



# GRADUATE CATALOG

2022 - 2023



# MISSISSIPPI VALLEY STATE UNIVERSITY

Itta Bena, Mississippi 38941



The Valley of Scholars

## GRADUATE CATALOG 2022-2023

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## This Catalog

This catalog, at the time of preparation for printing, accurately describes the academic programs, course offerings, policies, procedures, and requirements of the University. However, it does not establish contractual agreements. The University reserves the right to alter or change any statement contained herein without prior notice. Students starting their collegiate training during the period covered by this catalog (Fall 2022 through Summer 2023) are subject to the curricular requirements as specified herein. The requirements herein will extend for a five-year period from the date of entry for baccalaureate programs. If students have not met their undergraduate educational objectives by that time, they will then become subject to current curricular requirements. Mississippi Valley State University offers equal educational opportunity to all persons without regard to sex, race, religion, national origin, physical or mental handicap, or age as specified by applicable laws and regulations. All policies relating to employees' rights to freedom from sexual harassment are extended to students, also.

### Photo Credits

MVSU Office of Communications and Marketing

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### Accreditation

Mississippi Valley State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Questions about the accreditation of Mississippi Valley State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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## ACADEMIC CALENDAR 2022-2023

### FALL 2022

August 15	Monday	Faculty Returns
August 17	Wednesday	Online Registration and Academic Advisement Continues – VIRTUAL & In-Person
August 18-21	Thursday – Sunday	New Student Academy/Transition (New Students' Resident Hall Check-In)
August 19-21	Friday-Sunday	Residence Halls Open to All
August 22	Monday	Classes Begin. Late registration fee assessed, \$100.
		Weekend College Session I Begins
September 5	Monday	Labor Day Holiday
September 6	Tuesday	Classes Resume
September 12	Monday	Last Day to Drop/Add Classes
		Registration Closes
September 13	Tuesday	Financial Clearance (Formerly Purge)
September 16	Friday	Report of Non-Attendance Due
		Fall Graduation Applications Due
September 24	Saturday	Weekend College Session I Ends
September 23	Friday	Weekend College Session II Begins
<b>October 3-7</b>	<b>Monday-Friday</b>	<b>MID-TERM EXAMS</b>
October 10	Monday	Deadline to Submit Mid-Term Grades
October 10-12	Monday-Wednesday	Academic Advisement – VIRTUAL & In Person
October 29	Saturday	Weekend College Session II Ends
November 4	Friday	Last Day to Withdraw from a Class
		Weekend College Session III Begins
November 11	Friday	Last Day to Withdraw from the University
November 21-22	Monday-Tuesday	Fall Break for Faculty and Students
November 23-25	Wednesday-Friday	Thanksgiving Holiday
November 28	Monday	Classes Resume
<b>November 28-30</b>	<b>Monday-Wednesday</b>	<b>SENIOR EXAMS</b>
December 2	Friday	Submit Grades-Graduates
<b>December 5-9</b>	<b>Monday-Friday</b>	<b>FINAL EXAMS</b>
December 8	Thursday	Graduate Student Hooding Ceremony @10 a.m.
<b>December 10</b>	<b>Saturday</b>	<b>Commencement @10 a.m.</b>
		Residence Halls Close @ 5:00 p.m.
		Weekend College Session III Ends
December 12	Monday	Deadline to Submit Final Grades

## SPRING 2023

January 3	Tuesday	Faculty & Staff Return to Work
January 4	Wednesday	Online Registration and Academic Advisement Continues
January 6	Friday	Residence Halls Open Academic Advisement/New Student Registration
January 9	Monday	Classes Begin Late Registration Fee \$100.00 Assessed
January 13	Friday	Weekend College Session I Begins
January 16	Monday	Martin Luther King Holiday
January 17	Tuesday	Classes Resume
January 23	Monday	Registration Closes/Last Day to Drop/Add Courses
January 24	Tuesday	Financial Clearance (Formerly Purge)
January 27	Friday	Report of Non-Attendance Due
February 2	Thursday	MLK/Black History Convocation
February 11	Saturday	Weekend College Session I Ends
February 17	Friday	Graduation Applications Due to Student Records
<b>February 27-March 3</b>	<b>Monday-Friday</b>	Weekend College Session II Begins <b>MIDTERM EXAMS</b>
March 6	Monday	Deadline to Submit Mid-Term Grades
March 6-10	Monday - Friday	Spring Break
March 13	Monday	Classes Resume
March 13-15	Monday-Wednesday	Academic Advisement Online Registration begins for Summer 2023 & Fall 2024
March 16	Thursday	Honors Convocation
March 25	Saturday	Weekend College Session II Ends
March 30	Thursday	Last day to Withdraw from a Class
April 6	Thursday	Last day to Withdraw from the University
April 6	Thursday	Research Day
April 7	Friday	Weekend College Session III Begins
April 7	Friday	Good Friday
April 10	Monday	Classes Resume
April 10-14	Monday-Friday	Founders' Week
April 13	Thursday	Founder's Day Convocation
<b>April 25-27</b>	<b>Tuesday-Thursday</b>	<b>SENIOR FINAL EXAMS</b>
April 28	Friday	Senior Final Grades Due
<b>May 1-5</b>	<b>Monday-Friday</b>	<b>FINAL EXAMS</b>
May 4	Thursday	Graduate Student Hooding Ceremony @10 a.m. Retirement & Years of Service

May 5	Friday	Weekend College Session III Ends
<b>MAY 6</b>	<b>SATURDAY</b>	Residence Halls Close at 5pm
May 8	Monday	<b>COMMENCEMENT</b>
		Deadline to Submit Final Grades
<b>SUMMER I 2023</b>		
May 25	Thursday	Online Registration and Academic Advisement New Student Registration
May 28	Sunday	Residence Halls Open
May 29	Monday	Memorial Day Holiday
May 30	Tuesday	Classes Begin
		Late Registration Fee - \$100.00 Assessed
May 31	Wednesday	Registration Closes
June 1	Thursday	Last Day to Drop/Add Courses
June 5	Monday	Financial Clearance (formerly purge)
<b>June 12-14</b>	<b>Monday-Wednesday</b>	Report of Non-Attendance Due
June 16	Friday	<b>MID-TERM EXAMS</b>
		New Student Orientation and Registration (Valley Bound)
June 20	Tuesday	Last Day to Withdraw from a Class
June 23	Friday	Last Day to Withdraw from the University
<b>June 29</b>	<b>Thursday</b>	<b>FINAL EXAMS</b>
		Residence Halls Close at 5 PM
June 30	Friday	Deadline to Submit Final Grades
June 30	Friday	Online Registration and Academic Advisement
July 2	Sunday	Residence Halls Open
July 4	Tuesday	Independence Day Holiday
July 5	Wednesday	Classes Begin
		Late Registration Fee/\$100.00 Assessed
July 5	Wednesday	Registration Closes
July 7	Monday	Last Day to Drop/Add Classes
July 11	Tuesday	Financial Clearance (formerly purge)
July 14	Friday	Report of Non-Attendance Due
		New Student Orientation and Registration (Valley Bound)
<b>July 17-19</b>	<b>Monday-Wednesday</b>	<b>MID-TERM EXAMS</b>
July 24	Monday	Last Day to Withdraw from a Class
July 28	Friday	Last Day to Withdraw from the University
August 1	Tuesday	New Student Orientation and Registration/



**August 3**

**Thursday**

(Valley Bound)  
**FINAL EXAMS**

August 4

Friday

Residence Halls Close at 5PM  
Deadline to Submit Final Grades

## **BOARD OF TRUSTEES OF STATE INSTITUTIONS OF HIGHER LEARNING, STATE OF MISSISSIPPI**

Mississippi Valley State University is one of eight universities operating under the control of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi. The Board, established by the State Constitution, consists of 12 members, serving terms of varying lengths, four of whom are appointed by each incoming governor. Each Board normally includes appointees of three successive gubernatorial administrations. All final authority for the operation of the institutions under its control lies within the Board. No outside body exercises any jurisdiction over the administration, the policies, or the financial affairs of the institutions. All legislative appropriations for operating expenses are made directly to the Board, which in turn allocates funds to the eight institutions under its jurisdiction.

### **Members with Terms Expiring May 2030**

Dr. Ormella Cummings .....	Tupelo
Teresa Hubbard .....	Batesville
Hal Parker .....	Bolton
Gregory Radar .....	Columbus

### **Members with Terms Expiring May 2024**

Tom Duff .....	Hattiesburg
Dr. Alfred E. McNair, Jr. ....	Ocean Springs
Chip Morgan .....	Leland
Dr. J. Walt Starr .....	Columbus

### **Members with Terms Expiring May 2027**

Dr. Steven Cunningham .....	Hattiesburg
Jeanne Carter Luckey .....	Ocean Springs
Bruce Martin .....	Meridian
Gee Ogletree .....	Jackson

### **Officers of the Board**

Dr. J. Walt Starr .....	Columbus
Tom Duff .....	Hattiesburg

### **Commissioner**

Dr. Alfred Rankins, Jr.

## UNIVERSITY ADMINISTRATION



The members of the Executive Cabinet work with, and advise, the President in the determination of administrative policies throughout the University and assist in solving administrative problems. The Executive Cabinet makes administrative decisions on matters submitted by committees, university officials, and others.

Jerryl Briggs, Ed.D. ....	President
Kathie Stromile-Golden, Ph.D .....	Provost/Senior Vice-President for Academic Affairs
Joyce Dixon, MBA .....	Vice President for Business & Finance/CFO
Thomas Calhoun, Jr., Ph.D .....	Vice President for Student Affairs and Enrollment Management
Auguster Wallace, MS .....	Chief of Staff
Dameon Shaw, MBA .....	Interim Vice President for University Advancement/Legislative Liaison

## GENERAL INFORMATION

### *Historical Milestones*

- Legislation authorizing the establishment of the institution under the name Mississippi Vocational College was enacted by the Mississippi Legislature in 1946. The expressed purpose for the new college is to train teachers for rural and elementary schools and to provide vocational training.
- The groundbreaking ceremony is held February 19, 1950, with the late Honorable Governor Fielding Wright, the Board of Trustees of State Institutions of Higher Learning, Dr. James Herbert White, the first president of the University, and interested friends participating.
- The College opens in the summer of 1950 with enrollment of 305 in-service teachers.
- The first academic year, 1950-51, opens with 14 regular students and seven faculty members. The college offers the Bachelor of Science degree in 14 areas and provides Extension Services.
- The name of the institution changes to Mississippi Valley State College in 1964. The College is authorized to offer the Liberal Arts degree, as well as Science and the Education degrees.
- Dr. Earnest A. Boykins, the University's second president, takes office in July 1971.
- The Honorable Governor William A. Waller signs into law the bill granting "University" status to the institution on March 15, 1974. The institution has since been known as Mississippi Valley State University.
- The University offers its first Master's degree in 1976. The University now offers the Master of Science degree in Bioinformatics, Business Administration, Environmental Health, Elementary Education, Criminal Justice, Social Work, Sport Administration, Rural Public Policy and Planning, and the Master of Arts in Convergent Media, and Teaching.
- Dr. Joe L. Boyer, the third president of MVSU, takes office in January 1982.
- Dr. William W. Sutton, the fourth president of MVSU, takes office in July 1988. The Greenwood Center, an off-campus site of MVSU, opens January 1996.
- Dr. Lester C. Newman, the fifth president of MVSU, takes office on July 1, 1998. The Greenville Higher Learning Center, an off-campus site of MVSU, opens January 2001. The Business Education Building, the first new academic building in 32 years, opens in 2007. A second building, the Science and Technology Building opens in 2009.
- Dr. Roy C. Hudson becomes Interim President in July 2007.
- Dr. Donna H. Oliver, the 6th President of MVSU, takes office on January 1, 2009.
- Dr. Alfred Rankins Jr. becomes Acting President in November 2012.
- Dr. William B. Bynum, Jr., the 7th President of MVSU, takes office on November 6, 2013.
- Dr. Jerryl Briggs, Sr., the 8<sup>th</sup> President of MVSU, takes office on October 19, 2017.

The University is under the jurisdiction of the Board of Trustees of State Institutions of Higher Learning which is composed of 12 members. Funds for the operation of the University come from general appropriations of the Legislature, students' tuition and fees, federal grants, and gifts.



### ***Location***

Mississippi Valley State University is located in Leflore County, one mile northeast of Itta Bena, adjacent to U.S. Highway 82. The Institution is located on a 450-acre tract of land. The site for campus development consists of 200 acres. Mississippi Valley State University is approximately five miles from Greenwood, which has a population of 15,205 and approximately 50 miles from Greenville, which has a population of 34,400. The University is approximately 100 miles north of Jackson, Mississippi, and 120 miles south of Memphis, Tennessee. It is located in the heart of the Mississippi Delta where 34 percent of the black population of the state is located.

## ***INSTITUTIONAL STATEMENTS***

### ***Mission***

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate and graduate programs in education, the arts and sciences, and professional studies. The University is driven by its commitment to excellence in teaching, learning, service, and research – a commitment resulting in a learner-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. MVSU is fundamentally committed to positively impacting the quality of life and creating extraordinary educational opportunities for the Mississippi Delta and beyond.

### ***Vision***

Mississippi Valley State University aspires to become the educational crown jewel of the Mississippi Delta, and in so doing, the institution will attract students of diverse backgrounds as a result of its innovative academic programs; commitment to developing entrepreneurs; and globalized focus intertwined throughout the academic curricula and support services. In its quest for distinctiveness, uniqueness, innovation, and longevity, the University will become the public square of the Mississippi Delta, responsible for engaging an ever-expanding group of collaborators focused on identifying and implementing solutions to the problems that have plagued the delta region for generations. As a result, Mississippi Valley State University will serve as the catalyst for an enhanced quality of life and increased educational opportunities for the citizens of a revitalized Mississippi Delta.

### ***Core Values***

As an institution of higher learning within the Mississippi Delta, Mississippi Valley State University believes it exists to meet the needs of all of its stakeholders and to create a positive impact throughout the region. In order to achieve its mission and move towards realization of its vision, MVSU is driven by seven values that act as an internal compass responsible for ensuring unity of effort, dedication to a common direction, and commitment to fulfilling its calling.

### ***Service***

Service is at the core of the University's charter, is the impetus behind our creed, and compels us to embrace the responsibility of caring for and proactively meeting the needs of our students, our community, our region, and beyond.

### ***Learning***

Learning impels us to ensure that our students receive a world-class education, our institution engages itself in a continuous cycle of knowledge attainment and implementation, and that best practices developed from emerging knowledge drives our decision-making and direction setting.

### *Excellence*

Excellence obliges us to reject mediocrity and instead consistently pursue high quality in regards to our programs, services, faculty and staff, initiatives, and outreach.

### *Integrity*

Integrity impresses upon us that as a steward of public funding and trust, we must operate as persons and an institution of high character guided by a commitment to honor, transparency, fairness, and honesty.

### *Distinctiveness*

Distinctiveness reflects our charge to ensure that we provide relevant and contextually appropriate academic programming, deliver services that meet the emerging needs of our stakeholders, and continually assess and take advantage of potential opportunities.

### *Engagement*

Engagement commits us to reach out and connect to current, former, and future students, establish our University as a true public square, integrate our University into the life of communities throughout the region, and partner with individuals, groups, and companies within the Mississippi Delta and beyond.

### *Respect*

Respect encourages us to move beyond tolerance towards acceptance of the differences that make us human, to embrace the concept that all people have inherent worth and are deserving of dignity, and to act with civility, kindness, and compassion to our students, faculty, staff, and the greater community of the Mississippi Delta.

## ***Accreditations***

ABET Computing Accreditation Commission  
Accreditation Council for Business Schools and Programs  
Council for the Accreditation of Educator Preparation  
Council on Social Work Education  
National Association of Schools of Art and Design  
National Association of Schools of Music  
National Environmental Health Sciences and Protection Accreditation Council  
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
State Department of Education of Mississippi

## ***Memberships***

American Association of Colleges for Teacher Education  
American Association of Collegiate Registrars and Admission Officers  
American Council on Education  
American Library Association  
Council for the Accreditation of Educator Preparation  
Council on Social Work Education  
Historically Black Colleges and Universities (HBCU) Library Alliance  
International Reading Association  
Mississippi Association of Colleges for Teacher Education  
Mississippi Library Association

National Association of College and University Business Officers  
 National Association of Collegiate Deans and Registrars  
 National Association of Student Financial Aid Administrators  
 National Association of Student Personnel Administrators  
 National Collegiate Athletic Association  
 Southern Association of Colleges Universities Business Officers  
 Southern Association of Collegiate Registrars and Admissions Officers  
 Southwestern Athletic Conference  
 University Press of Mississippi

### *Motto*

The motto of Mississippi Valley State University is “Live for Service.”

### *Colors*

The University’s colors are forest green and white.

### *The University Seal*



### *The University Logo*



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY™

### *Common Titles at The University*

Mississippi Valley State University .....	The Valley
Athletic Teams .....	The Delta Devils/Devilettes
Student Newspaper .....	The Delta Devils Gazette
University Student Yearbook.....	The Delvian
Employee Newsletter .....	Communiqué
Alumni Magazine.....	The Valley Connection

### *University Traditions*

Freshman Orientation, August  
 Homecoming Activities, October  
 Annual Christmas Tree Lighting, December  
 Student Christmas Dinner, December  
 Honors Convocation, March/April  
 Founder’s Day (Week), April

Administrative Professionals' Luncheon, April  
Retirement and Years of Service Luncheon, April or  
May Commencement, May and December

### ***Alma Mater***

Hail to thee our Alma Mater  
Colors Green and White  
M.V.S.U. our sons and daughters  
Always stand for right.

When the days of joy and laughter  
Fade upon our sight  
We will love our Alma Mater  
Dear Old Green and White.

We will love and cherish thee  
Through all our lives  
Green and White we will honor  
Keeping standards high.

### **Chorus:**

Grateful, loyal, true and faithful  
We will be true  
May thy name be everlasting  
Dear Old M. V. S. U.

### ***Administrative Office Hours***

Monday through Thursday.....8:00 a.m. to 5:00 p.m.  
Friday .....8:00 a.m. to 4:00 p.m.

### ***University Holidays***

Labor Day .....First Monday in September  
Thanksgiving Holidays ..... Fourth Thursday and the following Friday in November  
Christmas ..... See Official University Calendar  
New Year ..... See Official University Calendar  
Dr. Martin Luther King, Jr. Birthday ..... Third Monday in January  
Easter..... See Official University Calendar  
Memorial Day ..... The last Monday in May  
Independence Day ..... July 4 (See Official University Calendar)

### ***Physical Facilities of the University***

Academic Skills-Communications Complex (Academic Skills Parlor); Archie Cooley Devil's Den; Fielding L. Wright Math & Science Building; Science and Technology Center; Business Education Building; H.M. Ivy Cafeteria; H. G. Carpenter Administration Building; Industrial Technology Building; Jacob Aron Student Union Building; Charles R. Lackey Recreation Center; James Herbert White Library; Laundry; Lois Aron Meditation Chapel; Lucile Petry Leone Building; L.S. Rogers Building (Child Development, HEP); Mass Transit; MVSU Baseball Complex; MVSU Softball Complex; Annex I (Noble R. Frisby Building); Annex II (Augusta C. White Building); Olympia P.



Lowe Education Complex; Rice-Totten Stadium; Robert W. Harrison Health, Physical Education and Recreation Complex; Student Union Annex; Student Health Center; W.A. Butts Social Science Building; Walter Sillers Fine Arts Building; William W. Sutton Administration Building; Willie Malone Physical Plant

### ***Residence Halls for Student Housing***

Student housing on the University campus consists of 9 residence halls, five for men and five for women. Residence halls are equipped with air conditioning, beds, chairs, desks, desk lights, storage areas for clothing and school supplies, cable television outlets, telephone outlets, voice mail, and Internet access.

All residence halls are managed by at least one full-time Area Coordinator or Residence Hall Director, Residence Hall Monitor, Weekend Monitor, and student staff persons. Halls are secured by fire detection equipment, residence hall staff, and University police officers.

The resident facilities for female students are:

- New Women Hall Edna
- Horton Hall Clara T.
- Reed Hall John A.
- James Hall
- Valley Annex

The resident facilities for male students are:

- McTeer Hall
- Magnolia Hall
- Mapluma Ratcliff Hall
- William J. Stewart Hall
- Valley Annex

# **ADMISSIONS POLICIES, REQUIREMENTS, AND PROCEDURES**

## **Admission Requirements**

Applicants seeking admission to graduate programs at Mississippi Valley State University must be admitted to the University via the degree program.

To be eligible for admission to graduate studies, the following requirements must be met:

1. An applicant must hold a bachelor's degree from an accredited college or university.
2. An application must be filed with the Office of Admissions.
3. An official transcript of a conferred undergraduate degree and any transcripts the student is seeking credit for to the intended program of study must be on file in the Office of Student Records/University Registrar
4. An applicant must satisfy a minimum undergraduate cumulative grade point average of 2.5 and that as required by the admitting department.
5. An applicant must submit three letters of recommendation from persons who are qualified to certify as to your abilities and character.
6. The department of the graduate program applied for must formally accept the student for admission to the graduate program of study. The actual acceptance letter is forwarded by the Office of Admissions.
7. An immunization record must be submitted and/or on file.

## **Priority Dates for Admission**

Admission to a degree program is made in the fall or spring semester. The priority date for fall applications is March 15. The priority date for spring applications is October 15.

## **Admission of Undergraduates to Graduate Courses**

Undergraduate Mississippi Valley State University students who have completed all required courses thus far and are within six hours of graduation may enroll in a maximum of six semester hours of graduate work. To be eligible to take graduate courses, undergraduate students must have a grade point average of at least 2.50 overall and in their major field.

## **Re-Admission to the University**

All graduate students who withdraw from the University or who have been suspended for academic deficiencies must apply for re-admission by submitting an application to graduate studies. Re-admission is not automatic and does not reinstate the student. The Department must approve all applications for re-admission and reinstate the student.

## **Non-Degree Seeking Graduate Students**

Applicants not seeking an advanced degree from Mississippi Valley State University but wishing to take courses may register as a non-degree seeking student. Non-degree graduate students are permitted to take up to nine hours of graduate study. If a student later chooses to undertake a graduate degree, only nine semester hours taken as a non-degree student may be applied to a program.

A non-degree seeking student, who subsequently seeks full or restricted admission, must complete an application for admission to the University and be accepted based on the recommendation of the program to which the student is seeking admission. A non-degree student must hold a baccalaureate degree from an accredited institution and must submit proof of immunization and an application indicating non-degree status. Non-degree students are not eligible for financial aid and letters of recommendations are not required.

## **Academic Regulations**

The regulations published in this catalog are intended to give a digest of the rules of the Institution as may be needed. Changes may be made to the regulations at any time to promote the best interest of the students and the University. The University makes every effort to provide academic advisement and counseling for its students, although, it is the responsibility of students to know their own standings in reference to policies, regulations, and standards of the University and their department. All students admitted are held accountable for the policies contained in this catalog, even if no other notice is given.

