4043 - Business Finance	3 hours
HUM 4042 - Professional Development	2 hours
MGT 3013 - Principles of Management	3 hours
MGT 4083 - Management Strategy and Policy	3 hours
MKT 3023 - Principles of Marketing	3 hours
PHI 4043 - Ethics in Decision Making	3 hours

#### **Business Administration Major (36 hours)**

ACC 3013 - Managerial Accounting	3 hours
ECO 3023 - Money and Banking	3 hours
ECO 3043 - Managerial Economics	3 hours
MGT 4033 - Administrative Communication/ Human Resource Management	3 hours
MGT 4043 - Organizational Behavior and Theory	3 hours
MGT 4053 - International Management	3 hours
MGT 4063 - Entrepreneurship and Small Business	3 hours
MKT 3033 - Consumer Behavior	3 hours
MKT 3073 - Professional Selling	3 hours
MKT 3083 - Creative Advertising	3 hours
MKT 4013 - Marketing Research	3 hours
MKT 4023 - Marketing Management	3 hours

## BACHELOR OF APPLIED SCIENCE (B.A.S. DEGREE)

### Business Administration Major

#### **General Education Requirements (38 hours)**

(ECO 4003 is not required for this degree. Required economics classes are listed below. MAT 1143 is the mathematics requirement)

#### **College Core (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

CIS 3303 - Systems Management .....	3 hours
ECO 2023 - Principles of Microeconomics .....	3 hours
ECO 2033 - Principles of Macroeconomics .....	3 hours
FIN 1193 - Business Calculus (ACC/BA) .....	3 hours
FIN 3023 - Statistical Analysis I .....	3 hours
FIN 3033 - Quantitative Operations Management .....	3 hours
FIN 4043 - Business Finance .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
MGT 4083 - Management Strategy and Policy .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours
PHI 4043 - Ethics in Decision Making .....	3 hours
<b>Business Administration Major (30 hours)</b>	
ACC 3013 - Managerial Accounting .....	3 hours
MGT 4033 - Administrative Communication/ Human Resource Management .....	3 hours
MGT 4043 - Organizational Behavior and Theory .....	3 hours
MGT 4053 - International Management .....	3 hours
MGT 4063 - Entrepreneurship and Small Business .....	3 hours
MKT 3033 - Consumer Behavior .....	3 hours
MKT 3073 - Professional Selling .....	3 hours
MKT 3083 - Creative Advertising .....	3 hours
MKT 4013 - Marketing Research .....	3 hours
MKT 4023 - Marketing Management .....	3 hours
<b>Free Electives (15 hours)</b>	
<b>Total .....</b>	<b>128 hours</b>

## ASSOCIATE OF APPLIED SCIENCE (A.A.S. DEGREE)

Associate of Applied Science degrees are awarded in the following areas of study: Accounting, Business, Mid-Management, Occupational Technology and Office-Management.

### Accounting (64 hours)

#### **General Education (28 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 Business .....	3 hours
CIS 1103 - Introduction to Computing .....	3 hours
ECO 2023, 2033 - Principles of Microeconomics and Macroeconomics .....	6 hours
MGT 3013 - Principles of Management .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours
PHI 4043 - Ethics in Decision Making .....	3 hours
<b>Total .....</b>	<b>64 hours</b>

### Business (64 hours)

#### **General Education (28 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 - Introduction to Business .....	3 hours
BUS 2013 - Business Communication .....	3 hours
BUS 3073 - Legal Environment of Business .....	3 hours
CIS 1103 - Introduction to Computing .....	3 hours
ECO 2023, 2033 - Principles of Microeconomics and Macroeconomics .....	6 hours
MGT 3013 - Principles of Management .....	3 hours
PHI 4043 - Ethics in Decision Making .....	3 hours
College of Business and Computer Science Electives .....	6 hours
<b>Total .....</b>	<b>64 hours</b>

**Mid-Management (64 hours)**

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

**General Education (28 hours)****Mid-Management Courses (36 hours)**

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
CIS 1103 - Introduction to Computing .....	3 hours
ECO 2033 - Principles of Macroeconomics .....	3 hours
FIN 1193 - Business Calculus .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
MGT 4063 - Entrepreneurship and Small Business .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours
PHI 4043 - Ethics in Decision Making .....	3 hours
College of Business and Computer Science Electives .....	3 hours
<b>Total .....</b>	<b>64 hours</b>

## THE COURTS REDFORD COLLEGE OF THEOLOGY AND CHURCH VOCATIONS

H. K. Neely, Jr., Dean

Office: Jim Mellers Center 201 - (417) 328-1770

The Courts Redford College of Theology and Church Vocations is responsible for the academic programs in religion and for the 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 lay people.

### Mission Statement

The Courts Redford College of Theology and Church Vocations endeavors from a Christian perspective to teach students the Bible, our Christian heritage, and personal discipleship, and to prepare students for professional church vocations.

### Vision Statement

The Courts Redford College of Theology and Church Vocations accomplishes its mission by:

- Providing introductory courses for each SBU student in the Bible and personal discipleship.
- Providing courses that will prepare students for seminary or further graduate study.
- Providing an introduction to the basic tools of doing the work of a local church.
- Mentoring church vocation students to understand their call better and to live the Christ-centered life.
- Giving experience under guidance through its In-Service Training Office to those preparing for church vocations.
- Making students aware of the witnessing imperative of the Christian faith around the globe.

## Majors and Minors

The Courts Redford College of Theology and Church Vocations offers majors and minors through the departments of Biblical Studies, Church Ministry Studies and Systematic 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 College and earn "C" grades or higher in all courses taken within the Redford CORE (see next section), their major(s), concentrations and/or minor(s) with the Redford College. All policies of the University apply to students who major or minor in Redford College programs. The standard semester course load of 16 hours is required in order to earn the baccalaureate degree in eight semesters (4 years).

Out of a commitment to continuous improvement of the student's undergraduate experience, The Courts Redford College of Theology and Church Vocations assesses the learning process in a number of ways. These may include, but are not necessarily limited to, entrance and exit examinations, and exit interviews and surveys requesting information from graduates, graduate schools and employees. Confidentiality is always maintained and the results of these various instruments are used to make positive and constructive changes to the academic program.

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

## Redford 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 the CORE. It consists of the following: BIB 2093, CHR 3013, PHI 2013, THE 3113, and THE 3463 or 3673.

## 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 **CORE** courses by year. Following this, the course requirements of each major within the college are given. These schedules are simply suggested; exact schedules will be worked out with the advisor.

### Freshmen Year

#### FALL

BIB 1013 Old Testament History	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 1133 Survey of Mathematics	3 hours
PSY 1013 General Psychology	3 hours
<b>TOTAL</b>	<b>16 hours</b>

#### SPRING

BIB 1023 New Testament History	3 hours
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	4 hours
<b>TOTAL</b>	<b>17 hours</b>

### Sophomore Year

#### FALL

**Biblical Language or modern foreign language	4 hours
CIS 1103 Introduction to Computing (or approved alternative)	3 hours
BIB 2093 Methods of Biblical Interpretation (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
CHR 3013 The Mission & Ministry of the Church (CORE)	3 hours
PHI 2013 Introduction to Philosophy	3 hours
* Physical Science	3-4 hours
<b>TOTAL</b>	<b>16-17 hours</b>

### Junior Year

#### FALL

THE 3113 Christian Doctrine (CORE)	3 hours
***Humanities elective (History, language, literature, philosophy or fine arts)	3 hours
Major requirements/electives	13 hours
<b>TOTAL</b>	<b>18 hours</b>

#### SPRING

THE 3463 History of Christianity I or THE 3673 History of Christianity II (CORE)	3 hours
Major requirements/electives	12 hours
<b>TOTAL</b>	<b>15 hours</b>

### Senior Year

#### FALL

ECO 4003 LIFE Economics	3 hours
Major requirements/electives	12 hours
<b>TOTAL</b>	<b>15 hours</b>

#### SPRING

Major requirements/electives	16-17 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.

## DEPARTMENT OF BIBLICAL STUDIES

Department Chair:

Office: Conference Center 201 - (417) 328-1770

Faculty: Bing Bayer, Scott Langston, Rodney Reeves

Courses in this department provide the student with an understanding and appreciation for the Bible. Courses in Greek and Hebrew lay the essential linguistic foundations for those who teach and proclaim the Bible as well as teach the language skills necessary to a liberal arts program.

## Bible Major (B.A. degree 38 hours)

BIB - (From BIB 3033, 3043, 4003, 4033, 4043) .....	9 hours
BIB - (From BIB 3053, 3063, 3083, 4023) .....	9 hours
+BIB - (Upper level Bible electives) .....	12 hours
*GRE 2014, 2024 - Elementary Greek .....	8 hours

or

\*HEB 2014, 2024 - Elementary Hebrew

+Up to six (6) hours of upper-level Greek and/or Hebrew may be counted as upper-level Bible.

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

## DEPARTMENT OF CHURCH MINISTRY STUDIES

Department Chair:

Office: Conference Center 201 - (417) 328-1770

Faculty: Jim Frost, Michael Fuhrman, Betty Jo Mulbery

Courses in this department stress the development of ministry skills for pastors, Christian 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.

## Church Ministry Major

### Concentration in Pastoral

#### Ministry - B.A. degree (28 hours)

BIB (Beyond general education & CORE) ..	6 hours
CHR 2043 - Basic Evangelism .....	3 hours
CHR 2783 - Worship and Song in the Church .....	3 hours
CHR 3023 - Preaching .....	3 hours
CHR 4003 - Expository Preaching .....	3 hours
CHR 4983 - Christian Ministries Apprenticeship .....	3 hours
CHR 2901 or 2911 - Mono-cultural or cross- cultural mission trip .....	1 hour
PSY 4243 - Pre-marital Counseling .....	3 hours
or	
PSY 4363 - Marriage and Family Counseling (Redford electives: CHR 1043, CED 3023, DIS 3013) .....	3 hours

### \*Concentration in Bivocational Pastoral

#### Ministry - B.A.S. degree (33 hours)

BIB - Electives (beyond general education & CORE) .....	6 hours
CHR 2043 - Basic Evangelism .....	3 hours
CHR 2783 - Worship and Song in the Church .....	3 hours
CHR 3023 - Preaching .....	3 hours
CHR 4003 - Expository Preaching .....	3 hours
CHR 4983 - Christian Ministries Apprenticeship .....	3 hours
CED 2003 - Introduction to Christian Education .....	3 hours
THE 3023 - Baptist Denomination .....	3 hours

PSY 4243 - Pre-marital Counseling .....
 3 hours |

or

PSY 4363 - Marriage and Family Counseling

(Redford electives: CHR 1043, CED 3023,

DIS 3013) .....
 3 hours |

\*This concentration is restricted to students who are over 25 years of age and are bivocational or intend to be bivocational and have a background in an occupational field.

### Concentration in Missions

#### B.A. degree (32 hours)

BIB - (Beyond general education & CORE) .	3 hours
BIB 3053 - Early Pauline Epistles .....	3 hours
or	
BIB 3063 - Later Pauline Epistles	
CHR 1043 - Lifestyle Evangelism .....	3 hours
or	
CHR 2043 - Basic Evangelism	
CHR 2901 - Mono-cultural church planting and evangelism project .....	1 hour
CHR 2911 - Cross-cultural church planting and evangelism project .....	1 hour
DIS 2023 - Practical Discipleship .....	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours
DIS 3033 - Christian Missions .....	3 hours
DIS elective .....	3 hours
PHI 4023 - World Religions .....	3 hours
SOC 1013 - Introductory Anthropology ....	3 hours
SOC 3063 - Community Sociology .....	3 hours
or	
SOC 4043 - Minorities in American Society	

### Concentration in Educational Administration in the Church-B.A. degree (30 hours)

BIB - (Beyond general education & CORE) ..	3 hours
CED 2003 - Introduction to Christian Education .....	3 hours
CED 2033 - Principles of Teaching in the Church .....	3 hours
CED 3013 - Youth Ministry in the Church ...	3 hours
CED 3023 - Church and Denominational Administration .....	3 hours
CED 3043 - Children's Ministry .....	3 hours
CED 4003 - Adult Ministry in the Church .....	3 hours
CED 4983 - Christian Education Apprenticeship .....	3 hours
PSY - (counseling course) .....	3 hours
THE - (Beyond CORE) .....	3 hours

### Concentration in Children's Ministry - B.A. degree (35 hours)

BIB - (Upper level) .....	3 hours
CED 2003 - Introduction to Christian Education .....	3 hours
CED 2033 - Principles of Teaching in the Church .....	3 hours
CED 3023 - Church and Denominational Administration .....	3 hours
CED 3043 - Children's Ministry .....	3 hours
CED 4983 - Christian Education Apprenticeship .....	3 hours
EDU 2381 - Practicum-Child Development ..	1 hour
(Taken <u>with</u> PSY 3053)	
EDU 2334 - Teaching the Young Child .....	4 hours
(Spring <u>after</u> PSY 3053)	
EDU 2391 - Practicum .....	1 hour
(Must be taken <u>with</u> EDU 2334)	
PSY 3053 - Child Development (Fall) .....	3 hours
(Must be taken <u>before</u> EDU 2334)	
PSY ____ - (counseling course) .....	3 hours
REC 2052 - Camp and Retreat Administration .....	2 hours
THE/PHI - (Upper level) .....	3 hours

### Concentration in Youth Ministry

#### B.A. degree (39 hours)

BIB - (Beyond general education & CORE) ..	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours
PSY 4033 - Adolescent Development .....	3 hours
PSY ____ - (counseling course) .....	3 hours
REC 1123 - Principles of Church Recreation .....	3 hours
CED 2003 - Introduction to Christian Education .....	3 hours
CED 2033 - Principles of Teaching .....	3 hours
CED 3013 - Youth Ministry in the Church ...	3 hours
CED 3023 - Church and Denominational Administration .....	3 hours
CED 4053 - Reaching Unchurched Youth ...	3 hours
CED 4983 - Christian Education Apprenticeship (in church) .....	3 hours
CED 4983 - Christian Education Apprenticeship (unchurched) .....	3 hours
THE - (Theology beyond CORE) .....	3 hours

### Concentration in Educational Administration in the Church - B.S. degree (41 hours)

Same as B.A. degree plus 11 hours from the following:

CED 4053, DIS 3013, 3033, 4053, BUS 2013, 3073, PSY 3063, 3073, 4053, 4273, 4333, REC 1123, 2042, 2052, 2062, 2072, SOC 3003, 3063, 3313, 4083.

### Concentration in Children's Ministry -B.S. degree (46 hours)

Same as B.A. degree plus 11 hours from the following:

CED 2062, 3013, 4003, 4053, DIS 3013, 3033, BUS 2013, 3073, EDU 2243, 2483, PSY 4033, 4053, 4333, SOC 3003, 3313, 4333, 4373.

### Concentration in Youth Ministry B.S. degree (50 hours)

Same as B.A. degree plus 11 hours from the following:

CED 2062, 3043, 4003, DIS 3033, HPE 1011, 3092, REC 2052, 2062, 2072, 2092, PSY 2023, 4033, 3073, 4053, 4273, 4333, 4373, SOC 3003, 3063, 3313, 4043, 4053, 4333, 4373.

## DEPARTMENT OF SYSTEMATIC RELIGIOUS STUDIES

Department Chair: Dan Cochran  
Office: Conference Center 318 - (417) 328-1766  
Faculty: Larry Hodges

This department offers a variety of courses in church history, philosophy and theology. It helps to equip the student 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 Major (B.A. degree 24 hours)

BIB - (Beyond general education & CORE) .....	6 hours
PHI 4013 - The Philosophy of Religion .....	3 hours
PHI electives (beyond general education and CORE) .....	3 hours
THE 3463 or THE 3673 - History of Christianity I or II (whichever not taken for CORE) .....	3 hours
THE electives (beyond CORE) .....	6 hours
Redford electives .....	3 hours

### Church Music (B.M. degree)

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

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

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

## MINORS

Any student in the University may earn a minor in Bible, Biblical Languages, Pastoral Ministry, Evangelism, Christian Education, Discipleship, Student Ministries, Philosophy, 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 2014, 2024 - Elementary Greek .....	8 hours
HEB 2014, 2024 - Elementary Hebrew .....	8 hours
(Upper level Greek or Hebrew) .....	6 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 BIB 2093, 4023, DIS 3033, 4053, 4984) .....	9 hours

### Evangelism (18 hours)

CHR 1043 - Lifestyle Evangelism .....	3 hours
CHR 2043 - Basic Evangelism .....	3 hours
CHR 3023 - Preaching .....	3 hours
CHR 4983 - Christian Ministries Apprenticeship .....	3 hours
DIS 2023 - Practical Discipleship .....	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours

### Philosophy (18 hours)

Eighteen hours in philosophical studies including PHI 2013.

### Christian Education (18 hours)

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

### Religious Studies (18 hours)

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

BIB 2093 - Methods of Biblical Interpretation .....	3 hours
Upper-level Bible .....	3 hours
CHR 3013 - The Mission and Ministry of the Church .....	3 hours
PHI 4013 - Philosophy of Religion .....	3 hours
THE 3113 - Christian Doctrine .....	3 hours
THE 3673 - History of Christianity II .....	3 hours

**Pastoral Ministry (18 hours)**

CHR 2043 - Basic Evangelism .....	3 hours
CHR 3023 - Preaching .....	3 hours
CHR 4983 - Christian Ministries Apprenticeship .....	3 hours
(Electives from CHR 1043, 2783, 3013, 4003, PSY 4243 or PSY 4363) ....	9 hours

**Student Ministries (18 hours)**

BIB 2093 - Methods of Biblical Interpretation .....	3 hours
DIS 2013 - Prayer in Biblical Perspective .....	3 hours
DIS 3013 - The Making of a Disciple .....	3 hours
DIS 3033 - Christian Missions .....	3 hours
CED 2033 - Principles of Teaching .....	3 hours
CED 4983 - Student Ministries Apprenticeship .....	3 hours

**Certificate Program**

The Redford College offers, in addition to the regular degree programs, a two-year Certificate in Theology. This program is designed for ministers and laymen who cannot pursue a regular university degree but still wish to gain proficiency in practical religious studies. The certificate is not meant to be a substitute for a regular university degree or seminary education; rather, it provides preparation for the student who is unable to undertake either of these programs.

To apply for the Certificate in Theology, a student should contact the Dean of the Redford College.

**Certificate in Theology (60 hours)****General Studies (9 hours)**

(If a student can demonstrate proficiency in these areas other courses can be substituted. Permission of the Dean of the Redford College is required for any substitution.)

English 0103 .....	3 hours
History 2213 or 2223 or 2233 .....	3 hours
Budget planning .....	3 hours

**Biblical Studies (21 hours)**

BIB 1013 - Old Testament History .....	3 hours
BIB 1023 - New Testament History .....	3 hours
BIB 2093 - Methods of Biblical Interpretation .....	3 hours
BIB - (Upper level Old Testament) .....	6 hours
BIB - (Upper level New Testament) .....	6 hours

**Church Ministry Studies (14 hours)**

CHR 3023 - Preaching* .....	3 hours
CHR 3013 - The Mission and Ministry of the Church .....	3 hours
DIS 2012 - The Christian Faith and Life ....	2 hours
CED, CHR or DIS - (Electives) .....	6 hours

(\*Other Redford courses can be substituted for those not preparing for pulpit or pastoral ministry with the approval of the Dean of the Redford College.)

**Systematic Religious Studies (9 hours)**

THE 3113 - Christian Doctrine .....	3 hours
THE 3023 - Baptist Denomination .....	3 hours
THE 3463 or 3673 .....	3 hours

**Redford Electives (7 hours) .....** 7 hours

**Costs of Certificate Programs**

Units of work during the regular semester are \$50.00 tuition per hour. Grants or scholarships are not available to students in this program unless the scholarship has been specifically designated for such programs. Housing and meals for students residing in dormitories will be charged at the rate paid by degree students. Commuters who wish to stay a night or two each week on campus can make arrangements with the office of Student Life.

A student pursuing a Certificate program may apply for regular University credit under the following conditions: 1) all regular classroom work successfully completed can be transferred to the degree program; 2) the Dean of the Redford College and the Registrar will evaluate the work; 3) as needed, all admission requirements of the University must be met, placement tests must be taken, and regular tuition will be paid henceforth.

All Certificate students must be approved for graduation by the Dean of the Redford College after consultation with the Redford faculty.

# LEWIS E. SCHOLLIAN COLLEGE OF EDUCATION AND SOCIAL SCIENCES

**John Wheeler, Dean**  
**Office: 104 Gott Educational Center**  
**(417) 328-1715**

## MISSION STATEMENT

The Lewis E. Schollian College of Education and Social Sciences seeks to prepare students for careers in people-oriented and service-minded professions, while encouraging students to embody Christlike character.

## VISION STATEMENT

The Lewis E. Schollian College of Education and Social Sciences endeavors to equip students for careers and professions by:

- ▶ providing theoretical and practical experience necessary for each discipline,
- ▶ encouraging positive mental, physical, social and spiritual health,
- ▶ challenging students to strive for academic excellence,
- ▶ integrating the Christian faith into each academic discipline,
- ▶ contributing to the liberal arts foundation within the general education requirements.

## DEPARTMENT OF BEHAVIORAL SCIENCES

Department Chair: Kevin Schriver  
Office: 200 Gott Educational Center (417) 328-1736  
Faculty: Pearlene Breshears, Richard Brewer, Barry Burijon,  
Debra Gamble, Kelly Martin, Evelyn Mercer, William Walkup

The Department of Behavioral Sciences includes the areas of psychology, sociology, human services and criminal justice. It offers majors in psychology, sociology, human services and criminal justice. The department also offers minors in psychology, sociology, counseling and gerontology and criminal justice.

The course work in the Department of Behavioral Sciences is designed to produce graduates who are prepared for post-baccalaureate alternatives, including employment as professionals or for pursuing graduate studies. The goal of the department is to meet the needs of those students: (1) preparing for graduate work in one of the behavioral sciences; (2) preparing for scientific careers in the behavioral sciences; (3) preparing in pre-professional training programs such as the ministry, nursing, law, physical therapy, etc.; (4) preparing for employment in one of the behavioral sciences.

The Behavioral Sciences Department is committed to providing students with a sound educational experience wherein they are enabled to learn theories and practical applications, think critically and integrate their Christian faith with their chosen discipline. Our mission is to provide students the educational opportunity to scientifically investigate human behavior at the individual, social and spiritual levels, while seeking to develop ways of thinking about people and assisting them in coping with their problems.

All majors must maintain a minimum GPA of 2.25 with no more than 6 hours of D in the major and complete the assessment requirements of the department. The specific requirements for each concentration and minor in the department are presented with their respective course description below.

## PSYCHOLOGY

Psychology is a scientifically based discipline which explores behavior and mental processes of individuals. It seeks to increase the respect and appreciation for self and others. The major reflects a strong tendency toward theory and a counseling based curriculum.

## Major (B.A. degree)

Complete the general education requirements for the B.A. degree, including a foreign language, plus thirty (30) hours including:

PSY 1013 - General Psychology .....	3 hours
PSY 2023 - Mental Hygiene .....	3 hours
PSY 2063 - Systems of Psychology .....	3 hours
PSY 3033 - Abnormal Psychology .....	3 hours
PSY 3063 - Human Growth and Development .....	3 hours
PSY 3243 - Elementary Statistics .....	3 hours
Approved courses in Psychology .....	12 hours

## Major (B.S. degree)

Complete the general education requirements for the B.S. degree and, in lieu of the foreign language requirement, complete nine (9) hours of upper level sociology, or nine (9) hours of upper level natural science, OR complete the requirements for a minor within the department OR complete the requirements for a second major as listed in the catalog plus thirty (30) hours in psychology as specified in the B.A. degree section.

## Minor in Psychology

Eighteen (18) hours including:

PSY 1013 - General Psychology .....	3 hours
PSY 2063 - Systems of Psychology .....	3 hours
Approved Courses in Psychology .....	12 hours

## Minor in Counseling

Eighteen (18) hours beyond a major, as follows:

PSY 3313 - Introduction to Counseling .....	3 hours
PSY 4313 - Counseling Methods and Practice .....	3 hours
PSY 4883 - Advanced Counseling Methods and Practice .....	3 hours

Nine (9) hours of electives chosen from the following:

PSY 3003 - Sex Education .....	3 hours
PSY 4003 - Understanding Women .....	3 hours
PSY 4053 - Dealing with Death and Dying .....	3 hours
PSY 4093 - Behavior Modification .....	3 hours
PSY 4223 - Psychological Testing .....	3 hours
PSY 4243 - Pre-Marital Counseling .....	3 hours
PSY 4273 - Small Group .....	3 hours
PSY 4333 - Child Abuse and Neglect .....	3 hours
PSY 4353 - Marriage and Family Counseling .....	3 hours
PSY 4373 - Being Human and Addicted .....	3 hours
PSY 4953 - Counseling the Blended Family .....	3 hours
SOC 3313 - Introduction to Social Work .....	3 hours
SOC 4083 - Gerontology .....	3 hours

Courses taken in the Counseling Minor are considered a separate discipline.

## SOCIOLOGY

Sociology provides an educational background relative to the nature and causes of social problems. It aids students in understanding social institutions, group life, and the influence of environmental factors upon the individual and society. Theoretical bases of sociology are integrated throughout the major.

## Major (B.A. degree)

Complete the general education requirements for the B.A. degree, including a foreign language, plus 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)

Complete the general education requirements for the B.S. degree and, in lieu of the foreign language requirement, complete nine (9) hours of upper level psychology OR complete the requirements for a minor within the department OR complete the requirements for a second major as listed in the catalog plus thirty (30) hours in sociology as specified in the B.A. degree section.

## 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 .....	3 hours
PSY 3063 - Human Growth & Development .....	3 hours
BIO 2243 - Nutrition .....	3 hours
SOC 3313 - Introduction to Social Work .....	3 hours
SOC 4053 - Dealing with Death and Dying .....	3 hours
REC 2072 - Senior Adult Recreation .....	2 hours
Field Experience in Gerontology .....	3 hours
(SOC 4963 or REC 4963--this would follow the completion of all gerontology course work)	

## CRIMINAL JUSTICE

Criminal Justice provides a basic educational background which is designed to prepare the student for careers in the various areas of criminal justice including law enforcement, corrections, probation and parole, private security, chaplaincy, courts, and research. Theoretical and practical emphases are integrated into the major.

The Criminal Justice major must meet the general education requirements as listed in the catalog.

## Major (B.S. Degree)

Complete the general education requirements for the B.S. degree and, in lieu of the foreign language requirement, complete nine (9) hours of upper level psychology, sociology or natural sciences, OR complete the requirements for a minor within the department OR complete the requirements for a second major as listed in the catalog plus thirty-six (36) hours in criminal justice including:

SOC 2003 - Social Problems (SOC 1003 is a prerequisite) .....	3 hours
PSY 3033 - Abnormal Psychology (PSY 1013 is a prerequisite) .....	3 hours
SOC 3073 - Social Psychology .....	3 hours
POL 4563 - The Supreme Court and Constitutional Development .....	3 hours
(POL 1113 is a prerequisite)	
CRJ 2313 - Introduction to Criminal Justice .....	3 hours
CRJ 3313 - Law Enforcement Organization and Administration .....	3 hours

CRJ 3373 - Juvenile Delinquency .....	3 hours
CRJ 4313 - Corrections .....	3 hours
CRJ 4333 - Criminal Law .....	3 hours
CRJ 4373 - Police Methods and Procedures .....	3 hours
Six hours of electives selected from the following:	
PSY/SOC 3243 - Elementary Statistics .....	3 hours
PSY 4093 - Behavior Modification .....	3 hours
PSY/SOC 4233 - Research Methods .....	3 hours
SOC 3063 - Community Sociology .....	3 hours
SOC 4033 - Criminology .....	3 hours
SOC 4043 - Minorities .....	3 hours
SOC 4333 - Child Abuse and Neglect (J-terms) .....	3 hours
SOC 4373 - Being Human and Addicted (Addictionology) .....	3 hours

### Minor in Criminal Justice

Eighteen (18) hours including:

CRJ 2313 - Introduction to Criminal Justice .....	3 hours
CRJ 3373 - Juvenile Delinquency .....	3 hours
CRJ 4333 - Criminal Law .....	3 hours

Nine (9) hours of electives chosen from the following:

CRJ 3313 - Law Enforcement Organization and Management .....	3 hours
SOC 4033 - Criminology .....	3 hours
CRJ 4313 - Corrections .....	3 hours
CRJ 4373 - Police Methods and Procedures .....	3 hours
POL 4563 - Supreme Court and Constitutional Development .....	3 hours
SOC 4043 - Minorities .....	3 hours
PSY 3033 - Abnormal Psychology .....	3 hours
SOC/PSY 4373 - Being Human and Addicted .....	3 hours
SOC/PSY 4333 - Child Abuse and Neglect (J-terms) .....	3 hours
CRJ 2951-3 - Special Topics .....	1-3 hours
CRJ 4951-3 - Intensive Studies .....	1-3 hours

Individuals who received certification upon completion of the 470 hour training programs of the police/sheriff's academies will be granted the following in transfer of credit upon acceptance into SBU:

CRJ 2313 - Introduction to Criminal Justice .....	3 hours
CRJ 2953 - Special Topics .....	3 hours
CRJ 2953 - Special Topics .....	3 hours
CRJ 4333 - Criminal Law .....	3 hours
HPE 3092 - First Aid .....	2 hours

### HUMAN SERVICES AND RESOURCES PROGRAM (B.A.S. or B.S.)

The Human Services and Resources program is designed to be an interdisciplinary degree emphasizing educational and pre-professional training experiences for students who:

1. aspire to initial entry-level employment opportunities in the field of human services;
2. are currently employed in such a field and are seeking further advancement within the discipline; or
3. are preparing for employment in the area of human resources development.

#### Admission into the Program

Acceptance into the program is contingent upon an interview with the Coordinator of Human Services. The student will at that time select either the B.A.S. or B.S. degree option.

#### Degree Requirements

The following are the degree requirements for the B.A.S. degree in Human Services and the B.S. degree in Human Resources Development. The student who selects the B.A.S. option will also select an area of concentration. The student who selects the B.S. option will follow a program that allows the completion of the minor in business and the minor in communication.

B.A.S.		B.S.
41 Hours	<u>General Education Requirements</u>	50-51 Hours
	<u>Behavioral Sciences Core Requirements</u>	
3	*Introduction to Sociology (SOC 1003)	3
3	*General Psychology (PSY 1013)	3
	*hours of one of the above are counted in General Education total	
3	Social Problems (SOC 2003)	3
3	The Family SOC (3003)	3
3	Abnormal Psychology (PSY 3033)	3
3	Human Growth and Development (PSY 3063)	3
3	Elementary Statistics (PSY/SOC 3243)	3
3	Introduction to Counseling (PSY 3313)	3
3	Counseling Methods and Practice (PSY 4313)	3
	Mental Hygiene (PSY 2023)	3
	Systems of Psychology (PSY 2063)	3
	Small Group Communication (PSY 4273)	3
	Advanced Counseling Methods (PSY 4883)	3
	(hours counted in program completion requirements)	
24 hours		36 hours
	<u>Management Core Requirements</u>	
3	Accounting I (ACC 2023)	3
3	Accounting II (ACC 2033)	3
OR		
3	Personal Financial Planning (FIN 3003)	
3	Business Communications (BUS 2013)	3
3	Principles of Management (MGT 3013)	3
	Administrative Communications and	
3	Human Resource Management (MGT 4033)	3
3	Organizational Behavior (MGT 4043)	3
	Legal Environment of Business (BUS 3073)	3
	Principles of Microeconomics (ECO 2023)	3
	(hours counted in general education total)	
	Principles of Marketing (MKT 3023)	3
6	Supportive Courses (by approval)	6
24 hours		33 hours
	<u>Program Completion Requirements</u>	
3	Introduction to Social Work (SOC 3313)	
2	Community Project (PSY 4952)	
4	Field Placement (SOC 4954)	
12	Concentration Courses (by approval)	
6	Supportive Courses (by approval)	
2	Professional Development Seminar (HUM 4042)	
3	Ethics in Decision Making (PHI 4043)	3
	(hours counted in General Education total)	
	Fundamentals of Speech Communications (COM 1103)	3
	(hours counted in general education total)	
	Small Group Communication (COM 3383)	3
	Voice and Diction (COM 2203)	3
	Advanced Public Speaking (COM 3313)	3
	Interpersonal Communication (COM 3393)	3
30 hours		15 hours
9 hours	Electives	
128 hours	TOTAL	134-135 hours

## **DEPARTMENT OF EDUCATION**

Department Chair: Judy Bryant

Office: 102 Gott Educational Center 328-1717 or 1713

Faculty: Michael Arnold, Judy Dutile, Vickie Ellis, Dwight Haun, Tom Hollis,  
Janet Juhlin, Kathy Ladd, Charles Lentz, Eric Moore, Carolyn Nave, John Wheeler

Mt. View Faculty: Sarah Russback, Etta Sellars, Jimmy Sellars

Certification Officer: Barbara Whisler

### **Department of Education Mission Statement**

The Department of Education is a learning community preparing teachers and administrators to be caring, effective practitioners in today's schools.

### **Vision Statement**

The Department of Education endeavors to prepare students for careers in teaching by:

- building a strong knowledge base in educational theory and developmentally appropriate practice;
- linking knowledge, academic theory, and practice through diverse clinically-based experiences;
- promoting the use of technology in schools;
- integrating Christ-like values in daily school interactions by helping students become moral, ethical teachers and administrators;
- promoting reflective thinking about school experiences;
- promoting professional development and life-long learning.

## **DEPARTMENT OF EDUCATION**

### **Student Goals and Objectives**

**Goal 1: The student will understand the central concepts, tools of inquiry, and structures of the chosen discipline(s) within the context of a global society and create meaningful learning experiences for students.**

Objectives: The student will

- 1.1 demonstrate knowledge of subject matter in teaching.
- 1.2 present the subject matter in multiple ways.
- 1.3 create learning experiences using learners prior knowledge.
- 1.4 engage learners in the methods of inquiry used in the chosen discipline.
- 1.5 create interdisciplinary learning experiences.

**Goal 2: The student will understand how learners learn and develop, and provide learning opportunities that support the intellectual, social, and personal development of all students.**

Objectives: The student will

- 2.1 use knowledge of student learning and child/adolescent development in planning appropriate learning experiences.
- 2.2 plan instructional opportunities by strengthening prior knowledge with new ideas.
- 2.3 encourage responsibility in learners.
- 2.4 demonstrate knowledge of theories of learning.

**Goal 3: The student will understand how learners differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners.**

Objectives: The student will

- 3.1 identify prior experience, learning styles, strengths, and needs of learners.
- 3.2 design and implement individualized strategies of instruction based on prior experience, learning styles, strengths, and needs of the learners.
- 3.3 determine when and how to access specialized services to meet individual students' needs.
- 3.4 connect instruction to students' prior experiences and family, culture, and community.

**Goal 4: The student will recognize the importance of long-range planning and curriculum development and develop, implement, and evaluate curriculum based upon student, district, and state performance standards.**

Objectives: The student will

- 4.1 select and create learning experiences that are appropriate for curriculum goals, relevant to learners, and based upon principles of effective instruction.
- 4.2 create lessons and activities that recognize individual needs of diverse learners and variations in learning styles and performance.
- 4.3 evaluate plans relative to long and short-term goals and adjust them to meet students' needs and to enhance learning.

**Goal 5: The student will know how to use a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.**

Objectives: The student will

- 5.1 select alternative teaching strategies, materials, and technology to achieve multiple instructional purposes and to meet learner needs.
- 5.2 actively engage the learner to promote the development of critical thinking, problem solving, and performance capabilities.

**Goal 6: The student will understand individual and group motivation and behavior and create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.**

Objectives: The student will

- 6.1 use motivation theories and behavior management strategies and techniques in a classroom setting.
- 6.2 manage time, space, transitions, and activities in a classroom effectively.
- 6.3 engage students in decision making.

**Goal 7: The student will understand effective verbal, nonverbal, and media communication techniques that foster active inquiry, collaboration, and supportive interaction in the classroom.**

Objectives: The student will

- 7.1 model effective verbal/nonverbal communication skills.
- 7.2 demonstrate sensitivity to cultural, gender, intellectual, and physical ability differences in classroom communication and in responses to students' communication.
- 7.3 support and expand learner expression in speaking, writing, listening, and other media.
- 7.4 use a variety of media communication tools.

**Goal 8: The student will understand and use formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.**

Objectives: The student will

- 8.1 employ a variety of formal and informal assessment techniques to enhance and monitor knowledge of learning, to evaluate student progress and performance, and to modify instructional approaches and learning strategies.
- 8.2 use assessment strategies to involve learners in self-assessment activities, to help them become aware of their learning behaviors, strengths, needs and progress, and to encourage them to set personal learning goals.
- 8.3 evaluate the effect of class activities on both individuals and the class as a whole, collecting information through observation of classroom interactions, questioning, and analysis of student work.
- 8.4 maintain useful records of student work and performance and communicate student progress based on appropriate indicators, to the learner, parents, and other colleagues.

**Goal 9: The student will understand that a reflective practitioner is one who continually assesses the effects of choices and actions on others, seeks out opportunities to grow professionally and utilizes assessment and professional growth to generate more student learning.**

Objectives: The student will

- 9.1 apply a variety of self-assessment and problem-solving strategies for reflecting on practice, its influences on growth and learning, and complex interaction between them.
- 9.2 use resources available for professional development.
- 9.3 practice professional ethical standards.

