

# University Bulletin



2010-2012

**HARRIS-STOWE**  
STATE UNIVERSITY

**AFFORDABLE. ACCESSIBLE. DIVERSE.**

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# UNIVERSITY CALENDAR

## FALL

### **AUGUST-2010**

16-20	Faculty Institute
16	Fall Registration Period Begins
21	Saturday Classes Begin
21	Fall Regular Registration Ends
23	Regular Fall Classes Begin
23-27	Late Fall Registration Period
21-12/11	Fall Instruction/Evaluation Period

### **September**

6	Labor Day (No Classes)
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### **October**

1	Homecoming Parade
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### **November**

8	Spring Registration Begins
25-27	Thanksgiving Recess
29	Last day to Withdraw from Classes

### **December**

1	Last day of Instruction
4	Last Day of Instruction for Saturday Classes
6-11	Final Examination Period
11	Final Examination Period for Saturday Classes Only
13	Final Grades/Attendance Reports Due
13	Degree Conferral
13	End of Fall Semester

Fall Session I	Fall Session II
August 13-October 9	October 15-December 11

## SPRING

### **JANUARY-2011**

3-7	Faculty Institute
3	Spring Registration Period
8	Saturday Classes Begin
	New Student Orientation
8	Spring Regular Registration Ends
10	Regular Spring Classes Begin
10-14	Late Spring Registration Period
17	Dr. Martin Luther King Holiday (No Classes)
8-5/7	Spring Instruction/Evaluation Period

### **February**

21	President's Day (No Classes)
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### **March**

28-4/2	Spring Recess
28	Summer Registration Begins

### **April**

22-23	University Holiday
11	Fall Registration Begins
15-21	Final Examination Period for May, 2011 Candidates for Graduation
25	Last day to Withdraw from Classes
25	Final Grades/Attendance Reports due for all May, 2011 Candidates for Graduation
27	Last day of Instruction

### **May**

7	Final Examination Period for Saturday Classes Only
2-7	Final Examination Period
9	Final Grades/Attendance Reports Due
9	Degree Conferral
9	Commencement Convocation
9	Spring Instruction Period Ends

Spring Session I	Spring Session II
January 7-March 5	March 11-May 7

**FALL****AUGUST-2011**

15-19	Faculty Institute
15	Fall Registration Period Begins
20	Saturday Classes Begin
20	Fall Regular Registration Ends
22	Regular Fall Classes Begin
22-26	Late Fall Registration Period
20-12/10	Fall Instruction/Evaluation Period

**September**

5	Labor Day (No Classes)
30	Homecoming Parade

**November**

7	Spring Registration Begins
24-26	Thanksgiving Recess
28	Last day to Withdraw from Classes
30	Last day of Instruction

**December**

3	Last Day of Instruction for Saturday Classes
10	Final Examination Period for Saturday Classes Only
5-10	Final Examination Period
12	Final Grades/Attendance Reports Due
12	Degree Conferral
12	End of Fall Semester

**Fall Session I****Fall Session II**

August 12-October 8	October 14-December 10
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**SPRING****JANUARY-2012**

2-6	Faculty Institute
3	Spring Registration Period
7	Saturday Classes Begin
	New Student Orientation
7	Spring Regular Registration Ends
9	Regular Spring Classes Begin
9-13	Late Spring Registration Period
16	Dr. Martin Luther King Jr. Holiday (No Classes)
7-5/5	Spring Instruction/Evaluation Period

**February**

20	President's Day (No Classes)
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**March**

4-10	Spring Recess
26	Summer Registration Begins

**April**

6-7	University Holiday
16	Fall Registration Begins
16-21	Final Examination Period for May 2012 Candidates for Graduation
23	Last day to Withdraw from Classes
23	Final Grades/Attendance Reports due for all May 2012 Candidates for Graduation
25	Last day of Instruction
4/30-5/5	Final Examination Period

**May**

5	Final Examination Period for Saturday Classes Only
7	Final Grades/Attendance Reports Due
7	Degree Conferral
7	Commencement Convocation
7	Spring Instruction Period Ends

**Spring Session I****Spring Session II**

January 6-March 3

March 9-May 5



**2010-2012 ACADEMIC YEAR  
UNIVERSITY BULLETIN**

The Harris-Stowe State University *Bulletin* is a two-year publication specifically created for informational purposes and should not be construed as a basis of a contract between the University and a student. The Harris-Stowe State University *Bulletin* governs the curricula requirements of all students entering the University during the 2010-2012 academic years. Every effort is made to provide the most accurate information at the time of publication. However policies, regulations and other provisions within this bulletin may change without notice. Each entering student should preserve his or her copy of the bulletin for reference during his or her entire matriculation at Harris-Stowe State University. Furthermore, each student should refer to subsequent editions of the bulletin for any changes. Reference copies of the University bulletin are available at the AT&T Library and Technology Resource Center as well as various administrative offices. It can also be found on the University's website at [www.hssu.edu](http://www.hssu.edu).

**STATEMENT OF HUMAN RIGHTS  
AND EQUAL OPPORTUNITY**

The Board of Regents has committed itself and Harris-Stowe State University to the policy that there shall be no discrimination either in employment or in the admission of students on the basis of race, creed, color, sex, age, national origin, handicap, religion, marital or veterans status. This policy pertains to all educational programs and activities as well as the areas cited above.

Pursuant to and in addition to this policy, the University abides by the requirements of Title VI and VII of the Civil Rights Act of 1964, Revised Order No. 4, Executive Orders 11246 and 71374, Sections 799A and 845 of the Public Health Service Act, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 and other federal regulations and pertinent acts of Congress.

**THE UNIVERSITY BULLETIN**

At Harris-Stowe State University the official catalog is called the *University Bulletin*. The *University Bulletin* under which a student is admitted, or last readmitted, to a degree program at Harris-Stowe State University shall be understood to be the governing statement regarding that student's program of study at the University. This document shall remain as such for that particular student as long as he or she retains an unbroken series of semester enrollments in his or her major field, from the point of last admittance.

Changes in this policy will be made by the University only in compliance with new or amended laws, regulations or accrediting standards issued by the federal government, state government or relevant accrediting bodies. It should be understood by all concerned that a student's changing his or her major field of study has the effect of his or her adopting the version and requirements of the new program in effect under the current bulletin at the time of the change and that the student has given up previous *Bulletin* governance.

**FAMILY EDUCATIONAL RIGHTS  
AND PRIVACY ACT POLICY**

Harris-Stowe State University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that controls the confidentiality of, and access to, student educational records. Harris-Stowe State University notifies its students of their rights to inspect, amend and prevent disclosure of their educational records. Therefore, the University treats student educational records in a confidential manner and will only disclose information, regarding a student's educational record, with the expressed written consent of the student, except as permitted by law. Permitted disclosures include University officials who have legitimate educational interests, officials of other institutions in which a student seeks enrollment, federal and state educational authorities under certain circumstances, officials connected with a student's request for or receipt of financial aid, parents of a dependent student, persons named in a judicial order or lawfully issued subpoena and appropriate parties in a health or safety emergency.

## **ADMINISTRATION**

### **THE BOARD OF REGENTS**

Thelma V. Cook, M.Ed., Chairwoman  
Wayman F. Smith III, J.D.  
Charles H. Hoessle  
Debra A. Hollingsworth, M.A.  
Luther Rollins, Jr., J.D.

### **THE UNIVERSITY ADMINISTRATION**

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*President*  
B.S., Lincoln University  
M.A., University of Illinois at Urbana-Champaign  
Ph.D., Saint Louis University

Constance G. Gully, B.S., CPA  
*Executive Vice President*  
*Business and Financial Affairs*  
B.S., Illinois State University

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*Vice President, Academic Affairs*  
B.A., M.S., Truman State University  
Ph.D., University of Missouri-Columbia

Michelle L. McClure, Ph.D.  
*Assistant Vice President, Academic Affairs*  
B.A., M.A.E., Truman State University  
Ph.D., Indiana University-Bloomington

Fatemeh Zakery, Ph.D.  
*Dean, Anheuser-Busch School of Business*  
B.S., University of Tehran, Iran  
M.E.D., M.H.A., ED.S., Ph.D., University of Missouri-Columbia

LaTisha Smith, Ed.D.  
*Dean, College of Education*  
B.S., M.S., University of Missouri-Columbia  
Ed.D., Nova Southeastern University

Lateef A Adelani, D.Sc.  
*Dean, College of Arts & Sciences*  
B.Sc., University Ibadan  
M.S., M.S., Stanford University  
M.S., D.Sc., Washington University

Charles Gooden, M.S.  
*Dean, Student Affairs*  
B.A., Southern University  
M.S., University of Illinois

LaShanda Boone, M.A.  
*Executive Director, Enrollment Management*  
B.A., Benedict College  
M.Ed., University of Missouri-St. Louis

Heather Bostic, M.S.  
*Executive Director, Sponsored Programs/Title III*  
B.S., Shippensburg University  
M.S., Bucknell University

James Fogt, M.A.  
*Director of Information Technology*  
A.S., Edison State College  
B.S., M.A., University of Cincinnati

Courtney Z. McCall, M.A.  
*Assistant Vice President, Communications, Marketing, Alumni Affairs  
& Development*  
B.J., University of Missouri-Columbia  
M.A., Webster University

# GENERAL INFORMATION

## INSTITUTIONAL COMMITMENTS

Every social institution is, in some way, special. Educational institutions are particularly so because they alone have been established to promote learning in a formal and appropriately designed setting.

Harris-Stowe State University is dedicated to the advancement of all people through learning and both recognizes and accepts, as an integral aspect of its mission, the task of providing urban-oriented experiences that will enable its students to function as constructive agents of change for the improvement of urban living.

The demands of today's society require the services of professionals. Harris-Stowe State University is unwaveringly committed to meeting this need within its service area and is well-known for its four-year professional education programs.

Harris-Stowe State University is unique among Midwestern institutions of higher education. This uniqueness is derived from two main characteristics: (1) its philosophy that stresses the importance of the learning potential of each individual student and (2) its high accessibility, both geographic and financial.

### **Institutional Philosophy**

Harris-Stowe State University is deeply committed to that philosophy, which acknowledges and respects the right of each human being to self-fulfillment within a context of rational responsibility. The University affirms its belief that all persons are equal in their right to life, liberty and the pursuit of happiness and that each individual has the potential to achieve high degrees of excellence and deserves the opportunity to bring this potential to fruition in order that he or she can reasonably serve others, achieve personal and professional goals and remain loyal to his or her convictions and principles.

Harris-Stowe State University is firmly convinced that choice is basic to self-actualization. Each student is, therefore, encouraged to define his or her own goals, to acquire the knowledge and skills which will make possible the conditions of life, which the student believes are important, and to

develop a system of values consistent with rational thought and living. The University believes that the proper role of an institution of higher learning is primarily that of providing many varied opportunities for in-depth learning. Through such experiences, the individual can develop a keen sense of his or her own responsibility for acquiring skill in both marshaling and utilizing resources and in processing information leading to rational and constructive problem solving all toward the improvement of the quality of life for self and for others.

## HISTORICAL OVERVIEW

Harris-Stowe State University was founded by the Saint Louis Public Schools in 1857. It was the first teacher education institution west of the Mississippi River and the 12<sup>th</sup> such institution in the United States.

The University, as it exists today, is the result of several predecessor institutions which, down through the years, expanded as separate schools, merged and finally became the newest member of the Missouri System of Public Higher Education.

The first predecessor of Harris-Stowe State University was the Saint Louis Normal School, which was established solely for the preparation of white elementary school teachers. This school later expanded into a four-year baccalaureate college and was named Harris Teachers College, after William Torrey Harris, superintendent of instruction for the Saint Louis Public School District and later the U.S. Commissioner of Education. Harris Teachers College was accredited by several national accrediting agencies, including the Higher Learning Commission and the National Council for Accreditation of Teacher Education, among others, and relocated to different sites within the city several times. The last of these relocations is the University's present site on Laclede Avenue in the City of St. Louis.

In the 1930s, the College restructured its academic programs, forming two academic levels: (1) a two-year junior college base, which offered opportunities for a variety of pre-professional studies, leading to the Associate in Arts degree and a senior-level program exclusively in elementary

school teacher education, culminating in the Bachelor of Arts degree.

The second predecessor institution of Harris-Stowe was the Sumner Normal Class, which was established, by the same public school district in 1890, solely for the preparation of African-American elementary school teachers. This normal school was, in fact, an extension of the senior year at Sumner High School in Saint Louis. The Sumner Normal Class later expanded, first into a two-year program and then into a four-year baccalaureate program, relocated in 1925 to a newly constructed annex at the Simmons Elementary School site in St. Louis. It soon took the historic name of Harriet Beecher Stowe, the slavery abolitionist and world-renowned author.

Stowe Teachers College, like its counterpart, Harris Teacher College, received accreditation from the same nationally recognized accrediting agencies and reorganized itself into a new college structure, with a junior college base and a senior college program in elementary teacher education. Stowe relocated, for the second time in an entirely new building constructed, exclusively for the College by the Saint Louis Public Schools.

Both Harris Teachers College and Stowe Teachers College continued as separate institutions until 1954. In response to the historic decision of the U.S. Supreme Court, outlawing racial segregation in public education throughout the nation, the Saint Louis Public Schools began the racial desegregation of the district at its two teachers colleges—merging them into one college—Harris-Stowe College. Ironically, this formal merger was predated by the unusual precedent—the presidency of *both* institutions, during the early 1930s, was held by the same person, Dr. John L. Purdom, a Caucasian.

In 1979, the General Assembly of the state of Missouri enacted Senate Bill 703 under which Harris-Stowe College became a state public institution of higher education. The College then became known as Harris-Stowe State College, but its mission remained the same—elementary school teacher education. Its junior college level had been abandoned in the 1960s, when the St. Louis Community College came into existence.

In compliance with new state standards and teacher certification requirements, the College's teacher education curriculum was modified, and three

separate teacher education majors were approved by the state: Early Childhood Education, Elementary School Education, and Middle School/Junior High School Education.

Later, in 1981, the College received state approval for a new degree program—a B.S. in Urban Affairs. This new baccalaureate program was, at the time, the only one of its kind at the undergraduate level in the United States. It was designed to prepare urban specialists, not classroom teachers, who would be able to assist urban school districts in their efforts to resolve many of the urban-related problems facing them.

In 1993, the Missouri General Assembly again enacted legislation which changed the mission of Harris-Stowe State College. That legislation was Senate Bill 153 under which authorization to be given to the College to expand its mission from teacher and urban school-related education to a mission that addresses the unmet higher education needs of the greater St. Louis region in applied professional disciplines.

In keeping with its mission expansion, the University now—through generous land gifts from the city of Saint Louis—has a campus that is well over three times its original size. In addition, because of its expanded mission, the University launched, in 1996, its first major fundraising campaign which now has reached approximately \$50 million in gifts and contributions.

These gifts and special appropriations from the state of Missouri have enabled the University to embark on a large capital improvement program which, to date, has resulted in the construction of four of the eight buildings, an impressive quadrangle, an attractive pedestrian mall, and a new campus entryway arch and a satellite campus in South St. Louis that houses the Anheuser-Busch School of Business. Still another gift from the city of Saint Louis is a small park that is adjacent to the University's northern boundary.

Clearly, from its very beginnings as two normal schools in the mid- and late-19th century, to its present status as a state institution of public higher learning, Harris-Stowe State University has always been in the forefront of teacher education. Now, the University is forging ahead in other professional disciplines that are greatly needed to better serve the many Metropolitan Saint *Louisans* who, without

Harris-Stowe, would not have an opportunity to prepare themselves for productive living in our state, nation and world. As a result, Harris-Stowe State University now offers 14 baccalaureate programs in the following broad applied professional disciplines: (a) Business Administration with five baccalaureates, (b) the College of Arts & Sciences with five baccalaureates and (c) The College of Education with four baccalaureates.

### **MISSION STATEMENT**

Harris-Stowe State University's primary mission, as set forth in Senate Bill 153, is to address the higher education needs of the Metropolitan St. Louis region. Toward the fulfillment of this mandate, the University offers the following academic opportunities: (1) a solid General Education curriculum, which serves as the foundation for the University's various baccalaureate programs in the three broad professional areas, (2) baccalaureate degree programs in (a) Business, (b) Education and (c) Arts & Sciences.

In addition, the University is thoroughly committed to meeting to the greatest extent possible the needs of a student population that is diverse in age, culture, ethnicity and experiential backgrounds. In short, Harris-Stowe State University is strongly committed to providing a high-quality higher education experience that is both affordable and accessible to the diverse populations within and beyond the metropolitan St. Louis region. The University seeks to accomplish this overarching goal through an extensive academic support program, a college-preparatory academy for urban youth, supervision of student progress and through many community outreach and collaborative partnerships with business, government and educational institutions.

Underlying this commitment to a high-quality education is the University's emphasis on professional growth and personal development that are essential for an educated person entering a professional field.

In pursuit of its mission, Harris-Stowe State University offers a variety of programs and services that include, but are not limited to:

1. Recruiting a diverse population of interested and qualified students, faculty and staff;
2. Supporting student development through academic support services, extracurricular activities, student government, cultural and community involvement, professional organizations and honor societies;
3. Enhancing the quality and effectiveness of the student's learning environment through a variety of innovative and creative instructional techniques and delivery systems involving modern technology and through day, evening, weekend and online courses, which accommodate the students' varying educational and scheduling needs;
4. Offering a broad and solid General Education curriculum that serves as the foundation for professional studies and lifelong learning while accommodating transfer students;
5. Offering educational experiences that emphasize excellence in all areas and promote the development of effective communication skills, interpersonal growth, critical thinking, work-place readiness and an understanding and appreciation of diversity;
6. Participating in educational and collaborative partnerships and outreach programs with business, government and other educational institutions, including K-12 and higher education.
7. Providing a diverse range of cultural and educational services to the urban community, including in-service educational opportunities for professional growth and development of teachers, educators and other professionals;
8. Conducting on-going institutional assessment and modifying institutional operations, accordingly.

### **HALLMARKS OF STUDENT LEARNING AND DEVELOPMENT**

In pursuit of its mission, Harris-Stowe State University is dedicated to promoting student growth in five areas which are regarded as the "hallmarks" of student learning and development: effective communication skills, interpersonal growth, critical thinking, workplace readiness and an understanding of and appreciation for diversity.

### **Effective Communication Skills**

By developing effective communication skills, students will be able to express and exchange ideas, concepts and perspectives using methods appropriate for the audience and situation.

### **Interpersonal Growth**

Through continual learning, students will be able to develop and assess their value systems, make ethical decisions, build healthy professional and personal relationships and contribute to their community.

### **Critical Thinking**

By integrating a broad educational foundation with in-depth knowledge of a field of study, students will be able to manage information, analyze and solve real-world problems, construct meaningful connections, learn from their experiences and apply their learning to new situations.

### **Workplace Readiness**

As a result of their educational experiences, students will enter the global work force with confidence and professionalism, demonstrate competence in their respective fields, use technology appropriately and effectively, work as productive members of a team, commit to continuous professional growth and remain competitive in the job market.

### **Understanding of and Appreciation for Diversity**

As students are exposed to diverse ways of thinking and behaving, they will be able to recognize and value differences as well as develop and advance strategies for inclusion.

## **ACCREDITATIONS AND AFFILIATIONS**

Harris-Stowe State University is accredited by the Higher Learning Commission: Member of the North Central Association, which is the major accreditation agency for this region. The Teacher Education Programs are fully accredited by the National Council for Accreditation of Teacher Education and approved by the Missouri Department of Elementary and Secondary Education. The Anheuser-Busch School of Business is accredited by the Accreditation Council for Business Schools and Programs, the International Assembly of Collegiate Business Education and the Association of Collegiate Business Schools and Programs. The University is also a member of the

American Association of Colleges for Teacher Education.

Major affiliations of the University include membership in the Association for Continuing Higher Education, Association of American Colleges and Universities, Association of Governing Boards of Universities and Colleges, National Association of Intercollegiate Athletics, American Association for Affirmative Action, National Association for Equal Opportunity in Higher Education and American Association of Collegiate Registrars and Admissions Officers, and the National Association of Student Personnel Administrators.

Harris-Stowe State University is located at the business, education and transportation hub of metropolitan St. Louis. It is also close to many major corporations and governmental agencies, as well as historic landmarks. Harris-Stowe is easily reached via Interstate Highways 55 and 44, U.S. Highway 40/64 and the Metrolink rail system. Harris-Stowe is 15 minutes away from more than half of the population of metropolitan St. Louis. The University is also accessible by public transportation.

### **The Anheuser-Busch School of Business (South Campus)**

The South Campus building opened in the fall of 2005. Extensive remodeling and technology overhauls make the South Campus a unique environment for students to study any of the many business degree programs. Interconnected buildings contain new classrooms and offices with all the technology and other services students will find on the main campus.

### **The Emerson Performance Center**

Harris-Stowe is dedicated to the pursuit of learning, which does not always take place in a traditional classroom. In 2004, the Emerson Performance Center (EPC) opened. Our growing athletics program found its home in and around the Emerson Performance Center with its new training facilities, basketball court and an adjacent soccer field. Visitors are encouraged to visit our athletics website (<http://athletics.hssu.edu>) to learn more about our many programs, access scores and rosters and about how to become a part of the athletic community at HSSU.

The Emerson Performance Center is also home to the University's fine arts programs. Half of the building is devoted to art studies and theater. The Bank of America Theatre provides a fine stage for many of the University's plays and concerts. Superb lighting and acoustics allow developing actors and singers to experience all that live productions have to offer.

### **Rev. Dr. William G. Gillespie Residence Hall and Student Center**

The Rev. Dr. William G. Gillespie Residence Hall and Student Center (GRH) opened in August of 2006. The building was named for Harris-Stowe State University's longest-serving regent, Rev. Dr. William G. Gillespie. Gillespie Residence Hall houses 228 students, in four-bedroom suites, equipped with a common living and dining area, kitchenette and two bathrooms. Additional amenities include a workout facility and a laundry room.

Located in the GRH student center is the Dean of Student Affairs, Office of Student Activities, Counseling and health offices, game room, computer lab, the University bookstore and C-Store, all of which are open to residents and non-resident students of Harris-Stowe.

Gillespie is the first residence hall in the history of Harris-Stowe. The HSSU Department of Residential Life is committed to offering services that support the academic mission of the University and to provide expanding opportunities for the student growth and development within a living-learning community.

### **The Dr. Henry Givens, Jr. Administration Building**

Named for our distinguished president, the Dr. Henry Givens, Jr. Administration Building is the flagship of the University's campus. This building houses most of the classrooms and support offices including the Office of Admissions (Room 009), the Office of Advisement (Room 008), the Office of the Registrar (Room 116) and the Office of the President (Room 108). For their convenience, students at the University have access to wireless internet connectivity, fine computer labs for classes and study, SmartBoard-enabled classrooms and Mobile Smart Carts.

### **The AT&T Library and Technology Resource Center**

Harris-Stowe State University is one of the most progressive campuses in the St. Louis area. In 1998, the University opened the AT&T Library and Technology Resource Center which is located directly across from the Dr. Henry Givens, Jr. Administration Building. The library and technology center showcases state-of-the-art technology and provides all the resources necessary for students and faculty research, as well as meeting facilities that are often used by community organizations. The Telecommunity Room comfortably seats 50 people and provides access to satellite programming and web seminars. The Seminar Room is perfect for teleconferencing and virtual meetings and can comfortably seat 20 individuals. The computer lab is available for teaching and training, with access to 17 computer stations, which is ideal for group-learning. The AT&T Library is an excellent place for students to relax or study and provides an open-access area that contains high-speed internet-connected client stations.

### **William L. Clay, Sr. Early Childhood Development/Parenting Education Center**

Built in 2009, the William L. Clay, Sr. Early Childhood Development/Parenting Education Center is a \$17.5 million world-class facility, which houses Harris-Stowe State University's Early Childhood Center and the Early Childhood Education major. The Early Childhood Center can accommodate 120 children in its full-day, year-long childcare program. Children can learn about technology and develop hand-eye coordination on child-sized computers in the Learning Lab. The building surrounds a courtyard with an outdoor playground. The 50,000 square-foot building also features a library for parents, a laundry room, art area, indoor playroom, a Therapy Room, Nursing Room, the Observation Room, faculty/staff Lounge, two conference rooms, eight classrooms and multiple offices.

## **ACADEMIC PROGRAMS**

### **Undergraduate Programs**

Harris-Stowe State University offers its students a wide variety of academic opportunities, including workshops, institutes, field experiences and course work. Upon request, specifically designed institutes and workshops are made available to interest groups. Most classes, however, are part of the



baccalaureate programs. The University offers 14 Bachelor of Science degree programs. Each of these degree programs consists of two levels (1) a lower-division, which provides a general education foundation and (2) an upper-division consisting of a specific set of professional studies that gives the degree program its name. Below are brief descriptions of the University's academic programs.

### **Anheuser-Busch School of Business**

The Harris-Stowe State University Anheuser-Busch School of Business presently offers Bachelor of Science degrees in Accounting; Business Administration with emphasis in entrepreneurship, management and marketing; Health Care Management; Hospitality and Tourism Management and Information Sciences and Computer Technology with emphasis in computer studies and management information systems.

Each area of specialization is based on a comprehensive liberal arts foundation and a well-defined core curriculum. These programs offer students the opportunity to prepare for entry in the business world as a professional. Each area of specialization contains the following components:

- A broad general education base of 42 credit hours of course work in written and oral communication skills, mathematics natural sciences, social sciences, computing and information technologies and humanities and fine arts;
- A general business core component;
- A specialized program core component for each of the degrees and emphasis offered by the School of Business; and
- An internship, which is an essential part of the preparation for a business career. The internship field experience exposes the student to the actual business environment and helps bridge the gap between the classroom and a career in the business world.

### **Adult Pathways to Success Bachelor of Science in Business Administration Accelerated**

The Adult Pathway to Success is an accelerated night/weekend business administration degree for working adults. This degree provides a unique opportunity for adults with a minimum of four years of business experience to complete a Bachelor of Science in Business Administration while working full time during the day. The degree can be completed in 18 months for students who have

completed two years of study (60 semester hours) at an accredited college or university that can be applied toward satisfying Harris-Stowe State University's requirements for the Bachelor of Science degree in Business Administration.

The objective of the degree program is to enhance career opportunities of adults working in the St. Louis metropolitan area through a high-quality and affordable business education.

#### *Requirements for Admission:*

- Apply for admission to Harris-Stowe State University and meet the admission requirements for entry;
- Apply for admission to the accelerated option in Business Administration. Applications are available in the Office of Academic Advisement;
- Possess an earned Associate of Arts degree meeting the Missouri State General Education requirements or 60 semester hours from an accredited college or university;
- Possess a minimum of four years of business experience;
- Be motivated to be successful in a rigorous degree program.

Classes meet once a week for 4 ½ hours for eight weeks.

Class schedules are Friday evenings from 5:30 p.m. to 10 p.m., Saturdays from 7:30 a.m. to noon and 12:30 p.m. to 5 p.m. and require an E-Racer education platform for discussions, assignments and tests.

Participation and attendance are required. Any student missing more than two weeks will receive an "F" for the course.

### **The College of Education**

Harris-Stowe State University's College of Education presently offers four Bachelor of Science degree programs. The curriculum of each includes: general education courses, pre-student teaching clinical experiences, professional courses, supervised student teaching and the State of Missouri exit assessment for teacher education.

#### *Early Childhood Education (Birth-Third Grade)*

A program for students who plan to teach at the early childhood level, including a general education

curriculum, foundations for teaching courses, methods courses and clinical experiences.

#### *Elementary Education (Grades 1-6)*

A foundation program for students who plan to teach at the elementary school level, including a general education curriculum, foundations for teaching courses, methods courses and clinical experiences.

#### *Middle School Education (Grades 5-9)*

This program includes foundations for teaching courses, methods courses and clinical experiences. The Middle School major includes the following areas of study: social studies, mathematics and natural science.

#### *Secondary Education (Grades 9-12)*

This program is for those who plan to teach at the high school level. Students choose an option area from Unified Science: Biology, English, mathematics, or social studies. The foundation for Secondary Education includes a general education curriculum, foundations for teaching courses, methods courses and clinical experiences.

#### *Teacher Certification*

Harris-Stowe State University offers course work necessary to meet state of Missouri teacher certification requirements in the following areas:

- Cross-Categorical Special Education
- Early Childhood Education
- Elementary School Education
- Middle School Education
- Secondary Education
- Reading Specialist

#### **The College of Arts & Sciences**

The College of Arts & Sciences offers Bachelor of Science degree programs in Biology, Biology with minors in Pre-Medicine and Urban Ecology, Criminal Justice, Mathematics with emphasis in Statistics, Applied Mathematics and Pure Mathematics; Professional Interdisciplinary Studies and Urban Affairs. The curriculum for each degree program includes general education courses, professional courses and internship (where applicable) in a student's area of interest.

The College of Arts & Sciences also provides course offerings in general education. In this regard, the College is the gateway to all degree programs at the University. In addition, the College, in

collaboration with the College of Education, provides course offerings in many areas of content knowledge concentrations, including fine arts, computer education/technology, English, mathematics, music and natural sciences leading to B.S. degrees in Early Childhood, Elementary School, Middle School and Secondary Education.

#### **Graduate Programs**

Graduate opportunities are presently offered at Harris-Stowe State University through Maryville University, University of Missouri-St. Louis (UMSL) and Webster University. HSSU's collaborative with Maryville is a Master of Arts degree in Educational Leadership and Administration with an emphasis in Urban Leadership. With UMSL, students may work toward a master's degree in Elementary, Middle or Secondary Education. For Webster, students can work toward a master's in Business Administration. Some of the courses for the three collaborative programs will take place at Harris-Stowe State University. For more information regarding the collaborative Master's Degree Programs in Elementary, Middle, Secondary Education and Educational Leadership, please contact Dr. LaTisha Smith, dean of the College of Education at (314) 340-3662. For more information regarding the master's in Business Administration, please contact Dr. Fatemeh Zakery at (314) 877-0064.

#### **GENERAL EDUCATION CURRICULUM**

The General Education curriculum at Harris-Stowe State University is designed to assist the students in developing the competencies in foundational knowledge and skill.

In addition, the student's academic performance within this General Education course of study is designed to assist the student's acquisition of the knowledge and skills that are reflective of the expectations outlined in the Show-Me-Standards:

- a. To gather, analyze and apply information and ideas applicable to the course of study;
- b. To communicate effectively within and beyond the immediate course of study;
- c. To recognize and solve problems; and
- d. To make decisions and act as a responsible educated individual.

## MISSOURI GENERAL EDUCATION COMPETENCIES

### Skills Areas

*Communicating* – To develop students’ effective use of the English language as well as other symbolic systems essential to their success in school and in the world. Students must be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence and persuasiveness.

*High-Order Thinking* – To develop students’ ability to distinguish among opinions, facts and inferences; to identify underlying or implicit assumptions; to make an informed judgment and to solve problems by applying evaluative standards.

*Managing Information* – To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic and other sources in preparation for solving problems and making informed decisions.

*Valuing* – To develop students’ ability to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions by identifying personal values and the values of others and by understanding how such values develop. Students should be able to analyze the ethical implications of choices made on the basis of these values.

### Knowledge Areas

*Social and Behavioral Sciences* – To develop students’ understanding of themselves and the world around them through the study of content and the process used by historians and social behavioral scientists to discover, describe, explain and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense and appreciation of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)

*Humanities and Fine Arts* – To develop students’ understanding of the ways in which human beings have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is

informed and limited by social, cultural, linguistic and historical circumstances and to appreciate the world of the creative imagination as a form of knowledge.

*Mathematics* – To develop students’ understanding of fundamental mathematical concepts and their applications. Students must develop a level of quantitative literacy that will enable them to make decisions and solve problems which could serve as a basis for continued learning. The mathematics requirement for general education is College Algebra or a course for which College Algebra is a prerequisite.

*Natural and Physical Sciences* – To develop students’ understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students must understand how scientific discovery changes theoretical views of the world, informs our imaginations and shapes human history. Students must also understand that science is influenced by historical and social contexts.

While not all courses will develop all needed competencies, all competencies will be met at the completion of the General Education requirements.

## DEFINITIONS OF LOWER AND UPPER - DIVISION COURSES

### Lower-Division Courses

The primary function of lower division courses is to begin making independent learners of students. Lower division courses increase the knowledge students have of subjects with whom they are already familiar, introduce them to new subjects and/or establish a foundation for them to study a major subject in depth.

Lower-division courses usually are tightly structured with the expectation that students are to receive considerable instructional guidance in the learning process. As with all courses, the structure of lower division courses is reflected in the course syllabus. Instruction at the lower division level normally is informational and emphasizes learning skills; it usually entails the use of text materials or resources provided by the instructor. The intellectual skills emphasized in lower-division courses include comprehension, analysis, synthesis, evaluation and application of knowledge, but these

competencies are not stressed to the same degree they are in upper-division courses. Evaluation of student performance at this level tests information, concept and skills.

Lower division courses are numbered 100 and 200. Typically they require no prerequisite, or limited, background in the discipline. They also may have one or more of the following characteristics:

1. They are introductory courses or part of a series of basic courses in a discipline.
2. In some professional fields, they may build on the foundations of prerequisite collegiate courses.