### **Advisement**

Each student is assigned a departmental advisor upon admission to a graduate Program at the University. The student then consults the advisor at least once during each semester and receives approval of courses to be taken for the degree. Consultation on all academic concerns should begin with the assigned advisor.

### **Academic Honors**

Graduate students shall be recognized for outstanding academic achievement. Honor designation will appear in the commencement program. The cumulative grade point average is calculated one semester prior to graduation. Honors shall be conferred as follows:

Highest Distinction	3.91 - 4.00
High Distinction	3.81 - 3.90
Distinction	3.71 - 3.80.

### **Academic Probation and Dismissal**

Graduate students must maintain a 3.0 grade point average (GPA) to maintain good academic standing. A graduate student who fails to maintain an overall GPA of 3.0 or who fails to make satisfactory progress in a degree program will be placed on academic probation. Students on academic probation are not eligible for appointment to assistantships or fellowships. A student placed on academic probation is given one semester to raise the overall GPA to 3.0. Students are automatically removed from probation upon completion of the first nine semester hours of graduate course work if an overall 3.0 grade point average is attained. During the probationary period, students who do not attain the required minimum grade point average of 3.0 will be notified in writing by the Office of Academic Affairs of their dismissal.

To appeal one's academic status, academic dismissal, a student must present the request and related explanation in writing to the graduate coordinator/director and chair of the department offering the program, and the reasons or circumstances behind failure to remain in good standing. The department chair/coordinator/director will review this appeal with the appropriate departmental committee and render a recommendation. If the appeal is unsuccessful, the student may then appeal to the Vice President for Academic Affairs.

### **Appeal of Grade**

1. The student is to take the complaint to the instructor involved first.
2. If the student does not obtain satisfaction, the student may acquire a grade appeal form from the Office of Academic Affairs, fill it out and take it to the instructor's Program Director/Coordinator. The Program Director/Coordinator acknowledges receipt of the form and returns the duplicate to the student.

3. In conjunction with the Department Chair, the Program Director/Coordinator reviews the complaint. If they are unable to resolve the matter to the satisfaction of the student, the student may appeal to the Office of Academic Affairs. The Department Chair shall immediately forward the appeal form with a letter of recommendation to the Office of Academic Affairs.

### **Audit**

A student may audit a course with the written permission of the Department Chair or Program Director/Coordinator. The fee for auditing a course is the same as taking the course for credit. Only lecture courses may be audited. Audit enrollment must be approved by the instructor teaching the requested course.

### **Course Numbering System**

Courses numbered "500" and above are classified as graduate courses.

### **Course Load**

The normal load for a full-time student is nine semester hours during the fall and spring semesters; the maximum load is 12 hours. A course load can exceed these levels only by approval from the Chair and/or Program Director/Coordinator.

### **Degree Plan**

The student should file a degree plan within the first semester of matriculation. Degree plan forms may be obtained from the assigned advisor. The assigned advisor, the department chair and the graduate Program Director/Coordinator must review and approve the degree plan.

### **Degree Requirements**

A minimum of 30-36 credit hours, excluding the thesis, with a GPA of 3.0 or better in courses approved for graduate credit is required.

### **Federal Regulations**

Mississippi Valley State University, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, and marital status or disability.

### **Grading System**

Passing grades for graduate students are "A," "B," and "C." The grade of "I," Incomplete, may be given only when the completed portion of the course work is passing quality. It is the student's responsibility to complete the course requirements and to see that the incomplete grade is removed from his/her record.

### **Incomplete Grades**

A grade of "I" (Incomplete) may be submitted in lieu of a final grade due to illness, death in immediate family, or similar circumstances beyond control or if the student is unable to complete the course requirements or take the final examination. All grades of "I" (Incomplete) must be completed no later than the last day of class of the next semester (excluding summer) whether the student is enrolled or not. Only that part of work may be made up which was missed during the emergency for which the Incomplete was granted. If a grade of "I" is not resolved into a passing grade within the allotted time, the grade becomes an "F".



### **Official University Withdrawals**

A student's official withdrawal date is the date the student begins the University's withdrawal process as determined by the date of the first required signatures on the "Withdrawal of University Enrollment Form." The official withdrawal date must be used for purposes of refund calculation.

### **Student Transfer within Graduate Programs at Mississippi Valley State University**

A graduate student in good standing (3.0 GPA or above) in one graduate program may transfer to another graduate program within Mississippi Valley State University. Such student must, however, withdraw from his/her original graduate program, and be prepared to meet all the requirements of the new graduate program. A student with a GPA below 3.0 cannot transfer to another graduate program and may not retain his or her graduate status at Mississippi Valley State University.

### **Time Limit on Work for Master's Degree**

A student must complete requirements for the degree within six consecutive years after the first date of enrollment in graduate studies, exclusive of any time spent in the Armed Forces of the United States. Any graduate work completed by extension or transferred from another institution must have commenced not more than six years prior to graduation in order for credit to be applied toward the graduate degree.

### **Transfer of Graduate Credit from another Institution**

The University does not award academic credit for course work taken on a noncredit basis. Mississippi Valley State University will accept graduate credits earned at a recognized institution upon the recommendation of the department and the approval of the Office of Academic Affairs. Only courses for which the student has received a grade of "B" or higher may be transferred and used toward program hours. Unsatisfactory grades that are earned at the University may not be substituted for credits earned at another institution.

Grades of "A" or "B" earned at another institution may not be used to offset a lower grade earned at the University. The institution from which credit is earned must offer a graduate degree in the field in which the credit has been completed. The credit must be recommended by the student's department in the University as specifically applicable to the student's degree program. A maximum of 6 credit hours taken within the last five years of the transfer are allowed to be transferred into the University.

### **Policy and Procedure on Cheating and Plagiarism**

#### **Philosophy**

Honesty and integrity are essential values of Mississippi Valley State University's mission to pursue truth and knowledge. All persons - administrators, faculty, staff, and students - share the responsibility for achieving high standards of excellence. Academic dishonesty of any kind negates this mission and is antithetical to the development of morally and ethically sound human beings. Therefore, Mississippi Valley State University will not tolerate cheating or plagiarism in any form. Cheating and plagiarism compromise the process of fair and equitable evaluation conferred by the University. Students who engage in such activities deny themselves the opportunity to benefit from accurate assessment and feedback and prevent full academic and personal development.

#### **Responsibility**

Although the faculty of Mississippi Valley State University is responsible for establishing the standards for moral and academic excellence in teaching and learning, these standards can be reached only with the cooperation and support of students. Each student is expected, therefore, to accept responsibility for maintaining honesty and integrity in all endeavors inside and outside the classroom, studio, or

laboratory. Faculty encourages ethical behaviors by: establishing an atmosphere of respect in the classroom; stating clearly on the syllabus their standards and expectations for academic performance; structuring learning situations that encourage honesty and deter cheating and plagiarism; and for presenting and enforcing the University's policy on academic dishonesty.

### **Definitions**

**Cheating** is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Such behavior also includes assisting another student in such practice. Although cheating is often associated with examinations, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but also that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

**Plagiarism** is a specific type of cheating which consists of the misuse of the published and/or unpublished work(s) of others by misrepresenting the intellectual property of others as one's own ideas or works.

### **Academic Sanctions for Cheating or Plagiarism**

When a faculty member responsible for a course has reason to believe that an action of a student falls within one or both of the aforementioned definitions, the faculty member should initiate a conference with the student to present the student with the charge and the evidence. If the student admits to the wrongdoing, the instructor shall impose an academic sanction. The instructor has the prerogative of lowering the grade, assigning a grade of "0" or "F" for the work submitted, assigning "F" for the entire course, or recommending another penalty, including dismissal from the University. In the advent that the student does not admit wrongdoing or that no mutually agreeable settlement is reached as a result of the faculty-student conference, the faculty member will consult the department chair.

### **Immunization Requirements**

All students (including transfers) entering Mississippi Valley State University for the first time and enrolling for academic credit must show proof of immunization for measles and rubella. Proof of immunization may be documented in the following manner:

1. A Certificate of Compliance with Immunization (Form No.121-C) from the local Mississippi State Board of Health Office. Two doses of measles vaccine are required. All international students must have a chest x-ray to screen for tuberculosis;
2. Positive measles and rubella serology with date; and/or
3. Physician-documented history of having measles with date of disease. A history of rubella is not accepted.

**Temporary exceptions for one semester** are:

1. Pregnant women;
2. Women suspecting pregnancy; and
3. Women anticipating pregnancy within three months.

**Permanent exceptions** are:

1. A medical disease which will cause a permanent contraindication to immunization and
2. All persons born prior to 1957.

### **International Students**

Students from countries where English is not the dominant language must provide evidence of proficiency in the English language with their application for admission to Mississippi Valley State University. Students must present a score of 525 (PBT), 194 (CBT), or 71 (IBT) on the Test for English as a Foreign Language (TOEFL) or 5.5 on the International English Language Testing System (IELTS) and provide evidence of financial support sufficient to support the cost of enrollment for one school year. International students who have completed degrees from a university where English is the official language of instruction, taken and passed two years of English language courses in the country of residence, or has a telephone interview with representatives of MVSU's English and Foreign Languages Department, International Programs and Admissions Office are not required to submit a TOEFL or IELTS score. Students presenting a score of lower than that which is required will be evaluated and admitted conditionally on a case by case basis.

### **Services for Students with Disabilities**

Services for students with documented disabilities will be coordinated by the University Counseling Office, Office of Student Affairs, and the Americans with Disabilities Act Coordinator's Office. Contact with these offices prior to enrollment is encouraged.

### **The Release of Student Information**

#### **The Buckley Amendment-The Family Educational and Privacy Act of 1974**

Provisions for reviewing and correcting student information as required under the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) have been available to Mississippi Valley State University (MVSU) students and parents for many years. Essentially, students have the opportunity to see official copies of personal and academic information which are collected and distributed by the Office of Student Records during each semester of enrollment. Further, students have the opportunity to correct personal and other data and submit such changes to the Office of Student Records during the registration period.

Pursuant to requirements of the Family Educational Rights and Privacy Act, the following types of information are hereby designated as directory information and may be released via official media of MVSU according to the University policy: the student's name, address, telephone number, 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, the most recent previous educational agency or institution attended by the student and other similar information. Students must inform the Office of Student Records in writing if they refuse to permit the release of "directory information" which will result in the University's refusing to release any of this information to anyone except as provided by law. Such a decision may result in a student's name not appearing in the lists of honor students, candidates for graduation, athletic programs, news releases, and the like. Therefore, students are encouraged to give this matter careful consideration before making the decision. Once made, the decision will remain in effect until notification is received by the Office of Student Records, in writing, to the contrary.

If the student is a minor, the parents or legal guardian may exercise the same rights. If the student is 18 years of age or older, MVSU will not permit the parents or legal guardian to inspect the student's record unless the student has stated, in writing, to the Director of Student Records that the records may be released or opened for inspection.

However, if the parents are supporting the student-that is, if the student is a dependent as defined by the Internal Revenue Code, then the University may choose to disclose the records to the parents. If parents insist on a review of the records and demonstrate that their student is dependent, the University will grant access to the records. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of federal law as they pertain to access and disclosure of student's education records. The name and the address of the office that administers this law is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605**

Questions or concerns about the privacy of student education records or these procedures may be brought to the attention of the Director of Student Records located in the Sutton Administration Building.

## TUITION AND FEES 2022-2023

Mississippi Valley State University is supported chiefly by legislative appropriations. Increases in student fees are put into effect only when public support funds are inadequate and no other recourse is available. Increases are made only for support of the institution or improvement of the activity program of the students; therefore, the University must reserve the right to increase or modify fees and expenses without prior notice, but with approval of the Board of Trustees of State Institutions of Higher Learning.

It is difficult to indicate the specific cost of attending the University because of the differences in personal spending habits. However, the information in this section will be helpful. The Office of Business and Finance is responsible for administering all business affairs of Mississippi Valley State University; supporting the educational activities; serving the students, faculty, staff and administration; and protecting all University assets. Inquiries should be directed to the Office of Business and Finance, MVSU 7265, 14000 Highway 82 West, Itta Bena, MS 38941-1400; 662-254-3301 or 662-254-3300; Fax: 662-254-7575.

### *FOR 2022-2023*

#### *Graduate Student (per semester)*

Summer School (FY 2122) Tuition	\$432.60/hour
Room & Board (Standard)	\$1,249.69 per session
Room & Board (Standard Plus)	\$1,267.51 per session
Room & Board (Premium)	\$1,350.63 per session
Out-of-State Fees	\$0.00/hour

#### *Fee Schedule (FY 2223)*

Tuition	\$447/hour
Out-of-State Fee	\$0.00/hour
Room, Board & Laundry Fee (Standard)	\$4,155.00
Room, Board & Laundry Fee (Standard Plus)	\$4,212.00
Room, Board & Laundry Fee (Premium)	\$4,487.00
Student Activity Fee (Fall and Spring Semesters Only)	\$10.00/per semester
Capital Improvement Fee (Fall and Spring Semesters Only)	\$4.17/per credit hour \$50.00/per semester

#### *Special Fees (FY 2223)*

On-Line Course Per Credit Hour (Undergraduate)	\$447.00/hour + \$10.00 online/hybrid fee
Returned Check Fee	\$40/check
Late Registration	\$100.00
Orientation Fee (Non Refundable)	\$100.00
Transcript	\$10.00
Fax Transcript	\$15.00
Housing Application Fee (Non Refundable)	\$75.00
Single Standard Room Charge. (over & above double occupancy rate)	\$984.00
Single Premium Room Charge (over & above double occupancy rate)	\$1,128.75
Replacement ID Card	\$20.00
Student Decal	\$20.00
Greenville Higher Education Center Fee per credit hour	\$10.00

Student Teaching Fee	\$75.00
Deferment Fee**	\$50.00
Overload Charge Per credit hour over 18 (Undergraduate)	\$303.08
Per credit hour over 9 (Graduate)	\$447.60
Dual Enrollment Tuition per course	\$75.00
Lab Fee Per Lab	\$25.00

Dormitory Laundry Facility Fee	\$65.00
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*Attached Course Fees*

*Art Applied Fee - \$25.00, Fine Arts Applied Fee - \$25.00, Music Fee (Choir, Band or Valley Singers) - \$10.00, Music Lab Fee/Art Lab Fee - \$25.00, Clinical Fee (Social Work) - \$25.00, Online/Hybrid Fee - \$10.00, Cont. Education/Wknd College Course Fee - \$15.00*

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*\*\*This fee will be charged to any student who, at the time of registration does not pay his/her prior year account balance in full. Award letters will be accepted as payment. Award letters with College Work Study and Plus Loan will not be accepted. The deferment fee must be paid prior to registration. THIS FEE CANNOT BE DEFERRED. (See University Deferment Policy.)*

### Cancellation Policy

Refund of tuition and required fees will be made after official withdrawal forms are filed on the following basis:

A. Period of Withdrawal (Fall/Spring)	Percentage of Refund of Tuition and Fees
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Prior to beginning of class	100% less processing fee
During the first 2 class days of semester	95% less processing fee
During the 3-5 class days of semester	75% less processing fee
During the 6-8 class days of semester	50% less processing fee
During the 9-10 class days of semester	25% less processing fee
After the 10th class day of semester	No refund

B. Refund of Room and Board fees will be based on the date the student leaves the dormitory and files the Dormitory Release Form with the Dormitory Director. No Refund of Room and Board will be given after the 10th class day of the Fall and Spring Semesters. After the 5th class day of Summer Session, no refund of Room and Board will be given. Refunds will not be made for temporary absence from the dormitory.

C. With the exception of deposits, no refund of special fees will be made.

D. Active duty withdrawals will be processed according to IHL Board policy.

NOTE: Students who pre-register and do not return for classes should complete official withdrawal forms. The withdrawal forms must be processed by the Office of Student Records to become official.

### Payments

All student charges for tuition, room, board and other fees must be paid in full at registration. The following sources will be accepted as payment:

- A. Financial Aid (loans, grants, scholarship, etc.)
- B. Cash
- C. Debit/Credit Cards (Visa, MasterCard, American Express, and Discovery)
- D. Money Orders, Certified and Personal Check (Made payable to Mississippi Valley State University)
- E. PayMyTuition (International Payments Only)
- F. Nelnet Enterprise Portal (Online Payments)

**\*\*DO NOT SEND CASH IN THE MAIL\*\***

Books and supplies are purchased from the Bookstore and the costs are not part of the fees stated in this announcement. Estimate \$1,200.00 per semester (\$700 per summer session) for books and supplies.

Mass Transit Service - Daily transportation is available to commuting students from several communities. For more information, contact Mississippi Valley State University Transit System, telephone number 662-254-3348.

College Work Study awards will not be considered as payment on a student's account until earned and a Work-Study check has been issued to the student.

Federal Loans are first applied to the student's account-balance due and the excess above the amount owed will be refunded to the student.

All requests for refunds will be granted according to the refund schedule.

#### Student Identification Cards

An MVSU Student I.D. Card, validated for the current registration period, must be presented each time a student requires service from any University office. First time student I.D. Cards are issued at no charge

### DEFEREMENT POLICY AND PAYMENT PLAN

#### University Deferment Policy

A deferment fee of \$50.00 will be charged to any student who, at the time of registration, does not pay his/her account in full. (This includes current charges and past due amounts.) Award letters will be accepted as payment. Deferments will be granted within the guidelines listed below. Deferment fees must be paid at registration. No exceptions.

#### Deferred Payment Plan

1. All students are expected to pay the full amount of tuition and fees for the term at the time of registration.
2. Resident and non-resident students with a zero (0) balance at time of registration and no evidence of financial aid may choose to pay under the Deferred Payment Plan.
3. Under the Deferred Payment Plan, students must pay one-half (1/2) of the total amount due at registration. The remainder must be paid in two (2) equal installments. For Fall and Spring semesters, one-half of the remaining balance must be paid within 45 days of registration and the remainder within 90 days of registration.

4. The Deferred Payment Plan is not available during summer sessions.
5. For every transaction under this plan, the deferment of \$50 will be assessed.
6. Failure to pay according to the plan will result in cancellation of registration.

***Business and Finance***  
***Business Hours***

Cashier	Monday-Thursday: 8:30 a.m. - 4:30 p.m.
	Friday: 8:30 a.m. – 3:30 p.m.
Student Accounts	Monday-Thursday: 8:00 a.m. - 5:00 p.m.
	Friday: 8:00 a.m. - 4:00 p.m.



## FINANCIAL AID PROGRAMS



The Office of Financial Aid at Mississippi Valley State University coordinates all financial assistance offered to students. The purpose of the financial-aid program is to provide financial assistance to students who attend and enroll in the graduate programs offered at the university. ***Students, who are conditionally admitted to graduate programs, may not qualify for certain categories of financial aid.*** The following aid is offered to Graduate students:

- Graduate Assistantships
- Graduate Diversity Grants
- Federal Work Study (FWS)
- College Work Aid (CWA)
- Federal Direct Student Loans
  - Unsubsidized Loan
  - Graduate PLUS Loan

### **Graduate Assistantships**

The Office of Academic Affairs offers assistantships to graduate students. A limited number of graduate assistantships is available to qualified full-time students who have been admitted with an overall undergraduate grade point average of 3.0 or better to a graduate-degree program at Mississippi Valley State University. Assistantships are made by the Office of Academic Affairs with departmental approval. Assistantships are awarded for the academic year and students must maintain a 3.0 cumulative GPA and agree to work for a minimum of 20 hours per week. Applications are available in the academic department.

### **Graduate Diversity Grants**

Mississippi Valley State University subscribes to the policy of equal educational opportunity for all students without regard to race, creed or color. A limited number of diversity grant funds is available to other race students who are admitted to graduate studies in a graduate-degree program. Grant awards are made based on the

student's undergraduate cumulative grade point average of 3.0 or better on a 4.0 scale and a completed Diversity Grant Application. Grant awards are awarded based on the available funding and an application must be completed each year of the student's enrollment in graduate studies.

Graduate Diversity Grants are awarded to pay tuition and fees for courses and programs pursued on Mississippi Valley State University. Applications for the grant are available in the Graduate Office.

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

Federal Work Study (FWS) is available for graduate students to work in a variety of offices and departments with their work schedule built around their academic schedule. FWS is need based federal aid awarded to those students that show financial need based on their Student Aid Index formerly known as Expected Family Contribution (EFC), from their filed Free Application for Federal Student Aid (FAFSA). The amount of graduate student FWS awards is based on the amount set by the Financial Aid Office. All students can earn the awarded amount by working no more than 20 hours per week. The hourly wage rate is based on the current minimum wage. Contact the Financial Aid Office regarding interest and inquiries about the FWS Program.

### **College Work Aid (CWA)**

The College Work Aid Program provides jobs for those students who do not qualify for the Federal Work-Study program. Students are employed in a variety of University offices and departments with their work schedules built around their academic schedules. CWA funds are based on funds available from a department's operation budget; therefore, an award is made based on the department informing financial aid of the amount the student has been approved to earn.

### **Direct Student Loans**

Direct Loans are low-interest loans for students to help pay for the cost of education. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer.

The interest rate for the Direct Unsubsidized Loans for graduate students is: **4.30%** which is subject to change every July 1<sup>st</sup>

Loan assistance is available for graduate students in the form of unsubsidized loans through the Federal Direct Loan program, the Federal Graduate PLUS Loan program, and certain alternative/private loan programs. We recommend that students apply for federal loans first then pursue additional sources of funding if necessary. Eligibility for the Federal Direct Loans is based on the student completing a Free Application for Federal Student Aid. All students must be enrolled at least half-time in order for the school to begin the process of submitting loan records to the Department of Education. Once the student aid report is received by the school, the Financial Aid Office will award the student based on the student's annual eligible amount up to the cost of attendance or remaining eligibility in the case where the student is close to their aggregate limit for Federal Direct Loans.

### **Direct Unsubsidized Loan**

The Federal Direct Unsubsidized Loan program, a student may borrow up to a maximum annual limit of \$20,500 a year, all of which is unsubsidized. The maximum aggregate amount of Federal Direct Loans an eligible student may borrow is \$138,500 including any Federal Direct Subsidized/Unsubsidized Loans borrowed for undergraduate study. A graduate student may borrow up to the annual cost of attending Mississippi Valley State University minus any other aid for which the student is eligible.

### **Graduate PLUS Loan**

The Graduate PLUS loan is a non-need based loan available to graduate students. The student must demonstrate credit worthiness. If you are determined to have an adverse credit history, you may still receive a Direct PLUS Loan if you obtain an endorser who does not have an adverse credit history. If other aid is received, the amount that a student may borrow is based on the annual cost of attending Mississippi Valley State University minus any other aid for which the student is eligible. There is no maximum aggregate limit.