**Goal 10: The student will understand how to foster relationships with school colleagues, parents and educational partners in the larger community to support student learning and well-being.**

Objectives: The student will

- 10.1 participate in collegial activities designed to make the entire school a productive learning environment.
- 10.2 talk and listen to students, be sensitive and responsive to signs of distress, and seek appropriate help as needed to solve the problems.
- 10.3 seek opportunities to develop relationships with the parents and guardians of students, and seek to develop cooperative partnerships in support of student learning and well-being.
- 10.4 identify and use the appropriate school personnel and community resources to help learners reach their full potential.

**Goal 11: The student will understand the role a Christian teacher plays in promoting the success of all students by acting with integrity, fairness, and compassion to those taught.**

Objectives: The student will

- 11.1 model ethical behavior and decision making in the classroom.
- 11.2 treat each student as an individual based on educational, social, and cultural needs.
- 11.3 develop a caring, classroom community.

## **CERTIFICATION PROGRAMS**

The Teacher Education Program has been approved by the State Board of Education of the State of Missouri. This approval is granted by the Missouri Department of Elementary and Secondary Education (DESE). Presently, SBU is authorized to conduct a professional education program and recommend candidates for initial certification and/or added endorsement in the following areas. Total hours must meet SBU's graduation requirements.

### **ELEMENTARY EDUCATION MAJOR (1-6)**

On the Bolivar campus Elementary Education majors must complete prescribed course work in elementary education in order to receive initial certification. This includes University general education requirements and completion of supporting work of 21 or more semester hours that will qualify the student to obtain an added certificate in one of the following areas.

#### **Second Areas of Certification**

- Early Childhood (Birth-Grade 3)
- K-9 Art
- K-9 Health
- K-9 Physical Education
- K-9 Spanish
- Middle School Education 5-9 (Choose one content area)  
Elementary - Mt. View (1-6)

At the Mt. View campus students complete a twenty-one (21) hour concentration in Social Science.

### **MIDDLE SCHOOL MAJOR (5-9)**

Middle School Education majors must complete prescribed course work in middle school education in order to receive initial certification. This includes University general education requirements, a minimum of 21 semester hours in two (2) of the following areas of concentration.

- Language Arts (5-9)
- Mathematics (5-9)
- Science (5-9)
- Social Science (5-9)
- Spanish (K-9) (*Second Area of Certification*)\*
- Speech (5-9) (*Second Area of Certification*)\*

\*The four concentration areas require 24 hours when paired with Spanish or Speech.

## SECONDARY EDUCATION CERTIFICATION (9-12, K-12)

Certification in secondary education consists of completion of an academic major in which initial certification is sought and completion of professional education requirements. A second area of certification is suggested.

- Art (K-12)
- English (9-12)
- Mathematics (9-12)
- Music (Instrumental, Vocal) (K-12)
- Physical Education (K-12, 9-12)
- Social Studies (9-12)
- Speech and Theatre (9-12)
- Unified Science
  - Biology 9-12 (Certificate)
  - Chemistry 9-12 (Certificate)

### Second Areas of Certification

- Health (K-12, 9-12)
- Middle School Areas:
  - Language Arts (5-9)
  - Mathematics (5-9)
  - Science (5-9)
  - Social Science (5-9)
  - Speech (5-9)

**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.**

## Transferring to SBU and Changing Major

Professional education courses transferred from out-of-state junior colleges or from out-of-state senior colleges that do not have state-approved teacher education programs cannot be used to meet certificate requirements.

Professional education courses transferred from Missouri junior colleges or senior colleges must have state approval. Such courses must either be taken at SBU or approved alternative courses must be taken in lieu of such courses.

Transcripts verifying all college work taken must be on file in the Teacher Education Office. **All college-level work ever attempted is calculated in the GPA even if not transferred to SBU.**

Changing Major. If students elect to change major or second area of certification, they are to notify the Department of Education and in some cases change the student teaching semester. The assignment of a new student teaching semester based on the newly declared major or second area of certification will be made in accordance with openings in the new field and may not necessarily coincide with the old semester assignment.

Non-returning student. When students do not return to SBU for a period of one semester or more, they are considered to have withdrawn officially from candidacy for the Teacher Education Program. When they return, they must have an interview with the Certification Officer and be assigned to a new student teaching semester before taking any further courses at SBU.

## TEACHER EDUCATION PROGRAM SEQUENCE

In addition to admission to the University, an applicant for an education degree or secondary certification in a content area must be admitted to the Department of Education through the office of the Director of Teacher Education. All new students (freshmen and transfer students) pursuing an education degree are first admitted to the department as **pre-education majors**. Upon successful completion of department and state requirements and a successful evaluation by the education faculty, pre-education majors may be formally admitted into the Department of Education's program.

### Entering the Teacher Education Program

The first level for students who desire to enter our program is to start their education file. The process begins in the Education Department (Gott Center).

1. Handbook/Statement of Intent to Obtain Teaching Certificate signed.
2. Two typed autobiographical sketches in narrative form.
3. Documented ACT/SAT composite scores.
4. Transfer Coursework Disclosure Form indicating whether or not you have had transfer work must be completed and submitted as a part of your education file.
5. Program of Study Worksheet (4 year plan).
6. Application for Admission to Teacher Education Program (**with photograph**).
7. Schedule an interview with the Certification Officer to discuss your student teaching semester when all of the above materials are submitted.
8. Receive state of Missouri background clearance.

### Acceptance into the Teacher Education Program

1. **Teacher Education File.** The student's file must be up-to-date in the Department of Education. (See above list of requirements.)
2. **C-BASE scores.** Students desiring to enter the Teacher Education Program (both graduates and undergraduates) must pass all five sections (*English, Writing, Math, Science, and Social Studies*) of the College-Basic Academic Subjects Examination (C-BASE), within a two year period. Students should take the C-BASE 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 is given on campus several times during the fall and spring semesters. The **C-BASE scores must be on file** in the Office of Teacher Education prior to the student being admitted to the Teacher Education Program. Admittance to upper level courses in education is not permitted if scores do not meet standards required by the state of Missouri.
3. **Resume.** Two copies of a current resume.
4. **Grades, Grade Point Average and Cumulative Grade Point Average.** All college level work ever attempted is calculated in the grade point average (GPA). **Students must furnish transcripts to the Department of 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. Students must attain a minimum cumulative 2.5 GPA in **each area** in which they are seeking a teaching certificate. 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.
5. **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. General education requirements for elementary education majors are included in the degree program.
6. **Evidence of Dependability and Awareness.** Students should demonstrate dependability and awareness. This includes regular and punctual class attendance, attention to details and the ability to know and meet deadlines.
7. **Evidence of Good Citizenship.** Prospective teachers are expected to be good citizens of the University and the community. They are expected to demonstrate high standards in oral and written communication, responsibility, integrity, attitude and ethical decision making.
8. **Recommendations.** Once the above criteria have been met, students may be recommended by each department in which certification is sought. Candidates will be notified in writing as to acceptance or rejection. Prior to this formal admission, a pre-education major may not enroll in any upper-level education courses.
9. **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 Department of Education, must have passed all sections of the C-BASE, must have completed successfully EDU 2113 and EDU 2313 or their equivalents, Field-work (30 hours observing/assisting), and must have completed their teacher education file. Also, Elementary Education students must have passed successfully EDU 2343 and EDU 2353.

## Completing the Teacher Education Program

1. **Credit Check.** A credit check is an evaluation of the academic record to determine if the catalog 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 by the Certification Officer. 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.
2. **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 (EDU) unless permission has been granted for exceptions. A student may not enroll in student teaching without permission of the Director of Teacher Education, the Coordinator of Clinical Experiences, and the Certification Officer.
3. **FBI Background Check.** Submit to and pass FBI background check. A \$22.00 fee is charged by the FBI for this service. This background check is required for certification.
4. **Portfolios.** Students are required to establish and maintain a professional portfolio throughout their educational program of study.
5. **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, the Coordinator of Clinical Experiences, or the Certification Officer. Students must abide by the rules stated in the *Teacher Education Handbook* under "The Student Teaching Experience" pertaining to outside activities during student teaching. Student teachers will be on cooperating schools' calendars, not SBU's.
6. **Attendance at Education Day Seminar and other required 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.
7. **Exit Assessment.** Students are required to complete the state-prescribed exit assessment that includes the passing of the appropriate Praxis II Subject Assessment/Specialty Area Test before they will be granted a teaching certificate by the State of Missouri. It is suggested that students take the PRAXIS at or near the end of the junior level sequence and before the block/ Student Teaching semester.

## Elementary Education Certification

### Bachelor of Science Degree

#### Elementary Education Major, Grades 1-6

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.

<b>Natural Science</b> .....	<b>8-9 hours</b>
Must include at least <b>two</b> courses, <b>one</b> course in a physical science (PHS 2005 or an approved alternative) and one course in a biological science with <b>both</b> of these having a laboratory component.	
<b>Mathematics</b> .....	<b>6 hours</b>
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 0123.	
<b>Social Sciences</b> .....	<b>15 hours</b>
ECO 4003 - LIFE Economics (or an approved economics alternative) .....	3 hours
GEO 1103 - Geography .....	3 hours
HIS 2213 or 2223 or 2233 - U.S. History I, II or III .....	3 hours
POL 1113 - American Government & Politics .....	3 hours
PSY 3063 - Human Growth & Development .....	3 hours
(PSY 3063 also counts as Professional Education)	

<b>Humanities</b> .....		<b>6 hours</b>
FAR 1003 or FAR 1013 or FAR 1023 .....	3 hours	
(Introduction to Fine Arts or Introduction to Art or Introduction to Music)		
<b>Second Humanities elective</b> .....	3 hours	
(selected from art, foreign language, literature, music (except applied), philosophy or theatre and drama (must be from an area other than the one selected above))		
<b>Communication Skills</b> .....		<b>9 hours</b>
(Two courses in English Composition/One course in Oral Communications)		
ENG 1113 - English Composition I .....	3 hours	
ENG 2213 - English Composition II		
or		
ENG 1123 - Honors Composition .....	3 hours	
(ENG 1123 requires an acceptable ACT score and a grade of "C" or above to receive 3 hours credit for ENG 1113 also.)		
COM 1103 - Fundamentals of Speech Communication		
or		
COM 3393 - Interpersonal Communication .....	3 hours	
<b>Computer Literacy</b> .....		<b>6 hours</b>
CIS 1103 - Introduction to Computing .....	3 hours	
EDU 2823 - Media & Computer Education .....	3 hours	
<b>Religion</b> .....		<b>8 hours</b>
BIB 1013 - Old Testament History .....	3 hours	
BIB 1023 - New Testament History .....	3 hours	
DIS 2012 - Christian Faith & Life .....	2 hours	
<b>Health and Physical Education</b> .....		<b>4 hours</b>
HPE 3092 - Standard First Aid .....	2 hours	
Physical Activity (HPE 1061 and 1161) .....	2 hours	
(Foundations of Physical Fitness/Wellness I & 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 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 for all college work attempted, have a documented ACT or SAT score on file in the Department of Education, have passed all sections of the C-BASE, and have completed their file in the Department of Education. Only professional education courses transferred from Missouri junior colleges or from a senior college having a state-approved teacher education program can be used to meet certification requirements.**

2. Complete the following professional education courses:

**Professional Education (57 hours)**

EDU 2113 - Educational Psychology .....	3 hours
EDU 2111** - Field Work (observing/assisting) Early Childhood .....	1 hour
EDU 2121** - Field Work (observing/assisting) Elementary .....	1 hour
EDU 2131** - Field Work (observing/assisting) Middle School/Jr. High/Secondary .....	1 hour
EDU 2313 - Foundations of Education .....	3 hours
EDU 2343 - Emergent Language .....	3 hours
EDU 2353 - Children's Literature .....	3 hours
EDU 2823 - Media and Computer Education .....	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/Music/PE in Elementary School .....	3 hours
EDU 3162 - Teaching Integrated Math .....	2 hours
EDU 3182 - Teaching Integrated Science .....	2 hours
EDU 3311** - Field-Based Internship - Early Childhood (Fall) .....	1 hour
EDU 3321** - Field-Based Internship - Elementary School (Fall) .....	1 hour

EDU 3411** - Field-Based Internship - Early Childhood (Spring) .....	1 hour
EDU 3421** - Field-Based Internship - Elementary School (Spring) .....	1 hour
EDU 3823 - Behavior & Classroom Management - Elementary .....	3 hours
EDU 4832* - Tests and Measurement (BLK) .....	2 hours
EDU 4842* - The Exceptional Child (BLK) .....	2 hours
EDU 4915* - Student Teaching in the Elementary/Middle School (BLK) .....	5 hours
EDU 4925* - Student Teaching in the Elementary/Middle School (BLK) .....	5 hours
PSY 3063 - Human Growth & Development (also counted under Social Sciences) .....	3 hours

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

\*\* *Field Work (observing/assisting) may be in Elementary (21), Early Childhood (11) or Middle School/Jr. High/Secondary (31), whichever is applicable, and is by permission of the Coordinator of Clinical Experiences. Requirements for the first Field Work (observing/assisting) include successful completion of EDU 2113 or EDU 2313 (or be enrolled in one of these courses concurrently), a 2.0 GPA and completion of paperwork for teacher education file. Students must pre-enroll. Elementary education students participate in a Field Work (observing/assisting) during the sophomore year and in a Field-Based Internship 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.*

3. Complete course work in the second area of certification, including methods of teaching in the subject selected, which will qualify the student to obtain an added certificate in a second teaching area. Choose from Early Childhood, (Birth-Grade 3), K-9 Art, K-9 Health, K-9 Physical Education, K-9 Spanish or \*Middle School. Students must meet all requirements as stated by the Missouri Department of Elementary and Secondary Education. (Information may be obtained in the Department of Education.) Total hours must meet SBU's graduation requirements.

\*If Middle School is chosen for a second area of certification when paired with elementary the following additional course work is required:

#### Professional Education

EDU 2463 - Foundations of Middle School .....	3 hours
EDU 4473 - Psychology of Middle School Student .....	3 hours
EDU 4493 - Middle School Curriculum .....	3 hours
<b>Subject Area Requirements minimum</b> .....	<b>21 hours</b>
Methods of Teaching in Specialty Area .....	2-3 hours
<b>Clinical Experience</b>	
EDU 2131** - Field Work (observing/assisting) in Middle School/Jr. High .....	1 hour

### Bachelor of Arts Degree - Elementary Education Major

In addition to the requirements for a B.S. degree, the student must complete two approved courses in the same foreign language and an additional three (3) hours in humanities to obtain a B.A. degree. (See Bachelor of Arts/General Education Requirements.)

### Middle School Education, Grades 5-9

#### Bachelor of Science Degree

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.

<b>Humanities</b> .....	<b>6 hours</b>
FAR 1003, FAR 1013, FAR 1023, or FAR 1033 .....	3 hours
(Introduction to Fine Arts or Introduction to Art or Introduction to Music or Introduction to Theatre)	
<b>Second Humanities (Language Arts Only)</b>	
ENG 3303 - American Literature for the Adolescent Reader .....	3 hours

<b>Second Humanities elective (All Other Middle School Areas)</b>	
Selected from art, foreign language, literature, music (except applied), philosophy or theatre and drama (must be from an area other than the one selected above) . . . . . 3 hours	
<b>Communication Skills</b> . . . . .	<b>9 hours</b>
ENG 1113 - English Composition I . . . . .	3 hours
ENG 2213 - English Composition II . . . . .	
or	
ENG 1123 - Honors Composition . . . . .	3 hours
(ENG 1123 requires an acceptable ACT score and a grade of "C" or above to receive 3 hours of credit for ENG 1113 also)	
COM 1103 - Fundamentals of Speech Communication . . . . .	
or	
COM 3393 - Interpersonal Communication . . . . .	3 hours
<b>Computer Literacy</b> . . . . .	<b>6 hours</b>
CIS 1103 - Introduction to Computing . . . . .	3 hours
EDU 2823 - Media and Computer Education . . . . .	3 hours
(Also counted as professional education course)	
<b>Social Studies and Psychology</b> . . . . .	<b>12 hours</b>
ECO 4003 - LIFE Economics (or approved alternative) . . . . .	3 hours
HIS 2213 or 2223 or 2233 - U.S. History I or II or III . . . . .	3 hours
POL 1113 - American Government and Politics . . . . .	3 hours
PSY 3063 - Human Growth & Development . . . . .	3 hours
(Also counted as professional education course)	
<b>Natural Science</b> . . . . .	<b>8-9 hours</b>
Must include at least two courses, one course in a physical science (PHS 2005 or an approved alternative) and one course in a biological science with both of these having a laboratory component.	
<b>Mathematics</b> . . . . .	<b>6 hours</b>
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 0123. . . . . 6 hours	
<b>Religion</b> . . . . .	<b>8 hours</b>
BIB 1013 - Old Testament History . . . . .	3 hours
BIB 1023 - New Testament History . . . . .	3 hours
DIS 2012 - Christian Faith and Life . . . . .	2 hours
<b>Physical Education</b> . . . . .	<b>2 hours</b>
HPE 1061 - Foundation of Physical Fitness/Wellness I . . . . .	1 hour
HPE 1161 - Foundation of Physical Fitness/Wellness II . . . . .	1 hour

**NOTE: EDU 2113 and 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 SBU. Enrollment in upper-level education courses is limited to those students who have a cumulative GPA of 2.5 for all college work attempted, have a documented ACT or SAT score on file in the Department of Education, have passed all sections of the C-BASE, and have completed their file in the Department of 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.**

2. Complete the following professional education courses:

**Professional Education (51-53 hours)**

EDU 2113 - Educational Psychology . . . . .	3 hours
EDU 2131** - Field Work (observing/assisting) in Middle School/Jr. High . . . . .	1 hour
EDU 2313 - Foundations of Education . . . . .	3 hours
EDU 2463 - Foundations of Middle School . . . . .	3 hours
EDU 2512 - Teaching Reading in Middle School . . . . .	2 hours
EDU 3613 - Teaching Reading in the Content Areas . . . . .	3 hours
EDU 3833 - Behavior & Classroom Management - Secondary Section . . . . .	3 hours
EDU 4473 - Psychology of the Middle School Student . . . . .	3 hours

EDU 3431** - Field-Based Internship in Middle School (Spring) .....	1 hour
EDU 4493 - Middle School Curriculum .....	3 hours
EDU 4___ - Methods of Teaching in each Concentration Area .....	4-6 hours
EDU 2823 - Media and Computer Education .....	3 hours
EDU 4112 - *Teaching Writing (BLK) .....	2 hours
EDU 4832 - *Tests and Measurement (BLK) .....	2 hours
EDU 4842 - *The Exceptional Child (BLK) Fall Only .....	2 hours
EDU 4935 - *Student Teaching in the Middle/Secondary School (BLK) .....	5 hours
EDU 4945 - *Student Teaching in the Middle/Secondary School (BLK) .....	5 hours
PSY 3063 - Human Growth & Development .....	3 hours
(also counted under Social Sciences)	

\*STUDENTS MUST TAKE EDU 4112, EDU 4832 AND EDU 4842 DURING THEIR PROFESSIONAL BLOCK SEMESTER AND MUST BE ENROLLED IN EDU 4935 AND EDU 4945 CONCURRENTLY.

\*\*Students must take two (2) field experiences: *Field Work (EDU 2131) (observing/assisting) and Field-Based Internship (EDU 3431)*. Requirements for the first *Field Work* include successful completion of EDU 2113 or EDU 2313 or be enrolled in one of these courses concurrently, a 2.0 GPA, and completion of paperwork for the teacher education file. Students must pre-enroll. *Field Work* will be taken at the Middle School level. The *Field-Based Internship (EDU 3431)* is taken concurrently with EDU 4493, Middle School Curriculum.

- Candidates for middle school certification must complete a minimum of 21 hours in two (2) concentrations from the following areas: **language arts, mathematics, science, and social science**. Middle school students also may elect to complete 24 or more hours in one (1) of the concentration areas of language arts, mathematics, science or social science and complete the hours required for Spanish K-9 or Speech 5-9 as second areas of certification. Total hours must meet SBU's graduation requirements. Information concerning coursework for certification in these areas may be obtained from the Department of Education.

### **Bachelor of Arts Degree - Middle School Education Major**

In addition to the requirements for a B.S. degree, the student must complete two approved courses in the same foreign language and an additional three (3) hours in humanities to obtain a B.A. degree. (See Bachelor of Arts/ General Education Requirements.)

## **Secondary Education**

Specific course requirements for obtaining certificates to teach in subject matter areas are established by the department involved in cooperation with the Department of Education. These requirements are based on minimum standards issued by the Missouri State Department of Elementary and Secondary Education. Certificate planning sheets in each area of certification list these requirements in detail. A copy for each area may be obtained from the Department of Education.

Students who are to be recommended by SBU for teacher certification must complete a certain amount of course work at this institution. Students are required to complete the professional semester (Block and Student Teaching) at SBU. They must also complete at least one-half of the course work in the major area at SBU. In second areas of certification, students must take enough courses at SBU for a department member to determine competence to teach the subject matter. Each department, in consultation with the Director of Teacher Education and the Certification Officer, make the final determination of courses to be taken at SBU for certification in that department's area.

### **Secondary Education Certification**

#### **Bachelor of Science Degree Program:**

- Candidates for secondary certification must meet all degree requirements at SBU 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.

<b>Humanities</b> .....	<b>6 hours</b>
FAR 1003 or FAR 1013 or FAR 1023 or FAR 1033 (Introduction to Fine Arts or Introduction to Art or Introduction to Music or Introduction to Theatre) .....	3 hours
<b>Second Humanities elective</b> selected from art, foreign language, literature, music (except applied), philosophy or theatre and drama (must be from an area other than the one selected above) .....	3 hours

<b>Communication Skills</b> .....	<b>9 hours</b>
(Two courses in English Composition/One course in Oral Communications)	
ENG 1113 - English Composition I .....	3 hours
ENG 2213 - English Composition II	
or	
ENG 1123 - Honors Composition .....	3 hours
(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	
or	
COM 3393 - Interpersonal Communication .....	3 hours
<b>Computer Literacy</b> .....	<b>6 hours</b>
EDU 2823 - Media and Computer Education .....	3 hours
(Also counted as professional education)	
CIS 1103 or an equivalent as a prerequisite for EDU 2823 .....	3 hours
<b>Social Studies and Psychology</b> .....	<b>12 hours</b>
ECO 4003 - LIFE Economics (or an approved economics alternative) .....	3 hours
HIS 2213 or 2223 or 2233 - U.S. History I or II or III .....	3 hours
POL 1113 - American Government & Politics .....	3 hours
PSY 3063 - Human Growth & Development .....	3 hours
(also counted as Professional Education)	
<b>Natural Science</b> .....	<b>8 hours</b>
Must include at least <b>two</b> courses, <b>one</b> course in a physical science (chemistry/earth/physics) and <b>one</b> course in a biological science with <b>both</b> of these having a laboratory component.	
<b>Mathematics</b> .....	<b>3 hours</b>
A minimum of three hours of college-level mathematics above MAT 0123	
<b>Religion</b> .....	<b>8 hours</b>
BIB 1013 - Old Testament History .....	3 hours
BIB 1023 - New Testament History .....	3 hours
DIS 2012 - Christian Faith & Life .....	2 hours
<b>Physical Education</b> .....	<b>2 hours</b>
HPE 1061 - Foundations of Physical Fitness/Wellness I .....	1 hour
HPE 1161 - Foundations of Physical Fitness/Wellness II .....	1 hour

2. Candidates for secondary certification complete a major in art, biology, chemistry, English, mathematics, music, physical education, social science education, or speech and theatre. The major must include supporting work required for certification in the major area. Information concerning coursework for certification in these areas may be found in the appropriate content catalog section or may be obtained from the Department of Education. Secondary (9-12, K-12) certification programs are as follows:
  - Art (K-12)
  - English (9-12)
  - Mathematics (9-12)
  - Music (Instrumental, Vocal) (K-12)
  - Physical Education (K-12, 9-12)
  - Social Studies (9-12)
  - Speech and Theatre (9-12)
  - Unified Science
    - Biology 9-12 (Certificate)
    - Chemistry 9-12 (Certificate)
3. When possible, students may complete sufficient hours to obtain an second area of certification in one of the areas listed below. Second areas of certification are as follows:
  - Health (K-12, 9-12)
  - Middle School Areas:
    - Language Arts (5-9)
    - Mathematics (5-9)
    - Science (5-9)
    - Social Science (5-9)
    - Speech (5-9)

If Middle School is chosen for a second area of certification when paired with secondary the following additional coursework is required:

### Professional Education

EDU 2463 - Foundations of Middle School .....	3 hours
EDU 4473 - Psychology of Middle School Student .....	3 hours
EDU 4493 - Middle School Curriculum .....	3 hours

**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. 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 for all college work attempted, have a documented ACT or SAT score on file in the Department of Education, have passed all sections of the C-BASE and have completed their file in the Department of 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.

4. Candidates must complete the following courses in the Professional Education Sequence (39-40 hours)

EDU 2113 - Educational Psychology .....	3 hours
EDU 2131** - Field Work (observing/assisting) Middle School/Jr High/Secondary .....	1 hour
EDU 2313 - Foundations of Education .....	3 hours
EDU 2823 - Media and Computer Education .....	3 hours
EDU 3333** - Principles and Methods of Secondary School .....	3 hours
EDU 3341** - Field-Based Internship Secondary School (Fall) .....	1 hour
EDU 3613 - Teaching Reading in the Content Areas - Secondary .....	3 hours
EDU 3833 - Behavior & Classroom Management - Secondary .....	3 hours
EDU 45--__ - Methods of Teaching First and Second Teaching Fields .....	2-3 hours
EDU 4832* - Tests and Measurement (BLK) .....	2 hours
EDU 4842* - The Exceptional Child (BLK) .....	2 hours
EDU 4935* - Student Teaching Middle/Secondary School I (BLK) .....	5 hours
EDU 4945* - Student Teaching Middle/Secondary School II (BLK) .....	5 hours
PSY 3063 - Human Growth & Development .....	3 hours

(also counted under Social Studies & Psychology)

\*Students must take EDU 4832 and EDU 4842 during their professional block semester and must be enrolled in EDU 4935 and EDU 4945 concurrently.

\*\*Secondary persons must take two (2) field experiences: Field Work (observing/assisting) and Field-Based Internship. Field Work (EDU 2131) is taken at the Middle School/Jr. High level, and the Field-Based Internship (EDU 3341) is taken concurrently with EDU 3333, Principles & Methods of Secondary School.

### Bachelor of Arts Degree with Secondary Certification

Students who wish to obtain a Bachelor of Arts degree and obtain a teaching certificate through Southwest Baptist University must fulfill the general education requirements and the departmental requirements for the Bachelor of Arts degree. No more than 40 semester hours in a single discipline will be counted toward the Bachelor of Arts degree. In addition, students must complete the teacher education requirements outlined in the Bachelor of Science in Education (Secondary) program.

### Bachelor of Science Degree Without Certification

Students who complete a prescribed education program without passing the appropriate exit exam and/or without satisfactorily completing student teaching will be awarded the Bachelor of Science degree in Education. They cannot be recommended for a teaching certificate.

## Bachelor of Music Degree

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 department of music.

### OVERVIEW OF CLINICAL EXPERIENCES

During the sophomore or second year of teacher preparation at Southwest Baptist University, preservice teachers will complete a Field Work (observing/assisting) that introduces them to the profession of teaching. Placement for each Field Work (observing/assisting) is made by the Coordinator of Clinical Experiences in an area school or with special permission the student may choose a school outside the area for placement.

At the beginning of each semester, a field workers' meeting is held in order for the Coordinator of Clinical Experiences to explain the procedure for completing the experience, to provide informational packets and to convey assignments. Attendance is required.

#### Field Work (observing/assisting)

Successful completion of either Educational Psychology, EDU 2113 or Foundations of Education, EDU 2313, is a prerequisite for all Field Work (observing/assisting) or it may be taken concurrently with either of these. **Also, students must have completed the necessary papers for their Teacher Education file, and must have at least a 2.0 cumulative GPA before pre-enrolling for the first (2000-level) Field Work.** A minimum total of thirty clock hours are required for the first Field Work (observing/assisting), and the students receive one hour of credit. Students keep a weekly log of the time spent, a personal time sheet, and self-evaluate at the end of the semester. All paperwork is then turned in to the Coordinator of Clinical Experiences in the Department of Education. The cooperating teachers also verify weekly activity and evaluate overall performance at the end of the semester. Evidence of documentation for all clinical experiences appears in individual files.

#### Field-Based Internship

The second and third clinical experiences for elementary education preservice teachers are taken concurrently with their elementary methods as part of the Field-Based Internship for elementary majors during the junior year. Students actively assist a teacher for one day each week during both the fall and spring semesters and receive one hour of credit each semester for this internship.

The second clinical experience for middle school or secondary education preservice teachers is taken concurrently with Middle School Curriculum or Principles and Methods of Teaching Secondary School, respectively, and is part of the Field-Based Internship program. Students receive one hour of credit and are scheduled to work with a middle or secondary teacher in their area of certification for a continuous block of time consisting of approximately 35 hours.

**Prerequisites for enrolling in upper level (3000) Field-Based Internships are completing both EDU 2113 and EDU 2313 with a grade of C or above, Field Work ( 30 hours of observing/assisting), the Teacher Education file, cumulative GPA of 2.5, documented ACT/SAT score, and a passing C-BASE score on all sections. All students must have consent of the Coordinator of Clinical Experiences and must pre-enroll.**

#### Student Teaching

The senior year is the most significant year for preservice teachers. By this time students should be sure they want to enter the teaching profession and must be willing to commit themselves to that goal. Student teaching is usually completed the senior year and is the culminating clinical experience. Ten credit hours are earned during the twelve weeks of teaching. Assignments are made to cooperating school districts in the immediate area.

## Requirements for Clinical Experiences

### Transportation

Students must provide their own transportation for all clinical experiences. SBU assumes no responsibility for arranging transportation or for accidents incurred in going to and from the assignment. Students must also provide a copy of their driver's license and proof of auto insurance.

### Personal Appearance

Students must dress professionally. Students are not expected to have an extensive wardrobe, but they are expected to abide by the guidelines and standards set by the host school district. Students should make inquiry during their first visit to the school about guidelines and standards regarding faculty dress and observe them throughout all clinical experiences. In conjunction with the local school district's dress codes, the University expects students to always be neat, clean, and professional in their appearance and dress.

### Personal Conduct

Students should remember that they are students of Southwest Baptist University and must follow the rules and guidelines delineated in the *University Student Handbook* and the catalog, as well as those found in the teacher education handbook. Any infraction of these regulations or of the spirit of these regulations which has an adverse effect on the morale or efficiency of Southwest Baptist University, the Teacher Education Program, or the cooperating school, or which is detrimental to the best interests of Southwest Baptist University, the Teacher Education Program, or to the cooperating school will be sufficient cause to remove the student from the program.

### Confidentiality

Southwest Baptist University students are cautioned about confidentiality of student, teacher, and school information. Matters pertaining to students, their records, and the actions of the cooperating teacher are considered to be confidential. SBU students will refrain from discussing such matters unless approved by the cooperating teacher (even then, much discretion must be used).

### Background Check

Submit to and pass Missouri Highway Patrol background check.

## GRAPHIC ORGANIZER OF CLINICAL EXPERIENCES

### Elementary Education

Hours Credit	Type	Time	Placement**
1	Field Work (observing/assisting)	30 clock hours	Second teaching field
2	Field-Based Internship	1 day per week, 10 weeks each	Elementary
10	Student Teaching	12 weeks	Elementary

### Mt. View Elementary Education

Hours Credit	Type	Time	Placement**
1	Field Work (observing/assisting)	30 clock hours	Elementary
2	Field-Based Internship	36 clock hours, 12 weeks	Elementary
10	Student Teaching	12 weeks	Elementary

## Middle School Education

Hours Credit	Type	Time	Placement
1	Field Work (observing/assisting)	30 clock hours	Middle School/ Jr. High in Concentration #1
1	Field-Based Internship*	35 clock hours	Middle School/ Jr. High in Concentration #2
10	Student Teaching	12 weeks	Middle School/Jr. High

\*Concurrently with EDU 4493

## Secondary Education

Hours Credit	Type	Time	Placement
1	Field Work (observing/assisting)	30 clock hours	Middle/ Jr. High
1	Field-Based Internship*	35 clock hours	High School
10	Student Teaching	12 weeks	High School

\*Concurrently with EDU 3333

\*\*Placement in Clinical Experiences depends upon second area of certification or concentration area.

For example, an elementary/early childhood major will do the following:

Field Work (observing/assisting) - Kindergarten

Field-Based Internship - Intermediate grades

Field-Based Internship - Primary grades

## 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 and one-half (4 1/2) weeks of the semester is spent in concentrated study in the professional block program for which the student receives four to seven (4-7) hours of credit. The remainder of the semester is spent in student teaching at a cooperating school for which the student receives ten (10) hours 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 (GPA) and must meet other requirements as stated in the *Teacher Education Handbook* and the University catalog. Students will be required to furnish a physical examination report on the form provided by the Department of Education during the first portion of the block.

Students who have been placed on disciplinary probation will not be permitted to enter the block semester until they have completed one full semester in residence after having been removed from probation.

The student teaching experience is the culmination of the Teacher Education Program. When students are in this phase of professional preparation, they are expected to devote full time to those activities that will give them a good start toward becoming excellent teachers. Professional attitudes developed and displayed by students at this time will determine to a large degree their employment potential at a later date. The observations and opinions of the cooperating teacher(s) and University supervisors are highly regarded by superintendents and principals seeking teachers.

Student teachers are expected to be fully committed to the teaching profession during this period. The student teacher should pay particular attention to the regulations listed below. Violation of these regulations will be considered just cause for removing a student from the student teaching program. Such removal carries with it an automatic grade of "F".

1. Student teachers will not enroll nor be enrolled in any other course either on campus or by correspondence, while in the block and while student teaching, unless written permission has been granted by the Director of Teacher Education or Certification Officer. Grades for all correspondence courses for which students are or have been enrolled must be on file in the Registrar's Office by the beginning the block semester.

2. Student teachers will not be permitted to student teach with an "I" on their transcript unless permission has been granted due to unusual circumstances by the Director of Teacher Education or the Certification Officer.
3. Student teachers will not be permitted to continue student teaching if they participate in any activity at the university not directly connected with student teaching or in preparation for student teaching if such participation interferes with the student teaching experience.
4. Student teachers will not be permitted to continue student teaching if they engage in weekend activities such as athletic events, revivals, or work if such participation interferes with the student teaching experience.
5. Student teachers who are planning to enter the ministry or other profession will disengage themselves from the functions of that profession during the student teaching period if performance of such duties interferes with their student teaching duties.
6. Student teachers are discouraged from "moon-lighting." If students find it necessary to maintain employment, they must receive written permission from the Coordinator of Clinical Experiences or the Director of Teacher Education.
7. Student teachers should conduct themselves as professionals at all times. Contacts with public school students should be limited to times and places approved by the school administration.

### **Student Teaching Assignments**

Students are placed in student teaching positions in various cooperating school districts within a radius of fifty miles of Bolivar. An attempt is made to have several students in a school system during a given semester.

Students are assigned to these positions according to their certification area. Because of this, students are sent where positions are available rather than where they prefer to be sent.

Experience has dictated that the following guidelines be followed in placing student teachers.

1. Under normal circumstances, student teachers will not be placed in districts or schools where they attended high school or are well-known to the students in the school.
2. Under normal circumstances, student teachers will not be placed in a district or school where relatives are either employed or in attendance.

If students receive an assignment where any of the above conditions exist, they should call the matter to the attention of the Certification Officer and Coordinator of Clinical Experiences.

### **Student Teaching Fee**

A fee of \$200 is assessed for student teaching. The fee is used for an honorarium given to the cooperating teacher(s), mileage and travel expenses for the university supervisor, and printing of record keeping materials.

### **Attendance**

**The student teacher is expected to be in attendance the entire day that school is in session during the student teaching period, and any professional night or weekend functions normally attended by the cooperating teachers. The Coordinator of Clinical Experiences must approve any deviation from this schedule in advance in writing.** Violations will be dealt with individually. Holidays to be observed will be those of the cooperating school, not of the University.

In the event students must be absent because of personal illness or illness in the immediate family, they must notify the cooperating teacher and the university supervisor before 7:00 a.m. Also, students should check with the principal to see if she/he is to be notified at this time.

### **Initial Certification**

The process for initial Missouri Certification is begun during the student teaching semester. SBU becomes the recommending institution where the applicant completes an approved teacher education program and submits the Missouri application to the Certification Officer at SBU for the recommendation. The recommendation verifies the completion of the approved program.

### **Placement Files**

The University maintains a Career Planning and Placement Center to assist students and alumni in securing or changing positions. Students must furnish certain information to be included in the placement file. For more information, visit the CPPC office.