### **Upper-Division Courses**

The primary function of the upper-division courses is to refine students' abilities as independent learners. Upper-division courses enable students to study a major field in-depth by building upon and integrating the knowledge they have gained in the lower division. Upper-division courses help students integrate the knowledge they have acquired in the core curriculum.

Upper-division courses are characterized by a flexible structure, which allows for a variety of approaches to the subject matter, a wide range of course material, and an emphasis on independent study and/or research in the laboratory, library, studio or community. Students are expected to accept increasing responsibility for their own learning both inside and outside the classroom. Upper-division courses strongly emphasize comprehension, analysis, synthesis, evaluation and application of knowledge. Evaluation of student performance at this level stresses such outcomes as comprehension and understanding of concepts, the ability to solve problems and to integrate knowledge.

Upper-division courses are numbered 300 and 400. Typically, they build on the prerequisite background of the lower division. They also may have one or more of the following characteristics:

1. They are built on a foundation of prerequisite lower-division courses in a discipline or related field of study;

2. They synthesize knowledge from several specific areas in discipline or from related disciplines;
3. They are courses designed to integrate knowledge and skills from different areas of a discipline or from a degree program's categories or perspectives.

### **WHAT BULLETIN APPLIES TO WHOM UNDER WHICH CIRCUMSTANCES**

University general education and other University-wide policies:

- Students must complete the graduation requirements in effect for the term that they first enroll at HSSU or they may choose those in effect for the term that their degree is awarded with the agreement of their academic unit.
- This policy applies to newly admitted freshmen as well as transfer students.
- Students who have a lapse in enrollment must meet the degree requirements in effect at the time the students are readmitted to HSSU.

Colleges, departments, institutes and other degree requirements:

- Students must meet the specified divisional, departmental and major requirements for the degree(s) that were in effect when they were admitted as degree-seeking students in their respective degree program.
- Students who have a lapse in enrollment must meet the standards of the degree requirements in effect when they return to HSSU.

Following are the five areas of study comprising a student's General Education foundation at Harris-Stowe State University. In each of these areas, the minimum number of credit hours required is given.

**General Education Program Specifics  
(42 Credit Hours)**

**Oral and Written Communication – Nine (9)  
Credit Hours**

ENG 011I English Composition I  
SPCH 0109 Introduction to Public Speaking  
and freshmen or sophomore level, three (3) credit  
writing course

**Computing and Technology – Three (3) Credit  
Hours**

Any freshmen or sophomore level, three (3) credit  
hours course in computer science.

Any freshmen or sophomore level, three (3) credit  
hours course in computer education

**Social and Behavioral Sciences – Nine (9) Credit  
Hours**

Any freshmen or sophomore level, three (3) credit  
hour courses in political science (that includes the  
required examinations on the U.S. Constitution and  
the Missouri Constitution)

and

Any freshmen or sophomore level, three (3) credit  
hour general survey course in American history  
(that includes the required examinations on the  
history of the United States and its institutions)

and

Any freshman or sophomore level, three (3) credit  
hour course from one of the following academic  
disciplines:

**Economics  
Geography  
Psychology  
Sociology**

**Mathematics/Natural and Physical Science –  
Twelve (12) Credit Hours**

Any freshmen or sophomore level, three (3) credit  
hour course in mathematics (the course must be  
College Algebra or higher level)

and

Any freshmen or sophomore level, three (3) credit  
hour course in natural sciences (\*)

and

Any freshmen or sophomore level, three (3) credit  
hour course in physical sciences (\*)

(\*) either course in the natural science or the course  
in the physical science must have the associated two  
semester credit hour lab course.

**Humanities – Nine (9) Credit Hours**

Any freshman or sophomore level, three (3) credit  
hour course from any three of the following  
academic disciplines one 3-credit hour course from  
any three of these disciplines:

**Art  
Literature  
Music  
Philosophy  
Theater  
World History**

# ADMISSIONS POLICIES AND REGULATIONS

## GENERAL INFORMATION

Admission decisions are made at Harris-Stowe State University without regard for race, color, age, creed, gender, marital status, religious beliefs, handicap or national origin.

An applicant for admission to Harris-Stowe State University **must** complete an admission application form. He or she must also request that his or her **official** high school transcript (or GED scores), his or her **official** results on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT) and **official** transcripts from **ALL** colleges or universities previously attended be sent directly to the Harris-Stowe State University Office of Admissions, as early as possible. These official documents must be received by the University's Office of Admissions before the applicant's admission to the University can be completed. Applicants are urged to contact the Office of Admissions regarding application deadlines.

## STUDENT CATEGORIES

Harris-Stowe has three categories of students:

1. Degree-seeking students: Those working toward a degree in any of the University's baccalaureate programs;
2. Certification-seeking students: Students who already possess a baccalaureate and are working toward one or more State of Missouri teacher certifications and
3. Non-degree seeking students: Students who do not fall into either of the two categories defined above and are taking course work only for personal or professional development.

### A Note on the Application Information

Some of the information requested on the Harris-Stowe admission application is required by TITLE VI of the Federal Civil Rights Act of 1964, or TITLE IX of the Federal Educational Amendments of 1972 or of Sections 503 and 504 of the Federal Rehabilitation Act of 1973. Some information is for the purpose of reporting to compliance agencies concerning equal education opportunity and for records required by federal or state agencies.

## NOTICE OF ADMISSION

After a student has been admitted to the University and all related documents have been received, reviewed and approved by the Harris-Stowe State University Office of Admissions, the student will be officially informed that he or she has been admitted to Harris-Stowe State University. The student is then given current information regarding the University's diagnostic/placement test requirements, if such tests are applicable to him or her and the dates and hours of the University's forthcoming registration periods.

## FRESHMAN STUDENT ADMISSION

A *first-time college student* is a first-year freshman who has not earned any college credit hours and is just beginning his or her college work.

A *freshman student* is one who has earned less than 24 college credit hours and is thus a first-year freshman.

### Important Note

*First-time college applicants who graduated from high school in May 1996 or after, and who apply for admission to a Missouri public four-year college, must have completed the Missouri "college-bound" core curriculum. Equivalent core substitutions are determined by the University's Director of Admissions. GED recipients and international students are exempted from the college-bound core curriculum requirement.*

All prospective Harris-Stowe students are urged to visit the University. To schedule a visit, call the Office of Admissions at (314) 340-3300.

### Notes:

1. After having been admitted, the student must take the Harris-Stowe placement test in all subject areas in which he or she (prior to enrollment at the University in that subject area) scored below 18 on the ACT test.
2. Missouri's College-Bound Curriculum Requirements for Admission to Public Four-Year Colleges and Universities includes:
  - (a) **English:** *at least four high school units, one of which may be in speech or*

*debate. Three units must be in courses that emphasize composition or writing skills;*

- (b) **Mathematics:** *at least three units of algebra and beyond;*
- (c) **Social Studies:** *at least three units, including American history and at least one semester of government.*
- (d) **Science:** *at least three units (excluding general science) selected from biology, chemistry or physics and one of these must be a laboratory course;*
- (e) **Visual and Performing Arts:** *at least one unit of fine arts courses in visual arts, music or dance;*
- (f) **Specified Core Electives:** *seven units, with at least three units in foreign language or in additional courses from other core area;*
- (g) **Three Units of Additional Course Work:** *complete required units established by the State Board of Education in practical arts, physical education, health and personal finance.*

## TRANSFER STUDENT ADMISSION

Harris-Stowe welcomes transfer students and encourages all persons who are considering transferring to this University to discuss their transition with the Office of Admissions. Early discussions help facilitate transfer and may enable the student to arrange to take courses that fit well within the student's anticipated degree program at Harris-Stowe. It is the policy of the University to award credit for courses taken at institutions accredited by a regional accrediting agency that has been approved by the Council on Post-Secondary Accreditation. However, the student's last 30 credit hours toward his or her degree program at Harris-Stowe must be done in residence at Harris-Stowe State University. Moreover, all upper-division degree program requirements must be met by all candidates for degree conferral at Harris-Stowe State University.

## TRANSCRIPT EVALUATION

Harris-Stowe prepares a course evaluation of all courses presented to the University for transfer credit. All questions regarding these evaluations must be referred to the director of Admissions. Transfer credit concerns remaining thereafter must be stated in writing during the semester of

University admission and presented to the chair or dean of the department in which the contested course is offered. The chair or dean will respond, in writing, to the student and forward a copy of that response to the Office of Admissions. If that response favors the student, an updated evaluation related thereto will be made by the Office of Admissions. If the chair's response supports the evaluation originally made by the office, the student may submit a written appeal to the vice president for academic affairs for review and decision. The decision of the vice president for academic affairs is final.

Transfer students must submit official documents, as identified in the Admissions General Policy section of this document. Additionally, in order to be eligible for admission to the University, transfer students must satisfy the same cumulative grade point average (CGPA) requirements relating to satisfactory academic progress, which is in place for all Harris-Stowe students who have the same number of college credit hours.

**Note:** *Transfer credit is awarded and posted to transcripts ONLY for students who enroll at Harris-Stowe subsequent to completing course work at other institutions. Note also that admission to Harris-Stowe does not, in and of itself, guarantee admission to a specific degree program. Students must refer to the appropriate sections of this document (The UNIVERSITY BULLETIN) for degree program admissions and requirements.*

## INTERNATIONAL STUDENT ADMISSION

Students from foreign countries are identified as international students and are required to provide the same academic credentials as American students. They are also admitted under the same University policies. **NOTE: Certified translations of high school and college transcripts from foreign institutions must be provided in English.** In addition, students from non-English speaking countries are required to demonstrate proficiency in the use of the English language. This English language requirement will be met when the applicant has submitted proof of having scored 500, or higher, on paper-based; 173 on computer-based, or 61 or higher on the internet-based Test of English as a Foreign Language (TOEFL). This official score must be sent directly to Harris-Stowe

State University from the Educational Testing Service. Additionally, the I-20 Form, required by the United States Department of Homeland Security (DHS) is issued by Harris-Stowe State University ONLY upon receipt by the University of the following official documents relating specifically to the applicant: (a) a completed application for admission to Harris-Stowe; (b) all official high school college or university transcripts and their translations; (c) applicable test scores and (d) a NOTARIZED statement that the applicant has available to him or her adequate financial support during his or her attendance at Harris-Stowe.

**Note:** *Adequate financial support is defined as funds sufficient in amount to cover all University and personal living expenses. Included also in the definition is proof of the deposit of funds at Harris-Stowe sufficient in amount to cover all tuition and fees, at the rate required for non-Missouri residents, for at least two semesters.*

### CONTINUING STUDENTS

Students who were enrolled at Harris-Stowe during its previous semester (not summer sessions) and who did not withdraw from the University during that semester before the census date of that semester, are called continuing students.

**Note:** *Continuing students do not have to be re-admitted to the University.*

### RETURNING STUDENT ADMISSION

A former student of Harris-Stowe State University who was not enrolled during the prior semester (not including summer sessions), but is now seeking to resume enrollment at the University, is called a returning student. All returning students must apply for, and be readmitted, to the University. Moreover, if such a student was enrolled at another college or university since he or she left the University, he or she must have a complete and official transcript of the work done at these institutions sent directly to Harris-Stowe in order to be readmitted. The student must also pay the application processing fee.

### ADMISSION OF STUDENTS POSSESSING A BACCALAUREATE OR HIGHER

Persons who already possess a baccalaureate or higher degree often seek admission to Harris-Stowe for various reasons, including teacher certification. *In such cases, the student must apply for admission to the University, under the appropriate non-degree seeking categories identified in the General Policy statement of this section.* These categories are: (a) students already possessing a baccalaureate or higher or who are seeking teacher certification or (b) students taking course work for personal or professional development only.

### HIGH SCHOOL CO-OP ADMISSION

Academically superior high school students may be admitted to Harris-Stowe in a special student category for the purpose of taking up to five college-level credit hours of work, concurrently with each semester of their final year of high school enrollment. Students seeking admission to this special student category must complete and submit Harris-Stowe's regular admission application along with the following documents: (a) his or her current, official high school transcript (b) a letter of recommendation from an official of his or her high school of enrollment or an official of the Harris-Stowe Upward Bound program and (c) official ACT/SAT scores. **Note:** *Because the number of such students who can be admitted each semester is limited, acceptance into this student category is competitive. Moreover, students accepted as high school co-op students must meet the prerequisites of the courses they have selected and are required to purchase the books for such courses. High school co-op students are responsible for payment of student fees associated with enrollment.*

### VISITING STUDENT ADMISSION

A student, who is in good standing at another college or university, may be enrolled at Harris-Stowe as a visiting student for a specified academic period. To acquire admission as a visiting student, the student must send his or her letter from the college/university at which he or she is currently enrolled indicating specific courses that the student has permission to complete at Harris-Stowe. The student must provide evidence of completion of prerequisites prior to enrollment into any course work that requires prerequisite fulfillment.



## MIDWEST STUDENT EXCHANGE PROGRAM STUDENT ADMISSION

Under the provisions of the Midwest Student Exchange Program (MSEP), students from states that are members of this program may enroll in courses at Harris-Stowe, paying the in-state Missouri resident fee per credit hour plus one half of the non-Missouri resident tuition fees per credit hour. In addition, MSEP students must pay, in full, any other fees that Harris-Stowe students are required to pay, including: (a) the admission application processing fee, (b) installment payment processing fee and (c) transcript processing fee, among others. Students seeking admission to Harris-Stowe as an MSEP student must indicate so by writing "MSEP STATUS DESIRED" across the top front of the Harris-Stowe Admission Application form. The appropriate University official will evaluate the application for MSEP status and respond to the student. All requests for additional information regarding MSEP should be sent to the Harris-Stowe director of Admissions.

### CREDENTIALS RECEIVED

All credentials submitted to Harris-Stowe State University in support of an application for admission to the University become the property of the University and will not be returned. If after a period of two years, the student has not enrolled in Harris-Stowe State University, the documents will be discarded.

### ADMISSION TO DEGREE PROGRAMS

Currently, Harris-Stowe State University offers 14 baccalaureate programs grouped under the three broad academic schools and colleges, as shown below.

#### **Anheuser-Busch School of Business**

*B.S., Accounting*  
*B.S., Business Administration*  
*B.S., Health Care Management*  
*B.S., Hospitality and Tourism Management*  
*B.S., Information Sciences and Computer Technology*

#### **College of Arts & Sciences**

*B.S., Biology*  
*B.S., Criminal Justice*  
*B.S., Mathematics*  
*B.S., Professional Interdisciplinary Studies*  
*B.S., Urban Affairs*

#### **College of Education**

*B.S., Early Childhood Education*  
*B.S., Elementary Education*  
*B.S., Middle School Education*  
*B.S., Secondary Education*

### IMPORTANT NOTES:

1. Admission to the University does *NOT*, in and of itself, constitute admission to a degree program.
2. Admission to a degree program must be applied for and approved.
3. Each of the University's degree programs has its own admission requirements. Therefore, students are required to consult the appropriate sections of the *University Bulletin* in order to keep abreast of the admission requirements of his or her degree program.
4. Students should consult the *Bulletin* to determine which bulletin applies to whom under what circumstances (see page 19 of this bulletin).

### ACADEMIC ADVISEMENT

The most important aspect of any student's academic life is his or her academic program. To assist each student in selecting and organizing a successful academic program, Harris-Stowe provides assistance through the Office of Academic Advisement. While academic advisors offer advice and guidance to all students, the initiative, decision and final organization of the student's academic program and the direction and intensity of study rest solely with the student. While all students are required to seek advisement in course selection prior to registering for courses, students are not obligated to follow the advisor's guidance, except within the academic regulations of the University relative to prerequisites and curriculum requirements. Students who meet the eligibility requirements for online registration *must* register online.

The Office of Academic Advisement is located in HGA Room 008 and is the center of all general

academic advising. The primary function of the academic advisor is to help each student understand the course/program requirements of the selected program curriculum and to guide students in making appropriate choices each semester to meet all degree or certification program requirements. Each degree-seeking student and teacher certification-seeking student is assigned an advisor and is notified of their advisor soon after the start of each semester. All students are encouraged to meet at least once each semester with their advisor to discuss all aspects of their academic program.

The Office of Academic Advisement, in cooperation with the Office of Admissions and the Office of the Registrar serves as a general contact point for information, regulations, clarification and general discussion about all aspects of a student's academic life, including, but not limited to, the following topics:

- Available degree programs
- Curriculum outlines
- Selection of area of specialization or option areas
- Transfer credit
- Dropping/adding courses
- Academic problems or concerns
- Grade forgiveness policy
- Graduation and or certification requirements
- Admissions requirements
- Program admissions information
- Standards of academic progress
- Relationship between financial aid and standards of academic progress
- Sources of academic assistance

#### **CHANGE OF MAJOR/SPECIALIZATION AREA/OPTION AREA**

A student enrolled at the University may change his or her major/specialization area/option area by completing the appropriate form in the Office of Academic Advisement.

#### **Transfer Credit After Enrollment at Harris-Stowe**

Once a student has been admitted to Harris-Stowe State University and enrolled in one of its degree programs, that student is expected to complete the required courses at Harris-Stowe. Occasionally, however, a student may find it necessary to request

permission to take a course at another institution. In order to take a course at another institution, students must complete the Petition for Authorization for Course Work at Other Colleges/Universities. The petition must be approved in writing by the program chair or dean of the department involved and vice president for Academic Affairs, prior to the student enrolling in the course. Failure to receive prior written permission may negate the transferability of the particular course to Harris-Stowe State University.

# REGISTRATION POLICIES AND PROCEDURES

## REGISTRATION PERIODS AND GENERAL PROCEDURES

At Harris-Stowe State University, there are two registration periods: (1) the Regular registration period, which begins near the middle of the prior semester or term and (2) the late registration period, which is relatively short and begins on the first day of classes of a given semester or session.

**Note:** *All students must consult their academic advisor prior to registration for assistance in selecting their courses for the semester or term.*

### The General Registration Procedure

At Harris-Stowe State University, registration is a process, involving actions by the student at several stations. These stations are set forth in the course schedule relating to the particular semester or session. The stations are shown as a graphic flow chart, indicating the order of the registration steps the student must take.

Students have the option to register in person in which they will begin their registration process in the Office of Academic Advisement or they may register online. Please note, however, that online registration is for continuously enrolled HSSU students only. In addition:

1. Students must be continuing degree seeking and or certification only.
2. Students must have a CGPA of 2.0 or higher.
3. Degree-seeking students must have at least 12 cumulative HSSU-earned hours.
4. Certification-seeking students must have at least 12 cumulative HSSU-earned hours.
5. Students cannot register for internships, senior synthesis courses and or student teaching online.

To register, go to the following URL: <https://live.hssu.edu/ics>. Login instructions may be found at: <http://www.hssu.edu/content.cfm?ID=47>

## REGISTRATION HOLDS

Generally, students having “holds” on their University record are not eligible for registration. Students with financial probation “holds” may

appeal this status in writing to the Office of Financial Assistance.

### Administrative Withdrawal Policy for Excessive Absence

The enforcement of class attendance policy resides with the instructor of record for each course. Harris-Stowe supports the enforcement of attendance policies through the official notice of Withdrawal due to excessive absence.

An Administrative Withdrawal will be issued when a student has been absent from class for:

- Three consecutive weeks during the regular fall/spring semester and summer session III.
- Four meetings or one week during summer session I, or
- Two consecutive weeks during the Anheuser-Busch School of Business Accelerated Program fall/spring session I/II or general summer session II.

A student administratively withdrawn from a course will receive an AF. An AF is defined by the *University Bulletin* as “failure due to excessive absences.” Once a student has been administratively withdrawn from a course, the AF will stand. A student can only appeal an AF if an error has occurred in the recording of his or her attendance.

### Class Attendance/Absence Policy

Due to regulations set forth by the U.S. Department of Education, Harris-Stowe State University is required to report attendance for all students enrolled at the University.

Because the penalties related to attendance can have legal implications for the University, attendance policies must be clearly defined on each syllabus. The attendance policy should include expectations for labs and or discussion sections. Faculty should clearly explain and enforce their attendance policies, as defined in the course syllabus. When policies are specified in the course syllabus, faculty may take attendance into account when evaluating student performance, provided that absences are accurately documented by the instructor. Absences that are avoidable, unavoidable and due to University-sanctioned activities are subject to the conditions of the Administrative Withdrawal Policy and to the specific conditions described below:

### **Avoidable Absences**

In the case of an avoidable absence, faculty is not required to allow the student to make up missed assignments. It is up to the discretion of the faculty member to accept late assignments due to avoidable absences.

### **Unavoidable Absences**

Unavoidable absences are those due to debilitating illness or personal emergency. Students must immediately inform their instructors in a timely manner with supporting documentation (i.e. a doctor's statement or University team schedule), of the reason(s) for the absence. If unanticipated absences from class exceed one week, the student must inform Academic Affairs and provide supporting documentation. Academic Affairs will notify the student's instructors. Unavoidable absences approved by Academic Affairs entitle the student additional time to make up all missed work by an agreed deadline between the instructor and the student. Unavoidable absences still count as absences in courses where grade penalties are imposed for inadequate attendance.

### **Absences Due to University-Sanctioned Activities**

Students who participate in officially sanctioned University activities should be allowed to make up all missed assignments, tests and exams as a result of participating in these events. Certain assignments such as group projects or presentations may not be possible to make up. If the instructor intends to deny the opportunity to make up such assignments, the instructor should inform the student so that the student may be aware of the consequences. The student may then decide to take the course during another semester, to make other arrangements for the University-sanctioned event or to accept the consequences of the absence.

If the number of University-related absences is not larger than those allowed for all students by the course policy, the student should not be penalized for these absences. In such cases, however, the student does not have a right to any

additional absences in the event of illness or family emergency. If the University-related and unexcused absences exceed those allowed by course policy, the instructor will determine the appropriate penalty.

To minimize conflict regarding absences due to University-sanctioned events, students should:

- Plan his or her schedule accordingly to minimize activity and travel conflicts;
- Arrange with the faculty member to turn work in during the absence prior to leaving for the University-sanctioned activity;
- Obtain class notes or other materials missed prior to taking any subsequent exams or submitting assignments;
- Make every effort to schedule classes that will minimize activity and travel conflicts;
- Provide a schedule of all activities and related travel to all their instructors within the first week of the semester, or as soon as possible for non-scheduled events.

## **FINANCIAL CLEARANCE ADMINISTRATIVE WITHDRAWAL POLICY**

Students are required to secure financial clearance when registering for courses. Financial clearance for registration is defined as demonstrating financial arrangements to pay total tuition and fees from one or more of the following resources:

- ◆ Financial Aid Awards
- ◆ University Installment Agreements
- ◆ Scholarships/Institutional Waivers
- ◆ Third-Party Payers

Students securing financial clearance utilizing the University's installment agreement must comply with the payment deadlines as established in the agreement. The University reserves the right to cancel the registration and administratively withdraw any student who fails to secure financial clearance by the noted deadline.

## Policies and Procedures Related to Financial Clearance Administrative Withdrawal:

1. The University will attempt to notify students who have not secured financial clearance prior to canceling their registration.
2. Students will be administratively withdrawn prior to the first day of class;
3. During late registration, students will be administratively withdrawn daily.
4. The University will nullify related tuition and fees, excluding the admissions fee, for cancelled registrations.
5. The University reserves the right to assess charges and fees for any courses attended.
6. Students who have been administratively withdrawn may not attend classes without re-enrolling and securing financial clearance.

## TRANSCRIPTS

A student may obtain an official student copy of his/her Harris-Stowe State University record in the Office of the Registrar. Official transcripts bearing the signature of the Registrar are issued to other educational institutions and employing agencies upon the written request or authorization of the student. Official transcripts may be issued directly to a student, but will bear the notation "issued to student." Transcripts are issued in their entirety; no partial transcript will be issued. No official transcript will be issued to or for a student who is indebted to the University until such indebtedness has been paid in full.

## ENROLLMENT STATUS

A student may enroll in courses at Harris-Stowe State University under any one of the following enrollment options:

1. Audit
2. Credit/No Credit
3. Graded

These enrollment options are subject to the restrictions set forth in the previous sections.

## Audit Status (AU)

The student is an auditor — that is, a visitor in the course selected. As such, he or she cannot receive a grade or credit for the course at its conclusion. The following courses cannot be taken under the auditor status:

1. Methodology Courses
2. Field Experience Courses
3. Courses Requiring Laboratory Experience

**IMPORTANT NOTES:** An auditing student is:

1. Required to pay all of the current tuition and fee and fees for the course;
2. Not required to participate in any class discussions or related activities;
3. Not required to complete or submit any class assignments;
4. Not required to take any tests, quizzes or examinations connected with the course. However, the student may do all of the things cited in items two and three above, on a strictly voluntary basis, provided he or she has the permission of the instructor, but, in such cases, the auditing student will not be given either a grade or credit for the course unless he or she has applied in writing before the University's official census date and has been officially approved by the University administration for a change to either a **CR/NC** or **Graded** status.
5. Mini-courses, workshops and institutes may be taken under audit status, but the auditor is **not** permitted to convert such courses from audit to credit status.
6. Under no circumstances may a student change his or her status in a course for which he or she has previously received a passing grade.

## INTER-INSTITUTIONAL EXCHANGE OPPORTUNITIES

Harris-Stowe State University has cooperative agreements with both Saint Louis University and the University of Missouri-St. Louis. Under these agreements a student may be currently enrolled at any of these two institutions and take courses at the other cooperating institution, paying the tuition of the home institution. Below is a summary of the cooperative agreements between Harris-Stowe and each of the other institutions:

***With Saint Louis University (SLU)***

Subject to the availability of space, Harris-Stowe students, who are sophomores or higher and who are enrolled at Harris-Stowe in 12 or more credit hours, may apply for course offerings at Saint Louis University. Eligible and interested students must apply in the Office of the Registrar by using the appropriate application form. In general, the Saint Louis University course applied for must be one that is not offered at Harris-Stowe or one that is offered very rarely and is a required course in the student's degree program at Harris-Stowe.

*Note: Students planning to enroll in inter-institutional exchange courses must first consult with the University's Registrar.*

The maximum number of credit hours that a student may take at Saint Louis University, under the Inter-institutional Exchange Program, during any given semester or term, is three. The maximum number of credit hours that can be taken during the student's study at Harris-Stowe whether as a classified or unclassified student is six. ***Finally, it must be noted that no Inter-Institutional Exchange courses may be taken during the summer sessions; moreover, all such courses must be on the undergraduate level.***

***With the University of Missouri-St. Louis (UMSL)***

The following are the agreement terms:

- Space availability at the University;
- No charges above those of the home institution;
- Must have the approval of appropriate officers at both Harris-Stowe and UMSL;
- Grades earned will be entered on the home institution transcript;
- Courses selected must not be offered at Harris-Stowe during the given semester or term and must be a part of the student's degree program.
- Courses taken must be University credit courses — not remedial courses.
- Credit hour enrollment at the cooperating institution is limited to half of the student's current credit-hour load at the home institution. However, the enrollee's credit hours at the cooperating institution cannot exceed a total of 12 credit hours during the student's entire enrollment at the home institution. Moreover, the home institution's degree residency requirements must be met, where applicable.

**Note:** *The 12 credit hour limitations on inter-institutional exchange courses may be*

***waived by the mutual consent of both institutions for some selected areas of specialization and major areas. However, the 50 percent course load residency requirement per semester and the individual institution's degree residency requirements, where applicable, must be met.***

It must also be noted that there must be an emergency situation which justifies the student's seeking to take a course(s) under the Inter-institutional Exchange Program. Below are examples of possibly acceptable emergency situations:

1. The student's pending degree conferral or state certification requires the course being sought.
2. The needed course is NOT being offered during the current semester at Harris-Stowe or is being offered at the University at a time that is inescapably conflicting with other courses that the student must now take, or is inescapably conflicting with the student's necessary employment.

***Whatever the emergency situation might be, documentary proof must be provided by the student.***

#### **MISSOURI RESIDENCY DETERMINATION**

The State of Missouri's Code of Regulations set forth the criteria and requirements for decisions relating to the residency status of students, including the determination of student fees and of student eligibility for financial aid. Interested persons should read Section 10-3.010 of the Code of Missouri State Regulations found in the Harris-Stowe Office of the Registrar, HGA Room 116.

To receive in-state credit hour benefits, an applicant must have domiciled in Missouri continuously for at least one year, immediately preceding the academic term for which in-state fees are being sought. The applicant must also have the intent to remain in Missouri indefinitely.

***Note: Harris-Stowe State University uses all the sources of information available to it, in order to reach an accurate determination of an applicant's Missouri residency status. Such information includes, but is not limited to: information given on the student's admission documents, his or her***

*financial aid records, income sources, academic history and pertinent tax records. It is incumbent upon the applicant to provide all information in his or her possession that might assist in residency determination efforts.*

# TUITION, FEES AND EXPENSES

## BASIC FEES

The Board of Regents reserves the right to change, at any time, all student fees as well as the various regulations governing those fees. Below, is a summary of current regulations regarding the various fees at this University.

The basic fees at Harris-Stowe State University are the following:

- Application Fee (*Nonrefundable*)
- Credit-Hour Fee
- Technology Fee (*Nonrefundable*)
- Student Activity Fee (*Nonrefundable*)
- Student Center Fee (*Nonrefundable*)
- Student Teaching Fee (*Nonrefundable*)
  - Teacher Education majors only.

## MISSOURI AND NON-MISSOURI RESIDENCY

1. Each semester, Missouri residents are assessed a per credit-hour fee which is based on the current Missouri resident tuition rate and the number of credit hours of course work in which the student is enrolled. The applicable semester or session rate is set forth in the course schedule, published specifically for that semester or session.
2. Non-Missouri residents are assessed, each semester a per credit hour fee, which is based on the current Non-Missouri resident rate and on the number of credit hours of course work in which the student is enrolled. The applicable semester or session rate for Non-Missouri residents is also set forth in the course schedule published specifically for that semester or session.

## SUMMER SCHOOL FEES

Both Missouri and Non-Missouri residents are assessed the same per credit-hour fees during Harris-Stowe's summer sessions. This fee is set forth in the applicable Course schedule.

## TUITION AND FEE PAYMENT INFORMATION

All tuition charges and fees are due and payable on or before the student can attend classes. Such fees include:

- Admission application processing fee
- Credit-hour fee for courses taken, including late fees
- Technology fee, student activity fee and Student Center Fee
- Applicable miscellaneous charges and fees

Failure to pay an account balance will result in the following: (1) a billing hold will be placed on the student's account, which will prevent access to official student records; (2) accounts past due more than 60 days will be forwarded to a collection agency and (3) costs incurred to collect past due amounts will be assessed to the student.

## FEE FOR LATE REGISTRATION

Student registrations that occur during the "late registration period," starting usually on the day classes begin, are assessed a "late registration fee." This fee is not refundable.

## FEE ACCOMPANYING APPLICATIONS FOR ADMISSION OR RE-ADMISSION TO THE UNIVERSITY

An admission fee must accompany the admission application of all new students and all re-admitted students. **NOTE: A re-admitted student is one whose total enrollment at the University has been interrupted for one or more semesters.**

## PAYMENT OPTIONS

Tuition and fee payments may be made in person, mail, online at [www.hssu.edu](http://www.hssu.edu) or at the payment drop box near the Cashier's Office, Room 018. Acceptable forms of payment are cash, check, Discover, American Express, VISA or MasterCard. **NOTE: A return check fee will be assessed for any checks returned unpaid.**



The University offers a monthly payment plan which requires a payment plan fee and monthly payments. Please see the payment terms as published in the current *Course Schedule*. Under this plan, the student must make a minimum payment and complete an Installment agreement. Payments are due by the fifth of each month. A penalty fee may be assessed each month, on any and all unpaid balances that remain after the scheduled payment due date.

### IMPORTANT NOTES

Students are **NOT** permitted to register if they have “holds” from the Cashier’s Office, University’s library, the Athletic Department, Office of Admissions, the Office of Financial Assistance or other academic or administrative office.

Students enrolled at the University as a part of a contract or grant program are charged as set forth in the contract or grant agreements.

### FEE FOR ALL STUDENT-INITIATED WITHDRAWAL PROCESSING

A nonrefundable fee is assessed for each withdrawal form initiated by the student whether or not that instance is for one or several course withdrawals after the University census date. **A fee will not be assessed if a student withdraws from all classes at one time.**

### ENROLLMENT FOR DEGREE ONLY

Students filing for degree conferral in a semester during which they are **NOT** currently enrolled in a credit hour course must enroll in **For Degree Only**. A tuition rate **For Degree Only** will be assessed for one credit hour of tuition and fees. This charge is based on the current Missouri resident rate. Students must be on the official University roster during the semester their degree is to be conferred.

### FEE FOR FILING CANDIDACY PAPERS FOR DEGREE CONFERRAL

A fee is assessed to cover expenses related to the student’s degree conferral and commencement convocation. These fees are set forth in the course schedule applicable to the semester or session.

### FEE FOR LATE FILING OF CANDIDACY PAPERS FOR DEGREE CONFERRAL

Deadline dates for filing candidacy papers for degree conferral during any semester or session are included in the applicable University calendar. Students are expected to consult that calendar for specific information. Late applications are accepted for a specific period of time; a late processing fee is added to the regular filing fee. Such fees, when applicable, are set forth in the course schedule applicable to the semester or session.