## **Non Federal Loans**

Alternative/Private Loans are available from private sources that are not based on financial need. We recommend that students apply for federal loans first and then pursue additional sources of funding if necessary. The interest rate for non-federal loans is higher than that of the interest rate for federal loans and repayment may vary for the lender.

**New Requirement for Federal Direct Loan Borrowers Graduate students:** Starting the 2021-2022 award year all Graduate students and are required to complete an **Annual Student Loan Acknowledgment** each year a graduate student accepts a new federal student loan. The Annual Student Loan Acknowledgement is an online session that allows graduate students to see how much they have borrowed, preview what their monthly payments might be, and explain concepts such as capitalization and the difference between federal and private loans. Graduate students must go to [www.StudentAid.gov](http://www.StudentAid.gov) using the student FSA ID username and password to log on.

## **Entrance Counseling and Master Promissory Note**

If you haven't previously received a loan at Mississippi Valley State University, you must complete Entrance Counseling and Master Promissory Note before the school will credit the first disbursement of your loan. Entrance counseling helps you to understand your responsibilities regarding your loan. Master Promissory Note is a legal document in which you promise to repay your federal student loan(s) and any accrued interest fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct Plus Loans. Mississippi Valley State University requires students to complete Entrance Counseling and Master Promissory Note online at [www.StudentAid.gov](http://www.StudentAid.gov). In-person counseling is only done in extenuating circumstances.

## **Standards of Satisfactory Academic Progress**

### **Purpose**

The intent of this policy is to (1) ensure that students using federal financial aid are demonstrating responsible use of federal funds in pursuit of their educational goals; and (2) set standards for monitoring all financial aid recipients' course completion rate each year to assist the student from exhausting financial aid eligibility before completion of the degree program.

Mississippi Valley State University (MVSU) is mandated by federal regulations to determine and enforce standards of Satisfactory Academic Progress as it relates to your eligibility to receive federal aid funds including grants, loans, and work-study. The guidelines are established to encourage students to successfully complete courses for which aid is received. Students who are not successfully completing courses are suspended from receiving federal student loans.

### **Policy**

Mississippi Valley State University students must show measurable academic progress towards a degree. Graduate students are required to earn a 3.0 Cumulative Grade Point Average in major courses of study in order to graduate. Students are required to maintain Satisfactory Academic Progress (SAP) by meeting requirements, both Qualitative and Quantitative Standards, to complete their educational program.

### **Qualitative Standards**

Students must meet the standards for Satisfactory Academic Progress (SAP) as set by the Graduate Council. Measurable academic progress must be shown toward completion of degree requirements and students must maintain a cumulative GPA of 3.0 and above.

### **Quantitative Standards**

Students are expected to complete degree requirements within a reasonable time frame. Graduate students pursuing a degree are allowed to attempt up to 150% of the length of their academic program. For example, length of program =  $36 \times 150\% = 54$  hours. MVSU graduate programs vary in length. Therefore, an average of the Master's degree programs is used. A graduate student will be allowed to receive financial aid for a second Master's degree up to 90 attempted credit hours. Incremental progression toward the degree must be made.

Therefore, a minimum percentage of hours attempted must be completed. To meet this standard, students must complete 67% of hours attempted. This is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted.

### **Grades**

All MVSU credit hours attempted are in the Satisfactory Academic Progress calculation. Grades “F”, “I”, and “W” are not counted as hours completed. However, they are counted as hours attempted. Also, all repeat hours are counted as attempted hours. Passed hours may only be repeated ONCE for Title IV assistance.

### **Satisfactory Academic Progress Review**

Satisfactory Academic Progress (SAP) is measured at the end the school year. Reviewed once a year or after 2 full term semesters.

### **Financial Aid Suspension**

Students who fail to complete the required hours and maintain the required cumulative GPA will be placed on Financial Aid Suspension. Students who fail to bring the cumulative GPA into compliance and/or complete the required hours, will be considered as not maintaining Satisfactory Academic Progress and will be ineligible for Title IV assistance. Students placed on financial aid suspension may submit an appeal for reinstatement of aid due to mitigating circumstances that prevent them from maintaining Satisfactory Academic Progress (SAP).

### **Financial Aid Probation**

Probation is an official warning from the university that the student has not maintained his/her academic standing. Students will be placed on Financial Aid Probation for one payment period (semester) after a successful appeal. At the end of the probationary period (semester), the student should have established Satisfactory Academic Progress (SAP).

### **Appeal Procedures**

Students who fail to maintain Satisfactory Academic Progress (SAP) and have been placed on financial aid suspension may submit an appeal due to mitigating circumstances for reinstatement of aid. The appeal must clearly explain what mitigating circumstances caused the student to fail the standards and what has changed that will allow the student to make Satisfactory Academic Progress (SAP). A complete appeal application, due to mitigating circumstances, with supporting documentation must be submitted to the Office of Financial Aid. Satisfactory Academic Progress Appeal Applications received after the first day of class, will not be accepted. SAP Appeal Applications without supporting documentation will be deemed incomplete. The Financial Aid Appeals Committee will render a decision to the student by telephone and/or written notification. **The appeal decision is final.**

### **Mitigating Circumstances**

Mitigating circumstances are unforeseen, special or unusual/traumatic conditions which caused undue hardship. These circumstances may include serious illness or injury relating to the student, death or serious illness of an immediate family member, significant traumatic occurrence that impaired emotional and/or physical health or other documented circumstances.

### **SAP Appeal Decisions**

Reinstatement of Financial Aid will be based on the depth of the appeal statement, documentation received, and the academic record. Filing an appeal **does not** guarantee Financial Aid reinstatement. If your appeal is denied, you will be required to make payment arrangements with the Office of Student Accounts to pay any incurred charges. **You are responsible for all charges incurred during periods of ineligibility.** If your appeal is approved, your financial aid eligibility will be reinstated, and you will be placed on financial aid probation for one semester.

Financial aid will be reinstated for students who re-establish eligibility by maintaining the standards of Satisfactory Academic Progress (SAP). Reinstatement of an Academic Suspension to attend the university **does**

**not** reinstate financial aid.

**Summer Session**

Students (both undergraduate and graduate) who are deficient in credit hours or Grade Point Average at the end of the Spring Semester may make up the deficiencies during the Summer sessions. Students must be currently making satisfactory academic progress at the time prior to Summer sessions begins in order to qualify for Federal financial assistance.

**Amendment to the Policy**

This policy will be amended whenever applicable federal or state laws and regulations are changed.

**Graduate Degree Programs**

**Department of Business Education**

Master of Business Administration

**Department of Criminal Justice**

Master of Science in Criminal Justice

**Department of Education**

Master of Arts in Teaching

Master of Science in Elementary Education

Master of Science in Special Education

**Department of Health, Physical Education, and Recreation**

Master of Science in Sport Administration

**Department of Mass Communication**

Master of Arts in Convergent Media

**Department of Natural Science and Environmental Health**

Master of Science in Bioinformatics

Master of Science in Environmental Health

**Department of Social Sciences**

Master of Arts in Rural Public Policy and Planning

**Department of Social Work**

Master of Social Work

# **Department of Business Education**

## **MASTER OF BUSINESS ADMINISTRATION**

### **Purpose of the Program**

The Master of Business Administration (MBA) is an introduction to the various functional areas (information technology (IT), human resources, management (strategic), accounting, finance, economics, operations, marketing) required to run a successful organization or successfully pursue an entrepreneurial venture from a system's perspective (including the global implications for these functional business areas). The rigor of the curriculum is designed to explore how these organizational "sides" and "facets" fit together, operating synergistically to achieve organizational effectiveness. Please visit the MBA website on the Department of Business Administration web page for additional and more detailed information.

### **Program Goals**

The goals of the MBA program in the Department of Business Administration are to ensure that:

1. Graduates will be proficient in the integration of knowledge and critical thinking skills of the functional areas of business administration at the graduate level;
2. Graduates will demonstrate strategic, efficient, and effective proficiency in the use of information technology (IT) tools for 21st century competitive and dynamic domestic and global business environments; and,
3. Graduates will demonstrate efficient and effective proficiency at communicating the application of concepts in the various functional business areas through writing and presentation of information at a professional graduate level.

### **Regular Admission Requirements**

#### **(A) Admission as a degree-seeking student:**

The MBA Program welcomes students with undergraduate degrees in any discipline. Applicants to the MBA Program must submit the following:

1. A complete application form for the MVSU MBA Program
2. Official transcripts of collegiate work.
3. Three letters of recommendation with the accompanying University recommendation forms
4. A statement of personal and career objectives and how the MBA Program will aid in achieving those objectives
5. For international students, scores from the Test of English as a Foreign Language (TOEFL). The student's admission to the MBA program will be evaluated by the MBA Admission Committee in the Department of Business Administration.

## **(B) Admission as a Non-degree seeking student**

Applicants who have met the undergraduate foundation CPC requirements and earned a 2.80 overall GPA or 3.0 GPA in the last 60 hours of academic work attempted may be accepted on a non-degree-seeking basis. In this case, the student may take no more than six hours of graduate courses.

## **(C) Post Baccalaureate Students**

Students who have received baccalaureate degrees but have not been admitted to Graduate Studies are classified as post baccalaureate students. Post baccalaureate enrollment is offered to accommodate students who intend to enter Graduate studies at some future time, but need a substantial number of prerequisite or foundation courses. In this case, the student may take no more than six hours of graduate courses.

### **Degree Requirements**

For those students who have a Business degree (or a degree in a related field) and have met all foundation requirements, the graduate courses listed below constitute the requirements for the MBA degree. In addition, students must earn a cumulative grade point average of not less than 3.0 to remain in good academic standing.

Required Courses: 18 hrs

MBA 602 Managerial Economics	(3 hrs )
MBA 622 Managerial Accounting	(3 hrs )
MBA 624 Financial Management	(3 hrs)
MBA 634 Marketing Management	(3 hrs)
MBA 642 Operations Management	(3 hrs)
MBA 655 Strategic Management	(3 hrs)

Electives for MBA of Finance Emphasis: 12 hrs

The MBA Program welcomes students with an undergraduate degree in any discipline. However, if a student has a non-business degree and lacks all or part of the foundation courses, it is highly recommended that the student complete the articulated foundation courses below. These courses and graduate courses may be taken concurrently. The MBA student should meet with the MBA graduate advisor for advisement concerning whether or not they should take any of the foundational courses listed below.

Foundation Courses: 18 hours

AC 221 Principles of Accounting	(3 hrs )
BA 212 Principles of Economics II	(3 hrs)
BA 322 Business Finance	(3 hrs)
BA 314 Management	(3 hrs)
BA 205 Business Statistics	(3 hrs)
BA 343 Principles of Marketing	(3 hrs)



## **GENERAL INFORMATION**

### **Advisement**

All MBA students will be assigned to a graduate faculty advisor upon admission to the MBA Program. The student will meet the faculty advisor for course selection and receive approval of courses to be taken for the degree. Consultation on all academic matters should begin with the faculty advisor. Each student is expected to learn all rules, regulations and procedures published in this bulletin and in departmental publications. Failure to do so may result in unnecessary delay in the student's study progression and graduation.

### **Academic Grades**

The following grades are used in the graduate program: A, B, C, D, F, I (Incomplete), or W (Withdrawal). Students in the MBA Program must earn an overall average of "B" or higher in all graduate work toward the degree. Two "C's" and one "D" or "F" grade will result in an automatic withdrawal from the MBA Program. Students withdrawn from the program may re-apply after one year of self-development. Any student withdrawn twice shall no longer be eligible for enrollment in the program.

### **Time Limit**

The degree must be completed within four calendar years from the time of initial enrollment in the graduate program.

### **Load Limit**

The normal load for a full-time student is nine semester hours during a regular semester and six semester hours per summer session. The maximum course load is 12 semester hours. The recommended load for persons with full time employment is six semester hours during a regular semester.

### **Transfer of Credit**

A maximum of six semester hours of graduate credit successfully completed in a regionally accredited graduate school may be accepted toward fulfillment of the course requirements for the MBA degree provided the following conditions are met:

1. A grade of "B" or better has been earned in the courses for which graduate credit is being sought;
2. The credit has been earned within five years from the time that the student enrolled in the MBA program; and,
3. The credit to be transferred must be approved by the Department.

### **Exit Examination (Major Field Tests by Education Testing Service)**

MBA graduates are required to take the Major Field Tests by Education Testing Service. This exit examination is designed exclusively to measure the level of competency in the functional areas of business and to determine the extent to which the intended student learning outcomes of the program have been achieved. The result of this exit examination will be the basis for quality improvement on a continual basis.

# **Department of Criminal Justice**

## **MASTER OF SCIENCE IN CRIMINAL JUSTICE**

### **Purpose of the Program**

The Criminal Justice Master's Degree Program prepares students for both entry and supervisory level career positions in the federal, state, and local criminal justice and juvenile justice agencies. Students who graduate from the program have the competence to assume policy, research, and instructional responsibilities. A strong foundation is also laid for students who plan to pursue a doctorate degree in the discipline or related fields. The program is student-centered and 100% online.

### **Admission**

An applicant may be admitted into the Master of Science Program in Criminal Justice based on the following requirements:

#### **Regular Admission**

##### **Requirements for regular admission are:**

1. The applicant must hold a baccalaureate degree from an institution approved by a recognized accrediting agency.
2. The applicant must be eligible to re-enter, in good standing, the last college or university attended.
3. The applicant must provide evidence, by an official transcript, of a cumulative grade point average of at least 2.50 for all undergraduate work, or a 3.0 GPA in at least six hours of graduate work from an accredited university or college.
4. The applicant must submit three letters of reference from persons familiar with the applicant's fitness for graduate studies.
5. Submit a personal statement describing why you wish to obtain a graduate degree in Criminal Justice.
6. The applicant must complete an application for admission.

## **GENERAL INFORMATION**

### **Advisement**

When accepted into the Master of Science Program in Criminal Justice, each student will be assigned to an advisor who must be a graduate faculty. The advisor will be responsible for advising the student on courses to take to meet the program requirements. It is, however, the student's responsibility to meet all requirements, including meeting with his or her advisor regularly.

### **Academic Grades**

The following grades are used in the graduate program: A, B, C, D, F, I (Incomplete), or W (Withdrawal). A candidate for the Master of Science Degree in Criminal Justice must maintain a minimum of 3.0 grade point average (GPA) in order to continue enrollment in the graduate program and for graduation as well. Failure to maintain a 3.0 GPA in two consecutive semesters will result in automatic withdrawal from the graduate program. Students withdrawn from the program may re-apply after one year of probation. A student withdrawn twice shall no longer be accepted into the program.

## **Choice of Areas of Concentration Curricula Options**

The Master of Science in Criminal Justice offers two curricula Options – Concentration and Generalist. Students who choose the Concentration option must declare their respective areas of concentration areas within the first or second semester of enrollment in the graduate program and promptly inform their respective advisors and the graduate program coordinator. Students who wish to pursue the Generalist option must also declare their interest in the Generalist option likewise.

## **Comprehensive Exam**

The comprehensive examination will be administered to all candidates for the Master of Science Degree in Criminal Justice, at or near the completion of their required course of study. The Graduate Comprehensive Examination (Comps) is a requirement for graduation. Students who wish to take the graduate comprehensive examinations must register for the exams in advance with the Graduate Coordinator in the semester before the semester in which they plan to take the exams. All students contemplating taking the comps must complete a minimum of 24 credit hours, which must include all the required core courses in the graduate program. The examination is designed to test the student's knowledge of the Criminal Justice sSystem, and consists of three parts: Criminal Justice Administration, Criminology, and Research Methods. Students must pass the comprehensive examination before they can graduate. The exam is offered only in the fall and spring semesters of every academic year. Students are allowed three attempts at the comprehensive examination. Students who cannot pass all parts of the comprehensive examination after three attempts will be automatically withdrawn from the program. Comprehensive examination candidates are advised to take and pass CJ 550 The Criminal Justice System – An Overview, CJ 560 Seminar in Criminological Theory, CJ 567 Administration and Management in Criminal Justice, and CJ 615 Research Methods before signing up for the comprehensive examination. Failing any part of the Comprehensive Examination will require that the students retake the failed parts.

## **Load Limit**

The normal load for a full-time student is nine semester hours during a regular semester and six semester hours per summer session. The recommended load for persons employed full-time is six semester hours during a regular semester and three hours each summer session.

## **Time Limit**

The degree must be completed within four calendar years from the time of initial enrollment in the graduate program.

## **Transfer of Credit**

A maximum of six semester hours of graduate credit successfully completed in a graduate College of acceptable standing may be accepted toward fulfillment of the course requirements for the Master of Sciences Degree in Criminal Justice, if the following conditions are met:

1. A grade of "B" or better has been earned in the courses for which graduate credit is being sought.
2. The credit has been earned within five years from the time that when the student enrolled in the Master of Science in Criminal Justice program.
3. The credit to be transferred must be recommended by the graduate program coordinator and approved by the department chair.
4. Transfer credit is not granted for courses taken through correspondence.

## MASTER OF SCIENCE IN CRIMINAL JUSTICE PROGRAM CURRICULA

The master's program in criminal justice offers two curricula options:

### Generalist Option Curriculum – 36 Credit Hours

The generalist option curriculum is designed for students with no specific area of interest, and thus, is prepared generally to fit into any area of the criminal justice system. Students are required to take 24 credit hours of core courses and 12 credit hours of elective courses (of which 6 hours will be the Thesis hours for the Thesis students).

### Concentration Option Curriculum – 36 Credit Hours

The concentration option curriculum is designed for students with a specific chosen area of concentration, such as law enforcement, corrections, or criminal justice administration.

### Concentration Option Curriculum

Under this curriculum, students are required to must take 24 credit hours of core courses, of which 6 will be Thesis hours for thesis students, and 12 credits hours from their declared area of concentration.

<b>Required Courses</b> ( <i>Need 24 Credit Hours</i> )		<b>Credit Hours</b>
CJ 550*	The Criminal Justice System- An Overview	3
CJ 560*	Seminar in Criminological Theory	3
CJ 562	Seminar in Juvenile Delinquency	3
CJ 567	Administration and Management in Criminal Justice	3
CJ 615	Advanced Research Methods	3
CJ 620	Seminar in Criminal Law and Procedure	3
CJ 640	Thesis (Prerequisite -- CJ630) or (Two elective courses for non-thesis students)	6

#### **A. Law Enforcement Concentration**

CJ 563	Seminar in Law Enforcement	3
CJ 570	Seminar in Private and Industrial Security	3
CJ 593	Seminar in Police and Society	3
CJ 602	Seminar in Police Administration and Management	3

#### **B. Corrections Concentration**

CJ 564	Seminar in Corrections	3
CJ 589	Special Topics in Correctional Administration	3
CJ 603	Seminar in Rehabilitation and Resocialization	3
CJ 606	Seminar in Community Corrections	3

#### **C. Criminal Justice Administration**

CJ 565	Principles of Administration	3
CJ 595	Planning, Budgeting, and Policy Analysis	3
CJ 608	Human Resources Development in Organizational Context	3
CJ 609	Seminar in Public Administration	3

**Electives**

CJ 590	Comparative Criminal Justice	3
CJ 591	Special Topics in Criminal Justice	3
CJ 593	Seminar in Police Society	3
CJ 596	Seminar in Organized Crime	3
CJ 597	Seminar in Terrorism and Homeland Security	3
CJ 598	Seminar in Forensic Science	3
CJ 606	Seminar in Community Corrections	3
CJ 609	Seminar in Public Administration	3
CJ 630	Thesis Practicum	3
CJ 640	Thesis	3

**Total Credit Hours Required for Graduation 36**

**\* To be taken in the first semester of the program**

**Generalist Option Curriculum**

Generalist Option Curriculum – 36 Credit Hours

The generalist option curriculum is designed for students with no specific area of interest, and thus is prepared generally to fit into any area of the criminal justice system. Students are required to take 24 credit hours of core courses and 12 credit hours of elective courses (of which 6 hours will be the Thesis hours for the Thesis students). Under this curriculum, students are required to take 24 credit hours of core courses and 12 credits hours of elective courses of which 6 will be Thesis hours for thesis students.

**Required Core Courses (Need 24 Credit Hours)**

CJ 550*	The Criminal Justice System-An Overview	3
CJ 560*	Seminar in Criminological Theory	3
CJ 562	Seminar in Juvenile Delinquency	3
CJ 563	Seminar in Law Enforcement	3
CJ 564	Seminar in Corrections	3
CJ 567	Administration and Management in Criminal Justice	3
CJ 615	Advanced Research Methods	3
CJ 620	Seminar in Criminal Justice Law and Procedure	3

**Elective Courses (Need 12 Credit Hours)**

CJ 590	Comparative Criminal Justice	3
CJ 591	Special Topics in Criminal Justice	3
CJ 593	Seminar in Police & Society	3
CJ 596	Seminar in Organized Crime	3
CJ 597	Seminar in Terrorism and Homeland Security	3
CJ 606	Seminar in Community Corrections	3
CJ 609	Seminar in Public Administration	3
CJ 630	Thesis Practicum	3
CJ 640	Thesis	6

**Total Credit Hours Required For Graduation 36**

**\* To be taken in the first semester of the program**

## **Department of Education**

# **MASTER OF ARTS IN TEACHING**

The Master of Arts in Teaching Degree Program (MAT) is for individuals matriculating from non-teacher education programs. It is designed to prepare such graduates to become teachers, to accept professional responsibilities at the elementary and secondary levels, and to increase their leadership roles as community change agents. The program was conceived by the Mississippi State Department of Education and approved by the State Legislature to address the teacher shortage problem in Mississippi.

The Master of Arts in Teaching program at Mississippi Valley State University, like other graduate programs in education, adheres to the conceptual model of the teacher as a Holistic Transformer and the expected outcomes of the model, i.e., the teacher as a scholar, a facilitator, a reflective thinker, and a responsible professional as well as fosters the dispositions expected of a professional teacher. As such, the MAT program seeks to increase the competence that teachers need in the following professional areas:

### **Assessment - Graduate teacher candidates will...**

1. Use research to assess the teaching/learning environment and enhance their practice.
2. Apply effective approaches to assessment, evaluation and diagnosis
3. Evaluate and select appropriate resources and materials to support student learning.
4. Use technology to collect, analyze and interpret data.
5. Effectively communicate with parents, students and stakeholders about assessment policies, plans and outcomes.

### **Diversity - Graduate teacher candidates will...**

1. Meet the needs of diverse learners by differentiating instruction, activities and assessments.
2. Implement culturally responsive curriculum pedagogy and classroom management practices.
3. Establish collaborative partnerships with families, schools, and communities to promote a positive school culture and climate.
4. Use technology to differentiate instruction for learners and understanding of...

### **Leadership - Graduate teacher candidates will demonstrate an understanding of...**

1. How to use effective communication, team-building and collaboration to facilitate a nurturing, inviting, inclusive, supportive and respectful classroom environment.
2. How to use knowledge, skills and dispositions to promote an educational environmental that values reflective practice.
3. Professional learning communities and their function within the educational setting.
4. The importance of professional literature and continued professional development.