## DEPARTMENT OF HEALTH, PHYSICAL EDUCATION and RECREATION

Department Chair: Linda Wooderson  
Office: Davison Field House (417) 328-1746  
Faculty: Tim Pack

### PHYSICAL EDUCATION

Recognizing that mental cognition 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 for individual and team physical enhancement 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 K-12, K-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 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. **Only professional education courses transferred from Missouri junior colleges or from a senior college having a state-approved teacher education program can be used to meet certification requirements. All college-level work ever attempted is calculated in the GPA.**

#### Physical Education Certification K-12

A major leading to certification in grades K-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 Education and Sport ..... 3 hours

##### **Anatomy-Physiology**

BIO 2204 - Human Anatomy and Physiology I ..... 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 - Foundations of Physical Fitness/Wellness I ..... 1 hour

HPE 1161 - Foundations 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-General Activities I; HPE 1021-General Activities II; HPE 1031-Tennis; HPE 1041-Golf; HPE 1051-Archery/Badminton; HPE 1071-Beginning Swimming; HPE 1081-Life-Guard Training; \*HPE 1-91 or 3-91-Varsity Sport; HPE 1131-Aerobic Exercise; HPE 1142-Outdoor Adventure Skills; HPE 1171-Advanced Swimming; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving

\* Only two (2) hours of varsity sports will be counted toward the seven (7) activities.

##### **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 &amp; 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 K-4**

HPE 3133 - Teaching P.E. in Elementary School ..... 3 hours

**Methods in Physical Education 5-9**

\*\* EDU 4533 - Methods of Teaching Physical Education 5-12 ..... 3 hours

HPE 4023 - Organization/Administration of Physical Education/Recreation ..... 3 hours

\*\* Also counted under Professional Education Sequence

**Electives**

Two (2) additional courses must be selected from the following:

HPE 2032-Coaching of Volleyball; HPE 2052-Coaching of Softball/Baseball; HPE 3012-Coaching of Football; HPE 3013-Teaching Individual &amp; Dual Sports; HPE 3022-Coaching of Basketball; HPE 4002-Sports, Games &amp; 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 Education and Sport ..... 3 hours

**Anatomy-Physiology**

BIO 2204 - Human Anatomy and Physiology I ..... 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 - Foundations of Physical Fitness/Wellness I ..... 1 hour

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

**Lifetime Activities and Dance**

Five (5) hours selected from the following:

HPE 1001-Bowling; HPE 1011-General Activities I; HPE 1021-General Activities II; HPE 1031-Tennis; HPE 1041-Golf; HPE 1051-Archery/Badminton; HPE 1071-Beginning Swimming; HPE 1081-Life-Guard Training; \*HPE 1-91 or 3-91-Varsity Sport; HPE 1131-Aerobic Exercise; HPE 1142-Outdoor Adventure Skills; HPE 1171-Advanced Swimming; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving

\* Only two (2) hours of varsity sports will be counted toward the seven (7) activities.

**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 &amp; 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 Education/Recreation ..... 3 hours

\*\* Also counted under Professional Education Sequence

**Electives**

Two (2) additional courses must be selected from the following:

HPE 2032-Coaching of Volleyball; HPE 2052-Coaching of Softball/Baseball; HPE 3012-Coaching of Football; HPE 3013-Teaching Individual & Dual Sports; HPE 3022-Coaching of Basketball; HPE 4002-Sports, Games & Intramurals

**Physical Education Certification K-9**

A teaching minor leading to an added endorsement (certification) in grades K-9 requires the following courses and completion of all teacher education requirements (K-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 Education and Sport ..... 3 hours

**Anatomy-Physiology**

BIO 2204 - Human Anatomy and Physiology I ..... 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 - Foundations of Physical Fitness/Wellness I ..... 1 hour

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

**Lifetime Activities and Dance**

Two (2) hours selected from the following:

HPE 1001-Bowling; HPE 1011-General Activities I; HPE 1021-General Activities II; HPE 1031-Tennis; HPE 1041-Golf; HPE 1051-Archery/Badminton; HPE 1071-Beginning Swimming; HPE 1081-Life-Guard Training; \* HPE 1-91 or 3-91 Varsity Sport; HPE 1131-Aerobic Exercise; HPE 1142-Outdoor Adventure Skills; HPE 1171-Advanced Swimming; HPE 1181-Aqua Exercise; HPE 2011-Scuba Diving

\* Only two (2) hours of varsity sports will be counted toward the seven (7) activities.

**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 K-4**

HPE 3133 - Teaching P.E. in Elementary School ..... 3 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 Education/Recreation ..... 3 hours

\*\* Also counted under Professional Education Sequence

**Electives**

Two (2) additional courses must be selected from the following:

HPE 2032-Coaching of Volleyball; HPE 2052-Coaching of Softball/Baseball; HPE 3012-Coaching of Football; HPE 3013-Teaching Individual & Dual Sports; HPE 3022-Coaching of 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.

<b>Human Anatomy-Physiology</b>	
*BIO 2204 - Human Anatomy and Physiology I .....	4 hours
or	
BIO 3304 - Human Anatomy and Physiology II .....	4 hours
HPE 3073 - Physiology of Exercise .....	3 hours
<b>Nutrition</b>	
BIO 2243 - Nutrition .....	3 hours
<b>Drug Education</b>	
HPE 1043 - Personal and Community Health .....	3 hours
HPE 2063 - School Health Education .....	3 hours
<b>Personal Health</b>	
HPE 1043 - Personal and Community Health .....	3 hours
<b>Mental Health</b>	
PSY 2023 - Mental Hygiene .....	3 hours
<b>Family Life/Sex Education</b>	
SOC 3003 - The Family .....	3 hours
PSY 3063 - Human Growth & Development .....	3 hours
<b>Safety and First Aid</b>	
HPE 3092 - Standard First Aid .....	2 hours
<b>Community Health</b>	
HPE 1043 - Personal and Community Health .....	3 hours
<b>Methods in Health</b>	
HPE 2063 - School Health Education .....	3 hours
<b>Electives</b>	
Health electives may be selected from areas above .....	3 hours
* A prerequisite for HPE 3073 Physiology of Exercise	

## Health Education K-12

A teaching endorsement (certification) in Health, grades K-12 requires the following courses and completion of all teacher education requirements. (Health certification is not accepted as a first teaching field.)

<b>Human Anatomy-Physiology</b>	
*BIO 2204 - Human Anatomy and Physiology I .....	4 hours
or	
BIO 3304 - Human Anatomy and Physiology II .....	4 hours
HPE 3073 - Physiology of Exercise .....	3 hours
<b>Nutrition</b>	
BIO 2243 - Nutrition .....	3 hours
<b>Drug Education</b>	
HPE 1043 - Personal and Community Health .....	3 hours
HPE 2063 - School Health Education .....	3 hours
<b>Personal Health</b>	
HPE 1043 - Personal and Community Health .....	3 hours
<b>Mental Health</b>	
PSY 2023 - Mental Hygiene .....	3 hours
<b>Family Life/Sex Education</b>	
SOC 3003 - The Family .....	3 hours
PSY 3063 - Human Growth & Development .....	3 hours
<b>Safety and First Aid</b>	
HPE 3092 - Standard First Aid .....	2 hours

**Community Health**

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

**Methods in Health**

HPE 2063 - School Health Education ..... 3 hours

**Electives** ..... 5 hours

\* A prerequisite for HPE 3073 Physiology of Exercise

Health electives may be selected from areas above or from bacteriology, biology, microbiology.

**Health Education K-9**

A teaching minor leading to an added endorsement (certification) in Health, grades K-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

**Nutrition**

BIO 2243 - Nutrition ..... 3 hours

**Drug Education**

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

HPE 2063 - School Health Education ..... 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 3063 - Human Growth &amp; Development ..... 3 hours

**Safety and First Aid**

HPE 3092 - Standard First Aid ..... 2 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 in conjunction with a certification program should complete the Athletic Training Concentration from the Sports Management Major plus:

HPE 1112 - Introduction to Sport Management ..... 2 hours

HPE 3092 - Standard First Aid ..... 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 (40 hours)**

\*BIO 2204 - Human Anatomy ..... 4 hours

BIO 2243 - Nutrition ..... 3 hours

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

HPE 1112 - Introduction to 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
*A Prerequisite for HPE 3073 Physiology of Exercise	

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 - Legal Environment of Business .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
MGT 4033 - Administrative Communications/Human Resource Management .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours
Upper-level elective in MKT/MGT .....	3 hours

#### **Sports 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 and Recreation .....	3 hours
MGT 3013 - Principles of Management .....	3 hours
MKT 3023 - Principles of Marketing .....	3 hours

#### Select two courses from the following:

HPE 2032 - Coaching of Volleyball .....	2 hours
HPE 2052 - Coaching of Softball and Baseball .....	2 hours
HPE 3012 - Coaching of Football .....	2 hours
HPE 3013 - Teaching of Individual & Dual Sports .....	3 hours
HPE 3022 - Coaching of Basketball .....	2 hours
HPE 3062 - Coaching of Track and Field .....	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 Management .....	3 hours

#### Select 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

#### Select 3 hours from the following courses:

MGT 4033 - Administrative Communications/Human Resource Management .....	3 hours
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 - Introduction 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 and Prevention of Athletic Injury .....	2 hours
HPE 4003 - Kinesiology .....	3 hours
HPE 4023 - Organization and Administration of Physical Education and Recreation .....	3 hours
HPE 4033 - Fundamentals of Sports Medicine .....	3 hours
PTH 2002 - Introduction 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.

**Recreation Major (B.S. or B.A. degree)****Church Recreation Concentration (34 hours)**

REC 1102 - Introduction to Leisure .....	2 hours
REC 1123 - Principles 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

\* Must be taken at SBU

**General Education Requirements (49-62 hours)****Supportive Work (26 hours)**

BUS 2013 - Business Communications .....	3 hours
HPE 3092 - Standard First Aid .....	2 hours
HPE 4002 - Sports, Games and Intramurals (or approved alternative) .....	2 hours
CED 2003 - Introduction to Christian Education .....	3 hours
THE 3023 - The Baptist Denomination (or CED 3023) .....	3 hours
Approved courses from BIB, CHR, DIS, CED 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
REC 1123 - Principals of Church Recreation .....	3 hours
REC 3163 - Recreation Leadership .....	3 hours
REC 3783 - 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)

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
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

\* Must be taken at SBU

### General Education Requirements (49-62 hours)

#### Supportive Work (26 hours)

BUS 2013 - Business Communications .....	3 hours
HPE 3092 - Standard First Aid .....	2 hours
HPE 4002 - Sports, Games and Intramurals (or approved alternative) .....	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 (9) 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 (6) elective hours in PSY or SOC.

### 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
CED 3013 - Youth Ministry in the Church .....	3 hours

CED 3023 - Church and Denominational Administration

or

THE 3023 - The Baptist Denomination .....	3 hours
CED 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

Acting Department Chair: Robert Gudmestad

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Faculty: Kwasi Ofori-Yeboah, Larry Whatley

The Department of History and Political Science offers a major and minor in history, a major and minor in political science, and coordinates prelaw 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; (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; or (4) simply interested in majoring in history or political science. 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 of political science with a minimum cumulative GPA of 2.0. This thirty-six (36) hours must include 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 3783, 3833, 3843, 3893 or other United States history, and three (3) hours elective history. Students completing a major in history must complete the major field examination in history in the last semester of their senior year.

The B.S. degree requires, in addition, nine (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 SOC 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 the 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; three (3) hours from HIS 3513 or other modern world history; three (3) hours from HIS 3783, 3833, 3843, 3893 or other United States history; and a minimum cumulative GPA on the major of 2.0. Students completing a major in history must complete the major field examination in history in the last semester of their senior year.

### 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, 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 with a minimum cumulative GPA of 2.0. This thirty-two (32) hours must include POL 1113, 2223, 2952, and the following upper level work: nine (9) hours in United States political institutions (POL 4453, 4563, 4673); three (3) hours in political thought (POL 4883); three (3) hours of international relations (POL 3313); three (3) hours of comparative government (POL 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. Students completing a major in political science must complete the major field examination in political science in the last semester of their senior year.

### Minor

Eighteen (18) hours including POL 1113; at least one course from POL 2223, 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. All work counted on the Social Science Education major must have a minimum cumulative GPA of 2.50. Students completing a major in social science education must complete the major field examination in history during their senior year.

### 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 2033 or 4003)
4. Geography ..... 3 hours  
(GEO 1103)
5. Political Science ..... 6 hours  
(POL 1113, 2223)

6. Behavioral Sciences .....	6 hours
(PSY 1013 and SOC 1003 or SOC 1013)	
7. Other Social Sciences .....	6 hours
(electives from economics, history, political science, sociology, and psychology [except PSY 3053, 3063, and 4033])	
<b>TOTAL .....</b>	<b>51 hours</b>
<b>(this must include 15 hours of 3000/4000 level)</b>	

**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 2033; 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.

## PRELAW

The Association of American Law Schools does not recommend a specific prelaw major as the preferred background or preparation for law school. Therefore we do not designate any specific major or minor for students who anticipate attending law school. However, some of the majors and minors typically chosen by prelaw students are political science, business, history, education, English and speech, although any challenging area of study would be appropriate. The Department of History and Political Science offers a special Prelaw seminar (POL 2101) for students who are planning to go to law school following graduation. A practice Law School Admission Test is given during the seminar along with other vital information regarding entrance into law school and other aspects of the legal profession. Entrance into law school is based on a combination of 1) grade point average and 2) scores on the standardized Law School Admission Test (LSAT). The Department of History and Political Science also offers academic advisement for students who are planning to go to law school following graduation. For further information contact Larry Whatley, Prelaw advisor, 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) 328-1632**

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, the Bob R. Derryberry School of Communication Arts, Language and Literature, and Music.

## DEPARTMENT OF ART

Department Chair: Wesley Gott  
Office: Ingman Hall - (417) 328-1650  
Faculty: Wesley Gott  
Faculty Associates: Dianna Callahan, Debra Hughes

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 keep a portfolio of their work and 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 1013 - Introduction to OT History .....	3 hours
BIB 1023 - Introduction to NT History .....	3 hours
COM 1103 - Fundamentals of Speech Communication .....	3 hours
CIS 1103 - Introduction to Computing .....	3 hours
DIS 2012 - Christian Faith and Life .....	2 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 ( <u>required for the B.A. degree only</u> ) .....	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
<b>Art Core Courses (12 hours)</b>	
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.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 (12 hours)(including a Senior Show)**

**Art Electives (18 hours)**

**Art Electives, General Electives or Minor (50 hours)**

## Commercial Art Major (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.

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 his/her 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 - Advanced 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 - Advanced 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 - Advanced Photography Studio I .....	3 hours
ART 3313 - Advanced Photography Studio II .....	3 hours
ART 4303 - Advanced Photography Studio III .....	3 hours
Electives from: .....	9 hours
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

**Art Education Major (B.S. degree)**  
**(Certification K-12)**

This degree leads to Art certification for public school teaching in grades K-12.

**General Education Requirements (48-49 hours)**

BIB 1013 - Introduction to OT History .....	3 hours
BIB 1023 - Introduction to NT History .....	3 hours
COM 1103 - Fundamentals of Speech Communication .....	3 hours
DIS 2012 - Christian Faith and Life .....	2 hours
EDU 2823 - Media and Computer Education .....	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 - Foundations 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, K-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/Secondary School .....	1 hour

EDU 2313 - Foundations of Education .....	3 hours
EDU 3333 - Principles and Methods of Secondary School .....	3 hours
EDU 3341 - Field-Based Internship in Secondary School	
or	
EDU 3431 - Field-Based Internship in Middle/Jr. High 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 K-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(concurrently) .....	10 hours

### 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

### 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 - Advanced Ceramics Studio I .....	3 hours
ART 3413 - Advanced Ceramics Studio II .....	3 hours
ART 4403 - Advanced Ceramics Studio 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 - Advanced Drawing Studio I .....	3 hours
ART 3213 - Advanced Drawing Studio II .....	3 hours
Art Electives .....	12 hours

**Painting Concentration**

ART 1603 - Painting I .....	3 hours
ART 2603 - Painting II .....	3 hours
ART 3603 - Advanced Painting Studio I .....	3 hours
ART 3613 - Advanced Painting Studio 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 - Advanced Photography Studio I .....	3 hours
ART 3313 - Advanced Photography Studio II .....	3 hours
ART 4303 - Advanced Photography Studio III .....	3 hours
Art Electives .....	9 hours

**Sculpture Concentration**

ART 1503 - Sculpture I .....	3 hours
ART 2503 - Sculpture II .....	3 hours
ART 3503 - Advanced Sculpture Studio I .....	3 hours
ART 3513 - Advanced Sculpture Studio II .....	3 hours
ART 4503 - Advanced Sculpture Studio III .....	3 hours
Art Electives .....	9 hours

**BOB R. DERRYBERRY SCHOOL OF COMMUNICATION ARTS**

Department Chair: Bob R. Derryberry

Office: Wheeler 127D - (417) 328-1699

Faculty: Joshua A. Compton, Shannon Dyer, Greg Fiebig, Brett A. Miller

Faculty Associates: Robert Beason, Gayla Prewitt

The study of communication arts 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. 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. Communication electives selected with department approval 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.

Eighteen (18) hours of required courses: COM 2233, COM 4983, COM 3343 or TEC 2043, COM 3383 or 3393, MGT 3013 or MKT 3023 and COM 3373.

Twelve (12) hours elected from: ART 1103 or 1303, TEC 1013, ENG 3353, PHI 2023, MKT 3083, COM 4953, ECO 2023 and the following if not taken above: COM 3313, COM 3343, TEC 2043, MGT 3013 and MKT 3023. Other electives with approval of advisor and department chair.

### **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-six (36) 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, TEC 1013, TEC 2043, TEC 3053 and TEC 3013.

Nine hours may be elected from the following to complete the major (if not taken above): THR 4023, TEC 4963, TEC 4953, COM 3313, COM 4953, TEC 4981-3, COM 3303, THR 1023, THR 2043 and THR 1033.

### **Theatre Major (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 Bob R. Derryberry School of Communication Arts 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

Office: Taylor Hall (417) 328-1683

Faculty: Curtis Goss, Holly Hill-Brown, Todd Sukany, Linda Tappmeyer

Faculty Associates: Neil Adams, Carla Anderson, Robert Beason, Susan Guymon, Sherry Shoemaker

Michelle Sullivan, Stephen Trobisch, Cheryl Vandiver, Walter Yang

The Department of Language and Literature offers courses in both English and modern languages.

To evaluate its programs and the academic achievement of its students, the Department of Language and Literature requires all graduating English and Spanish majors to participate in prescribed departmental methods of assessment.

### 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 K-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: Jeffery Waters

Office: Casebolt Center for Fine Arts - (417) 328-1630

Faculty: Kathy Brown, William Brown, Gary Gerber, Martha Hicks,

Brian Lamb, Gregory Parker, Lynn Penticuff, Melinda Smashey, Geum-Suk Son, Renee Waters

Faculty Associates: Leon Bradley, Suzann Brewer, Lorraine Dinkel, Michelle Draper, Michelle McGee-Lamb,

Blye Moore, Verle Ormsby, Lori Parker, John Strickler, Jacque Trtan, Jacqueline Vincent, LeeAnn Walker

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 chairman. All new students (freshmen and transfer students) pursuing a music degree are first admitted to the department as pre-music majors. Upon the successful completion of MUS 1623 and MUS 1621 (or appropriate placement tests) and upon a successful evaluation by the music faculty, pre-music majors may be formally admitted into a music degree program. Prior to this formal admission, a pre-music major may not enroll in any upper-level music or music education courses except MUS 3712, MUS 3722, ensembles, and applied music. Music courses taken prior to this formal admission are applicable to the completion of the music degree.

## 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 less than three years of previous study. Specific requirements in applied music are listed in the **Music Handbook**.

Private applied music may be taken for one credit (thirteen 25-minute lessons) or two credits (thirteen 50-minute lessons). Five hours of 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.

<b>Applied Lessons (available in the following areas)</b>	
<p><b>Woodwinds:</b> Flute, Oboe, Clarinet, Saxophone, Bassoon</p> <p><b>Brass:</b> French Horn, Trumpet, Trombone, Baritone, Tuba</p> <p><b>Strings:</b> Violin, Viola, Cello, Double Bass, Guitar</p>	<p><b>Percussion</b> <b>Piano</b> <b>Voice</b> <b>Organ</b> <b>Conducting</b></p>

### **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 responsible 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. See **Music Handbook** for specific requirements.

### **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 and are normally taken at the end of the sophomore year. 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:

<p>B.M. and B.S. Degrees Half Recital - Level IV</p> <p>Performer's Certificate Half Recital - Level V Full Recital - Level VI</p>	<p>Piano Pedagogy Certificate Half Recital - Level V</p> <p>Minor in Piano Pedagogy Half Recital - Level IV</p>
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Music majors are required to receive a passing grade for MUS 0100 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 Department of Music 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, Concert Band, 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, 3722 3812 or 4622)	
Major Ensemble (8 semesters)	8 hours
Minor, Second Major or Electives	30 hours
(at least 13 hours of non-music courses)	
Senior Recital	

### Music Major - 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, BUS 3073, MGT 3013, MGT 4063, MKT 3023, MKT 3083)	
Applied Concentration (8 semesters, Level IV)	8 hours
(may include instruction in commercial applied music)	
Applied Secondary	4 hours
Major Ensemble (8 semesters)	8 hours
MUS 2772 Vocal Diction	2 hours
(required for Vocal Concentration)	
Senior Recital	

**Music Major - 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) (may include instruction in commercial applied music)	8 hours
Applied Secondary .....	4 hours
Major Ensemble (8 semesters) .....	8 hours
Music Electives .....	7 hours
(4 hours from MUS 2772, 2802, 3602, 3622, 3712, 3722, 3812 or 4622)	
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 K-12.

<b>General Education (47-48 hours)</b>	
BIB 1013 - Introduction to OT History .....	3 hours
BIB 1023 - Introduction to NT History .....	3 hours
COM 1103 - Fundamentals of Speech .....	3 hours
DIS 2012 - Christian Faith and Life .....	2 hours
ECO 4003 - LIFE Economics .....	3 hours
EDU 4823 - Media & Computer Education .....	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 3063 - Human Growth and 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
<b>Professional Education (33 hours)</b>	
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-Secondary .....	3 hours
EDU 4832 - Tests and Measurement .....	2 hours

EDU 4842 - The Exceptional Child .....	2 hours
EDU 4935 & 4945 - Student Teaching (concurrently) .....	10 hours

**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 or Orchestra .....	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

**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
(not required with instrumental endorsement)	
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.

**Instrumental Endorsement - (17 hours)****(may be added to the Vocal Certificate)**

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

This degree prepares students to serve in the ministry through music in churches and related areas.

### General Education (44-45 hours)

BIB 1013 - Introduction to OT History .....	3 hours
BIB 1023 - Introduction to NT History .....	3 hours
COM 1103 - Fundamentals of Speech .....	3 hours
CIS 1103 - Introduction to Computing .....	3 hours
DIS 2012 - Christian Faith and Life .....	2 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

### Ministry Electives (7 hours)

From: Christian Ministries, Philosophy, Psychology, Christian Education, Theatre or Theology

### 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 and Materials .....	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 majoring in music 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 for the student majoring in music and provides specific preparation in private piano teaching. Attainment of the certificate will be noted on the student's 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 (36 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 and Materials .....	2 hours
MUS 3743 - Church Music Education .....	3 hours
MUS 3753 - Service Playing .....	3 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 .....	1 hour
Half Recital	

**Minor in General Music (21 hours)**

MUS 1611 - SS/ET I .....	1 hour
MUS 1613 - Theory I .....	3 hours
MUS 1621 - SS/ET II .....	1 hour
MUS 1623 - Theory II .....	3 hours
MUS 1633 - Music Literature .....	3 hours
Applied Music .....	4 hours
Major Ensemble (choir and/or band) .....	4 hours
Music Electives .....	2 hours



## COLLEGE OF SCIENCE AND MATHEMATICS

Rosalyn K. Snellen, Dean

Office: Wheeler 114-B

(417) 328-1659

The College of Science and Mathematics provides courses and programs designed to prepare students for careers and/or graduate study in Athletic Training, Biology, Chemistry, Mathematics, Nursing and the health professions. Course work for Pre-Medicine, Pre-Dentistry, Pre-Optometry, Pre-Veterinary, Pre-Pharmacy, Pre-Physician Assistant, Pre-Engineering and Medical Technology is offered. There is also a master's program in Physical Therapy.

### Department of Athletic Training

Acting Director: Steven G. Lesh

Office: Wheeler 137 B - 417-328-1670

Faculty: Jason Porter

The Athletic Training Education Program at Southwest Baptist University is a Christ-centered academic unit providing quality didactic and relevant clinical experiences preparing entry-level athletic training students to be skilled, dedicated, caring, and ethical allied health professionals.

The baccalaureate degree in athletic training requires a minimum of 136 semester hours of credit to be earned by completion of the University general education requirements, the athletic training major requirements, required support courses, and required electives.

To be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), a student must successfully complete all required graduation elements from a Commission on Accreditation of Allied Health Programs (CAAHEP) approved athletic training education program (ATEP). The program at SBU is currently NOT an accredited program, but is pursuing the necessary elements and conditions to achieve accreditation status. Delivery of the current sequence of courses does not ensure or guarantee that the program will be appropriately accredited now or in the future. Questions or concerns regarding accreditation of athletic training education programs should be directed to: Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, Phone 312-553-9355 / Fax 312-553-9616 / Email: [caahep@caahep.org](mailto:caahep@caahep.org) / Web-site: <http://www.caahep.org>

The athletic training program at Southwest Baptist University is a professional allied health program in which students submit a competitive application during the spring of their freshman year for entry into the professional phase of the program beginning in the fall of their sophomore year. Once admitted to the athletic training education program, it is expected that students will achieve and adhere to appropriate standards established for successful matriculation in the program. The athletic training (ATH) courses are offered in a lock step sequence and are expected to be successfully completed in the pre-designed sequence. Students not successfully completing required elements will not be able to matriculate as skills learned in the required courses are cumulative and needed for successful and appropriate progression. To be a safe, competent, and properly credentialed athletic trainer, the student must demonstrate expertise in the following content areas: (1) assessment of injury and illness; (2) exercise physiology; (3) first aid and emergency care; (4) general medical conditions and disabilities; (5) health care administration; (6) human anatomy; (7) human physiology; (8) kinesiology/biomechanics; (9) medical ethics and legal issues; (10) nutrition; (11) pathology of injury/illness; (12) pharmacology; (13) professional development and responsibilities; (14) psychosocial intervention and referral; (15) risk management and injury/illness prevention; (16) strength training and reconditioning; (17) therapeutic exercise.

**Clinical Internships:** As part of the B. S. in Athletic Training, students are required to actively participate and successfully complete a minimum of five different clinical internships in a sports medicine or athletic training setting. These internships are typically completed during the normal academic semesters; however, due to availability, may be completed at any time during the calendar year. Clinical experiences may or may not be on the Bolivar campus of SBU. It is expected that a minimum of one of these experiences will be off campus, possibly at locations a significant distance from the main campus. Any travel and lodging costs associated with the completion of a clinical internship are the sole responsibility of the student athletic trainer.

**General Education (49 - 52 hours):** Please refer to appropriate page in SBU catalog. It is expected that as part of the general education requirements, that the student successfully complete CHE 1115, COM 3393, and ECO 4003.

**Major (B.S. degree) Requirements (39 hours in sequence):**

ATH 2013	Intro to Athletic Training .....	3 hours
ATH 3013	Athletic Training Techniques I .....	3 hours
ATH 3023	Athletic Training Internship I .....	3 hours
ATH 3103	Sports Performance .....	3 hours
ATH 3113	Evaluation of Sports Injuries .....	3 hours
ATH 3123	Athletic Training Internship II .....	3 hours
ATH 4013	Athletic Training Techniques II .....	3 hours
ATH 4023	Athletic Training Internship III .....	3 hours
ATH 4033	Sports Injury Rehabilitation .....	3 hours
ATH 4043	Athletic Training Internship IV .....	3 hours
ATH 4113	Athletic Training Administration .....	3 hours
ATH 4123	Athletic Training Internship V .....	3 hours
ATH 4133	Athletic Training Professional Seminar .....	3 hours

**Required Support Courses (33 hours):**

PHY 1114	General Physics I .....	4 hours
PHY 1124	General Physics II .....	4 hours
PTH 2002	Medical Terminology .....	2 hours
PSY 3063	Human Growth and Development .....	3 hours
HPE 3092	Standard First Aid .....	2 hours
HPE 4003	Kinesiology .....	3 hours
BIO 2204	Human Anatomy and Physiology I .....	4 hours
BIO 2243	Nutrition .....	3 hours
BIO 3304	Human Anatomy and Physiology II .....	4 hours
BIO 4404	Pathophysiology .....	4 hours

**Required Electives (15 hours):** Students must select a minimum of 15 hours from the following:

ENG 2003	Technical Writing
PHI 2023	Logic and Language
PHI 4043	Ethics in Decision Making
CHE 1125	Chemistry II
ACC 3013	Managerial Accounting (non-accounting majors)
BIO 3314	Microbiology
BIO 3322	Introduction to Immunology
BIO 3384	Histology
BUS 2013	Business Communication
CHE 3304	Organic Chemistry I
CHE 3314	Organic Chemistry II
EDU 2313	Foundations of Education
EDU 2113	Educational Psychology
FIN 3003	Personal Financial Planning
HPE 3073	Physiology of Exercise
HUM 4042	Professional Development
PSY 2063	Systems of Psychology
PSY 3093	Psychology of Learning
PSY 3243	Elementary Statistics
PSY 4223	Psychological Testing
PSY 4233	Research Design and Methods
PSY 4263	Physiological Psychology

## DEPARTMENT OF BIOLOGY

Department Chair: Carl Huser

Office: Wheeler 114/C - (417) 328-1667

Faculty: Craig Endres, Billie Lang, Rosalyn Snellen, Paula Steiert

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.

The baccalaureate degree in biology requires a minimum of 128 semester hours of credit to be earned by completion of the University general education requirements, the biology core curriculum, additional selected biology courses and required support courses.

To receive a degree in biology and be certified to teach biology and other sciences 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. Biology degree.

### Core Curriculum

The following courses are required of all graduating biology majors. These courses (20 semester hours) provide an essential foundation for more specialized study.

BIO 1114 - General Biology I .....	4 hours
BIO 1124 - General Biology II .....	4 hours
BIO 2234 - General Botany .....	4 hours
BIO 3323 - Genetics .....	3 hours
BIO 2214 - Environmental Biology .....	4 hours
or	
BIO 3334 - Introduction to Ecology .....	4 hours
BIO 4471 - Seminar in Biology .....	1 hour

### Major (B.A. degree) 36 semester hours

Students seeking the B.A. degree in biology must complete a concentration of 36 or more semester hours in biology course work. In addition to the biology core curriculum, B.A. biology majors are required to complete the listed support courses. Prerequisites are needed for some courses.

#### Biology Core Curriculum (20 hours)

##### Required Support Courses

MAT 1143 - College Algebra .....	3 hours
Chemistry - 2 semesters .....	8-10 hours

**Additional hours of Biology electives (minimum of 16 hours) .....** 16 hours

### Major (B.S. degree) 36 semester hours

Students seeking the B.S. degree in biology must complete a concentration of 36 or more semester hours in biology course work. In addition to the biology core curriculum, B.S. biology majors are required to complete the listed support courses. Prerequisites are needed for some courses.

#### Biology Core Curriculum (20 hours)

##### Required Support Courses

MAT 1143 - College Algebra .....	3 hours
Chemistry - 2 semesters .....	8-10 hours
CHE 3304 and 3314 - Organic Chemistry I and II .....	8 hours

or

PHY 1114 and 1124 - General Physics I and II .....	8 hours
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or

MAT 1195 and 2255 - Analytics and Calculus I and II .....	10 hours
or	
CIS 1144 and 1154 - Computer Science I and II .....	8 hours
<b>Additional hours of Biology electives (minimum of 16 hours) .....</b>	<b>16 hours</b>

### Minor

Twenty-four (24) hours including the core curriculum and four hours of biology electives.

**NOTE:** Students majoring or minoring in biology will not be permitted to select the pass/fail option for any required course in the major or minor. A minimum 2.0 G.P.A. in biology is required and biology majors must take the Major Field Assessment Test (MFT) for graduation.

## DEPARTMENT OF CHEMISTRY AND PHYSICS

Department Chairman: Robert W. Kitchin

Office: Wheeler 114/I - (417) 328-1663

Faculty: Harold L Chambers, Gary O. Gray, Darrell R. Strait

Professional Staff: Christy L. Burchett

Web Address:

<http://falcon.sbuniv.edu/chemphys/index.htm>

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 chemistry and other sciences 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. Chemistry degree.

### Core Curriculum

The following courses are required of all graduating chemistry majors. These courses (29 semester hours) provide an essential foundation for more specialized study. All core courses except CHE 3354, CHE 3371 and CHE 4471 should be completed before any other upper division courses are attempted. A minimum grade of C is required in all core courses.

### Chemistry Core Curriculum

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 - 3354	Instrumental Analysis .....	4 hours
CHE - 3371	Seminar in Chemistry I .....	1 hour
CHE - 4471	Seminar in Chemistry II .....	1 hour

### Major (B.S. degree) (36 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 teaching 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 36 or more semester hours in chemistry coursework. 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. Six semester hours of upper division technical electives in addition to the required support courses are also required. Technical areas include biology, computer science, mathematics, physics and physical science. As additional graduation requirements, chemistry majors must also take the Major Field Assessment Test (MFT) and the departmental Chemistry Core Curriculum Assessment Test (ChemCAT) for graduation. **An overall minimum grade point average of 2.0 is required for all chemistry coursework.**

### Chemistry Core Courses (29 hours)

#### Required Support Courses (20-23 hours)

BIO 1114 - General Biology I .....	4 hours
CIS 1103 - Introduction 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
or	
PHY 2215 - University Physics I .....	5 hours
and	
PHY 2225 - University Physics II .....	5 hours

#### Upper Division Chemistry Electives

CHE 3002 - Environmental Chemistry .....	2 hours
CHE 3324 - Physical Chemistry I .....	4 hours
CHE 3334 - Physical Chemistry II .....	4 hours
CHE 3364 - Biochemistry I .....	4 hours
CHE 4002 - Interpretive Spectroscopy .....	2 hours
CHE 4104 - Biochemistry II .....	4 hours
CHE 4414 - Advanced Inorganic Chemistry .....	4 hours
PHS 3303 - History & Philosophy of Science and Technology .....	3 hours
PHY 3363 - Modern Physics .....	3 hours
CHE 4481-3 Chemistry Research .....	1-3 hours
CHE 4951-5 Special Topics in Chemistry .....	1-5 hours
CHE 4991-3 Independent Study .....	1-3 hours

### Major (B.A. degree) (36 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 36 semester hours of chemistry coursework, including the core curriculum, and the required support courses listed previously. The students obtaining the B.A. degree must also complete the University's language and general education requirements for the degree. As additional graduation requirements, these chemistry majors must also take the Major Field Assessment Test (MFT) and the departmental Chemistry Core Curriculum Assessment Test (ChemCAT) for graduation. **An overall minimum grade point average of 2.0 is required for all chemistry coursework.**

### Minor

To obtain a chemistry minor, the student must complete all the chemistry core curriculum except CHE 3354 and CHE 4471. **An overall minimum grade point average of 2.0 is required for all chemistry coursework.**

## PHYSICS

### Minor (Physics Major Not Offered) - (22 semester hours of Physics)

Twenty-two (22) semester hours of Physics including PHY 2115, PHY 2225 and PHY 3363 are needed to satisfy the program requirements. One course from the physical science area (PHS) may be substituted for one of the physics electives. **An overall 2.0 grade point average is required for all physics coursework.** Required support courses are listed below.

**Required support courses**

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 2255 - Analytics and Calculus II .....	5 hours
MAT 2263 - Analytics and Calculus III .....	3 hours

**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.

**Minimum Standard Requirements****Sem Hrs**

1. Prerequisite: An endorsement in <b>BIOLOGY</b> or <b>CHEMISTRY</b> .....	36
2. PHS 3303 .....	3
3. BIO 1124 and BIO 2234 or BIO 3314 or BIO 3335 or BIO 3344 .....	8-9
4. *CHE 3304 and *CHE 3345 .....	9
5. PHY 1114 and PHY 1124 or PHY 2215 and PHY 2225 .....	8-10
6. PHS 1114 and PHS 2214 .....	8
7. BIO 3334 or BIO 2214 .....	4
TOTAL .....	76-79

\* Requires prerequisite courses

- A. Biology Endorsement -- a B.S. or B.A. degree in Biology to include coursework in
- |                                  |    |
|----------------------------------|----|
| BIO 1114 and BIO 1124 .....      | 8  |
| BIO 2214 or BIO 3334 .....       | 4  |
| BIO 2234 .....                   | 4  |
| BIO 3314 .....                   | 4  |
| BIO 3323 .....                   | 3  |
| BIO 4471 .....                   | 1  |
| Biology Electives .....          | 12 |
| CHE 1115 and CHE 1125 .....      | 10 |
| MAT 1143 or its equivalent ..... | 3  |
| *EDU 4522 .....                  | 2  |
- B. Chemistry Endorsement -- a B.S. or B.A. degree in Chemistry to include coursework in
- |                             |     |
|-----------------------------|-----|
| CHE 1115 and CHE 1125 ..... | 10  |
| CHE 3304 and CHE 3314 ..... | 8   |
| CHE 3345 .....              | 5   |
| CHE 3354 .....              | 4   |
| CHE 3371 and CHE 4471 ..... | 2   |
| CHE 3002 .....              | 2   |
| CHE 3364 or CHE 4104 .....  | 4   |
| Chemistry Electives .....   | 1   |
| BIO 1114 .....              | 4   |
| MAT 1195 .....              | 5   |
| CIS 1103 or CIS 1144 .....  | 3-4 |
| *EDU 4522 .....             | 2   |
- \*Techniques/Methods of Teaching Science (EDU 4522) will include: Safety, Lab Techniques, Research Process Skills. 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 or Chemistry II.