### FEE FOR TRANSCRIPTS

Please refer to the Office of the Registrar’s web page for fees associated with requesting a transcript. An official transcript may be mailed or faxed. A transcript request must be accompanied with a payment before a transcript can be issued.

**Note: Transcripts will not be released for students who have “holds” on their account. “Holds” may result from an unpaid balance or non-fulfillment of an administrative process.**

### MONTHLY BILLING STATEMENTS

All students enrolled in the current semester will receive a billing statement detailing tuition charges, fees, payments, pending financial aid or awarded financial aid. The statement reflects all transactions made up to the closing date.

Billing statements are mailed to the current mailing address on file with the Office of the Registrar.

Questions about applied financial aid should be addressed to the Office of Financial Assistance.

If a discrepancy is discovered within a billing statement, the student must communicate the discrepancy to the Cashier’s Office. If the discrepancy has not been resolved in 30 days, the dispute must be submitted in writing to the Cashier’s Office, Attn: Students Accounts Supervisor, 3026 Laclede Ave., St. Louis, MO 63103.

### THIRD-PARTY BILLING

When an external organization makes a commitment to pay your educational expenses, they are considered a third-party payer by the University.

This organization must submit a letter of authorization to the Cashier's Office. The authorization should include:

1. Student name
2. Semester covered by funds
3. Type of charges and fees covered (tuition, fees, books, etc.)
4. Correspondent's address to send a HSSU invoice
5. Contact person's name, telephone number and e-mail address

Third-party payers must pay the University directly. Organizations that pay or reimburse students directly will not be allowed to participate in third-party billing.

Once the letter of authorization is received from the Cashier's Office, an invoice will be forwarded to the third-party payer. Invoices will be submitted at the beginning of the semester after the refund period. All invoices will be accompanied by the third-party payer's required supporting documentation (i.e., verification of enrollment, fee schedule and book and supply receipts).

Balances that remain unpaid are the responsibility of the student.

## FINANCIAL ASSISTANCE

If you have applied for financial assistance in advance and have received an award letter, your letter describes how much of your award will be paid toward your tuition and student fees. If you only receive a partial award, then you must pay the remainder of your student fees and participate in the Monthly Payment Plan. See the course schedule for more information.

Financial aid that has not yet been disbursed will appear on your monthly billing statement as "Pending Aid." Pending Aid is financial aid that has not been disbursed to your account. Your statement will reflect pending aid as a deduction from your account balance which will be calculated toward your balance due.

Please contact the Office of Financial Assistance if you have applied for financial aid in advance and have not received your award letter by the date your student fees are due. Student refunds are processed only on disbursed funds.

## TUITION REFUNDS

Tuition refunds are made in varying amounts to students who officially withdraw from the University. Such refunds are computed as percentages of the tuition which the student has been assessed at the time of his or her registration. Below are the methods by which the amount of refunds is determined during the fall or spring semesters.

### If the Student-Originated Withdrawal is Received by the Office of the Registrar

1. **Before** the end of the late registration period, then the tuition refund or adjustment will be 100 percent of all **refundable** tuition that has already been paid.
2. **Through** the second week of class, the tuition refund or adjustment will be 50 percent of all refundable tuition that has already been paid.
3. **Through** the third week of class, the tuition refund or adjustment is 25 percent.

### Additional Information Regarding Withdrawals

1. The refund policy for each semester or summer session will be found in the course schedule for that semester or session.
2. Class cancellations made by the University administration will result in a full refund. Administrative withdrawals granted by the University administration, for reasons over which the student had no reasonable control, will result in a refund or adjustment of fees, in accordance with the Fee Refund Policy relative to the effective withdrawal date.
3. Students are responsible for checking each semester and the summer session course schedule to obtain specific withdrawal dates that apply to refunds for that semester or summer session.
4. A student who has elected to pay his or her tuition and fees on the monthly plan and later officially withdraws from the University or reduces his or her course load, is liable for all assessed fees that are due to the University, according to the current Refund Policy.
5. Any refund or adjustment due to a student, whose fees were paid through a financial aid program or through a third-party billing

program, will be returned to that funding program, not to the student.

6. Students must initiate and complete prompt withdrawal procedures or officially drop classes in order to be eligible for any tuition refund or adjustment.
7. Student-initiated refunds/adjustments do not include the University's Admission Application Processing fee, the Late Registration Fee, the Monthly Payment Fee, the Technology Fee, the Student Teaching Fee or the Student Activity Fee.
8. A student who, though enrolled in a particular course, has never attended any classes of that course from its first session through the University census date will be automatically withdrawn by the University from the course and a full refund of refundable tuition fees will be made. If, however, the student has already received federal financial aid through the University, **NO** fee refund will be made. It should be noted that Harris-Stowe will **NOT** otherwise withdraw any student from any course unless he or she has requested such, in writing, prior to the deadline date for course withdrawals for that semester or session.

# FINANCIAL ASSISTANCE

## GENERAL INFORMATION

Harris-Stowe State University makes every possible effort to help each student receive the maximum amount of financial assistance for which he or she is eligible. This office also helps in the administration of various awards and scholarships, the sources for which are the University Board of Regents, alumni, faculty, community organizations, foundations, businesses, corporations and other friends and supporters of the University.

Harris-Stowe State University participates in a variety of federal and state financial assistance programs, including the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program (FSEOG), the Missouri Access State Grant, the Federal Work Study Program (FWSP) and the Federal Stafford Loan Program. There are also other state, local and community-funded programs, which are a part of the University's financial assistance opportunities. The University also has a University Employment Program (UEP), which is funded entirely by the University. In addition, Emergency Loan Funds are available in the University's Office of Financial Assistance. Students should begin the application process for financial aid the January prior to their enrollment at the University.

**Note:** *A limited number of scholarships are available to entering students. The eligibility requirements for these scholarships may be obtained in the University's Office of Admissions. In addition, a limited number of Presidential Tuition Waivers may be applied for in the Office of Financial Assistance (Room 111).*

## GENERAL PROCEDURE FOR OBTAINING FINANCIAL ASSISTANCE

1. Complete the Free Application for Federal Student Aid (FAFSA) and the Harris-Stowe Financial Assistance application. The HSSC application is available in the Office of Financial Assistance (HGA Room 111). A student must file the FAFSA form on the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are urged to apply and complete their

applications for state grants and scholarship programs PRIOR to the April 1, deadline date.

2. As a result of completing the Free Application for Federal Student Aid, a student will receive a Student Aid Report (SAR). If corrections have to be made to this form, the student is asked to submit any needed changes to the Office of Financial Assistance for electronic filing. Such corrections require three to 10 business days. Students must complete a FAFSA each academic year to receive financial assistance.
3. If the student is selected for verification, he or she must submit a verification worksheet with the required signature(s) and also signed copies of appropriate federal tax forms. If the information submitted does not correspond with the information on the Student Aid Report, the student's application will have to be reprocessed. Such processing requires approximately three to 10 business days.
4. At the time of registration, the student will receive an award letter from the Office of Financial Assistance. This document will indicate the exact dollar amount of the funds that have been awarded to the student. The student must fill out this form and state whether he or she accepts or declines the funds awarded. This form must be returned to the University Office of Financial Assistance.

**Note:** *The student may be required, at any time, to submit to the University Office of Financial Assistance additional documentation, based on individual circumstances. Failure to submit such documents may delay the processing of the student's request for financial assistance. The student must have been admitted to Harris-Stowe as a degree-seeking student or as one seeking initial teacher certification in order to be eligible for financial assistance.*

*A duplicate SAR can be obtained by calling 1-800-4Fed-Aid (1-800-433-3243).*

## FEDERAL ASSISTANCE PROGRAMS ELIGIBILITY

The student must be a citizen of the United States or be an eligible noncitizen; must possess a high school diploma or a General Education Development (GED) Certificate; must have a Social Security Number; must be registered for U.S. Selective Service, if required; must sign a Statement of Educational Purpose; must sign a Certification Statement on Refunds and Default; must sign a Statement of Updated Information; must be working toward a degree or certificate issued by or through Harris-Stowe State University and must be aware that a conviction of drug distribution or possession may make him/her ineligible for federal assistance programs.

### FINANCIAL NEED: A BASIS FOR FEDERAL ASSISTANCE

Federal financial assistance is awarded based on financial need, as defined by the U.S. Congress. The information on his or her renewal application or FAFSA form is used in a formula that has been established by the U.S. Congress, which calculates the student's Expected Family Contribution (EFC). The EFC is an amount which the student and his or her family are expected to pay toward the student's education. This EFC is used to determine the student's eligibility for the Federal Pell Grant. Additionally, the Cost of Attendance (COA) minus the EFC equals the student's financial need. The student's COA includes the cost of tuition, fees, housing, food allowance, textbooks, supplies, transportation, childcare, costs related to a disability and miscellaneous expenses. Once the financial need is calculated, the student is awarded and mailed a Financial Aid Award Letter, which the student must sign and return to the Harris-Stowe Office of Financial Assistance.

### Outside Aid and Scholarships

Students, who receive outside aid, including loans, grants or scholarships from private individuals, groups or government agencies, must report the sources and amounts of such financial assistance. Federal regulations require the University to make adjustments in a student's financial need, based on such assistance. Students who knowingly withhold such information from the University's Office of Financial Assistance are subject to the termination of their financial aid award(s) and will be required to repay any over-award to the federal government.

Examples of outside aid and or scholarships include, but are not limited to the following:

#### 1. Vocational Rehabilitation Benefits

Students who have a disability that might prevent them from full-time employment may be eligible to receive benefits from the State of Missouri Vocational Rehabilitation Service. These students are strongly encouraged to contact their local Vocational Rehabilitation Office.

#### 2. Veterans Benefits

Veterans who are eligible to receive monthly benefits, or the widows and children of deceased veterans interested in applying for benefits, should contact the University's Veterans Affairs Coordinator, HGA Room 111, or the local Veterans Administration Regional Office, P.O. Box 66830, St. Louis, MO 63166, for more information.

### Student Dependency Status Determination

There are two categories of students for financial aid purposes: Independent Students and Dependent Students. An **independent student** is one or more of the following: at least 24 years old, married, a graduate or professional student has legal dependents other than a spouse, an orphan, a ward of the court or a veteran. If the student does not meet any of the criteria listed above, he or she is a **dependent student**. If the student is requesting independent status on any criterion, he or she should consult the Office of Financial Assistance for the appropriate procedure that must be taken.

### Special Circumstances

Students having special circumstances that might affect their eligibility for financial aid should consult the University's Office of Financial Assistance for the appropriate procedure that must be taken.

### Key Factors Affecting Student Continued Eligibility

Several factors are important to a student's continued eligibility for financial assistance through Harris-Stowe State University. Among those factors are the following:

1. The student's need status must continue to exist and not be eliminated by outside assistance such as loans, grants or

scholarships from private sources or governmental agencies.

2. The student must maintain enrollment in at least six credit hours of coursework during any semester for partial financial aid and in at least 12 credit hours during any semester for full financial aid.
3. The information given relative to the student's financial need status or to the amounts and sources of outside financial assistance received must not be found to have been knowingly incorrectly given.
4. Financial Aid Satisfactory Progress is defined as: (1) Student must maintain a session GPA of 2.0 or, for a third year undergraduate Teacher Education student, a CGPA of 2.5. (2) Student must complete 60 percent of classes each semester and can only receive funds up to 180 credit hours per program enrolled. Any student denied financial assistance may appeal, in writing, to the Office of Financial Assistance in HGA Room 111.
5. The student must not be in default on a Title IV loan and must not owe a re-payment on any federal grants at any institution.
6. The student must reapply each academic year.
7. The student must be admitted to Harris-Stowe State University as a degree-seeking student, or as a student seeking initial teacher certification.

## FEDERAL FINANCIAL ASSISTANCE

### Federal Grant Programs

#### The Federal Pell Grant Program

This federally funded program is the foundation of a student's financial aid package and must be awarded **BEFORE** other kinds of financial assistance can be awarded. The maximum amount of a Pell Grant is available only to students who are enrolled in 12 or more credit hours during each semester of the academic year. Students, who are enrolled in less than 12 credit hours each semester of the academic year, are eligible only for reduced Pell Grants. Moreover, only undergraduate students are eligible for the Pell Grant.

#### The Federal Supplemental Education Opportunity Grant Program (FSEOG)

This program is also funded by the federal government and is available to students who are Pell Grant eligible. Funds for this program are

limited; thus, its awards are made on a priority deadline application basis and also on a greatness of need basis. Only undergraduate students are eligible for the FSEOG.

### Direct Loan and Work-Study Programs

#### The Direct Stafford Loan Program

There are two types of federal Stafford loans: subsidized and unsubsidized. A **subsidized** federal Stafford loan is a need-based loan in which the federal government pays the interest on the loan while the student is in school or in deferment. Under the unsubsidized federal Stafford Loan, the student is responsible for the interest on the loan during both in-school and deferment periods.

1. This loan program enables eligible students to borrow from their freshman to senior year at Harris-Stowe State University. The Stafford Loan carries a variable interest rate, not to exceed 8.25 percent.
2. The Stafford Loan carries a variable interest rate, not to exceed 8.25 percent. Re-payment of the principle begins six months after the student's graduation, leaving school or falling below half-time enrollment. No interest accrues, nor do payments have to be made on the principal while the student is enrolled in an eligible institution, at least half-time. Lenders will charge a 3 percent origination fee, and guaranty agencies are allowed to charge a 1 percent guarantee fee. These fees are deducted from the total amount of the loan.
3. The **unsubsidized** federal Stafford Loan has the same interest rate and repayment terms as the subsidized federal Stafford loan, except that accruing interest is the responsibility of the student. The student has the choice of paying the interest while still in school or of having the interest accrue and be added (capitalized) to the principal of the loan.
4. Students should allow five weeks for the application and processing of their federal Stafford Loan requests.
5. Although loan limits are set by the federal government, actual loan eligibility is determined by the Office of Financial Assistance and may be lower than the amount a student requests.
6. The Harris-Stowe Office of Financial Assistance can provide additional information regarding this loan and give assistance in

locating banks and credit unions that participate in the program.

### **The Direct Parent Loan for Undergraduate Students (PLUS)**

Under the federal Parent Loan for undergraduate students, parents may borrow for each dependent child in order for that child to pursue his or her undergraduate studies. The re-payment period on the PLUS Loan begins on the day the loan has been fully disbursed. The first payment of the principal and interest is to be made within 60 days of the loan disbursement. The interest rate is variable and has a 9 percent cap.

**NOTE:** *Students who have a four-year degree and are attending Harris-Stowe State University for the purpose of obtaining teacher certification or recertification or another degree, may be eligible for the Direct Stafford Loan.*

### **The Federal Work-Study Program (FWSP)**

The Federal Work-Study Program provides part-time employment for degree-seeking students who need help to defray the cost of their higher education. Funds are provided by the federal government and also by the University.

1. Generally, students work approximately 15 clock hours per week, during each semester. If funds are available, work-study employment during the University's summer session is possible. The hourly rate of pay is determined annually and is based on the minimum wage requirement.
2. Students must have a completed financial assistance application and must be enrolled in at least six credit hours. Students work for a two-week period and receive pay for that period two weeks later. Time sheets signed by both the supervisor and the employee are submitted to the Office of Financial Assistance by the supervisor no later than the Monday following the period of work. Students who are either over-awarded on grants or in default on previous federal or state loans are not eligible for the program. In addition, the student must maintain satisfactory academic progress.
3. If a student is terminated from employment, he or she may appeal that termination to the Office of Financial Assistance in HGA Room

111. Only degree-seeking students are eligible for federal work study.

### **Return of Title IV Funds**

The Higher Education Amendments of 1998 established the Return of Title IV aid provisions. HSSU implemented the Return of Title IV Funds effective in the fall 2000 Semester (payment period). A Return of Title IV Funds calculation must be performed for Title IV students who completely withdraw from a semester (payment period). Official withdrawal occurs when the student notifies, in writing, to be withdrawn from all classes through the HSSU Office of the Registrar. The withdrawal date for the student who did not officially withdraw is the Last Day of Attendance (LDA) as reported by the instructor. Students who earn all "F" grades will be checked for LDA. If the LDA occurs before the end of the semester, then Title IV recalculation of federal aid will be performed. The student may owe HSSU and or the Department of Education. An explanation in brief for return of Title IV Funds is as follows:

1. Determine the percentage of the payment period of enrollment the student completed. If the student completed more than 61 percent of the period, the student earned 100 percent of the aid for the period. If the student completed 61 percent or less of the period, the percentage of the period completed is the percentage of aid earned. For credit hour programs, the percentage of the period that the student completed is calculated using calendar days. Determine the calendar days completed in the payment period divided by the total calendar days in the payment period (exclude scheduled breaks of five days or more and days the student was on approved leaves of absence).
2. Determine the amount of the earned aid by multiplying the total awarded Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
3. Subtract earned aid from aid that was disbursed. If the aid already disbursed is greater than the earned aid, the difference must be returned. If the aid already disbursed is less than the earned aid, the student may receive a post-withdrawal disbursement for the difference. Notification of a post-withdrawal disbursement will be sent in writing to the student (or parent for a PLUS loan) and a response accepting the funds must

be received by HSSU within 14 days. Post-withdrawal disbursements may be credited to outstanding tuition and fees without permission; be credited to other outstanding current year institutional charges, which the student or parent previously authorized; be credited to other current year institutional charges or be credited for minor prior year charges.

4. Determine the responsibility for returning unearned aid. HSSU's share of unearned aid is the lesser of the total amount of unearned aid or an amount equal to the institutional charges multiplied by the percentage of aid unearned. The student's responsibility is equal to the total amount of unearned aid minus the school's responsibility. There are two special rules for the student's responsibility. If the student's portion of unearned aid is a loan, no further action is required other than notification to the holder of the loan of the student's withdrawal date. The terms and conditions of the loan take care of the repayment. If the student's portion of unearned aid is a federal grant, the student returns no more than 50 percent of the amount received for the payment period. A student who owes an overpayment will retain eligibility for Title IV program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment or the date the institution was required to notify the student of the overpayment. During the 45 days, the student may take action that can continue eligibility for Title IV funds. The student may repay the overpayment in full to the institution, the student may sign a repayment agreement with the institution or the student may sign a repayment agreement with the Department of Education. If a student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds. HSSU notifies the National Student Loan Data System (NSLDS) of the overpayment. Academic transcripts will be withheld and the student not be allowed to register at HSSU until the overpayment is paid.
5. HSSU must return the unearned aid, for which the school is responsible, to the Title IV programs in the order specified by law. The order for the Return of Title IV Funds by the school is: (1) Unsubsidized FFEL/Direct

Stafford Loan, (2) Subsidized FFEL/Direct Stafford Loan, (3) FFEL/Direct PLUS, (4) PELL Grant, (5) FSEOG (6) other Title IV programs. The student must return unearned aid for which the student is responsible for by repaying funds to the following sources in order: (1) Unsubsidized FFEL/Direct Stafford Loan, (2) Subsidized FFEL/Direct Stafford Loan, (3) FFEL/Direct PLUS, (4) PELL Grant, (5) FSEOG (6) other Title IV programs. Loan amounts are returned in accordance with the terms of the promissory note.

### **ROTC Scholarship**

Harris-Stowe State University students are invited to compete for Army, Air Force and Naval ROTC scholarships and to participate in the ROTC battalions at Saint Louis University (Air Force), Washington University (Army) and Southern Illinois University-Edwardsville (Navy and Air Force). There are a variety of programs (two-and four-year paid and unpaid, prior and non-prior service, etc.), and they change from time to time, depending upon the needs of the services. The University Army ROTC liaison is located in HGA Room 115. Students interested in Army ROTC may contact the University liaison at (314) 340-3518.

Students interested in Air Force ROTC may contact the University Air Force liaison at (314) 977-8311 or (314) 977-8227.

In general, ROTC cadets must be full-time students, physically fit, no older than 30 by graduation, with clean criminal records.

Military/Aerospace Science courses may be included in students' GPAs and course load, but do not count toward graduation requirements. ROTC activities are considered extracurricular.

## **STATE OF MISSOURI FINANCIAL ASSISTANCE**

### **Access Missouri State Grant Program**

This is a need-based program. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA).

To be eligible for initial or renewed assistance you must:



- Have a FAFSA on file by April 1, each year;
- Have any FAFSA corrections made by July 31, each year;
- Be a U.S. citizen or permanent resident and a Missouri resident;
- Be enrolled full-time at Harris-Stowe State University;
- Have an EFC of \$12,000 or less.

There is no paper Access Missouri application to fill out. Complete your FAFSA by April 1, each year. Awards are not available during summer sessions. The Access Missouri award may be renewed annually until you have obtained a bachelor's degree.

### **UNIVERSITY SHORT-TERM EMERGENCY LOANS**

Funds for emergency loans to students are very limited. Such loans cannot exceed \$100 and must be repaid within 30 days after they are issued. These funds are provided by the University and private donors through the University and can be used once a year. Applications for such loans are available in the University's Office of Financial Assistance.

### **UNIVERSITY EMPLOYMENT PROGRAM (UEP)**

This program is supported entirely by University funds and provides employment for students who may not qualify for the Federal Work-Study Program but possess the skills required by the University. The salary and the number of hours of employment per week must fit the same guidelines as those established for the FWS Program. You can sign up for this program in the University's Office of Financial Assistance. Preference is given to those students who are enrolled in at least 12 credit hours. Time sheets are processed on the same schedule and under the same procedures as the FWS Program.

### **SCHOLARSHIPS, AWARDS AND PRIZES**

Scholarships, awards and prizes are available based on academic achievement, athletic ability, musical talent and financial need. Some of these awards are made on an annual basis, depending on the contributions that have been made to the University for such a purpose. The value of these awards vary and range from \$25 to full scholarships, which

often cover tuition, books, fees and sometimes other student costs. Detailed information, including the minimum requirements, the selection process and amounts may be obtained from the University's Office of Financial Assistance. A limited number of scholarships are available to entering freshmen and transfer students. These students should consult an admissions officer regarding eligibility requirements.

### **THE NON-MISSOURI REDUCED RATE**

In certain cases, nonresidents (or their dependent children) who work in Missouri and pay the Missouri income tax may be eligible to receive a credit against the nonresident tuition charge in an amount equal to the actual Missouri income tax paid for the previous calendar year. The remaining fee obligation, however, shall not be less than the amount of the resident fee. For additional information and application forms, please contact the University's Office of Financial Assistance.

### **THE ST. CLAIR COUNTY ACCESS AWARD**

As noted earlier, Special Access Awards will be granted to qualified St. Clair County and Madison County, Illinois residents who meet the requirements for either full-time or part-time enrollment at Harris-Stowe State University. Interested persons should contact the University's Office of Admissions for details.

### **FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY**

#### **Authority**

The Higher Education Act of 1965, as amended, and the final regulations set forth by the Department of Education in 34 CFR 668 require that institutions of higher education establish standards of satisfactory academic progress. A student who does not meet these standards is not eligible to receive federally funded financial aid. Harris-Stowe State University shall make these standards applicable to all federal and state programs for the purpose of maintaining a consistent and reasonable financial aid policy. This policy does not override any other policy that may have more stringent requirements for renewal set by the governing body for that award.

### **Satisfactory Academic Progress Standards**

Students are required to be making satisfactory academic progress toward a degree if they want to receive federal and state financial aid funds. A student is making satisfactory progress if the three basic standards are met:

1. A student must maintain academic standing, derived from grades, that is consistent with graduation requirements at the University.
2. A student must complete a reasonable number of credit hours toward a degree each academic year.
3. A maximum time frame of 150 percent of the required hours for the degree is met.

### **Grade Point Average**

Students are required to achieve a 2.0 semester GPA to remain eligible for financial aid. This includes transfer course work. In addition, a student must achieve at least a 2.0 cumulative GPA at the end of four semesters of attendance. If a student fails to achieve a 2.0 GPA in a semester, a probationary semester will be allowed in which the student must achieve a 2.0 GPA in order to remain eligible for financial aid.

If a student fails to achieve a 2.0 GPA or other satisfactory academic progress criteria in the probationary semester, a student is ineligible for financial aid unless an appeal is made and granted by the appeals committee.

If a student fails to achieve at least a 2.0 cumulative GPA at the end of four semesters of attendance, a student is ineligible for financial aid unless an appeal is made and granted by the appeals committee. **A student on Academic Probation may be eligible for enrollment at the University but may not be eligible to receive financial assistance.**

### **Attempted Hours and 60 percent Completion Requirement**

Attempted hours will be measured each semester at the end of the second week of the semester. Students are required to complete 60 percent of their attempted course work each semester. For example, a student who attempts 12 hours of enrollment will be required to complete eight hours to remain in compliance with the regulation. If 60 percent of the course work is a fraction, the requirements will be rounded up to the next highest number.

If a student fails to complete 60 percent of their attempted course work in a semester, a probationary semester will be allowed in which the student must complete 60 percent of their attempted course work in order to remain eligible for financial aid. If a student fails to complete 60 percent of their course work or other satisfactory academic progress criteria in the probationary semester, that student is ineligible for financial aid unless an appeal is made and granted by the appeals committee.

**Example:** A student enrolls in 12 hours but only completes six; the student would not be making satisfactory academic progress because he or she only completed 50 percent. However if he or she completes eight hours, then he or she has met satisfactory progress because he or she has completed more than 60 percent.

### **Maximum Time Frame**

Federal regulations limit the maximum number of hours a student may attempt and continue to receive financial aid to 150 percent. The number of attempted hours is determined by the degree a student is pursuing. Attempted hours are measured each semester after the second week of the semester.

Each student's academic progress will be measured after each semester has ended. Summer semesters will also count as a term of attendance. **Each semester of attendance shall be included in the annual review regardless of whether the student received financial assistance or not.**

Withdrawals will be counted as attempted if occurring after the second week of class.

If a student fails to graduate within the time frame allotted, the student is ineligible for financial aid.

## **FINANCIAL AID PROBATION**

If a student fails to achieve satisfactory academic progress for a semester he or she will be placed on probation. During this semester a student is required to sign a retention contract and attend retention sessions. Students are eligible to receive aid during the probationary semester.

## **APPEALS**

The Financial Aid Appeals Committee is comprised of financial assistance staff, advisors and other

University personnel. Financial aid appeals must be based on an undue hardship caused by a personal injury, illness, death of an immediate family member or other mitigating circumstances **supported with appropriate documentation.** Documentation **must** be provided. The appeals committee cannot and will not access any student's private medical or educational records due to privacy laws. Appeals without appropriate documentation will not be reviewed and will be returned to the student. Appeals from students must be made in writing to the Financial Aid Appeals Committee within 15 days after receipt of notification. The Office of Financial Assistance will provide a written decision to the student within 15 days of receipt of an appeal. The decision of the Financial Aid Appeals Committee is final.

### **FINANCIAL AID SUSPENSION AND REINSTATEMENT**

If a student is denied an appeal, he or she is placed on financial aid suspension. Students will have their eligibility for financial assistance reinstated when they have reached the level of satisfactory academic progress stated in the policy. They may achieve this status by the completion of incomplete grades, correction of incorrect grades or by earning more than six credit hours for a semester without the benefit of financial aid. It is the student's responsibility to inform Financial Assistance of any changes or corrections.

Financial Assistance will publish this policy and will notify by mail, any student who is no longer eligible to receive financial aid funds. This notice shall be addressed to the student's permanent address on file with the University. **It is the responsibility of the student to inform the Office of the Registrar of a correct permanent address at all times.**

### **TRANSFER STUDENTS**

Transfer students will be evaluated on the course work completed and the GPA achieved at their prior institution(s) before financial aid is processed. A student who does not meet the policy at Harris-Stowe will be placed on a probationary semester requiring 60 percent of their attempted hours completed and a 2.0 semester GPA to remain eligible for subsequent semesters.

### **ACADEMIC FRESH-START POLICY**

The Academic Fresh Start is granted to a student returning to the University after being absent for at least three calendar years from any postsecondary institution and needs to request financial assistance. The policy is designed for undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return. The Academic Fresh Start applies only to returning undergraduate students who have previously completed 30 semester hours or less. Students are given a probationary semester of financial assistance.

# ACADEMIC AFFAIRS

## MISSION STATEMENT

The mission of the Office of Academic Affairs is to uphold the academic integrity, core values and institutional mission of the University. The Office of Academic Affairs strives to continue the historical legacy of Harris-Stowe by creating an academic culture geared to nurturing and producing scholars who will be dynamic and engaged citizens prepared to be active participants within a global society.

## GRADING POLICY

### Grade Point Average Computations

The grade point average (GPA) is computed only for college-level courses completed with grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and AF with grade points assigned.

The GPA is computed according to the steps given below:

1. For each University-level course in which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and AF is given, the number of quality points for the course having that grade is found by multiplying the number of semester hours the course carries times the number of quality points determined by the grade given. For transfer courses, quality points will be assigned consistent with the policy of the institution at which the courses were taken, if that institution is using the four-point scale; otherwise, the assignment of quality points will be based on the formula generally used by the Harris-Stowe's director of Admissions.
2. The sum of the quality point products for all college-level courses taken by the student with any one of the letter grades then divided by the sum of the semester credit hours for those courses equals the GPA.

### Credit/No Credit Status (CR/NC)

All one-credit courses and those numbered in the 800 series will receive the grade of Credit (CR) or No Credit (NC) except as otherwise approved by the vice president for academic affairs.

### Graded Status (Gr)

Grades are awarded at the end of the term in accordance with the University's 4.0 point system. Under the University's grade system, students in University level courses will receive at that time one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or AF.

### Incomplete Grade (I)

#### Special Note:

An incomplete grade (I) is given rarely and not in lieu of an official withdrawal from the course. An incomplete grade can be given only when all of the following conditions have been met by the student:

1. The student could not complete the course work because of reasons beyond his or her control;
2. The course work yet to be completed comprises no more than 20 percent of the total course requirements;
3. The tests or examinations yet to be taken do not exceed two in number;
4. Incomplete grades must be approved by the Office of Academic Affairs prior to being issued.

### Letter Quality

#### Grade Points \*\*

<b>A</b>	<b>4.00</b>	Excellent Performance
<b>A-</b>	<b>3.70</b>	
<b>B+</b>	<b>3.50</b>	Very Superior Performance
<b>B</b>	<b>3.00</b>	Superior Performance
<b>B-</b>	<b>2.70</b>	
<b>C+</b>	<b>2.50</b>	Above Average Performance
<b>C</b>	<b>2.00</b>	Average Performance
<b>C-</b>	<b>1.70</b>	
<b>D+</b>	<b>1.50</b>	Below Average Performance, But Passing
<b>D</b>	<b>1.00</b>	Poor Performance, But Passing
<b>D-</b>	<b>.70</b>	
<b>F</b>	<b>0.00</b>	Unsatisfactory Performance (Failing)
<b>AF</b>	<b>0.00</b>	Failure due to excessive absences and performance is judged to be unsatisfactory.

**AW** — Student is administratively withdrawn from a course (after Census Date) because of conditions judged as being beyond the student's control as approved by the chief academic officer.

**WA** - Administrative withdrawal granted either (1) directly by the vice president of academic affairs based on conditions which are deemed beyond the student's control or (2) automatically when a student is absent from a particular class from its first session through the University's Census Date.

**WN** - Authorized withdrawal initiated by the student during either of the following periods:

- (a) During a regular semester – from the Official Census Date to the end of the 14<sup>th</sup> week of the semester or
- (b) During a summer session – from the official Census Date to two days before the last day of class.

**I** - Course work that is required for the successful completion of the course remains unfinished.

**The student must complete the work within the first nine weeks of the subsequent semester.**

*Note: An Incomplete may not be made up during the Summer Session.*

**AU** - Auditor Status - No credit or grade will be given.

*Note: Normal tuition fees will be charged for credit hours audited by the student.*

**CR** – University credit earned in a course which has been identified in the course schedule as a credit/no credit course. Hours earned in such courses are not considered in the computation of the semester or cumulative grade point average.

**NC** – University credit not earned in a course which has been designated in the course schedule as a credit/no credit course. This lack of earned credit has no effect on the student's grade point average because it is not entered into the computation.

**\*\*Courses numbered below 0100 are developmental. These courses receive institutional credit only, are excluded from grade point computations and class status determination, and fulfill no degree or certification requirements.**

## **FORGIVENESS POLICY**

When a course is repeated under the grade forgiveness policy, the new grade will be calculated under the grade point computation procedure. It is understood that all recorded grades (A, B, C, D, and F) are considered in the GPA. Prior to spring 2000, only repeated related grades of WL or WR are excluded from the grade point computation. Beginning the spring 2000 semester, courses taken and repeated are automatically calculated and the application for grade forgiveness is not required. The course credit will be counted only once, as appropriate, toward satisfaction of degree requirements. Application for grade forgiveness grades by WL or WR must be made to the registrar.

A grade of WR or WL may occur only once for each course taken prior to spring 2000. Courses taken spring 2000 and after maintain the grade earned but reflect that the course was repeated.

Courses completed at Harris-Stowe State University with final grades, whether initial or repeat of "C" or higher cannot be repeated for credit or for revision of previously earned grades in those courses.

All candidates for initial teacher education certification must receive a grade of "C" or higher in all professional teacher education courses and a grade of "C+" or higher in the subject matter courses for the Middle School and Secondary Education programs. A grade of "C" or higher is required for all professional-level courses in all degree programs.