### **Research - Graduate teacher candidates will...**

1. Understand the fundamental assumptions, goal, and practices of educational research.
2. Understand and use the research process to adapt instruction and guide student learning.
3. Distinguish features of various research designs traditionally used in education.
4. Critique published research in order to influence practice.
5. Engage in the research process to effect change and solve educational challenges/issues.

### **Admission to the Program**

For admission to the Master of Arts in Teaching Degree Program, applicants must:

1. \*Hold a baccalaureate degree from an accredited institution;
2. \*Have left the last college or university attended in good standing;
3. Present evidence, by official transcript, of a minimum grade point average of 2.50 (University) or 2.75 (Mississippi Department of Education) on all undergraduate study on a 4.0 GPA system;
4. Present Praxis Core (Professional Skills Test - PPST) scores which meet Mississippi Certification requirements for all subjects;
5. Present PRAXIS Subject Assessments Area scores which meet Mississippi Certification requirements in the content area required;
6. Applicants must Submit three letters of recommendation which include:
  - A. Professional qualifications
  - B. Potential for success as a classroom teacher
  - C. Potential for program completion.
7. Applicants must also:

Demonstrate writing ability. All applicants are required to submit a two-page (minimum), computer generated, self-created essay on their philosophy of education and why they wish to pursue the Master of Arts in Teaching Degree.

Note: \*These must be on file to qualify for conditional admission. Applicants are responsible for securing their own transcripts, even from Mississippi Valley State University.

An applicant who meets all admission requirements specified above is granted full admission. Conditional admission may be assigned to students who either (1) have not fulfilled one or more admission requirements, or (2) do not possess a GPA of 2.75 at the undergraduate level (on a 4.0 scale), but meet other criteria for full admission.

Students can earn full admission in the first semester of full-time enrollment or in the first 12 hours of part-time enrollment (1) by supplying any missing credentials and (2) by acquiring a GPA of 3.0 on all graduate work within the first 12 hours as well as a “B” average in the courses prescribed to correct deficiencies.

### **Academic Grades**

The following grades are assigned to graduate work: A, B, C, D, F, I (Incomplete), and W (Withdrawal). Other grade requirements are as follows:

1. Master of Science Degree candidates in Master of Arts in Teaching must maintain an overall GPA of 3.0 (“B” average) on all graduate work leading toward the degree.
2. Students who have been in the graduate program for two or more semesters and do not have a 3.0 GPA will be terminated.
3. Students who do not have a 3.0 GPA after one semester will receive a letter of academic probation.
4. Students who are placed on academic probation will have one semester to bring their average to a GPA of 3.0. Failure to raise the GPA will result in termination.

## **GENERAL INFORMATION**

### **Non-Degree Status**

Applicants with no intention of pursuing a graduate degree and with an undergraduate grade-point average of 2.75 or higher will be admitted as non-degree seeking students. Non-degree students who later apply for and are accepted in a degree program may transfer a maximum of six hours earned in this category. Enrollment is restricted to courses at the 500 level.

### **Advisement**

When admitted to the program, each student will be assigned an advisor from the graduate faculty. Coordinators of Graduate Programs of each Department will serve as advisors for all conditional students.

### **Candidacy**

Students must apply for admission to candidacy when: (1) all admission criteria have been met and (2) all core courses have been successfully completed with at least a 3.0 GPA.

### **Graduate Comprehensive Examination**

A final examination is required of all degree candidates. This may include a written examination, an oral examination, or both. This examination will assess the candidate's familiarity with the content, knowledge, and the literature and assess the candidate's proficiency in oral and written communication. The purpose of the examination is to ensure that candidates have acquired the knowledge, skills, and dispositions expected of them. Candidates must take and pass the Comprehensive Examination two months before graduation. Students applying to take the Comprehensive Examination must be within six hours of completing course work. Application forms for the Graduate Comprehensive Examination may be obtained from the department. All candidates intending to take the Comprehensive Examination must enroll in ED 599.

### **Graduate Requirements**

To exit the program, MAT candidates must:

1. Complete 33 hours of course work
2. 3.0 GPA with not more than one "C" grade
3. Complete 6 hours of Content in a Specified Teaching Area for Secondary Education Majors
4. Take and pass the Comprehensive Examination
5. Submit a Professional Portfolio.

### **Time Limit**

1. A student must complete requirements for the MAT degree within six consecutive years after the first date of enrollment in graduate studies, exclusive of any time spent in the Armed Forces of the United States.
2. Any graduate work completed by extension or transferred from another institution must have commenced not more than six years prior to graduation in order for credit to be applied toward the graduate degree.
3. Only course credits less than six years old may be applied to licensure or degree requirements.



## **Program Requirements Master of Arts in Teaching Degree**

1. Elementary Education Majors
  - Completion of 33 semester hours of course work
  - Take and pass the Comprehensive Exam.
  - Students must maintain a minimum GPA of 3.0.
2. Secondary Education Majors
  - Completion of 33 semester hours of course work that include 6 hours of Content in a Specified Teaching Area
  - Take and pass the Comprehensive Exam
  - Students must maintain a minimum GPA of 3.0.
3. Graduate Comprehensive Exit Exam
  - A Graduate Comprehensive Examination is required of all degree candidates.

### **Master of Arts in Teaching Licensure**

- A special nonrenewable license can be obtained through the State Office of Teacher Licensure in order to secure employment in a school district. The nonrenewable license, valid for three years, is issued upon completing the two pre-teaching courses (ED 502 and ED 503), and upon receipt of test scores, transcript, application, and institutional recommendation.
- Upon completion of the first 12 hours of coursework, (ED 502, ED 503, ED 506, ED 507) a five year renewable standard teaching license (Class A) will be issued by the State Office of Teacher Licensure, (MDE). It is the student's responsibility to pursue this.
- The 12 credit hours required for the 5 year licensure are included in the MAT requirements.
- Only course credits less than six years old may be applied to licensure or degree requirements.
- Completion of 33 semester hours of coursework will grant the candidate an (AA license) which will be issued by the State Office of Teacher Licensure, (MDE).

### **Professional Portfolio**

MAT candidates will develop and present a portfolio highlighting and tracing their development through the program. The portfolio will include, but will not be limited to, the following details:

1. Autobiographical information and educational philosophy
2. Knowledge of subject matter
3. Knowledge of Human Development and Learning
4. Adapting Instruction for Individual Needs
5. Multiple Instructional Strategies
6. Classroom Motivation and Management
7. Communication Skills
8. Instructional Planning Skills

9. Assessment of Student Learning
10. Professional Commitment and Responsibility
11. Partnerships

### **Residence**

At least 27 semester hours applied to the degree must be met in residence. Other residence requirements of the University must also be met.

### **Responsibilities of the Graduate Student**

Each graduate student is responsible for knowledge of all regulations and procedures published in this catalog and in departmental publications. The student must assume the initiative in such matters as securing approval of a program of study and arranging for the required tests and examinations. Failure to do so may result in unnecessary delay or interruption of graduate study.

### **Special Provisions**

1. Applicants must have a bachelor's degree from an accredited institution in any discipline.
2. Applicants must present successful scores of the PRAXIS Core. The PRAXIS Subject Assessment must be taken in one of these areas: Social Science (History), Mathematics, English, Science (e.g., General Science, Biology), Music, Physical Education, or Elementary Education (4-8).
3. An applicant in the secondary areas must take six hours of content courses at the graduate level in the discipline in which he or she took the PRAXIS Subject Assessment, the discipline in which he or she is preparing to teach.
4. Only six hours of transfer courses will be accepted. Only three credit hours can be transferred from the pre-teaching area. These issues must be discussed during the semester of admission.
5. Persons with Class-A Alternative Route Certification are also eligible for the program, provided they choose to complete the total program, including the pre-teaching courses.
6. The approved Teacher Education areas at MVSU as of July 1998 are:
 

Biology Education	Mathematics Education
Elementary Education	Physical Education
Social Studies Education	English Education
Music Education	

### **Transfer Credit**

Transfer credits from another university may be accepted toward fulfilling the requirements for the master's degree. These credits must be from an accredited university and must be appropriate to the program. A maximum of six hours may be transferred; however, grades below "B" are not acceptable. Internship credit hours cannot be transferred, and only three credit hours may be transferred from the pre-teaching category.

### **PRAXIS (Core) and PRAXIS Content Area Subject Assessments Codes**

For admittance to the Master of Arts in Teaching program, candidates **MUST** take and pass Praxis Core and Praxis Content Area Subject Assessments. The approved content areas and test codes for the following can be obtained from [www.ets.org](http://www.ets.org).

Biology	Elementary Education	Mathematics	Social Studies
English	Physical Education	Music	

# MASTER OF ARTS IN TEACHING PROGRAM CURRICULA

## Pre-Teaching Required Courses

ED 502 Classroom Management and Organization	3 hours
ED 503 Development, Assessment, and Evaluation	3 hours

*Upon completion of the above courses, candidates may apply for a 3-year non-renewable license.*

## Courses Required During First Year of Teaching

*ED506 Dimensions of Learning/Internship	3 hours
*ED507 Dimension of Learning/ Internship	3 hours

*\*Candidates must secure employment in a school district in order to sign up for these internship (one year duration).*

*Upon completion of the above courses, candidates must apply for a Class A License.*

## Core Courses for AA Licensure

SE 550 Assessment & Individualized Programming for Disabled	3 hours
ED 510 Research in Education	3 hours
ED 512 Technology for Teachers	3 hours
ED 528 Language & Communication Arts Across the Curriculum	3 hours

*At this point, candidates may elect to complete either the Elementary of Secondary Track*

### Elementary Track

ED 520 Reading in the Elementary School	3 hours
ED 521 Children's Literature	3 hours
ED 540 Effective Teaching Strategies	3 hours

### Secondary Track

ED 540 Effective Teaching Strategies	3 hours
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*(Minimum of 6 hours of Content in a Specified Area)*

### English

EN 500 Seminar in Literacy Stylistics	3 hrs
EN 501 Contemp. Perspective on Lit. Criticism	3hrs.
EN 502 Twentieth Century Novel	3hrs.
EN 503 World Drama	3hrs.
EN 504 Studies Mod. Eng. Grammar & Ling.	3hrs.
EN 505 Creative Writing and Editing	3hrs.

### Science

SC 534 Phy. Sci for Sec. Schl. Teachers	3 hrs
SC 544 Bio. Sci for Sec. Schl. Teachers	3 hrs
<b>Mathematics</b>	
MA 525 Probability & Statistics	3 hrs
MA 533 Concepts of Mathematics III	3 hrs
MA 502 Elementary Statistics	3 hrs

### Social Science

HI 601D Colonial America	3hrs
HI 601E History of the South	3hrs
HI 603 Reading in Latin American History	3hrs

### Music

MU 541 Instrumental Conducting	3hrs
MU 543 Music Methods and Material	

### Physical Education

PE 530 Physiological Aspects of Exercise	3 hrs
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PE 605 Curriculum Design in PE 3 hrs  
PE 607 Advance Teaching Methods of PE 3 hrs  
PE 611 Research Methods in PE and Sports 3 hrs

**ED 599 Comprehensive Examination (P/F)**

**0 hrs.**

- Upon completion of 33 hours in Elementary or Secondary Track, candidates would be eligible for a Class AA (4-8 or 7-12 as appropriate) License.
- All graduate students must take and pass the Comprehensive Exam to exit any graduate program.
- MAT candidates must complete and submit a Professional Portfolio. This is a graduation requirement.

# **Department of Health, Physical Education and Recreation**

## **MASTER OF SCIENCE IN SPORT ADMINISTRATION**

### **About the Program**

The Master of Science in Sport Administration program prepares individuals for leadership in the field of sport administration and management. Students have the option to choose from three concentrations: International Sport, Intercollegiate Sport, and Sport Leadership. It is the overall aim of the Sport Administration program to provide scholars and practitioners quality educational training that will enhance career opportunities in the sporting arena. The three emphases share a common core curriculum of 18 credit hours. Students are also required to take 6 credit hours related specifically to their concentration, a 3 credit hour elective, and a 6 credit hour supervised internship or thesis. The full program requires a total of 33 credit hours.

### **Admission to the Program**

Applicants seeking admission to graduate programs at Mississippi Valley State University must be admitted to the University via the degree program.

To be eligible for admission to graduate studies, the following requirements must be met:

1. An applicant must hold a bachelor's degree from an accredited college or university.
2. An application must be filed with the Office of Admissions.
3. An official transcript of a conferred undergraduate degree and any transcripts the student is seeking credit for to the intended program of study must be on file in the Office of Student Records/University Registrar
4. An applicant must satisfy a minimum undergraduate cumulative grade point average of 2.50 on a 4.0 grading scale
5. An applicant must submit three letters of recommendation from persons who are qualified to certify as to your abilities and character.
6. The department of the graduate program applied for must formally accept the student for admission to the graduate program of study. The actual acceptance letter is forwarded by the Office of Admissions.
7. An immunization record must be submitted and/or on file.

### **PRIORITY DATE FOR ADMISSION**

Admission to a degree program is made in the fall or spring semester. The priority date for fall applications is March 15. The priority date for spring applications is October 15.

### **ADMISSION OF UNDERGRADUATES TO GRADUATE COURSES**

Undergraduate Mississippi Valley State University students who have completed all required courses thus far and are within six hours of graduation may enroll in a maximum of six semester hours of graduate work. To be eligible to take graduate courses, undergraduate students must have a grade point average of at least 2.50 overall and in their major field.

### **RE-ADMISSION TO THE UNIVERSITY**

All graduate students who withdraw from the University or who have been suspended for academic deficiencies must apply for re-admission by submitting an application to graduate studies. Re-admission is not automatic and does not reinstate the student. The Department must approve all applications for re-admission and reinstate the student.

## **Sport Administration Program Curriculum**

### **Core Curriculum (18 hours)**

- PED 500 – Sport Marketing Strategy (3)
- PED 501 – Sport Law (3)
- PED 502 – Sport Finance and Economics (3)
- PED 511 – Research Methods (3)
- PED 523 – Sport and Social Responsibility (3)
- PED 524 – Organizational Leadership in Sport Administration (3)

### **Sport Administration Leadership Concentration (6 hours)**

The Sport Leadership Concentration is designed to prepare students who wish to pursue the Doctorate Degree in Sport Administration. Emphasis in the concentration will be placed on research and professional development.

- PED 515 – Advanced Marketing – Applied Research and Sales (3)
- PED 516 – Public Relations and New Media (3)

### **Intercollegiate Sport Concentration (6 hours)**

The Intercollegiate Sport Concentration is designed to prepare students who wish to pursue careers in collegiate athletic program. Emphasis in this concentration is place in the content area of compliance academic advisement.

- PED 519 – NCAA Compliance (3)
- PED 520 – Sport Governance (3)

### **International Sports Concentration (6 hours)**

The International Sport Concentration is designed to prepare students who wish to pursue careers in the international sport market. Emphasis is placed in the concentrated areas of marketing, event management, and risk management.

- PED 521 – International World Business in the Sport Industry (3)
- PED 522 – Global Sport Brand Management (3)

### **Culminating Experience (6 hours)**

- PED 531 – Internship (6)

### **Electives (3 hours)**

Current Issues and Special Topics: Critical examination of important trends impacting the current practitioner in sport administration and leadership

- PED 525 – Race and Ethnicity in Sport Administration (3)
- PED 526 – Gender Issues in Sport Administration (3)
- PED 527 – Sport Nutrition (3)
- PED 528 – Event Management/Facilities Maintenance (3)
- PED 599 – Independent Study (3)

# **Department of Mass Communication**

## **MASTER OF ARTS IN CONVERGENT MEDIA**

### **PROGRAM MISSION**

The mission of the Convergent Media Master of Arts degree program is to develop and train media practitioners with qualities and qualifications necessary to succeed in the contemporary media industry. This program aims to build multi-tasking production skills in print, video, sound and graphic design. To this end, it combines print, broadcast and online technological tools to equip the students to create a coordinated product aimed at an audience capable of accessing all three platforms.

### **PROGRAM VISION**

Convergent Media Masters degree program aspires to be the cutting-edge source for contemporary media practitioners, and as such attract students of diverse backgrounds. It is the only such program in the neighboring six states. It is essentially committed to positively impact the practice of journalism in the Mississippi Delta. With its innovative approach to studying journalism, the program hopes to be a catalyst for enhanced professional life of journalists.

### **PROGRAM GOALS**

This Master of Arts program in Convergent Media is designed to prepare students for careers in the media industry. The goals of the program are:

- a. To prepare students for mid-and advanced-level careers in media industry;
- b. To prepare highly qualified graduates of the program to work as journalists and production specialists in newspapers, television, radio stations and the web;
- c. To prepare students to develop skills needed to create outstanding multimedia products for the media industries;
- d. To prepare students to enter media industry business as reporters, writers, editors and web designers with hands-on practical skills needed to perform in their positions successfully.

### **STUDENT LEARNING OUTCOMES**

After completing the masters program, the students will:

1. Know the different styles of writing for print, broadcast and online media;
2. Know the different styles of production for multiple platforms;
3. Be able to design news packages for different platforms;
4. Have developed efficiency using mobile devices to report news;
5. Have developed efficiency using social media as news sources;
6. Have developed critical thinking skills to apply to media research process and ethics.

### **REQUIREMENTS FOR ADMISSION**

Formal admission to the Master of Arts in Convergent Media program requires:

1. An undergraduate cumulative GPA of 2.5 (4.0 scale);
2. TOEFL for foreign students;
3. To meet the basic requirements for graduate admission to MVSU;
4. Three (3) letters of recommendation; and
5. A personal statement of purpose.

Students who do not meet the GPA requirement for admission must have a GPA of 3.25 during the first semester to continue the program. If they do not achieve a 3.25 GPA at the end of the semester, they will be dismissed from the program.

Students must maintain a cumulative GPA of 3.0 or above to stay in the program. Should their GPA falls below 3.0, they will be on probation for one semester. If their GPA does not improve, they will be dismissed from the program.

### **PROGRAM DESCRIPTION**

The Master of Arts program in Convergent Media is a 36-hour, 2-year, ongoing program. Instruction includes a combination of lectures and hands-on work to prepare the students for professional careers in the media industry. The program is offered on the main campus where all the facilities are located.

#### **Common Core**

All students must take the Common Core courses.

MJ 500	Print Media	3
MJ 501	Broadcast Media	3
MJ 502	Online Media	3
MJ 520	Communication Theories	3
MJ 540	Design Principles for Multiplatforms	3
MJ 550	Communication Research Methods	3
MJ 560	Convergent Media Ethics	3
MJ 570	Internship <b>OR</b>	3
MJ 575	Alternate Internship Projects	3

#### **AND**

MJ 600	Field Project <b>OR</b>	3
MJ 610	Thesis	3

<b>TOTAL</b>		<b>27</b>
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#### **MJ Electives**

Choose any three (3) for a total of nine (9) hours from the courses below.

MJ 520	Communication Theories	3
MJ 530	Media Ownership and management	3
MJ 535	Social Media Practices and Mobile Devices	3
MJ 543	Converging Media and Diversity	3
MJ 545	Communication, Technology & Culture	3
MJ 553	Current Issues in Convergent Journalism	3
MJ 555	Current Trends in Convergent Journalism Technologies	3



**Requirements for MJ 575 Alternate Internship projects**

1. 3.0/4.0 GPA;
2. Apply for permission to take MJ 575 one semester in advance of registering for it;
3. Work full-time (certified by employer);
4. Have a physical disability that hinders mobility (certified by a physician);
5. Submit a completed proposal for a project;
6. Sign a contract with the Graduate Program Coordinator.

Students who do not meet the requirements for MJ 575 must take the regular internship class and perform 150 hours of work at a media outlet. Once the regular internship starts, students cannot change their minds and decide to opt for the Alternate Internship projects within the same semester.

# **Department of Natural Science and Environmental Health**

## **MASTER OF SCIENCE IN BIOINFORMATICS**

### **Purpose of the Program**

The Bioinformatics Program is a two-year, multi-disciplinary program in molecular biology, computer science, and mathematics designed to train students through a combination of core and advanced courses, workshops, lectures by leading scientists in various areas of bioinformatics, research/internships, and seminars. Emphasis is placed on providing high quality research experiences through close relations with scientists of the program and scientists from partnering institutions and industries.

To receive a Master's degree in two years, students must demonstrate mastery of the core subject matter. Students must also demonstrate a working knowledge of computational methods available to the modern bio-informatician and also complete an internship in one of the fields of bioinformatics. Upon completion of the internship, the student is required to submit a written and oral report on her/his internship experience.

### **Admission Requirements**

To be considered for admission, a first time graduate student or a student transferring from a graduate program at another university or from another graduate program at Mississippi Valley State University must fulfill the following general admissions requirements:

1. A bachelor's degree from an accredited university;
2. A minimum undergraduate GPA of 3.0 on a 4.0 scale;
3. An acceptable GRE general test score (verbal and quantitative combined);
4. Two lab based science courses, a statistics course, a calculus course, and a computer science course;
5. Three letters of recommendations;
6. A statement of interest;
7. Complete transcripts of undergraduate work or any previous, relevant graduate work;
8. Submit TOFEL scores, if an international student; and
9. A completed MVSU Graduate School application.

An applicant may be granted regular or conditional admission to the Master of Science Program in Bioinformatics (BF). The general guidelines of the MVSU graduate studies apply.

### **Degree Requirements**

The Master of Science Program in Bioinformatics welcomes all students with undergraduate degrees in the sciences or a related discipline who believe they are prepared to meet the challenges of the program. The curriculum for the Master of Science in Bioinformatics has provisions for a thesis and non-thesis option. The requirements for completion of each consists of the following 27 graduate credit hours which constitute the course core requirements for a Master in Bioinformatics degree, all workshops, journal clubs and the following non-core requirements:

## Core Requirements

Courses	Hours
BF 601 Introduction to Bioinformatics	3
BF 602 Databases –Mining, Relationships and Programming	3
BF 603 Design of Experiments	3
BF 611 Genomics and Genome Technology	3
BF 612 Algorithms –Design and Analysis	3
BF 613 Bioinformatics Programming	3
BF 701 Systems Biology	3
BF 711 Proteomics	3
BF 712 Statistical Bioinformatics	3

<b>TOTAL</b>	<b>27</b>
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## Required Examinations

All students will be required to take and pass both an oral and written comprehensive examination during the semester prior to their anticipated graduation. These examinations should be viewed as an opportunity for students to look at their total graduate experience and visualize connections between both application and theory. The examinations are not intended as a test or rote regurgitation of facts, but as a way of demonstrating proficiency and knowledge about the fields of bioinformatics. An application to take the tests must be submitted to the Bioinformatics Program Office no later than September 15 or February 15 of the semester prior to the anticipated graduation date. Each student is allowed to take these examinations twice. Failure to pass these examinations twice will result in dismissal from the program. An application for examination may be obtained from the Bioinformatics Program office.