The student must have a grade point average of at least 2.5 on a 4.0 scale in the subject area.

- C. Physics and Earth Science Endorsements are not available at SBU.

## DEPARTMENT OF MATHEMATICS

Department Chair: Kevin Hopkins

Office: Mabee chapel offices - (417) 328-1675

Faculty: John Bryant, Robert Glasgow, John Smashey

Faculty Associates: Donald Thompson

Web address:

<http://www.sbuniv.edu/~khopkins/index.html>

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-seven (37) hours including 1195, 2255, 2263, 3313, 3323, 4663 and five courses from 3333, 3343, 3353, 3363, 3373, 3383, 4433, or 4483. Courses numbered 1195 or above apply towards a major in mathematics, excluding 2283 and 2293. As a supporting course CIS 1123, 1133, or 1144 is required. Those majors seeking certification in secondary mathematics must take 3343, 3353, 3373 and 4483.

### Major (B.S. degree)

Same requirements as those for the B.A. degree, except that 8 hours, from the same area, beyond general education, and at the 2000 level or above, in Philosophy, Biology, Chemistry, Computer Science, Economics, Finance, Education, or Physics is required instead of foreign language. Alternatively 8 additional hours in Mathematics, at the 3000 level or above, beyond that required for the major will fulfill this requirement. 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

Nineteen (19) hours of mathematics consisting of 1195, 2255, and other non-freshman mathematics courses, excluding 2283 and 2293. As a supporting course CIS 1123, 1133, or 1144 is required.

Non-mathematics majors, in qualifying for certification for teaching high school mathematics, must complete thirty (30) hours of college mathematics including 1195, 2255, 3313, 3343, 4483, and at least 11 additional semester hours at 2263 or above, excluding 2283 and 2293. CIS 1123, 1133 or 1144 is required.

Pre-engineering students are encouraged to complete 1195, 2255, 2263, 3343 and 3363 (for specific course listing see engineering). The general education requirement in mathematics is satisfied by completing one of the following: 1133, 1143, 1163, 1173, 1193, 1195, or 2283 (elementary and middle school 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. These may necessitate placement in 0103 or 0123 (which do not count toward the 128 hour graduation requirement) to enable the student to receive the necessary skills for success in the courses which do meet the mathematics general education requirements.

## DEPARTMENT OF NURSING

Department Chair: Paula Garner  
Office: 4431 S. Fremont St.  
Springfield, MO 65804 - (417) 885-2069

A.A.S.N. Director: Virginia Mayeux

Faculty: Mary Pat Bean, Joyce Carroll, Irene Chaloupecky, Sylvia Christ,  
Phebe Goldsmith, Mary McFarland, Rebecca Miller, Brenda Monroe, Monta Montgomery,  
Suzie Morrow, Judy Nortridge, Cynthia Reed, Teresa Russell, Tonyha Sumners, Karen Wirth

### Associate of Applied Science in Nursing

(Accredited by National League for Nursing Accrediting Commission)

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 are eligible for the licensure examination to become a registered nurse (NCLEX-RN). This program is offered at the Springfield center of Southwest Baptist University. The graduate of the AASN 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 AASN program, students may enter the BSN program.

#### Admission to the AASN Program

1. The student must be admitted to Southwest Baptist University. Admission to the University does not guarantee admission to the AASN program. A separate application process to the AASN program is required.
2. In addition, to be considered for admission to the AASN 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 on an individual basis.
  - b. ACT math and reading sub-test scores of 20 or higher. If a sub-test score falls below 20, the applicant will be advised on completion of appropriate courses prior to consideration for 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.
  - d. If you have prior college work:
    - (1) Minimum of "C" in all courses required for the AASN program.
    - (2) Minimum of 2.5 cumulative GPA in all college courses.
    - (3) Anatomy and Physiology courses completed within five years prior to admission to the program or during the first and/or second semesters of the program.
3. Completion of the NET (Nurse Entrance Test) with a reading score of 43% or above, math score of 69% or above and a composite score of 50% or above.

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.

Paramedics with a Missouri license may apply for advanced placement after meeting admission criteria for the AASN program.

LPNs with a Missouri license may apply for advanced placement after meeting admission criteria for the AASN program and successful completion of the GAP exam with a score equal to or greater than the national average.

#### Major (A.A.S. degree) (72-73 semester hours)

BIB 1013 - Old Testament History .....	3 hours
BIB 1023 - New Testament History .....	3 hours
BIO 2204 - Human Anatomy & Physiology I .....	4 hours
BIO 2213 - Introduction to Microbiology .....	3 hours
BIO 2243 - Nutrition .....	3 hours

BIO 3304 - Human Anatomy & Physiology II .....	4 hours
CHE 1104 - Principles of Chemistry .....	3-4 hours
CIS 1103 - Introduction to Computing (or approved alternative) .....	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
PSY 1013 - General Psychology .....	3 hours
PSY 3063 - Human Growth and Development .....	3 hours
SOC 1003 - Introductory Sociology (or approved alternative) .....	3 hours

## Bachelor of Science in Nursing

(Accredited by National League for Nursing Accrediting Commission)

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.

**Note:** An associate degree in a professional program (such as an A.A.S.N. or A.S.N.) does not satisfy the general education requirements.

### B.S.N. Program Requirements (64-65)

#### Business and Community Leadership

ECO 4003 (or approved alternative) .....	3 hours
POL 1113 .....	3 hours

#### Communications

ENG 1113, 1123 or 2213 .....	6 hours
COM 1103 or 3393 .....	3 hours

#### Computer Literacy

CIS 1103 (or approved alternative) .....	3 hours
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#### Humanities

Fine Arts FAR 1003, 1013, 1023 or 1033 .....	3 hours
History (1000 or 2000 level) .....	3 hours
Electives (history, literature, philosophy, fine arts or foreign language; recommend PHI 4043) .....	3 hours

#### Science and Mathematics

BIO 2204, 2213, 3304, 4404 .....	15 hours
Chemistry .....	3-4 hours

#### Personal and Family Development

PSY 1013, SOC 1003 .....	6 hours
HPE 1061 .....	1 hour
PSY 3063, 3243 .....	6 hours

#### Religion

BIB 1013, 1023 .....	6 hours
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### B.S.N. Major Requirements (64)

#### 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 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 3343 Psychiatric Nursing Process & Communication .....	3 hours
NUR 3902 Pharmacodynamics .....	2 hours
NUR 4903 HIV-AIDS in Depth .....	3 hours
NUR 4951-3 Intensive Studies in Nursing .....	1-3 hours
NUR 4991-3 Independent Studies .....	1-3 hours

**Lower Division Nursing .....** 30 hours

Thirty hours of lower division credit will be awarded toward the major requirements for students from an NLN accredited Associate of Science Nursing or Associate of Applied Science Nursing program. These hours will only be credited toward the BSN degree.

**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. 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 GPAs between 2.0 and 2.5 will be considered on an individual basis.
4. Current registered nurse or 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.

Certain non-clinical courses may be taken by AASN students in their last two semesters of the AASN program with permission of the advisor.

**Graduation Policy**

All degree candidates must meet the 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.

**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 or engineering management. A standard program of study is shown below.

**First Year -- SBU****Fall**

*MAT 1195 - Analytics and Calculus I .....	5 hours
ENG 1113 - English Composition I .....	3 hours
CHE 1115 - General Chemistry I .....	5 hours
HIS 22.3 - History of U.S. I, II, or III .....	3 hours
or	
POL 1113 - American Government .....	3 hours
***Elective - Humanities/Social Sciences .....	3 hours

**Spring**

MAT 2255 - Analytics and Calculus II .....	5 hours
CHE 1125 - General Chemistry II .....	5 hours
ECO 2033 - Principles of Macroeconomics .....	3 hours

**CIS 1123 - FORTRAN .....	3 hours
***Elective - Humanities/Social Sciences .....	3 hours

## Second Year -- SBU

### Fall

MAT 2263 - Analytics and Calculus III .....	3 hours
PHY 2215 - University Physics I .....	5 hours
***Electives - Humanities/Social Sciences .....	9 hours

### Spring

MAT 3363 - Differential Equations .....	3 hours
PHY 2225 - University Physics II .....	5 hours
PHY 2233 - Statics .....	3 hours
***Electives - Humanities/Social Sciences .....	6 hours

- \* Students without a satisfactory background in mathematics should take MAT 1163 PreCalculus before taking MAT 1195.
- \*\* An alternate course is CIS 1144 Computer Science I which is offered every semester.
- \*\*\* These electives differ depending on the particular field of engineering; however, they are usually 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. Harold L Chambers --Assistant Professor of Physics) to facilitate any course modification among specific engineering programs.

## PRE-HEALTH PROGRAMS

Although SBU does not offer majors in pre-health programs, students can become well-qualified for acceptance into one of the professional schools of the health sciences. Plans of study are available for students pursuing entry into schools of dentistry, medicine, osteopathy, optometry, veterinary medicine, pharmacy, medical technology as well as other areas. Pre-professional programs for the health sciences vary in length from one to four years depending on the specific area of interest. Also, admission requirements are so varied that it is not possible to give detailed plans of study for each area of interest. Students need to be aware of the specific admission requirements of the professional school(s) to which they intend to apply and to select a plan of study accordingly. Students are strongly urged to work closely with their faculty academic advisors and the SBU Pre-Health Careers Committee on the selection of courses, the sequence in which the courses are taken, and on the fulfillment of the admission requirements of the chosen professional program(s).

Students applying to professional schools 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 Careers Committee at the earliest possible date. The Pre-Health Careers 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 Careers Committee will, at the request of the student, interview the student and write letters of recommendation. For additional information on pre-medicine, pre-dentistry, pre-optometry, pre-osteopathy, pre-veterinary medicine, pre-pharmacy, and medical technology studies contact the Chairman, SBU Pre-Health Careers Committee, College of Science and Mathematics, Southwest Baptist University, Bolivar, MO, 65613, (417) 328-1659. (Students interested in a career in nursing should contact the St. John's School of Nursing of Southwest Baptist University, 4431 South Fremont St., Springfield, MO, 65804, (417) 885-2069. Students interested in physical therapy should contact the Department of Physical Therapy, Southwest Baptist University, Bolivar, MO, 65613, (417) 328-1672.)

## 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 I (BIO/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.

## OCCUPATIONAL TECHNOLOGY MAJOR (B.A.S. Degree) (128 hours)

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 (41 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 (27 hours)**

PHI 4043-Ethics in Decision Making . . . . . 3 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, ACC 3013, 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

### TRACK TWO

#### **General Education Requirements (41 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 (27 hours)**

PHI 4043-Ethics in Decision Making . . . . . 3 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

**TRACK ONE** (continued from previous page)

**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, BUS 3033, FIN 4043, MGT 3013, MGT 4033, MGT 4043, MKT 3023, PSY 3073, PSY 3243, SOC 2003, other approved courses

**Electives (15 hours)**

**Total .....128**

**TRACK TWO** (continued from previous page)

**Vocational:**

ACC 2023, ACC 3013, BUS 1013, BUS 2013, BUS 3033, FIN 4043, MGT 3013, MGT 4033, MGT 4043, MKT 3023, PSY 3073, PSY 3243, SOC 2003, other approved courses

**Electives (15-30 hours)**

**Total .....128**

**Emergency Medical Technology-Basic  
(A.A.S. degree) 64 hours**

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. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements. **Contact the Springfield center for detailed information.**

<b>General Education .....</b>	<b>28 hours</b>
<b>Emergency Medical Courses (36 hours)</b>	
Emergency Medical Training Basic .....	9 hours
Liberal Arts Core* .....	27 hours
<b>Total .....</b>	<b>64 hours</b>

\*At least 18 hours of these must be taken from one of the following three fields: humanities, social science or science/mathematics.

**Emergency Medical Technology-Paramedical  
(A.A.S. degree) 64 hours**

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 Emergency Medical Technology-Paramedical is offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through St. John's Regional Health Center. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements. **Contact the Springfield center for detailed information.**

<b>General Education .....</b>	<b>28 hours</b>
<b>Emergency Medical-Paramedical Core Courses .....</b>	<b>36 hours</b>
<b>Total .....</b>	<b>64 hours</b>

**Occupational Technology Major  
(A.A.S. degree) 64 hours**

Those having completed training in a technical/occupational field leading to state/national certification, will be admitted to the Associate of Applied Science program on the basis of a current state-issued license. Credit is granted for the post-secondary educational program upon completion of Southwest Baptist University requirements. **Contact the Springfield center for detailed information.**

<b>General Education (28 hours)</b>	
<b>Major (36 hours)</b>	
PHI 4043 - Ethics in Decision Making .....	3 hours
Coursework from an accredited post-secondary educational program .....	33 hours
<b>Total .....</b>	<b>64 hours</b>



## COLLEGE CREDIT THROUGH CORRESPONDENCE OFFICE OF THE REGISTRAR

Sells Administrative Center  
Coordinator: Scott W. McNeal  
Phone: (417) 328-1599

The College Credit Through Correspondence (CCTC) program offers a variety of college credit courses through correspondence. For complete program policies and course offerings please secure a current copy of the College Credit Through Correspondence Catalog.

### Non-SBU Student

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 Coordinator of Correspondence.

### 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. **Correspondence hours do count in the load limits restrictions as detailed elsewhere in this catalog under Load Limit for Credit Hours. Students who have been placed on academic difficulty, special guidance or probation are not allowed to enroll in correspondence courses.**

### 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.

### Undergraduate Students

Prior to enrolling in any correspondence course, an SBU on-campus 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.

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., B.A.S.), and 15 semester hours of college credit through correspondence may be applied to the associate degree requirements (A.S., A.A., A.A.S.) 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.
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. The Provost must approve any exceptions to this policy.
3. **TIME LIMITS** - A minimum time of eight weeks is required for completion of a 3 credit hour correspondence course, six weeks for a 2 credit hour course, and four weeks for a 1 credit hour course. The University is not saying a course can be completed in a "minimum time"; the University is saying that a student must allow at least the minimum time (and preferably more) in which to complete the course. The maximum time allowed to complete the course, including completing examinations, is 6 months from the official date of enrollment. A one time 3 month extension may be granted from the expiration of the course. The Coordinator of Correspondence must approve any exceptions to this policy.
4. **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 and program.

Scholarships and Pell Grants, Perkins Loans, or other forms of student aid from the U.S. Government are not available through the College Credit Through Correspondence program or 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 Coordinator of Correspondence.

### Correspondence Tuition and Fees

Tuition (per semester credit hour) .....	\$90.00
Handling fee (per course, non-refundable) .....	\$20.00
Course Extension Fee (per credit hour, per course, non-refundable) .....	\$20.00

### Correspondence Refund Policy\*

A refund may be granted for partial or full enrollment cancellation providing the student contacts the Coordinator of Correspondence 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
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\*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, a student must contact the Coordinator of Correspondence in **writing**. A student must make the request in writing and send the request directly to the Coordinator of Correspondence. The postmark will be used as the withdrawal date. A student may officially withdraw from a course at any time during the first six months after enrollment. No grade will be recorded for a student requesting a refund during the first 30 days. The grade of "W" will be assigned to a student if he or she withdraws 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 a student does not complete all assignments and exams within his or her course enrollment period and does not request an extension, he or she will be withdrawn automatically and assigned an "NC". If a student withdraws from a course after 30 days from the date of enrollment, he or she will not receive a refund.

### Grading System

A grade represents an evaluation of a student's 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. An "NC" (non-completion) grade is assessed when there is no official withdrawal and course work is not completed by the end of first enrollment or extension dates. An instructor may use letter grades, numerical grades, or S (satisfactory) and U (unsatisfactory) to indicate the quality of work on your assignments. A student should consult a 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. W and NC grades are not assigned quality points and are not considered in computing grade point average.

### Grade Documentation

Enrollment beginning on or after January 1 or on or before June 30 will be considered a "Spring" enrollment and will be documented as such on an official transcript. Enrollment beginning on or after July 1 or on or before December 31 will be considered a "Fall" enrollment and will be documented as such on an official transcript. The Registrar performs grade documentation.

### Grade Record and Transcript

The Coordinator of Correspondence maintains enrollment records. When a student completes all course assignments and examinations, the Office of the Registrar will enter the student's final grade into the University's permanent student record system and send the student a copy. Grades will be reported as follows:

**No grade report** - All students who request (in writing) a refund within 30 days of enrollment.

**W** - Assigned to all students who request (in writing) official withdrawal during months 2-6 of the enrollment.

**NC** - Assigned to all students who do not officially withdraw and who do not complete all course requirements by the end of the 6-month enrollment or by the end of the official 3-month extension.

**A,B,C,D,F**, - Assigned to all students who complete all requirements for a course within 6 months (or 9 months with the extension).

### College Credit Through Correspondence

(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](#) or visit the CCTC website at [www.sbuniv.edu](http://www.sbuniv.edu) for current policies and course offerings.)

**ACCOUNTING**

ACC 2023 Financial Accounting I

ACC 2033 Financial Accounting II

**BIBLE**BIB 1013 Introduction to Old Testament History  
(*NOT OPEN TO SBU STUDENTS*)BIB 1023 Introduction to New Testament History  
(*NOT OPEN TO SBU STUDENTS*)**BIOLOGY**

BIO 2214 Environmental Biology

BIO 2243 Nutrition

**BUSINESS**

BUS 1013 Introduction to Business

**COMMUNICATIONS**

COM 3302 Parliamentary Procedure

**ECONOMICS**

ECO 2023 Principles of Microeconomics

ECO 2023 Principles of Macroeconomics

ECO 4003 Literacy in Free Enterprise (LIFE) Economics

**ENGLISH**

ENG 0103 English Skills

ENG 4483 The American Novel

**FINE ARTS**

FAR 1003 Introduction to Fine Arts

**HEALTH AND PHYSICAL EDUCATION**

HPE 1043 Personal and Community Health

HPE 2022 Perceptual Motor Development

HPE 2063 School Health Education

*(NOT OPEN TO SBU STUDENTS)*HPE 3133 Teaching Physical Education in the Elementary  
School (*NOT OPEN TO SBU STUDENTS*)**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 1133 Survey of Mathematics

MAT 1143 College Algebra

**MUSIC**

MUS 1613 Theory I

MUS 1623 Theory II

MUS 1633 Survey of Music Literature

MUS 2613 Theory III

MUS 2623 Theory IV

**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

**SOCIOLOGY**

SOC 1003 Introductory Sociology

SOC 2003 Social Problems

SOC 3003 The Family

SOC 4033 Criminology



## COURSE DESCRIPTIONS - UNDERGRADUATE

Undergraduate courses offered by SBU are divided into four categories.  
In general, the following may be considered guidelines:

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| <ol style="list-style-type: none"> <li>1. 1000 level courses are primarily for freshman students.</li> <li>2. 2000 level courses are primarily for sophomore students and those students with essential prerequisites or backgrounds.</li> </ol> | <ol style="list-style-type: none"> <li>3. 3000 level courses are primarily for junior students and those students with essential prerequisites or backgrounds.</li> <li>4. 4000 level courses are primarily for senior students and those students with essential prerequisites or backgrounds.</li> </ol> |
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### ACCOUNTING

**ACC 2023. Financial Accounting I - 3 hours (Fall, Spring)**

A study of the basic fundamentals of Financial Accounting, concentrating on the complete accounting cycle for both the service and merchandising business. Included in this study are inventory systems, internal control, financial reporting and financial statement analysis. Prerequisites: MAT 1143, sophomore standing or consent of instructor.

**ACC 2033. Financial Accounting II - 3 hours (Fall, Spring)**

A continuation of ACC 2023. An in-depth study of the elements of the corporate Balance Sheet--current and long-term assets, current and long-term liabilities and stockholder's equity--and related income statement accounts. Included in this study is the Statement of Cash Flows and financial statement analysis. 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. Note: Depending on the topic, there may be an additional fee.

**ACC 3003. Cost Accounting I - 3 hours (On demand)**

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. Managerial Cost Accounting - 3 hours (Fall)**

Emphasizes cost accumulation by specific order, process, and overhead cost methods as managerial tools in planning, monitoring, and controlling organization activities. Additional focus is on the improvement of management practices through understanding the behavior of costs, budgeting, and accounting analysis.

**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 3033. Accounting Information Systems - 3 hours (Spring)**

Study of Accounting Information Systems principles as applied to the financial reporting and information needs of business units. Particular attention is given to the capturing of financial information and computer systems development, integration and control structure. The concept of gathering information based on business processes (as opposed to accounting events) is introduced. Prerequisite: ACC 3024 or consent of instructor.

**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, the cash flow statement, and specific accounting issues such as leases and pensions. Prerequisite: ACC 3024.

**ACC 3063. Tax Accounting I - 3 hours (Fall)**

Course deals with federal tax laws. Primary emphasis placed upon research of federal tax treatment and tax planning of business transactions in the preparation of individual tax returns. Prerequisite: ACC 2033.

**ACC 3073. Tax Accounting II - 3 hours (Spring)**

Continuation of ACC 3063. Course deals with federal tax laws as they pertain to partnerships, corporations, gifts, estates and trusts. Special emphasis on research of tax treatment and tax planning of capital changes, securities, foreign income and specially taxed entities. Prerequisite: ACC 3063.

**ACC 4013. Advanced Accounting - 3 hours (Fall)**

Study of financial accounting principles as applied to partnerships, consolidations, foreign exchange and selected specialized areas of accounting practice. Prerequisite: ACC 3034.

**ACC 4044. Auditing - 4 hours (Spring)**

Emphasis on the objectives of audits, duties and obligations of the auditor, principles and procedures utilized in conducting an audit. Prerequisite: ACC 3034 or consent of instructor.

**ACC 4053. Accounting for Government and Not-For-Profit Entities - 3 hours (Spring)**

Study of the accounting principles applicable to federal, state and local government units and other not-for-profit organizations; emphasis on the use of funds in recording and analyzing unit operations. Prerequisite: ACC 3024 or consent of instructor.

**ACC 4061-4. CPA Problems - 1-4 hours (On demand)**

Review of accounting principles including analysis and study of representative questions from previous CPA examinations. Course may be repeated not to exceed a total of 4 hours. Prerequisite: 23 hours of accounting.

**ACC 4951-4. Intensive Studies in Accounting - 1-4 hours (On demand)**

Topics vary with each offering; therefore, the course may be repeated for credit. Prerequisites: Junior or senior standing and departmental approval.

**ACC 4981-3 Internship in Accounting - 1-3 hours (Fall, Spring, Summer, Winterfest)**

Academically planned and supervised work experience in areas 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 internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chair.

**ACC 4991-3. Independent Study in Accounting - 1-3 hours (Fall, Spring, Summer)**

Independent study of some problem or area not covered in organized courses under the direction of a department member in whose field of specialization the problem area lies. Prerequisites: 3.00 GPA in major field, Junior or senior standing and approval of department chair.

**ART****ART 1103. Design - 3 hours (Fall)**

Investigation of line, shape, value, texture and color. Emphasis on form, color problems and spatial relationships.

**ART 1203. Drawing I - 3 hours (Fall, Spring)**

An introduction to basic principles of composition, proportion and perspective. Emphasis on objective representation, methods and materials.

**ART 1303. Photography I - 3 hours (Fall, odd years, Spring)**

An in-depth study of the use of camera and dark room equipment. Covers composition, weddings, portraits, matting, developing and enlarging in black and white. Emphasis on creativity. Must have access to a 35 mm camera or may rent one from the Department.

**ART 1403. Ceramics I - 3 hours (Fall, Even Years)**

An introduction to the fundamentals of pottery; hand building, throwing and glazing. Lab fee \$10.

**ART 1503. Sculpture I - 3 hours (Spring, Odd Years)**

An introduction to the basic techniques of three-dimensional design with plaster, clay, wood, stone and metal. Lab fee \$10. Prerequisite: ART 1103, or consent of instructor.

**ART 1603. Painting I - 3 hours (Spring)**

Fundamental techniques with emphasis on oil techniques and representational methods. Studio course. Lab TBA. Prerequisite: Art 1103, 1203, or consent of instructor.

**ART 2103. Printmaking - 3 hours (Fall, odd years)**

An introduction to the basic tools, materials and processes of relief, intaglio and history of early printmaking. Lab fee \$10. Prerequisite: ART 1103, or consent of instructor.

**ART 2203. Drawing II - 3 hours (Fall, Spring)**

Further investigation of media and imagery. Emphasis on creative use of, and experimentation with, drawing media. Prerequisite: ART 1203.

**ART 2213. Life Drawing - 3 hours (Spring, odd years)**

Concentration on accurate and creative representations of the human figure. Prerequisite: ART 1203.

**ART 2303. Photography II - 3 hours (Spring, even years)**

Further exploration of photography with emphasis on creative approaches to imagery, content and technique. Black and white. Prerequisite: ART 1303.

**ART 2403. Ceramics II - 3 hours (Fall, even years)**

Study of ceramic techniques with emphasis on wheel throwing, glaze testing and decoration techniques. Lab fee \$10. Prerequisite: ART 1403.

**ART 2503. Sculpture II - 3 hours (Spring, odd years)**

Development of techniques in a variety of three-dimensional projects. Emphasis on originality. Prerequisite: ART 1503.

**ART 2513. Fibers - 3 hours (Spring, odd years)**

An introduction to the fundamentals on non-loom weaving, macrame and other fiber sculpture, emphasis on design. Prerequisite: ART 1103.

**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 and 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 4951-4. Intensive Studies in Art - I-4 hours**  
Selected problems for the advanced student in one topic.
- 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 standing 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 499(1-3). Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies or creative art projects with specific topics approved by department chair.

**Methods in Art Education (K-12) (Fall)**

(See EDU 4512)

**ATHLETIC TRAINING****ATH 2013. Intro to Athletic Training - 3 hours (Fall)**

Prepares student athletic trainer (SAT) for a proactive approach to athletic health care. Introductory issues include the profession and history of AT, ethics, the professional literature, epidemiology, pre-participation physical, conditioning and strength training, pharmacology, environmental conditions, protective devices, regulations and the law, emergency care, documentation, and nutritional aspects of sports performance. Prerequisites: admission to the athletic training program, permission of the instructor

**ATH 3013. Athletic Training Techniques I - 3 hours (Fall)**

Prepares SAT for basic care and prevention of athletic injuries to include the identification of common physical disorders, sports trauma, typical injury management, taping, and bracing. Lab fee \$25. Prerequisites: ATH 2013, HPE 3092

**ATH 3023. Athletic Training Internship I - 3 hours (Fall)**

SAT will learn and integrate athletic training principles and skills in a practical environment typically done on the campus of SBU with intercollegiate athletics. Prerequisites: ATH 2013, BIO 3304

**ATH 3103. Sports Performance - 3 hours (Spring)**

Prepares the student to effectively manage the health care of the athlete by recognizing and implementing appropriate strategies to enhance sports performance based in sound physiological principles including the use of drugs in sports performance, nutritional aspects, strength and resistive training, and anaerobic/aerobic training. Lab fee \$25. Prerequisites: ATH 3013

**ATH 3113. Evaluation of Sports Injuries - 3 hours (Spring)**

Prepares the SAT to properly identify, examine and assess athletic injuries to the head, spine, upper extremity, lower extremity, thorax, abdomen, and general medical conditions. Prerequisites: ATH 3013, PTH 2002, BIO 3304

**ATH 3123. Athletic Training Internship II - 3 hours (Spring)**

SAT will learn and integrate athletic training principles and skills in a practical environment typically done on the campus of SBU with intercollegiate athletics. This is an expansion of AT Internship I with increased roles and responsibilities of the SAT. Lab fee \$25. Prerequisites: ATH 3023

**ATH 4013. Athletic Training Techniques II - 3 hours (Fall)**

Prepares the SAT to choose and effectively utilize the proper therapeutic modality to manage signs and symptoms commonly associated with athletic injuries including thermal, electrical, sound, biofeedback, and mechanical. Management of common medical disorders will also be discussed. Prerequisites: ATH 3103, 3113, PHY 1124

**ATH 4023. Athletic Training Internship III - 3 hours (Fall)**

SAT will learn and integrate athletic training principles and skills in a practical environment typically done on the campus of SBU with intercollegiate athletics. This is an expansion of AT Internship II with increased roles and responsibilities of the SAT. Prerequisites: CIS 1103, ATH 3123

**ATH 4033. Sports Injury Rehabilitation - 3 hours (Fall)**

Prepares the SAT to select, implement and manage the most effective rehabilitative procedures for a given athletic injury to restore lost function to the athlete so that the individual may return safely to the desired field of competition. The psychosocial aspects of injury will be presented. Prerequisites: ATH 3103, 3113, PSY 3063

**ATH 4043. Athletic Training Internship IV - 3 hours (Winterfest)**

SAT will learn and integrate athletic training principles and skills in a practical environment typically done off campus from SBU. This may be done in traditional AT settings either at the professional or secondary level, or non-traditional settings. The primary purpose of this practical experience is to expand the opportunities of the SAT to integrate learned concepts with real life application. Prerequisites: ATH 3123

**ATH 4113. Athletic Training Administration - 3 hours (Spring)**

Introduces the SAT to basic administrative skills and techniques to successfully manage the health care of the athlete. Topics include organizational theory, program management, financial resource management, facility planning, information management, insurance implications, and legal issues. Prerequisites: ATH 4023

**ATH 4123. Athletic Training Internship V - 3 hours (Spring)**

SAT will learn and integrate athletic training principles and skills in a practical environment typically done on the campus of SBU with intercollegiate athletics. This is an expansion of AT Internship III & IV with increased roles and responsibilities of the SAT. Prerequisites: ATH 4043

**ATH 4133. Athletic Training Professional Seminar - 3 hours (Spring)**

This capstone experience will provide an opportunity to analyze and synthesize current and relative special topics in the profession of athletic training as it pertains to professional development or the care of the athlete. Special attention will be given to clinically based research application and professional development. Prerequisites: ATH 4023

**BIBLE****BIB 1013. Old Testament History - 3 hours (Fall, Spring)**

A study of the history of Israel in the Old Testament with attention given to historical background, literary features, theological teaching, and contemporary relevance.

- BIB 1023. New Testament History - 3 hours (Fall, Spring)**  
A study of the life of Jesus and the founding of the church in the New Testament with attention given to historical background, literary features, theological teaching, and contemporary relevance.
- BIB 2093. Methods of Biblical Interpretation - 3 hours (Fall)**  
Introduction to the task of interpreting the Bible in its literary and historical context and applying its teaching to modern life. Particular attention is given to principles concerning the qualifications and presuppositions of the interpreter, the nature of prose and poetic literature, and the character of the various genres found in both testaments. Prerequisites: BIB 1013 and BIB 1023.
- BIB 2951-3. Special Topics in Bible - 1-3 hours**  
Exegetical studies of key biblical passages (the course may be taken more than once). Prerequisite: BIB 1013 or 1023 or concurrent enrollment.
- BIB 3033. Old Testament Hymnic and Wisdom Literature - 3 hours (Spring, even years)**  
Historical and exegetical study of the hymnic and wisdom literature in the Old Testament: Job, Psalm, Proverbs, Ecclesiastes and Song of Solomon. Prerequisite: BIB 1013.
- BIB 3043. Pentateuch - 3 hours (Spring, odd years)**  
Study of the first five books of the Bible with special attention given to introductory problems related to the Pentateuch. Prerequisite: BIB 1013.
- BIB 3053. Early Pauline Epistles - 3 hours (Fall, odd years)**  
Historical and exegetical study of Paul's epistles to the Thessalonians, Corinthians and Galatians. Prerequisite: BIB 1023.
- BIB 3063. Later Pauline Epistles - 3 hours (Fall, even years)**  
Historical and exegetical study of Romans, Paul's prison and pastoral epistles. Prerequisite: BIB 1023.
- BIB 3083. Hebrews and General Epistles - 3 hours (Spring, even years)**  
Historical and exegetical study of Hebrews and the general epistles. Prerequisite: BIB 1023.
- BIB 4003. Biblical Archaeology - 3 hours (Spring, even years)**  
An introduction to the methods and results of archaeology in relation to the Bible. Prerequisites: BIB 1013 and 1023.
- 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 1023 and junior standing or consent of instructor.
- BIB 4033. Old Testament Prophets I - 3 hours (On demand)**  
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 1013 and junior standing or consent of instructor.
- BIB 4043. Old Testament Prophets II - 3 hours (On demand)**  
Study of the function and message of the Old Testament prophets from the Babylonian through the Persian periods. Prerequisite: BIB 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 1013 and 1023 and junior standing or consent of instructor.

## **BIOLOGY**

- 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 (On demand)**  
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 preservation 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. **Note:** This course does not meet general education requirements.

**BIO 2951-4. Special Topics - 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 \$8-32 as necessary.

**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, Spring)**

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)**

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, odd years)**

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 3354. Plant Taxonomy - 4 hours (Spring)**

A study of the principles of classification and nomenclature, a survey of the major vascular plant families and the identification of local plants. Two lectures, two laboratories each week. Lab fee \$32.

**BIO/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 and one laboratory each week. Lab fee \$32. Prerequisite: CHE 3314.

**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 each week. Lab fee \$32. Prerequisite: BIO 3314.

**BIO 3454. Plant Physiology - 4 hours (On demand)**

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/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 each week. Lab fee \$32. Prerequisites: BIO/CHE 3364 or CHE 3314.

**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, Spring)**

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. Intensive Studies in Biology - 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 chair.

**Methods of Teaching Science in the Secondary School** (see EDU 4522)

**BUSINESS****BUS 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 \$4-8.

**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 junior and senior Accounting and Business Administration majors.

**BUS 2013. Business Communications - 3 hours (Fall, Spring)**

A general introduction to the uses of communication in the business world today. Four major sections include basic language usage; communication foundations and writing principles; business letters, memos and emails; and problem analysis and report writing. Prerequisites: ENG 2213, word processing 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 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 4771-3. International Experience - 1-3 hours (On demand)**

Inter-cultural experience and international travel. Requires a minimum of four weeks spent outside of the United States. For International Business program students, the country should ideally correspond to the specific modern language chosen in the degree plan. Students are responsible for costs of international travel and activities, in addition to the tuition. Travel costs will vary but are estimated at \$2,000-\$4,000.

**BUS 4951-4. Intensive Studies 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, Winterfest)**

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 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 internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and the department chair.

**BUS 4991-3. Independent Study in Business - 1-3 hours (Fall, Spring, Summer)**

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 chair.

**CHEMISTRY****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 \$40. 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 \$50. Prerequisite: MAT 1143 or concurrent enrollment. **NOTE:** A student who takes CHE 1104 and 1115 will receive credit for only CHE 1115.

**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 \$50. Prerequisite: CHE 1115.

**CHE 2951-3. Special Topics in Chemistry - 1-3 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 \$10-\$30 as necessary. Prerequisite: CHE 1125.

**CHE 3002. Environmental Chemistry - 2 hours (Spring, even years)**

The study of the sources, reactions, transport, effects and fates of chemical species in water, soil, air and living environments and the effects of technology thereon. Two lectures per week. 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 \$40. 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 \$40. 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 \$40. 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 \$40. 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 and electroanalytical determinations. Three lectures, two labs each week. Lab fee \$50. 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 and selected other modern methods. Three lectures, one laboratory each week. Lab fee \$40. Prerequisites: CHE 3345 and PHY 1124 or consent of the instructor.

**CHE/BIO 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 \$40. Prerequisite: CHE 3314.

**CHE 3371. Seminar in Chemistry I - 1 hour (Spring)**

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 18 semester hours of chemistry.

**CHE 4002. Interpretive Spectroscopy - 2 hours (Fall, even years)**

The study of the four main spectral techniques used for the identification of known organic compounds and for the determination of the structures of unknown organic compounds -- infrared spectroscopy (IR), proton nuclear magnetic resonance spectroscopy (PMR), carbon-13 nuclear magnetic resonance spectroscopy (CMR) and mass spectroscopy (MS). Two lectures per week. Prerequisite: CHE 3314.

**CHE/BIO 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 \$40. Prerequisites: CHE/BIO 3364 or CHE 3314.

**CHE 4414. Advanced Inorganic Chemistry - 4 hours (On demand)**

Principles and theories of modern inorganic chemistry, including group theory, bonding, coordination chemistry and relationships of the periodic table. Three lectures, one laboratory each week. Lab fee \$40. Prerequisites: 18 hours of chemistry and consent of instructor.

**CHE 4471. Seminar in Chemistry II - 1 hour (Spring)**

Presentation and discussion of modern developments in the field of chemistry. One session each week. Prerequisite: 27 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 \$10-\$30. Prerequisite: 23 hours of chemistry. Consent of department chair or research director required.

**CHE 4951-5. Intensive Studies 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 \$10-\$50 as necessary. Prerequisites: Determined by the nature of topics studied.

**CHE 4991-3. Independent Study - 1-3 hours (On demand)**

Intensive individual study in areas of chemistry not usually covered in the normal curriculum. Prerequisites: Determined by the nature of topics studied. Consent of department chair required.

**Methods of Teaching Science in the Secondary Schools.**

(See EDU 4522)

**CHRISTIAN EDUCATION****CED 2003. Introduction to Christian Education - 3 hours (Fall, Spring)**

A study of Christian education including history, faith development and Christian conversion, leadership, curriculum and facilities.