Repeat of courses taken prior to spring of 2000 in which a C- or less was earned require a grade forgiveness form. Courses repeated after that time does not.

## **STANDARDS OF ACADEMIC PROGRESS**

The Standards of Academic Progress for students of Harris-Stowe State University are set forth below. These standards have been established in compliance with laws and regulations of the United States regarding student financial aid, and they are consistent with guidelines of relevant state agencies and national accounting groups.

### **Academic Standards Policy**

In order to maintain good academic standing at Harris-Stowe State University, a student must

achieve a minimum cumulative grade point average (CGPA) of 2.0.

### **Academic Probation**

Whenever a student's cumulative grade point average falls below the minimum 2.0 requirement, the student will be placed on academic probation. Enrollment for the next semester will be limited to 12 credit hours (six hours for part-time students) and the student will be required to meet with the University's retention specialist and participate in academic support programs throughout the probationary period. The student must earn at least a 2.0 semester grade point average or higher for that semester for continued probation. A student is taken off academic probation once a 2.0 cumulative grade point average is achieved.

### **Academic Suspension**

A student will be suspended for one semester if he or she does not achieve a semester GPA of 2.0 during the academic probationary period. After being on academic suspension, the student may seek reinstatement to the University through an appeal to the Academic Standards Committee. If such an appeal is approved by the committee, the student will be required to sign an academic contract developed by the Academic Standards Committee which will set forth specific actions that the student must successfully perform toward achieving the 2.0 minimum CGPA. A student must achieve a minimum semester GPA of 2.0 during the probationary period.

If a student is academically suspended after reinstatement, the length of the suspension shall be at least two semesters. If a student is suspended for a third time, the academic suspension shall be permanent.

*Note: Summer sessions do not constitute a semester.*

### **Student Academic Grievance Procedure**

The Academic Grievance Procedure is established for the purpose of reviewing grades contested by students. During the follow-up investigation of the academic grievance, efforts are made to determine whether established grading criteria were fairly applied.

The following grievance procedure is to be followed by any student who believes he or she has

received an unjustified grade in a course and wants a review of the matter.

### **Step 1 – At the Instructor's Level (30 days in the succeeding semester)**

If a student has an academic grievance, he or she must present to the instructor in writing a grievance statement, which sets forth the following:

1. What did or did not occur;
2. Why the grade received should be reviewed:
  - Instructor's clerical error;
  - Instructor's assignment of the grade was not based on the student's performance in the course;
  - Instructor's assignment of the grade was the result of standards that were not applied to other students in the course;
  - The instructor is required to respond in writing to the written grievance.

*Note: If the student is not satisfied with the instructor's written response, he or she may make a second step appeal to the department.*

### **Step 2 – At the Department Level (10 days after the deadline identified in step 1)**

The student is required to secure a copy of the Departmental Academic Grievance Procedure from the appropriate department. This document will inform the student of all appropriate instructions for processing this review at the department level. The departmental chairperson shall notify the student, in writing, of the department's decision within 30 days of receipt of the student's second-step appeal.

### **Step 3 – At the Vice President for Academic Affairs' Level**

1. If the student is NOT satisfied with the results of the second step of his or her grievance, he or she may make a third-step appeal to the vice president for Academic Affairs. This third-step appeal must be in the form of a memorandum similar in format and attachments to that used in step 1, including the student's reasons for regarding the step 2 responses as unsatisfactory.

**Note:** *The third-step appeal memorandum must be submitted by the student to the vice president for Academic Affairs within five school days after receipt of the chair's response.*

2. Within **SEVEN BUSINESS DAYS** after receipt, the vice president for Academic Affairs will appoint a hearing committee consisting of at least two faculty members and at least one student.

**Note:** *All appointees to this committee must be disinterested persons.*

3. The hearing committee must conduct and conclude an investigation of the matter aggrieved within 30 days after its appointment.
4. Within 10 school days after the conclusion of the committee's investigation of the matter, it must submit a written report to the vice president of Academic Affairs. This report must include (1) the committee's findings, (2) the committee's conclusions and (3) the committee's recommendations for a resolution of the grievance.

**The decision of the vice president for Academic Affairs is final.**

### **ACADEMIC HONESTY POLICY**

Harris-Stowe State University assumes that all students are enrolled for the purpose of learning; therefore, academic dishonesty of any kind is considered to be contrary to the purpose of both the student and the University. Academic honesty consists of truth telling and truthful representations of all academic works. Any academic dishonesty detected and verified as such in a course (including such acts during examination or the submission of plagiarized material) may result in the student failing the course and academically dismissed or suspended from the University. Academic dishonesty includes, but is not limited to:

- Copying from others on an exam;
- Offering another person's work as your own;
- Plagiarism;
- Stealing or attempting to steal an examination or answer key from any instructor.

### **Academic Dishonesty Procedures**

1. Faculty members should clearly identify course-specific standards, which interpret University and departmental policies related to academic integrity. These explanations should appear in the course syllabus and in all other explanations of course requirements. Faculty should require the inclusion of the honor pledge on all academic work submitted for grading.
2. Faculty members who discover evidence of academic dishonesty will arrange to meet with the student(s) suspected of the alleged infraction as soon as possible. Prior to this meeting the faculty member may choose to consult with the vice president or the hearing officer.
3. If the student(s) acknowledge(s) the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction:
  - a. The faculty member will assign either an F in the course or an F for the assignment or exam during which the cheating occurred; and
  - b. A written summary of the incident will be forwarded by the faculty member to the hearing officer.
  - c. The hearing officer will contact the student to arrange a conference to review the policy related to academic dishonesty.
  - d. If the student is currently in good disciplinary standing, the student will be placed on disciplinary probation for one calendar year.
  - e. If the student is not in good disciplinary standing or if the student has previously acknowledged an act of academic dishonesty and received a grade sanction as a result, disciplinary proceedings will be instituted in accordance to those listed below to determine the appropriate disciplinary sanction. Such a sanction may include suspension or dismissal from the University.
  - f. All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student's official University transcript.

4. If the student denies the allegation of academic dishonesty or if the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation:
  - a. The faculty member will forward a written summary of the incident to the hearing officer. The summary must contain copies of all evidence, including the names of any known witnesses to the alleged act of academic dishonesty.
  - b. The hearing officer will institute disciplinary proceedings in accordance with those listed below.
  - c. No grade penalty should be assigned by the instructor until the case is finally resolved, including the processes of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of semester, a grade of "I" should be assigned by the instructor.
5. Students may file a grade appeal if a grade penalty for alleged academic dishonesty violation occurs without proper adherence to the above procedures.

*The decision of the president is final.*

#### **ADMINISTRATIVE WITHDRAWAL POLICY**

The enforcement of the class attendance policy resides with the instructor of record for each course. Harris-Stowe supports the enforcement of attendance policies through one mechanism, the official notice of Withdrawal due to excessive absence. This mechanism is available on the Instructor's Absence Report Form, which is located in the faculty's MYHSSU account.

Instructor report of absence options:

1. **Administrative Withdrawal Notification:** Should be used to notify students with consecutive absences that they have reached the number of absences requiring administrative withdrawal from the course(s).
2. **Administrative Withdrawal:** Should be used after a student has been notified that their consecutive excessive absences require administrative withdrawal from the course. Students administratively withdrawn from a course(s) will receive a

grade of "AF," failure due to excessive absences, which will be included in the student's grade point average.

**The Last Date of Attendance (LDA) is required for processing. ALL withdrawals must be processed by the last day to drop, as "AF" grades will not be accepted during Final Grade entry.**

#### **ADMINISTRATIVE WITHDRAWAL "NOTIFICATION" AND "WITHDRAWAL" POLICIES**

An *Administrative Withdrawal Notification* should be issued through the MYHSSU message center when a student has been absent from class for:

- Three consecutive weeks during the regular fall/spring and summer session III semester;
- Four meetings or one week during summer session I, or
- Two consecutive weeks during Anheuser-Busch School of Business Accelerated Program fall/spring session I/II and general summer session II.

An *Administrative Withdrawal* should be issued through the HSSU Extranet when:

- The Administrative Withdrawal Notification has been issued and the instructor has verified that attendance records are accurate.

Prior to the implementation of the online procedure, notifications were encouraged but not required. Please be advised that the University now requires that all students must receive Administrative Withdrawal Notifications before the Administrative Withdrawal is executed. Administrative Withdrawal Notifications are automatically generated given instructors set up notifications through MYHSSU at the beginning of each semester. Because the University affords students the right to appeal academic decisions, it is essential that instructors maintain accurate and consistent attendance records throughout the semester.

Administrative withdrawals due to excessive absences should **NOT** be administered for students who have **NEVER ATTENDED** a course. Students who have never attended a course(s) will be automatically withdrawn if they have been accurately reported as NEVER ATTENDING when



submitting attendance records online through MYHSSU.

### **Avoidable Absences**

In the case of an avoidable absence, faculty is not required to allow the student to make up missed assignments. It is up to the discretion of the faculty member to accept late assignments due to avoidable absences.

### **Unavoidable Absences**

Unavoidable absences are those due to debilitating illness or personal emergency. Students must immediately inform their instructors in a timely manner with supporting documentation (i.e. a doctor's statement or University team schedule) of the reason(s) for the absence. If unanticipated absences from class exceed one week, the student must inform Academic Affairs and provide supporting documentation. Academic Affairs will notify the student's instructors. Unavoidable absences approved by Academic Affairs entitle the student additional time to make up all missed worked by an agreed deadline between the instructor and the student. Unavoidable absences still count as absences in courses where grade penalties are imposed for inadequate attendance.

### **Absences Due to University-Sanctioned Activities**

Students who participate in officially sanctioned University activities should be allowed to make up all missed assignments, tests and exams as a result of participating in these events. Certain assignments such as group projects or presentations may not be possible to make up. If the instructor intends to deny the opportunity to make up such assignments, the instructor should inform the student so that the student may be aware of the consequences. The student may then decide to take the course during another semester, to make other arrangements for the University-sanctioned event or to accept the consequences of the absence.

If the number of University-related absences is not larger than those allowed for all students by the course policy, the student should not be penalized for these absences. In such cases, however, the student does not have a right to any additional absences in the event of illness or family emergency. If the University-related and unexcused absences exceed those allowed by course policy, the instructor will determine the appropriate penalty.

To minimize conflict regarding absences due to University-sanctioned events, students should:

- Plan his or her schedule accordingly to minimize activity and travel conflicts;
- Arrange with the faculty member to turn work in during the absence prior to leaving for the University-sanctioned activity;
- Obtain class notes or other materials missed prior to taking any subsequent exams or submitting assignments;
- Make every effort to schedule classes that will minimize activity and travel conflicts;
- Provide a schedule of all activities and related travel to all their instructors within the first week of the semester or as soon as possible for non-scheduled events.

## **ACADEMIC HONORS**

### **Eligibility for Inclusion on the Vice President for Academic Affairs Honors List**

At Harris-Stowe State University, the Honors Lists are the equivalent of the Dean's List. There are two such lists at this University, one for full-time classified students and one for part-time classified students. At the end of each fall and spring semester, the names of those classified students who during that semester:

1. Were enrolled at the Official University Census Date in 12 or more University-level credit hours of Harris-Stowe State University course work;
2. Earned a term grade point average of at least 3.50;
3. Received no grades of F, AF or NC
4. Earned quality points in at least nine credit hours of course work;

are listed on the Vice President for Academic Affairs Honors List for full-time students.

At the end of each fall and spring semester, the names of those part-time classified students who during that semester:

1. Were enrolled at the Official University Census Date in 6-11 University-level credit hours of Harris-Stowe State University course work;
2. Earned a term grade point average of at least 3.50;
3. Received no grade F, AF or NC;

4. Earned quality points in at least six credit hours of course work;

are listed on the Vice President for Academic Affairs Honors List for part-time students.

## ACADEMIC HONOR SOCIETIES

The University has charters for a number of honor societies. These societies and the eligibility criteria for admission or election to them are set forth below.

### Alpha Chi

Alpha Chi is a national honor scholarship society founded in 1922 for accredited colleges and universities. Its purpose is to promote and recognize high academic achievement and those elements of character, which make scholarships effective for students in the various academic divisions of colleges and universities, both in the United States and in other countries.

Active membership is restricted to regular undergraduate students of junior and senior standing in programs leading to a baccalaureate.

Members of the Missouri Zeta Chapter at Harris-Stowe State University are elected by the total faculty group based on the following eligibility criteria:

1. The student must have been a regular student at Harris-Stowe State University for not less than one academic year prior to election.
2. The student must have completed not less than half of the University credits required for graduation.
3. The student must have an overall cumulative grade point average (OCGPA) of at least 3.5.
4. If the CGPA earned at an institution previously attended is higher than that earned at Harris-Stowe State University, only grades earned at Harris-Stowe State University will be considered; otherwise, all grades earned at all institutions shall be considered.
5. The student must be in the top ranked 10 percent of students in his or her academic classification, including those previously elected to membership in the society.

6. The student must be rated by the University's total faculty group as successfully meeting the University's character requirements

### Kappa Delta Pi Honor Society

In an effort to promote a closer relationship among students in the field of education and to develop a more intimate fellowship with those dedicated to the teaching profession, the Illinois Education Club at the University of Illinois made a resolution to sponsor a national society similar to its own organization. Subsequently, the honorary education fraternity, Kappa Delta Pi, was incorporated on June 8, 1911. Local chapters of Kappa Delta Pi were soon in existence at several colleges and universities with schools of education. On June 6, 1931, Harris Teachers College, now Harris-Stowe State University, established the Gamma Lambda Chapter of Kappa Delta Pi.

Qualifications for undergraduate membership include the following:

1. The student must have full standing as a junior.
2. Rank in the upper quartile of the University;
3. Have an overall cumulative grade point average (OCGPA) of 3.0 or above;
4. Have been admitted to the professional level of Teacher Education programs;
5. Exhibit worthy educational ideals;
6. Intend to continue in the field of education;
7. Manifest desirable personal qualities;
8. Give evidence of leadership attributes.

### Sigma Tau Delta

Sigma Tau Delta, the International English Honor Society, is open to students interested in English and who rank in the upper third of the student body for the semester of initiation. The resulting grade point average for this ranking is usually 3.0 or higher. The purpose of Sigma Tau Delta is to promote written expression, encourage worthwhile reading and to foster a spirit of good fellowship among men and women professionally engaged in the study or teaching of the English language and literature. The Phi Beta Chapter of Sigma Tau Delta annually produces a publication of students' literary works called *The Triangle*. For further information, contact the College of Arts & Sciences in Room 210 of the Dr. Henry Givens, Jr. Administration Building.

### **Kappa Mu Epsilon**

Kappa Mu Epsilon is a specialized honor society in mathematics, which was founded in 1931 to promote an interest in mathematics among undergraduate students. It has been a member of the Association of College Honor Societies since 1968. Its chapters are located in colleges and universities of recognized standing, which offer an appropriate mathematics program.

The Missouri Mu Chapter of Kappa Mu Epsilon was installed at Harris-Stowe State University on April 25, 1998. The chapter's members are selected from students of mathematics and other closely related fields who have maintained standards of scholarship have professional merit and have attained academic distinction. The primary purposes of being a member of Kappa Mu Epsilon include the following:

1. To further the interest of mathematics in those schools, which place their primary emphasis on undergraduate programs;
2. To help undergraduate students realize the important role that mathematics has played in the development of civilization;
3. To develop an appreciation of the power and beauty possessed by mathematics;
4. To provide a society for the recognition of the outstanding achievement in the study of mathematics at the undergraduate level;
5. To disseminate the knowledge of mathematics and familiarize its members with the current progress in this important area of human interest.

Qualifications for membership:

1. Must be, or have been, a faculty member or regularly enrolled student at an institution where a Kappa Mu Epsilon chapter is installed;
2. Must have completed at least three semesters at the institution ranking in the upper 35 percent of their class;
3. Must have completed at least three college courses in mathematics, including at least one semester of calculus and attained an average grade of B or higher in all mathematics courses;
4. Must have completed at least one semester at the institution, after having transferred from another institution and have completed at least one mathematics course with a grade of B or higher at the institution, prior to his or her induction.

Meetings and activities of Harris-Stowe's chapter of Kappa Mu Epsilon are held twice a semester in conjunction with the Mathematics Club. There are also national conventions held annually.

### **Delta Mu Delta**

Delta Mu Delta is an international business honor society established to recognize and reward superior scholastic achievement of students in business administration. Specifically, the purpose of Delta Mu Delta is twofold:

1. To promote higher scholarship in education for business, and
2. To recognize and reward scholastic attainment in business subjects.

Lambda Pi of the Society chartered under the Laws of Pennsylvania in the name of Delta Mu Delta Honor Society, an International Society in Business is located at Harris-Stowe State University in the Anheuser-Busch School of Business.

### **Membership**

Active membership is restricted to regular undergraduate students of junior and senior standing in business programs leading to a baccalaureate degree.

Members of the Lambda Pi are elected by business faculty based on the following eligibility criteria:

1. The student must have completed at least one half of the credits required for a business degree.
2. Transfer students must have 30 semester hours of residency unless transferring from an institution where there is a chapter of Delta Mu Delta or is eligible to have a chapter due to appropriate ACBSP accreditation.
3. The student must have a cumulative grade point average of one quarter (.25) of a step above a B (3.25) or better.
4. The student must be in the top 20 percent in her or his academic classification, including those previously elected to membership in the society.

**Lifetime Recognition for Outstanding Academic Achievement** – Delta Mu Delta membership provides recognition for a lifetime. As the highest international recognition a business student can earn, it is appropriate to include Delta Mu Delta membership on one’s resume and to wear the Key and display the certificate with pride.

## **GRADUATION REQUIREMENTS**

The commencement convocation is held at the end of the spring semester. Students are responsible for familiarizing themselves with the University *Bulletin* and all pertinent literature/documents that govern the requirements for graduation. Students are also responsible for maintaining a satisfactory grade point average, completing all requirements of their degree program and satisfying all other requirements for graduation. It is strongly recommended that students complete a degree audit at the end of the student’s completion of 60 credits.

Students are required to file papers for graduation in the semester prior to the semester of anticipated degree conferral. Specific dates are listed in the course schedule each semester or session. To complete degree requirements the students must:

1. Complete degree conferral papers in the Office of the Registrar (HGA Room 116);
2. Complete and submit all required paperwork to the Office of the Registrar;
3. Complete all clearance procedures identified by the respective degree programs and other University offices/departments. (The Office of the Registrar will distribute the clearance forms to the candidate for graduation);
4. Satisfactorily complete all requirements in the degree program;
5. Earn the required cumulative grade point average for the degree program;
6. Complete, in residence, the final 30 semester hours of course work, unless permission is granted otherwise.
7. Achieve at least the required score on all required examinations of the degree program.

### **Eligibility for Graduation Honors**

Graduating seniors whose overall cumulative grade point averages are at the levels cited below, who meet the residency requirements for degree conferral and who have met all other academic and

non-academic degree requirements are graduated from Harris-Stowe State University with the following Latin Honors:

CGPA of 3.75 or higher  
Summa Cum Laude  
CGPA between 3.5 or 3.749  
Magna Cum Laude  
CGPA between 3.25 and 3.499  
Cum Laude

## **COMMENCEMENT CONVOCATION**

In case of unusual circumstances, students who are unable to participate in the commencement convocation are required to notify the Office of the Registrar in writing and request permission to pick up or receive the diploma in the mail after commencement. The University is not responsible for diplomas once mailed.

## **THE ALUMNI ASSOCIATION**

Membership in the Harris-Stowe State University Alumni Association is available to all persons who have ever attended this University or any of its predecessor institutions.

The Alumni Association is an autonomous body of members who have come together to accomplish the following three major purposes:

1. To make known, celebrate and perpetuate the institution’s desirable customs, spirits, ideals and philosophy;
2. To promote in every way possible, the interest of the University and thereby the educational interest of the region Harris-Stowe serves;
3. To revive and establish acquaintances and maintain good fellowship among the alumni, wherever they may be.

The policy making body of the Harris-Stowe State University Alumni Association is that body’s executive board.

The day seniors graduate from the University, they officially become members of the HSSU Alumni Association. From that day to the last day in May of the following year, recent graduates enjoy free membership to the Alumni Association, which includes many benefits. For more information, please call (314) 340-3390, e-mail [alumni@hssu.edu](mailto:alumni@hssu.edu) or stop by HGA Room 110.

## **CENTER FOR RETENTION AND STUDENT SUCCESS (CRSS) PROGRAMS**

### **Instructional Resources and Special CRSS Programs**

The CRSS Programs are located in Room 307 of the Dr. Henry Givens, Jr. Administration Building in the west wing on the third floor. The department provides comprehensive academic support, including activities, materials and personnel to assist all students and faculty.

Services and programs include:

- Americans with Disabilities Act
- Developmental Education Courses
- The Learning Center
- Professional Tutoring
- GED Testing Office
- The Media Lab
- Orientation Courses
- Language Courses
- University Testing Service
- Academy for College Preparation

### **THE MEDIA LAB**

The Media Lab and the Computer/Video Enrichment Laboratory, located in Room 307B, are components of the CRSS. The Media Lab offers a variety of non-print instructional materials and multimedia equipment. Technology available to faculty and students for check out and use in this laboratory include: video camcorders, audio tape duplicating, video editing with voiceover, slide projectors, overhead transparencies from computer output, multimedia CD-ROM production including digital video, digital cameras, laptop computers, and a sound/music production equipment. The Computer/Video Enrichment Lab provides computers and video as well as audio equipment for previewing audio-visual materials placed on reserve by instructors.

Adjacent to the Media Lab is a multipurpose area, Room 307F, which may be reserved for the use of multimedia equipment and rehearsal of instructional presentations using technology. In addition, there is a Smartboard, as well as Internet access.

Students and faculty are encouraged to see the Instructional Media/Technology staff for assistance in the production of instructional materials (i.e. overhead transparencies, handouts, video and

computer aided presentations). Media Lab staff members are available for assistance with photography and videography projects upon request.

### **THE LEARNING CENTER (TUTORING LAB)**

The Learning Center HGA Room 307C and HGA Room 307D are components of the CRSS. Tutorial services to develop academic skills and to assist with University course work are available to all Harris-Stowe students.

Students may come to the labs for assistance in Spanish, statistics, accounting, economics, science, reading, writing, speaking and mathematics. Students and faculty may use the services of the laboratories or instructors may refer their students. Communication skills and mathematics tutors are primarily degreed professionals who work with students individually or in small groups.

The Learning Center staff also offers topical workshops and test preparation seminars, as well as the dissemination of standardized test preparation materials. Small reference libraries with printed materials, computer software and audio-visual aids are housed in the labs as well. Students may use certain test-preparation packages and reference materials in the laboratories. Some reference materials are available to faculty on short-term loan.

During the academic year, the CRSS provides a day and evening schedule, Monday through Thursday, and a morning and early afternoon schedule on Friday, Saturday and Sunday. Visit [www.hssu.edu](http://www.hssu.edu) for the schedule.

### **Office of Assessment**

The duties of the Office of Assessment are multi-faceted, covering, but not limited to (1) the implementation and improvement of the Institutional Assessment Plan; (2) development, administration and or analysis of various University survey instruments; (3) data collection, analysis and reporting; (4) researching, designing and implementing assessment and program evaluation policies and studies and (5) assisting in University program planning by providing assessment and

performance measure studies. As part of the data collection duties, the Office of Assessment maintains a file of students' CBASE and PRAXIS II scores. Questions or concerns in regard to score interpretations on the score reports should be directed to the Office of Assessment.

### **Assessment Requirements**

In an effort to assess student performance and institutional effectiveness, the University requires that enrolled students participate in the Institutional Assessment Plan. Graduates of the institution are strongly encouraged to cooperate with assessment efforts to improve the quality of the educational experience for future students. Student confidentiality is continuously and carefully maintained during assessment efforts.

An Institutional Assessment Plan is in place each year and is revised as needed. Harris-Stowe is committed to using evaluative processes to enhance instruction and improve student learning. The institution and the individual academic departments have selected various formal and informal methods to assess student performance and program effectiveness. Among the methods included are: (1) standardized tests; (2) standardized surveys; (3) institutional and departmental opinion surveys for currently enrolled students, alumni and employers of alumni; (4) content area exams and (5) performance-based or authentic assessments.

Authentic assessment involves students in complex, open-ended tasks that have real-life problem-solving implications. These tasks require higher-order thinking and the integration of knowledge. Authentic assessments also model for instructors and students the expected standards by which the learning activity will be judged. The assessments may consist of such varied activities as oral interviews, journals or portfolios of written works, demonstrations, presentations, group problem-solving tasks, case study reports and student videos. Due to the visibility of assessment activities, authentic assessments can accommodate students with varying abilities, learning styles, cultural backgrounds and experiential levels.

### **UNIVERSITY TESTING AND ASSESSMENT PROGRAM**

Harris-Stowe State University has a sequential standardized testing evaluation program. This program is designed to aid in the placement of

students at the freshman and professional level, to evaluate the progress of students throughout their college experience and to assist in academic program evaluation.

#### **Freshman**

- Accuplacer
  - English
  - Mathematics
  - Reading
- Beginning College Survey of Student Engagement (BCSSE)

#### **Sophomore or Junior Standing**

- C-BASE

#### **Junior or Senior Standing**

- Praxis II
- National Survey of Student Engagement (NSSE)

#### **Senior Standing**

- Urban Affairs Departmental Comprehensive Exam
- Criminal Justice Department Comprehensive Exam
- Professional Interdisciplinary Studies Department Comprehensive Exam
- Urban Affairs Specialty Area Exam
- Criminal Justice Specialty Area Exam
- Senior Competency Exit Exam
- Urban Affairs Senior Internship Project
- Criminal Justice Senior Internship Project
- Professional Interdisciplinary Studies Senior Internship Project
- Business Administration Senior Competency Exam

#### **Senior Internships**

- Final Student Teaching Evaluation Form
- Business Administration Internship
- Internship Supervisor's Evaluation Form

#### **Alumni**

- Business Administration Graduates Survey
- Business Administration Graduates Employers Survey
- Urban Affairs Graduates
- Urban Affairs Graduates Employers Evaluation
- Criminal Justice Graduates
- Criminal Justice Graduates Employers Evaluation
- Teacher Education Graduates Employers Survey

## Multi Levels

- Program Self-Assessment Survey (currently enrolled, alumni and faculty)
- Multi-Cultural Self-Assessment Survey
- Faculty Evaluations
- Teacher Education Authentic Assessment
- Public Speaking Video Portfolio
- English Composition II Portfolio
- Art Appreciation Course Portfolio
- Music Appreciation Course Portfolio

## **ADA (AMERICANS WITH DISABILITIES ACT)**

Harris-Stowe State University does not discriminate in the admission or treatment of students on the basis of disability. The University is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act:

### Section 202 of the 1990 Americans with Disabilities Act

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the service, programs or activities of any public entity or be subject to discrimination by any such entity.”

### Section 504 of the 1973 Rehabilitation Act

“No otherwise qualified handicapped individual in the United States shall solely, by reason of his handicap, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.”

While ensuring the academic integrity of its programs, the University is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities.

## **Procedures**

The CRSS is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act.

## **Identification**

The CRSS is committed to a reasonable approach in the identification of disabled students. The CRSS will contact all students who voluntarily identify

themselves as having a disability. Faculty members who observe student-learning difficulties that are indicative of a physical/learning disability may refer that student for assistance to the CRSS.

Students who suspect they have a disability may contact the CRSS for information regarding disabilities and referrals for a psycho-educational assessment when needed. In all cases, students who need an assessment to determine their learning disability are responsible for providing the required documentation and the cost of the assessment.

Information regarding a disability will be kept confidential unless the student signs a Release of Information Form, which requires a notarized signature.

## **Academic Requirements**

Academic requirements that are defined by Harris-Stowe State University as essential to coursework, programs of study or any related licensing or certification requirement are not regarded as discriminatory.

1. **Eligibility** – Qualified students with a physical disability may be required to provide documentation of their disability to receive any necessary academic modification and or reasonable accommodations.

Learning-disabled students are responsible for providing the University with documentation regarding their disability.

Documentation for a learning disability must include psycho-educational assessment that has been done within the last four years to ensure that appropriate academic adjustments are provided.

2. **Academic modifications may include, but are not limited to:**
  - a. Length of time permitted to complete a degree;
  - b. Substitution of specific courses required for the completion of degrees;
  - c. Adaptation of the manner in which specific courses are conducted.

3. **Reasonable accommodations may include, but are not limited to:**

- a. Enlarged materials;
- b. Oral tests;
- c. Extended time on tests (time allowed to be determined by course requirement);
- d. Reader or taped text;
- e. Note takers or writers;
- f. Use of word processing or spell checker;
- g. Use of adaptive equipment, as necessary;
- h. Use of tape recorder in the classroom.

Based upon the specific needs of the student, reasonable accommodations and academic modifications are determined by the designated ADA officer.

4. **Course substitutions for University requirements:**

For students with learning disabilities or, in some cases, students with a physical disability, under the core curriculum, the policy for all substitutions requested or required courses are:

- a. A student shall have a psycho-education assessment that delineates not only the problem but a prescriptive program for study;
- b. The University shall provide reasonable accommodations in learning opportunities and support for the students;
- c. Only if the University is unable to provide the reasonable accommodations shall a substitution for the requirement be sought.
- d. The allowable substitution, if one can be found, shall be determined jointly by the department of the course in question and by the vice president for Academic Affairs based on the learning objective of the requirements, and;
- e. Under no circumstances shall an absolute waiver with no substitution be made.

**Request for academic modification or reasonable accommodations**

1. The student is responsible for contacting the CRSS personnel to review his or her concerns and develop a plan for accommodation or modification;
2. If a student does not agree that the accommodations or modifications which have been determined by the ADA officer are acceptable or appropriate, then he or she has the right to petition for an appeal.

*Note: The student will contact the CRSS personnel for appropriate instructions.*

*All actions processed under this provision will require authorization from the Office of the Vice President for Academic Affairs.*

**DEVELOPMENTAL EDUCATION AND TEST PREPARATION COURSE PROGRAM**

Among the responsibilities of the department is the delivery of basic skills instruction. Each semester, a capable and energetic faculty offers courses in communication arts and mathematics to those students whose placement test scores indicate a need for developmental work.

One purpose of the developmental education courses is to help students to strengthen their academic skills in order to prepare them for University-level course work. A secondary purpose of these courses is to prepare students to improve their performance on standardized tests.

**The University Testing Service**

The CRSS also houses the University Testing Service (UTS) which is responsible for the administration of placement and standardized tests. In addition, UTS staff conducts the official University Basic Academic Subjects Examination (C-BASE) for undergraduate students who need to meet certification requirements for the State of Missouri. Students required to take this exam should check the most recent class schedule or report to UTS to receive additional information.

The CRSS also provides General Educational Development (GED) Testing Services. The GED Test is administered four days each week.



## **STUDENT SUPPORT SERVICES (SSS)**

Student Support Services is funded by the federal government under Title IV. To qualify for these services, the student must be financially limited, as determined by current federal criteria and or either of the following two: a first-generation college student, (i.e., neither of his or her parents has earned a baccalaureate degree) or a student with a disability.

The program's objective is to provide students with the support they need toward meeting their professional goals. Among such needs are the following: (a) The student must maintain a 2.0 or 2.5 cumulative grade point average (CGPA), depending on the degree program and (b) The student must remain in school until the student's degree conferral.

### ***Student Support Services include:***

***Academic Advisement*** - These services consist of one-on-one assistance given by an advisor to all students in their selection of degree programs, program options and semester or session courses. As noted earlier, each semester or session – prior to registration – each student is required to consult with his or her Student Support Services academic advisor.

***Cultural Events*** – Each semester, the cultural event is chosen by the participants after several options are presented to them in a meeting. These events have included trips to the Shaw's Arboretum; St. Genevieve, Missouri; the Municipal Opera; the Fox Theater; The St. Louis Art Museum; the St. Louis Black Repertory Theatre and Cahokia Mounds.

***Individual Tutoring*** – Participants can receive one-on-one tutoring in most subject areas. Additionally, students receive assistance in preparing for the C-BASE.

***Mentoring Services*** – Matching students who are participating in the University's Student Support Services program with SSS faculty/staff mentors, provides direct guidance and motivation – often in the form of a role model.

***Supplemental Instructional Services*** – These "outside-class" experiences, in a large sense, supplement regular course experiences. Often, they are in the form of small group sessions conducted

by a faculty associate or a student tutor. Frequently, there are one-on-one sessions with these service providers. The primary purpose of supplemental instruction is to that of giving interested students much needed assistance with difficulties encountered in their regular course work. Often, through supplemental instruction, a student is helped to acquire productive study skills, particularly in reasoning and problem-solving.

***Counseling Services*** – Another important component of the SSS program is the availability of a part-time counselor. The counselor provides motivational workshops, as well as individual assessments for each student in the program. He or she also provides personal counseling.

The Student Support Services Office is located in HGA Room 004.