## Time Limit

The degree must be completed within five calendar years from the time of initial enrollment in The Bioinformatics Program.

## Advisement

After admission into the Master of Bioinformatics Program, each student will be assigned an advisor who must be a graduate faculty within the Program. The advisor will be responsible for advising the students to meet the program requirements for graduation and, in conjunction with the student, complete and submit a Program of Study form. This form must be filed with the BF Program office during his or her first semester of enrollment. It is the student's responsibility to meet all the requirements, including meeting with his or her advisor on a regular basis.

## Non-Core Requirements

### Thesis Option

Nine hours of thesis research in Bioinformatics (mathematics/computer science/molecular biology) combined with 27 credit hours and an oral defense.

BF 795 Thesis Research	3 hours
BF 796 Thesis Research	3 hours
BF 797 Thesis Research	3 hours

### **Thesis Advisor**

The thesis advisor may be any member of the BF core faculty group. The student should consult the faculty member with whom he or she wishes to work and secure that person's consent. The thesis advisor will be responsible for guiding the student through the process of writing, revising, and submitting the thesis.

### **Thesis Committee**

The Thesis Committee, to be chosen by the student in consultation with the thesis advisor, will consist of three members: the thesis advisor and two readers familiar with the proposed area of study. If the topic necessitates a specialist outside the BF core faculty, a curriculum vitae must be submitted documenting the person's expertise. An "Appointment of Thesis Committee" form must also be submitted to the Bioinformatics Program's office with the appropriate signatures. The student will also be responsible for setting up a work schedule, carrying out research on the proposed topic, and writing the thesis. The members of the Thesis Committee will act only in an advisory capacity.

### **Thesis Proposal**

The thesis proposal should consist of (1) a one or two-page statement of purpose, addressing aims, methods, and sources, as well as topic feasibility and work schedule; (2) a working outline; and (3) a preliminary bibliography. The proposal must be approved by the student's thesis advisor and then submitted, along with the appropriately signed form (The Master's Thesis Proposal), to the Bioinformatics Program Office for approval by the director of Bioinformatics and the Thesis Committee.

### **Request for Oral Defense**

Each student will be required to submit the final draft of his or her thesis to be reviewed for technical and grammatical correctness by his/her thesis advisor, to each of the committee members at least four weeks before the oral defense. The student should secure the signatures of all members of the Thesis Committee on the "Preliminary Approval of Thesis and Request for Oral Defense" form and submit it to the Bioinformatics Program Office. By signing, each member acknowledges receipt of a copy of the thesis draft and agrees to be present at the defense on the schedule date. Upon completion of the oral defense, the student will meet with the thesis advisor to complete a "Thesis Defense Report" form. This document will be signed by all committee members and submitted to the Bioinformatics Program Office.

### **Review by Thesis Committee**

Copies of the thesis are submitted to the Committee, who will read and evaluate the work. The copies are then returned to the student with comments and recommendations for revision. The thesis advisor will oversee the review and the final revised copy. Final approval of the thesis will be indicated by a signature on the title page of the thesis by the members of the Thesis Committee.

### **Submission of the Thesis**

Three final copies of the thesis must be submitted to the Thesis Committee for original signatures of approval. The student will retain one copy, and the others copies will be filed with the Office of The Bioinformatics Program for inclusion in the Bioinformatics and MVSU libraries. The submitted copies, including text and illustrations, must be printed on acid-free paper.

### **Schedule for Submission of the Thesis for Graduation**

In order for a student to take part in the Mississippi Valley State University Commencement Ceremony in late May, the following schedule must be observed; dates given indicate the latest dates by which the various steps must be concluded; earlier submission is encouraged, as it will facilitate the process:

(1) a complete and finished draft of the thesis, with illustrations, must be submitted no later than February 15 to the thesis advisor, who will recommend revisions and corrections to the finished draft; (2) two copies of the revised thesis should be submitted to the Thesis Committee, submitting recommendations for final revisions to the student by March 31; and (4) the final revised copy of the thesis, signed by members of the Thesis Committee, must be filed with the Office of the Bioinformatics Program by April 15, along with a completed “Final Approval of Thesis” form. Students wishing to take part in the May Commencement Ceremony must have completed all requisite course work (with no outstanding incompletes and at least a 3.0 GPA).

Those unable to meet this schedule will be eligible to receive the M.S. degree and take part in the Commencement Ceremony to be held the following May.

### **Non-Thesis Option**

Nine additional hours of electives in computer science or molecular biology combined with 27 credit hours of graduate courses and approval of the internship by the Director of the BF Program.

BF Electives      9 hours

Upon approval of the internship, an “Approved Internship” form must be submitted to the BF Program Office.

### **Non-Degree Status Requirements**

Applicants with no intention of pursuing a Master of Science degree in Bioinformatics will be admitted as non-degree seeking students. Non-degree students who later apply for and are accepted into the program may apply a maximum of six hours of graduate work in Bioinformatics taken as a non-degree student. Such courses must be at or above the 600 level.



# **Department of Natural Science and Environmental Health**

## **MASTER OF SCIENCE IN ENVIRONMENTAL HEALTH**

### **Purpose of the Program**

The Master of Science in Environmental Health (MSEH) is an interdisciplinary program that has roots in several allied branches of science. Students who pursue the program will benefit from attaining the knowledge and practical skills needed for the industry, academia, and government sectors. Students will also benefit from the faculty members who practiced the field of Environmental Health (EH) and sciences for many years. In the second half of the program, students will have to perform the internship (or) thesis work related to the EH area with the help of an on-campus or offsite mentor. Internship or thesis experience will help the student in sharpening the skills and advancing their career in chosen areas of EH.

Students will conduct an in-depth and analytical study of current issues in EH and practical research in their chosen area of specialization. This is a professional training program aimed at providing students with theoretical and practical tools that pertain to exploring healthy and unhealthy interactions between humans and their environment. This program addresses competencies developed by the National Environmental Health Science and Accreditation Council (EHAC) and the MSEH program. The program produces exemplary qualified graduates.

Currently, students complete a rigorous curriculum that takes up to 24 months of preparation. Each student will choose an advisor within a semester of admittance into the program. It is a general consensus that students entering the program will have a basic natural sciences background of 30 credit hours. Those students who do not meet the general requirements are advised to take courses in natural sciences to be fully admitted into the program, which will help to develop the background necessary in the field.

The educational objectives of this program are to provide students with the opportunity to:

1. Become proficient in (a) collecting, analyzing, storing and retrieving environmental health data, (b) monitoring, analyzing, and managing environmental quality, and (c) identifying public and environmental needs;
2. Develop an understanding of (a) the chemical, biological, physical, and social factors that affect healthy communities, and (b) environmental systems; and
3. Acquire skills which are needed to produce both EH practitioners and scientists.

### **Admission Requirements**

Applicants interested in pursuing the Master of Science in Environmental Health must hold a bachelor's degree from an accredited college or university. The applicant should submit to the Admissions Office:

1. The Graduate Application for Admission,
2. Official transcripts from all accredited colleges/universities attended

Other requirements to be included with the Application include:

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments.
3. Acceptable GRE or IELTS test scores

4. The prospective student must have completed a minimum of 16 semester hours in science, two general biology courses, two general chemistry courses
5. Statement of interest
6. Submit TOFEL scores, if an international student
7. Student must have a 3.0 undergraduate GPA on a 4.0 scale.

### **Regular Status**

Students who have a minimum GPA of 3.0 (on a 4.0 scale) at the undergraduate level are awarded regular status.

### **Special Admission**

Students who are admitted on special admission must maintain a 3.0 overall GPA during the first nine semester hours of graduate course work. Failure to do so will result in notification of dismissal. However, the special status may be removed if the student maintains a GPA of 3.0 or better.

### **Academic Dismissal and Probation**

A graduate student who fails to maintain an overall GPA of 3.0 or who fails to make satisfactory progress in a degree program will be dismissed from graduate study at the University. Students must maintain a 3.0 grade point average. If a student's overall grade point average on graduate courses drops below a 3.0, the student will be placed on academic probation. A student placed on academic probation is given one semester to raise the overall grade point average to 3.0.

### **Degree Requirements**

Maintenance of a 3.0 GPA is the minimum academic requirement for good standing in the program. Any student who does not meet this requirement will be placed on academic probation for a period of one semester. Failure to meet the requirement at the end of the probationary period will result in dismissal of the student from the graduate program. A student dismissed from the program will not be re-admitted. Students who are admitted on special status must have a 3.0 GPA at the end of the first semester. Failure to meet this requirement at the end of the first semester will result in dismissal of the student from the graduate program. An "I" grade may be given to a student at the discretion of an instructor if a student misses a final examination or has not completed the required course work because of reasons accepted by the instructor. This "I" grade must be removed no later than one semester after it is given. An "I" or "IP" grade will not be awarded to any student who is admitted on conditional status. All students are required to successfully complete the core courses in addition to the required courses for their chosen concentration.

The Academic Map indicates the core courses and the competencies addressed in each course. Failure to complete the required hours and maintain the above grade point average will result in a one semester probationary period. Probation is intended to provide a student whose performance is less than fully satisfactory a period of time to bring his/her performance up to a level consistent with the minimum standards enforced by the program in which the student is enrolled.

### **Areas of Concentration**

The areas of concentration within the graduate program are: (1) Environmental Quality Control, (2) Environmental Management, (3) Natural Disasters, and (4) Water Resource Management. All students are required to complete a ten-week internship or thesis (EH 610 or EH 630) which must be approved by the department chair and coordinator of the program prior to the semester that the internship or thesis is to begin.



### **Program Objective**

The Master of Science degree program in Environmental Health enables students to broaden their knowledge and skills in the field as it intellectually challenges students to explore their academic and professional potential.

### **Degree Program**

The curriculum for the Master of Science in Environmental Health has provisions for a thesis and non-thesis option. Irrespective of the option chosen, students must complete 20 credit hours of core courses. The requirements for completion of each option are the following:

**Thesis Option:** The thesis option for the degree in Environmental Health, depending on the project, is proposed and conducted by the student. The faculty conducts a formal process for these projects to familiarize students with the professional requirements such as program requirements that should be met. Besides core courses (20hrs), students can obtain a concentration in one of the following four areas: (1) Environmental Quality Control 23 hours, (2) Environmental Management 20 hours, (3) Natural Disasters 22 hours, and (4) Water Resource Management 19 hours.

**Internship/Non-Thesis Option:** Besides core courses (20hrs), students can obtain a concentration in one of the following four areas: (1) Environmental Quality Control 23 hours, (2) Environmental Management 20 hours, (3) Natural Disasters 22 hours, and (4) Water Resources Management 19 hours. Also, all non-thesis students must complete an 8-10-week internship in an environmental health area.

### **Comprehensive Examinations**

The comprehensive examinations will be administered during the final semester of the student's matriculation. As a means of a culminating experience, the pattern of exams will be in accordance with the National Environmental Health Science and Accreditation Council (EHAC) guidelines. The students are tested by the case study problem, built around EH curriculum and will integrate all the core competencies. Students will deconstruct the environmental health situation and synthesize all the information related to the problem. For the comprehensive exams, questions will be asked on the case study scenario and all the EH faculty (a minimum of three faculty) will grade the exam.

<b>Environmental Health Core Courses</b>	<b>Credit Hours</b>
EH 500 Principles of Environmental Health	3
EH 530 Biostatistics	3
EH 533 Epidemiology	3
EH 547 Environmental Toxicology	3
EH 591/691 Seminar	1
EH 592/692 Seminar	1
EH 610 Internship or EH 630 Thesis	3
EH 620 Research in Environmental Health	3
<b>Total Semester Hours</b>	<b>20</b>

### **Environmental Quality Control Concentration Requirements**

EH 510 Environmental Health Practice	3
EH 520 Water Chemistry	4
EH 540 Air Pollution	3
EH 550 Environmental Microbiology	4
EH 558 Institutional Health	3

EH 570 Insect and Vector Control	3
EH 588 Public Health Administration and Planning	3
<b>Total Semester Hours</b>	<b>23</b>

#### **Environmental Management Concentration Requirements**

EH 503 Environmental Economics	3
EH 525 Waste Water Analysis	4
EH 555 Industrial Hygiene	4
EH 565 Solid and Hazardous Waste Management	3
EH 580 Environmental Health Administration	3
EH 595 Environmental Law	3
<b>Total Semester Hours</b>	<b>20</b>

#### **Natural Disasters Concentration Requirements**

EH 503 Environmental Economics	3
EH 525 Water Chemistry	4
EH 540 Air Pollution	3
EH 595 Environmental Law	3
EH 596 Economics of Natural Hazards	3
EH 597 Emergency and Disaster Theory	3
EH 598 The Catastrophic Earth-Semi in Natural Disasters	3
<b>Total Semester Hours</b>	<b>22</b>

#### **Water Resource Management Concentration Requirements**

EH 520 Water Chemistry	4
EH 525 Waste Water Analysis	4
EH 553 Limnology	4
EH 563 Environmental Chemistry	4
EH 595 Environmental Law	3
<b>Total Semester Hours</b>	<b>19</b>

# **Department of Social Sciences**

## **MASTER OF ARTS IN RURAL PUBLIC POLICY AND PLANNING**

### **Mission**

The Master of Arts in Rural Public Policy and Planning Program is a graduate program within the Mississippi Valley State University Department of Social Sciences. The Rural Public Policy and Planning Program seeks to provide the Delta region, state, and the nation with the opportunity for graduate education in rural public policy and planning. The program also provides continuing education opportunities for those interested in, or currently serving in, various administrative capacities in government, private and non-profit organizations, and those who desire to pursue doctoral studies.

### **Description**

The Master of Arts in Rural Public Policy and Planning seeks to fulfill the need for graduate study in rural communities and small-town governments like those in the Mississippi Delta and the broader Delta region. The Program provides opportunities for graduate education for those interested in or currently serving in various administrative capacities in rural and small town governments and private and non-profit organizations. In addition, the program helps those who desire to pursue doctoral studies in public policy, planning, administration, management, and related fields. The program also appeals to non-traditional students seeking to expand their knowledge bases and problem-solving approaches in addressing the myriad of problems in rural communities and community members' everyday lives. The program goals are:

1. To prepare professional practitioners who demonstrate state-of-the-art knowledge and expertise in the formulation, implementation, evaluation, and analysis of rural public policies;
2. To prepare professional practitioners with the skill set for policy and program planning and evaluation for rural private, public, and non-profit agencies; and
3. To prepare students for doctoral studies.

### **ADMISSION**

Applicants seeking admission to the Master of Arts in Rural Public Policy and Planning Program at Mississippi Valley State University must be admitted to the University via this graduate degree program. To be eligible for admission to this graduate program, the following requirements must be met:

1. An applicant must hold a bachelor's degree from an accredited college or university.
2. An application must be filed with the Office of Admissions.
3. An official transcript of a conferred undergraduate degree and any transcripts the student is seeking credit for to the intended program of study must be on file in the Office of Student Records/University Registrar.
4. An applicant must satisfy a minimum undergraduate cumulative grade point average of 2.5 or higher on a 4.0 scale.
5. An applicant must submit three letters of recommendation from persons who are qualified to certify as to your abilities and character.
6. An applicant must a "Personal Statement" and a "General or Scholarly Writing Sample".
7. The department must formally accept the student for admission to the graduate program of study. The actual acceptance letter is forwarded by the Office of Admissions.
8. An immunization record must be submitted and/or on file.

Students who show academic promise but fail to meet all the requirements based on the aforementioned indicators may be admitted on a conditional basis. Students will be required to complete nine (9) hours toward the degree while on provisional status, and must earn a minimum of a "B" or above in each class.

After the provisional period, the faculty will review the student's progress and determine if he or she should be allowed to continue. Those students who are allowed to continue will then be unconditionally admitted to the program. Conditionally admitted students are not eligible for financial aid.

### **Priority Date for Admission**

Admission to a degree program is made in the fall or spring semester. The priority date for fall applications is March 15. The priority date for spring applications is October 15.

### **Admission of Undergraduates to Graduate Courses**

Undergraduate Mississippi Valley State University students who have completed all required courses thus far and are within six hours of graduation may enroll in a maximum of six semester hours of graduate work. To be eligible to take graduate courses, undergraduate students must have a grade point average of at least 2.50 overall and in their major field.

### **Re-Admission to the University**

All graduate students who withdraw from the University or who have been suspended for academic deficiencies must apply for re-admission by submitting an application to graduate studies. Re-admission is not automatic and does not reinstate the student. The Department must approve all applications for re-admission and reinstate the student.

### **Non-Degree Seeking Graduate Students**

Applicants not seeking an advanced degree from Mississippi Valley State University but wishing to take courses may register as a non-degree seeking student. Non-degree graduate students are permitted to take up to nine hours of graduate study. If a student later chooses to undertake a graduate degree, only nine semester hours taken as a non-degree student may be applied to a program.

A non-degree seeking student, who subsequently seeks full or restricted admission, must complete an application for admission to the University and be accepted based on the recommendation of the program. A non-degree student must hold a baccalaureate degree from an accredited institution and must submit proof of immunization and an application indicating non-degree status. Non-degree students are not eligible for financial aid and letters of recommendations are not required.

### **Transfer of Credit**

A maximum of six semester hours of graduate credit successfully completed in a graduate college of acceptable standing may be accepted toward fulfillment of the course requirements for the Master of Arts Degree in Rural Public Policy & Planning, if the following conditions are met:

- A. A grade of "B" or better has been earned in the courses for which graduate credit is being sought.
- B. The credit has been earned within five years from the time that the student enrolled in the Master of Arts in Rural Public Policy & Planning program.
- C. The credit to be transferred must be recommended by the graduate program coordinator and approved by the department chair.

## **MASTER OF ARTS IN RURAL PUBLIC POLICY AND PLANNING CURRICULUM**

The Master of Arts in Rural Public policy and Planning (MRPP) curriculum consists of thirty-six (36) credit hours. The program's core requirements consist of fifteen (15) credit hours, six (6) credit hours of research and statistics, and six (6) credit hours of thesis or six (6) credit hours of practicum. The program has three areas of specialization, namely: agriculture policy, rural health policy, non-profit policy, and social and economic policy, of which students choose one. Each area of specialization consists of nine (9) credit hours.

<b>Core Requirements</b>	<b>15 hours</b>
RP 503 Rural Policy Planning, Evaluation and Analysis	3
RP 504 Rural Community and Economic Development	3
RP 505 Economic Analysis of State and Local government	3
RP 506 Intergovernmental Relations	3
RP 515 Seminar in Public Administration	3
<b>Research Requirements</b>	<b>6 hours</b>
RP 507 Research Methods for Public Policy	3
RP 508 Statistical Analysis	3
<b>Thesis or Non-Thesis Option</b>	<b>6 hours</b>
RP 509 Thesis: Master's Thesis	6
RP 510 Non-Thesis: Practicum	6
<b>Areas of Specialization</b>	
<b>Agriculture Policy</b>	<b>9 hours</b>
RP 526 Rural Demography and Growth	3
RP 529 Agriculture Policy	3
RP 520 Agriculture Economic and Agribusiness	3
<b>Rural Health Policy</b>	<b>9 hours</b>
RP 517 Public Health Administration and Planning	3
RP 518 Principles of Environmental Health	3
RP 520 Epidemiology in Rural Districts	3
<b>Nonprofit Policy</b>	<b>9 hours</b>
RP 521 Voluntary Nonprofit Sector and Public Policy	3
RP 522 Nonprofit Management and Leadership	3
RP 523 Financial Accounting in the Public and Non-profit Sectors	3
<b>Social and Economic Policy</b>	<b>9 hours</b>
RP 525 Rural Planning and Social Policy	3
RP 526 Rural Demography and Growth	3
RP 528 Small Business Development	3
<b>Electives (Optional)</b>	
RP 513 Independent Study in Public Policy	3
RP 514 Special Topics in Public Policy	3

# **Department of Social Work**

## **MASTER OF SOCIAL WORK**

### **Mission for the Program**

The Master of Social Work (MSW) Program prepares students for professional social work practice at the micro, mezzo, and macro levels. Through the curriculum, the program instills in students advanced social work knowledge, values, skills, including cognitive and affective processes in a manner which enables students to work with diverse populations in a wide range of settings. Concurrently, the program has a specialty of Child and Family Welfare with emphasis on social work practice with impoverished people living in rural regions, such as the Mississippi Delta, where the University is located and committed to serve.

### **Admission Requirements**

For admission to the MSW Program, applicants must exhibit the leadership potential and professional capabilities essential to function effectively in the profession and meet minimum academic requirements. An applicant may be granted regular or advanced standing admission to the MSW Program.

### **Regular Admission**

Student must meet all Graduate Studies admission requirements in addition to requirements of the Department of Social Work. The Department of Social Work requirements include:

1. The applicant must complete a Master of Social Work Program Application for Admission.
2. The applicant must provide evidence, by official transcript, of a cumulative grade point average of at least 2.7 on all undergraduate study, or a minimum grade point average of 3.0 on the last 60 semester hours of study. GPA is based on a 4.0 scale.
3. The applicant must have completed a minimum of 30 semester hours of undergraduate courses in the liberal arts including three (3) hours of science with a biological component or Human Behavior in the Social Environment.
4. The applicant must submit completed MSW Reference Letter Forms and a reference letter from three persons familiar with the applicant's fitness for graduate school and/or character.
5. The applicant must submit a two-page typed Professional Statement. The professional statement must include; motivation for social service, capacities for professional social work education and a major social concern. The applicant's response should reflect important family and community influences on his/her development, as well as, a description of characteristics that distinguishes him/her as a potential candidate for the MSW degree. See "K" on MSW Application for instructions and details for Professional Statement.

**NOTE:** *An interview with the Admission Committee may be required.*

Regular admitted students will complete the degree requirements in two (2) academic years or five (5) semesters.

Students accepted to the MSW program will not be required to duplicate course content in the Professional Foundation Curriculum if proficiency can be demonstrated. Students with a BSW degree

from a Council on Social Work Education accredited program may earn exemption from courses in the foundation curriculum that represent duplication of course content previously taken. To earn exemption from foundation curriculum courses, student must score an 80 or better on a proficiency examination/challenge exam for each course he/she is seeking exemption.

### **Advanced Standing**

Admission to the Advanced Standing MSW Program is determined on a selective basis according to the following criteria:

1. Graduation from a Council on Social Work Education accredited baccalaureate program within the past five years.
2. A letter grade of “B” or better in all social work courses.
3. A cumulative grade point average of 3.0 on a 4.0 scale for undergraduate courses.

**NOTE:** *An interview with the Admissions Committee may be required.*

Advanced standing students complete the degree requirements in One (1) academic year or three (3) semesters.

### **Graduation Requirements**

Students must complete all degree requirements before they will be allowed to participate in graduation. The requirements for graduation must be met under a catalog which is no more than five years old at the time of the student’s graduation. Graduation requirements must be met under a catalog dated the time student entered or re-entered the program (most recent of the 2 catalogs). A catalog dated earlier than the time of the student’s entrance into the University does not apply.