**CED 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.

**CED/REC/THR 2062. Drama in the Church and Community - 2 hours (Fall)**

See REC 2062 for course description.

**CED 2951-4. Special Topics in Christian Education - 1-4 hours**

A focus on special topics in the field of Christian education. Prerequisites: Consent of instructor.

**CED 3013. Youth Ministry in the Church - 3 hours (Spring)**

A study of the objectives, organization and methodologies for youth, ages 12-17, and the directing of a youth program. Prerequisite: CED 2003

**CED 3023. Church and Denominational Administration - 3 hours (Fall)**

A functional study including duties of church officers and committees, constitutions, by-laws, and parliamentary procedure.

**CED 3043. Children's Ministry - 3 hours (Fall, even years)**

A study of ministries involving children from birth through sixth grade to include but not limited to Bible study methods, vacation Bible school, children's worship, child care facilities in the church, and child care during church events. Prerequisite: CED 2003 or consent of instructor.

**CED 4003. Adult Ministry in the Church - 3 hours (Fall, odd years)**

A study of the development tasks of adulthood and ministries with adults in the church. Prerequisite: CED 2003 or consent of instructor.

**CED/DIS 4053. Reaching Unchurched Youth - 3 hours (Fall)**

A study of (1) the challenges 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, DIS 2012 and consent of instructor.

**CED 4951-4. Intensive studies in Christian Education - 1-4 hours**

Focus on special areas of interest in the Christian education field. Topic will vary from year to year. (May be taken more than once). Prerequisites: CED 2003 and consent of instructor.

**CED 4981-6. Apprenticeship in Christian 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 Christian Education (concentrations in general Christian education, youth ministry or children's ministry) or minor in student ministries with senior standing or by permission of the Christian education faculty. **Note: Apprenticeships are not paid positions; the student learns under the supervision of a qualified staff member. Assignment of apprenticeships is done strictly by the SBU faculty member involved, not by the student or a particular church.**

**CHRISTIAN MINISTRIES****CHR 1043. Life Style Evangelism - 3 hours (Fall, even years)**

Biblical background, study of historical examples, and actual field training in life style evangelism.

**CHR 2043. Basic Evangelism - 3 hours (Fall, odd years)**

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.

**CHR/MUS 2712. Songleading for Small Churches - 2 hours**

See MUS 2712 for course description.

**CHR/MUS 2783. Worship and Song in the Church - 3 hours**

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 2951-3. Special Topics in Christian Ministries - 1-3 hours (On demand)**

A focus on special topics in the field of Christian Ministries. Prerequisites: Consent of instructor.

**CHR 3013. The Mission and Ministry of the Church - 3 hours (Fall)**

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 1013, 1023.

**CHR 3023. Preaching - 3 hours (Spring, even years)**

A study of the task of preaching the Christian message to today's world including practice in preparing and delivering sermons. Some attention may be given to other types of religious communication.

**CHR 4003. Expository Preaching - 3 hours (Spring, odd years)**

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 3023.

**CHR 4951-4. Intensive Studies in Christian Ministries - 1-4 hours**

A focus on a special area of interest in the field of Christian Ministry. Areas of study will vary from year to year. (May be taken more than once).

**CHR 4981-3. Christian Ministries Apprenticeship - 1-3 hours (Fall, Spring)**

Guidance of an apprentice in direct relationship to field work. Apprenticeships may be done in the following areas: Associational, chaplaincy, pastoral, church secretarial, missions and other approved areas. Prerequisite: Approval of Director, In-Service Training. Note: Apprenticeships are not paid positions; the student learns under the supervision of a qualified staff member. Assignment of apprenticeships is done strictly by the SBU faculty member involved, not by the student or a particular church.

**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/TEC/THR 2203. Voice and Diction - 3 hours (Fall, Spring)**

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. Prerequisite: ENG 1113 and COM 1103.

**COM 2233. Introduction to Public Relations - 3 hours (Fall, Spring, on demand)**

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/THR 3303. Oral Interpretation of Literature - 3 hours (Fall)**

Emphasis on theory and practice of communicating 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. Prerequisite: COM 1103.

**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 (Fall, Spring)**

Participation in intercollegiate debate and forensics program. May be repeated; however, only 6 hours may count toward a major. Prerequisite: 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. Lab fee \$10. Prerequisite: ENG 1113 and COM 1103.

**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. Prerequisite: COM 1103.

**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. Intensive Studies - 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, Winterfest, Summer)**

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 (Fall, 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. Foundations of Computer Science Using Visual BASIC - 3 hours (Fall)**

This course presents an overview of foundational topics in computer science. The Visual BASIC programming language is used as an application tool in the study of these topics. Recommended for students interested in computer science who have had little or no programming experience. Required for all computer science and computer information science majors who have had no prior computing experience. Lab fee \$12.

**CIS 1141. Introduction to Unix - 1 hour (Spring)**

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. Corequisites: should be taken concurrently with CIS 1154.

**CIS 1144. Computer Science I - 4 hours (Fall, Spring)**

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 Java programming language. Three lectures, one lab per week. Lab fee \$16. Prerequisite: MAT 1143 or concurrent enrollment.

**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. Java is utilized for programming. Three lectures and one lab per week. Lab fee \$16. Prerequisites: CIS 1144 and MAT 1143 or equivalent. Corequisites: CIS 1141 and 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 (PHY 3413). 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 chair or 6 hours in computer science.

**CIS 3113. Graphical User Interface (GUI) Application Development - 3 hours (Spring, odd years)**

This course is a rigorous examination of GUI application development using Visual BASIC and active server pages. Lab fee \$12. Prerequisite: CIS 1154 with a grade of C or better.

**CIS 3303. Systems Management - 3 hours (Fall, odd years) - Beginning Fall 2003: Fall, Spring**

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. C++ 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 chair 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 system. Lab fee \$12. Prerequisites: CIS 2213 or CIS 3303.

**CIS 4423. Operating Systems - 3 hours (Spring, even years)**

Introduction to the design and architecture of operating systems. Lab fee \$12. Prerequisite: CIS 2213.

**CIS/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 2263.

**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 \$8. 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 \$8. Prerequisite: CIS 4462.

**CIS 4951-3. Intensive Studies - 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 chair or 18 hours in computer science.

**CIS 4991-3. Independent Studies - 1-3 hours (Fall, Spring, Summer)**

Independent study of some problem or area in the major not covered in the organized courses. The study is 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 chair.

**CRIMINAL JUSTICE****CRJ 2313. Introduction to Criminal Justice - 3 hours**

An analysis of the criminal justice system in the United States. An examination of crime and nature of law, aspects of criminal law and procedure, the courts and adjudication, the process of justice, and law enforcement.

**CRJ 2951-3. Special Topics - 1-3 hours**

A study of critical issues in criminal justice that are not covered in other course offerings. Areas of study will vary from year to year. Students may elect to repeat the course.

**CRJ 3313. Law Enforcement Organization and Administration - 3 hours**

An examination of the organization and administration of police departments and the role of law enforcement in relationship to the community and established political structure. Prerequisite: CRJ 2313.

**CRJ 3373. Juvenile Delinquency - 3 hours**

An overview of the problem of juvenile delinquency and how it relates to society as a whole. Causation, prevention, control, and treatment will be examined. Prerequisite: CRJ 2313 or SOC 4033.

**CRJ 4313. Corrections in America - 3 hours**

A systematic examination of the penal system and insight into its daily operations. Various theories of corrections will be explored. Prerequisite: CRJ 2313 or SOC 4033.

**CRJ 4333. Criminal Law - 3 hours**

An overview of the general laws and crimes which effect law enforcement. Elements which are required to constitute a crime will be explored. Prerequisite: CRJ 2313.

**CRJ 4373. Police Methods and Procedures - 3 hours**

Examination of law enforcement subjects including laws of search and seizure, laws of arrest, arrest procedures, criminal investigations, courtroom demeanor, rules of evidence, and patrol techniques. Prerequisites: CRJ 2313.

**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 with an emphasis on the basic disciplines of the Christian life.

**DIS 2013. Prayer in Biblical Perspective - 3 hours (On demand)**

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 1013, 1023 or consent of instructor.

**DIS 2023. Practical Discipleship - 3 hours (On demand)**

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 2951-3. Special Topics in Discipleship - 1-3 hours (On demand)**

A focus on special topics in the field of Discipleship. Prerequisites: Consent of instructor.

**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 (Spring)**

The study of Christian missions--biblical motivation, historical advance, basic philosophy and present situation. Prerequisites: BIB 1013, 1023, DIS 2012.

**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 churchmanship. Prerequisites: BIB 1013, 1023, DIS 2012 and at least 90 hours of course work completed.

**DIS/CED 4053. Reaching Unchurched Youth**

See course description under CED 4053.

**DIS 4951-4. Intensive Studies in Discipleship - 1-4 hours**

A focus on a special area of interest in the field of discipleship or missions. Topics will vary from year to year. (May be taken more than once). Prerequisites: Consent of instructor.

**DIS 4981-4. Discipleship Apprenticeship - 1-4 hours**

Supervised discipleship ministry earns one credit hour per forty hours of work. This course may be repeated; however, only four hours may count toward a major or minor. Prerequisites: Instructor's permission required; junior or senior standing; and BIB 1013, BIB 1023, and DIS 2012 or consent of instructor. **Note: Apprenticeships are not paid positions; the student learns under the supervision of a qualified staff member. Assignment of apprenticeships is done strictly by the SBU faculty member involved, not by the student or a particular church.**

**ECONOMICS****ECO 2023. Principles of Microeconomics - 3 hours (Fall)**

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 or consent of instructor.

**ECO 2033. Principles of Macroeconomics - 3 hours (Spring)**

Study of the basic principles of macroeconomics designed to give a broad understanding of the economy. Emphasis upon aggregate problems and issues considered important to the nation. Prerequisite: ECO 2023 or consent of instructor.

**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 2023 and 2033.

**ECO 3043. Managerial Economics - 3 hours (Spring)**

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 2023, ECO 2033 and FIN 3023 or consent of the instructor.

**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 2023 and 2033.

**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, Winterfest)**

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 College of Business and Computer Science requirements. Not available to students who have taken a previous economics course. Prerequisite: Junior standing.

**ECO 4023. Economics/Finance Readings - 3 hours (Winterfest)**

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 Studies 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, Winterfest)**

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 chair 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 chair.

**ECO 4991-3. Independent Study in Economics - 1-3 hours (Fall, Spring, Summer)**

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 chair.

**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 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. Only professional education courses transferred from Missouri junior colleges that are state approved and from senior colleges having state-approved teacher education programs can be used to meet certification requirements.**

**EDU 2111. Field Work: (observing/assisting) in Early Childhood, Birth-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 EDU 2313 (or either 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 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 2121. Field Work: (observing/assisting) in Elementary School, Grades 1-6 - 1 hour (Fall, Winterfest, Spring)**

Thirty clock hours of supervised practical experience in the classroom at the elementary school level. Prerequisites: EDU 2113 or EDU 2313 (or either 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: (observing/assisting) in Middle/Jr. High/Secondary School - 1 hour (Fall, Winterfest, Spring)**  
Thirty clock hours of supervised practical experience in the classroom at the middle/junior high/secondary level. Prerequisites: EDU 2113 or EDU 2313 (or either 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. Prerequisites: EDU 2113 or EDU 2313 or concurrent enrollment and 2.0 GPA; or consent of instructor.
- EDU 2313. Foundations of Education - 3 hours (Fall, Spring)**  
The course presents major issues of schooling and education basic to professional preparation. Areas included are philosophy, history of American education, administration, governance, finance, legal aspects, social issues and current topics in the field. Prerequisites: ENG 1113 and 2213, or ENG 1123 and 2.0 GPA; or consent of instructor.
- EDU 2334. Teaching the Young Child - 4 hours (Spring)**  
Introduction to the study of early childhood education--birth through eight years of age (grade 3)--which includes history, developmentally appropriate curriculum, teaching practice, learning environment and program management. Infant/toddler component a minimum of 15 clock hours of field experience. Prerequisites: EDU 2113, 2313 or concurrent enrollment, PSY 3053, EDU 2381, concurrent enrollment in EDU 2391, which requires participating a minimum of 30 clock hours at the Child Study Center and 2.0 GPA; or consent of instructor.
- EDU 2343. Emergent Language - 3 hours (Fall/Spring)**  
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. Prerequisites: EDU 2113 or EDU 2313 or concurrent enrollment and 2.0 GPA; or consent of instructor. Sophomore standing.
- EDU 2353. Children's Literature - 3 hours (Fall/Spring)**  
Study of children's literature with demonstrations of teaching literature in the elementary school. Prerequisites: EDU 2113, 2313 or concurrent enrollment and 2.0 GPA; 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 for maximum growth in the physical, social, emotional and mental development of the child. Lab fee \$10. Prerequisites: EDU 2113 or EDU 2313 or concurrent enrollment, concurrent enrollment in PSY 3053 and 2.0 GPA; or consent of instructor.
- EDU 2391. Practicum - Teaching the Young Child - 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. Students are supervised by course instructor and Child Study Center teachers. Lab fee \$10. Prerequisites: EDU 2113, EDU 2313 or concurrent enrollment, PSY 3053, EDU 2381, concurrent enrollment in EDU 2334 and 2.0 GPA; or consent of instructor.
- EDU 2463. Foundations of the Middle School - 3 hours (Fall)**  
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, 2334, 2381, 2391, PSY 3053 or concurrent enrollment with any of these and 2.0 GPA; 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 2113 and EDU 2313.
- EDU 2823. Media and Computer Education - 3 hours (Fall, Spring)**  
The course focuses on knowledge and skills which: (1) enable one to use computers in a variety of personal applications; (2) equip a person to use computers in teaching and learning; and (3) enable one to make effective use of a wide variety of media and technological systems in teaching. Prerequisites: CIS 1103. Lab fee \$20.
- EDU 2951-3. 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. Prerequisite: Consent of department chair.

**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)**

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)**

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)**

Explores the rationale for and methods of integrating the teaching of the language arts (reading, writing, speaking, listening, viewing, and visually representing) 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)**

Emphasizes application of the principles of integrated language arts teaching throughout the curriculum. 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. 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 Classroom - 3 hours (Fall)**

Designed to enable the student to integrate art, music and physical education into the classroom. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3162. Teaching Integrated Math - 2 hours (Fall)**

Study of methods of teaching math in the elementary/middle school and of integrating mathematics in other content areas, particularly science, in ways that are developmentally appropriate and are reflective of the NCTM standards. Prerequisites: EDU 2113, 2313, two (2) college level math courses above MAT 0123, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (chemistry {CHE}, earth science 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 Science - 2 hours (Spring)**

Study of methods of teaching and integrating 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 0123, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science (chemistry {CHE}, earth science 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, 2334, 2343, 2381, 2391, PSY 3053 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 3311. Field-Based Internship in Early Childhood, Birth-Grade 3 - 1 hour (Fall)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the early childhood level taken concurrently with methods courses. 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-Based Internship in Elementary School, Grades 1-6 - 1 hour (Fall)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the elementary school level taken concurrently with methods courses. 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 3333. Principles and Methods of Secondary School Education - (Fall)**

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 Internship (EDU 3341) must be taken concurrently**. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Must have completed all required 1000 and 2000 level education courses. (See requirements listed at the beginning of Education section.)

**EDU 3341. Field-Based Internship in Secondary School - 1 hour (Fall)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the secondary school level. Must be taken concurrently with EDU 3333. 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-Based Internship in Early Childhood, Birth-Grade 3 - 1 hour (Spring)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the early childhood level taken concurrently with methods courses. 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-Based Internship in Elementary School, Grades 1-6 - 1 hour (Spring)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the elementary school level taken concurrently with methods courses. 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-Based Internship in Middle/Jr. High School (NOT SECONDARY) - 1 hour (Spring)**

Minimum of thirty clock hours of supervised practical experience in the classroom at the middle/junior high level taken concurrently with EDU 4493. 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 3613. Teaching Reading in the Content Areas - 3 hours (Fall, Spring)**

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 3823. Behavior and Classroom Management - Elementary - 3 hours (Spring)**

Designed to introduce the student to strategies of classroom management that contribute to a safe learning environment. Theories of discipline are explored with application made to "real world" situations. Management of space, organization, skills and communication methods are linked to developmental stages of the student. Case studies and current practice explore managing cooperative learning and other group strategies. The development of knowledge and attitudes that will enhance teachers' ability to develop pupil self-esteem and confidence are addressed. Prerequisites: EDU 2111 or 2121, 2113, 2313 and Teacher Education requirements. Must have completed all required 1000- and 2000-level education courses. (See requirements listed at the beginning of the Education section.)

**EDU 3833. Behavior and Classroom Management - Secondary - 3 hours (Fall, Spring)**

Designed to introduce the student to strategies of classroom management that contribute to a safe learning environment. Theories of discipline are explored with application made to "real world" situations. Management of space, organization, skills and communication methods are linked to developmental stages of the student in secondary classrooms. Case studies and current practice explore legal and ethical issues related to adolescent behavior and discipline. The development of knowledge and attitudes that will enhance teachers' ability to develop pupil self-esteem and confidence are addressed. Prerequisites: EDU 2113, 2131, 2313 and Teacher Education requirements. EDU 3333 is a recommended prerequisite. Must have completed all required 1000- and 2000-level education courses. (See requirements listed at the beginning of the Education section.)

**EDU 4112. Teaching Writing - 2 hours (Block-Fall)**

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 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 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 Internship (EDU 3431) must be taken concurrently**. Prerequisites: EDU 2113, 2313, 2463 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)

**EDU 45. Methods in Teaching Fields - 2-3 hours (On demand)**

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 descriptions below.

**EDU 4512. Methods of Teaching Art, K-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 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)**  
Course will provide practical methods for the prospective teacher to use for the instruction of middle and secondary school students in such areas as laboratory safety, investigative and questioning skills. Course activities will include inquiry teaching, use of demonstrations in teaching, budgeting and supply ordering, science fairs and projects, and the use of the computer in the science classroom. Prerequisites: EDU 2113, 2313 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 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 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)**  
Theory and application in the teaching of writing and grammar in secondary schools with emphasis on the writing process. A requirement for secondary English majors. Prerequisites: EDU 2113, 2313 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 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 (Fall, even 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, MUS 1621, 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, MUS 1621, MUS 1623 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.)
- 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)**  
Mentally, emotionally and physically exceptional children are 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) - for Elementary or Ele/Middle Majors**  
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) - for Elementary or Ele/Middle Majors**  
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 \$200.
- EDU 4935. Student Teaching in the Middle School/Secondary School I - 5 hours (Block-Fall, Spring, concurrent enrollment in EDU 4945) - for Stand Alone Middle School or Secondary Majors**  
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) - for Stand Alone Middle School or Secondary Majors**  
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 \$200.
- EDU 4955. Student Teaching in the K-12 School System I - 5 hours (Block-Fall, Spring, concurrent enrollment in EDU 4965) - for Art K-12, Music K-12, and Physical Education K-12 Majors**  
Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program, 2.5 GPA, met all Teacher education requirements and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4965. 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 4965. Student Teaching in the K-12 School System II - 5 hours (Block-Fall, Spring, concurrent enrollment in EDU 4955) - for Art K-12, Music K-12, and Physical Education K-12 Majors**  
Observation, participation and directed teaching in public schools. Prerequisites: Unconditional admittance to Teacher Education Program, 2.5 GPA, met all Teacher education requirements and approval of the Coordinator of Clinical Experiences. Must be taken concurrently with EDU 4955. 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 \$200.
- EDU 4951-3. Intensive Studies 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 chair.
- EDU 4991-3 Independent Studies (Elementary Majors) - 1-3 hours (On demand)**  
Advanced studies of specific topics arranged by department chair. Prerequisites: EDU 2113, 2313 and consent of department chair.

## 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. Students placed in this course due to their ACT/SAT scores may bypass ENG 0103 and take ENG 1113 on the evidence of writing skills demonstrated on a departmental exam.
- 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. In addition to the writing of essays, a student will write a research paper. 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. The course fosters the development of writing and research skills. 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. The course fosters the development of writing and research skills. Fee \$2. Prerequisite: ENG 1113.
- ENG 2313. Survey of World Literature - 3 hours (On demand)**  
Masterpieces of world literature, from antiquity to the twentieth century. Prerequisites: ENG 1113 and 2213, or ENG 1123.
- ENG 2951-4. Special Topics - 1-4 hours**  
The study of selected language and literary topics.
- 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 3303. American Literature for the Adolescent Reader - 3 hours (Fall)**  
The study of adolescent and ethnic American literature and of methods for teaching this literature in the middle and secondary school classrooms. Designed for those seeking teacher certification.
- 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 (Fall, 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 (Spring, even 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)**

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)**

(See EDU 4543)

**FINANCE****FIN/MAT 1193. Business Calculus - 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 College Algebra or its equivalent with a minimum grade of "C" or MAT 1163 Precalculus or its equivalent with a minimum grade of "C" or satisfactory scores on the prealgebra and intermediate algebra portions of the Enhanced ACT Examination.

**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, even years)**

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 - 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. Quantitative Operations Management - 3 hours (Spring)**

An introduction to the operations function of manufacturing and service organizations. Business application of sampling techniques, statistical inferences, linear and multiple correlation and time series in order to make decisions about product, processes, location, layout, inventory control, supply chains, maintenance. 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, odd years)**

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 standing in the College of Business and Computer Science. 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 and senior standing.

**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 Studies 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, Winterfest)**

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 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 internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chair.

**FIN 4991-3. Independent Study in Finance - 1-3 hours (Fall, Spring, Summer)**

Independent study of some problem or area in the major not covered in the organized courses. The study is 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 chair.

**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 to help the non-music major develop a basic understanding of music from historical periods of the western world and gain exposure to music of various non-western cultures. Course fee \$20.

**FAR/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. Course fee \$20.

**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, Winterfest, 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 2014. 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.

**GRE 2024. Elementary Greek II - 4 hours (Spring, even years)**

Continuation of GRE 2014. Oral and written exercises continued; introduction to Greek New Testament through passages which are relatively uncomplicated. Prerequisite: GRE 2014.

**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 2024.

**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. Course 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. Special considerations given to principles and practices of good health for individual and community concerns.

**HPE 1051. Archery/Badminton - 1 hour (On demand)**

History, fundamentals, skills and safety factors in archery and badminton.

**HPE 1061. Foundations 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. Prerequisite for 1161. Course fee \$1.

**HPE 1071. Beginning Swimming - 1 hour (Spring, On demand)**

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 1131. Aerobic Exercise - 1 hour (Spring, On demand)**

Step and floor aerobics will be utilized to develop skills and expertise in designing a cardiorespiratory program for lifetime wellness.

**HPE 1142. Outdoor Adventure Skills - 2 Hours (Fall)**

Instruction and experience in outdoor skills of archery, hunting, fishing, camping, orienteering and outdoor living. Safety and environmental concerns will be incorporated. Course fee \$45.

**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. Prerequisite: HPE 1061. Course fee \$1.

**HPE 1171. Advanced Swimming - 1 hour (Fall, On demand)**

The American Red Cross Advanced Test must be passed for course credit to be received. Instruction on advanced skills and techniques for swimming will be utilized.

**HPE 1181. Aqua Exercise - 1 hour (Fall, Spring, On demand)**

Instruction in skills and techniques of exercise in the water.

**HPE 1982. Athletic Training Practicum - 2 hours (On demand)**

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. (Must have instructor's written approval.)

**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. Course fee \$160.

**HPE 2012. Officiating Sports - 2 hours (Fall, On demand)**

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 of Volleyball - 2 hours (Spring, On demand)**

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 of 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. 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 (On demand)**

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. (Must have instructor's written approval.)

**HPE 3012. Coaching of Football - 2 hours (Fall, On demand)**

Study of offensive and defensive systems; methods of coaching football.

**HPE 3013. Teaching of Individual and Dual Sports - 3 hours (Spring, On demand)**

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 strategy 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 1011, 1021, 1033.

**HPE 3062. Coaching of Track and Field - 2 hours (Spring, On demand)**

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. Course fee \$12.

**HPE 3082. Care and 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. Prerequisite: BIO 2204. Course fee \$12.

**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. Course fee \$25.

**HPE 3133. Teaching Physical Education in the Elementary School - 3 hours (Spring)**

Teaching methods; selection of activities; program planning; emphasis on development of a progressive curriculum.

**HPE 3982. Athletic Training Practicum - 2 hours (On demand)**

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. (Must have instructor's written approval.)

**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. Prerequisite: BIO 2204.

**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. Required of Physical Education/Sports Management majors. Prerequisite: Senior classification.

**HPE/REC 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. Fundamentals of Sports Medicine - 3 hours (Spring)**

Designed to prepare the students for careers in athletic training. Focuses on assessment of orthopedic, neurologic and systemic injury and disease related to sporting activities. Lecture-lab class utilizing the expertise of physicians and allied health professionals. Prerequisites: BIO 2204, HPE 3082, HPE 4003 or concurrent enrollment.

**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 4951-4. Intensive Studies in Physical Education - 1-4 hours (On demand)**

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 chair of Department of Physical Education.

**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; and approval of department chair.)

**HPE 4982. Athletic Training Practicum - 2 hours (On demand)**

Continuation of HPE 3982. 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. (Must have instructor's written approval.)

**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 Sports Management majors of senior standing; advanced application no later than September or February of preceding semester. Course 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.)

**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	(Fall, Spring)
Women's Varsity Basketball	1091-2	3091-2	(Fall, Spring)
Men's Varsity Soccer	1111-1	3111-1	(Fall)
Women's Varsity Soccer	1111-2	3111-2	(Fall)
Men's Varsity Baseball	1191-1	3191-1	(Spring)
Men's Varsity Tennis	1291-1	3291-1	(Spring)
Women's Varsity Tennis	1291-2	3291-2	(Spring)
Men's Varsity Cross Country	1391-1	3391-1	(Fall)
Women's Varsity Cross Country	1391-2	3391-2	(Fall)
Men's Varsity Football	1491-1	3491-1	(Fall)
Men's Varsity Track	1591-1	3591-1	(Spring)
Women's Varsity Track	1591-2	3591-2	(Spring)
Men's Varsity Golf	1691-1	3691-1	(Spring)
Women's Varsity Golf	1691-2	3691-2	(Spring)
Women's Varsity Softball	1791-2	3791-2	(Spring)
Women's Varsity Volleyball	1891-2	3891-2	(Fall)
Cheerleading	1991-1	3991-1	(Fall, Spring)

**HEBREW****HEB 2014. 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.

**HEB 2024. Elementary Hebrew II - 4 hours (Spring, odd years)**

Continuation of HEB 2014 with an introduction to the Hebrew Old Testament through translating representative passages which are relatively uncomplicated. Prerequisite: HEB 2014.

**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 2024.

**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 - 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, the 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/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 A.D. 1500. Covers Orthodox churches as well as Roman Catholic. Can also be taken for theology credit. Prerequisite: BIB 1013, 1023, DIS 2012.

**HIS/THE 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/THE 3673. History of Christianity II - 3 hours (Spring, odd years)**

Survey of the history and expansion of Christianity from A.D. 1500 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 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. Gilded Age and Progressivism, 1877-1928 - 3 hours (Fall, even years)**

A topical exploration of the period with emphasis on politics, the rise of big business, intellectual history, social and economic reform, imperialism, and society's efforts to meet the challenges of the industrial age. Course requirements stress reading, writing and class participation. Prerequisite: Junior standing or consent of instructor.

**HIS 3843. Recent United States History, 1928-1974 - 3 hours (Spring, odd years)**

A topical exploration of the period with emphasis on the Great Depression and New Deal, domestic effects of World War II and the Cold War, the Civil Rights Movement, Vietnam, the Johnson and Nixon presidencies and Watergate. Course requirements stress reading, writing, and class participation. Prerequisite: Junior standing 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/THE 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 1023, and/or HIS 1113 or consent of instructor.

**HIS 4951-4. 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 chair. Prerequisite: History or Social Science Education major, 15 hours of history, junior or senior standing (over 60 hours) and approval of the department chair.

**HUMANITIES****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 Course fee \$40.

**INTERDISCIPLINARY STUDIES****IDS 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. Course assessment fee \$8.

**IDS 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.

**MANAGEMENT****MGT 2951-4. Special Topics in Management - 1-4 hours (On demand)**

Topics will vary with each offering; therefore, the course may be repeated for credit.

**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 4033. Administrative Communications/Human Resource Management - 3 hours (Spring)**

Focuses on the policies, methods and techniques that professional personnel and human resource managers create and implement to achieve successful human resource programs. 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 (Fall)**

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 - 3 hours (Fall)**

Integrates knowledge of the functional areas of entrepreneurial business development, central themes being the impact of the owner or founding team of the company, and the development of systems that will lead to sustainable growth. Emphasis is placed on planning, starting, growing, managing, and expanding a business, with a particular focus on writing a business plan. Prerequisites: MGT 3013 or consent of instructor.

**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 College of Business and Computer Science or consent of the instructor.

**MGT 4951-4. Intensive Studies 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, Winterfest)**

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 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 internships may be applied to the major. Prerequisites: Junior standing and approval of the faculty advisor and department chair.

**MGT 4991-3. Independent Study in Management - 1-3 hours (Fall, Spring, Summer)**

Independent study of some problem or area in the major not covered in the organized courses. The study is 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 chair.

**MARKETING****MKT 2013. Desktop Publishing - 3 hours (Winterfest)**

Develops the basic skills to use desktop publishing software and to understand the concepts of desktop design and production. Students completing this course should demonstrate proficiency in producing quality business documents and marketing publications including brochures, fliers and advertisements. Prerequisite: CIS 1103.

**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 2023, ECO 2033 and junior standing, or consent of instructor.

**MKT 3033. Consumer Behavior - 3 hours (Fall)**

Introduces the key terms, definitions, and concepts used to describe consumer behavior. Students will learn how we shape our product choices and purchase decisions by investigating the ways we think; the ways we process, store, and retrieve information when needed; and how relationships with others affect these decisions. Prerequisite: Junior standing or consent of instructor.

**MKT 3053. International Marketing - 3 hours (Spring)**

Marketing opportunities and strategies for firms involved in marketing across national borders and in other countries. Special attention is given to planning and implementing marketing mix variables in international settings. Prerequisites: MKT 3023, ECO 2023, and ECO 2033.

**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, and assisting them to obtain satisfaction. Prerequisite: Junior standing 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. Prerequisite: Junior standing is desirable but not required.

**MKT 4013. Marketing Research - 3 hours (Spring)**

Provides the student with a basic understanding of the research process as it applies to marketing and business problems. Subjects covered include the scientific method, problem definition, research design, data collection, data analysis, and interpretation. A comprehensive research project and selected case analysis provide opportunity for relating the theoretical concepts and techniques to real world problems. Prerequisites: MKT 3023, FIN 3023. Corequisite: FIN 3033.

**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 and MGT 3013.

**MKT 4951-4. Intensive Studies in Marketing - 1-4 hours (On demand)**

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, Winterfest)**

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 chair 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 chair.

**MKT 4991-3. Independent Study in Marketing - 1-3 hours (Fall, Spring, Summer)**

Independent study of some problem or area in the major not covered in the organized courses. The study is under the 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 chair.

**MATHEMATICS****MAT 0103. PreAlgebra - 3 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. Three lectures, one laboratory each week. This course does not count toward the 128 hours required for graduation. Lab fee \$10.

**MAT 0123. Intermediate 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 0103. This course does not count toward the 128 hours required for graduation. Lab fee \$10.

**MAT 1133. Survey of Mathematics - 3 hours (Fall, Winterfest, Spring)**

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 prealgebra and intermediate algebra portions of the enhanced ACT Examination or a minimum grade of "B" in MAT 0103, or a minimum grade of "C" in MAT 0123.

**MAT 1143. College Algebra - 3 hours (Fall, Spring)**

The real number system and algebra developed using terminology of a set, complex numbers, exponents, radicals, inequalities, sequences, series and 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 0123.

**MAT 1163. PreCalculus - 3 hours (Fall)**

This course is a rapid and indepth review of algebra, trigonometry functions in the context that it will be used in Calculus. This course is intended for the student needing additional algebra and/or trigonometry skills to enable success in MAT 1195 (Calculus) or MAT/FIN 1193 (Business Calculus). Prerequisite: Satisfactory scores on the prealgebra, intermediate algebra portions of the enhanced ACT Examination, a minimum of "B" in MAT 2283 or a minimum grade of "C" in MAT 1143.

**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/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: MAT 1193 is a terminal math course. Students desiring further study of calculus must take 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 MAT 1163 Precalculus 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 1163 or its equivalent with a minimum grade of "C" or MAT 1143 or its equivalent with a minimum grade of "C" or satisfactory scores on the prealgebra, intermediate algebra and trigonometry portions of the enhanced ACT Examination. NOTE: MAT 1193 is a terminal math course. Students desiring further study of calculus must take MAT 1195. A student who takes FIN/MAT 1193 and MAT 1195 will receive credit for only MAT 1195.

**MAT 2255. Analytics and Calculus II - 5 hours (Fall, Spring)**

This course will examine the derivative and integrals of the exponential and logarithmic function and of functions and their inverses, techniques of integration, further applications of integrals, sequences, series, polar coordinates, conic sections and parametric equations. Prerequisite: MAT 1195 or its equivalent with a minimum grade of "C".

**MAT 2263. Analytics and Calculus III - 3 hours (Fall, Spring)**

This course examines curves and surfaces in three dimensions, derivatives and integrals of functions of more than one variable, and vector calculus. Prerequisite: MAT 2255 or its equivalent with a 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 0103 or minimum grade of "C" in MAT 0123.

**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 (Spring, even years)**

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 2255 or departmental consent.

**MAT 3323. Linear Algebra - 3 hours (Spring, odd years)**

Vector spaces, linear transforms, matrices, determinants, systems of linear equations, quadratic forms and vector products. Prerequisite: MAT 1193 or 1195.

**MAT 3333. Symbolic Logic and Set Theory - 3 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 3343. Probability and Statistics - 3 hours (Fall, odd years)**

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 1195.

**MAT 3353. Integrated Mathematics - 3 hours (Spring, even years)**

This course will enable students seeking certification in middle or secondary school teaching to analyze mathematics curriculum from an integrated approach. The course will strengthen the students level of mathematical knowledge, while broadening their structure of this knowledge in a way that is necessary for teachers. The course is recommended for students seeking certification in middle school or secondary school mathematics teaching. Prerequisite: MAT 1195 and interest in teaching mathematics.

**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 2263 or departmental consent.

**MAT 3373. Math Technologies - 3 hours (Fall, even years)**

What is math technology? How has it and how should it affect how and what we teach in Mathematics? How will it affect your future - be it mathematics, physical science, social science, or business using mathematics? We will consider and write about these and other questions via hands on experience with various math technologies. This course will have a lab component. Prerequisites: MAT 1193 or 1195. Topics developed will be tailored to individual students' backgrounds and interests.

**MAT 3383. History of Mathematics - 3 hours (Fall, odd years)**

A survey of significant developments in mathematics and contributions of great mathematicians from the Babylonians to present day. Prerequisite: MAT 2255 or departmental consent.

**MAT/CIS 4433. Numerical Analysis - 3 hours (Fall, even years)**

A study of finite differences, numerical integration, matrix computations, numerical solution of linear systems and differential equations and curve fitting. Lab fee \$12. Prerequisite: MAT 2263.

**MAT 4483. Contemporary Geometry - 3 hours (Spring, odd years)**

An axiomatic development of geometry balanced between the classical material of euclidean geometry and the structure of alternate axiomatic systems. Prerequisite: MAT 2263 or departmental consent.

**MAT 4663. Advanced Calculus - 3 hours (Fall)**

Advanced Calculus is a study of the basic concepts in analysis. These include concepts such as continuity, convergence of sequences and series of numbers, convergence of sequence and series of functions, differentiation, and integration. A more complete understanding of these concepts than is achieved in the Calculus sequence is necessary for all mathematics majors and thus this course is a core course of the math major and a type of capstone course. Prerequisite: MAT 2263.

**MAT 4951-4. Intensive Studies 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 Middle and Secondary Schools. (See EDU 4513).

**MILITARY SCIENCE****MIL 1011-2. Introduction to Military Science - 1-2 hours**

History, organization and mission of the U.S. Army and the Reserve Officer Training Corps (ROTC), rappelling techniques, basic rifle familiarization, map reading and understanding the role of the U.S. Army in today's world.

**MIL 1021-2. Introduction to Basic Military Skills - 1-2 hours**

Rifle marksmanship, advanced rappelling techniques, military radio and telephone communications, military leadership and basic military skills.

**MIL 1251-5. Leadership Fitness - 1-5 hours**

Development of individual fitness and acquisition of the skills necessary to lead group fitness training.

**MIL 2111-2. Basic Military Skills and Techniques - 1-2 hours**

Introduction to techniques of survival in various situations and climates, rappelling and pistol marksmanship.

**MIL 2121-2. Military Fundamentals Practicum - 1-2 hours**

The class is designed for the military science students who desire accelerated instruction on rifle marksmanship, rappelling, communications, map reading (to include the compass) and patrolling. The student will be required to wear a military uniform and meet Army appearance standards.

**MIL 2251-5. Basic Military Science Practicum - 1-5 hours**

A 6-week course conducted at Fort Knox, KY. The training is rugged and intensive with emphasis placed on leadership application, practical work and physical conditioning. Training will be conducted six days a week out-of-doors and requires active participation by all students.