## **AT&T LIBRARY AND TECHNOLOGY RESOURCE CENTER**

The AT&T Library and Technology Resource Center contains the University library, a computer lab and meeting rooms. The building offers a modern setting for information retrieval with a warm and friendly staff. Borrowing privileges are extended to all faculty, students, staff and Alumni Association members. The University is online with the statewide Mobius System that affords borrowing from more than 55 academic libraries containing more than 20 million volumes. The students on both the Main and South campuses are served with borrowed books using the Mobius delivery and shuttle bus systems. MOREnet, the Missouri Research and Educational Network, provides the University with direct and inexpensive access to the Internet for all locations on campus.

The main collection of books supporting the degree programs is positioned at the north end of the main library arena. The southern end contains specialized materials for Urban Multicultural (UMC) studies, a curriculum collection of textbooks used in grades K through 12 and the juvenile collection. This latter collection contains more than 10,000 books for children ranging from the easy readers for very young children through young adult materials. It also contains a special section of parent-teacher materials. Quiet study areas occupy both of the far ends beyond the stacks. Reference books and periodicals are housed within two special alcoves.

More than 40 computers for use by students, staff, faculty and Alumni Association members contain all types of word processing and graphic software. All stations link Public Access Catalogs (PAC) for direct access to the library's book collection. Internet connections are maintained and are free for use on all terminals. The AT&T Library provides access to 11 databases that cover topics across the curriculum and includes access to a newspaper database containing periodicals from all 50 states. For access to PAC databases, ask any of the Library & Tech Center staff.

The Seminar Room provides a board meeting table with operant technology for 20 people. The Telecommunity Room offers 50 seats for interactive video distance learning, satellite uplink and downlink and a computer classroom. The library computer lab offers 17 computer work stations for a variety of training sessions.

To reserve any of these rooms, please call:

Mrs. Barbara Noble, Director  
AT&T Library and Technology  
Resource Center  
(314) 340-3621  
E-mail: [nobleb@hssu.edu](mailto:nobleb@hssu.edu)  
Fax: (314) 340-3630

AT&T Library and Technology Resource Center operating hours, which are subject to change for holidays, final examination periods and summer sessions, include the following:

Monday-Thursday	7:30 a.m. – 9 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	10 a.m. – 5 p.m.

For more information or to arrange a tour, call (314) 340-3620 or (314) 340-3622.

# STUDENT LIFE

## STUDENT AFFAIRS

### Mission

Harris-Stowe State University's Division of Student Affairs considers students as a whole – their intellectual capacity and achievement, emotional makeup, physical condition, social relationships, vocational aptitudes and skills, moral and religious values, economic resources and their aesthetic appreciation. The Division of Student Affairs stresses the development of students as persons rather than merely their intellectual training alone. It is the focus of Student Affairs to assist students in developing to the limits of their potential and in making their contribution to the betterment of society.

It is the mission of Student Affairs to assist students in developing and achieving their utmost capability through personal effort on their behalf and through mobilizing on their behalf, all the forces within the University that can be made to serve this end. Student Affairs emphasizes the individuality of students and their present needs and interests. Students should be looked upon as more than candidates for a degree; they are individuals who must be developed and trained for a life of service, intellect and actualization of their inner potential.

The Division of Student Affairs is comprised of the dean of Student Affairs, Career Services, Counseling Services, Community Service Learning, Health Services, Gillespie Residence Hall and Student Activities. The main Student Affairs office is located in Gillespie Student Center and is open from 8 a.m. until 5 p.m., Monday through Friday. Evening hours are available by appointment. To contact the dean of Student Affairs, call (314) 340-5112 or (314) 340-5053.

## CAREER SERVICES

### Mission

The Office of Career Services strives to support and empower students and alumni in their career development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. We further strive to promote faculty involvement in the career development process through collaborative relationships and classroom presentations, to

provide resources and support to connect employers with qualified applicants and to provide the institution with accurate information on post-graduation plans to support overall institutional effectiveness.

The Office of Career Services is located in Room 119 of the Dr. Henry Givens, Jr. Administration Building. Office hours are 8 a.m.–5 p.m., Monday through Friday. Evening hours are available by appointment.

Resources are available in the Office of Career Services and include information about occupations, career fields, resume writing, job search strategies, interviewing techniques, labor market trends and employers. Individual career counseling appointments can be made for assistance with issues such as exploring career alternatives, career transitions, resume development, interviewing skills and job search strategies.

Services are available to assist students with employment needs. Job postings for full-time, part-time, co-op and internship employment opportunities are available on our online system, eCareers. Some job postings are also placed on the bulletin boards outside the office. A teacher career fair and general career fair are held each spring to facilitate students obtaining company information and meet employers who are hiring for co-op, internship and professional positions. The Office of Career Services also schedules employers for on-campus information sessions, recruiting and interviewing.

Cooperative education and internship positions are coordinated by Career Services to provide students with opportunities to gain relevant career related experience. In addition, students who have registered with Career Services can participate in the résumé referral program for co-op, internship and full-time positions.

## COMMUNITY SERVICE LEARNING

As an institution, Harris-Stowe State University has always been a part of the surrounding community and a leader in many arenas. Community service learning is an ideal path to take for educational institutions to be visible in the communities that

surround their campus. Community service learning is an excellent way of providing students with an opportunity to learn more about the community around them as well discover ways for students to participate in community service. Community service is the contribution to the well-being of the community and increasing community awareness of issues through volunteers and professional service, while enhancing relationships with the wider community. Community-service learning is learning and development through thoughtfully organized service, which meets the needs of a community and is coordinated with an institution of higher education and the community.

The community and community-based organizations recognize how valuable service learning is and how it directly benefits the community, increasing the willingness of the community to offer much-needed support for such programs. The ultimate two-fold goal is to first show how students' classroom experiences relate to community service learning and to their lives.

Volunteer fairs are held annually. Students, who wish to volunteer for community-service learning, should visit the Office of Student Activities.

## **COUNSELING SERVICES**

### **Mission**

Counseling Services are student-centered, personal and confidential. Counseling Services provides emotional support and psychological services, workshops and collaborative efforts that assist students in their social, emotional, personal and relational development. Trust, confidentiality, empathy and privacy are ensured in a judgment-free environment. Through Counseling Services, relationships are built that facilitate the development of critical thinking and sound decision-making in students.

### **Overview**

Counseling Services works to assist students with the transition to campus life, so that they can successfully adapt to the academic requirements and personal and social interactions. Counseling Services assists students to strive for self-actualization and ultimately to put them in control of their life. Counseling Services works collaboratively with Student Support Services, the Center for Retention and Student Success, faculty

and staff to confront and resolve complications that hinder academic progress.

Some of the workshops and programs that might assist in the psychological and emotional development of Harris-Stowe State University students are the following:

- Anger Management
- Conflict Resolution
- Study Skills
- Note Taking
- Time Management
- Test Anxiety and Stress
- Interpersonal Relationships
- Student Enrichment Program

Counseling Services are available in the Gillespie Student Center from 8 a.m.–5 p.m., Monday through Friday. Evening hours are available by appointment. Contact Counseling Services by calling (314) 340-5089.

## **HEALTH SERVICES**

### **Mission**

Health Services provides effective health education, disease prevention and promotion of health, wellness and services for the students, staff, faculty and the academic community of HSSU on both the Main and South campuses. In addition, Health Services promotes a healthful environment by placing emphasis on developing a healthy state of well-being while students pursue and achieve their educational goals.

### **Overview**

It is imperative that the University health care specialists be sensitive and responsive to the needs and perceptions of our diverse group of students. Health Services should not only attend to the immediate needs of the University community, but also encourage and assist that community in developing a lifestyle that promotes health and wellness. This process should include, but not be limited to, maintaining a life-long record of health information immunization records and yearly physicals. In addition, Health Services should assist the students in monitoring potential health problems, such as blood pressure, weight control, diabetes prevention and cancer detection. Health Services should develop programs and activities that will assist students in using community resources.

Health Services is located on the Main Campus in the Gillespie Student Center and is open from 8 a.m. to 10 p.m. daily. In case of emergencies at the Main Campus, call (314) 340-5052. Health Services is also provided at the Anheuser-Busch School of Business from 8 a.m. to 10 p.m., Monday through Friday, and 8 a.m. through 5 p.m. on Saturday. In case of emergencies at the Anheuser-Busch School of Business, call (314) 256-8184.

### **Students with Communicable Diseases**

The following administrative guidelines have been developed to assist in implementing Policy 2860.

1. The University's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be disseminated annually to all students attending the University.
2. All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the supervisor of Health Services), regardless of whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

### **Acute Infectious Disease**

1. A staff member, who has reason to believe that a student has been exposed to a contagious or infectious disease, or who observes symptoms of such a disease, shall inform the supervisor of Health Services.
2. If the supervisor of Health Services determines that the student has an acute contagious or infectious disease, the student will be excluded from classes and activities for the number of days specified in the latest revision of the Missouri Department of Health Publication, *A Prevention and Control of Communicable Diseases-A Guide for School Administrators, Nurses, Teachers and Day Care Operators at PACH-16*, or until a physician certifies that the student no longer is liable to transmit the disease.

## **REV. DR. WILLIAM G. GILLESPIE RESIDENCE HALL AND STUDENT CENTER**

### **Mission**

The mission of the Rev. Dr. William G. Gillespie Residence Hall and Student Center is to foster a healthy, civic-minded, supportive, academic residential community that enriches the educational experience at Harris-Stowe State University. The mission of the Gillespie Residence Hall and Student Center is carried out by linking the curriculum with residential living, which facilitates positive social interaction through programming and formulates civic engagement with the City of St. Louis.

Gillespie Residence Hall offers four-bedroom suites with two bathrooms per suite. It is complete with kitchen facilities at affordable prices. Residential fees include telephone, cable TV and all utilities. The residence hall has laundry facilities and a weight room for residents use only. Gillespie Residence Hall is a residence facility for full-time students at HSSU. The Gillespie Residence Hall office is open Monday through Friday, 9 a.m. until 5 p.m. For more information, contact the director of Residential Life at (314) 340-5005.

In addition, Gillespie Student Center is the site of Follett Campus Bookstore, conference rooms, a computer lab, a game room, Student Activities office, Counseling Services and Health Care Services. To reserve any of the student center facilities, contact Student Activities at (314) 340-5053.

## **STUDENT ACTIVITIES**

### **Mission Statement**

The mission of Student Activities is to provide services, promote programs and maintain facilities that are responsive to student development, social, recreational and educational needs, while enhancing the quality of University life. Through the work of its staff and various committees, the department will serve as a "laboratory" where students can learn and practice leadership, critical thinking, social responsibility, management, programming and interpersonal skills.

Students' out-of-class experiences aid them in developing knowledge and skills that are consistent with the educational purposes of a university. The

overarching goal of Student Activities is to enhance the learning environment for students at HSSU. The Office of Student Activities (OSA) is a center for campus community and, as such, is an integral part of the institution's educational environment providing co-curricular and extracurricular complements to the academic sector of the University. The office is located in Gillespie Residence Hall, Room 110A. Normal hours are Monday through Friday, 8 a.m. until 6 p.m. To contact Student Activities, call (314) 340-5042.

The team members listed below is responsible for planning and implementing social and educational programs and services that are essential to the retention of students integral to the promotion of a diverse educational community; indispensable to the achievement of educational goals and vital to the cultural, social, moral, intellectual and physical development of students.

*The Student Activities team includes:*

- Director of Student Activities
- Assistant Director of Student Activities

Ultimately, OSA works to enhance the overall quality of campus life, establish a sense of community and enable all students to reach their full potential.

#### General Responsibilities

- Homecoming
- Orientation
- Black History Month
- Personal and Academic Development Activities
- Welcome Week Activities
- Student Leadership Training
- Student Budget Allocations
- Student Elections

For more information, please visit the Student Activities web page.

#### Student Activity Fees

In order to provide the various activities, programs and publications for HSSU students, a student activity fee is assessed. Such fees, supplemented with other University funds, enable the Student Government Association to allocate financial resources for various programs and organizations, which serve all students enrolled in regular academic programs. The Student Government Association is allotted a portion of the funds for

programs that benefit Harris-Stowe State University students.

### STUDENT ORGANIZATIONS AND AFFILIATES

- African-American Studies Society
- Accounting Student Association
- Art Club
- Campus Activities Board
- Campus Religious Life
- Collegiate 100
- Concert Chorale
- Dream Team
- Entrepreneurship Club
- Financial Management Association (FMA)
- Freshman Class
- Gospel Choir
- Guitar Club
- Harris-Stowe Orientation Leader  
Ambassadors (HOLA)/Student  
Ambassadors
- Harris-Stowe Players Theater Group
- Honda Campus All-Stars
- Hornets Paintball Club
- HSSU Cheerleaders
- HSSU Flag Corps
- HSSU Honeycomb Majorettes Dance Team
- HSSU Intramurals
- HSSU Marching Hornets
- Junior Class
- Majestic Assembly
- Mock Trial
- NAACP
- Residence Hall Council
- Senior Class
- Sophomore Class
- Student Chapter of American Marketing  
Association
- Student Community Service Corps
- Student Government Association
- Students in Free Enterprise
- Student Investment Club
- Student United Way
- Students Working Against Trauma  
(SWAT)
- Welcome Week Committee

#### Student Government Association

The Student Government Association (SGA) is a student-led legislative body with the primary purpose of developing and promoting student

interests and participation in all activities at the University. The SGA, using the designated Student Activity fees and other funding sources, supports the various official student activities and programs. The Student Government Association has the responsibility for appointing student representatives to the University's various academic committees. Important among such bodies are the University's governance committees of the various academic programs and disciplines. The association also appoints the members and chairperson of its own committees and task forces.

All students enrolled at the University are members of SGA; all students, in good standing at the University are strongly encouraged to participate in the association's meetings and projects. The association normally meets on the second and fourth Wednesday of each month throughout the academic year, September through April. The executive board of the association is elected annually in April.

#### **Harris-Stowe Cheerleaders**

The Harris-Stowe Cheerleaders are a group of men and women who enthusiastically support the University's intercollegiate and athletic teams. The group accompanies the teams to their intercollegiate events and provides spectator spirit and enthusiasm. Membership on the cheerleading squad is by application. Each year, tryouts are held under the supervision of the cheer coach. Throughout the year, practice sessions are scheduled in preparation for home and away athletic events. For additional information, interested persons should consult the athletic director in the Emerson Performance Center.

#### **HSSU Honeycomb Majorettes Dance Team**

The Honeycombs are the majorettes of HSSU. The organization was started in the fall of 2006 with nine young ladies who shared a common love for modern dance. The Honeycombs perform at sporting and community events and are an essential part of the HSSU Marching Hornets and spirit teams. Honeycombs exemplify class, sportsmanship, style and technique. Those interested in becoming a Honeycomb Majorette can contact Dean Charles Gooden at [goodenc@hssu.edu](mailto:goodenc@hssu.edu).

#### **Harris-Stowe Orientation Leaders Ambassadors (H.O.L.A.)**

Harris-Stowe Orientation Leaders (H.O.L.A.) is an organization which serves as official student representative of Harris-Stowe State University. Members act as hosts and hostesses at special University events and as University tour guides, and they accompany admissions officers on visits to area high schools. Students possessing an overall CGPA 2.5 or higher are invited to join H.O.L.A. Interested students should contact the Office of Student Activities in the Gillespie Student Center for information regarding membership.

#### **Concert Chorale**

The Concert Chorale is the University's official choir; it is open to all University students, faculty and staff. The repertoire of the chorale includes musical masterpieces of the various music periods as well as contemporary jazz and gospel music. This group performs for many civic, educational and religious organizations throughout the metropolitan St. Louis area. The Concert Chorale goes on tour to various cities in the United States. Recent cities where this group has performed include: Orlando, Florida; Houston, Texas; Chicago, Illinois; Washington, D.C.; New York, New York; New Orleans, Louisiana; and Nassau, Bahamas. The chorale completed a cruise to the Caribbean aboard the M.S. Seward and the S.S. Norway, performing aboard ship and in St. Thomas, U.S. Virgin Islands.

A student may earn two credit hours through participation in the Concert Chorale. To do so, however, the student must be officially enrolled in the course designated for such. Scholarships are available for talented singers.

The Concert Chorale has achieved international recognition by winning top honors in the international music festivals, sponsored by the performing Arts Abroad. The Chorale performed for the two inaugural ceremonies of the late Missouri Governor Mel Carnahan.

#### **Student-MSTA**

The Student-MSTA Chapter is the pre-professional organization for education majors enrolled in Missouri colleges or universities. The purpose of the local chapter is to provide its members with opportunities for:

Personal and professional growth;  
Development of leadership skills;  
Understanding the history, ethics and  
Programs of the teaching profession;  
Participation in professional activities at the  
local and state levels.

For more information, please contact the Dean of  
the College of Education in Room 207 of the Dr.  
Henry Givens, Jr. Administration Building, at (314)  
340-3662.

### **Sponsorships of Speakers and Other Activities**

Any chartered student organization, after notifying  
the Office of Student Activities, may invite persons  
not affiliated with the University to speak on  
campus. Spaces are reserved in the Business Office,  
HGA Room 105. All contracts relating to the  
appearance of any outside guests or group at the  
University, which involve the expenditure of  
University funds and are sponsored by student  
groups, must be signed by appropriate University  
officials. Please allow two weeks for the  
processing of forms.

### **Academic Clubs and Honor Societies**

Alpha Chi  
American College of Health Care Executives  
(ACHE)  
American Marketing Association (AMA)  
Delta Mu Delta  
Kappa Delta Pi  
Math Club  
Missouri Student Teacher Association (MSTA)  
Pre-Law Club  
Sigma Tau Delta (English Honor Society)  
Student National Education Association (NEA)  
Students in Free Enterprise (SIFE)  
Together Educating Active Community Helpers  
(TEACH)  
Urban Affairs Specialists

### **HSSU Affiliate Groups**

Big Brothers/Big Sisters  
HSSU Alumni Association  
NAACP  
Student United Way

### **Fraternal Organizations – “The Greeks”**

There are several Greek organizations which still  
hold charters at Harris-Stowe State University, but  
have formed “City Chapters,” made up of  
undergraduate members from the various college  
and universities in the area.

### ***Fraternities represented are:***

Alpha Phi Alpha Fraternity Inc.  
Kappa Alpha Psi Fraternity Inc.  
Iota Phi Theta Fraternity Inc.  
Omega Alpha Psi Fraternity & Ministry  
Omega Psi Phi Fraternity Inc.  
Phi Beta Sigma Fraternity Inc.  
Sigma Tau Gamma Fraternity Inc.

### ***Sororities represented are:***

Alpha Kappa Alpha Sorority Inc.  
Delta Sigma Theta Sorority Inc.  
Sigma Gamma Rho Sorority Inc.  
Zeta Phi Beta Sorority Inc.

## **ATHLETICS**

### **Intercollegiate Athletics**

Harris-Stowe State University is a member of the  
National Association of Intercollegiate Athletics  
(NAIA) for men and women and of the American  
Midwest Conference. Participation in  
intercollegiate athletics is available at Harris-Stowe  
State University in baseball, basketball and soccer  
for men. Basketball, soccer, softball and volleyball  
constitute the intercollegiate athletics that are  
available for women.

Participants in intercollegiate athletics must be full-  
time students who meet NAIA eligibility  
requirements. Numerous athletic scholarships are  
awarded each year to those student-athletes who  
demonstrate outstanding athletic ability.  
Scholarships are awarded to cover full, half or  
partial in-state fee costs.

Because of the financial support provided by the  
student activity fees, all students are admitted free  
to intercollegiate athletic events. An official student  
identification card may be required to attend such  
events.

Students who need additional information about  
programs and eligibility requirements should  
contact the athletic director in Room 103 of the  
Emerson Performance Center at (314) 340-5721.

### **Intramural Athletics**

The University offers a program of intramural  
athletic activities to all members of the University  
community – students, faculty and staff, at all  
levels. Competition in the various sports is available  
at both the individual and team levels.



Although instruction in the rules and skills particular to the various games is provided, such instruction is not the major emphasis; rather, the program's main focus is the cultivation of the needed skills for recreational purposes and on the joy and camaraderie available in such activities. Thus, enjoyment and safety – not the level of skill – are the major considerations. Among the recreational athletic activities included in the intramural program are basketball, volleyball and flag football. Various one-day individual competitions are held, as well. Other activities can be arranged, based on the interests of students, faculty and staff.

## **CODE OF STUDENT CONDUCT**

### **Discipline**

#### **Behavioral Expectations**

Harris-Stowe students shall conduct themselves in a manner compatible with the University's educational mission and shall be disciplined only for misconduct adversely affecting that mission. Any student who conspires to commit, or who participates in an action that results in a violation of this policy and regulation, shall be bound by the acts of every person participating in such an action and shall be disciplined. Specifically, students are subject to disciplinary action for the following:

1. Academic dishonesty, including but not limited to, plagiarism and all forms of academic cheating and failure to report known violations of the honor pledge;
2. Forgery, alteration or misuse of University or other official documents, records or identification;
3. Knowingly furnishing false information to the University;
4. Obstruction or disruption of University operations;
5. Obstruction or disruption of University-authorized activities;
6. Physical or violent verbal abuse of any person or property owned or controlled by the University or at functions sponsored or supervised by the University;
7. Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned or controlled by the University or at functions sponsored or supervised by the University;
8. Theft or damage to University property;

9. Theft of, or intentional damage to, private property on premises owned or controlled by the University;
10. Unauthorized entry of University facilities or property;
11. Unauthorized access, use or misuse of University property including, but not limited to, attempting to leave the library with library materials, which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer accounts, computer software and hardware; or misuse of University telephones;
12. Violations of University regulations or campus policies approved by either the Board of Regents or the president and described in official University publications;
13. Use or possession of alcohol, marijuana, narcotics, illicit drugs or drug paraphernalia on property owned or controlled by the University;
14. The sale or distribution of marijuana, narcotics or dangerous drugs on property owned or controlled by the University or at functions sponsored or supervised by the University;
15. Lewd, indecent or obscene displays or conduct on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;
16. Drunken or disorderly behavior on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;
17. Intimidating behavior directed toward any student, faculty member, staff member or administrator;
18. Failure to comply with the directions of a University official acting in the performance of his or her duties;
19. Violation of the University's firearms policy;
20. Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false;
21. Tampering with safety equipment or the inappropriate use or possession of safety equipment on property owned or controlled by the University;

22. Giving false testimony or evidence at any official University hearing or to any University official;
23. Conduct deemed unlawful by the criminal statutes of the state of Missouri or the United States of America and conduct that endangers or threatens the security of the University community;
24. Violations of the conditions of a section imposed through University disciplinary procedures;
25. Violations of the University's sexual assault policy.

### **Sanctions**

A student who violates this policy and regulation may be subject to the following sanctions:

### **Restitution**

This designation may include payment for damage to property or facilities, payments for damage to property or person of a member of the University community and repayment of misappropriated or misused funds.

### **Disciplinary Probation**

Disciplinary probation is for a period of fixed duration during which the fitness of a student to continue at the University is evaluated. Disciplinary probation serves as a warning to the student that future violations of this policy and regulation may result in more serious sanctions, including suspension or dismissal. Disciplinary probation may include mandatory conditions such as the following by way of illustration:

1. Exclusion from privileged or extracurricular activities at the University;
2. Mandatory participation in classes and or other lawful activities deemed appropriate as a means of rehabilitating the student found in violation of this policy and regulation;
3. In cases where misconduct is the result of abuse of alcohol or other drugs, mandatory alcohol or drug education may be a required condition for the probation.

### **Disciplinary Suspension**

Disciplinary suspension is the temporary separation of a student from the University.

### **Disciplinary Dismissal**

Disciplinary dismissal is the permanent separation of a student from the University.

### **Summary Disciplinary Dismissal**

Summary disciplinary dismissal is the immediate separation of a student from the University and is authorized by the president/designee when the continued presence of the student at the University constitutes a danger to the health, safety or welfare of the University community. At the time a student is summarily dismissed, the student shall be informed of his or her right to a hearing. Such hearing shall be held without undue delay, and the student shall remain dismissed until the hearing determines the student's status.

Sanctions of suspension, dismissal and any sanction resulting from an act of academic dishonesty will be recorded on the student's official University transcript. Other sanctions will be recorded in the student's discipline file, which will be retained by the hearing officer for a period of five years. With the exception of cases of academic dishonesty, records of disciplinary probation will be retained for one year after the conclusion of the probationary period.

## **DRUG-FREE POLICY**

One of the certifications now required for the receipt of federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use or distribution of drugs and alcohol by students and employees of the institution. Further, the grantee must maintain evidence that it is in compliance with all sections of the relevant federal regulations.

### **Annual Distribution**

In compliance with this federal requirement, Harris-Stowe State University has established the written drug/alcohol prevention program described herein. This written program will be distributed at least annually to each employee of the University and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student's program of study.

### **I. Standards of Conduct**

The following is the University's official statement of the Standards of Conduct expected of its students and employees and the University's commitment to, and action toward, ensuring a drug-free and alcohol-free and campus.

- A. The unlawful manufacture, distribution, dispensing, possession or use of a

controlled substances or alcohol on the campus of Harris-Stowe State University or at any location at which the University is conducting programs or events are strictly prohibited.

- B. All students and employees of Harris-Stowe State University are required, as a condition of admission to, or of employment at the University, to comply with this strict rule.
- C. Employees, as a condition of continued employment, must notify the Office of Human Resources of any criminal drug status/conviction occurring in the workplace no later than five days after such conviction.

## II. Description of Legal Sanctions under Local, State and Federal Law

Below are summaries of sanctions provided in local, state and federal laws against the unlawful possession, use and distribution of illicit drugs and alcohol.

- A. Sanctions imposed by local laws consist of ordinances of the City of St. Louis, which prohibit the sale of alcohol to minors, the operation of an automobile while under the influence of alcohol, public drunkenness and similar offenses. These offenses are misdemeanors punishable by fines and imprisonment. Fines may be as high as \$500, and imprisonment may be for as long as one year.
- B. Sanctions imposed by state law are more extensive and include the following:
  - 1. Possession of a controlled substance; depending on the quantity of controlled substances in possession, penalties can range from one to seven years.
  - 2. Trafficking of drugs; penalties can range from five to 30 years in prison and may be served without probation or parole.
  - 3. Unlawful use of drug paraphernalia;
  - 4. Unlawful distribution of a controlled substance to a minor; penalty from five to 15 years imprisonment.
  - 5. Distribution of a controlled substance near schools; penalty can range from 10 to 30 years life imprisonment.
  - 6 Other sanctions and penalties can include:

- a. Forfeiture of vehicles, vessels or aircraft;
- b. Disqualification from voting and jury service.

### C. Sanctions imposed by federal law:

- 1. First conviction: up to one year imprisonment and fined at least \$100,000 or both.
- 2. After one prior drug conviction, at least 15 days in prison must be served not to exceed one year and fined at least \$2,500, but not more than \$250,000 or both.
- 3. Special sentencing provisions are in effect for possession of crack cocaine: Mandatory minimum sentence of at least five years in prison, not to exceed 10 years and fined up to \$250,000 or both, if:
  - a. First conviction and the amount of crack possessed exceeds five grams;
  - b. Second crack conviction and the amount of crack possessed exceeds three grams;
  - c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

### D. Other penalties and sanctions may also apply:

- 1. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- 2. Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance;
- 3. Civil fine of up to \$10,000;
- 4. Denial of federal benefits, such as student loans and licenses; up to one year for the first offense, up to five years for the second and subsequent offenses;
- 5. Ineligible to receive or purchase firearms;
- 6. Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., as vested within the authorities of individual federal agencies.

### **III. Disciplinary Sanctions that the University Will Impose for Violations of the Standards of Conduct by Employees or Students**

- A. All members of the University community are urged to report to the Office of Human Resources any firsthand knowledge of (a) the possession, (b) use or (c) distribution of a controlled substance on campus or at any location at which the University is conducting a program or event.
  - 1. These reports should be in writing and to the furthest extent possible:
    - a. Identify the alleged violator.
    - b. Identify the controlled substance.
    - c. Pinpoint the time and place of the violation.
  - 2. Upon the receipt of such a report, the director of human resources will forward the report to the appropriate vice president to handle the situation.
    - a. Harris-Stowe State University will vigorously enforce the Standards of Conduct established herein in a fair and consistent manner. Penalties for violation of these Standards of Conduct are listed below.
  - 3. Employees of Harris-Stowe State University, full-time, part-time and student workers who have been determined by the University to have violated the Standards of Conduct will be disciplined in accordance with the procedures set forth in the University's current personnel policies and procedures manuals and other documents. The penalties include:
    - a. Verbal reprimands;
    - b. Mandatory attendance in a rehabilitation program;
    - c. Written reprimands, which will in the personal file of the employee;
    - d. Dismissal.
  - 4. Students of Harris-Stowe State University who have been determined by the University to have violated the Standards of Conduct will be disciplined. The penalties include:
    - a. Verbal warning;

- b. Written warning which will be filed in the student's file maintained at the University;
    - c. Mandatory attendance in a rehabilitation program;
    - d. Suspension not to exceed one semester;
    - e. Referral to appropriate authorities for prosecution.
  - B. Harris-Stowe State University will conduct a biennial review of its program to provide a drug-free and alcohol abuse-free environment on its campus and at campus-sponsored activities. The purpose of this review is:
    - 1. To determine the effectiveness of the program and to implement changes, if warranted;
    - 2. To ensure that all disciplinary sanctions are consistently, fairly and vigorously enforced;
    - 3. To ensure that the University will maintain appropriate records to establish its compliance with this program.

### **IV. Description of Drug and or Alcohol Counseling, Treatment or Rehabilitation or Re-entry Programs that are available to Employees and Students**

Drug or alcohol counseling, treatment or rehabilitation programs that are available to employees and students are:

- A. Each semester, Harris-Stowe State University offers a drug-free awareness program, which is conducted by the University's Office of Counseling Services in conjunction with the Office of Health Services. This program, open to both students and employees, will include at least the dissemination of printed materials and also include periodic meetings and or conferences designed to inform all students and employees about:
  - 1. The dangers of drug abuse and its effect on academic and personal success;
  - 2. The University's policy of maintaining a drug-free campus;
  - 3. The availability of drug counseling, rehabilitation and other assistance programs;

4. The penalties that may be imposed upon students and employees for drug and alcohol abuse violations occurring on campus.
- B. The Office of Counseling Services will provide referral services and programs offered through that office and also through various community agencies.
- C. Persons who successfully complete rehabilitation programs are eligible for consideration for re-employment on the University campus.

### **Hazing**

Hazing is an intentional action taken toward any student on or off campus by a student organization or any of its members to produce public humiliation, physical discomfort, bodily injury or public ridicule; or to create a situation where public humiliation, physical discomfort, bodily injury or public ridicule occurs.

The following are examples of actions that might constitute hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive:

1. Paddling;
2. All forms of physical activity that are used to harass or that are not a part of an organized athletic contest and not specifically directed toward constructive work;
3. Road trips (involuntary excursions);
4. Confinement in any room or compartment;
5. Spraying, painting or pelting with a substance;
6. Burying in any substance;
7. Requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair academic efforts;
8. Requiring or compelling exposure to uncomfortable elements;
9. Verbal harassment;
10. Requiring or compelling the wearing in public of apparel which is not in good taste;
11. Requiring or compelling the forced consumption of any liquid or solid substance;
12. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
13. Burning, branding or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause

physical injury or endanger the life of the individual being hazed;

14. Psychological hazing, which is defined as any act which is likely to: *a)* compromise the dignity of a member or pledge, *b)* cause embarrassment or shame to a member or pledge, *c)* cause a member or pledge to be the object of malicious amusement or ridicule or *d)* cause psychological harm or substantial emotional strain.

### **Institution of Disciplinary Proceedings**

Disciplinary charges brought against a student or a recognized student organization shall be resolved in the following manner:

1. Upon written notice of an alleged violation of this policy and regulation, disciplinary proceedings shall be instituted by a hearing officer by the issuance of notice of charges. The written notice of complaint may be initiated by faculty, staff and students or through a campus police summons.
2. The notice of charges and all other written notices shall be delivered by the method deemed most effective by the hearing officer to the student's or organization's address as it then appears on the official records of the University. If the address is not current, other reasonable attempts will be made to deliver the notice. The notice shall include the portion of the policy and regulation allegedly violated; the reported circumstances of the alleged violation and a request that the student appear at a specified time, date and place for a hearing. A copy of the notice of charges may be sent to the student's parents/guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.
3. If the notice of charges requests an appearance at a hearing and if a student fails or refuses to appear, the hearing officer may after such investigation that is deemed sufficient: dismiss the charges; take administrative action or impose a disciplinary penalty. Requests for continuance must be timely and made by the student in writing to the hearing officer, who may reschedule the hearing if the request is timely and for good cause. If the hearing officer takes administrative action, the accused student or organization shall be notified in writing of such action and such action shall not be subject to further hearing

or appeal. If the hearing officer imposes a disciplinary sanction, the student or organization representative shall be notified in writing of such action. Appeals of disciplinary sanctions imposed at a hearing held in the absence of the accused student or organizational representative shall follow the procedures outlined in these regulations.