To complete degree requirements, a graduate student must:

1. Complete 60 graduate social work semester hours. (30 hours for Advance Standing students)
2. Earn a cumulative grade point average of a 3.0. or better.
3. Complete all course work within five years of admission to the program.
4. Student may earn -two (2) grades of “C” or less.

**NOTES:** *The Master of Social Work Program at MVSU does not grant social work course credit for life or work experience.*

# COURSE REQUIREMENTS FOR SOCIAL WORK GRADUATE STUDENTS

## Foundation Courses

SW 500	Social Work Practice I	3
SW 501	Social Work Practice II	3
SW 512	Social Welfare Policy and Services	3
SW 520	Human Behavior and the Social Environment I	3
SW 521	Human Behavior and the Social Environment II	3
SW 522	Social Work Theory and Methods	3
SW 531	Methods of Social Work Research	3
SW 540	Diversity: Micro, Mezzo and Macro Approaches	3
SW 580	Field Practice Seminar I	3
SW 581	Field Internship I	<u>6</u>
<b>Total Foundation Hours:</b>		<b>33</b>

## Child Welfare Concentration

SW 600	Advanced Social Work with Children and Families: Direct Practice	3
SW 610	Family and Child Welfare Policy	3
SW 615	Advanced Social Work with Children and Families: Indirect Practice	3
SW 620	Rural Social Work	3
SW 630	Mental Health Assessment and Intervention	3
SW 650	Needs Assessment and Program Evaluation	3
SW 680	Field Practice Seminar II	3
SW 681	Field Internship II	<u>9</u>
<b>Total Concentration Hours:</b>		<b>27</b>



# DISTANCE EDUCATION

The Office of Distance & Online Education at Mississippi Valley State University provides credit and non-credit activities, (on and off-campus) for traditional and non-traditional (21 years old and older) students. Non-traditional students are individuals who enroll in higher education for the first time or are returning after a period of separation. Distance & Online Education activities allow participants to: (a) work toward a master's degree; (b) upgrade professional and paraprofessional skills; (c) document qualifications for licensure or certification; (d) give evidence of personal and vocational growth needed to change careers; (e) increase chances for employment; (f) advance in a present job; (g) learn a new skill to keep abreast of advancing knowledge and technology; or (h) improve the quality of personal life through intellectual stimulation and good health maintenance. Workshops are offered for which Continuing Education Units (CEUs) may be awarded. A CEU represents 10 contact hours of participation in an organized non-credit activity under responsible leadership, capable direction, and qualified instruction.

## **The Office of Distance & Online Education at Mississippi Valley State University**

Mississippi Valley State University is a regional institution responding to the needs of the Mid-Delta region of the state of Mississippi for accessible, relevant, and quality graduate programs, as well as, public service programs and non-credit activities.

### **Weekend College**

The contemporary world is changing rapidly, both technologically and environmentally, making it imperative to train and retrain the labor force, allowing it to adapt to new demands.

The University has established a Weekend College program designed specifically for people whose responsibilities such as work, family, or other life circumstances make full-time study difficult. This program is also for those people who wish to upgrade their job skills. The program is a compact, intensive and accelerated paced program that enables students to complete a degree under circumstances which would otherwise be impossible. The length of each session is five weeks, meeting Friday evenings for three hours and Saturdays for seven hours. Students receive up to nine credit hours taking only Friday and Saturday courses. Students wishing to take a full 9 hours of instruction are advised to register for three credit hours through Evening or Online Courses. Since it is an intensive study program, it is imperative that students have a strong commitment to their own professional development.

### **Program Options**

The Weekend College offers programs in a variety of formats to meet the needs of the graduate student. They include:

*Online Master's Program in Business Administration	24 months
* Master's Program in Criminal Justice	18 months
*Master's Program in Elementary Education	24 months
* Master's Program in Environmental Health	24 months

### **Contact Information:**

For more information on the Distance Education, please contact:  
Mississippi Valley State University  
662.254.3913 / 3625

## **DESCRIPTIONS OF COURSES**

Each course is designated by a number containing three digits. Each course description begins with a two-letter subject prefix followed by course number and course title. All graduate courses are 500 level and above.

Courses in the department are designated by the following symbols:

<b>BA</b>	<b>Business Administration</b>
<b>BF</b>	<b>Bioinformatics</b>
<b>CJ</b>	<b>Criminal Justice</b>
<b>ED</b>	<b>Education</b>
<b>EH</b>	<b>Environmental Health</b>
<b>EN</b>	<b>English and Foreign Languages</b>
<b>HI</b>	<b>History</b>
<b>MA</b>	<b>Mathematics</b>
<b>MJ</b>	<b>Convergent Media</b>
<b>MU</b>	<b>Music</b>
<b>PED</b>	<b>Sport Administration</b>
<b>RP</b>	<b>Rural Public Policy and Planning</b>
<b>SC</b>	<b>Sciences</b>
<b>SE</b>	<b>Special Education</b>
<b>SW</b>	<b>Social Work</b>

## **MASTER OF BUSINESS ADMINISTRATION - BA**

**BA 601. MANAGERIAL COMMUNICATION.** Introduction to mass media communication and its impact on social, political and economic sectors of American economy. Study of the elements of news for print and electronic media: style, structure, interviewing, story types and practice of gathering material, and make marketing presentations as well as written format. (3)

**BA 602. MANAGERIAL ECONOMICS.** This course is a comprehensive study of micro and macroeconomic theory paying special attention to the concepts relevant to decision making, including demand, forecasting, cost analysis, production theory, and pricing under different market conditions. (3)

**BA 612. MANAGEMENT AND ORGANIZATIONAL DESIGN THEORY.** This course is designed to provide the student with the knowledge, skills, competencies, and ability to analyze and select OD paradigms to design organizations that are able to efficiently and effectively compete in the business environment and are able to adapt to the constant pressures of change within the competitive business environment. Students will be able to apply the various concepts of organizational design (OD) theory in developing the functional components of organizations through the study of OD history, the various theories, and techniques. Finally, students will be able to integrate the roles of people, leadership, organizational ethics, design flow (internal and external customer service) and organizational culture and power in the overall design of an organization. (3)

**BA 620. ORGANIZATIONAL BEHAVIOR & LEADERSHIP.** Emphasis upon development of administrative application to modern and developing forms of business organization. Heavy emphasis is on advanced applications of primary functions of the manager. It explores leadership, selection, motivation, performance assessment, and ethical and legal considerations related to these activities. (3)

**BA 622. MANAGERIAL ACCOUNTING ANALYSIS.** A study of advanced managerial accounting concepts and practices with emphasis on the uses of accounting data in the decision-making process and software applications. (3)

**BA 624. FINANCIAL MANAGEMENT.** A study of the basic concepts of accounting with an emphasis on the evaluation of transactions and the preparation and analysis of financial statements, including their use in the management planning and control process. (3)

**BA626. ADVANCED TOPICS IN CORPORATE FINANCE.** This course introduces MBA students to current research issues and tools in corporate finance. The course will be based primarily on research papers from theoretical and empirical corporate finance areas such as financial statement analysis, measurement of financial performance, valuation techniques of stocks and bonds, capital budgeting decision making criteria, capital structure, and long-term and short-term financial management. (3)

**BA 628. STATISTICS & QUANTITATIVE METHODS FOR MANAGEMENT DECISION.** Designed to develop an appreciation for the needs for information in decision making; integrate data processing and analysis in a decision framework; integrate model building and information systems; provide an understanding of the basic anatomy of a decision model, introduce satisfying models and approximation by using various software. (3)

**BA 632. GLOBALIZATION AND THE NEW GLOBAL ECONOMY.** Advanced study of the management of global or multinational organizations, with emphasis on areas of problems and

managerial control techniques. Students develop an appreciation of various factors during globalization and consider the impact of these forces on competition, markets, industry structure, and organization. (3)

**BA 633. INVESTMENT STRATEGY.** This course is a graduate level study of concepts and theories that form the basis of investment analysis and portfolio management. Topics include valuation of financial instruments, risk-return analysis, and optimal portfolio selection in efficient financial markets. This course will focus on stocks and bonds, with a shorter treatment of financial derivatives (options, futures, and swaps). (3)

**BA 634. MARKETING ANALYSIS.** Survey, analysis, and evaluation of current trends, controversial issues, and advanced technology in marketing; oriented toward decision making from the standpoint of marketing administration in the firm in a global market environment. (3)

**BA 635. DERIVATIVES AND FINANCIAL ENGINEERING.** Derivative instruments (forwards, futures, options, swaps, etc.) are financial products whose values are derived from the prices of underlying assets such as stocks and bonds, commodities, interest rates and foreign exchange. BA635 focuses on the valuation, uses and regulation of these derivative instruments. This course is presented from the perspective of the corporate manager and institutional investor who use these valuable risk-shifting products for controlling financial risks. (3)

**BA636. ADVERTISING MANAGEMENT.** The primary objective of this course is to provide the students with an opportunity to learn and apply the core theories, strategies, principles and practices of effective advertising management. The course utilizes theory, marketing and communications research, and significant management experience that are relevant to the design, evaluation and management of advertising. The specific topics covered in the course include consumer segmentation and target selection, consumer motivation and insight, developing a powerful communications strategy and advertising idea, evaluating and optimizing advertising execution, and developing a targeted and effective consumer connections and media plan. (3)

**BA 638. HUMAN RESOURCE MANAGEMENT.** The primary objective of this course is to provide the students with an opportunity to learn and apply the core theories, strategies, principles and practices of effective human resource management. This course provides a manager's perspective on the effective management of the human resources of an organization. (3)

**BA 642. OPERATIONS MANAGEMENT.** This course introduces two areas of production and operations management: design of the operation system, and operation and control of the system. It includes the methods, strategies and application of various economical and mathematical tools in solving the production and operation related problems. The primary objective of this course is to provide the students with an opportunity to learn and apply the core theories, strategies, principles and practices of effective human resource management. This course provides a manager's perspective on the effective management of the human resources of an organization. (3)

**BA 644. SMALL BUSINESS & ENTREPRENEURSHIP.** This course is well suited for those who wish to create a new enterprise, become an executive in a small company or family business, a venture manager, or work with venture capital firms and other financial service entities. This course addresses specific issues of finance, marketing and management relevant to the business plan. Students present their business plan as a part of the class assignment. A concept and case studies of entrepreneurship will be extensively reviewed. (3)

**BA 645. MANAGEMENT INFORMATION SYSTEM.** This course explores the strategic use and implications of information technology for the managers in the business environment. It focuses on the business aspects of computer information systems, with understanding on hardware, software, and computer systems management. It introduces students with business productivity software with considerable hands on experience. (3)

**BA 652. BUSINESS LAW, ETHICS & DISPUTE RESOLUTION.** Fundamental principles of law most frequently involved in business transactions, including contracts, agency and employment, commercial paper, personal property and bailment, and sales of goods. Ethical behavior issues will be discussed within the framework of the contemporary business environment. (3)

**BA 654. GLOBAL MANAGEMENT ISSUES AND PERSPECTIVES.** This course is designed to provide the student with the knowledge, skills, competencies, and ability to efficiently and effectively analyze, interpret the various aspects of the competitive business environment from a global perspective. Topics include (not an in-depth assessment); organizational environment of global business (organizational design, behavior, and leadership), multi-national corporations, foreign direct investments, trade theory, global monetary and investment policies, global politics, ethics, and international legal systems, country risk analysis, country risk analysis, foreign market potential (emerging markets), global organizational cultural, and cross border decision making. (3)

**BA 655. STRATEGIC MANAGEMENT CAPSTONE COURSE.** The Strategic Management Capstone course, BA-655, is a heavy writing and communications emphasis course and is designed to provide the student with a specific set of knowledge, skills, competencies, and the ability to strategically identify, analyze, and solve 21<sup>st</sup> century dynamic competitive environmental issues confronting 21<sup>st</sup> century CEOs and business managers. In a strategic leadership, ethical and management framework, this course integrates core business knowledge across all organizational functional areas to arrive at economically sound, ethically principled, and value-adding solutions that add to the effectiveness of organizations and that also creates a sustainable competitive advantage for the organization. This course or its equivalent is required of all MBA students in the final term of study. (3)

**BA 656. TOPICS IN FINANCIAL MARKETS.** This course is designed to help students understand how financial markets have been running visibly stable and efficient but invisibly instable and full of rent seeking greed. Topics taken in this course will explain how the improperly working financial markets could trigger the worldwide financial crisis. Lectures and writings in these matters will enlighten what kind of changes need to continue to sweep for the years to come.

**BA 660 . INDEPENDENT RESEARCH PROJECT.** Students will select a topic of their interest, product and or region with consultation with the instructor. The major thrust of this course is to apply the methodology and concepts of strategic management. Students must write a research paper as well as make a presentation in the class. (3)

### **Foundation Courses for MBA**

**AC 221. FINANCIAL ACCOUNTING.** Designed for students who have completed a non-business degree and now wish to acquire a background in accounting and/or business. The essence of both financial and managerial accounting concepts will be covered. (3)

**BA 212. PRINCIPLES OF ECONOMICS.** A comprehensive study of basic micro and macroeconomic theory designed to prepare the student for graduate study in business administration. (3)

**BA 322. BUSINESS FINANCE.** This course covers the concepts of the financial management of business. Topics include: ratio analysis, financial planning, time value of money, capital budgeting, cost of capital, sources of financing, working capital management, and international financial management. (3)

**BA 314. MANAGEMENT.** This course focuses on the development of management concepts and the functions of management with particular emphasis on planning, organizing, controlling and production and operation management. (3)

**BA 205. BUSINESS STATISTICS.** Applications of both statistical and quantitative analysis in business environment. Topics covered are: calculus and optimization techniques, simple and multiple regression, linear programming, and other quantitative methods that are computer based analysis. (3)

**BA 343. PRINCIPLES OF MARKETING.** This course covers the concept of marketing which emphasizes the basic function of marketing is to identify and satisfy consumer needs. It provides insights into a dynamic world involving product, distribution, promotion, and price decisions for products and service involving profit and non-profit organizations. (3)

#### **MASTER OF SCIENCE IN BIOINFORMATICS - BF**

**BF 500. INTRODUCTION TO MOLECULAR BIOLOGY.** Introduction to the characteristics and biological functions of nucleic acids and proteins in living cells with emphasis on the central dogma theory, molecular immunology and genetic engineering/recombinant DNA technology. (3)

**BF 502. INTRODUCTION TO STATISTICS.** Basic concepts of statistical models and use of sample – variation, statistical measures, distributions, test of significance, regression and correlation. (3)

**BF 504. INTRODUCTION TO COMPUTER PROGRAMMING.** Introduction to database concepts and programming languages. Relational, hierarchal and network models, data models, lightweight database application protocol (LDAP), scripting languages, systems implementation security issues and data integrity. (3)

**BF 601. INTRODUCTION TO BIOINFORMATICS.** Recent developments of the sciences have produced a wealth of experimental data of sequences and three-dimensional structures of biological macromolecules. This course will provide students with an introduction to the theory and practice of bioinformatics and computational biology. It will discuss the basic concepts of bioinformatics and focus on how to identify, obtain, establish, maintain and exchange research information in biology. It will review the major scientific databases needed to research problems in biology. Students will learn basic Internet tools, as well as work in a team to design, write, and present a research project for the course mini-symposium. (3)

**BF 602. DATABASES.** Mining, relationships and programming. Introduction to principles of database design, and survey of alternative database organizations and structures. Logical database organization; schemas; subschemas; data description languages; hierarchical, network, and relational databases; database management systems; normal forms. **Prerequisite: A computer programming course (CS 203/204/, CS 221, CS231, CS251, CD309 or BF 504).** (3)

**BF 603. DESIGN OF EXPERIMENTS.** Advanced research design techniques and the planning of and theories in the statistical design of experiments. Applications from a wide variety of disciplines will be considered in detail. Students will learn the theoretical aspects of statistical design as well as the application of complex techniques to realistic situations. Optimization of experimental design techniques will also be covered. **Prerequisite: A statistics (MA 302 or EH 350 or BF 502).** (3)

**BF 611. GENOMICS AND GENOME TECHNOLOGY.** In-depth analysis of eukaryotic cell structure and function, including membrane structure and transport, cellular organelles and the cytoskeleton, and cell communication. Emphasis will be on experimental approaches to understanding concepts in cell biology/molecular biology. **Prerequisite: Two biology courses with a lab (BI 11/112, BI 410, BI 311 or BF 501).** (3)

**BF 612. ALGORITHMS.** Design and analysis – Introduction to the mathematical analysis of computer algorithms, correctness, complexity, asymptotic lower bounds, efficient data structures, and combinatorial algorithms. NP-complex problems. **Prerequisite: BF602.** (3)

**BF 613. BIOINFORMATICS PROGRAMMING.** Introduction to programming skills needed to perform large-scale genomic analysis in research and professional settings. The Perl programming language will be taught in the context of and with applications to bioinformatics. Libraries of Perl code modules with applications to bioinformatics, such as BioPerl and the NCBI Toolkit, will be introduced. **Prerequisite: BF 602.** (3)

**BF 701. SYSTEMS BIOLOGY.** Cells, tissues, organs and organisms are systems of components whose interactions have been defined, refined, and optimized over hundreds of millions of years of evolution. Computational systems biology is a field that aims at a system-level understanding of biological systems by analyzing biological data using computational techniques. **Prerequisite: BF 611.** (3)

**BF 711. PROTEOMICS.** Review of computational methods for the analysis, classification and prediction of three dimensional protein structures. This course is an introduction to the field of proteomics. The goal is to provide an understanding of the fundamentals required to perform and apply proteomic analysis to problems in modern biology, and to critique current literature in this field. **Prerequisite: BF 611.** (3)

**BF 712. STATISTICAL BIOINFORMATICS.** Introduction to the statistical methods used in bioinformatics. This course will focus on statistic issues related to DNA and protein sequence analysis. **Prerequisite: BF 603.** (3)

**BF 795-BF 797. THESIS RESEARCH.** To allow each student to demonstrate his/her independent learning ability and interest in advancing his/her knowledge through the pursuit of independent research and/or development work in an area related to bioinformatics. **Prerequisite: BF 500-603. (3-12)**

## **CRIMINAL JUSTICE - CJ**

**CJ 550. THE CRIMINAL JUSTICE SYSTEM-AN OVERVIEW.** An in-depth analysis of the American Criminal Justice System, including the examination of critical and contemporary issues in law enforcement. (3)

**CJ 560. SEMINAR IN CRIMINOLOGICAL THEORY.** Explanation of crime and its context, including an extensive coverage of each of the major criminological perspectives/theories. (3)

**CJ 561. CRIME AND CRIMINAL BEHAVIOR SYSTEM.** Analysis of the scope and nature of criminal activity. Emphasis will be on crime trends for both individual and group criminal activities. Crime prevention, control, and treatment strategies will be evaluated. (3)

**CJ 562. SEMINAR IN JUVENILE DELINQUENCY.** Theoretical problems related to causation and prevention of deviant careers. (3)

**CJ 563. SEMINAR IN LAW ENFORCEMENT.** An in-depth review of law enforcement, including history, practices, and future trends. (3)

**CJ 564. SEMINAR IN CORRECTIONS.** Reviews history and the operations of corrections, including the future of corrections. (3)

**CJ 565. PRINCIPLES OF ADMINISTRATION.** The study of bureaucracy and complex organizations, including principles, practices, and theories. (3)

**CJ 567. ADMINISTRATION AND MANAGEMENT IN CRIMINAL JUSTICE.** An extensive examination and analysis of managerial skills applicable to the management of criminal justice agencies. (3)

**CJ 570. SEMINAR IN PRIVATE AND INDUSTRIAL SECURITY.** An extensive review of private and industrial security systems includes historical analysis, practices, and current and future trends. (3)

**CJ 589. SPECIAL TOPICS IN CORRECTIONAL ADMINISTRATION.** In-depth examination of special problems in administering correction institutions, including detailed analysis of several crucial administrative practices. (3)

**CJ 590. COMPARATIVE CRIMINAL JUSTICE.** A comprehensive comparative study of other criminal justice systems, as well as, the United States Criminal Justice System. (3)

**CJ 591. SPECIAL TOPICS IN CRIMINAL JUSTICE.** Detailed examination of contemporary issues and trends within, and outside, the criminal justice system. (3)



**CJ 593. SEMINAR IN POLICE AND SOCIETY.** The examination of the evolution of the police in modern society with a special emphasis on the role of police in contemporary society. Current police research on police roles will be reviewed. (3)

**CJ 595. PLANNING, BUDGETING, AND POLICY ANALYSIS.** Examination of critical issues in the planning and budget management of an agency, including an in-depth coverage of police analysis. (3)

**CJ 596. SEMINAR IN ORGANIZED CRIME.** An extensive examination of the history, activities, and control strategies of organized crime. (3)

**CJ 597. SEMINAR IN TERRORISM AND HOMELAND SECURITY.** An advanced examination of national and international terrorism, including theoretical explanations and control strategies. (3)

**CJ 600. ADVANCED SURVEY RESEARCH.** Extensive coverage for the technique of conducting survey research. Designed to give students hands-on experience. (3)

**CJ 602. SEMINAR IN POLICE ADMINISTRATION AND MANAGEMENT.** Extensive survey of police administration and management skills, including related theories. (3)

**CJ 603. SEMINAR IN REHABILITATION AND RESOCIALIZATION.** Detailed examination of the rehabilitative and re-socialization process within the criminal justice system. (3)

**CJ 605. SEMINAR IN EXPERIMENT AND FIELD RESEARCH.** Extensive coverage of techniques for conducting experiments and field research in the social sciences. (3)

**CJ 606. SEMINAR IN COMMUNITY CORRECTIONS.** An analysis of community corrections, including historical development practices and future trends. (3)

**CJ 608. HUMAN RESOURCE DEVELOPMENT IN ORGANIZATIONAL CONTENT.** Analysis of critical issues involved in managing human resources in criminal justice agencies. (3)

**CJ 609. SEMINAR IN PUBLIC ADMINISTRATION AND ADMINISTRATIVE LAW.** Extensive examination and analysis of concepts, issues, and theories in public administration and the study of administrative law. (3)

**CJ 615. ADVANCED RESEARCH METHODS.** Extensive coverage of methods and techniques for social scientific research. (3)

**CJ 620. SEMINAR IN CRIMINAL LAW AND PROCEDURE.** Extensive examination of the criminal law and other criminal justice related laws and procedures. Designed to provide students with a working knowledge of laws in general and their applicability to the criminal justice system. (3)

**CJ 630. THESIS PRACTICUM.** Overview of research strategies, principles of research writing; procedures for initiating, executing, and completing a thesis; and preparation and approval of a thesis prospectus. Preliminary planning for the thesis should begin during the first semester of graduate work; the student may enroll in CJ 630 if he/she has completed 15 credit hours of graduate work. (3)