**MIL 3013. Military Leadership and Operations - 3 hours**

Introduction to small unit tactics; principles of military leadership, to include theory, responsibilities, techniques and practice; branches of the U.S. Army, oral presentation techniques and practice. One field trip is required. This course may not be taken pass/not pass.

**MIL 3023. Military Skills Building - 3 hours**

Small unit tactics; applied military leadership (builds on knowledge gained in MIL 3013) with special emphasis on the junior leader's duties and responsibilities. Two field trips are required. This course may not be taken pass/not pass.

**MIL 3255. Advance Military Science Practicum - 3 hours**

The 6-week course is conducted at Fort Lewis, Washington. The instruction, training and evaluation focuses on the professional development issues required to become an Army Officer. The primary focus is on evaluating the student's leadership potential through this mentally and physically demanding camp. The training and evaluation are conducted seven days a week for six weeks and require active participation by all students. The student is placed in leadership positions which require him/her to lead up to 120 fellow students for extended periods of time.

**MIL 4113. Military Qualification Skills For the Advanced Cadet - 3 hours**

Ethics and professionalism of the military officer; Army command staff functions; oral presentation techniques and practice; military leadership at junior officer level; world change and military obligations. One field trip is required. This course may not be taken pass/not pass.

**MIL 4123. Transition from Cadet to Lieutenant - 3 hours**

Military justice system; army supply and logistics procedures and responsibilities; officer management system; obligations and responsibilities of a military officer; military leadership at junior officer level. Two field trips are required. This course may not be taken pass/not pass.

**MIL 4961-2. Readings/Research in Military Science - 1-2 hours**

Planned readings and research on subjects in or related to Military Science. May be repeated for a total of 3 hours. This course may not be taken pass/not pass.

**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 instructor. 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. Lab fee \$10. No jury required.

**MUS 1151. Basic Class Guitar - 1 hour (Fall, Spring)**

Class instruction which covers 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)**

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 or MUS 1603. Music majors and minors; other with consent of department chair. 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 chair.

**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 1621 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/CHR 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/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 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 2951-4. Special Topics in Music - 1-4 hours (On sufficient demand)**

Topics of special interest in music. May require the appropriate applied fee. Prerequisite: Consent of department chair.

**MUS 3602. Analysis of Music Structure - 2 hours (Fall, odd years)**

Advanced study of analytical techniques applied to music from the 17th-20th centuries. Prerequisite: MUS 2611 and 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 2611 and 2623. Lab fee \$10.

**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 of 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/EDU 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/EDU 4562. Methods of Teaching Instrumental Music in the Middle and Secondary Schools - 2 hours (Fall, even 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: MUS 1621 and 1623.

- MUS/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: MUS 1621 and 1623.
- 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 2621 and 2623; music majors and minors only. Lab fee \$10.
- 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. Course fee \$50. Prerequisite: MUS 3743 and 4743 or permission of the instructor.
- MUS 4951-4. Intensive Studies in Music - 1-4 hours (On sufficient demand)**  
Topics of special interest in music. May require the appropriate applied fee. Prerequisite: Consent of department chair.
- MUS 4984. Internship in the Music Industry - 4 hours (On demand)**  
On-the-job training in a music industry agency, such as a recording studio, music store or music theater. Includes observation, instruction, supervised tasks and evaluation.
- MUS 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**  
Advanced studies of specific topics arranged with department chair.

**ENSEMBLES: Students enroll in ensemble according to academic classification prefix.**

(1) Freshman (2) Sophomore (3) Junior (4) Senior

- MUS (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. Concerts on campus. Lab fee \$10.
- MUS (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 \$10.
- MUS (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 \$10.
- MUS (1,2,3,4)031. Orchestra - 1 hour (Fall, Spring)**  
Open to all students by audition. Various chamber combinations involving string instruments. Two rehearsals per week. Lab fee \$10.
- MUS/THR (1,2,3,4)041. Opera Theatre - 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.
- MUS (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.
- MUS (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.
- MUS (1,2,3,4)081. Higher Ground - 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. Vocal ensemble performing chamber literature from major stylistic periods including vocal jazz. Three 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.

**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 the semester of study in the specific applied area (See applied music enrollment criteria). All applied music may be taken for 1 or 2 hours credit. Applied fee \$140 per credit hour per semester. Practice room fee \$13 per semester.

**APPLIED MUSIC ENROLLMENT CRITERIA**

1000-level: First or Second semester of study

2000-level: Third or Fourth semester of study

3000-level: Fifth or Sixth semester of study

4000-level: Seventh or more semester of study

(1,2,3,4)20(1,2) Applied Flute

(1,2,3,4)21(1,2) Applied Oboe

(1,2,3,4)22(1,2) Applied Clarinet

(1,2,3,4)23(1,2) Applied Bassoon

(1,2,3,4)24(1,2) Applied Saxophone

(1,2,3,4)25(1,2) Applied French Horn

(1,2,3,4)26(1,2) Applied Trumpet

(1,2,3,4)27(1,2) Applied Trombone

(1,2,3,4)28(1,2) Applied Baritone

(1,2,3,4)29(1,2) Applied Tuba

(1,2,3,4)30(1,2) Applied Percussion

(1,2,3,4)31(1,2) Applied Piano

(1,2,3,4)32(1,2) Applied Organ

(1,2,3,4)33(1,2) Applied Voice

(1,2,3,4)34(1,2) Applied Violin

(1,2,3,4)35(1,2) Applied Viola

(1,2,3,4)36(1,2) Applied Cello

(1,2,3,4)37(1,2) Applied Double Bass

(1,2,3,4)40(1,2) Applied Guitar

438(1,2) Applied Conducting

**NURSING****NUR 1107. Fundamentals of Nursing - 7 hours. Professional fee \$315.**

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 A.A.S.N. program.

**NUR 1112. Paramedic Bridge - 2 hours. Professional fee \$160.**

This course provides an overview of basic nursing concepts covered in NUR 1107. Technical skills and pharmacological interventions will be reviewed in the Learning Resource Center. Clinical time will provide opportunities for performing basic nursing care and development of therapeutic nurse-client relationships. Prerequisites: CHE 1104, BIO 2204, PSY 1013, or concurrent enrollment, admission to the A.A.S.N. program and a current Missouri Paramedic License. Advanced placement to second semester nursing courses on successful completion of this course.

**NUR 1115. Nursing Interventions I - 5 hours. Professional fee \$315.**

This course will focus primarily on nursing care that examines functional health status of clients experiencing medical or surgical problems. Use of the nursing process in the clinical area will be further developed concentrating on less complex client problems. Identification and utilization of nursing interventions will be guided by the Nursing Interventions Classification (NIC) taxonomy. Clinical experiences are designed to complement the classroom content. Prerequisites: NUR 1107, BIO 2204 and BIO 3304 or concurrent enrollment.

**NUR 1123. Behavioral Nursing Interventions - 3 hours. Professional fee \$315.**

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 promote understanding of concepts of gerontological nursing and development of 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 2002. LPN Bridge - 2 hours Professional fee \$160.**

A course that includes concepts and theories fundamental to nursing such as holistic person, health continuum and health care environment. Subconcepts of nursing including caring, communication, client education and accountability will be discussed. Prerequisite: CHE 1104, BIO 2204, BIO 2243, BIO 3304, PSY 1013, PSY 3063 and current LPN Missouri License. Advanced placement into second or third semester nursing courses depending on GAP test scores and successful completion of this course.

**NUR 2105. Nursing Interventions II - 5 hours. Professional fee \$315.**

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. Professional fee \$315.**

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. Professional fee \$315.**

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. Professional fee \$315.**

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 (Fall, Spring)**

Acquisition and utilization of skills in interviewing and assessing psychosocial, cultural, spiritual and physical health status of clients of all ages. Normal and abnormal findings are included, and skills are practiced in class throughout the semester. The student will perform a head-to-toe assessment on an individual at the end of the semester.

**NUR 3313. Nursing Transition - 3 hours (Fall, Spring)**

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 (Fall, Spring)**

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 (Fall, Spring)**

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 (On demand)**

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 (Fall, Spring)**

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 (On demand)**

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 (Fall, Spring)**

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 (Fall, Spring)**

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 (Fall, Spring)**

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 Exam if applicable; current Missouri RN license and proof of malpractice insurance.

**NUR 4433. Research Methods - 3 hours (Fall, Spring)**

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 (Fall, Spring)**

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 (On demand)**

HIV/AIDS etiology, incidence, 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 (On demand)**

Student-proposed topics in nursing practice, education or research which are approved by faculty and department chair 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. Prerequisites: BIB 1013, 1023, DIS 2012 and at least 90 hours of course work completed.

**PHI 4951-4. Intensive Studies in Philosophy - 1-4 hours (On demand)**

Intensive study of selected topics in the field of Philosophy. Prerequisite: PHI 2013 and permission of instructor.

**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 \$32. 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 \$32.

**PHS 2005. Physical Science for Elementary and Middle School Teachers - 5 hours (Winterfest, Spring)**

A study of the basics of astronomy, chemistry, geology, meteorology, and physics. Designed to emphasize discovery-based learning and inquiry-related instructional techniques by significantly utilizing enhanced classroom technology, hands-on laboratory experimentation, library research, and writing components. Four lectures, one laboratory period each week. Lab fee \$40. Prerequisites: One year of high school algebra and ENG 1113. Note: Open only to elementary and middle school education majors.

**PHS 2214. Meteorology - 4 hours (Spring, even years)**

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 \$32.

**PHS 2314. Astronomy - 4 hours (Fall)**

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 \$32.

**PHS 2951-5. Intensive Studies in the Physical Sciences - 1-5 hours (On demand)**

Topics of special interest not available to the student in the traditional course offerings. May be repeated as topics change. Lab fee \$10-\$50 as necessary. Prerequisites: Determined by nature of topic studied.

**PHS 3303. History and Philosophy of Science and Technology - 3 hours (Fall, even years)**

A study of the historical and philosophical foundations of science and technology, accompanied by an examination of the logical and ethical ramifications of various past and present science and technology phenomena. Prerequisites: One college level life or physical science course, ENG 2213, COM 1103, a history course and junior standing.

**PHYSICAL THERAPY**

All information regarding the physical therapy program may be found in the graduate section of this catalog.

**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.

**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 \$40. 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; also an introduction to atomic physics. Three lectures, one laboratory period each week. Lab fee \$40. 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 \$50. Prerequisite: MAT 2255 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 \$50. Prerequisites: PHY 2215 and MAT 2263 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 2951-3. Special Topics in Physics - 1-3 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 \$10-\$30 as necessary. Prerequisite: A year of college physics.

**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 \$12. Prerequisites: CIS 1154 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 \$10-\$40 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 identifies 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. Special Topics in Political Science - 1-4 hours**

Prerequisite: POL 1113.

**POL 3313. International Relations - 3 hours (Spring, odd 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 parliamentary systems, 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 (Fall, odd years)**

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. Prerequisite: POL 1113 or consent of the instructor.

**POL 4673. 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. Political Philosophy - 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, junior or senior 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. Prerequisite: Sophomore standing.

**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 2951-3. Special Topics - 1-3 hours (On demand)**

study of critical issues and topics in psychology not covered in other course offerings. Areas of study will vary from year to year. Students may repeat this course once.

**PSY 3003. Sex Education - 3 hours (J-terms, even years or as needed)**

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. Prerequisite: Junior or senior standing or consent of instructor.

**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/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.

**PSY/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 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/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 and CIS 1103.

**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 the department.

**PSY/SOC 4003. Understanding Women - 3 hours (J-terms, odd years or as needed)**

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 4033. Adolescent Development - 3 hours (Fall)**

A study of the development processes of the adolescent, beginning at puberty and continuing through late adolescence. Prerequisite: PSY 1013 or EDU 2113.

**PSY/SOC 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society and its institutions, the individual and 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, even years)**

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/SOC 4233. Research Design and Methods - 3 hours (Spring)**

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. Lab fee \$12.

**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 (Fall, Spring)**

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: Minimum of a C in PSY 3313.

**PSY/SOC 4333. Child Abuse and Neglect - 3 hours (J-terms)**

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 1003 or consent of instructor.

**PSY 4363. Marriage and Family Counseling - 3 hours (Fall)**

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/SOC 4373. Being Human and Addicted (Addictionology) - 3 hours (Fall, odd years)**

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 4883. Advanced Counseling Methods and Practice - 3 hours (On demand)**

A course designed to give the advanced counseling minor practice in role-play counseling situations involving the initial interview, analysis of data, written summaries, diagnosis and critique of same. This class will involve videotaping of the role-play sessions. Prerequisite: PSY 4313 and departmental approval.

**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 4983-6 Internship - 3-6 hours (Summers or other times by arrangement with department chair)**

The internship experience is designed to give the upper level psychology major supervised field experience in a social services or related area. Prerequisites: Junior or senior standing, completed at least one-half of the major, minimum GPA of 3.0 and recommendation from a behavioral sciences faculty.

**PSY 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by department chair.

**RECREATION & LEISURE STUDIES****REC/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.

**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 is 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. Course 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/CED/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 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. 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 coordinator or 8 hours in recreation.

**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/HPE 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 4951-3. Intensive Studies 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 coordinator or 12 hours in recreation and 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 (On demand)**

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 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. Course 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 coordinator required.)

**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/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.

**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 2951-3. Special Topics - 1-3 hours (On demand)**

A study of critical issues and topics in sociology not covered in other course offerings. Areas of study will vary from year to year. Students may repeat this course once.

**SOC 3003. The Family - 3 hours (Fall, Spring)**

A study of family life, dating, marriage and the family life-course. Attention is given to present day problems and trends. Prerequisite: SOC 1003.

**SOC 3063. Community Sociology - 3 hours (Fall)**

This course examines the development of the community and community-based problem solving. Included is a study of the changing rural, urban, and global structures, organizations, services, and demographics. Prerequisite: SOC 1003.

**SOC/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.

**SOC/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 of credit in either psychology or sociology (not both). Prerequisite: PSY 1013 or SOC 1003.

**SOC/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 and CIS 1103.

**SOC 3313. Introduction to Social Work - 3 hours (Fall and Spring)**

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/PSY 4003. Understanding Women - 3 hours (J-term, odd years or as needed)**

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.

**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, junior or senior 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/PSY 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society and its institutions, the individual and 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 of sociology.

**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/PSY 4233. Research Design and Methods - 3 hours (Spring)**

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. Lab fee \$12.

**SOC/PSY 4333. Child Abuse and Neglect - 3 hours (J-terms)**

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 1003 or consent of instructor.

**SOC/PSY 4373. Being Human and Addicted (Addictionology) - 3 hours (Fall, Odd years)**

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 4963. Field Experience in Gerontology (On demand)**

Involves field experience in an agency that focuses on senior adult related activities and/or service delivery. It is provided to integrate classroom knowledge with hands on activities. Settings are determined according to individual needs and circumstances. Prerequisite: Soc 4083.

**SOC 4983-6. Internship (Summers or others times as arranged through department chair)**

Internship is designed to provide the upper-level sociology major with supervised field experience in a social services or related area. Prerequisites: Junior or senior standing, completed at least one-half of the major, hold a minimum 3.0 GPA and recommendation by a behavioral sciences faculty member.

**SOC 4991-3. Independent Studies - 1-3 hours (Fall, Spring)**

Advanced studies of specific topics arranged by department chair.

**SPANISH****SPA 1114. Elementary Spanish I - 4 hours (Fall)**

Pronunciation, grammar, reading of simple prose, aural-oral 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 conversation, 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 - 1-4 hours****SPA 3313. Advanced Spanish Composition and Conversation - 3 hours (Fall, even years)**

The writing of themes and practice in grammar, 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. 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/COM/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.

**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. Intensive Studies - 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, odd years)**

Fundamentals of acting techniques. Emphasis on movement and mime.

**THR/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. Lab fee \$20.

**THR 1053. Stagecraft - 3 hours (Spring)**

Basic principles of set design, construction of scenery and lighting techniques.

**THR 2043. Introduction to Film - 3 hours (Fall, even years)**

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/REC/CED 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/COM/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.

**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/COM 3303. Oral Interpretation of Literature - 3 hours (Fall)**

Emphasis on theory and practice of reading orally from the printed page. Prerequisite: COM 1103.

**THR 4023. Directing of Plays - 3 hours (Fall, odd years)**

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 (Fall, odd years)**

British, American and Continental plays from Ibsen to the present. Prerequisite: ENG 1113 and 2213 or ENG 1123.

**THR 4951-3. Intensive Studies - 1-3 hours (On demand)****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 chair.

***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/MUS (1,2,3,4)041. Opera Theatre - 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 3023. The Baptist Denomination - 3 hours (Fall, even years, Spring)**

Study of the history, beliefs and denominational programs of Baptists. Prerequisites: BIB 1013, 1023, DIS 2012.

**THE 3113. Christian Doctrine - 3 hours (Fall, odd years)**

Analysis and interpretation of the major doctrines of the Christian religion. Prerequisites: BIB 1013, 1023, DIS 2012.

**THE/HIS 3463. History of Christianity I - 3 hours (Fall, even years)**

Survey of early, medieval and Reformation Christianity up to 1648. Can also be taken for History credit. Prerequisites: BIB 1013, 1023, DIS 2012.

**THE/HIS 3513. Europe in the Renaissance and Reformation Periods - 3 hours**

See course description under HIS 3513.

**THE/HIS 3673. History of Christianity II - 3 hours (Spring, odd years)**

Survey of the history and expansion of Christianity from A.D. 1648 to present. Can also be taken for History credit. Prerequisites: BIB 1013, 1023, DIS 2012.

**THE/HIS 4413. Roman Imperial Civilization and the Early Church - 3 hours**

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. (Depending on the topics, there may be a fee.)



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## INTRODUCTION

Within the mission of the University, Southwest Baptist University administers graduate programs and courses offered through the colleges and departments of the University. Currently there is a program in administration offered through the College of Business and Computer Science, two programs in education offered through the Lewis E. Schollian College of Education and Social Sciences, and a program in physical therapy offered through the College of Science and Mathematics. Graduate courses are offered by several departments.

Admission to a graduate program at Southwest Baptist University presumes a degree of initiative on the part of the graduate student. Graduate students assume responsibility for engaging in intellectual activities at the graduate level as well as responsibility for complying with all policies and procedures as set forth in this catalog and in departmental regulations in earning an advanced degree.

## STUDENT LIFE

### Student Behavior

All graduate students are required to abide by the Student Life regulations listed on pages 31 and 32. Students should contact the appropriate graduate program director for clarification of student life regulations.

### Student Housing

The University provides student housing in campus dormitory facilities during the summer sessions and regular semester sessions. In order for a student to request dormitory housing, a dormitory contract must be completed by the student six (6) weeks before arrival on the Bolivar campus.

Housing information is available through the college/department offices, and/or the Office of Student Life. Prices for room and board are for actual school days and do not include holidays or periods between terms.

Graduate students must make a \$75 housing/enrollment deposit if they are full-time fall or spring semester students. A \$25 deposit is required of summer or part-time summer session students.

Cancellations must be made 14 days prior to the beginning of the semester. If the cancellation is received after this time the housing/enrollment deposit will be subject to forfeiture. 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.

Returning students must make a \$120 housing prepayment by June 15 to secure a housing assignment for the fall semester.

A \$60 late fee will be assessed to returning students who pay after June 15. Any damage for which the student is responsible will be charged to his/her account or deducted from the housing/enrollment deposit.

Local motels are available in the Bolivar area for those students not wishing to stay on campus during short summer sessions. Students are responsible for making their own motel arrangements.

A Declining Balance (DCB) Plan is available for those students not living on campus but desiring to eat in the cafeteria.

Scanner cards may be purchased in the Collegiate Catering office on campus Monday-Friday (9:00-5:00) for use in the Cat Snack and/or the cafeteria.

### 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.

Parking permits may be purchased from the Physical Plant office or the college/department office. The price of a parking permit is \$10 per semester. Parking permits are issued each academic year beginning with the fall semester. The permit may be used during the fall, spring, and summer terms. Tickets are issued for unidentified cars parked on campus.

Disabled or otherwise handicapped persons may obtain a handicap parking decal, good for any authorized parking space, provided that approval is documented by the University Health Center. Disabled permits may be obtained from the Physical Plant office.

For more information concerning parking on campus, please see the brochure "Motor Vehicle Regulations" available at the Physical Plant office or in college/department offices.

**Student Identification Card**

Each student is required to obtain a student identification card for identification and library purposes. No charge will be made for the original card. The card is revalidated each semester of enrollment. The revalidation sticker is required for each semester of enrollment and is available from the college/department offices or the accounting office. The identification cards are usually delivered to the students the first day of classes for those who are pre-enrolled for classes. Others are delivered as quickly as possible after registration.

If a replacement identification card is needed, the student will be assessed a \$5 replacement fee and may pick up the replacement at the college/department offices or the accounting office during regular office hours.

Student identification cards are important for library use, entrance to the dining hall on campus, and access to the campus computer network.

## STUDENT SERVICES

**Counseling and Testing**

See page 33 of this catalog.

**Career Planning and Placement Center**

The Career Planning and Placement Center is available to assist graduate students with resume preparation, resume printing and duplication, development of a confidential reference file, and with specific job opportunities relevant to their degrees.

The center is located in the office suite of Mabee Chapel on the main campus in Bolivar. The phone number is (417) 328-1610, facsimile is (417) 328-1505. Office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday.

**Student Health Services**

Southwest Baptist University offers a student health service which provides medical services for minor illnesses or injuries on a walk-in basis during the hours of operation. This service is extended to all students through the health fee. The only charge made to the student is for laboratory work. 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. This service is only available on the Bolivar campus. SBU offers no student health services for students off campus. Additional information is available at the Health Center.

The student is responsible for expenses incurred for ambulance service, calls at a local physician's office, emergency services, and other services provided by any local hospital where students may be taking classes.

International students are required to purchase a hospitalization plan immediately upon arrival on campus.

**Technology Services**

Information technology resources, services, and facilities of Southwest Baptist University are provided to support the mission of the University. Computing resources are available in a number of locations in University provided and maintained computer labs, in faculty offices, and in a variety of other open sites. In some cases, these resources may be accessible from remote sites by dialing in via computer modem or on local or wide-area networks.

Access to the Internet, or other wide-area networks and resources, through computer facilities is provided primarily to address the computing and information needs associated with the educational and scholarly activities of the University.

All currently enrolled students will be allowed to use academic computing resources as a privilege, subject to availability, current academic priorities, adherence to this and subsequent computing resource policies, and the payment of lab or other access fees.

**Academic Advising**

Each graduate student is assigned a faculty advisor in the degree program the student chooses. The advisor will assist the student in planning his/her program of study and adjusting to the academic demands of graduate studies.

**University Library**

See page 8 of this catalog.

**Goodson Student Union**

The Felix Goodson Student Union is a center for student activities available for both the graduate student and the undergraduate student. Included in the Union are the snack bar, student lounge, game room, student leadership offices, bookstore, a small meditation chapel, the Office of Student Life, University Ministries and Davis Theatre.

## University Bookstore

The University Bookstore, located in the Goodson Student Union, carries a complete stock of textbooks, selected trade books, supplies, and many items for personal use. Sales are mainly on a cash basis, however, checks and major credit cards are accepted.

## STUDENT ORGANIZATIONS

### Education

Students in the Master's Certification program are encouraged to join the Student Missouri Student Teacher Association. Information is available in the Office of Teacher Education.

### Physical Therapy

Students in the physical therapy program are encouraged to join the American Physical Therapy Association. The SBU Student Physical Therapy Association is a student organization open to all students in the professional physical therapy program.

## UNIVERSITY LIFE AND MINISTRY

Graduate students are not required to attend chapel. However, graduate students are invited to participate in this spiritual experience.

## UNIVERSITY ACTIVITIES

See page 35 of this catalog.

## COMMUNITY ACTIVITIES

See page 36 of this catalog.

## TRANSCRIPTS

See page 21 of this catalog.

## FINANCIAL INFORMATION

A primary goal of Southwest Baptist University is to provide quality Christian higher education at a reasonable cost to the student. **Tuition and fees for graduate education are established by the SBU Board of Trustees.**

The University does not provide banking services on campus. There are, however, six banks in Bolivar, all of which carry personal accounts at a nominal monthly charge. Two local banks provide ATMs on campus for the convenience of our students.

### Graduate Tuition and Fees

<u>Master of Science in Education</u> and	
<u>Master of Science in Educational Administration</u>	
Per credit hour Bolivar and locations other	
than those named below	\$130.00
Per credit hour Farmington, Hannibal,	
Jefferson County, St. Louis, Pacific,	
Kansas City	\$150.00
<u>Master of Science in Administration</u>	
Per credit hour	\$190.00
<u>Master of Physical Therapy</u>	
Curriculum/Lab fees per year	\$320.00
Technology fee per year	\$120.00
Tuition (per year)	\$17,000.00

### Special Fees (Non-Refundable)

Application/Transcript Evaluation Fee	\$25.00
Graduation Fee	\$60.00
Other fees charged to students using the designated service:	
Continuous Enrollment Fee	\$50.00
Dishonored Check Fee	\$30.00
Health Administration Certificate Fee	\$65.00
Health fee per semester	
(resident students only)	\$14.00
Lab/Course Fees	see course descriptions
Transcript (official) Fee	\$5.00
Student Teaching Fee	\$200.00
Vehicle Registration Fee (per semester)	\$15.00

## PAYMENT OF ACCOUNTS

Payment plans vary for each graduate program. 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. All tuition and fees must be paid before a diploma and/or transcript will be issued.

### Education

Payment of graduate tuition and fees may be made by check, cash, or credit card - VISA, MasterCard, Discover. Payment may be in full or in installments with a promissory note at the start of the course. All tuition and fees must be paid before a diploma and/or grade reports will be issued.

### Administration

All charges for tuition, fees, and books are due in full by the beginning of each eight-week term. Students unable to pay the full amount at the time of registration must select one of the payment plans. Complete information is sent to all new students each spring or may be obtained from the University's Office of Graduate Studies-Business.

The University offers payment options as follows:

1. Full amount paid upon enrollment (cash, check, credit card - VISA, MasterCard, Discover).
2. Partial payment and Promissory Note- The remaining balance is payable in two monthly installments plus interest on the unpaid balance equivalent to an annual rate of thirteen percent. The unpaid balance is defined as the total initial charges less any prior payment. Full amount of the financial balance is due by the end of the eight-week term.
3. Promissory Note- The balance of all charges is payable in two monthly installments plus interest on the unpaid balance equivalent to an annual rate of thirteen percent. The unpaid balance is defined as the total initial charges less any prior payment. Full amount of the financial balance is due by the end of the eight-week term.

### Physical Therapy

Students must pay a non-refundable \$500 deposit upon acceptance into the program which will be applied to tuition. All charges for tuition, fees, room and board are due in full twice a year in January and June at registration. Students waiting on loans to pay their account will be allowed to defer the amount due from the various loan programs until they are received by SBU. However, the out-of-pocket cost to the student must be paid in full before classes begin. Loan applications must be completed and in the possession of the Student Financial Planning Office before consideration will be made for deferring that amount. Students unable to pay the full amount at the time of registration may make arrangements with Tuition Managements Systems, Inc. (TMS) for a \$50 annual fee. Tuition Managements Systems can be reached at 1-800-722-4867. Complete information is sent to all selected students each fall or may be obtained from the University's Office of Accounting Services.

## REFUND POLICY

### Tuition Charge Refunds - Bolivar Campus

Refunds on the tuition charges will be based upon the period of enrollment that the student has completed as of the student's withdrawal date. If this date occurs on or before sixty percent of the period of enrollment, then a refund will be given. Once the period of enrollment completed exceeds sixty percent, no refund will be given. The period of enrollment is defined as the total number of calendar days within that term less any scheduled breaks of at least five consecutive days.

#### EXAMPLE:

If the student completes ten days of a term that is one-hundred days in length, then the student has completed only ten percent of that term and is eligible for a ninety percent refund in tuition charges.

Additional refund policies may be found on page 20 of the catalog.

## GRADUATE STUDENT LOANS

Southwest Baptist University offers Federal Stafford Student Loans to assist students in meeting their financial obligations. All assistance is awarded on the basis of financial need and the total amount of assistance cannot exceed that need. Application for assistance is made by (1) completing an SBU financial assistance application, (2) filing a Free Application for Federal Student Aid, and (3) submitting to SBU a photocopy of the most recent income tax return filed by the student. All assistance application forms must be completed before aid can be awarded by the University. 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. Physical therapy students should submit their initial completed loan application by October 15 to ensure timely processing for January registration.

### 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. Graduate students may borrow up to \$8,500 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 8.25%. 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. Graduate students may borrow up to \$10,000 per year if eligible. 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.

## WORK OPPORTUNITIES

### Graduate Assistantships

A limited number of graduate assistantships may be available. Contact the office of graduate studies in education for further details.

# COLLEGE OF BUSINESS AND COMPUTER SCIENCE

## Master of Science in Administration

Director: Angie Smith

Office: Taylor 125 - (417) 328-2000

### CALENDAR

#### Fall 2001

##### August

6 ..... MSA classes begin

15-17 ..... SBU Faculty Workshop

##### September

3 ..... Labor Day-No Classes

27 ..... MSA classes end

##### October

15 ..... MSA classes begin

12 ..... Intent to Graduate Card Due for December

20 ..... SBU Homecoming

##### November

3 ..... Fall Visitation Day

10 ..... Master's Comps

19-23 ..... Thanksgiving Break

29 ..... All correspondence work due  
for December Graduation

##### December

13 ..... MSA classes end

14 ..... Graduation

#### Spring 2002

##### January

17 ..... MSA classes end

21 ..... MSA classes begin

##### March

14 ..... MSA classes end

22 ..... Intent to Graduate Card Due for May

##### April

1 ..... MSA classes begin

6 ..... Master's Comps

##### May

2 ..... All correspondence work due  
for May Graduation

18 ..... Graduation

23 ..... MSA classes end

31 ..... Intent to Graduate Card Due for July

##### June

3 ..... MSA classes begin

27 ..... MSA classes end

##### July

1 ..... MSA classes begin

15 ..... All correspondence work due  
for July Graduation

25 ..... MSA Classes End

26 ..... Graduation

### PROGRAM PURPOSES

The Graduate Program in Business addresses a common set of goals that each graduate should attain. A graduate of this program should be able to:

1. identify different schools of administrative theory and verbalize a philosophy of administration consistent with their personal value system;
2. identify current administrative issues and trends, then evaluate and implement sound practices;
3. be proficient in the areas of administrative research, statistical analysis, evaluation and interpretation;
4. demonstrate a sound knowledge of administrative theory and its application in their industry;
5. investigate, analyze and initiate administrative concerns and effect necessary change;
6. utilize advanced administrative techniques in supervision and evaluation;
7. strengthen their expertise in administration to become more proficient on the job;
8. engage in professional growth and development on a continuing basis;
9. expand subject matter knowledge in their related field; and
10. consider the opportunity to build value systems consistent with a Christian ethical position.

Additionally, each emphasis of this program has a specific purpose and related goals.

#### **Business Administration Purpose**

The purpose of the curriculum in Business Administration is to broaden the graduates' understanding of the administrative, economic, and organizational environments peculiar to business enterprises. To accomplish this purpose, the following goals are established.

A graduate should be able to:

1. describe and interpret different facets of the business environment;
2. identify current administrative issues and trends in business administration, then evaluate and implement sound practices;
3. conduct, evaluate, and interpret research in business administration;
4. demonstrate a sound knowledge of administrative theory and its application in business organizations;
5. strengthen his/her insight into the legal environment facing business and its implications for administrative practice; and
6. consider the opportunity in the business enterprise to build value systems consistent with a Christian ethical position.

### Health Services Administration Concentration Purpose

The purpose of the concentration in Health Services Administration is to broaden the graduates understanding of the administrative, economic and organizational environments peculiar to health service enterprises. To accomplish this purpose the following goals are established.

A graduate with this concentration should be able to:

1. describe and interpret different facets of the American health service system;
2. identify current administrative issues and trends in health service administration, then evaluate and implement sound practices;
3. conduct, evaluate and interpret research in health services;
4. demonstrate a sound knowledge of administrative theory and its application in health service organizations;
5. strengthen his/her insight into health law and its implications for administrative practice; and
6. consider the opportunity in the health service enterprise to build value systems consistent with a Christian ethical position.

## ASSESSMENT

Periodic measurements of student perceptions and intellectual growth are obtained as one means for the University to assess and improve its academic programs and student learning. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students.

## ADMISSION REQUIREMENTS

### Admission to Unclassified Status

Students who do not wish to pursue a degree but who are eligible for graduate study may take up to nine (9) graduate credit hours in the College of Business and Computer Science. The ability to transfer credit for the courses completed toward the graduate program at SBU, or another college or university, depends upon the course of study provided at the time of transfer by the receiving program. Applicants who have not completed the application process are also placed in this status until requirements are met.

### Admission to Classified Status

Students may be fully admitted or conditionally admitted to the graduate program. Classified status students are admitted to the program 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 is conditionally admitted to graduate study. However, the graduate student may take no more than 9 semester hours of graduate courses without satisfying program prerequisites.
  - B. **Academic Probationary Admission** - The student meets all admission standards except that the student does not present a 2.75 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 2.75 on a 4.00 scale;
3. submit a completed "Application for Admission to the College of Business and Computer Science Master of Science in Administration Program;"
4. submit an official transcript of all baccalaureate and graduate level records from colleges and universities attended; and
5. pay a \$25 transcript evaluation fee.

### International Students

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.

### Prerequisites

The prerequisites for the Master of Science in Administration are as follows:

- Computer Proficiency
- ACC 2023 Accounting Principles I or ACC 5003 Accounting Foundations I
- ACC 2033 Accounting Principles II or ACC 5013 Accounting Foundations II
- MGT 3013 Principles of Management or MGT 5003 Management Foundations (or approved alternative)
- MKT 3023 Principles of Marketing or MKT 5003 Marketing Foundations
- ECO 2023 Principles of Microeconomics or ECO 5003 Economics Foundations
- FIN 3023 Statistics or FIN 5003 Statistics Foundations
- FIN 4043 Business Finance or FIN 5013 Finance Foundations

### Transfer Credit

Nine (9) 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 or the college dean.

## 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 both their advisor and the Director of Graduate Studies within the College of Business and Computer Science.

### Comprehensive Examination

Each student is required to pass a comprehensive written examination at the end of the study for the degree and must be completed at the conclusion of the course on Strategic Thinking and Planning. This course is the last course taken in the program and cannot be taken unless all other course work is 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 and monitored by members of the graduate faculty.

### Master of Science in Administration

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 with no grade below a "C" (2.00);
- (4) complete an administrative core of 27 hours;
- (5) complete a 9-11 hour sequence of courses for an MSA in Business Administration or an 18-20 hour sequence of courses for an MSA with a Health Services Administration concentration;
- (6) complete all degree requirements within a five-year period following admission to the graduate degree program; and
- (7) participate in commencement exercises unless absence is approved by the Provost.

## PROGRAM OF STUDY AND ACADEMIC REGULATIONS

The degree program will consist of at least 36 semester hours including an administrative core and the area of concentration.

### The Administrative Core (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 5113 - Managerial Accounting	3 hours
FIN 5023 - Financial Management	3 hours
MKT 5023 - Marketing Management	3 hours
MGT 5043 - Organizational Behavior and Servant Leadership	3 hours
CIS 5123 - Management Information Systems and E-Commerce	3 hours
MGT 5013 - Managerial Communications	3 hours
ECO 5043 - Managerial Economics	3 hours
BUS 5053 - International Business	3 hours
MGT 5093 - Strategic Thinking & Planning	3 hours

The Master of Science in Administration provides these areas in which students may focus their graduate program: Business Administration and Health Services Administration.

### Business Administration (9-11 semester hours)

BUS 5043 - Biblical Ethics in Business Administration	3 hours
BUS 5083 - Quantitative Business Research	3 hours
BUS 5233 - Critical Thinking & Decision Making in Business	3 hours
*BUS 5981-2 - Internship	1-2 hours

### Health Services Administration Concentration (18-20 semester hours)

HAD 5043 - Biblical Ethics in Health Administration	3 hours
HAD 5083 - Quantitative Health Administration Research	3 hours
HAD 5233 - Critical Thinking & Decision Making in Health Administration	3 hours
HAD 5103 - Health Service Systems	3 hours
HAD 5013 - Health Administration Law and Risk Management	3 hours
HAD 5183 - Health Service Organizations	3 hours
*HAD 5981-2 - Internship	1-2 hours

\* Or over four years supervisory management experience. If students have 2-4 years supervisory management experience, one hour is required. If students have less than two years supervisory management experience, two hours are required.

## HEALTH ADMINISTRATION CERTIFICATE PROGRAM

The Health Administration Certificate program is an eighteen-hour sequence involving two health administration courses (6 hours) and four graduate business courses (12 hours). Completion of six hours of health administration courses, plus four of the seven graduate leveling courses would result in the student being awarded a Certificate of Health Administration, along with a "pinning" ceremony. Within a year a student can finish the certificate program and gain knowledge and skills in fundamental areas of health care organization and systems. Credit earned in the certificate program may also be applied toward Southwest Baptist University's Master of Science with Health Services Administration concentration.