4. When an accused student or organizational representative appears in response to the notice of charges, the hearing officer shall review the facts of the alleged violations and of the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the hearing officer of any witnesses or evidence supporting the student's position. The hearing officer shall also advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence.
5. After the hearing with the student or organizational representative and such further investigation as the hearing officer deems necessary, the hearing officer shall proceed as follows:
  - a. If the hearing officer determines that the alleged violation is not supported by the evidence, the charges shall be dismissed and the accused student so notified.
  - b. If the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction should be imposed, the hearing officer may levy administrative action and notify the student accordingly.
  - c. If the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the hearing officer shall so notify the accused student or organizational representative, describing the sanction which the hearing officer will impose.
6. The accused may accept the decision and sanction(s) proposed by the hearing officer and waive his or her right to any further hearing or appeal. Or, the accused may reject the decision of the hearing officer

and request an appeal hearing before the University president/designee.

An accused student or organization appealing the decision of the hearing officer should file a notice of appeal to the Office of the President. Such an appeal must be physically received in the President's Office within seven business days from the date of the letter containing the findings in the case. The appeal must include the specific grounds for the appeal and must be personally signed by the student or an organization officer. The notice of appeal shall contain, at a minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds. Grounds for appeal may include:

1. A claim that the decision was not made in accordance with prescribed procedures and identification of the procedures which were not followed;
2. A claim that the sanction(s) imposed was (were) inappropriate or overly harsh;
3. A claim that the decision was clearly erroneous;
4. New evidence, not available in a previous hearing, which could exonerate the accused student.

#### **Rules of Procedure in Hearings**

1. In cases involving more than one student, the hearing officer may consolidate the cases for hearing but shall make separate recommendations for each accused student.
2. The accused student may have an advisor of the student's choice present during the hearing. Generally, the advisor shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf. However, an advisor may be permitted to address the committee at the discretion of the hearing officer. If an accused student elects to be represented by a third party advisor, the accused must provide a signed letter designating that person as his or her official representative before the University can communicate otherwise privileged information to the advisor.
3. Rules of common courtesy and decency shall be observed.
4. The questions of any person appearing before the hearing officer by an individual participating in a hearing shall not be in a badgering, unduly repetitious or irrelevant

manner. It shall be at the discretion of the hearing officer to curtail a participant's further opportunity for questioning if such behavior occurs.

5. Any person may be dismissed from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the hearing officer.
6. The hearing officer shall have the right to call additional witnesses, require the presentation of additional evidence and require additional investigation.
7. A taped or stenographic record of a hearing shall be maintained. The notice, exhibits and taped or stenographic records shall become the record of the case and shall be filed in the Office of the President. This hearing record shall be retained for a period of no more than five years.
8. The president/designee shall examine the record of the case and any additional evidence provided. President/designee may interview witnesses to the case or engage in whatever investigation he or she deems appropriate to fully hear the student's appeal. The president/designee shall consider the recommendations of the hearing officer and may accept or reverse the finding by reducing or increasing the sanctions imposed by the hearing officer. Within seven working days after receiving the recommendation of the hearing officer, the president/designee will advise the accused student of his or her recommendation concerning the final disposition of the case.

*The decision of the president is final.*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Every student enrolled in Harris-Stowe State University is obligated at all times to assume responsibility for his or her actions, to respect constituted authority, to be truthful, to respect the rights of others and to respect private and public property. This code of obligations, together with specific rules and regulations, always applies to conduct occurring on property owned or controlled by the University and at University-sanctioned events. On-campus misconduct that involves possible violations of federal, state or local laws may result in prosecution by appropriate civil authority in addition to University disciplinary

action. Off-campus acts constituting violation of law, when that conduct has substantially interfered with the University's functions or mission, prompts University disciplinary action. No special consideration will be requested by the University when a student has been apprehended elsewhere for a violation of public law because of his or her status as a student. When students are prosecuted for violations of public laws, institutional authority will not be used to merely duplicate the functions of those laws, and may include dismissal from the University.

The policies and procedures contained herein are established under the authority granted by law to the Board of Regents to establish policies and procedures for the governance and management of Harris-Stowe State University. The overall responsibility for the enforcement of these regulations rests with the president of Harris-Stowe State University or his designees. All alleged violations are adjudicated in accordance with the established procedures of the judicial system. Every student is expected to observe the principles underlying University policies for student life.

In order to maximize the freedom and enjoyment of University life for all persons, the personal conduct of each student is expected to reflect a high consideration for the rights of others. As citizens and as members of the University community, students enrolled at Harris-Stowe State University have specific rights.

A. Those rights common to all citizens under federal and state constitutions, and through pertinent laws are retained by students. These rights include, but are not limited to: the right of privacy, equal opportunity, non-discrimination and freedom of speech, assembly and association. The application of these rights in the University setting includes the following examples:

1. To promote their common interest, students have the right to join organizations which meet the standards of acceptability adopted by the University;
2. Students have the right to engage in discussions to exchange thoughts and opinions.
3. Students have the right to speak freely and write or print on any subject in accordance with established law.

Students gain rights also through membership in the University community. Examples of these are:

1. The right to fair and impartial treatment;
2. The right to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the president and his or her representatives;
3. The right to protection afforded under specific policies authorizing inspection, search and seizures on University property;
4. The right to use University facilities in accordance with the guidelines established for the use of those facilities.

Each student enrolled at Harris-Stowe State University has the responsibility to reflect, in his or her conduct, the understanding of institutional standards and to refrain from those acts which impose upon the rights of others. The necessary disciplinary action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

- A. Theft, accessory to theft and or unauthorized possession of property belonging to the University or member of the University community;
- B. Vandalism, arson, damage or destruction to the University or private property while on campus;
- C. Misappropriation or conversion of University funds, supplies, equipment, labor, material, space or facilities;
- D. Trespassing or unauthorized entry on University-owned or controlled property;
- E. Failure to comply with a proper request of a University official acting in performance of his or her duties or to identify oneself to the official when asked;
- F. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University;
- G. Forgery, alteration or misuse of University documents, records or identification;
- H. Interference with, or obstruction of, any University-sponsored or approved function or activity;
- I. Initiation or circulation of a report or warning of a crime, emergency, impending disaster or catastrophe, knowing that the report is false

or the transmission of such a report to an official or official agency;

- J. Failure to observe rules and regulations issued by proper University authority, including all publications and notices pertaining to student life;
- K. Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person;
- L. Any act or threat including profane or abusive language, perpetrated for the purpose of harassing or submitting any member or guest of the University community to pain, discomfort or indignity;
- M. Disorderly, lewd, indecent or obscene conduct or expression on University-owned or controlled property or at University-sponsored or supervised functions;
- N. Use, possession or distribution of narcotics or dangerous and illegal drugs as defined under municipal, state or federal law;
- O. Use, possession or distribution of alcohol on University-controlled property or at University-sponsored or supervised functions;
- P. Conduct involving violations such as civil or criminal laws when such violations adversely affect the University and or members of the University community;
- Q. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions or other authorized activities on University premises;
- R. Violations of University policies or regulations including University regulations concerning the registration of student organizations, the use of University facilities or the time, place and manner of public expressions.

#### **Use of Firearms, Ammunition, Explosives and Other Lethal Weapons.**

Only authorized security personnel (police officers and public safety officers) are permitted to carry and use firearms and ammunition. The possession, use or sale of firearms, ammunition, explosives and other lethal weapons are strictly forbidden on the Harris-Stowe State University campus. Appropriate University disciplinary action, as well as criminal sanctions, will be applied in all cases of violation of these security regulations.



### **Parking Rules and Regulations**

Harris-Stowe State University requires the registration of all motor vehicles that are owned or operated by students, faculty and staff members, when such vehicles are operated or parked on property-owned or controlled by the University. Parking areas are available for the use of University faculty, staff and students:

1. The lot to the west of HGA is reserved for faculty and staff only.
2. The lots south, east and northwest of HGA are for the use of faculty, staff and students.

Official University student parking permits are free and may be obtained during registration. Take your completed registration form to the Department of Public Safety, HGA Room 019, to receive your sticker.

All vehicles parked on University property must have the official University parking permit prominently displayed. Faculty/staff and student hanging permits should be on the rearview mirror facing outward.

Failure to register a vehicle constitutes a violation of the University's Parking Regulations. A brochure, available in HGA Room 009 and HGA Room 116 clearly outlines and describes violations of parking regulations and identifies penalties to each. Harris-Stowe State University does not assume any responsibility for damage or theft to cars while using the parking facilities of the University. Questions concerning the parking rules and regulations should be directed to the Department of Public Safety, HGA Room 019 or by calling (314) 340-3333.

### **Emergency Car Service**

Harris-Stowe State University students or staff having problems starting their cars because of deficient batteries may contact the switchboard operator on the first floor of HGA for possible assistance.

### **Unattended Children**

The University reserves the right to protect the safety and welfare of unattended children. Children are not to be left unattended in the halls, offices, annex, dining hall or library. Students are not permitted to bring children to class. The University will institute appropriate action if children are left unattended.

### **Posting Notices**

All information to be posted in the University must first go through the Accuracy Check process. For more information about the Accuracy Check process, contact the Office of Communications and Marketing in HGA Room 110 or call (314) 340-5754. After going through the Accuracy Check process, the information must be stamped by Student Activities GRH 110A. Information is to be posted only on bulletin boards. Any notices that are placed on walls, doors or bulletin boards which are unstamped by Student Activities will be taken down and discarded.

### **Reporting Crimes and Emergencies**

It is Harris-Stowe State University's policy to protect the rights, safety and welfare of the students, faculty, staff and visitors. Persons are expected to conduct themselves properly, respecting themselves, others and the property of others. It is extremely important to note that each person of the Harris-Stowe State University community has the right to be free from acts of violence and threats of violence.

Students, faculty, staff and visitors are encouraged to report all suspicious persons and activities, crimes witnessed or crimes against themselves occurring on campus and in the surrounding communities to Campus Public Safety. Students are encouraged to report crimes directly to Campus Public Safety. However, they may also report crimes directly to the director of Student Activities, who will then report the information received to Campus Public Safety. Campus personnel are informed of this procedure through new employee/student orientation. Written reports are made and followed up by the appropriate personnel in Campus Public Safety. All criminal incidents and emergencies must be reported immediately by calling Campus Public Safety through the switchboard at (314) 340-3366, or 911 for the response of the St. Louis Metropolitan Police Department.

### **Smoking Policy**

To limit exposure to tobacco smoke, Harris-Stowe State University has established a **NO SMOKING POLICY** in all campus interior spaces and all exterior areas, including vehicles parked on campus and all University-owned or leased vehicles. It is the responsibility of all administrators, faculty, staff and students to enforce the University's smoking policy. If an individual has a particular problem,

that individual may request the help of Campus Public Safety in enforcing the policy.

### **Extracurricular Use of University Facilities**

As would be expected, the first and highest priority in the use of the University plant and facilities is the fulfillment of the institutional mission specified by the state legislature. The central focus of this mission is the education and fullest possible development of students. Within the limitations imposed by such a building usage priority, the University makes available many of its facilities to student organizations, as well as outside agencies. A usage fee may be required in such cases.

## **HARASSMENT**

### **Students**

Nondiscrimination and Student Rights as defined by Board Policy 2130 and Regulation 2130.

### **Sexual Harassment**

At Harris-Stowe State University, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or when an employee or third party agent of the University causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- Sexual advances;
- Touching, patting, grabbing or pinching another person's intimate parts, whether

that person is of the same sex or the opposite sex;

- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- Graffiti of a sexual nature;
- Sexual gestures;
- Sexual or dirty jokes;
- Touching oneself sexually or talking about one's sexual activity in front of others;

### **Investigation**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment or harassment based upon race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, the compliance officer shall immediately undertake or authorize an investigation. That investigation may be conducted by University officials or by a third party designated by the University.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this regulation, the University shall consider:

- The nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The relationship between the parties involved;
- The race, national origin, ethnicity, sex, and age of the victim;
- The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- The number of alleged harassers;
- The age of the alleged harassers;
- Where the harassment occurred;

- Whether there have been other incidents in the school involving the same or other students;
- Whether the conduct adversely affected the students education or educational environment;
- The context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than 14 days from receipt of the report. The University compliance officer shall make a written report to the president upon completion of the investigation. If the complaint involves the president, the report may be filed directly with the Board of Regents. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this regulation. The compliance officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **UNIVERSITY RESPONSE**

Upon receipt of a report that a violation has occurred, the University will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, warning, suspension, exclusion, expulsion, transfer, remediation or discharge. University action taken for violation of this Harassment Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law and University policies for violations of a similar nature of similar degree of severity. In determining an appropriate response to a harassment violation has occurred, the University shall consider:

- What response is most likely to end any ongoing harassment;
- Whether a particular response is likely to deter similar future conduct by the harasser or others;
- The amount and kind of harm suffered by the victim of the harassment;
- The identity of the party who engaged in the harassing conduct;

- Whether the harassment was engaged in by school personnel, and if so, the University will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the University compliance officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the University's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the University in accordance with state and federal laws regarding data or records privacy and consistent with the privacy rights of the alleged harasser.

If the University's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Board procedures for appealing other adverse personnel and or education-related actions. If the University's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights or the United States Department of Justice. In addition, such individual may choose to file suit in the United States University Court or the State Circuit Court.

Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the University.

### **Retaliation**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment or

harassment based upon race, color, disability, national origin, ethnicity or sexual orientation will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

The University will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **INCLEMENT WEATHER POLICY**

It is understood that classes will be in session during inclement weather unless an official announcement is otherwise made. Therefore, all faculty and staff are expected to be present. Classes will be conducted according to the published class schedule.

The cancellation of classes or the adjustment of class schedules will be announced on the following radio and television stations: KMOX-1120, News Channel 5 KSDK, KMOV News 4 and Fox 2 KTVI. Students and all University personnel are to assume that classes are to be conducted as usual and that all offices are open unless otherwise noted on these stations. Please note that the schedule of the William L. Clay, Sr. Early Childhood Development/Parenting Education Center may sometimes differ from the schedule for the rest of the University. As such, closings for the Early Childhood Center will be noted as "Harris-Stowe Early Childhood Center," and the rest of the University will be noted as "Harris-Stowe State University."

On the rare occasions when classes have to be canceled or adjusted, the decision will be made by the president or his representative and will affect those persons as determined by the status of the University for that day. The decision will be made no later than 5:45 a.m., if possible, and the radio and television stations listed above will be notified of the closing. Students, faculty and staff must rely on this means of communication to keep informed.

It is recognized that the decision to cancel afternoon and evening classes may require more deliberation because conditions of hazardous driving tend to increase due to traffic, lack of snow plows, darkness, etc.

A decision will be reached no later than 3 p.m. as to whether classes will be in session for the remaining afternoon and evening programs. This decision will be made by the president or his representative. Should classes be canceled, the stations listed above will be notified, or you can call (314) 340-3366 and listen to the recorded message or visit [www.hssu.edu](http://www.hssu.edu).

Both regular and adjunct faculty and students have the responsibility of contacting the University if they are undecided about their particular classes.

# ANHEUSER-BUSCH SCHOOL OF BUSINESS DEGREE PROGRAMS

## BRIEF OVERVIEW

The Bachelor of Science degrees in the Anheuser-Busch School of Business are designed to educate students in the art and science of business. The School of Business currently offers baccalaureate degree programs and emphases in many disciplines. These programs prepare graduates to become tomorrow's business leaders by equipping them with the ability to identify, analyze and solve complex business problems.

## THE MISSION

The mission of the Business School is to offer a continuum of high-quality programs to graduate students who are well-rounded in liberal arts and business education and to foster development of skills necessary for gainful employment and success in pursuing a graduate degree.

## DEGREE PROGRAMS

The Anheuser-Busch School of Business offers the following degree programs and emphases.

### **Bachelor of Science (B.S.) in Accounting**

The mission of the accounting program is to provide a well-balanced educational program that will prepare the students to enter the field of accounting and/or continue their education at the master's level to qualify to sit for the CPA exam. The curriculum includes a general education core, a business administration core and required courses in accounting.

### **Bachelor of Science (B.S.) in Business Administration**

The Business Administration degree program is primarily designed to provide the student with a solid and well-rounded education in business that prepares the students to meet the challenges of a dynamic work force and, if desired, move on to an advanced degree. The program has three emphasis areas: management, entrepreneurship and marketing.

### **Entrepreneurship Emphasis**

The mission of the Business Administration degree program with an entrepreneurship

emphasis is to provide a quality educational program and experience to students interested in owning and managing their own business. The program strives to prepare individuals by providing a curriculum in entrepreneurship as well as in other academic disciplines such as management, marketing, information systems, economics, accounting and finance.

### **Management Emphasis**

The mission of the management emphasis is to graduate students who are well-rounded in management and business for a career or graduate studies that require critical thinking and decision making in a technologically complex, dynamic, socially, politically and culturally diverse business environment.

### **Marketing Emphasis**

The mission of the marketing emphasis is to focus on the study of all activities required to determine which products and services are most desired by consumers, as well as how to design and implement programs to efficiently communicate and distribute products and services. Marketing students learn to make decisions about product design and quality pricing, advertising, channels of distribution and personal selling, in ways to enhance consumer satisfaction and further the goals of the company or organization.

### **Bachelor of Science (B.S.) in Business Administration – Accelerated Program**

This Adult Pathway to Success program is designed to provide a unique opportunity for adults with a minimum of four years of business experience to complete a Bachelor of Science degree in Business Administration while working full time during the day. The program can be completed in as little as 18 months for students who have completed an Associate of Arts degree meeting the Missouri State General Education requirements or completed 60 semester hours from an accredited college or university that can be applied toward Harris-Stowe State University requirements for the Bachelor of Science degree in Business Administration.

The program requires a formal application and approval of the dean of the Anheuser-Busch School of Business.

### **Bachelor of Science (B.S.) in Health Care Management**

The mission of the Health Care Management program is to provide a quality education to students planning to assume an entry or mid-level management position in a variety of health care settings: hospitals, managed care organizations, physician group practices, home care centers, long-term care facilities, public health institutions, hospices, health insurance firms, ambulatory care clinics or consulting companies. The program strives to combine a professional curriculum with other academic disciplines, such as management, marketing, information systems, economics, accounting and finance.

### **Bachelor of Science (B.S.) in Hospitality and Tourism Management**

The mission of the Hospitality and Tourism Management program is to provide a quality well-rounded education for students entering management positions in the hospitality and tourism industry. The program is expected to provide an avenue for students to enter the field of hospitality and tourism management and to promote the diversification goal of the industry.

### **Bachelor of Science (B.S.) in Information Sciences and Computer Technology (ISCT)**

The Information Sciences and Computer Technology degree program prepares students to meet present and future technological and management challenges. The curriculum is designed to provide a solid foundation in computer hardware and software, systems design, communications and project/team management skills for the rapidly changing IT industry. The program has two emphasis areas: computer studies and management information systems.

#### **Computer Studies Emphasis**

The mission of the computer studies emphasis is to provide a well-balanced program that will prepare the student to enter the field of information sciences and computer technology. The curriculum includes a general education core, a business administration core and an information sciences and computer technology

major core, with an area of concentration in computer studies.

#### **Management Information Systems Emphasis**

The Management Information Systems (MIS) emphasis prepares students for a leading role in this rapidly growing field of study. The MIS emphasis gives students an understanding of importance of information systems as a management tool in the planning, control and decision-making activities of the organization. The program of study introduces students to the concepts and methods of analyzing, designing, planning and managing simple or complex information systems. It emphasizes the managerial aspects of the information systems by providing a solid base of business courses and computer science courses common to the Anheuser-Busch School of Business.

### **ADMISSION REQUIREMENTS TO THE DEGREE PROGRAMS**

Applicant must:

- Have completed at least 30 credit hours of the required 42 credit hours comprising the University's General Education curriculum;
- Be in good academic standing, have a cumulative grade point average (CGPA) of at least 2.0 on a 4.0 scale for all courses earned at HSSU or transferred toward a degree in the Anheuser-Busch School of Business;
- Have developed work readiness;
- Complete an application for admission to the applicable program; and,
- Be approved for admission to a program by the dean of the Anheuser-Busch School of Business.

After all approvals have been obtained for admission to a specific degree program, the University will send a formal letter of acceptance signed by the dean of the Anheuser-Busch School of Business and the vice president for Academic Affairs.

Transfer students transferring more than 30 credit hours must apply for admission to a program as defined above during the first semester at HSSU.

## **POLICIES GOVERNING THE DEGREE PROGRAMS**

- All business students must be advised by their faculty adviser in the Anheuser-Busch School of Business before they can register for courses.
- All students must maintain a minimum 2.0 cumulative grade point average on a 4.0 scale for all courses counting toward a degree from the Anheuser-Busch School of Business.
- A minimum final grade of “C” must be earned in all program required courses for degree conferral.
- All requests for course substitutions must be submitted to the dean of the Anheuser-Busch School of Business and approved by the vice president for Academic Affairs prior to registering for such courses.

## **REQUIREMENTS FOR DEGREE CONFERRAL**

- 126 degree credit hours in required courses;
- A minimum of 60 semester credit hours must be earned at a four-year institution;
- The last 30 semester credit hours counted toward a degree must be earned at HSSU;
- A grade of “C” or better must be earned in all business administration core and major courses required for degree conferral;
- A minimum GPA of 2.0 on a 4.0 scale for all courses counting toward a degree from the Anheuser-Busch School of Business;
- All candidates seeking a degree from the Anheuser-Busch School of Business must take the senior competency exam (MFAT). The exam constitutes 30 percent of the grade in BSAD 0480 Business Policy and Strategy;
- Complete a senior exit survey;
- All candidates must complete an exit interview with the dean or chair of the program;
- All candidates must complete the Anheuser-Busch School of Business clearance form, obtaining all required signatures.

### **Post-Graduation Assessment**

A major goal of the Anheuser-Busch School of Business at Harris-Stowe State University is to produce graduates who have acquired a well-balanced education in business; which will

enable them to compete successfully in the world of business, as well as in postgraduate studies. To accomplish this goal, the school pursues the following objectives:

- Its graduates will express satisfaction with the education they have received at Harris-Stowe State University.
- Its graduates will meet successfully the admission requirements of graduate schools of business.
- Its graduates will have gained the necessary oral and written communication skills that are needed for success in the business world.
- Its graduates will have developed interpersonal growth and are able to assess their value systems, make ethical decisions, build healthy professional and personal relationships and contribute to their community.
- Its graduates will have developed effective critical thinking: by integrating a broad educational foundation with in-depth knowledge of a field of study. The students will be able to manage information, analyze and solve real-world problems, construct meaningful connections, learn from their experiences and apply their learning to new situations.
- Its graduates will have developed work readiness. As a result of their educational experience, students will enter the global work force with confidence and professionalism, demonstrate competence in their respective fields, use technology appropriately and effectively, work as productive members of a team, commit to continuous professional growth and remain competitive in the job market.
- Its graduates will have developed an understanding of and appreciation for diversity.
- Its graduates’ employers will express satisfaction with their professional knowledge and skills.

The Anheuser-Busch School of Business faculty is engaged in an ongoing assessment of the quality of the school’s degree programs.

## **INTERNSHIP GOALS**

In the Anheuser-Busch School of Business, students will study under highly qualified

faculty members who have combined academic credentials and professional experience as practitioners in the field of business. The goals for the internship are as follows:

- To provide the student with professional business experience in his or her area of business specialization;
  - To provide the business community with first-hand evidence of the talents and quality of the educational background of those students who are entering the job market;
  - To provide a transitional bridge from the classroom setting to the professional atmosphere of the business world;
  - To provide a feedback to the Business School Advisory Council regarding the academic and professional skills that is expected by the business community. These changes are necessary to continue to meet the needs and expectations of the community that the Harris-Stowe State University Anheuser-Busch School of Business graduates serve.
- The internship site supervisor provides the internship coordinator and the student with a performance evaluation at the completion of the first 120 clock hours of the internship; and again at its conclusion. The evaluation document is to be either the employer's normal evaluation form that is used to evaluate the company's employees, or the evaluation form supplied by the University's internship coordinator of the School of Business.
  - The students must submit a current resume to the dean **BEFORE** and **AFTER** the internship experience.
  - The students must submit to the dean a formal report summarizing the internship experience.
  - ***The dean will assign a faculty member to serve as the liaison between the University and the employer and between the University and the student.***

#### **INTERNSHIP POLICIES AND PROCEDURES**

- The Anheuser-Busch School of Business will assist the students in locating an internship site in his or her degree area of specialization. However, it is the student's responsibility to secure the site and position. The internship coordinator of the Anheuser-Busch School of Business must approve all internship sites and position descriptions.
- All internships are planned as valuable learning experiences for the student and provide valuable services for the employer. The internship coordinator of the Anheuser-Busch School of Business must approve all paid and unpaid internships.
- Internships must have a minimum of 240 clock hours of productive work experience.
- The internship site and a detailed job description of the position must be provided to the internship coordinator. This description must provide a detailed description of the intern's duties and responsibilities, just as the company provides its regular full-time or part-time employees. The job description must meet the minimum internship requirements of Harris-Stowe.



## ANHEUSER-BUSCH SCHOOL OF BUSINESS DEGREE PROGRAM REQUIREMENTS

*Students must be admitted to the Anheuser-Busch School of Business degree program to enroll in the following courses.*

### Business Administration Core Requirements

ACCT	0201	Financial Accounting I	3
ACCT	0204	Managerial Accounting	3
BSAD	0200	Introduction to Business	3
BSAD	0220	Legal Environment of Business	3
BSAD	0225	Diversity and Business Ethics	3
BSAD	0315	Business Statistics	3
BSAD	0321	Business Finance	3
BSAD	0400	Business Government Relations	3
BSAD	0455	Production and Operations Management	3
BSAD	0457	Corporate Communications	3
BSAD	0470	International Business	3
BSAD	0480	Business Policy and Strategy	3
ECON	0201	Microeconomics	3
ECON	0203	Microeconomics	3
MATH	0203	Applied Calculus for Business Majors	3
MGMT	0350	Management and Organizational Behavior	3
MIS	0305	Business Applications Software & Networks	3
MRKT	0320	Principles of Marketing	3

**Total Business Administration Core Requirements 54**

### Accounting Program

ACCT	0300	Federal Income Tax I Individual	3
ACCT	0301	Federal Income Tax II Corporate	3
ACCT	0310	Intermediate Accounting I	3
ACCT	0320	Cost Accounting	3
ACCT	0350	Intermediate Accounting II	3
ACCT	0409	Financial Statement Analysis	3
ACCT	0410	Auditing	3
ACCT	0495	Accounting Internship	3

Electives (Upper-Division Accounting Courses) 6

**Total Degree Program Requirements 30**

Total Business Administration Core Requirements 54

Total General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Business Administration Accelerated Program

**Total Degree Program Requirements (Electives) 30**

Total Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Business Administration Program

**Total Degree Program Requirements (Electives) 30**

Total Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Entrepreneurship Emphasis

BSAD	0302	Entrepreneurship	3
BSAD	0445	Small Business Budgeting and Cash Management	3
MGMT	0355	Small Business Management	3
MGMT	0360	Human Resource Management	3
BSAD	0495	General Business Internship	3
Electives			15

**Total Degree Program Requirements 30**

Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Management Emphasis

MGMT	0355	Small Business Management	3
MGMT	0360	Human Resource Management	3
MGMT	0455	Professional Dev. of Managers	3
MGMT	0475	Case Studies in Management	3
MGMT	0495	Management Internship	3
Electives			15

**Total Degree Program Requirements 30**

Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Marketing Emphasis

MRKT	0330	Advertising	3
MRKT	0370	Retail Management	3
MRKT	0400	Marketing Management	3
MRKT	0420	Consumer Behavior	3
MRKT	0431	International Marketing	3
MRKT	0474	Marketing Research	3
MRKT	0495	Marketing Internship	3
Electives			9

**Total Degree Program Requirements 30**

Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

### Health Care Management Program

HCM	0300	Health Care Systems	3
HCM	0330	Administration of Health Care Organizations	3
HCM	0400	Health Care Law and Ethics	3
HCM	0440	Health Care Planning and Marketing	3
HCM	0450	Financial Management of Health Care Institutions	3
HCM	0460	Long-term Care Administration	3
HCM	0475	Strategic Management of Health Care Organizations	3
HCM	0495	Health Care Management Internship	3

Electives (Health Care Courses) 6

**Total Degree Program Requirements 30**

Business Administration Core Requirements 54

General Education Curriculum Requirements 42

**Total Degree Requirements 126**

<b>Hospitality &amp; Tourism Management Program</b>			
HTM	0300	Principles of Hospitality and Tourism Management	3
HTM	0312	Hospitality and Tourism Marketing	3
HTM	0400	Hospitality Facilities Operation Management	3
HTM	0440	International Hospitality and Tourism Management	3
HTM	0445	Seminar I Hospitality & Tourism Management	3
HTM	0495	Hospitality and Tourism Management Internship	3
Electives (Hospitality & Tourism Management Courses)			12
<b>Total Degree Program Requirements</b>			<b>30</b>
Business Administration Core Requirements			54
General Education Curriculum Requirements			42
<b>Total Degree Requirements</b>			<b>126</b>

<b>Information Science and Computer Technology Program</b>			
MIS	0206	Business Programming Language	3
MIS	0207	Systems Programming Language I	3
MIS	0208	Systems Programming Language II	3
MIS	0495	Management Information Systems Internship	3
Electives (MIS Courses)			18
<b>Total Degree Program Requirements</b>			<b>30</b>
Business Administration Core Requirements			54
General Education Curriculum Requirements			42
<b>Total Degree Requirements</b>			<b>126</b>

<b>Computer Studies Emphasis</b>			
MIS	0206	Business Programming Language	3
MIS	0207	Systems Programming Language I	3
MIS	0311	Computer Graphics	3
MIS	0370	Internet and Web Page Design	3
MIS	0373	Web Programming	3
MIS	0442	Database Management	3
MIS	0450	Database Applications	3
MIS	0495	Management Information Systems Internship	3
Electives (MIS Courses)			6
<b>Total Degree Program Requirements</b>			<b>30</b>
Business Administration Core Requirements			54
General Education Curriculum Requirements			42
<b>Total Degree Requirements</b>			<b>126</b>

<b>Management Information Systems Emphasis</b>			
MIS	0207	System Programming Language I	3
MIS	0208	System Programming Language II	3
MIS	0340	Management Information Systems	3
MIS	0442	Database Management	3
MIS	0451	Information Systems I	3
MIS	0452	Information Systems II	3
MIS	0491	Senior Project	3
MIS	0495	Management Information Systems Internship	3
Electives (MIS Courses)			6
<b>Total Degree Program Requirements</b>			<b>30</b>
Business Administration Core Requirements			54
General Education Curriculum Requirements			42
<b>Total Degree Requirements</b>			<b>126</b>

## ACCOUNTING PROGRAM PLAN OF STUDY

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
ACCT0300 Federal Income Tax I Individual	3	ACCT0320 Cost Accounting	3
ACCT0301 Federal Income Tax II Corporate	3	BSAD0225 Diversity and Business Ethics	3
ACCT0310 Intermediate Accounting I	3	BSAD0321 Business Finance	3
BSAD0220 Legal Environment of Business	3	MRKT0320 Principles of Marketing	3
BSAD0315 Business Statistics	3	MGMT0350 Mgmt & Organizational Behavior	3
MIS 0305 Bus Applications Software & Networks	3		
Total	18	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
ACCT0350 Intermediate Accounting II	3	ACCT0410 Auditing	3
BSAD0400 Business Government Relations	3	BSAD0470 International Business	3
ACCT0409 Financial Statement Analysis	3	BSAD0480 Business Policy and Strategy	3
BSAD0455 Production & Operations Management	3	Elective**	3
BSAD0457 Corporate Communications	3	Elective**	3
ACCT0495 Accounting Internship	3		
Total	18	Total	15
<b>Total Credit Hours Required</b>			<b>126</b>
<p>A minimum of 60 semester credit hours must be earned at a four-year institution.  Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  **All electives must be upper division (300 level and above) Accounting courses, unless otherwise approved by Accounting department chair.</p>			

**BUSINESS ADMINISTRATION PROGRAM -  
ACCELERATED DEGREE PROGRAM PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0320 Principles of Marketing	3
BSAD0315 Business Statistics	3	BSAD0321 Business Finance	3
Elective**	3	MGMT0350 Mgmt & Organizational Behavior	3
Elective**	3	Elective**	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	BSAD0470 International Business	3
BSAD0455 Production & Operations Management	3	BSAD0480 Business Policy and Strategy	3
BSAD0457 Corporate Communications	3	Elective**	3
BSAD0445 Small Business Budget and Cash Mgmt.	3	Elective**	3
Elective**	3	Elective**	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 semester credit hours must be earned at a four-year institution.

Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.

\*\*All electives must be upper division (300 level and above) ACCT, BSAD, HCM, HTM, MGMT, MIS and MRKT courses or must be approved by the department chair.

## BUSINESS ADMINISTRATION PROGRAM PLAN OF STUDY

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0320 Principles of Marketing	3
BSAD0315 Business Statistics	3	BSAD0321 Business Finance	3
MGMT0350 Mgmt & Organizational Behavior	3	Elective**	3
Elective**	3	Elective**	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	BSAD0470 International Business	3
BSAD0455 Production & Operations Management	3	BSAD0480 Business Policy and Strategy	3
BSAD0457 Corporate Communications	3	BSAD0495 General Business Internship	3
BSAD0445 Small Business Budget & Cash Mgmt.	3	Elective**	3
Elective**	3	Elective**	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 semester credit hours must be earned at a four-year institution.

Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.

\*\*All electives must be upper division (300 level and above) ACCT, BSAD, HCM, HTM, MGMT, MIS or MRKT courses or must be approved by the department chair.

**BUSINESS ADMINISTRATION PROGRAM  
ENTREPRENEURSHIP EMPHASIS PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0320 Principles of Marketing	3
BSAD0302 Entrepreneurship	3	BSAD0321 Business Finance	3
BSAD0315 Business Statistics	3	Elective**	3
MGMT0350 Mgmt & Organizational Behavior	3	Elective**	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
MGMT0355 Small Business Management	3	MGMT0360 Human Resource Management	3
BSAD0400 Business Government Relations	3	BSAD0445 Small Bus Budget & Cash Mgmt.	3
BSAD0455 Production & Operations Management	3	BSAD0470 International Business	3
BSAD0457 Corporate Communications	3	BSAD0480 Business Policy and Strategy	3
Elective**	3	BSAD0495 General Business Internship	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 semester credit hours must be earned at a four-year institution.  
Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  
\*\*All electives must be upper division (300 level and above) ACCT, BSAD, HCM, HTM, MGMT, MIS or MRKT courses or must be approved by the department chair.

**BUSINESS ADMINISTRATION PROGRAM  
MANAGEMENT EMPHASIS PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0320 Principles of Marketing	3
BSAD0315 Business Statistics	3	BSAD0321 Business Finance	3
MGMT0350 Mgmt & Organizational Behavior	3	MGMT0355 Small Business Management	3
Elective**	3	MGMT0360 Human Resource Management	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	BSAD0470 International Business	3
MGMT0455 Professional Development of Managers	3	MGMT0475 Case Studies in Management	3
BSAD0455 Production & Operations Management	3	BSAD0480 Business Policy and Strategy	3
BSAD0457 Corporate Communications	3	MGMT0495 Management Internship	3
Elective**	3	Elective**	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>
<p>A minimum of 60 semester credit hours must be earned at a four-year institution.  Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  **All electives must be upper division (300 level, and above) ACCT, BSAD, HCM, HTM, MGMT, MIS or MRKT courses or must be approved by the department chair.</p>			

**BUSINESS ADMINISTRATION PROGRAM  
MARKETING EMPHASIS PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0330 Advertising	3
BSAD0315 Business Statistics	3	MGMT0350 Mgmt. & Organizational Behavior	3
MRKT0320 Principles of Marketing	3	BSAD0321 Business Finance	3
Elective**	3	MRKT0370 Retail Management	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	MRKT0431 International Marketing	3
BSAD0455 Production & Operations Management	3	BSAD0470 International Business	3
BSAD0457 Corporate Communications	3	MRKT0474 Marketing Research	3
MRKT0400 Marketing Management	3	BSAD0480 Business Policy and Strategy	3
MRKT0420 Consumer Behavior	3	MRKT0495 Marketing Internship	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>
<p>A minimum of 60 semester credit hours must be earned at a four-year institution.  Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  **All electives must be upper division (300 level and above) ACCT, BSAD, HCM, HTM, MGMT, MIS or MRKT courses or must be approved by the department chair.</p>			



## HEALTH CARE MANAGEMENT PROGRAM PLAN OF STUDY

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	BSAD0321 Business Finance	3
BSAD0315 Business Statistics	3	HCM 0330 Admin. of Healthcare Organizations	3
HCM 0300 Health Care Systems	3	MGMT0350 Mgmt. & Organizational Behavior	3
MRKT0320 Principles of Marketing	3	HCM 0400 Health Care Law & Ethics	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	HCM 0460 Long Term Care Administration	3
HCM 0440 Health Care Planning & Mrkt.	3	BSAD0470 International Business	3
BSAD0455 Production & Operations Mgmt.	3	HCM 0475 Strategic Mgmt. of Health Care Org.	3
BSAD0457 Corporate Communications	3	BSAD0480 Business Policy and Strategy	3
HCM 0450 Financial Mgmt. of Health Care Institutions	3	HCM 0495 Health Care Management Internship	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 semester credit hours must be earned at a four-year institution.  
 Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  
 \*\*All electives must be upper division (300 level and above) Health Care Management courses unless otherwise approved by the department chair.

## HOSPITALITY AND TOURISM MANAGEMENT PROGRAM PLAN OF STUDY

FRESHMAN I		FRESHMAN II	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
SOPHOMORE I		SOPHOMORE II	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	18	Total	18
JUNIOR I		JUNIOR II	
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
HTM 0300 Principles of Hospitality & Tourism Management	3	MRKT0320 Principles of Marketing	3
MIS 0305 Bus Applications Software & Networks	3	BSAD0321 Business Finance	3
HTM 0312 Hospitality & Tourism Marketing	3	MGMT0350 Mgmt & Organizational Behavior	3
BSAD0315 Business Statistics	3	Elective**	3
Total	15	Total	15
SENIOR I		SENIOR II	
BSAD0400 Business Government Relations	3	HTM 0440 International. Hosp. & Tourism Mgmt.	3
HTM 0400 Hospitality Facilities Operations	3	HTM 0445 Seminar In Hospitality & Tourism	3
BSAD0455 Production & Operations Management	3	BSAD0470 International Business	3
BSAD0457 Corporate Communications	3	BSAD0480 Business Policy and Strategy	3
HTM 0495 Hospitality & Tourism Internship	3	Elective**	3
Elective**	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 semester credit hours must be earned at a four-year institution.  
 Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  
 \*\*All electives must be upper division (300 level and above) Hospitality or Tourism Management courses, unless otherwise approved by the department chair.

## INFORMATION SCIENCES AND COMPUTER TECHNOLOGY PLAN OF STUDY

FRESHMAN I		FRESHMAN II	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
SOPHOMORE I		SOPHOMORE II	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting 1	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
JUNIOR I		JUNIOR II	
MIS 0206 Business Programming Language	3	MIS 0208 Systems Programming Language II	3
MIS 0207 Systems Programming Language I	3	BSAD0225 Diversity and Business Ethics	3
BSAD0220 Legal Environment of Business	3	MRKT0320 Principles of Marketing	3
MIS 0305 Bus Applications Software & Networks	3	BSAD0321 Business Finance	3
BSAD0315 Business Statistics	3	MGMT0350 Mgmt. & Organizational Behavior	3
		Elective**	3
Total	15	Total	18
SENIOR I		SENIOR II	
BSAD0400 Business Government Relations	3	BSAD0470 International Business	3
BSAD0455 Production & Operations Management	3	BSAD0480 Business Policy and Strategy	3
BSAD0457 Corporate Communications	3	MIS0495 Management Information Systems Internship	3
Elective**	3	Elective**	3
Elective**	3	Elective**	3
Elective**	3		
Total	18	Total	15
<b>Total Credit Hours Required</b>			<b>126</b>
<p>A minimum of 60 credit hours must be earned at a four-year institution.                      Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU                      ** All electives must be upper division (300 level and above) in Management Information Systems courses, unless otherwise approved by the department chair.</p>			

**INFORMATION SCIENCES AND COMPUTER TECHNOLOGY  
MANAGEMENT INFORMATION SYSTEMS EMPHASIS PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
MIS 0207 Systems Programming Language I	3	MIS 0208 Systems Programming Language II	3
BSAD0220 Legal Environment of Business	3	BSAD0225 Diversity and Business Ethics	3
MIS 0305 Bus Applications Software & Networks	3	MRKT0320 Principles of Marketing	3
BSAD0315 Business Statistics	3	BSAD0321 Business Finance	3
MIS 0340 Management Information Systems	3	MGMT0350 Mgmt & Organizational Behavior	3
		MIS 0442 Database Management	3
Total	15	Total	18
<b>SENIOR I</b>		<b>SENIOR II</b>	
BSAD0400 Business Government Relations	3	MIS 0452 Information Systems II	3
BSAD0455 Production & Operations Management	3	BSAD0470 International Business	3
MIS 0451 Information Systems I	3	BSAD0480 Business Policy and Strategy	3
BSAD0457 Corporate Communications	3	MIS 0491 Senior Project	3
Elective**	3	MIS 0495 Management Information Systems Internship	3
Elective**	3		
Total	18	Total	15
<b>Total Credit Hours Required</b>			<b>126</b>

A minimum of 60 credit hours must be earned at a four-year institution.

Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.

\*\* All electives must be upper division (300 level and above) in Management Information Systems courses, unless otherwise approved by the department chair.

**INFORMATION SCIENCES AND COMPUTER TECHNOLOGY  
COMPUTER STUDIES EMPHASIS PLAN OF STUDY**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
Total	15	Total	15
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	BSAD0200 Introduction to Business	3
General Education	3	ECON0203 Microeconomics	3
ACCT0201 Financial Accounting I	3	MATH0203 Applied Calculus for Bus Majors	3
ECON0201 Macroeconomics	3	ACCT0204 Managerial Accounting	3
Total	15	Total	15
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
MIS 0206 Business Programming Language	3	BSAD0225 Diversity and Business Ethics	3
MIS 0207 Systems Programming Language I	3	MIS 0311 Computer Graphics	3
BSAD0220 Legal Environment of Business	3	MRKT0320 Principles of Marketing	3
MIS 0305 Bus Applications Software & Networks	3	BSAD0321 Business Finance	3
BSAD0315 Business Statistics	3	MGMT0350 Mgmt & Organizational Behavior	3
Total	15	Total	15
<b>SENIOR I</b>		<b>SENIOR II</b>	
MIS 0370 Internet & Web Page Design	3	MIS 0450 Database Applications	3
MIS 0373 Web Programming	3	BSAD0470 International Business	3
BSAD0400 Business Government Relations	3	BSAD0480 Business Policy and Strategy	3
MIS 0442 Database Management	3	MIS 0495 Management Information Systems Internship	3
BSAD0455 Production & Operations Management	3	Elective**	3
BSAD0457 Corporate Communications	3	Elective**	3
Total	18	Total	18
<b>Total Credit Hours Required</b>			<b>126</b>
<p>A minimum of 60 credit hours must be earned at a four-year institution.  Residency requirement of HSSU mandates that student must take the last 30 semester credit hours at HSSU.  ** All electives must be upper division (300 level and above) in Management Information Systems courses, unless otherwise approved by the department chair.</p>			

# COLLEGE OF EDUCATION DEGREE PROGRAMS

## BRIEF OVERVIEW

### Commitment to Diversity

The College of Education at Harris-Stowe State University offers baccalaureate programs designed to enrich and enhance the academic as well as socialization experiences of its students. Toward this end, diversity – both in the faculty and the student body, is an ongoing goal.

### Conceptual Framework

The Unit's Conceptual Framework revolves around the principle of preparing teachers to adapt and perform successfully in an ever-changing world, thus, the theme, "Effective Teachers for a Diverse Society." This framework informs the Unit's mission and structure.

The Unit believes that effective teachers are professionals who possess and exhibit such characteristics and values as competence, diversity, professionalism and reflection. These then become the dispositions of the Unit, which were derived from our beliefs regarding the roles of effective teachers. Specific to our program, the roles of effective teachers are: counselor, user of technology, skilled instructor, organizer of learning, diagnostic prescriber, communicator with parents, master of content, deliverer of content, evaluator of student progress, inclusionary strategist and manager of behavior.

The orchestration of the preparation of effective teachers is premised on Harris-Stowe State University's continuing commitment to the preparation of effective teachers and leadership for its collaborative efforts in the simultaneous renewal of teacher education and schooling.

Instructional approaches consistent with trends, research and best practices in the preparation of teachers are used to develop long-established ideals and values of successful teachers. Candidates are monitored on an ongoing basis and the Unit's faculty members use these evaluations along with feedback from the professional community to review and modify all Education programs.

Currently, the University's College of Education offers the following baccalaureate programs, which

have a variety of major areas and related options or concentrations:

- **B.S. in Education**, with a major in Early Childhood Education. This degree program consists of a general education foundation, a professional studies component and clinical experiences. Graduates are prepared to teach young children, from birth through grade three.
- **B.S. in Education**, with a major in Elementary Education. This program offers the following elective areas of concentration:
  1. Art
  2. Biology
  3. Computer Education
  4. Computer Science
  5. Early Childhood Education
  6. English
  7. Mathematics
  8. Multicultural Education
  9. Natural Science
  10. Physical Education
  11. Psychology
  12. Social Science
  13. Cross Categorical Special Education
  14. Speech and Theater
  15. Vocal Music

This degree program prepares its graduates to teach at the elementary school level, in grades one through six. The program also consists of a general education foundation, a professional studies component, which includes content mastery, teaching methodology and clinical experiences, as well as one of the elective concentrations identified above.

- **B.S. in Education**, with a major in Middle School Education. This degree program offers the following elective subject-matter options:
  - Mathematics
  - Science
  - Social Science

This degree program prepares its graduates to teach at the middle school level, in grades five through nine in one of the subject-matter areas identified above. The degree program also consists of a general education foundation, a professional education component and the student's elected subject-matter specialty.

- **B.S. in Education**, with a major in Secondary Education. This degree program offers the following elective subject-matter options:
  - English
  - Mathematics
  - Social Science
  - Unified Science: Biology

This degree program prepares its graduates to teach at the secondary school level, in grades nine through 12 in one of the subject-matter areas identified above. The degree program also consists of a general education foundation, a professional education component and the student's elected subject-matter specialty.

### **The Primary Goal**

The goal of all Education degree programs is the preparation of highly competent classroom teachers who are fully credentialed by the state of Missouri in their respective grade-levels.

### **Degree Program Guidelines**

The academic guidelines, upon which all of the University's Education degree programs are based, are the standards set forth by the National Council for Accreditation of Teacher Education (NCATE), under which these programs have the approval of that accrediting body. In addition, Harris-Stowe Education degree programs are in full compliance with the requirements of the state of Missouri and the Specialized Professional Association (SPA).

## **ADMISSION REQUIREMENTS**

Interested persons must submit a written admission application to the dean of the University's College of Education, HGA Room 207 – usually on, or before the 10<sup>th</sup> day of each month during the semester proceeding the semester of admission. Application forms are available in the College of Education located in HGA 207.

**NOTE:** Normally, students complete the requirements for such admission on, or slightly before reaching the junior level. Thus, students may apply for admission to an Education program during the latter part of their sophomore year if the criteria are met. Students are strongly urged to consult their academic adviser to be certain of their academic status and readiness for applying for teacher education admission.

Below are the criteria that are applied in determining the eligibility of undergraduate applicants for admission to Harris-Stowe's Education degree programs. As an Education major, the student must:

- (1) Have completed satisfactorily all parts of the College Basic Academic Subjects Examination (C-BASE). **Note:** This requirement is applicable only to degree-seeking students.
- (2) Have earned at least 48 University-level credit hours;
- (3) Have completed satisfactorily all of the general education component requirements for the degree program selected;
- (4) Be in an *unconditionally satisfactory academic progress status*, as defined by Harris-Stowe State University;
- (5) Meet basic competency, as defined by the Missouri Department of Elementary and Secondary Education (DESE);
- (6) Successfully complete a writing competency examination;
- (7) Participate in a formal interview;
- (8) Have completed a 60 clock-hour classroom experience, involving children and youth;
- (9) Have an ACT or SAT score on file;
- (10) Have a cumulative grade point average (CGPA) of at least 2.5.

### **Applicants Already Possessing a Baccalaureate**

These students must:

- Have a cumulative grade point average (CGPA) of at least 2.5;
- Meet basic competency, as defined by the Missouri Department of Elementary and Secondary Education (DESE);
- Successfully complete a writing competency examination;
- Participate in a formal interview;
- Have completed a 60 clock-hour classroom experience, involving children and youth;
- Have an ACT or SAT score on file.

### **The Admission Process**

Once all admission requirement documents have been submitted, the applicant will be referred to the College of Education faculty for consideration. The College's admissions committee, on the basis of criteria verification or non-verification, will either recommend full or conditional approval for admission to Teacher Education or denial of such admission.

### **Admission to Student Teaching**

The following criteria are applied in determining an applicant's eligibility for admission to student teaching. The applicant must:

1. Have satisfactorily completed all requirements for admission to one of the University's Education degree programs;
2. Have a CGPA of at least 2.5;
3. Have completed all professional education courses (except courses in which presently enrolled);
4. Have completed all courses in subject matter areas (except courses in which presently enrolled);
5. Submit an application for student teaching to the College of Education's Clinical and Field Experiences team. (Deadline dates are listed in the course schedule).

### **REQUIREMENTS FOR MISSOURI TEACHER CERTIFICATION**

#### ***Students Possessing Baccalaureates, but seeking Initial Teacher Certification:***

1. Applicant must complete all requirements identified on the official individual evaluation sheet at Harris-Stowe State University and approved by the College of Education certification officer.
2. The applicant must have attained an overall average grade of "C" or higher in his or her professional-level courses. **Note:** Middle School and Secondary Education majors must have earned a grade of "C+" or higher in their subject-matter areas of specialization.
3. The applicant must have attained a GPA of at least 2.5, a DESE cumulative GPA of at least 2.5 and a passing score on the appropriate PRAXIS II examination.
4. The applicant must obtain an application packet for Missouri Certification from the Office of the Registrar, HGA Room 116.

### **REQUIREMENTS FOR DEGREE CONFERRAL**

#### ***Minimum Credit Hours:***

128–149, depending on the degree program

#### ***Minimum Cumulative Grade Point Average (CGPA):***

2.5 on a 4.0 scale

A DESE cumulative GPA of at least 2.5.

***Minimum Final Grade*** in all professional components of degree program: "C." Middle School and Secondary Education majors must have earned a grade of "C+" or higher in subject matter areas of specialization.

***Need passing Praxis II score*** in the appropriate area.



## COLLEGE OF EDUCATION PROGRAM REQUIREMENTS

### Early Childhood Education Program Requirements

*(The following courses must be completed.)*

#### General Education Core Requirements 42 Credits

HIST	0143	U.S. History I	
<i>or</i>			
HIST	0144	U.S. History II	3
ART	0150	Introduction to Art	<i>or</i>
MUS	0206	Basic Music	<i>or</i>
MUS	0223	African-American Music	<i>or</i>
MUS	0302I	Music History & Literature I	<i>or</i>
MUS	0302II	Music History & Literature II	3
PED	0266	Health and Wellness	3
BIO/PHSC/CHEM/PHYS		Lab	2

*(Not taken as part of General Education Requirement)*

ENG	0203	Introduction to Literature	3
SOC	0100	Introduction to Sociology	3
GEOG	0200	Principles of Geography	3
MATH	0120	Structures of Mathematical Systems	3

#### Total Program Requirements 23

*(or less depending on General Education Requirements)*

### Early Childhood Education Core Requirements

*Grade of "C" or higher required in each course.*

EDUC	0201	Foundations of Education	3
EDUC	0223	Computers & Instructional Technology	3
EDUC	0305	Utilizing Family & Community Resources	3
EDUC	0307	Music, Art, Movement, Drama, Play	3
EDUC	0308	Health, Nutrition and Safety	3
EDUC	0309	Emergent Literacy & Language Acquisition	3
EDUC	0311	Early Childhood Principles & Professionalism	3
EDUC	0312	Infants & Toddlers: Curriculum Teaching & Learning	3
EDUC	0313	Development Learning: Pre K-Grade 3	3
EDUC	0314	Communication & Guidance Strategies in ECE	3
EDUC	0318	Human Relations & Cultural Diversity	3
EDUC	0321	Teaching Reading & Writing	2

*Concurrent enrollment in EDUC 0339 & EDUC 0342 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0342 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

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*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 required.*

### Total Early Childhood Education

#### Core Requirements

69

#### Early Childhood Education Electives

Any 01XX or 02XX or 03XX or 04XX courses 6

### Total Early Childhood Education Degree

#### Program Requirements

### Other Degree Program Requirements

Admission Program Application Filed  
Admission to the Program  
60-Hour Classroom Aide Competency  
Penmanship Competency  
ACT/SAT Score on File  
C-BASE Requirement Completed  
OCGPA of 2.5 or Higher  
Exit Competency Met (PRAXIS II Required Score)

### Elementary Education Program Requirements

*(The following courses must be completed.)*

#### General Education Core Requirements 42 Credits

HIST	0143	U.S. History I	
<i>or</i>			
HIST	0144	U.S. History II	3
ART	0150	Introduction to Art	<i>or</i>
MUS	0206	Basic Music	<i>or</i>
MUS	0223	African-American Music	<i>or</i>
MUS	0302I	Music History & Literature I	<i>or</i>
MUS	0302II	Music History & Literature II	3
PED	266	Health and Wellness	3
BIO/PHSC/CHEM/PHYS		Lab	2

*(Not taken as part of General Education Requirement)*

ENG	0203	Introduction to Literature	3
EDUC	0214	Principles of Economics	3
GEOG	0200	Principles of Geography	3
MATH	0120	Structures of Mathematical Systems	3

#### Total Program Requirements 23

*(or less depending on General Education Requirements)*

### Elementary Education Core Requirements

*Grade of C or higher required in each course.*

EDUC	0201	Foundations of Education	3
EDUC	0210	Introduction to Field Experience	2
EDUC	0223	Computers & Instructional Technology	3
EDUC	0321	Teaching Reading and Writing	2

*Concurrent enrollment in EDUC 0339 & EDUC 0342 is required.*

*Concurrent enrollment in EDUC 0339 & EDUC 0342 is required.*

*Concurrent enrollment in EDUC 0347A & EDUC 0368II is required.*

*Concurrent enrollment in EDUC 0339 & EDUC 0342 is required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0342 is required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0342 is required.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 is required.*

*Penmanship competency requirement must be met in this course.*

*Concurrent enrollment in EDUC 0321 & EDUC 0339 is required.*

*Concurrent enrollment in EDUC 0326 & EDUC 0368II is required.*

EDUC 0349 Methods of Teaching Elementary and Middle School Science 2

*Concurrent enrollment in EDUC 0378, EDUC 0410 & EDUC 0368I is required.*

EDUC 0368I Interdisciplinary Pre-Student Teaching Practicum 2

*Concurrent enrollment in EDUC 0349, EDUC 0378 & EDUC 0410 is required.*

EDUC 0368II Literacy Area Pre-Student Teaching Practicum 2

*Concurrent enrollment in EDUC 0326 & EDUC 0347A is required.*

EDUC 0376 Art Methods 3

EDUC 0377 Music Methods 3

EDUC 0378 Social Studies Methods 2

*Concurrent enrollment in EDUC 0349, EDUC 0410 & EDUC 0368I is required.*

EDUC 0380 Physical Education Methods 3

EDUC 0401A Classroom Organization and Management for Elementary Education 3

EDUC 0410 Methods for Teaching Mathematics 2

*Concurrent enrollment in EDUC 0349, EDUC 0378 & EDUC 0368I is required.*

PSY 0305 Educational Psychology 3

PSY 0310 Child Psychology 3

PSY 0312 Psychology/Education of the Exceptional Child 3

EDUC 0402III Supervised Student Teaching III 12

**Total Elementary Education Core Requirements 61**

**Art Area of Concentration/Electives**

21 Credits Required

*N.B. The grade of "C" or higher is required in all areas of concentration courses.*

ART 0150 Introduction to Art 3

18 credits of ART 01XX or ART 02XX or ART 03XX

**Total Elementary Education Degree Program Requirements 134-149**

**Biology Area of Concentration/Elective**

21 Credits Required

*N.B. The grade of "C" or higher is required in all areas of concentration courses.*

BIO 0151 Biology Survey (Lecture) 3

*and*

BIO 0152 Biology Survey (Lab) 2

BIO 0153 Biology Survey II (Lecture) 3

*and*

BIO 0154 Biology Survey II (Lab) 2

11 credits from BIO 01XX or BIO 02XX or BIO 03XX or BIO 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Computer Education Area of Concentration/Electives**

21 Credits Required

*N.B. The grade of "C" or higher is required in all areas of concentration courses.*

CED 0104 Introduction to Computing and Technology 3

CED 0322 Computers and Technology in the Classroom 3

15 Credits from CED 02XX or CED03XX or CED04XX or CSC 02XX or CSC03XX or CSC04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Computer Science Area of Concentration/Electives**

21 Credits Required

*N.B. The grade of "C" or higher is required in all areas of concentration courses.*

CED 0104 Introduction to Computing and Technology 3

Add nine Credits from CSC 02XX, 03XX or 04XX, CED 02XX, 03XX or 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Cross Categorical Disabilities Area of Concentration/Electives**

EDUC 0301 Counseling for the Exceptional Child & Family 3

EDUC 0304 Language Development in the Exceptional Child 3

EDUC 0321 Teaching Reading & Writing 2

EDUC 0326 Reading Correction & Remediation 2

EDUC 0339 Teaching Children's Literature 2

EDUC 0342 Methods of Teaching Language Arts 2

EDUC 0343 Introduction to Cross-Categorical Special Education 3

EDUC 0344 Methods of Teaching Cross-Categorical Special Education 3

EDUC 0346 Clinical Experience-Teaching Individuals with Cross-Categorical Disabilities 3

EDUC 0402 Student Teaching (Special Education) 6

EDUC 0410 Methods of Teaching Mathematics 2

EDUC 0411 Teaching Remedial Mathematics to the Exceptional Child 2

EDUC 0430 Career/Transition Education for Special Education 3

PSY 0310 Child Psychology 3

PSY 0311 Adolescent Psychology 3

PSY 0312 Psychology & Education of the Exceptional Child 3

PSY 0319 Behavior Management 3

PSY 0407 Individual Intelligence & Achievement Tests 3

**Total Elementary Education Degree Program Requirements 134-149**

**Early Childhood Area of Concentration/Electives**

21 Credits Required

*N.B. The grade of "C" or higher is required in all areas of concentration courses.*

EDUC 0305 Utilizing Family & Community Resources 3

EDUC 0308 Health, Nutrition & Safety 3

EDUC 0309 Emergent Literacy and Language Acquisition 3

EDUC 0311 Early Childhood Principles and Professionalism 3

EDUC 0312 Infants and Toddlers: Curriculum, Teaching and Learning 3

EDUC 0313 Developmental Learning: Pre-K-Grade 3 3

EDUC 0413 Assessment of Young Children 3  
**Total Elementary Education Degree Program Requirements 134-149**

**English Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of C or higher is required in all Area of Concentration Courses.*  
 ENG 0110I English Composition I 3  
 Any freshman or sophomore level writing course 3  
 15 credits from ENG 02XX or 03XX

**Total Elementary Education Degree Program Requirements 134-149**

**Mathematics Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all area of concentration courses.*  
 MATH 0135 College Algebra 4  
 MATH 0140 Trigonometry 3  
 MATH 0150 Introduction to Probability & Statistics 3  
 MATH 0160 Concepts of Geometry 3

**Mathematics Area of Concentration/Electives**  
 8 credits from MATH 01XX or 02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Multicultural Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all areas of concentration courses.*  
 EDUC 0155 Introduction to Africana Studies 3  
 EDUC 0212 Introduction to Multicultural Education 3  
 EDUC 0222 Exploring the Inner City 3  
 EDUC 0385 Teaching Ethnic Studies in the Elementary School 3  
 MUS 0223 African-American Music 3  
 HIST 0301 Multicultural History of the U.S. 3  
 POSC 0370 World Affairs (International Relations) 3

**Total Elementary Education Degree Program Requirements 134-149**

**Music (Vocal) Area of Concentration/Electives**

21 Credits Required (No more than four credit hours from Concert Chorale or Choir can be used to satisfy this requirement.)  
*N.B. The grade of "C" or higher is required in all areas of concentration courses.*  
 MUS 0206 Basic Music *or*  
 MUS 0302I Music History and Literature I *or*  
 MUS 0302II Music History and Literature II 3  
 18 credits from MUS 01XX or 02XX or 03XX

**Total Elementary Education Degree Program Requirements 134-149**

**Natural Science Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all area of concentration courses.*  
 BIO 0151 Biology Survey (*Lecture*) 3  
*and*  
 BIO 0152 Biology Survey (*Lab*) 2

CHEM 0255 General Chemistry (*Lecture*) 3  
*and*  
 CHEM 0256 General Chemistry (*Lab*) 2  
 PHY 0251 General Physics (*Lecture*) 3

*and*  
 PHY 0252 General Physics (*Lab*) 2  
 BIO 0201 Plants and People 3  
 Three credits from BIO/CHEM/GEOL/MET/PHY 02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Physical Education Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all areas of concentration courses.*  
 PED 0266 Health and Wellness 3

18 credits from PED 01XX or 02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Psychology Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in All Areas of concentration courses.*  
 PSY 0100 General Psychology 3  
 18 credits from PSY 03XX or 04XX

**Total Elementary Education Degree Program Requirements 134-149**

**Social Science Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all area of concentration courses.*  
 EDUC 0214 Principles of Economics 3  
 GEOG 0200 Principles of Geography 3  
 HIST 0143 U.S. History I *or*  
 HIST 0144 U.S. History II 3  
 HIST 0213 World History I *or*  
 HIST 0214 World History II 3  
 POSC 0200 American Government 3  
 SOC 0100 Introduction to Sociology 3

3 credits from ECON/GEOG/HIST/POSC/SOC  
**Total Elementary Education Degree Program Requirements 134-149**

**Speech and Theater Area of Concentration/Electives**

21 Credits Required  
*N.B. The grade of "C" or higher is required in all area of concentration courses.*  
 SPCH 0109 Introductory Public Speaking 3  
 THR 0100 Theater Appreciation 3  
 15 credits from SPCH/THR 02XX or 03XX or 04XX  
**Total Elementary Education Degree Program Requirements 134-149**

**Middle School Education Program Requirements - Mathematics**

*The following courses must be completed.*  
**General Education Core Requirements 42 Credits**  
 HIST 0143 U.S. History I *or*  
 HIST 0144 U.S. History II 3  
 ART 0150 Introduction to Art *or*  
 MUS 0206 Basic Music *or*  
 MUS 0223 African-American Music *or*  
 MUS 0302I Music History & Literature I *or*

MUS	0302II	Music History & Literature II	3
PED	0266	Health and Wellness	3
BIO/PHSC/CHEM/PHYS Lab			2

**Total Middle School Education Program Requirements**

*(Or less depending on General Education requirements)* **23**

**Middle School Education Core Requirements- Mathematics**

*Grade of "C" or higher required in each course*

EDUC	0214	Principles of Economics	3
ENG	0203	Introduction to Literature	3
GEOG	0200	Principles of Geography	3
MATH	0120	Structures of Mathematical Systems	3
EDUC	0210	Introduction to Field Experience	2
EDUC	0223	Computers & Instructional Technology	3
EDUC	0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC	0340	Middle School Philosophy, Curriculum and Instruction	3
EDUC	0345	Teaching Reading/Writing in the Middle School	3
EDUC	0347B	Middle/Secondary Content Area Reading	3
		<i>(Penmanship competency requirements must be met in this course.)</i>	
EDUC	0351	Methods of Teaching Middle/Sec Mathematics: App	2
EDUC	0359I	Methods of Teaching Middle School Mathematics: Content	3
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology/Education of the Exceptional Child	3
EDUC	0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC	0402III	Supervised Student Teaching	12

**Total Middle School Education Core Requirement 46**

**Mathematics Subject Area/Electives**

N.B. The grade of C+ or higher is required in all subject area courses.

**Required**

MATH	0140	Trigonometry	3
MATH	0150	Introduction to Probability and Statistics	3
MATH	0160	Concepts of Geometry	3
MATH	0170	Calculus and Analytical Geometry I	5
MATH	0240	Foundations of Advanced Mathematics	3
Any MATH 02XX or MATH 03XX or MATH 04XX not previously used.			13
Mathematics Subject Area Credits			30

**Total Middle School Education Degree Requirements - Mathematics Subject Area**

**132**

**Middle School Education Program Requirements– Natural Science**

*(The following courses must be completed.)*

**General Education Core Requirements 42 Credits**

HIST	0143	U.S. History I <i>or</i>	
HIST	0144	U.S. History II	3
ART	0150	Introduction to Art <i>or</i>	

MUS	0206	Basic Music <i>or</i>	
MUS	0223	African-American Music <i>or</i>	
MUS	0302I	Music History & Literature I <i>or</i>	
MUS	0302II	Music History & Literature II	3
PED	0266	Health and Wellness	3
BIO/PHSC/CHEM/PHYS Lab			2

**Total Middle School Education Program Requirements**

*(or less depending on General Education requirements)* **23**

**Middle School Education Core Requirements – Natural Science**

*Grade of "C" or higher required in each course.*

EDUC	0210	Introduction to Field Experience	2
EDUC	0223	Computers & Instructional Technology	3
EDUC	0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC	0340	Middle School Philosophy, Curriculum and Instruction	3
EDUC	0345	Teaching Reading/Writing in the Middle School	3
EDUC	0347B	Middle/Secondary Content Area Reading	3
		<i>(Penmanship competency requirements must be met in this course.)</i>	
EDUC	0349	Methods of Teaching Elementary and Middle School Science	2
EDUC	0368I	Interdisciplinary Pre-Student Teaching Practicum	2
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology/Education of the Exceptional Child	3
EDUC	0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC	0402III	Supervised Student Teaching III	12

**Total Middle School Education Core Requirement 46**

**Natural Science Subject Area/Electives**

N.B. The grade of C+ or higher is required in all subject area courses.