**CJ 640. THESIS.** The completion and defense of the thesis. Students are required to be registered in this course in the semester in which the thesis is to be defended. (6)

## **MASTER OF ARTS IN TEACHING – ED**

**ED 502. CLASSROOM MANAGEMENT AND ORGANIZATION.** This course provides a study of the major theories of classroom management and the application of these theories in a classroom setting. Modeling practices will be an integral part of instruction. The course will explore current research and how this research has impacted the classroom. (3)

**ED 503. DEVELOPMENT, ASSESSMENT, AND EVALUATION.** This course explores the development of knowledge and skill in construction of tests, item analysis techniques, and interpretation and application of statistics for test scores. Topics include criterion-referenced testing and norm-referenced testing, with an emphasis on performance assessment tools currently used in our public schools. (3)

**ED 506. DIMENSIONS OF LEARNING/INTERNSHIP.** This is a supervised one year internship for MAT candidates. (3)

**ED 507. DIMENSIONS OF LEARNING/INTERNSHIP.** A continuation of the one year internship. (3)

**ED 510. RESEARCH IN EDUCATION.** This course covers various methods of research in education and statistical techniques, including the use of these techniques to solve problems in the field of educational research. Emphasis will be placed on selecting appropriate statistical techniques. The use of computers in educational research will also be studied. (3)

**ED 512. TECHNOLOGY FOR TEACHERS.** The course provides skills and various techniques for applying and integrating technologies into instruction and using the computer and software applications to promote effective teaching and learning. (3)

**ED 528. LANGUAGE AND COMMUNICATION ARTS.** This course is an analysis of current methods, issues, and trends in reading, speaking, and writing as they apply to the various disciplines. Emphasis is placed on current research findings regarding the nature of interdisciplinary learning. (3)

## **ELEMENTARY TRACK**

**ED 520. READING IN THE ELEMENTARY SCHOOL.** This course covers current techniques, methods and materials utilized for effective reading instruction. Emphasis is on best practices and approaches used in schools. (3)

**ED 521. CHILDREN'S LITERATURE IN THE ELEMENTARY READING PROGRAM.** This course offers an in-depth study of a variety of literature genres suitable for children of elementary grades and the effective integration of these literature genres across the elementary curriculum. (3)

**ED 540. EFFECTIVE TEACHING STRATEGIES.** This course deals with contemporary approaches to teaching and analysis of instructional strategies using an interdisciplinary approach. A field experience provides practical experiences. (3)

**SE 550. ASSESSMENT AND INDIVIDUAL PROGRAMMING FOR CHILDREN WITH DISABILITIES.** This course will focus on the selection, development, administration, and interpretation of formal and informal instruments employed in the assessment and evaluation of children and youth with disabilities. The development of individual educational programs based on the results of such evaluations will also be a focal point. (3)

## **SECONDARY TRACK**

**ED 540. EFFECTIVE TEACHING STRATEGIES.** This course deals with contemporary approaches to teaching and analysis of instructional strategies using an interdisciplinary approach. A field experience provides practical experience. (3)

**SIX HOURS OF APPROVED SPECIFIED CONTENT COURSES. (6)**

## **EDUCATION-ED**

**ED 501. ADVANCED EDUCATIONAL PSYCHOLOGY.** This course surveys applied psychology in education. Integration of learning theories, human development, and curricular issues are explored. Emphasis includes contemporary speech research as it applies to the integration process. (3)

**ED 505. HISTORICAL AND PHILOSOPHICAL FOUNDATIONS OF EDUCATION.** This course is designed primarily to review the dominant ideas and institutions that have influenced the course of educational development in the western world. Emphasis will be placed on the review of the leading philosophies of education and their implications. (3)

**ED 508. CURRICULUM DEVELOPMENT.** This course stresses procedures for organizing and conducting programs for curriculum improvement in both elementary and secondary schools. It also stresses techniques for the development and evaluation of curriculum materials. (3)

**ED 510. RESEARCH IN EDUCATION.** This course covers various methods of research in education and statistical techniques, with emphasis on the use of these techniques to solve problems in the field of educational research. Emphasis will be placed on selecting appropriate statistical techniques. The use of computers in educational research will also be studied. (3)

**ED 512. TECHNOLOGY FOR TEACHERS.** This course provides skills and various techniques for applying and integrating technologies into instruction and using the computer and software applications to promote effective teaching and learning. (3)

**ED 520. READING IN THE ELEMENTARY SCHOOL.** This course will cover current techniques, methods, and materials utilized for effective instruction. Emphasis will be on the best practices and approaches used in area public schools. (3)

**ED 522. TRENDS IN TEACHING SCIENCE.** This course will explore contemporary issues in teaching science in the elementary school. The use of media and technology for instruction will be emphasized, and the identification of newer curricular methods will be stressed. The course will also emphasize current research trends. (3)

**ED 524 . TRENDS IN TEACHING MATHEMATICS.** This course will provide a study of elementary school techniques of teaching arithmetic based on research studies and current practices. The relationship between mathematics and other subject areas and methods for improving skills and understanding concepts will be included. Current research trends will also be emphasized. (3)

**ED 526. TRENDS IN TEACHING SOCIAL STUDIES.** This course will explore current methods, materials, issues, and trends in the development of social consciousness among elementary school children. It will also emphasize social science strategies in curriculum development. Current research trends will also be emphasized. (3)

**ED 528. LANGUAGE AND COMMUNICATIVE ARTS.** This course is an analysis of current methods, issues and trends in reading, speaking, and writing as they apply to the various disciplines. Emphasis will be placed on current research findings regarding the nature of interdisciplinary learning and teaching. (3)

**ED 530. RESEARCH PROJECT SEMINAR.** This will be an individualized course for the completion of the student's research project initiated in ED 510 - Research in Education. Prerequisite: ED510. (3)

**ED 542. LEADERSHIP SKILLS FOR ELEMENTARY TEACHERS.** This course will provide a study of the organization and administration of the elementary school. Emphasis will be placed on research, current issues that elementary school teachers face in schools today, and the functions of these school leaders in a diverse school culture. (3)

**ED 544. READING ASSESSMENTS AND INTERVENTION.** This course will cover classroom evaluation and correction of reading difficulties including effective use of formal and informal assessment procedures to determine student needs. Selection of appropriate methods and materials for intervention is emphasized. Prerequisite: ED 520. (3)

**ED 546. SOCIAL PROBLEMS IN THE ELEMENTARY SCHOOL.** This course will examine a variety of social problems as they impinge on the teaching-learning process. Contemporary issues and research that may be useful in minimizing the effects of these problems will be explored. (3)

**ED 593. WORKSHOP IN EDUCATION.** This course is designed to meet the needs of teachers, students, administrators, and community leaders who have special needs or interests in selected areas of education. Workshop contents should meet program needs and objectives. (1-3)

**ED 595. INDIVIDUAL STUDIES.** This course will provide supervised exploration of special topics determined to meet the special needs of a student. Requires permission of the advisor and the dean. (3)

**ED 599. COMPREHENSIVE EXAMINATION.** This is a seminar designed to prepare candidates for the Comprehensive Exam. (0)

## MASTER OF SCIENCE IN ENVIRONMENTAL HEALTH-EH

**EH 500. PRINCIPLES OF ENVIRONMENTAL HEALTH.** Introduces the student to the basic principles of water management, waste disposal, food protection, and insect and vector control. (3)

**EH 503. ECONOMICS OF ENVIRONMENTAL MANAGEMENT.** Basic principles of economic analysis, decision making, policy formation, and environmental regulation under uncertainty in static and dynamic contexts. Introduction to regulatory assessment. (3)

**EH 510. ENVIRONMENTAL HEALTH PRACTICE.** Discusses the practical aspects of food and milk sanitation, its role in disease transmission, the development of a food service training program, and the inspection of food facilities. (3)

**EH 520. WATER CHEMISTRY.** A quantitative and qualitative approach to water analysis with an emphasis on methods used to evaluate drinking water quality and water treatment efficiency. (4)

**EH 525. WASTEWATER ANALYSIS.** This course deals with the technical aspects of wastewater analysis and management. Emphasis is placed on wastewater analysis, treatment, and regulatory compliance. (4)

**EH 530. BIOSTATISTICS.** This course covers a range of statistical analysis tools. Students are provided with an in-depth understanding of advanced statistical methods with an applied focus on estimation, inferences, and prediction of models. This course examines the fundamentals of measuring data, summarizing observations and analyzing contingency tables. Major topics in statistical analysis will include chi-square tests, analysis of variance, regression and correlation, time series, forecasting, and nonparametric methods using statistical packages such as SPSS (Statistical Package for the Social Sciences). Fundamentals of statistical methods applicable to environmental health with emphasis on collection, and summarization. (3)

**EH 533. EPIDEMIOLOGY.** A study of the principles of epidemiology with an emphasis on control and prevention of infectious and chronic diseases; methods and techniques of disease investigation, and data interpretation. Considers how epidemiologic studies may be designed to maximize etiologic inference. This course also covers randomized controlled trials, cohort studies, case-control studies, cross-sectional studies, ecological and multilevel studies, and selected topics. (3)

**EH 540. PRINCIPLES OF AIR POLLUTION.** A study of the characteristics, sources, and control of air contaminants. Topics reviewed: ambient air sampling, analysis techniques, meteorology and control technologies. (3)

**EH 547. ENVIRONMENTAL TOXICOLOGY.** An examination of the principles of toxicology and the toxicity resulting from environmental exposure to chemical substances. (3)

**EH 550. ENVIRONMENTAL MICROBIOLOGY.** Practical laboratory experience in the fundamentals of bacteriology with applications to food, milk, and water. (4)

**EH 553. LIMNOLOGY.** Students will learn to apply basic limnological principles to diagnose lake and watershed problems, to understand lake response to pollution, to identify appropriate management solutions, and to predict lake response to management. (3)

**EH 555. INDUSTRIAL HYGIENE.** The recognition of hazards found in the workplace to include the evaluation and control of gases, particulate, and noise and ionizing radiation. Occupational diseases will be examined. (4)

**EH 558. INSTITUTIONAL HEALTH.** Examines the public health problems associated with hospitals, nursing homes, schools, and penal institutions. (3)

**EH563.ENVIRONMENTAL CHEMISTRY LAB.** Experimental work in environmental chemical analysis to demonstrate analytical methods and instrumentation used in environmental laboratories with reference to air, water, and soil quality. (4)

**EH 565. SOLID AND HAZARDOUS WASTE MANAGEMENT.** Examines the nature of solid wastes, their environmental impact, and potential in disease transmission. Management, planning, and control technology will be discussed. (3)

**EH 570. VECTOR CONTROL.** Identification and collection of arthropods and rodents of public health importance. Biological and chemical controls and pesticides application techniques will be reviewed. (3)

**EH 580. ENVIRONMENTAL HEALTH ADMINISTRATION.** Discussion of the theory and principles of management and their application to health departments and other health institutions and agencies. The role, function, and tasks of the environmental health professional will also be examined. (3)

**EH 588. PUBLIC HEALTH ADMINISTRATION AND PLANNING.** The organization, planning, and administration of environmental health programs in private and government agencies. Specific topics to be examined: developing program objectives and their implementation and evaluation, organizational structure, personnel, and legal and financial considerations. (3)

**EH 591-EH 592. SEMINAR.** Review of current topics and research in environmental health. (1)

**EH 595. ENVIRONMENTAL LAW.** A review of the legislative actions that have created organizations, standards and regulations of environmental significance, as well as, their need, purpose, and application. (3)

**EH 596. ECONOMICS OF NATURAL HAZARDS.** The aim of this course is to describe the macro-economic dynamics of natural disasters and their determinants in a large sample of disaster events. The overall goal of this course is to provide students with a solid understanding of the economic and financial impacts of natural disasters as well as examine the short and long term nature that such devastation most likely will have on the economy. This course will cover economic aspects of natural hazards that focus on: impacts, loss estimation, mitigation, recovery, modeling, policy analysis, risk, insurance, resiliency, and sustainability. (3)

**EH 597. EMERGENCY AND DISASTER THEORY.** The aim of this course is to address the fundamental principles and theories of emergencies and disasters. The overall goal of this course is to provide students with an understanding of the conceptual necessities for effective preparation, response, and recovery from emergencies and natural disasters and to identify specific examples of effective theories in practice in different systems. This course will also cover and explore the roles of first responders and emergency management officials at all levels of government. (3)

**EH 598 THE CATASTROPHIC EARTH – A SEMINAR IN NATURAL DISASTER.** Since the beginning of time, catastrophic events have played an important role in shaping the face of our planet. In the Catastrophic Earth: Seminar in Natural Disasters, students will examine the geological processes and hazards which may have triggered these natural disasters as well as those complex, unexplained occurrences. Class discussions will range from the mass extinction of dinosaurs to global warming, volcanic eruptions, earthquakes, tsunamis, hurricanes, storm surges, thunderstorms, wind waves, and other natural disasters.

Within recent years catastrophic events and natural disasters have been more frequent and severe inflicting significant devastation and shock to the entire Earth. In this graduate level seminar students will engage in a high degree of involvement and critical reasoning to journey through an exploration of global and environmental catastrophes, their causes, effects, classification of and recurring risks. Students will observe the vulnerability of certain geographic regions (locally, regionally and globally) to experience catastrophic phenomena and future disasters. Discussions will be focused on disaster prevention, intervention options, and responsibilities for disaster mitigation. By the end of this course, students should gain a clearer understanding of the scientific, social, political, financial, and human dimensions of natural disasters in our lives and Planet Earth. (3)

**EH 610. INTERNSHIP.** An internship is required of all students in the department unless waived by the students Graduate Committee. The internship is to provide the student with practical field experience in selected areas of environmental health. (6)

**EH 620. RESEARCH IN ENVIRONMENTAL HEALTH.** All students going the thesis route are required to take EH 620. This course is designed to assist graduate students in developing their research project and to assist them in defining their mode of inquiry. The course is constructed to guide students through a range of issues and considerations which expose them to general approaches to research. Students are introduced to a range of research tools, methods and equip them to plan and organize their research, as well as to communicate their findings. Students develop, conduct, and analyze experimental designs to gain a better understanding of research methods and prepare for thesis work. (3)

**EH 630. THESIS RESEARCH** The student will demonstrates the ability to conduct independent, original, and significant research. The dissertation shows that the student is able to, identify/define problems, generate questions and hypotheses, review and summarize the literature, apply appropriate methods, collect data properly, analyze and judge evidence, discuss findings, produce publishable results, engage in a sustained piece of research or argument, think and write critically and coherently.

(6)

## ENGLISH AND FOREIGN LANGUAGES-EN

**EN 500. SEMINAR IN LITERARY STYLISTICS.** This course will begin with theoretical definitions of style, stylistics, and literary stylistics. It will then focus on selected texts in fiction and poetry to illustrate a variety of styles in literature. (3)

**EN 501. CONTEMPORARY PERSPECTIVES ON LITERARY CRITICISM.** An investigation of the nature and development of critical approaches to literature in the 20th century. Attempts will be made to apply these theoretical precepts to specific works of art and literary movements in the last 100 years. (3)

**EN 502. THE TWENTIETH CENTURY NOVEL.** A study of the poetics of fiction with particular emphasis on the fiction produced from 1900 to the present. Novelists from several regions of the world will be studied based on either thematic or ideological affiliations. The topics will vary from time to time. (3)

**EN 503. WORLD DRAMA.** A study of major world dramatists beginning with Shakespeare to the end of the 20<sup>th</sup> century. Focus will be on the evolution of drama as a genre. (3)

**EN 504. STUDIES IN MODERN ENGLISH GRAMMAR AND LINGUISTICS.** This course provides a review of traditional English grammar as well as an introduction to modern linguistics, with a special focus on phonetics, phonology, morphology, syntax, and semantics. (3)

**EN 505 CREATIVE WRITING AND EDITING.** A graduate writing workshop that emphasizes the writing and editing of poetry, fiction and creative nonfiction. (3)

## HISTORY (SOCIAL SCIENCE)-HI

**HI 601D. COLONIAL AMERICA.** This course examines the major developments in American history from the age of discovery to 1783. (3)

**HI 601E. HISTORY OF THE SOUTH.** This course focuses on the political, cultural, and economic history of the South since the founding of Virginia. (3)

**HI 603. READINGS IN LATIN AMERICAN HISTORY.** This course examines the development from colonial independence and the early national period to the present. (3)

## MATHEMATICS-MA

**MA 504. ADVANCED DIFFERENTIAL AND INTEGRAL CALCULUS.** Set theory, real numbers, proofs of limit theorems of real valued functions, mathematical induction and recursion, and functions. Limits of sequences and functions, Cauchy sequences, completeness, nested intervals, continuity, differentiation, mean value theorem, and L'Hopital's Rule and Taylor's Theorem. Pre-requisite: Undergraduate course in differential and integral calculus. (3)

**MA 525. PROBABILITY AND STATISTICS.** This course deals with probability theory as applied to mathematical models of random events, independent and dependent events, numerical valued events, mean and variance of a probability law, normal and Poisson probability laws and random variables. Prerequisite: MA 300. (3)



**MA 531. TOPICS IN LINEAR ALGEBRAS.** Vectors in n-dimensions, vector spaces in real and complex fields, determinants, matrices and solutions to systems of linear equations, bases, linear transformations, similarity transformation, linear operators, characteristics equation, eigenvalues, eigenvectors, and diagonalization of matrices. (3)

**MA 533. CONCEPTS OF MATHEMATICS III.** This course deals with deductive reasoning, points, lines, distance, rays, angles, angular measurements, bisector, congruent triangle, similar triangle, and overlapping triangle transformations, reflections, translations, rotations, inequalities, exterior angle theorem, triangle side and angle inequalities, parallel and perpendicular lines, quadrilaterals, area circles, chords, tangents, secants, regular polygons, and geometric solids. Prerequisite: MA 132 or Department Approval. (3)

**MA 551. ALGEBRAIC LANGUAGE ADVANCED PROGRAMMING.** Uses all the facilities of FORTRAN including program design, constants and variables, and array processing. Makes extensive use of function subprograms, subroutines, numeric and alpha numeric formatted data, analyzes and processes large data sets. Infusion of computer technology that assist in the learning and understanding of mathematics concepts found in high school algebra courses. (3)

### **MASTER OF ARTS IN CONVERGENT MEDIA - MJ**

**MJ 500. PRINT MEDIA.** Examination and hands-on practice of writing, reporting and production for print media. (3)

**MJ 501. BROADCAST MEDIA.** Examination and hands on practice of writing, reporting and production for broadcast media. (3)

**MJ 502. ONLINE MEDIA.** Examination and hands-on practice of writing, reporting and production for online media. (3)

**MJ 520. COMMUNICATION THEORIES.** Survey and examination of mass communication and convergent media theories. (3)

**MJ 530. MEDIA OWNERSHIP & MANAGEMENT.** Principles and patterns of media ownership and management in the US and around the world. (May be offered in alternate years) (3)

**MJ 535. SOCIAL MEDIA PRACTICES AND MOBILE DEVICES.** Examination and hands-on application of social media designs, posts and advertising with emphasis on using mobile devices. (May be offered in alternate years) (3)

**MJ 540. DESIGN PRINCIPLES FOR CONVERGENT MEDIA.** Study of techniques of print and Web design, video and still photography, graphics, layout and typography for use in print, broadcast and online media. Emphasis on the use of computers and advanced software and equipment to produce designs. (3)

**MJ 543. CONVERGING MEDIA AND DIVERSITY.** Issues of targeting diverse audiences and creating diversity based content for multiplatforms. (May be offered in alternate years) (3)

**MJ 545. COMMUNICATION, TECHNOLOGY & CULTURE.** Investigation of new technologies and exploration of the ramifications of the use of these technologies and their impact on the current culture. Emphasis on reflective and critical exploration of the new forms of communication, their effects on the media, business, education, and government industries, and the corresponding societal issues. (May be offered in alternate years) (3)

**MJ 550. COMMUNICATION RESEARCH METHODS.** Basic communication research designs: exploratory, survey, experimental, content, and secondary analysis; focus on measures of central tendency, contingency analysis, correlation analysis. (3)

**MJ 553. CURRENT ISSUES IN CONVERGENT JOURNALISM.** Examination of the changing landscape and trend of convergent media platforms, and theoretical and practical consideration based on them. (May be offered alternate years) (3)

**MJ 555. CURRENT TRENDS IN CONVERGENT JOURNALISM TECHNOLOGIES.** Study of developments in media technologies and their applications for multiplatforms. (May be offered alternate years) (3)

**MJ 560. CONVERGENT MEDIA ETHICS.** The ethical and legal issues associated with writing, reporting and producing in multiple media platforms. (3)

**MJ 565. CREATING NEWS PACKAGES FOR MULTIPLATFORMS.** Application of principles of writing, reporting and production to real life projects to create content for print, broadcast and online platforms. (3)

**MJ 570. INTERNSHIP.** Supervised experience and training in the convergent media field with a designated media outlet or professional. (3)

**MJ 575. ALTERNATE INTERNSHIP PROJECTS.** Developing specific, hands-on projects supervised by a designated faculty member. (See: Requirements for MJ 575 in the Program entry) (By permission only) (3)

**MJ 600. FIELD PROJECT.** Applied writing, reporting, or production for a client under the guidance of a faculty adviser. (3)

**MJ 610. THESIS.** Guided research in convergent media under the direction of a faculty adviser. (3)

## **MUSIC - MU**

**MU 541. INSTRUMENTAL CONDUCTING.** This course is for instrumental music majors covering skills and duties of the contemporary instrumental conductor.

**MU 543. MUSIC METHODS AND MATERIALS.** This course provides preparation for the role of the special music teacher and consultant in the elementary and high school systems.