### Health Administration Certificate Program (18 semester hours)

HAD 5103 - Health Service Systems	3 hours
HAD 5183 - Health Service Organizations	3 hours
ACC 5003 - Accounting Foundations I (cross-listed with ACC 2023)	3 hours
MGT 5003 - Management Foundations (cross-listed with MGT 3013)	3 hours
FIN 5013 - Finance Foundations (cross-listed with FIN 4043)	3 hours
MKT 5003 - Marketing Foundations (cross-listed with MKT 3023)	3 hours

If a student enters the program having taken the equivalent of one of the foundations courses at the undergraduate level, other courses listed in sequential preference would be taken to satisfy the eighteen graduate hours required for completion of the certificate program:

1. ACC 5013 - Accounting Foundations II
2. FIN 5003 - Statistics Foundations
3. ECO 5003 - Economics Foundations
4. Other graduate business courses as approved

A minimum of 18 graduate business hours must be completed through Southwest Baptist University to earn the Health Administration Certificate.

## GRADES

A graduate student completing a graduate course at Southwest Baptist University will receive a final grade in the course of "A," "B," "C," "F," "P," or "IP."

A student must receive a grade of "C" or higher in each course on the approved program of study. No more than six (6) semester hours of credit with a grade of "C" will be applied toward degree requirements.

Credit earned by correspondence may not be applied toward graduate degree requirements.

Work experience may not be applied as credit toward the master's degree.

### **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 unless the student has completed at least eighty (80) percent of 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, instructor, 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 complete satisfactorily 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, research projects, 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, instructor, academic advisor and the college dean.

**It is the responsibility of the student to complete satisfactorily 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 appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.

## COURSE REPETITION

(See page 46)

## LOCATION OF OFF-CAMPUS SITES - MISSOURI

Mt. View and Springfield

## COURSE DESCRIPTIONS

In order to provide the appropriate academic training the following courses will be included in our current graduate offerings:

### ACCOUNTING

**ACC 5003. Accounting Foundations I (cross-listed with ACC 2023) - 3 hours**

A study of the basic fundamentals of Financial Accounting, concentrating on the complete accounting cycle for both the service and merchandising business. Included in this study are inventory systems, internal control, financial reporting and financial statement analysis. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**ACC 5013. Accounting Foundations II (cross-listed with ACC 2033) - 3 hours**

A continuation of ACC 5003. An in-depth study of the elements of the corporate Balance Sheet--current and long-term assets, current and long-term liabilities and stockholder's equity--and related income statement accounts. Included in this study is the Statement of Cash Flows and financial statement analysis. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**ACC 5113. Managerial Accounting - 3 hours**

The application of accounting principles and techniques to managerial planning and controlling activities. Areas emphasized will include behavior of cost, budgeting, accounting analysis, and improving managerial tools used in decision making. Prerequisite: Accounting Principles.

**ACC 5991-3. Independent Study in Accounting - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

### BUSINESS

**BUS 5000. Continuous Enrollment**

This course designation provides a mechanism for tracking students who have received a grade of "I" or "IP" in a graduate course and are not currently enrolled in another graduate offering at SBU. The course designation neither carries graduate credit nor requires tuition. The student is assessed a course fee utilized by the University to provide a current student identification card, allowing access to library resources at SBU and other university/college libraries, as well as providing funds to support related program record keeping. Course fee \$50 per eight-week term..

**BUS 5043. Biblical Ethics in Business Administration - 3 hours**

Introduces biblical principles of ethical thinking and applies them to situations and models for decision making. Explores and analyzes ethics relating to the nature of the organization, work in the organization, the relationship of the organization to society, and the development of organizational culture. Provides a conceptual and systematic study of organizational ethics in efforts to help the student develop consistent criteria for ethical decision making. The course will consider biblical, traditional (classic) and contemporary methods in the field of ethics and moral philosophy and will assess their usefulness in everyday organizational life. In analyzing contemporary organizational issues, the student will be expected to look carefully at the factors within the work environment and society which contribute to the dilemmas, to think constructively about how these might be changed, and where the responsibility for such change lies. The course will include a research subject in the business field preparing students for decision-making, analysis of biblical and ethical issues, and applying various models for decision making.

**BUS 5053. International Business - 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. Prerequisite: Management Principles.

**BUS 5083. Quantitative Business Research - 3 hours**

This course examines the nature and role of research in a professional context. The emphasis of the course is on the logical development and application of research methods based upon philosophical, theoretical and practical considerations. Procedures for developing research questions, reviewing current literature and designing research are reviewed, developed and implemented. A practical research project in Business will be conducted and presented. Prerequisite: Statistics proficiency and computer literacy.

**BUS 5233. Critical Thinking & Decision Making in Business - 3 hours**

The course consists of a study of critical thinking with emphasis on the four components - Question/Issue, Method, Evidence, Conclusion. The primary purpose of this course is to promote the development of critical thinking skills and focus on the information necessary for informed and profitable business activity. Criteria for evaluating reasoning will be presented included purpose, question, information, concepts, assumptions, inferences, point of view, and implications. The course will focus on critical thinking specifically as it relates to business decision making.

**BUS 5981-3. Internship - 1-3 hours**

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 related to the internship experience in business.

**BUS 5991-3. Independent Study in Business - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

**COMPUTER AND INFORMATION SCIENCES****CIS 5123. Management Information Systems and E-Commerce - 3 hours**

The study of the fundamental and theoretical foundations for managing information, its applications, and its security control mechanisms. The course focuses on the ability to perform transactions involving the exchange of goods and services using electronic tools and techniques, and on the developing technologies for information systems and electronic commerce. Prerequisite: computer proficiency.

**ECONOMICS****ECO 5003. Economic Foundations (cross-listed with ECO 2023) - 3 hours**

A study of economic principles with emphasis upon microeconomics. Includes a study of economics of the firm, consumer demand theory and current problems. A practical research paper in managerial economics will be conducted. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course

**ECO 5043. Managerial Economics - 3 hours**

Combines basic microeconomic theory with statistical methods to provide a basis for practical application of economics attaining desired objectives. Particular attention is given to using quantitative methods to choose optimal production, marketing, management, and finance options. Prerequisite: Economics proficiency.

**ECO 5991-3. Independent Study in Economics - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

**FINANCE****FIN 5003. Statistics Foundations (cross-listed with FIN 3023) - 3 hours**

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. A practical research project in business or health administration will be conducted. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**FIN 5013. Finance Foundations (cross-listed with FIN 4043) - 3 hours**

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, computer applications, and spreadsheet analysis. A practical research project in Business Finance will be conducted. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**FIN 5023. Financial Management- 3 hours**

The study of management techniques for the effective utilization of the financial resources, personnel, and facilities of a physical resources institution. Topics include analyzing organizational, financial performances, financial management strategies, and financial decision making for capital acquisitions.

**FIN 5991-3. Independent Study in Finance - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

**HEALTH SERVICES ADMINISTRATION****HAD 5043. Biblical Ethics in Health Administration - 3 hours**

Introduces biblical principles of ethical thinking and applies them to situations and models for decision making. Explores and analyzes ethics relating to the nature of the organization, work in the organization, the relationship of the organization to society, and the development of organizational culture. Provides a conceptual and systematic study of organizational ethics

in efforts to help the student develop consistent criteria for ethical decision making. The course will consider biblical, traditional (classic) and contemporary methods in the field of ethics and moral philosophy and will assess their usefulness in everyday organizational life. In analyzing contemporary organizational issues, the student will be expected to look carefully at the factors within the work environment and society which contribute to the dilemmas, to think constructively about how these might be changed, and where the responsibility for such change lies. The course will include a research subject in the health field preparing students for decision-making, analysis of biblical and ethical issues, and applying various models for decision making.

**HAD 5083. Quantitative Health Administration Research - 3 hours**

This course examines the nature and role of research in a professional context. The emphasis of the course is on the logical development and application of research methods based upon philosophical, theoretical and practical considerations. Procedures for developing research questions, reviewing current literature and designing research are reviewed, developed and implemented. A practical research project in health administration will be conducted and presented. Prerequisite: Statistics proficiency and computer literacy.

**HAD 5233. Critical Thinking & Decision Making in Health Administration - 3 hours**

The course consists of a study of critical thinking with emphasis on the four components - Question/Issue, Method, Evidence, Conclusion. The primary purpose of this course is to promote the development of critical thinking skills and focus on the information necessary for informed and profitable business activity. Criteria for evaluating reasoning will be presented including purpose, question, information, concepts, assumptions, inferences, point of view, and implications. The course will focus on critical thinking specifically as it relates to decision making in health administration.

**HAD 5013. Health Administration 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.

**HAD 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.

**HAD 5183. Health Service Organizations - 3 hours**

The study of the process of planning, organizing, and leading the varied government boards, officers, care providers, professional and support personnel involved in the operation of patient care.

**HAD 5981-3. Internship - 1-3 hours**

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 related to the internship experience in health administration.

## MANAGEMENT

**MGT 5003. Management Foundations (cross-listed with MGT 3013) - 3 hours**

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. A research project in management will be conducted. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**MGT 5013. Managerial Communications - 3 hours**

The study of administrative communications specifically from the perspective of personnel management. Recruitment, selection, interviewing, testing, training, development, supervision, and performance evaluation are the major areas emphasized.

**MGT 5043. Organizational Behavior and Servant Leadership - 3 hours**

The study of effective management of both "planned" and "unplanned" organizational and behavioral change, and the role of principle-centered leadership as a catalyst for such 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 specifically from a New Testament model of servant-leadership. Prerequisite: Management Foundations.

**MGT 5093. Strategic Thinking & Planning - 3 hours**

Introduction to the theories and strategies of planning and policy development from national, regional, multi-institutional, and institutional frame work. Attention is given to research and information systems, planning, and strategy implementation that must be carried out to keep institutions productive.

**MGT 5991-3. Independent Study in Management - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

**MARKETING****MKT 5003. Marketing Foundations ( cross-listed with MKT 3023) - 3 hours**

The study of the system of activities that constitute marketing with emphasis on the theories, principles, policies, and strategies utilized to identify and satisfy the needs and wants of customers. The universal application of marketing management in all forms or organizations is stressed and a research project in marketing will be conducted. This course is a leveling course which meets a MSA prerequisite; it can not be counted or substituted for another MSA course.

**MKT 5023. 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. Prerequisites: Marketing Foundations.

**MKT 5991-3. Independent Study in Marketing - 1-3 hours**

Independent study of some problem or area not covered in organized courses. The study is under the direction of a department member in whose field of specialization the problem lies. Prerequisites: Graduate level standing and approval of department chair.

**PHILOSOPHY****PHI 5043. Social/Ethical Responsibility - 3 hours**

Introduces principles of ethical thinking and applies them to situations and models for business decision making. Explores and analyzes business ethics relating to the nature of the corporation, work in the corporation, the relationship of the corporation to society, and the development of corporate culture. Provides a conceptual and systematic study of organizational ethics in efforts to help the student develop consistent criteria for business ethics decision making. The course will consider traditional (classic) and contemporary methods in the field of business ethics and moral philosophy and will assess their usefulness in everyday organizational life. In analyzing contemporary organizational issues, the student will be expected to look carefully at the factors within the work environment and society which contribute to the dilemmas, to think constructively about how these might be changed and where the responsibility for such change lies.



# LEWIS E. SCHOLLIAN COLLEGE OF EDUCATION AND SOCIAL SCIENCES

**Master of Science in Education  
Master of Science in Educational Administration**

Director: Tom Hollis

Coordinator, Educational Administration program: Michael Arnold

Office: 120 Gott Educational Center

(417) 328-1700, 328-1737 or 1-800-792-4191

## CALENDAR

### Campus Classes Begin

Fall 2001 .....	August 20
Spring 2002 .....	January 3
Summer 2002 .....	June 3

### Education Day - October 13, 2001

Registration must be postmarked by October 1, 2001. Enrollment for one hour of graduate credit must also be completed by October 1. Education Day reports for graduate credit are due November 23, 2001.

### Deadlines for Enrollment for Independent Study, Reading, and Symposium Credit

Fall 2001 .....	September 3
Spring 2002 .....	February 4
Summer 2002 .....	June 3

### Deadlines for Completion of Independent Study, Reading, Symposium Credit and Master's Project

Fall 2002 .....	December 3
Spring 2002 .....	May 6
Summer 2002 .....	July 12
Master's Project .....	6 weeks prior to graduation

### Deadlines for Comprehensive Examination Registration

Fall 2001 .....	October 12
Spring 2002 .....	March 18
Summer 2002 .....	June 3

### Deadlines for Intent to Graduate Card

December 2001 .....	October 19
May 2002 .....	March 22
July 2002 .....	May 31

### Comprehensive Examination (9:00 a.m. - 1:00 p.m.)

Fall 2001 .....	November 10
Spring 2002 .....	April 6
Summer 2002 .....	June 15

### Graduation Dates

Fall 2001 .....	December 14
Spring 2002 .....	May 18
Summer 2002 .....	July 26

## PROGRAM PURPOSES

The purpose of the Graduate Programs in Education is to provide learning experiences that will assist teachers to improve their capability to teach in elementary, middle and secondary schools and to provide training leading to the recommendation for certification for elementary, middle or secondary school principalship. The program is designed to assist graduate students in attaining a number of outcomes.

### A graduate should be able to:

1. identify schools of philosophical thought and analyze one's personal philosophy of education as it relates to Christian educational thought;
2. identify current educational issues and trends and evaluate and implement sound educational practice;
3. attain proficiency in the areas of educational research and statistical analysis;
4. demonstrate a sound understanding of learning theories and become adept in applying them in classroom or administrative situations;
5. develop the ability to investigate, analyze, and initiate curricular and instructional change and improvement;

6. become adept at using advanced educational technology in instruction and evaluation;
7. increase teaching expertise and general proficiency in instruction or administration;
8. become committed to engaging in professional growth and development on a continuing basis;
9. expand subject matter knowledge in all education content fields; and
10. strengthen one's value system consistent with a Christian ethical position.

## ASSESSMENT

In the Master of Science in Education degree program, periodic measurements of student perceptions and intellectual growth are obtained as one means for the University to assess and improve its academic programs and student learning. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students.

All students in the master's degree program in education must take a one-half day comprehensive examination consisting of responses to essay questions requiring application, analysis, synthesis, and evaluation. Questions are formulated and evaluated by the graduate faculty.

Alumni of the program will be surveyed on a biannual basis. They will be asked to evaluate the major degree program components and appropriateness of relationship to their work in education. The Alumni Questionnaire prepared by ACT will be the basic instrument in addition to 30 questions prepared locally. Students in the educational administration program will be surveyed upon completion of the degree. A follow-up survey will be conducted two years following graduation.

When possible, the immediate supervisor of graduates will be surveyed to determine the adequacy of the graduate program in preparing people for the principalship.

In the Master of Science in Educational Administration degree program, each student will be required to complete EAD 6133 - Capstone Experience in which they will be responsible for evaluating several actual situations faced by principals. In addition, all students will be required to complete the Building Level Administrator's Assessment conducted by the Department of Elementary and Secondary Education prior to receiving their initial certificate as a school principal.

## 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.

For admission into the Educational Administration program, students must currently possess a baccalaureate degree in education and a current teaching certificate issued by the state of Missouri. Also required are three letters of recommendation from persons having knowledge of professional ability and character and validation of at least two years of teaching experience.

### Admission to Unclassified Status

Unclassified graduate students are persons taking graduate courses, but not pursuing a Master of Science in Education degree or a Master of Science in Educational Administration degree at Southwest Baptist University, and persons who are taking courses prior to admission to a 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 in Step 1 of page 205.

### Admission to Classified Status for Degree-Seeking Students

Graduate students in classified status are those who have been admitted to the Master of Science in Education degree program or the Master of Science in Educational Administration degree program.

Persons wishing to pursue either master's degree at Southwest Baptist University should complete the process of admission to the graduate program as a classified degree-seeking student by the second term of their enrollment.

**At least fifteen (15) hours must be completed at Southwest Baptist University after official admission to the Master of Science in Education degree program. Admission to the Master of Science in Educational Administration must be accomplished prior to the completion of 12 credit hours at SBU.**

An applicant for admission to either of the Master of Science Degree programs may be fully or unconditionally admitted or may be admitted with limitations or conditions.

Criteria for full or unconditional admission to the Master of Science degree programs are:

1. A Missouri Teaching Certificate (PC-1) issued after September 1, 1991, or a Pass for Missouri certification on the National Teacher's Examination (PRAXIS) or 1200 (total of Verbal, Quantitative and Analytical) on the Graduate Record Exam; and
2. An undergraduate Grade Point Average of at least 2.75 on a 4.0 scale; and
3. A positive recommendation for admission from the Graduate Education Admissions Committee.

Conditional Admission may be granted upon the recommendation of the Graduate Education Admissions Committee for a person who does not fully meet the criteria given above. When a person is granted conditional admission, the conditions for continuing in the program are communicated in writing by the Office of Graduate Studies.

Steps to be followed in obtaining admission to one of the Master of Science Degree programs are:

Step 1: Submit the following materials to the Office of Graduate Studies:

1. An official transcript showing completion of a bachelor's degree.
2. Official 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 passing scores made on the National Teachers Examination (NTE) or
  - c. An official report of passing scores made on the Graduate Record Examination (GRE).  
(An M.S. degree from an accredited school may be substituted for testing requirement.)
5. A \$25.00 application fee.

Step 2: Admission Questionnaire

An admission questionnaire, including a handwritten statement describing the applicant's motivation for pursuing the master's degree at Southwest Baptist University, must be submitted by the applicant. This form is mailed to the student upon request and should be submitted by the student with the application.

Step 3: Committee Action

After all admissions materials are filed, the Graduate Admissions 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 to the graduate program at Southwest Baptist University.
2. The candidate may not be admitted to the graduate program and may not pursue a graduate degree at Southwest Baptist University.
3. The candidate may be conditionally admitted and may proceed to pursue the appropriate master's degree if stated conditions are continuously met.

The Graduate Admissions 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 or building level administration.

Step 4: Notification

The Office of Graduate Studies will notify the applicant in writing of the decision of the Graduate Admissions Committee. If the applicant is admitted conditionally, the conditions for continuing in the program will be listed and communicated in writing. An advisor will be announced in the letter. Students should communicate with their assigned advisor as soon as possible.

**Admission of a Last-Semester Senior (Master of Science in Education ONLY)**

An undergraduate student, enrolled on the SBU campus in Bolivar, interested in taking courses for graduate credit during the last year of undergraduate work may register for graduate courses with the approval of the Office of Graduate Studies in Education. To be considered, a transcript of completed work indicating a cumulative GPA of 2.75 on a 4-point scale, a schedule of classes for the semester the work is to be completed, an application for admission to the Graduate Program, and letters of recommendation from two undergraduate faculty members must be submitted to the Office of Graduate Studies in Education. This information must be processed at least three weeks before the beginning of the semester. Students may complete up to 12 graduate hours prior to the completion of the baccalaureate degree. The graduate courses taken will be held in escrow until the degree is completed. These hours may not be transferred to another university until the baccalaureate degree is completed. Combined total enrollment shall not exceed sixteen hours.

**International Students**

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.

**Transfer Credit**

Upon approval, a student may transfer a maximum of twelve (12) semester hours of graduate credit from regionally accredited colleges and/or universities. **Transfer courses must have been completed within the last seven (7) years.** Previous graduate hours must be submitted prior to admission to graduate study at Southwest Baptist University.

Courses must be applicable to a student's SBU graduate program and become a part of the program of study when transferred. Official

transcripts indicating the courses to be transferred must be on file in the Office of Graduate Studies in Education prior to admission.

Transfer credits must be approved by the Director of Graduate Studies in Education and the Dean of Graduate Studies. Graduate courses transferred to Southwest Baptist University must have grades of "A," "B," "S," "P," or "CR" and must be similar to graduate courses offered by Southwest Baptist University. **Official transcripts must be submitted.**

A student currently admitted as a classified graduate student at Southwest Baptist University who desires to complete graduate course work at another regionally or nationally accredited institution and transfer it to SBU must have **prior approval** of the advisor and the Director of Graduate Studies in Education. The Transfer Course Approval Form must be completed and approved by the above persons prior to taking the course work.

Course work in Educational Administration completed outside the state of Missouri can not be transferred to Southwest Baptist University and will not be applied to the Master of Science in Educational Administration degree.

**No correspondence courses will be accepted for transfer credit.**

Southwest Baptist University reserves the right to accept or reject any credit for transfer.

### **Auditing a Course**

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 as 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. Regular class attendance is expected. Auditors should consult with the instructor regarding restrictions and expectations. Change from credit status to audit status must be approved by the instructor and the Director of Graduate Studies in Education. Persons who are not currently enrolled in the University must apply for admission in order to register as an auditor. Tuition for auditing a class is one-half (1/2) the rate charged for regular enrollment.

A student cannot change from a credit to audit (or admit to audit) after the third class meeting.

## **DEGREE REQUIREMENTS**

**To receive the Master of Science in Education degree a student must:**

1. select either the 36 or 39 hour degree option;
2. complete all core requirements;
3. complete a minimum of 21-27 hours of elective courses;
4. complete all course work with no more than 6 semester hours of "C";
5. receive a "C" or higher in all course work;
6. complete a minimum of 6 hours in residence on the Bolivar campus;
7. pass the comprehensive examination; and,
8. complete all requirements within 5 years of the date admitted to the graduate program.

Persons completing the Master of Science in Education degree and teacher certification must fulfill the above requirements and the requirements for certification. The master's certification program is available on the Bolivar campus only.

The Master of Science in Educational Administration degree will include the following courses:

#### **Elementary School Principal Certificate:**

EDU 5033 - Learners and the Learning Process

EDU 5083 - Educational Research

EAD 6003 - Foundations of Educational Administration

EAD 6013 - Elementary School Administration

EAD 6033 - Elementary School Curriculum

EAD 6053 - School Supervision

EAD 6062 - Internship 1

EAD 6072 - Internship 2

EAD 6083 - Essentials in Law, Finance and Buildings

EAD 6093 - Administration of Special Programs

EAD 6113 - Administrative Communication, Innovation and Management

EAD 6133 - Capstone Experience

Electives - 2 hours

#### **Secondary School Principal Certificate:**

EDU 5033 - Learners and the Learning Process

EDU 5083 - Educational Research

EAD 6003 - Foundations of Educational Administration

EAD 6023 - Secondary School Administration

EAD 6043 - Secondary School Curriculum

**EAD 6053** - School Supervision  
**EAD 6062** - Internship 1  
**EAD 6072** - Internship 2  
**EAD 6083** - Essentials in Law, Finance and Buildings  
**EAD 6093** - Administration of Special Programs  
**EAD 6113** - Administrative Communication, Innovation and Management  
**EAD 6123** - Organization and Administration of Vocational Education  
**EAD 6133** - Capstone Experience

The Middle School Principal Endorsement will include the following courses in addition to the completion of either the Elementary or Secondary certification requirements.

**Elementary/Middle School Endorsement:**

**EDU 5463** - Middle School Philosophy and Organization  
**EDU 5473** - Psychology of the Middle School Student  
**EDU 5493** - Middle School Curriculum

**Secondary/Middle School Endorsement:**

**EDU 2512** - Teaching Reading in the Middle School  
**EDU 5162** - Teaching Integrated Math  
**EDU 5463** - Middle School Philosophy and Organization  
**EDU 5473** - Psychology of the Middle School Student  
**EDU 5493** - Middle School Curriculum  
**EDU 5613** - Teaching Reading in the Content Areas

Complete course descriptions follow this section.

## PROGRAM OF STUDY AND ACADEMIC REGULATIONS

The program of study for the Master of Science in Education degree is focused on the professional growth and development of elementary and secondary teachers. The degree is usually sought by persons who are experienced teachers; however, a growing number of persons are completing the Master of Science Degree prior to beginning their teaching career.

Southwest Baptist University offers a Master of Science in Educational Administration degree specifically designed to prepare students for initial recommendation for certification as elementary, middle, and secondary school principals. The program has been developed in accordance with certification requirements established by the State Board of Education of the State of Missouri. (Certification programs are administered by the Department of Elementary and Secondary Education (DESE)).

The Educational Administration program is coordinated and administered through the Office of Graduate Studies in Education at SBU. Current policies related to the existing Master of Science in Education degree (as printed in this catalog) apply to the Master of Science in Educational Administration degree. The Coordinator of the Educational Administration program is responsible for the day to day concerns of the Educational Administration program.

The Master of Science in Education degree program has two (2) options. Option 1 of the degree program consists of 36 semester hours that includes a professional core and a specialization area elected by the student. Option 2 consists of 39 semester hours and includes 4 core courses. Six (6) hours of **approved** courses may be substituted for the Master's Project.

Core requirements are completed by all students and consist of four courses (for options 1 and 2) and a project (for option 1 only) that total (twelve or) fifteen semester hours. The 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 should participate meaningfully in school curricular planning. 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 environments.

Core requirements are also based on the assumption 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. A second assumption is that teachers need to be able to conduct action research that will help them understand students and modify their teaching and learning strategies to meet the needs of their students in a better way.

The Core (12-15 hours) includes the following courses:

**EDU 5013** - Foundational Perspectives of Education  
**EDU 5023** - Curriculum Design and Development  
**EDU 5033** - Learners and the Learning Process  
**EDU 5083** - Educational Research  
**EDU 5093** - Master's Project, OR \*six hours of approved courses as substitution  
 \*Option 2 requires 39 credit hours.

Complete course descriptions follow this section.

The professional specialization area is comprised of the remaining 21-27 semester hours of the degree program. This area provides latitude for the student to select courses that strengthen competency in an area of professional teaching practice such as teaching at the elementary level or teaching at the secondary level. The degree seeking student must complete, file and obtain approval of an official plan of study within two (2) weeks following admission to the program. Plan of Study forms are available from the Office of Graduate Studies in Education. **At least fifteen (15) hours must be completed after official admission to the degree program.** The student should develop the plan of study in consultation with their 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 the Director of Graduate Studies in Education. Advisors will note changes in the permanent file of the student in the Office of Graduate Studies.

The Master of Science in Educational Administration degree leads to recommendation for certification as an elementary, middle, or secondary school principal. The elementary school principal certificate requires thirty-six (36) credit hours. The secondary school principal certificate requires thirty-seven (37) credit hours. The middle school endorsement requires completion of either the elementary or secondary school principal requirements plus additional course work as noted under "Degree Requirements" in this catalog.

### **Individualized Study Limitations**

(Applies to the Master of Science in Education degree program ONLY)

A graduate student is limited to three (3) hours of independent study, three (3) hours of readings credit, and three (3) hours of symposium credit. Each of these must be supervised by an authorized graduate faculty member. Arrangements may be made with the student's supervisor or other authorized graduate studies faculty member.

Application forms may be requested through the Office of Graduate Studies in Education.

Independent studies, readings, and symposium credits will not be granted in the Educational Administration degree program.

The deadline for registering for the independent study, readings credit, and/or symposium credit is two weeks after the beginning of the semester (Fall or Spring) and by June 5 if the student is planning to graduate in July.

Individualized study must be completed by December 5 for the fall semester, May 9 for the spring semester and July 1 for the summer semester.

Students will be notified in writing when the work is approved. No regularly offered courses may be taken for independent study.

### **Maximum Load**

A graduate student may enroll in a maximum of twelve (12) hours per semester. A full-time graduate student is one enrolled in six (6) or more semester hours of graduate credit during the fall and spring semesters and six (6) semester hours during the summer session. The average enrollment for graduate students is six (6) hours per semester.

### **Time Limitations**

The student is required to complete the Master of Science Degree within five (5) years of the date of admission. Requests for extensions must be made in writing and submitted to the Director of Graduate Studies in Education.

### **Course Repetition**

Graduate courses taken at Southwest Baptist University for which the grade is "F" may be repeated. Exception to the number of times a course can be repeated may be granted only by the Provost.

Graduate courses taken for which the grade is "C" may be repeated only once. If the course is repeated at another college or university, prior approval must be received from the department chair and Director of Graduate Studies in Education at SBU.

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

### **Residency Requirement**

Southwest Baptist University offers graduate courses in education and educational administration at selected off-campus sites. To receive the Master of Science Degree, a minimum of six (6) hours of organized course work (excluding independent study, readings, master's project, internships, and other independently supervised work) must be completed in residence on the campus at Bolivar, Missouri. One hour credit workshops held on the Bolivar campus cannot be used to satisfy the residency requirement.

### **Comprehensive Examination**

(The following information is for students seeking the Master of Science in Education degree only. Information concerning comprehensive examinations for the Educational Administration degree program is contained in another section of this catalog).

Each student pursuing a Master of Science in Education degree is required to pass a comprehensive written examination after the completion of twenty-one (21) semester hours and after completion of EDU 5013, 5023, 5033, and 5083. Students must be admitted to the graduate program prior to taking the comprehensive exam. The examination is designed to test the extent to which the student can analyze, synthesize, evaluate, and apply that which has been learned during 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 in Education and is scheduled three times annually.

Students are required to notify the Office of Graduate Studies in Education at the beginning of the semester in which they wish to complete the comprehensive examination (May 1 for the summer semester). Upon receipt of this notification the questions will be mailed to the student or may be picked up at the Office of Graduate Studies in Education.

Students will be notified of their grade by mail within approximately two (2) weeks after the comprehensive examination date. The comprehensive examination is graded Pass/Fail. Students must pass four of the five questions to receive a passing grade on the examination.

If a student does not successfully complete the comprehensive examination, it may be retaken at the next scheduled date. Notification needs to be made to the Office of Graduate Studies if/when a student wishes to repeat the comprehensive examination.

### **Master's Project (Option 1) (Master of Science in Education ONLY)**

The Master's Project is a field-based experience centered upon a practical problem of special interest to the student. The student will identify the problem and develop a project proposal, conduct the project under graduate faculty supervision, and complete a comprehensive project report. The project report will be submitted to the Office of Graduate Studies and will be kept on file permanently in the University Library.

Prerequisites for enrolling in EDU 5093-Master's Project are as follows: Completion of EDU 5083-Educational Research; admission to the Master of Science in Education degree program; formal approval of an Individual Plan of Study for the Master of Science Degree; and completion of twenty-four (24) semester hours of graduate work that are part of this plan of study.

The Master's Project and the Educational Research course (EDU 5083) are separate courses with no formally established overlapping ties. Instructors in Educational Research generally require a research proposal as a requirement for that course. That proposal may focus on the student's Master's Project, but there is no expectation that it does so. The student must meet the stated requirements for both the Educational Research course and the Master's Project.

Each student will plan, conduct, and report upon his/her own individualized project; however, each student is to follow the common procedures listed below.

- Upon, or prior to, enrollment in the Master's Project the student is to file a plan with the advisor or graduate faculty member assigned to supervise the student's project.
- The student is to complete a formal proposal in accordance with the plan.
- The student is to complete a comprehensive written report detailing the project and any resultant conclusions and recommendations. Along with the signed approval page, two error-free copies of the report are to be submitted.
- Advisors should see each chapter as it is completed.
- The "Approval Page" must be filed with the Office of Graduate Studies upon completion of the project.

The Master's Project is graded Pass/Fail.

Final projects must be turned in to the graduate faculty supervisor at least **four** weeks prior to graduation.

**Students may withdraw from the project during the initial semester of enrollment in the project. However, once a grade of "I" or "IP" has been assigned, withdrawal from the Master's Project will not be permitted.**

### **Master's Project Substitution (Option 2)**

Students may elect to substitute six (6) hours of approved credit in lieu of taking the Master's Project. The choice of this option must be made in writing and submitted to the Office of Graduate Studies. Courses selected for substitution must be approved by the Director of Graduate Studies **prior** to completion of the class.

Core courses and courses already completed may not be used as a substitute for the Master's Project. Transfer hours, independent studies, symposium credits, or directed readings will not be accepted as substitution courses.

Students may change from Option 2 to Option 1 at any time by notifying the Office of Graduate Studies in writing. However, a student who has selected Option 1 and has received a grade of "I" or "IP" may **not** change their selection to Option 2. Once a grade has been assigned, the student **must complete** the Master's Project.

Core courses for this option are:

**EDU 5013:** Foundational Perspectives in Education

**EDU 5023:** Curriculum Design and Development

**EDU 5033:** Learners and the Learning Process

**EDU 5083:** Educational Research

To complete the 39 hour option, the student must then select 27 hours of cognate area courses.

## GRADES

A graduate student completing a graduate course at Southwest Baptist University will receive a final grade in the course of "A," "B," "C," "F," "P," "IP," or "I."

A student must receive a grade of "C" or higher in each course on the approved program of study. No more than six (6) semester hours of credit with a grade of "C" will be applied toward degree requirements.

**Credit earned by correspondence will not be applied toward graduate degree requirements.**  
Work experience may not be applied as credit toward the master's degree.

### 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 unless the student has completed at least eighty (80) percent of 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, instructor, 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, projects, 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, instructor, 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 appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.

## WITHDRAWAL FROM SOUTHWEST BAPTIST UNIVERSITY

Students who wish to withdraw from the University, must withdraw officially through the Office of Graduate Studies in Education.

If a student withdraws from school after 69% of the class has elapsed, a grade of "W" will be assigned in all courses where the student is passing as of the date of the withdrawal. In the event the student fails to notify the necessary office, his/her withdrawal is not complete and grades of "F" will be recorded for failure to attend classes.

Enrollment in the course is defined as: a student who pre-enrolls via telephone, a pre-enrollment form by mail, or an in-class enrollment. Following initial enrollment, the student is responsible to notify the proper officials if the student wishes to drop a course.

## ENROLLMENT POLICY

Southwest Baptist University reserves the right to cancel any course having an enrollment which falls below the minimum enrollment established by the Graduate Council.

## THE MASTER'S DEGREE TEACHER CERTIFICATION PROGRAM

Southwest Baptist University offers a program by which qualified graduate students may become certified to teach in elementary, middle or secondary schools while earning the Master of Science in Education degree. The program is designed so that the participant may meet requirements for a Missouri teaching certificate (PC-1) and concurrently complete the requirements for the Master of Science in Education degree. The graduate level courses are open only to students with a bachelor's degree except by special permission from the Director of Graduate Studies in Education. The intent of the program is to attract outstanding persons from other areas of study for entry into teaching. The program is designed for persons whose undergraduate study was related to the fields in which they plan to teach and who have an outstanding undergraduate record.

Since the program involves study leading to both the Master of Science Degree and the Missouri teaching certificate (PC-1), the degree is not granted until certificate requirements are met, and the certificate is not processed until the Master of Science Degree requirements are met. The program enables the graduate student to earn a Master's Degree and meet teacher certification requirements in a setting which encompasses a Christian perspective. The program is offered by Southwest Baptist University only on the campus in Bolivar. Participants in the program are charged the graduate rate of tuition for all required undergraduate leveling or certification course work. However, only persons fully admitted to the program or in their first semester of study while seeking admission to the program will be approved to take undergraduate leveling courses at the graduate tuition rate. The program is available only to persons who have been formally admitted to the teacher education program.

Criteria for admission into the Master's Degree Teacher Certification program are the same as for admission to Graduate Studies in Education. Among criteria for admission to the Teacher Education program are the development of a complete student file in the Office of Teacher Education, passing scores on all sections of the C-BASE test, and EDU 2113 and EDU 2313, or their equivalents.

After an initial interview with the Certification Officer in Teacher Education at SBU, prospective students are assigned an advisor who provides guidance in admission to and completion of both the Master's Degree and teacher certification requirements. It is the student's responsibility to make arrangements for the interview with the Certification Officer in Teacher Education. Completion of the program involves meeting both Missouri teacher certification and Master of Science in Education degree requirements.

### **Locations of Off-Campus Sites**

Southwest Baptist University offers the Master of Science in Education degree at several locations around the state of Missouri. The Master of Science in Educational Administration degree will be offered at the Pacific and Bolivar locations only. To determine if there are courses being offered near your residence, call the Office of Graduate Studies at 1-800-792-4191.

## COURSE DESCRIPTIONS

### EDUCATIONAL ADMINISTRATION

#### **EAD 6003. Foundations of Educational Administration - 3 hours**

Designed to provide an overview of the essential elements of organizations and management theory for the student entering the program. Administration history, basic theories, and major areas of responsibility in school administration will be discussed.

#### **EAD 6013. Elementary School Administration - 3 hours**

Course objectives are to prepare prospective elementary principals in the areas of instructional leadership, decision-making and problem solving. School improvement, building management and basic personnel and program management are also part of this course.

#### **EAD 6023. Secondary School Administration - 3 hours**

Course objectives are to prepare prospective secondary principals in the areas of instructional leadership, decision-making and problem solving. School improvement, building management and basic personnel and program management are also part of this course.

#### **EAD 6033. Elementary School Curriculum - 3 hours**

This course will provide principles and theory of curriculum design and procedures for developing curriculum in elementary education. Emphasis is placed on the role of the teacher and the administrator in curriculum development.

#### **EAD 6043. Secondary School Curriculum - 3 hours**

This course will provide principles and theory of curriculum design and procedures for developing curriculum in secondary education. Emphasis is placed on the role of the teacher and the administrator in curriculum development.

#### **EAD 6053. School Supervision - 3 hours**

This course will focus on the problems, processes and techniques in the evaluation, supervision and improvement of instructional programs. Focus will be placed upon leadership roles necessary for creating a supportive climate for change.

#### **EAD 6062/6072. Internship - 2 hours (each)**

Practical experience intended to augment classroom instruction under the supervision of a practicing administrator and a university supervisor. Foundations of Educational Administration (EAD 6003), School Supervision (EAD 6053), Elementary or Secondary School Administration (EAD 6013 or 6023), Elementary or Secondary School Curriculum (EAD 6033 or 6043) and admission to the program are prerequisites for the internship.

#### **EAD 6083. Essentials in School Law, Finance and Buildings - 3 hours**

This course is designed to prepare future building level administrators by studying laws and current legislation affecting public and private schools. It will also view school revenue sources, expenditure practices and management responsibilities as they relate to the building budget. Finally students will examine problems in building planning and plant utilization.

#### **EAD 6093. Administration of Special Programs - 3 hours**

Designed to prepare principals for their responsibilities related to the supervision of special education programs. The legal basis for special education, legal concern, the budget, management and supervision will be emphasized.

#### **EAD 6113. Administrative Communication, Innovation and Management - 3 hours**

Intensive examination of the school and its environment. Emphasis is placed on interacting with internal and external publics.

#### **EAD 6123. Organization and Administration of Vocational Education - 3 hours**

Designed to prepare principals to better understand the administrative challenges of vocational education. The promotion of vocation education funding will be emphasized.

#### **EAD 6133. Educational Administration Capstone Experience - 3 hours**

Students will have the opportunity to summarize and synthesize knowledge and skills they have acquired in solving hypothetical problems they will face as a building level administrator. A major focus is to prepare students for the Assessment Center requirement mandated by DESE for initial certification as a principal. Capstone must be taken the last semester of the program, mandated by DESE for initial certification as a principal.

### EDUCATION

#### **EDU 5000. Continuous Enrollment**

This course designation provides a mechanism for tracking students who have received a grade of "I" or "IP" in a graduate course and are not currently enrolled in another graduate offering at SBU. The course designation neither carries graduate credit nor requires tuition. The student is assessed a course fee utilized by the University to provide a current student identification card, allowing access to library resources at SBU and other university/college libraries, as well as providing funds to support related program record keeping. Course fee \$50 per term.

#### **EDU 5002. Teaching Social Sciences I - 2 hours**

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. Offered only on the Bolivar campus during the fall semester.

**EDU 5013. Foundational Perspectives of Education - 3 hours**

A study of the major foundations of education, including historical, legal, 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**

A study of social sciences in 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 5002. Offered only on the Bolivar campus during the spring semester.

**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 the local school. Review of literature relating to curriculum development and study of current school curriculum guides are an important part of the course.

**EDU 5033. Learners and the Learning Process - 3 hours**

The 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. Prerequisite: EDU 2113 or hold teaching certificate.

**EDU 5083. Educational Research - 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, 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 Project - 3 hours**

The Master's Research Project consists of a field-based project centering upon a practical problem of special interest to the student. The student will identify the problem and develop a proposed plan, complete the project under supervision (usually in one's place of work), and develop a comprehensive report. The written report will be bound and placed in the University Library. Prerequisite: EDU 5083.

**EDU 5112. Teaching Writing - 2 hours**

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 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. 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. Offered only on the Bolivar campus during the fall semester.

**EDU 5114. Teaching Reading/Language Arts I - 4 hours**

Explores the rationale for and methods of integrating the teaching of the language arts (reading, writing, speaking, listening, viewing, and visually representing) in today's elementary classroom. Prerequisites: EDU 2113, 2313, 2343, 2353 and Teacher Education requirements. Offered only on the Bolivar campus during the fall semester.

**EDU 5124. Teaching Reading/Language Arts II - 4 hours**

Emphasizes application of the principles of integrated language arts teaching throughout the curriculum. 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. Preservice teachers will also assess and evaluate students with diverse needs. Prerequisites: EDU 5114. Offered only on the Bolivar campus during the spring semester.

**EDU 5143. Integrating Art, Music and Physical Education into the Classroom - 3 hour**

Designed to enable the student to integrate art, music and physical education into the classroom. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. (See requirements listed at the beginning of the Education section.) Offered only on the Bolivar campus during the fall semester.

**EDU 5162. Teaching Integrated Math - 2 hours**

Study of methods of teaching math in the elementary/middle school and of integrating mathematics in other content areas, particularly science, in ways that are developmentally appropriate and are reflective of the NCTM standards. Prerequisites: EDU 2113, 2313, two (2) college level math courses above MAT 0123, two (2) science courses - one (1) in a biological science (BIO) with a lab and one (1) in a physical science - Chemistry (CHE), Earth Science or Introduction to Physical Science, etc. (PHS), or Physics (PHY) - with a lab and Teacher Education requirements. Offered only on the Bolivar campus during the fall semester.

**EDU 5182. Teaching Integrated Science - 2 hours**

Study of methods of teaching and integrating science in the elementary/middle schools with a particular emphasis on process inquiry skills. Prerequisites: EDU 5162. Offered only on the Bolivar campus during the spring semester.

**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. Offered only on the Bolivar campus.

**EDU 5223. Issues and Trends in Early Childhood Education - 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**

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 5333 must be taken at SBU. A Field-Based Internship must be taken concurrently.** Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Offered only on the Bolivar campus during the fall semester.

**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. Offered only on the Bolivar campus.

**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 problems from the standpoint of current development and remedial methodologies. Offered only on the Bolivar campus.

**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. Offered only on the Bolivar campus.

**EDU 5423. Computer Applications in Education - 3 hours**

Introduces the role of computers in education, including classroom instruction, administration, and counseling. Emphasizes computer-assisted instruction, computer-managed instructional techniques, and administrative uses. Includes practical experience in software development for educational applications. Lab fee \$15.

**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 emphasizing a connection between practice and research. Prerequisites: EDU 2113 and 2313 and Teacher Education requirements.

**EDU 5473. Psychology of the Middle School Student - 3 hours**

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.

**EDU 5493. Middle School Curriculum - 3 hours**

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 Internship must be taken concurrently.** Prerequisites: EDU 2113, 2313, 2463 and Teacher Education requirements.

**EDU 5512. Methods of Teaching Art, K-12 - 2 hours**

Understanding motivation, materials and techniques in school art programs. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Offered only on the Bolivar campus during the fall semester.

**EDU 5513. Methods of Teaching Mathematics in the Middle and Secondary Schools - 3 hours**

Theory and application of current practices in teaching mathematics in middle and secondary schools. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

**EDU 5522. Methods of Teaching Science in the Middle and Secondary Schools - 2 hours**

Course will provide practical methods for the prospective teacher to use for the instruction of middle and secondary school students in such areas as laboratory safety, investigative and questioning skills. Course activities will include inquiry teaching, use of demonstrations in teaching, budgeting and supply ordering, science fairs and projects, and the use of the computer in the science classroom. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

**EDU 5523. Methods of Teaching Business Subjects in the Secondary School - 3 hours**

Designed to analyze instructional techniques and procedures utilized in teaching business subjects. Special attention 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, and Teacher Education requirements. Only offered on the Bolivar campus on sufficient demand.

**EDU 5533. Methods of Teaching Health and Physical Education, 5-12 - 3 hours**

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, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester.

**EDU 5542. Methods of Teaching Social Studies in the Middle and Secondary Schools - 2 hours**

Exploration of basic concepts within each of the social sciences and possible teaching methods. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

**EDU 5543. Methods of Teaching Writing in the Secondary School - 3 hours**

Theory and application in the teaching of writing and grammar in secondary schools with emphasis on the writing process. A requirement for secondary English majors. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester.

**EDU 5552. Methods of Teaching Speech in the Middle and Secondary Schools - 2 hours**

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 forensics and dramatic activities. Prerequisites: EDU 2113, 2313, and Teacher Education requirements. Only offered on the Bolivar campus during the spring semester (odd years).

**EDU 5562. Methods of Teaching Instrumental Music in the Middle and Secondary Schools - 2 hours**

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching instrumental music in the middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, MUS 1621, MUS 1623, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester (even years).

**EDU 5563. Methods of Teaching Foreign Language - 3 hours**

Study of methods of teaching modern languages in public school. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Only offered on the Bolivar campus on sufficient demand.

**EDU 5573. Methods of Teaching Vocal Music in the Middle and Secondary Schools - 3 hours**

Study of philosophy of music education, administrative and teaching techniques, and materials for teaching vocal music in middle and secondary schools. Music majors and minors only. Prerequisites: EDU 2113, 2313, MUS 1621, MUS 1623, and Teacher Education requirements. Only offered on the Bolivar campus during the fall semester.

**EDU 5613. Teaching Reading in the Content Areas - 3 hours**

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. Only offered on the Bolivar campus during the fall and spring semesters.

**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. Integrating Technology Into the Classroom - 3 hours**

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: CIS 1103, EDU 2113, 2313 and Teacher Education requirements. Lab fee \$20.

**EDU 5832. Tests and Measurement - 2 hours**

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. 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. Only offered on the Bolivar campus during the fall and spring semesters.

**EDU 5833. Behavior and Classroom Management - 3 hours**

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 and 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 spring semester, and one section offered for middle school/junior high and/or secondary teachers during the fall and spring semesters.** Prerequisites: EDU 2113, 2313 and Teacher Education requirements. Only offered on the Bolivar campus during the fall and spring semesters.

**EDU 5842. The Exceptional Child - 2 hours**

Mentally, emotionally, and physically exceptional children are studied. Diagnosis and methods of teaching gifted, mentally retarded, visual and sound-impaired, learning disabled, physically handicapped children, and children with communication and behavior problems are included. Prerequisites: EDU 2113, 2313 and Teacher Education requirements. 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. Only offered on the Bolivar campus during the fall and spring semesters.

**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. Some of the workshops that have been offered are: Basic DOS and Windows in the Classroom; Classroom Learning Centers; Computer Graphics for the Classroom; Cooperative Learning; Creative Writing; Displays for Learning; Internet in the School; Using Hypercard, CD-ROM and Interactive Video; Using TV in Teaching; Whole Language; Working with the At-Risk Student; Working with the Aggressive Student.

**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. Special 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. Topic courses usually focus upon areas not covered by regular courses in the graduate curriculum. Among topics that have been offered are: Addressing the Needs of the Mainstreamed Child; Behavior Modification in the Classroom; Counseling for the Classroom Teacher; Instructional Improvement in the Secondary School; Movement Education; Parent Education; Teaching through Educational Tours.

**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 on specific subjects not covered in depth in the regular graduate curriculum. Among seminars that have been offered are: Issues and Trends in Education; Seminar in Educational Change; Seminar in Middle School Education.

**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 advance approval of the supervising graduate faculty member, the department chair, and the Office of Graduate Studies.

**HEALTH AND PHYSICAL EDUCATION****HPE 5003. Adapted Physical Education - 3 hours**

Basic terminology, fundamental values, and an overview of special populations and their problems related to physical education. Surveys of settings, services, resources, and programs in physical education for the handicapped. Only offered on the Bolivar campus.

**HPE 5013. The Curriculum in Physical Education - 3 hours**

An investigation and analysis of current and innovative instructional programs in physical education. Only offered on the Bolivar campus.

**HPE 5023. Organization and Administration of Physical Education - 3 hours**

Advanced organization and management of physical education and interscholastic athletic programs. Only offered on the Bolivar campus during the fall semester.

**HPE 5033. Management of Programs/Facilities in Physical Education/Recreation - 3 hours**

An examination of management techniques in physical education and recreation programs. Problems, procedures, and principles of facility operation are included. Only offered on the Bolivar campus during the fall semester.

**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. Only offered on the Bolivar campus.

**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. Only offered on the Bolivar campus.

**HPE 5073. Seminar in Professional Literature - 3 hours**

Review and analysis of professional literature in physical education, athletics, and related fields. Only offered on the Bolivar campus.

**HPE 5153. Current Problems 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. Only offered on the Bolivar campus.

**HPE 5911-3. Workshop - 1-3 hours****HPE 5931-3. Readings - 1-3 hours****HPE 5951-3. Special Topics - 1-3 hours****HPE 5971-2. Physical Education Symposium - 1-2 hours**

(See HPE 4971-3).

**HPE 5981 -3. Internship/Practicum - 1-3 hours****PSYCHOLOGY****PSY 5063. 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.



# COLLEGE OF SCIENCE AND MATHEMATICS

## Master of Science in Physical Therapy

Director: Dorothy Hash ✓

Office: Wheeler 136, 137 - (417) 328-1672

Faculty: Stanley Brown, Herb Hamann, Gary Hunt,  
Steve Lesh, Deona Lilly, Connie Matheny, Tom Sneed ✓

*Bev McNeil (1/3); Misc (1/3)*

### CALENDAR

#### Fall 2001

##### July

- 2-6 ..... Break for second-year students
- 9 ..... Registration for second-year students
- 23 ..... Registration for first-year students

##### August

- 20-24 ..... Break for first-year students

##### September

- 3 ..... Labor Day- No classes
- 4 ..... Intent to graduate cards due for PT students
- 10-14 ..... Break for second-year students

##### November

- 21-23 .... Thanksgiving break for first-year students

##### December

- 10 .... Christmas break starts for first-year students
- 14 ..... Graduation
- 15 ..... Pinning

#### Spring 2002

##### January

- 4 ..... Registration/orientation
- 7 ..... Classes start

##### March

- 29 ..... Good Friday-no classes

##### April

- 22-26 ..... Break for first-year students

##### May

- 27 ..... Memorial Day-no classes

## PROGRAM HISTORY AND ACCREDITATION STATUS

The entry-level master's degree physical therapy program at Southwest Baptist University prepares students for careers in physical therapy through the development of knowledge and skills needed for patient management, education, consultation, and clinical research. The physical therapy program at Southwest Baptist University is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, (703) 684-2782.

## PROGRAM PURPOSES

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 goals of the Physical Therapy Program are that the graduate should be able to:

- Practice physical therapy from a Christian perspective employing the principles and expectations as described in the Southwest Baptist University Catalog.
- Practice physical therapy ethically, legally, and with sensitivity to a population diverse in age, economic and social status, culture, ethnicity, and language.
- Practice physical therapy competently by performing appropriate examination, evaluation, diagnosis, prognosis, and intervention in a manner to maximize outcomes.
- Communicate with peers, colleagues, patients, clients, family members and available support groups, and the community at large according to the requirements of the situation and in a style that is commensurate with their level of understanding.
- Participate in the administration and management of physical therapy services in the continually evolving health care system.
- Educate others using teaching strategies appropriate to the learner's needs and abilities.

- Participate in activities that promote the public interest in health care services.
- Participate in professional activities that promote the advancement of the profession.
- Practice critical inquiry skills and establish a program for the continuing enhancement of professional and personal growth.

## ASSESSMENT

Periodic measurements of student perceptions, intellectual growth, clinical performance, and professional behaviors development are obtained as one means for the University to assess and improve its academic programs and student learning. The information obtained is used to measure and develop student competencies and to determine and improve the quality of the educational experience for students.

## ADMISSION TO THE PHYSICAL THERAPY PROGRAM

### Physical Therapy Requirements

The following requirements must be met before being admitted to the physical therapy program (courses in progress during semester applying must be documented). Please note that courses from other colleges must be approved. Students are encouraged to check with the physical therapy department prior to enrolling in a course to determine equivalency.

1. Complete a baccalaureate degree.
2. Complete all prerequisite courses with a minimum of a "C" and a 3.0 prerequisite GPA. Prerequisites should not be taken pass/fail. Prerequisite classes remaining at the time of class selection may be counted as a "C" for purposes of determining prerequisite GPA. This does not include general education or religion requirements.
3. Have a minimum 2.75 overall grade point average (for all previous course work or highest degree attained).
4. Complete general education requirements.
5. Complete religion requirements.
6. Complete graduate record exam.
7. Complete the PT application packet.
8. Document experience/observation in physical therapy. Up to 40 hours will be counted. Variety of experience is recommended. Experience forms are available from the physical therapy office.
9. International students must meet eligibility requirements as outlined in section on Admission to the University in this catalog.
10. A satisfactory TOEFL score is required if English is not the student's native language.

### General Education Requirements

Students earning a baccalaureate degree from Southwest Baptist University meet the general education requirements. Students with baccalaureate 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 3 semester hours in Bible (if a course is 2 units, two courses are required). Any other religion courses will not be accepted without prior approval.

### 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

Required: general biology (at SBU: BIO 1114), anatomy and physiology - one semester each or full year combined sequence (at SBU: BIO 2204, 3304).  
Highly recommended: pathophysiology (at SBU: BIO 4404)

#### Statistics

one course (at SBU: PSY 3243, or MAT 3343, or FIN 3023, or FIN 3033).

#### Psychology

general psychology (at SBU: PSY 1013) plus an additional course (excluding psychological statistics).

Prerequisite science classes (chemistry, physics, biology) 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. Petition forms are available in the physical therapy department.

The policy for repeat grades as found in the 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 earned.*

### General Admission Process

Applicants 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 of Physical Therapy degree.

Admission to the University does not guarantee admission into the graduate 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 including:

- prerequisite grade point average,
- overall grade point average,
- graduate record exam,
- number of prerequisite courses in progress,
- any prior physical therapy experience,
- demonstrated understanding of the field of physical therapy,
- references, and
- length of time at Southwest Baptist University.

After the initial review of the application, selected applicants will be invited for a personal interview which will be videotaped and scored by the Admissions Committee. SBU graduates will automatically be interviewed if the minimum qualifications are met. Applicants will be notified of their status: 1) selected for admission into the program 2) placed on an alternate list or 3) declined admission.

### Dates (Application/Registration)

#### January 4, 2002:

Registration and beginning of classes.

#### April 1, 2002:

Application deadline for early acceptance for class starting January 2003.

#### May 2002:

Interview of selected applicants for early acceptance.

#### June 2002:

Early acceptance applicants will be notified of acceptance status for January 2003.

#### June 14, 2002:

Application deadline for regular admission for January 2003. Qualified applicants will be considered after the deadline if space is available.

#### July 2002:

Interview of selected applicants for regular admission.

#### August 2002:

Regular admission applicants will be notified of acceptance status for January 2003.

### Freshman Guarantee

Freshmen students with 27 ACT (or equivalent SAT) scores are eligible to apply for guaranteed admission into the physical therapy program. These students will be evaluated through an application process and up to 10 applicants will be selected annually. High school students, or freshmen with less than 30 credit hours, should contact the physical therapy department for an application for guaranteed admission. Once a student is accepted into the guaranteed program, all undergraduate classes must be taken at Southwest Baptist University. Students who are guaranteed admission as freshmen into the graduate physical therapy must confirm their acceptance in April prior to their enrollment year into the physical therapy program. Those with guaranteed

admission will have additional requirements to keep their guarantee and will enroll in the graduate physical therapy program after completion of the bachelor's degree.

To maintain their guarantee at time acceptance is confirmed, students must:

- Have an overall GPA of 3.0 and a prerequisite GPA of 3.5
- Document 40 hours of observation or work hours in physical therapy
- Complete the bachelor's degree in any major at Southwest Baptist University by December prior to enrollment in the physical therapy program
- Complete all prerequisite courses with a minimum of a "C" by December prior to enrollment

## DEGREE REQUIREMENTS

### Master of Physical Therapy

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

1. complete all the physical therapy courses and practical exams with at least a "C", and have a graduate GPA of 3.0;
2. pass all clinical education courses; and
3. participate in commencement exercises unless absence is approved by the Provost.

## PROGRAM OF STUDY AND ACADEMIC REGULATIONS

### Student Orientation

Students enrolled in the physical therapy program attend an all-day orientation at the beginning of their first year. At this time, they receive a Physical Therapy Student Handbook which includes the policies and procedures for the graduate program in physical therapy.

### 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 including uniforms, transportation, housing arrangements and food. Health exam, immunizations, professional liability insurance, individual health insurance and current CPR will also be required at the student's expense prior to the clinical education experience. 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. Students will be expected to comply with the policies and procedures of the clinical facility during clinical education experiences. Many clinical education facilities require a criminal background check. Additional clinical education policies and requirements are delineated in the Physical Therapy Student Handbook.

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 (or signed risk statement);
3. present evidence of clinical liability insurance (\$1,000,000/3,000,000) for each succeeding semester; and
4. present evidence of current CPR certification.

### Module Schedule

The physical therapy program is scheduled differently from 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 two one-week breaks the second year. For grade reports and payment of tuition and fees, the modules will be structured into two semesters per year as follows:

Spring: modules 1-3 for first year students and modules 8-11 for second year students

Fall: modules 4-7 for first year students and modules 12-17 for second year students

Physical therapy professional courses may only be taken by those students accepted in the program.

The following schedule may be subject to change.

**YEAR 1****Module 1 - 4 weeks**

PTH 5013 - Psychosocial Issues of Health Care  
 PTH 5022 - Today's Health Care System  
 PTH 5045 - Anatomy I  
 PTH 5221 - Teaching and Learning

**Module 2 - 11 weeks**

PTH 5045 - Anatomy I (continued)  
 PTH 5063 - Biomechanics & Clinical Kinesiology I  
 PTH 5092 - Physical Therapy Science I  
 PTH 5113 - Physiology

**Module 3 - 13 weeks**

PTH 5054 - Anatomy II  
 PTH 5074 - Biomechanics & Clinical Kinesiology II  
 PTH 5082 - Human Life Sequences  
 PTH 5102 - Physical Therapy Science II  
 PTH 5031 - Documentation  
 PTH 5302 - Principles of Electrotherapeutic Evaluation  
 & Treatment

**Module 4 - 1 week**

PTH 5161 - Foundations of Clinical Education I  
 PTH 5221 - Teaching and Learning (continued)

**Module 5 - 3 weeks**

PTH 5172 - Clinical Education I

**Module 6 - 12 weeks**

PTH 5133 - Critical Inquiry  
 PTH 5181 - Foundations of Clinical Education II  
 PTH 5233 - Foundations of Musculoskeletal Intervention  
 PTH 5243 - Evaluation & Treatment of Upper Quarter  
 Musculoskeletal Problems  
 PTH 5254 - Evaluation & Treatment of Lower Quarter  
 Musculoskeletal Problems  
 PTH 5221 - Teaching and Learning (continued)

**Module 7 - 2 weeks**

PTH 5273 - Clinical Medicine

**YEAR 2****Module 8 - 2 weeks**

PTH 5262 - Prosthetics and Orthotics

**Module 9 - 8 weeks**

PTH 5196 - Clinical Education II

**Module 10 - 10 weeks**

PTH 5316 - Clinical Neurosciences  
 PTH 5325 - Evaluation & Treatment of Neurological  
 Disorders

PTH 5152 - Clinical Investigation

**Module 11 - 6 weeks**

PTH 5282 - Evaluation & Treatment of the  
 Cardiopulmonary System

PTH 5292 - Physiology of Exercise

**Module 12 - 2 weeks**

PTH 5333 - Administration & Management

**Module 13 - 2 weeks**

PTH 5342 - Pediatric Physical Therapy

**Module 14 - 2 weeks**

PTH 5352 - Geriatric Physical Therapy

**Module 15 - 2 weeks**

PTH 5362 - Problems in Rehabilitation

**Module 16 - 1 week**

PTH 5152 - Critical Inquiry IV

**Module 17 - 12 weeks**

PTH 5218 - Clinical Education (continued)

**Module 18 - 1 week**

PTH 5371 - Seminar

**Any Module**

PTH 5951-3 - Selected Topics (elective)

**Progression in the Physical Therapy Program**

Students are responsible for complying with the policies of this catalog and the policies of the Department of Physical Therapy as found in the PT Student Handbook. Consistent with University policy, attendance is mandatory. 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 are required to pass satisfactorily each practical examination and each course with a "C" and maintain a 3.0 GPA. Students are also required 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 and the Director of Student Life as needed, determine a plan for further action which may include dismissal from the program. Students requiring academic remediation will participate with the Review Committee in development of remediation plan. The Director of Clinical Education is responsible to assist students having difficulty in the clinical education component to develop a remediation plan and a learning contract. Specific procedures and detailed policies are found in the Physical Therapy Student Handbook.

## GRADES

### Academic Grading Scale

90-100 .....	A
80-89 .....	B
75-79 .....	C
0-74 .....	F
Incomplete .....	I

### Clinical Education and Selected Course Grading Scale

Pass .....	P
Fail .....	F
Incomplete .....	I

### 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 unless the student has completed at least eighty (80) percent of 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, instructor, 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 complete satisfactorily 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."**

## DISMISSAL

All decisions for dismissal are made by the Physical Therapy Review Committee and approved by the department chairperson. If disciplinary action for misconduct is recommended, the Director of Student Life will be notified and involved in the process as needed. Students may be dismissed from the program for any of the following:

1. a second final grade of "F" in any course;
2. a GPA of less than 3.0;
3. an "F" in any course if already on academic probation;
4. non-compliance with the requirements stipulated in a remediation plan established by the DOCE or Physical Therapy Review Committee;
5. cheating or plagiarism; or
6. any misconduct listed in the Student Life section of the SBU catalog as serious offenses.

## ATTENDANCE

Attendance and active participation at all class sessions is essential for optimal learning. Class attendance is mandatory. Students missing equal or greater than 10% of the total course hours due to unexcused absences will receive an automatic reduction of one letter grade in the final grade for the course.

## WITHDRAWAL FROM SOUTHWEST BAPTIST UNIVERSITY

See academic regulations section of this catalog.

### Appeals

The faculty of the Department of Physical Therapy realize that occasionally some circumstances may prevent a student from performing optimally in every course in every module. Any student wishing to appeal a decision by an individual faculty member or by the Physical Therapy Review Committee or Department Chairperson must first appeal to the decision maker then to the next level within the department. If the student is not satisfied with the department's decision, he/she may appeal as described in the SBU Catalog. The Grade Appeal Policy is described in the Academic Regulations section of this catalog.

## COURSE DESCRIPTIONS

### **PTH 5000. Continuous Enrollment**

This course designation provides a mechanism for tracking students who have received a grade of "I" or "IP" in a graduate course and are not currently enrolled in another graduate offering at SBU. The course designation neither carries graduate credit nor requires tuition. The student is assessed a course fee utilized by the University to provide a current student identification card, allowing access to library resources at SBU and other university/college libraries, as well as providing funds to support related program record keeping. Course fee \$50 per term.

### **PTH 5013. Psychosocial Issues of Health Care - 3 hours lecture/discussion**

Psychological and sociological effects of impairments, functional limitations, and disability resulting from injury or disease as applicable to the client, family, and therapist. Emphasis on clinical case presentations. Communication skills including conflict resolution, individual and cultural differences, interview, and group process.

### **PTH 5022. Today's Health Care System - 2 hours lecture/discussion**

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 lecture/discussion**

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 lecture/lab**

Normal human anatomy with emphasis on upper limbs, principles of articulation and movement. Introduction to the peripheral nervous system. Cadaver dissection. Basic structure and functional relationships of epithelium, muscle, nerve, connective tissue.

### **PTH 5054. Anatomy II - 4 hours lecture/lab**

Normal human anatomy with emphasis on lower limbs, head, neck and trunk. Cadaver dissection included.

### **PTH 5063. Biomechanics & Clinical Kinesiology I - 3 hours lecture/lab**

Study of the biomechanical and kinesiological sciences as they influence human movement; Clinical concepts of normal kinesiology and introduction of pathokinesiology of the upper extremity; Principles and measurement techniques of goniometry; Principles of performance of manual muscle testing the upper extremity; Upper quarter surface anatomy and palpation.

### **PTH 5074. Biomechanics & Clinical Kinesiology II - 4 hours lecture/lab**

Clinical concepts of normal kinesiology and introduction of pathokinesiology of the lower extremity and spine; Principles and measurement techniques of goniometry; Principles and performance of manual muscle testing the lower extremity and trunk; Lower quarter surface anatomy and palpation; Posture assessment of normal and abnormal alignment; and Gait analysis approach for normal and abnormal gait patterns.

### **PTH 5082. Human Life Sequences - 2 hours lecture/discussion**

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 lecture/lab**

Physical therapy skills of transfers, gait training, bed mobility, wheelchair selection and management, cushions, range of motion exercises, and monitoring of physiologic responses.

### **PTH 5102. Physical Therapy Science II - 2 hours lecture/lab**

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 5113. Physiology - 3 hours lecture/discussion**

Review of cell physiology to include bioenergetics and metabolism. Physiology of the muscular, skeletal, circulatory, respiratory, integumentary, peripheral and autonomic nervous systems. Basic principles of pathophysiology.

### **PTH 5133. Critical Inquiry - 3 hours**

The principles and concepts of clinical research in physical therapy to include design of research and case study, and advanced statistical analysis techniques. Critical analysis of relevant published literature.

### **PTH 5152. Clinical Investigaton - 2 hours**

Design and implementation of critical inquiry project. The project concludes with a written and oral presentation of project results, submission of data-based research article or case report to an appropriate journal for publication, and submission of an abstract for presentation (poster or slide format) to a professional society. Prerequisite: PTH 5133.

**PTH 5161. Foundations of Clinical Education I - 1 hour lecture/discussion**

Overview of entire clinical education program and presentation of all policies and procedures regarding clinical education that affect students. Use and function of the Physical Therapist Clinical Performance Instrument (CPI). Application of the learning styles in the clinical setting. 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. Introduction to the Patient Management Model and *Guide to Physical Therapist Practice*.

**PTH 5172. Clinical Education I - 3 weeks full time clinical education**

Each student spends 3 weeks working full-time under the supervision and 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. Clinical performance 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 5181. Foundations of Clinical Education II - 1 hour lecture/discussion**

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 5196. Clinical Education II - 8 weeks full-time clinical education**

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 5218. Clinical Education III - 12 weeks full-time clinical education**

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 5221. Teaching and Learning - 1 hour lecture/lab**

Teaching-learning theory applied to clinical practice with peers, patient/clients and their families. Teaching techniques for patient/client education, or presenting in-services. Laboratory session to present a micro-teach with self-evaluation.

**PTH 5233. Foundations of Musculoskeletal Intervention - 3 hours lecture/lab**

Concepts of musculoskeletal (MS) intervention; basic science issues related to MS pathology; medical/surgical classification of MS pathology including management; physical therapy clinical decision-making process; interview process - subjective examination; evaluation process - objective examination; assessment and interpretation of examination data and establishing goals; and physical therapy management options.

**PTH 5243. Evaluation & Treatment of Upper Quarter Musculoskeletal Problems - 3 hours lecture/lab**

Subjective interview process; pathological conditions of the upper quarter to include, upper extremity, 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; research in MS intervention.

**PTH 5254. Evaluation & Treatment of Lower Quarter Musculoskeletal Problems - 4 hours lecture/lab**

Subjective interview process; pathological conditions of the lower quarter to include, lumbar spine, and sacroiliac joints, hips, knee, and foot/ankle complex; 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 lecture/lab**

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 lecture/discussion**

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 5282. Evaluation & Treatment of the Cardiopulmonary System - 2 hours lecture/lab**

Overview of cardiac and pulmonary pathophysiology of patients. Discussions to include life span changes, pharmacological management, and assessment and examination procedures, including ECG, stress testing, exercise prescription, and cardiopulmonary physical therapy management of patients.

**PTH 5292. Physiology of Exercise - 2 hours lecture/lab**

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 intervention programs. Indications and contraindication of exercise in healthy and pathologically involved individuals.

**PTH 5302. Principles of Electrotherapeutic Evaluation and Treatment - 2 hours lecture/lab**

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 electrophysiologic tests.

**PTH 5316. Clinical Neurosciences - 6 hours lecture/lab**

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 lecture/lab**

Physical therapy management of patients with neurological conditions to include examination, evaluation, diagnosis, prognosis, and intervention. Motor control; classification of neurological conditions; documentation options; appropriate delegation and supervision of ancillary personnel.

**PTH 5333. Administration & Management - 3 hours lecture/discussion**

Administration and management of Physical Therapy services to include: organizational structure, management theory, management processes and functions; leadership and motivational theory; medical-legal issues; fiscal, personnel and operations management; strategic planning; and marketing.

**PTH 5342. Pediatric Physical Therapy - 2 hours lecture/lab**

Systematic, problem solving approach to the pediatric client with emphasis on prevention, etiology, clinical manifestations, and the patient management model.

**PTH 5352. Geriatric Physical Therapy - 2 hours lecture/lab**

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. Principles of patient management for geriatric conditions.

**PTH 5362. Problems in Rehabilitation - 2 hours lecture/lab**

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 using the patient management model, professional behaviors, team management, documentation, and effective communication skills.

**PTH 5371. Seminar - 1 hour lecture/discussion**

Reflection of clinical education experience with through case presentations and discussion, with emphasis on the Christian perspective and ethics. Create goals for clinical practice from a Christian perspective.

**PTH 5951-3. Selected Topics (elective) 1-3 hours lecture/discussion**

Selected issues in physical therapy science or practice. Topics will vary depending on interest and need of student(s).



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**H. K. Neely, Jr., Th.D.**  
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**Rosalyn Snellen, Ph.D.**  
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**John Wheeler, Ed.D.**  
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Head Coach, Men's Basketball

**Les Allard, B.S.**  
Computer Lab Coordinator

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Collection Manager

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Head Coach, Women's Basketball
- Ronda Middleton, M.S.**  
Director of Residence Life
- Mark Misch, B.S.**  
Head Coach, Cross Country/Track
- Rachael Morrow, B.S.**  
Director of Human Resources
- Ron Nunnally, B.S.**  
Assistant Coach, Men's Basketball
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Assistant Director of Admissions
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Head Coach, Volleyball
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Private Scholarship Coordinator/  
Estate Planning Associate
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Assistant Coach, Women's Basketball
- Margaret Schweer**  
Payroll Clerk
- Angie Smith, M.S.**  
Director of Graduate Studies in Business
- Ray Still, M.S.**  
Head Coach, Women's Tennis
- Christi Thiessen**  
Campus Visitation Coordinator
- Donald Thompson, M.S.**  
Head Coach, Soccer
- Walter Tredway, M.S.**  
Director of Bookstore Services
- Joanne W. Vaughan, Ed.S.**  
Assistant Director of Athletics/  
Senior Women's Administrator
- Melissa Vestal, B.A.**  
Assistant Director of Admissions
- Linda Walters, M.S.**  
Applicant Processing Coordinator
- Becky Watson**  
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- Granville Watson, M.Div.**  
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Director of Jack Stanton Institute of Evangelism
- Barbara Whisler, M.S.**  
Teacher Certification Officer
- Stephen M. Whisler, M.M.**  
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- Diane Merrill**  
To Director of Physical Plant  
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- Theresa Treacy**  
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## FACULTY

Date following title indicates year of appointment. An \* indicates graduate faculty.

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Studies in Education  
Assistant Professor, 1998.  
B.S., M.S., Ed.S., Central Missouri State University;  
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B.S., Southwest Baptist University;  
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Professor of Old Testament and Hebrew, 1988.  
B.S., Dallas Baptist University;  
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B.S., Southwest Baptist University;  
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Assistant Professor of Psychology/Counselor, 1990.  
B.S., Southwest Baptist College;  
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National Certified Counselor;  
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Professor of Psychology, 1982.  
B.A., Southwest Baptist College;  
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Psy.D., Forest Institute of Professional Psychology.  
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Professor of Music, 1981.  
B.M., B.M.E., Baylor University;  
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Associate Professor, 1979.  
A.A., Santa Fe Community College;  
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Associate Professor of Physical Therapy, 1999.  
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Instructor of Computer Science, 1999.  
B.S., M.S., University of Missouri-Rolla.

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B.S., Eastern Michigan University;  
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Additional study, University of Arkansas, University of Saint  
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 Senior Professor of Speech  
 Director of Forensics, 1961, 1981.  
 B.A., M.T., East Central Oklahoma State University;  
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 Assistant Professor, 1969-1982, 1991.  
 A.A., Southwest Baptist College;  
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Provost  
 Professor of Bible, 1980.  
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 B.A., Southwest Baptist University;  
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 B.S., Baylor University;  
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 B.A., Southeastern Oklahoma State University;  
 M.S., University of North Texas.

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 B.S., John Brown University;  
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 B.A., Southwest Baptist University;  
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 B.A., Baylor University;  
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 Additional study, Nova University.

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 National Institutes of Health Post Doctoral Fellow, Texas Tech  
 University Health Sciences Center, 1984-87.

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 B.A., North Dakota State University;  
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B.S.E., Auburn University;  
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B.A., Houston Baptist University;  
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 Director of International Studies  
 Senior Professor of Chemistry, 1960.  
 B.A., Baylor University;  
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 M.Ed., Texas Wesleyan College;  
 M.S., Montana State University;  
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 B.S.N., Marillac College, St. Louis;  
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 B.S., Texas Woman's University;  
 M.S.N., West Texas State University.

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Director of Instructional Technology  
 Assistant Professor, 1990.  
 B.S., M.A., Southwest Missouri State University;  
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 B.A., Southwest Baptist College;  
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 Licensed Clinical Social Worker;  
 Academy of Certified Social Workers.

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 B.A., M.A., Southwest Missouri State University;  
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 Assistant Professor of Health & Physical Education, 1984.  
 B.S., Southwest Baptist College;  
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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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 B.S., Northwestern State College;  
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 B.S., Austin Peay State College;  
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 Dean, The Courts Redford College of Theology and Church Vocations  
 Professor of Religion, 1963, 1998.  
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 Additional study, Harvard University.

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 B.S.B.A., University of Missouri;  
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 Additional study, Institute for Educational Management, Harvard University;  
 C.G.F.M., Association of Government Accountants;  
 C.M.A., Institute of Management Accountants;  
 C.P.A., American Institute of Certified Public Accountants;  
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Lecturer of Health, and Physical Education, 2000.  
 B.S., University of Missouri-Columbia;  
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 C.S.C.S., Certified Strength and Conditioning Specialist;  
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 B.M.E., Samford University;  
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 Additional study, University of Missouri-Kansas City.

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Ruby Letsch-Roderique Chair of Economics;  
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B.A., Union College;  
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