## **MASTER OF SCIENCE IN SPORT ADMINISTRATION - PED**

**PED 500. SPORT MARKETING STRATEGY.** The specific application of marketing principles and processes to sport products (e.g., teams, leagues, events, etc.) this course will focus on the production, product distribution, promotion and pricing of a sport business product to satisfy the needs of the consumers meeting the company's objectives. (3)

**PED 501. SPORT LAW.** Students enrolled in this course will learn legal issues within the sport industry, in educational settings and within the community in which individuals have access to fitness equipment and playground equipment. Sponsorship law including the protection of intellectual property, property acquisitions and leasing of sporting facilities, player, team and public security/safety advices will be examined. (3)

**PED 502. SPORT FINANCE AND ECONOMICS.** This course is designed to ground students in the real world of financial management in sport, showing them how to apply financial concepts and appreciate the importance of finance in sound sport management and operation. Principles of sport economic include economic impact of sport, financial theories and practical application of sport income and expenditures in the current society. (3)

**PED 511. RESEARCH METHODS.** Develop skills necessary to read, analyze, interpret and criticize the range of research designs including: experimental, correlations, survey, descriptive, case study, ethnography, narrative, policy, and longitudinal research. (3)

**PED 515. ADVANCED MARKETING – APPLIED RESEARCH AND SALES.** Students will focus on social and economic trends or governmental regulations, contemporary approaches to marketing and entrepreneurship. (3)

**PED 516. PUBLIC RELATIONS AND NEWS MEDIA.** Students will learn the art and science of establishing and promoting a favorable relationship with the public as it relates to the sport industry and examine the continuously emerging connection between public relations and social media/technology. (3)

**PED 519. NCAA COMPLIANCE.** Intercollegiate matters concerning the compliance of athletic programs with the By-laws set forth by the National Collegiate Athletic Association. Topics include: rules for competition, recruiting, and graduation. (3)

**PED 520. SPORT GOVERNANCE.** This course will force on the power, politics, policies, power and procedures within sport organizations. State, national, and international sport organizations will be compared along with the impact of sport globalization. (3)

**PED 521. INTERNATIONAL WORLD BUSINESS IN THE SPORT INDUSTRY.** A comparative investigation of the U.S. and other world markets. Topics for this course include: global trade, culture, finance, education, insurance, law, logistics and marketing. (3)

**PED 522. GLOBAL SPORT BRAND MANAGEMENT.** Students will learn the various global markets and compare issues in order to determine how best to manage the brand globally within the sport industry. (3)

**PED 523. SPORT AND SOCIAL RESPONSIBILITY.** This course critically examines the interconnected concepts of organizational ethics and their significant role in developing a sport organization's mission, culture, strategic plan, operational policies, leadership style, work environment, marketing approach, and customer service. Through analytical discussions of ethical systems and case study analyses, this course enables the development of a framework for understanding an organization's social responsibilities for improving and organization's integrity, and for the development of a personal professional code of ethics. (3)

**PED 524. ORGANIZATIONAL LEADERSHIP IN SPORT ADMINISTRATION.** Recognizing the peculiar relationships that form among people joined together in a collaborative effort and leading those people to accomplish a common goal. Students will analyze leadership styles and the effects of each. (3)

**PED 525. RACE AND ETHNICITY IN SPORT ADMINISTRATION.** A series of advanced topics in race and ethnicity and its influence in the sport industry. Course includes topics in patterns of change in terms of race and ethnicity in sport, inclusion or exclusion from sport on the basis of race or ethnicity, policy innovations with respect to race and ethnicity in sport, management initiatives with respect to race and ethnicity in sport, sport for culturally and linguistically diverse (CALD) communities, career opportunities in and around sport for CALD communities, assumptions of athletic ability according to race or ethnicity, media representation of race and ethnicity in sport. (3)

**PED 526. GENDER ISSUES IN SPORT ADMINISTRATION.** Participation and equity issues in sports. Topics include: the global women's rights movement, increased media coverage of women in sports, underrepresentation of women in decision-making positions in sports, homophobia, trivialization of women's sports, and Title IX. (3)

**PED 527. SPORT NUTRITION.** Designing proper sports nutrition and eating to fuel workouts and improve sports performance. Favorite foods for exercise recovery, eating healthy on a budget, eating before exercise, foods for athletic competition, and energy pathways for exercise, how carbohydrate, fat and protein fuel exercise, post-exercise meal, and high protein diets and sports performance. (3)

**PED 528. EVENT MANAGEMENT/FACILITIES MAINTENANCE.** Developing the concept right through to the post-event monitoring and evaluation; maintaining sport facilities. Topics include: budget management; roles and responsibilities, action plans and timescales, all aspects of event health and safety, including the development of event safety management plans, child welfare, risk assessments, traffic management and insurance and liability issues, branding and signage, on the day of coordination, logistics and the recruitment, development and management of volunteers. (3)

**PED 531. INTERNSHIP.** Field Experience. Students will have supervised practical training within the sport industry. Students must complete twelve weeks of training under an approved supervisor. Supervisors must turn in weekly reports of student's progress and a final report with a grade. S/U or other letter grading. (6)

**PED 599. INDEPENDENT STUDY.** Faculty-supervised independent project on the topic related to the student's chosen course of interest. (3)

## **MASTER OF ARTS IN RURAL PUBLIC POLICY AND PLANNING - RP**

**RP 503. RURAL POLICY PLANNING, EVALUATION AND ANALYSIS.** This course explores a variety of theories of rural communities and their ability to explain the contemporary conditions and problems. The course also provides the basic techniques of rural policy analysis and the evaluation methods for the design and assessment of public policy programs. **(3)**

**RP 504. RURAL COMMUNITY AND ECONOMIC DEVELOPMENT.** The course examines theory and contemporary practices for promoting the economic development of rural communities. This course will review alternative ways of understanding the dynamics of rural economic development and devise strategies that will benefit community residents. In addition, the course will examine the complex ways in which the concepts of community analysis and development are used and understood. Students will connect the concepts to issues, problems or policy alternatives affecting rural communities by participating in applied projects. **(3)**

**RP 505. ECONOMIC ANALYSIS OF STATE AND LOCAL GOVERNMENTS.** The course develops the framework and concepts of macroeconomics for the purpose of applying them to the analysis of rural and public sector policies and issues from such topical areas as transportation, housing, energy, ecology, public health, community development, law enforcement, recreation and regulation. It provides an exploration of the rationale for public revenues and expenditures with emphasis on practical application and current state and local finance issues. **(3)**

**RP 506. INTERGOVERNMENTAL RELATIONS.**

This course provides students with an understanding of the formal and informal relationships among all levels of government. This course examines the evolution of the American federal system, reviews inter-unit cooperation and conflict; as well as, administrative issues such as revenue-sharing, federal grants, and regulations. **(3)**

**RP 507. RESEARCH METHODS FOR PUBLIC POLICY.** The course helps students develop an understanding of how basic quantitative and qualitative tools are used in public policy analysis. The course offers a comprehensive, systematic treatment of the scientific approach within the context of public policy. Emphasis is put on the relationship between theory, research, and practice, and integrates research activities in an orderly framework so that students can more easily comprehend the nature of public policy research. It explores the scope of policy research, scientific reasoning, problem identification, hypothesis formulation, planning for data analysis, and sampling procedures. **(3)**

**RP 508. STATISTICAL ANALYSIS.** This course covers a range of statistical analysis tools. Students are provided with an in-depth understanding of advanced statistical methods with an applied focus on estimation, inferences, and prediction of models. This course examines the fundamentals of measuring public policy data, summarizing observations and analyzing contingency tables. Major topics in statistical analysis will include chi-square tests, analysis of variance, regression and correlation, time-series, forecasting, and nonparametric methods using statistical packages such as SPSS (Statistical Package for the Social Sciences). **(3)**

**RP 509. MASTER'S THESIS.** The candidate for the Master of Arts in Rural Public Policy and Planning who elects the thesis option must obtain approval from his/her faculty advisors for the prospectus. All requirements by the graduate program for submission dates must be met. **(6)**

**RP 510. PRACTICUM.** The course assists students in making decisions about specialization and internship objectives related to the Master in Rural Public Policy and Planning. The practicum provides students with the opportunity to participate in and observe, as a full-time working member of an agency's staff, the daily policy-related activities of a local, state, or federal government agency, or a non-government agency which is concerned with the public sector. This course develops short and long-term career skills. The course entails involvement in a government municipality or other public, private, or not-for-profit agency. The program faculty and the student will locate and acquire a practicum. The student will work 40 hours per week for a total 420 hours a semester. (6)

**RP 511. POLITICAL ENVIRONMENT OF PUBLIC POLICY.** The course examines political institutions and processes and the role of the political environment in economic policy decisions, trade, and investment. The issues of generalizability, objective knowledge and understanding, the nature of evidence, and how they impact public policy are also studied. The course involves an in-depth study of the political process used in American governments to address social, economic, and political issues. (3)

**RP 512. TOWN PLANNING AND THE POLITICAL PROCESS.** The course provides a study of the planning process in rural areas, with particular attention to governmental and administrative policies and the machinery for dealing with problems involving complex political, economic, and technological factors. (3)

**RP 513. INDEPENDENT STUDY IN PUBLIC POLICY.** This course is designed to permit the student to participate in focused and comprehensive study of a relevant topic in public policy. The independent study must be designed by the student and supervised by the professor. (3)

**RP 514. SPECIAL TOPICS IN PUBLIC POLICY.** This course explores and critique selected topics in the conceptualization, formulation, implementation, and analysis of public policy. It will provide a seminar treatment of contemporary issues, problems, and questions which frame discourses on the processes of public policy and their programmatic impact from the national government to local communities. (3)

**RP 515. SEMINAR IN PUBLIC ADMINISTRATION.** This course examines the literature which focuses on the historical and ecological factors influencing the development of the discipline of Public Administration. Concomitantly, a look at contemporary trends will be emphasized. Thus, students will discuss issues such as privatization, third sector ethics and executive leadership. In addition, some effort will be given to providing a comparative analysis to the context of public administration. (3)

**RP 516. SOUTHERN POLITICS AND PUBLIC POLICY.** This course describes, explores, and critiques the politics of the American South and how it has historically characterized development and public policy in the region. It examines the relationship between the politics that has given rise to particular development schemes and the public policies that have been informed by issues of political participation, resource allocation and service delivery. (3)

**RP 517. PUBLIC HEALTH ADMINISTRATION AND PLANNING.** This course will provide students with a basic understanding of the United States health system and give them practical experience in analyzing how health reform and health policy more generally affect various sectors of the economy. Emphasis is placed on policy, the process of government regulation, and the character of health settings at the federal, state, and local levels. (3)

**RP 518. PRINCIPLES OF ENVIRONMENTAL HEALTH.** The course provides a general overview of health care systems, especially the free enterprise system utilized in America. The course includes a review of empirical studies of demand for health services, behavior of providers and the relationship of health services to the populations' health and how public input into health care organizations helps to form public policy for health care issues. It examines the relation between socioeconomic structure and health as a descriptive and conceptual framework for health policy analyses at national and local levels. The course views relations between health levels and socioeconomic structure, and changes in socioeconomic structure from spatial and historical perspectives. Dimensions of socioeconomic structure include income, education, occupation, industry, employment, and ethnicity. (3)

**RP 519. LEGAL ISSUES IN HEALTHCARE DELIVERY.** The course examines current and historical legal and ethical issues impacting health administration, including malpractice and other liability issues, licensing and regulation, professional ethics, contracts and property, insurance, corporate, taxation, antitrust, fraud and abuse, medical staff, confidentiality, health care access, peer review, ethics committees, legal and ethical aspects of patient care, decision making, and consent. It provides an introduction to public health law including a study of the legal powers available for implementing programs; methods for their most effective use; the recognition and management of legal problems; and an analysis of the legal relationship of public health personnel to the government, the staff, and the public. (3)

**RP 520. EPIDEMIOLOGY IN RURAL DISTRICTS.** This course provides a non-medical introduction to the epidemiological methods and procedures utilized in the study of the origin, distribution, and control of diseases. The course examines chronic and communicable diseases of special concern in rural public health and discusses the role of education in disease control. (3)

**RP 521. VOLUNTARY NON-PROFIT SECTOR AND PUBLIC POLICY.** This course addresses the history, philosophy, roles, and scope of non-profit organizations in the United States. The course includes the roles of the non-profit and voluntary sector. It further examines the contemporary forces which impact philanthropy and charitable giving, both by institutions and individuals. The course examines the effective planning and management of development programs (i.e. annual giving), fund raising vehicles (i.e. mail solicitations) and the fund raising process, from planning through donor relations. (3)

**RP 522. NON-PROFIT MANAGEMENT AND LEADERSHIP.** This course explores the assumptions and practices of non-profit organization management and leadership. Topics include issues of public accountability, ethics, evaluating organizational effectiveness, personnel motivation, board and staff relationships, the meaning of service, the economic and political scope of the independent sector, the role of volunteerism in a democratic society, and the role and scope of philanthropy. (3)

**RP 523. FINANCIAL ACCOUNTING IN THE PUBLIC AND NON-PROFIT SECTORS.** This course addresses financial issues involved in governing and managing non-profit organizations. The course will cover such topics as: cash flow analysis; budgeting; fund accounting; cost accounting (determining costs for programs and services); understanding and using standard financial statements, including balance sheets, cash flow statements, statements of activity, and operating and capital budgets. (3)

**RP 524. DISPUTE RESOLUTION.** The course examines conflict and cooperation between individuals, groups, and organizations over the control of work in a non-profit agency. It provides an overview of theories of social conflict and introduces specific dispute resolution skills such as negotiation and mediation. A central theme is how this conflict is expressed, controlled, and resolved. Students will participate in exercises to learn the basics of two-party negotiations. (3)

**RP 525. RURAL PLANNING AND SOCIAL POLICY.** The course provides an introduction to the theory and practices of rural social policy planning with attention to spatial, policy, resource, and advocacy relationships. This course focuses on matters of social services, income maintenance, education, and health. (3)

**RP 526. RURAL DEMOGRAPHY AND GROWTH.** Small town planning, rural populations and development dynamics are explored. The course focuses on the techniques employed to manage growth-related change and to implement plans. It examines matters of capital investment strategies, development impact analysis, impact mitigation, ethical implications, and alternative growth potentials. (3)

**RP 527. HOUSING FACILITIES AND COMMUNITY DEVELOPMENT.** The course focuses on the strategies and tools for developing housing facilities. It provides a thorough review of the problems and issues related to housing planning and an overview of the elements of the community development process including housing. This course focuses on the social and political aspects of housing policy in the United States. (3)

**RP 528. SMALL BUSINESS DEVELOPMENT.**

Emphasis is placed on the necessary steps to start, acquire, or expand an existing business. Also, the principles and practices applicable to the operation of small businesses are stressed. (3)

**SCIENCE - SC**

**SC 534. PHYSICAL SCIENCES FOR SECONDARY SCHOOL TEACHERS.** This course is designed to provide teachers with basic topics of physical science, methods, and techniques of teaching physical science. (3)

**SC 544. BIOLOGICAL SCIENCES FOR SECONDARY SCHOOL TEACHERS.** This course is a comprehensive survey of methods and techniques of teaching plant and human science topics. (3)

**MASTER OF SCIENCE IN SPECIAL EDUCATION - SE**

**SE 510. ORGANIZATIONAL PROCEDURES IN SPECIAL EDUCATION.** This course will provide the study of state and federal special education legislation and regulation. The course is also designed to develop a professional level of practical skills related to the organization and management of special education programs, and to the development of appropriate and effective individualized education programs. (3)

**SE 542. CHARACTERISTICS OF CHILDREN WITH EMOTIONAL DISABILITIES.** This course presents a study of the identification of children and youth with emotional disabilities as well as the issues, theory, and knowledge base related to what are considered best educational practices in their education. This takes place in the context of a historical overview and analysis of theory and practice related to etiology and educational services. (3)



**SE 544. DIAGNOSTIC AND REMEDIAL READING.** This course focuses on methods for assessing reading problems and the development and implementation of instruction designed to remediate deficits in reading achievement. A variety of assessment techniques, methods, and materials from various theoretical orientations to reading instruction will be linked to appropriate instruction practice. (3)

**SE 547. BEHAVIOR MANAGEMENT FOR SPECIAL EDUCATION.** This course is designed to develop expertise in the application of the principles of behavior management in educational settings. (3)

**SE 550. ASSESSMENT AND INDIVIDUAL PROGRAMMING FOR CHILDREN WITH DISABILITIES.** This course will focus on the selection, development, administration and interpretation of formal and informal instruments employed in the assessment and evaluation of children and youth with disabilities. The development of individual educational programs based on the results of such evaluations will also be a focus of the course. (3)

**SE 552. EDUCATION OF CHILDREN WITH EMOTIONAL DISABILITIES.** This course is designed to develop practical, professional level, skills in the identification and education of children with emotional disabilities. Definitions, contributing factors, research methods, issues and trends, assessment, and educational and intervention strategies are also covered. (3)

**SE 555. EDUCATION OF STUDENTS WITH MILD TO MODERATE DISABILITIES.** This course will focus on methods, materials, and assessment techniques that are appropriate when working with students who are mildly to moderately mentally retarded, learning disabled, and have behavioral or emotional disorders. (3)

**SE 556. METHODS OF TEACHING SECONDARY STUDENTS WITH MILD TO MODERATE DISABILITIES.** This course will focus on assessment techniques, placement options, linkage with community resources, and methods and materials that are appropriate when working with students with mild to moderate disabilities at the secondary level. (3)

**SE 557. EDUCATION AND PSYCHOLOGY OF STUDENTS WITH LEARNING DISABILITIES.** This course will focus on the identification of children and youth with learning disabilities as well as what are considered best educational practices employed with such students based on their social, emotional, physical, and academic needs. (3)

**SE 558. TEACHING CHILDREN WITH SEVERE/PROFOUND DISABILITIES.** This course presents behavioral, ecological, and developmental learning theories related to effective educational programs for children with severe/profound disabilities as well as the practical application of those theories in assessing current level of functioning, designing, implementing and evaluating individual education programs. (3)

**SE 559. EARLY INTERVENTION FOR INFANTS AND TODDLERS WITH DISABILITIES.** This course will focus on assessment techniques, service delivery options, materials selection and preparation, teachings methods, linkage with community resources, and the development of Individual Family Service Plans (IFSP) and Individual Education Programs (IEP) that are appropriate when working with infants and toddlers with disabilities and their families. (3)

**SE 560. INCLUSION OF CHILDREN WITH DISABILITIES IN REGULAR EDUCATION.** This course includes the study of the issues associated with the practice of inclusion. The knowledge base related to inclusion will be presented, and students will develop practical skills in effective consultation, collaboration, and special education service delivery for children with disabilities who are placed in regular classroom environments. (3)

**SE 577. EDUCATION AND PSYCHOLOGY OF STUDENTS WITH MENTAL RETARDATION.** This course will focus on the etiology and psychological characteristics of individuals with mental retardation, issues related to their development; and best practices appropriate for their education based on their cognitive abilities, their needs related to their academic and communication skills, their emotional, physical, social development, and their levels of adaptive behaviors. (3)

**SE 579. PSYCHOLOGY AND EDUCATION OF THE GIFTED STUDENT.** Presents research findings and theory related to the characteristics and unique needs of gifted students as well as issues related to appropriate education for such students that are designed to maximize their development. (3)

**SE 581. METHODS, MATERIALS AND RESOURCES FOR THE GIFTED STUDENTS.** Focuses on models of education for gifted students. Included is the linkage of practical and successful applications of theory related to those models during the evaluation process, while selecting and developing curricula and instruction and while fostering creativity. (3)

#### **MASTER OF SOCIAL WORK - SW**

**SW 500. SOCIAL WORK PRACTICE I.** Presents the history of social work practice, values and ethics, generalist practice within an ecosystems theoretical framework, empowerment and strengths perspectives, and rural social work practice with emphasis on micro practice. Prerequisite: Admission to the MSW Program. (3)

**SW 501. SOCIAL WORK PRACTICE II.** Continuation of Social Work Practice I with emphases on mezzo and macro practice. Prerequisite: SW 500 Social Work Practice I. (3)

**SW 520. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I.** The first of two foundation courses which explores knowledge, theories and concepts about human development and behavior from birth to old age with a focus on micro level applications. Prerequisite: Admission to the MSW Program. (3)

**SW 521. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II.** Continuation of Human Behavior and the Social Environment I with a focus on mezzo and macro applications. Prerequisite: SW 520 Human Behavior and Social Environment I. (3)

**SW 522. SOCIAL WORK THEORY AND METHODS.** This course examines theoretical approaches to child, individual, and family studies in social work. The course traces the development of major theoretical approaches in the social and behavioral sciences and examines emerging schools of thought. Conceptual and philosophical issues related to theory building in clinical practice are explored. Through exploring the theoretical knowledge base of social work practice with individuals and families, this course prepares students for subsequent use of theory in practice-focused research (3).

**SW 531. METHODS OF SOCIAL WORK RESEARCH.** Presents qualitative and quantitative research methodologies to develop, use and communicate empirically based knowledge including evidence-based interventions. Prerequisites: SW 500 Social Work Practice I; SW 530 Statistics for Social Work. (3)

**SW 540. DIVERSITY: MICRO, MEZZO, AND MACRO APPROACHES.** Preparation for culturally competent social work practice with diverse populations and advocacy for social and economic justice. Prerequisites: Admission to MSW Program. (3)

**SW 580. FIELD SEMINAR I.** Discussion on integration of social work knowledge, theories, and research into generalist social work practice during the internship experience. Prerequisites: SW 500; SW 501; SW 510; SW 511; SW 520; SW 521; SW 531; SW 540. Co-requisite: SW 581 Field Internship I. (3)

**SW 581. FIELD INTERNSHIP I.** Supervised generalist social work practice in an agency or organization requiring 450 clock hours. Prerequisites: SW 500; SW 501; SW 510; SW 511; SW 520; SW 521; SW 531; SW 540. Co-requisite: SW 580 Field Practice Seminar I. (9)

**SW 600. ADVANCED SOCIAL WORK PRACTICE WITH CHILDREN AND FAMILIES: DIRECT PRACTICE.** Preparation for specialized social work practice with children and families. **Prerequisite:** SW 581 Field Internship I or Advanced Standing. (3)

**SW 610. FAMILY AND CHILD WELFARE POLICY.** Focuses on child and family welfare policies from both historical and current perspectives along with the analyses of issues related to policy development and the role of the social worker in policy advocacy. Prerequisite: SW 581 Field Internship I or Advanced Standing. (3)

**SW 615 ADVANCED SOCIAL WORK PRACTICE WITH CHILDREN AND FAMILIES: INDIRECT PRACTICE.** Focuses on the development of advanced practice skills in social work supervision, administration, and program development for children and families in rural areas. Prerequisite: SW 581 Field Internship I or Advanced Standing. (3)

**SW 620. RURAL SOCIAL WORK.** Advanced practice skills in rural social work at micro, mezzo and macro levels of practice. Prerequisite: SW 581 Field Internship I or Advanced Standing. (3)

**SW 630. MENTAL HEALTH: ASSESSMENT AND INTERVENTION.** . Study of the etiology, symptoms and treatment of mental disorders. Prerequisite: SW 581 Field Internship I or Advanced Standing. (3)

**SW 650. NEED ASSESSMENT AND PROGRAM EVALUATION.** Enhancement of knowledge and skills in qualitative and quantitative research methods with a focus on the applications of methods in conducting needs assessments and outcome evaluations. Prerequisite: SW 581 Field Internship I or Advanced Standing. (3)

**SW 680. FIELD SEMINAR II.** Discussion on the integration of social work knowledge, theories, and research into advanced social work practice with children and families during the internship.

Prerequisites: SW 600; SW 610; SW 615; SW 620; SW 630. Co-requisite: SW 681 Field Internship II. **(3)**

**SW 681 FIELD INTERNSHIP II.** Supervised advanced social work practice in child and/or family welfare in an agency or organization requiring 450 clock hours. Prerequisites: SW 600; SW 610; SW 615; SW 620; SW 630. Co-requisite: SW 680 Field Seminar II. **(3)**

## GRADUATE FACULTY

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GRADUATE  
**CATALOG**  
2022 - 2023