**Required**

CHEM 0255 & CHEM 0256 General *Chemistry (Lecture and Lab)*; PHY 0251 & PHY 0252 General Physics (*Lecture & Lab*); PHSC 0151 & PHSC 0152 Physical Science (*Lecture & Lab*)

N.B. May not be repeated here if previously used **10-15**

GEOL	0250I	General Geology	3
		<i>(May not be repeated here if previously used)</i>	
MET	0250	Introduction to Meteorology	3
		<i>(May not be repeated here if previously used)</i>	
BIO	0303	Ecology	3
BIO	0153	Biology Survey II (Lecture)	3

*and*

BIO	0154	Biology Survey II (Lab)	2
Any BIO/CHEM/PHY 02XX <i>or</i> BIO/CHEM/PHY 03XX <i>or</i> BIO 04XX			
		<i>(May not be repeated here if previously used)</i>	4-9

**Natural Science Subject Area Credits 30**

**Total Middle School Education Degree Requirements  
Natural Science Subject Area 132**

**Middle School Education Program Requirements –  
Social Science**

*(The following courses must be completed)*

**General Education Core Requirements 42 Credits**

HIST 0143	U.S. History I <i>or</i>	
HIST 0144	U.S. History II	3
ART 0150	Introduction to Art <i>or</i>	
MUS 0206	Basic Music <i>or</i>	
MUS 0223	African-American Music <i>or</i>	
MUS 0302I	Music History & Literature I <i>or</i>	
MUS 0302II	Music History & Literature II	3
PED 0266	Health and Wellness	3
BIO/PHSC/CHEM/PHYS Lab		2
<i>(Not taken as part of the General Education requirements)</i>		
ENG 0203	Introduction to Literature	3
EDUC 0214	Principles of Economics	3
GEOG 0200	Principles of Geography	3
MATH 0120	Structures of Mathematical Systems	3

**Total Middle School Education Program Requirements  
(Or less depending on General Education Requirements) 23**

**Middle School Education Core Requirements – Social  
Science**

*Grade of C or higher required in each course.*

EDUC 0210	Introduction to Field Experience	2
EDUC 0223	Computers & Instructional Technology	3
EDUC 0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC 0340	Middle School Philosophy, Curriculum and Instruction	3
EDUC 0345	Teaching Reading/Writing in the Middle School	3
EDUC 0347B	Middle/Secondary Content Area Reading	3
<i>(Penmanship competency requirements must be met in this course.)</i>		
EDUC 0352	Methods of Teaching Middle/ Secondary Social Science: Content	3
EDUC 0353	Methods of Teaching Middle/ Secondary Social Science: Methodological Content Applications	2
PSY 0305	Educational Psychology	3
PSY 0311	Adolescent Psychology	3
PSY 0312	Psychology/Education of the Exceptional Child	3
<i>(Program Admission Not Required)</i>		
EDUC 0401B	Classroom Organization and Management for Middle/ Secondary Education	3
EDUC 0402III	Supervised Student Teaching III	12

**Total Middle School Education Core Requirement 46**

**Social Science Subject Area/Electives**

N.B. The grade of C+ or higher is required in all subject area courses.

**Required**

SOC 0100	Introduction to Sociology*	3
PSY 0100	General Psychology*	3
GEOG 0325	Urban Geography	3
HIST 0213	World History I* <i>or</i>	
HIST 0214	World History II*	3

HIST 0300	History of Amer. City <i>or</i>	
HIST 0301	Multicultural History of the U.S. <i>or</i>	
HIST 0302	History of Women’s Movements in American Society <i>or</i>	
HIST 0382	History of Social Movements in U.S.	3
HIST 0361	The French Revolution <i>or</i>	
HIST 0402	Modern World History <i>or</i>	
HIST 0405	History of Africa <i>or</i>	
HIST 0407	History of Latin America	3
HIST/ECON/POSC/SOC 02XX <i>or</i> HIST/ECON/POSC/ SOC 03XX <i>or</i> HIST/ECON/POSC/SOC 04XX <i>(May not be repeated here if previously used)</i>		
		12-18
<b>Social Science Subject Area Credits</b>		<b>30</b>
<b>Total Middle School Education Degree Requirements Social Science Subject Area</b>		<b>132</b>

**\*May not be repeated here if previously used.  
(Applies to SOC 0100, PSY 0100 and or HIST 0213 or  
HIST 0214.)**

**Secondary Education Program Requirements –  
English**

*(The following courses must be completed)*

**General Education Core Requirements 42 Credits**

HIST 0143	U.S. History I <i>or</i>	
HIST 0144	U.S. History II	3
ART 0150	Introduction to Art <i>or</i>	
MUS 0206	Basic Music <i>or</i>	
MUS 0223	African-American Music <i>or</i>	
MUS 0302I	Music History & Literature I <i>or</i>	
MUS 0302II	Music History & Literature II	3
PED 0266	Health and Wellness	3
ENG 0203	Introduction to Literature	3

**Total Secondary Education Program Requirements 12  
(or less depending on General Education requirements)**

**Secondary Education Core Requirements - English**

EDUC 0210	Introduction to Field Experience	3
EDUC 0223	Computers and Instructional Technology	3
EDUC 0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC 0347B	Middle/Secondary Content Area Reading	3
<i>Penmanship competency requirement must be met in this course.</i>		
EDUC 0356	Methods of Teaching Secondary English: Content	3
EDUC 0357	Methods of Teaching Secondary English Methodological Content Applications	2
PSY 0305	Educational Psychology	3
PSY 0311	Adolescent Psychology	3
PSY 0312	Psychology/Education of the Exceptional Child	3
EDUC 0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC 0402III	Supervised Student Teaching III	12

**Total Secondary Education Core Requirements 40**

**Secondary Education/English Subject Area**

N.B. The grade of C+ or higher is required in all subject area courses.

ENG 0317	Mythology	3
ENG 0318	Literature for Adolescents	3

ENG	0320I	American Literature I: Beginnings to 1865	3
ENG	0320II	American Literature II: 1865 to the Present	3
ENG	0325	Multicultural Survey Literature of United States	3
ENG	0326I	Major British Authors Beginnings to 1798	3
ENG	0326II	Major British Authors 1798 to the Present	3
ENG	0330	Advanced Composition	3
ENG	0336	Modern Grammar	3
ENG	0337	History of the English Language	3
ENG	0340	Writing Internship	3
ENG	0341	Great Plays	3
ENG	0351	World Literature	3
ENG	03XX/04XX	Electives	9
<b>Total Secondary Education Degree Program Requirements</b>			<b>130</b>

**Secondary Education Program Requirements – Mathematics**

<b>Total Secondary Education Program Requirements</b>			<b>12</b>
<i>(or less depending on General Education Requirements)</i>			

**Secondary Education Core Requirements - Mathematics**  
*Grade of C or higher required in each course.*

EDUC	0210	Introduction to Field Experience	2
EDUC	0223	Computers and Instructional Technology	3
EDUC	0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC	0347B	Middle/Secondary Content Area Reading	3
<i>Penmanship competency requirement must be met in this course.</i>			
EDUC	0351	Methods of Teaching Middle/Secondary School Mathematics: Content Applications	2
EDUC	0365I	Methods of Teaching Secondary School Mathematics: Content	3
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology/Education of the Exceptional Child	3
EDUC	0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC	0402III	Supervised Student Teaching III	12
<b>Total Secondary Education Core Requirements – Mathematics</b>			<b>40</b>

**Secondary Education/Math Subject Area**

N.B. The grade of C+ or higher is required in all subject matter courses.

MATH	0140	Trigonometry	3
MATH	0150	Probability and Statistics	3
MATH	0170	Calculus and Analytical Geometry I	5
MATH	0201	Discrete Mathematics	3
MATH	0240	Foundations of Advanced Mathematics	3
MATH	0241	Calculus and Analytical Geometry II	5
CSC	02XX	Programming Language	3

MATH	0160	Concepts of Geometry	3
MATH	0242	Calculus and Analytical Geometry III	5
MATH	0320	Introduction to Modern Algebra	3
MATH	03XX/04XX	Mathematics Electives	9
<b>Total Secondary Education Degree Program Requirements</b>			<b>130</b>

**Secondary Education Program Requirements - Unified Science: Biology**

**Total Secondary Education Program Requirements 12**  
*(or less depending on General Education requirements)*

**Secondary Education Core Requirements**

*Grade of C or higher required in each course.*

EDUC	0210	Introduction to Field Experience	3
EDUC	0223	Computers and Instructional Technology	3
EDUC	0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC	0347B	Middle/Secondary Content Area Reading	3
<i>Penmanship competency requirement must be met in this course.</i>			
EDUC	0354	Methods of Teaching Secondary Biology: Content	3
EDUC	0355	Methods of Teaching Secondary Biology: Methodological Content Applications	2
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology/Education of the Exceptional Child	3
EDUC	0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC	0402III	Supervised Student Teaching III	12
<b>Total Secondary Education Core Requirements</b>			<b>40</b>

**Secondary Education/Unified Science: Biology Subject Area**

N.B. The grade of C+ or higher is required in all subject area courses.

**All courses must be taken as part of General Education requirements.**

BIO	0151	Biology Survey (Lec) &	
BIO	0152	Biology Survey (Lab)	5
BIO	0153	Biology Survey II (Lec) &	
BIO	0154	Biology Survey II (Lab)	5
BIO	0201	Plants and People	3
BIO	0202	Principles of Cell Biology	3
BIO	0210	Invertebrate Zoology	3
BIO	0240	Science & Technology	3
BIO	0303	Ecology	3
BIO	0305	Evolution	3
BIO	0310I	Human Anatomy & Physiology I <i>or</i>	
BIO	0310II	Human Anatomy & Physiology II	3
BIO	0311	Ecology Lab	2
BIO	0312	Introduction to Microbiology	3
BIO	0313	Environmental Science	3
BIO	0319	Human Anatomy & Physiology I (Lab)	2
BIO	0321	Human Anatomy & Physiology II (Lab)	2
BIO	0332	Microbiology (Lab)	2
BIO	0414	Genetics	3
CHEM	0255	General Chem (Lec) &	
CHEM	0256	General Chem (Lab)	5

CHEM	0257	General Chem (Lec) &	
CHEM	0258	General Chem (Lab)	5
GEOL	0250I	General Geology	3
MET	0250	Introduction to Meteorology	3
PHSC	0151	Phy Sci Survey (Lec) &	
PHSC	0152	Phy Sci Survey (Lab)	5
PHY	0251	Gen Phy: Mech (Lec) &	
PHY	0252	Gen Phy: Mech (Lab)	5

SOC 0XXX or PSY 0XXX	6
<i>(may not be repeated here if previously used)</i>	
HIST 03XX-04XX or POSC 03XX-04XX or SOC 03XX-04XX	3
<i>(may not be repeated here if previously used)</i>	
<b>Total Secondary Education Degree Program Requirements</b>	<b>130</b>

**Total Secondary Education Degree Program Requirements 149**

**Secondary Education Program Requirements – Social Science**

**Total Secondary Education Program Requirements 12**  
*(or less depending on General Education requirements)*

**Secondary Education Core Requirements – Social Science**

*Grade of C or higher required in each course.*

EDUC	0210	Introduction to Field Experience	2
EDUC	0223	Computers & Instructional Technology	3
EDUC	0230	Middle/Junior & Senior High School Philosophy, Organization and Curriculum	3
EDUC	0347B	Middle/Secondary Content Area Reading	3
<i>Penmanship competency requirement must be met in this course.</i>			
EDUC	0352	Methods of Teaching Middle/Secondary Social Science: Content	3
EDUC	0353	Methods of Teaching Middle/Secondary Social Science: Methodological Content Applications	2
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology/Education of the Exceptional Child	3
EDUC	0401B	Classroom Organization and Management for Middle/Secondary Education	3
EDUC	0402III	Supervised Student Teaching	12

**Total Secondary Education Core Requirements - Social Science 40**

**Secondary Education/Social Science Subject Area**

N.B. – The grade of C+ or higher is required in all subject matter courses.

HIST	0143	U.S. History I <i>or</i>	
HIST	0144	U.S. History II	3
<i>(may not be repeated here if previously used)</i>			
HIST	0300	History of the American City	3
HIST	0301	Multicultural History of the U.S. <i>or</i>	
HIST	0302	History of Women's Movements in American Society <i>or</i>	
HIST	0382	History of Social Movements in U.S.	3
HIST	0213	World History I	3
HIST	0214	World History II	3
HIST	0405	History of Africa	3
HIST	0406	History of China and the Far East	3
POSC	0391	Urban Politics and Public Policy	3
ECON	0201	Macroeconomics	3
ECON	0203	Microeconomics	3
GEOG	0200	Principles of Geography	3
GEOG	0325	Urban Geography	3

**COLLEGE OF EDUCATION**  
**B.S. in Early Childhood Education**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	CED 0104 Introduction to Computing and Technology	3
Seminar/Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
EDUC0210 Introduction to Field Experiences	3	EDUC0311 Early Childhood Principles and Professionalism	3
EDUC0223 Computers & Instructional Technology	3	PSY 0310 Child Psychology	3
PED 0266 Health and Wellness	3	PSY 0312 Psychology/Education of the Exceptional Child	3
EDUC0201 Foundations of Education	3	EDUC0308 Health, Nutrition and Safety	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
MATH0120 Structures of Mathematics	3	EDUC0309 Emergent Literacy	3
EDUC0305 Utilizing Family & Community Resources	3	EDUC0312 Infants & Toddlers: Curriculum Teaching and Learning	3
EDUC0307 Music, Art, Movement, Drama, Play	3	EDUC0313 Development Learning: Pre K-Grade	3
		EDUC0314 Communication & Guidance Strategies in ECE	3
EDUC0321 Teaching Reading and Writing	3	Concentration Elective	3
Concentration Elective	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0318 Human Rel. & Cultural Div.	3	EDUC0402III Supervised Student Teaching	12
EDUC0413 Assess. of Young Children	3		
EDUC0414 Promoting Math & Science Readiness in ECE	3		
EDUC0415 Science & Soc. Stud. in ECE	3		
EDUC0416 Fam. Invol/Parents as Teach	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 124-129</b>			



**COLLEGE OF EDUCATION**  
**B.S. in Elementary Education**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education (Math)	4
General Education	3	CED 0104 Introduction to Computing and Technology	3
Seminar/Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
EDUC0201 Foundations of Education	2	EDUC0210 Introduction to Field Experiences	3
EDUC0223 Computers & Instructional Technology	3	MATH0120 Structures of Mathematics	3
PED0266 Health and Wellness	3	PSY0305 Educational Psychology	3
EDUC0401A Classroom Organization and Management	3	EDUC0214 Principles of Economics	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
EDUC0339 Teaching Children's Literature	2	EDUC0380 Physical Education Methods	3
EDUC0321 Teaching Reading and Writing	2	EDUC0410 Methods for Teaching Math	2
EDUC0342 Methods of Teaching Lang Arts	2	EDUC0349 Methods of Teaching Elementary and Middle School Science	2
EDUC 0376 Art Methods	3	EDUC0378 Social Studies Methods	2
EDUC0377 Music Methods	3	EDUC0368I Interdisciplinary Pre-Student Teaching Practicum	2
PSY0310 Child Psychology	3	PSY0312 Psychology/Education of the Exceptional Child	3
Concentration	3	Concentration	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
Concentration	3	EDUC0402 III Supervised Student Teaching	12
Concentration	3	Concentration	3
Concentration	3		
Concentration	3		
EDUC0326 Reading Correction and Diagnosis	2		
EDUC0347A Elementary Content Reading	2		
EDUC0368II	2		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>
<b>Total Credits Required 134-149</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Middle School Mathematics**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	CED 0104 Intro. to Computing & Tech.	3
Seminar/Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
College Algebra	4	General Education	3
EDUC0210 Introduction to Field Experiences	3	EDUC0230 Middle/Junior & Senior High School Philosophy	3
EDUC0223 Comp. & Instructional Tech.	3	MATH0120 Structures of Mathematics	3
EDUC 0214 Principles of Economics	3	MATH 0140 Trigonometry	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Summer I</b>		<b>Summer II</b>	
PED 0266 Health and Wellness	3	PSY 0305 Educational Psychology	3
<b>Total</b>	<b>3</b>	<b>Total</b>	<b>3</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY 0312 Psychology/Education of the Exceptional Child	3	EDUC0347B Reading in Content Area	3
EDUC0340 Middle School Philosophy Curriculum and Instruction	3	ENG0203 Introduction to Literature	3
MATH0150 Intro to Statistics and Probability	3	MATH0170 Calculus and Analytic Geometry I	5
MATH0160 Concepts of Geometry	3	MATH0240 Foundation of Adv. Math	3
MATH0201 Discrete Mathematics	3	MATH0320 Intro. to Modern Algebra	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>
<b>Summer I</b>		<b>Summer II</b>	
EDUC0401B Class/Org & Man Mid/Sec	3	PSY0311 Adolescent Psychology	3
<b>Total</b>	<b>3</b>	<b>Total</b>	<b>3</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0359I Methods of Teaching Middle & Secondary Mathematics: Content	3	EDUC0402III Supervised Student Teaching	12
EDUC0351 Methods of Teaching Middle & Secondary Math: Application	2		
EDUC0345 Teaching Reading and Writing in the Middle School	3		
MATH0456 Intro to Linear Algebra	3		
MATH0241 Cal & Analytic Geometry II	5		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 132</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Middle School Natural Science**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	BIO0153 Biology Survey II (Lecture)	3
Seminar/Topics in Higher Education	1	BIO0154 Biology Survey II (Lab)	2
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	EDUC0223 Computer & Instructional Technology	3
General Education	3	EDUC0230 Middle/Junior & Senior High School Philosophy	3
EDUC0210 Introduction to Field Experiences	2	EDUC0340 Middle School Philosophy, Curriculum, and Instruction	3
CED0104 Introduction to Computing & Technology	3	PSY0305 Educational Psychology	3
PED0266 Health and Wellness	3	CHEM0255 General Chemistry (Lec)	3
EDUC0214 Principles of Economics	3	CHEM0256 General Chemistry (Lab)	2
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY0312 Psy/Edu of the Excep. Child	3	PSY0311 Adolescent Psychology	3
EDUC0401B Class Org. & Man. Mid/Sec	3	EDUC0347B Mid/Sec Content Area Reading	3
MATH0120 Structures of Math Systems	3	BIO0303 Ecology	3
PHY0251 General Physics (Lecture)	3	PHSC0151 Physical Science Survey (Lecture)	3
PHY0252 General Physics (Lab)	2	PHSC0152 Physical Science Survey (Lab)	2
GEOL0250I General Geology	3	MET0250 Introduction to Meteorology	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0349 Methods of Teaching Elem. & Middle School Science	3	EDUC0402III Supervised Student Teaching	12
EDUC 0368I Interdisc. Pre-Stud Teach Pract.	2		
EDUC 0345 Teaching Reading and Writing in the Middle School	3		
BIO/CHEM/PHY 02XX Elective	3		
BIO/CHEM/PHY 03XX Elective	3		
BIO/CHEM/PHY 04XX Elective	3		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 132</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Middle School Social Science**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	POSC0200 American Government Survey ( <i>Missouri State Requirement</i> )	3
General Education	3	CED 0104 Intro. to Computing & Tech.	3
Seminar/Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
SOC0100 Introduction to Sociology	3	HIST0144 U.S. History II	3
HIST0143 U.S. History I	3	ENG0203 Introduction to Literature	3
EDUC0210 Introduction to Field Experiences	2	EDUC0230 Middle/Junior & Senior High School Philosophy	3
EDUC0223 Comp. & Instructional Tech.	3	GEOG0325 Urban Geography	3
PED0266 Health and Wellness	3	HIST0213 World History I	3
EDUC0214 Principles of Economics	3	PSY0100 General Psychology	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY0305 Educational Psychology	3	EDUC0347B Mid/Sec Content Area Reading	3
PSY0311 Adolescent Psychology	3	EDUC0401B Class/Org. & Man. Mid/Sec	3
MATH0120 Structures of Mathematical Systems	3	HIST0302 History of Women's Movements in American Society	3
HIST0300 History of American City	3	HIST0402 Modern World History	3
HIST0301 Multicultural History of U.S.	3	PSY0312 Psy/Edu of the Excep. Child	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0352 Methods of Teaching Middle & Secondary Social Science: Content	3	EDUC0402III Supervised Student Teaching	12
EDUC0353 Methods of Teaching Middle & Secondary Social Science: Application	2		
EDUC0345 Teaching Reading and Writing in the Middle School	3		
HIST0405 History of Africa	3		
SOC0310 Urban Sociology	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 130</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Secondary English Education**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	POSC0200 American Government Survey ( <i>Missouri State Requirement</i> )	3
General Education	3	CED0104 Introduction to Computing and Technology	3
Seminar/HSSC0300 Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
SOC0100 Introduction to Sociology	3	ENG0317 Mythology	3
HIST0143 U.S. History I	3	ENG0318 Literature for Adolescents	3
EDUC0210 Introduction to Field Experiences	2	EDUC0230 Middle/Junior & Senior High School Philosophy	3
EDUC0223 Computers & Instructional Technology	3	PSY0305 Educational Psychology	3
PED0266 Health and Wellness	3	ENG0320I American Literature to 1865	3
ENG0203 Introduction to Literature	3	ENG03XX/ENG04XX Elective	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY0312 Psychology/Education of the Exceptional Child	3	EDUC0347B Mid/Sec. Content Area Reading	3
ENG0320II American Literature 1865 to Present	3	PSY0311 Adolescent Psychology	3
ENG0325 Multi-Cultural Survey of Amer. Lit	3	ENG0326 II Major British Authors II	3
ENG0326I Major British Authors I	3	ENG0330 Advanced Composition	3
EDUC0401B Class Org. & Man. Mid/Sec	3	ENG0336 Modern Grammar	3
ENG03XX/ENG04XX Elective	3	ENG03XX/ENG04XX Elective	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0356 Methods of Teaching Secondary English: Content	3	EDUC0402III Supervised Student Teaching	12
EDUC0357 Methods of Teaching Secondary English: Methodological Content Application	2		
ENG0337 History of English Language	3		
ENG0340 Writing Internship	3		
ENG0341 Great Plays	3		
ENG0351 World Literature			
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 130</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Secondary Mathematics**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	CED 0104 Introduction to Computing and Technology	3
Seminar/HSSC0300 Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
EDUC0210 Introduction to Field Experience	2	EDUC0230 Middle/Junior & Senior High School Philosophy	3
EDUC0223 Computer & Instructional Technology	3	PSY0305 Educational Psychology	3
PED0266 Health & Wellness	3	MATH0150 Probability and Statistics	3
MATH0140 Trigonometry	3		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY 0312 Psychology/Education of the Exceptional Child	3	EDUC0347B Mid/Sec Content area Reading	3
EDUC0401B Class/Org. & Man. Mid/Sec	3	PSY0311 Adolescent Psychology	3
MATH0160 Concepts of Geometry	3	MATH0241 Calculus and Analytical Geometry II	3
MATH0170 Calc. and Analy. Geom. I	3	CSC02XX Programming Language	3
MATH0201 Discrete Mathematics	3	MATH0320 Introduction to Modern Algebra	3
MATH0240 Foundations of Adv. Math	3	MATH03XX/04XX Mathematics Electives	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC0365I Meth. Teach Sec Math: Content	3	EDUC0402III Supervised Student Teaching	12
EDUC0351 Meth. Teach Mid/Sec Math: Applications	2		
MATH0242 Calc. and Anal. Geom. III	3		
MATH04XX Mathematics Electives	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 130</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Secondary Social Science**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	POSC0200 American Government Survey ( <i>Missouri State Requirement</i> )	3
General Education	3	CED0104 Intro. to Computing & Tech.	3
HSSC 0300 Topics in Higher Education	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
SOC0100 Introduction to Sociology	3	HIST0144 U.S. History II	3
HIST0143 U.S. History I	3	ENG0203 Introduction to Literature	3
EDUC0210 Introduction to Field Experiences	2	GEO0200 Principles of Geography	3
EDUC0223 Computers & Instructional Technology	3	HIST0213 World History I	3
ECON0203 Microeconomics	3	ECON0201 Macroeconomics	3
<b>Table</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Summer Session I</b>		<b>Summer Session II</b>	
GEOG0325 Urban Geography	3	PSY0311 Adolescent Psychology	3
PSY0305 Educational Psychology	3	EDUC0401B Class Org. & Man. Mid/Sec	3
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
PSY0312 Psychology/Education of the Exceptional Child	3	EDUC 0347B Mid/Sec. Content area Reading	3
HIST0214 World History II	3	SOC0310 Urban Sociology	3
MATH0120 Structures of Mathematical Systems	3	HIST0302 History of Women's Movement in American Society	3
HIST0300 History of American City	3	HIST0402 Modern World History	3
HIST0301 Multi-Cultural History of US	3	HIST0405 History of Africa	3
HIST0406 History of China and Far East	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
EDUC 0352 Methods of Teaching Middle/Sec. Social Science: Content	3	EDUC 0402III Supervised Student Teaching	12
EDUC 0353 Methods of Teaching Middle/Secondary Social Science: Application	2		
EDUC 0230 Middle/Junior & Senior High School Philosophy	3		
POSC 0385 Urban Politics & Public Pol	3		
HIST 0407 History of Latin American	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 130</b>			

**COLLEGE OF EDUCATION**  
**B.S. in Secondary Unified Science**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
General Education	3	General Education	3
BIO0151 Biology Survey (Lecture)	3	BIO0153 Biology Survey II (Lecture)	3
BIO0152 Biology Survey (Lab)	2	BIO0154 Biology Survey II (Lab)	2
HSSC0300 Topics in Higher Education	1		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>
<b>SUMMER I</b>		<b>SUMMER II</b>	
General Education	3	General Education	3
ENG0203 Introduction to Literature	3	PED0266 Health and Wellness	3
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
PHSC01551 Physical Science Survey (Lecture)	3	EDUC0230 Middle/Junior & Senior High School Philosophy	3
PHSC0151 Phy. Science Survey (Lab)	2	CHEM0255 General Chemistry (Lec)	3
EDUC0210 Intro. To Field Experience	2	CHEM0256 General Chemistry (Lab)	2
BIO0201 Plants and People	3	BIO0312 Introduction to Microbiology	3
BIO0210 Invertebrate Zoology	3	BIO0332 Microbiology Lab	2
BIO0313 Environmental Science	3	MET0250 Introduction to Meteorology	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>SUMMER I</b>		<b>SUMMER II</b>	
GEOG0250I General Geology	3	EDUC0223 Computers & Instr. Tech.	3
EDUC401B Class Org. & Man. Mid/Sec.	3	PSY0312 Psy/Educ of the Excep. Child	3
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BIO0240 Science & Technology	3	BIO0305 Evolution	3
BIO0303 Ecology	3	BIO0414 Genetics	3
BIO0311 Ecology Lab	2	EDUC0347B Reading in Content Area	3
CHEM 0257 General Chemistry (Lec)	3	PHY0251 General Physics: Mech. (Lec)	3
CHEM 0258 General Chemistry (Lab)	2	PHY0252 General Physics. Mech.(Lab)	2
PSY0311 Adolescent Psychology	3	PSY0305 Educational Psychology	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
BIO0202 Principles of Cell Biology	3	EDUC0402III Supervised Student Teaching	12
BIO0310I Human Anat. & Phys. I <i>or</i> BIO0310II Human Anat. & Phys. II	3		
BIO0319 Human Anat. & Phys. I (Lab) <i>or</i> BIO0321 Human Anat. & Phys. II (Lab)	2		
EDUC0354 Meth of Teach Sec Bio: Con	3		
EDUC0355 Meth of Teach Sec Bio: App	2		
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12</b>
<b>Total Credits Required 149</b>			



# COLLEGE OF ARTS & SCIENCES

## BRIEF OVERVIEW

The College of Arts & Sciences offers Bachelor of Science degrees in Biology, Criminal Justice, Mathematics, Professional Interdisciplinary Studies and Urban Affairs. The curriculum for each of these degree programs includes general education courses, professional courses and internship (where applicable) in a student's area of interest.

The College of Arts & Sciences also provides course offerings in general education. In this role, the college is the gateway to all degree programs at the University.

In addition, the College of Arts & Sciences, in collaboration with the College of Education, provides course offerings in many areas of content knowledge concentrations, including fine art, computer education/instructional technology, English, mathematics, music and natural sciences, leading to Bachelor of Science degrees in Early Childhood, Elementary School, Middle School and Secondary School Education.

### Department of Social & Behavioral Sciences

The College of Arts & Sciences, through its Department of Social and Behavioral Sciences, currently offers the following baccalaureate degree programs:

- B.S. in Criminal Justice, with two options: (a) Juvenile Justice and (b) Law Enforcement
- B.S. in Professional Interdisciplinary Studies (PRIS), where students take courses in three different disciplines of interest to them.
- B.S. in Urban Affairs, with two options: (a) Public Administration and (b) Urban Studies

Each of the programs listed above requires a strong foundation in liberal arts and the sciences. This foundation is provided through the general education curriculum and is described in detail in the subsection of the University's *Bulletin*, titled "general education studies."

Each of these degree programs is designed to prepare a specialist who will assist in identifying,

formulating and solving urban problems. Specifically:

#### - **B.S. in Criminal Justice**

This degree provides its students with the information and skills needed for entry-level employment in a variety of public and private agencies that are related to juvenile justice and law enforcement. In addition, this degree program also prepares students to continue their education in graduate school or law school.

#### - **B.S. in Professional Interdisciplinary Studies**

This degree provides students whose career goals call for an interdisciplinary background, the opportunity to select from a combination of disciplines that address the student's expected career needs in terms of content knowledge and skills. Students may choose from a variety of disciplines to develop a unique course of study that is tailored to their interests and specific career and educational goals.

#### - **B.S. in Urban Affairs**

This program provides both course work and experiences that will enable the student to conduct research, gather and analyze data and use the results to find solution to various problems that face urban communities. The concentrations in public administration and urban studies are ideal for students who wish to study urban life as well as those who wish to find careers in the urban arena.

## ADMISSION REQUIREMENTS

Applicants for admission to any of the degree programs listed above must:

- Have completed a minimum of 42 semester credit hours that comprise the University's general education curriculum or its acceptable equivalent;
- Be in good academic standing, have a cumulative grade point average (CGPA) of at least 2.0 on a 4.0 scale for all courses to be counted toward his or her degree. This grade point average is based on all credits counted toward the degree, whether the

credits were earned at Harris-Stowe or at another accredited institution and transferred to Harris-Stowe.

- Achieve a composite score of at least 235 on the C-BASE examination;
- Participate in an interview conducted by the Department of Social and Behavioral Sciences;
- In addition to meeting all of the above requirements, students majoring in Professional Interdisciplinary Studies (PRIS) must have their individual program of study plan approved by the faculty of the Department of Social and Behavioral Sciences, the College of Arts & Sciences Advisory Council and the vice president for Academic Affairs.

### **REQUIREMENTS FOR DEGREE CONFERRAL**

To be conferred the Bachelor of Science degree, a candidate must:

- Have completed a minimum of 120 semester credit hours in a specified degree program;
- Have minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale;
- Achieve a minimum grade of “C” in all professional courses of the degree program;
- Submit a portfolio, which must be approved by the Department of Social and Behavioral Sciences;
- Complete the last 30 semester credit hours of course work at Harris-Stowe State University.

## COLLEGE OF ARTS & SCIENCES

### B.S. in CRIMINAL JUSTICE with JUVENILE JUSTICE CONCENTRATION OR LAW ENFORCEMENT CONCENTRATION

#### Pre-Program Requirements 21-27 credits

Any 21 hours of 100 and 200 level CRJ Courses

*and*

CRJ	0200	Introduction to Criminal Justice	3
CRJ	0230	Introduction to Corrections	3
CRJ	0250	Introduction to Security Mgmt.	3
PSY	0100	General Psychology	3
SOC	0100	Introduction to Sociology	3
Any (4) CRJ lower division courses			3

#### Degree Core Requirements

*Courses may be used in only one category*

##### Social Systems (any six credits)

ORB	0300	Information and Communication Systems	3
ORB	0420	Organization Analysis and Systems	3
POSC	0370	World Affairs (International Affairs)	3
SOC	0300	Social Justice	3
SOC	0450	Social Stratification	3
SOC	0411	History of Social Thought	3
SOC	0470	Social Power Coalitions and Decision Making	3

##### Research Methodology (six credits required)

RM	0301	Research Methodology	3
RM	0302	Research Design Statistical Analysis	3

##### The Metropolitan Studies (any six credits)

GEOG	0325	Urban Geography	3
HIST	0300	History of the American City	3
POSC	0390	Urban Politics	3
SOC	0310	Urban Sociology	3
URST	0301	The City	3
URST	0310	Megatrends and the Future of the City	3
URST	0400	Urban Planning	3

##### Political and Economical Issues (any six credits)

ORB	0410	Game Theory	3
POSC	0380	Public Policy	3
SOC	0300	Social Justice	3
SOC	0360	Sociology of Law	3
SOC	0460	Economic Sociology	3
SOC	0480	Critical Theory	3
SOC	0340	Social Problems	3

##### Criminal Justice Required Courses (18 credits)

CRJ	0370	Urban Juvenile Justice	3
CRJ	0431	Nontraditional Urban Incarceration and Rehabilitation	3
CRJ	0470	Urban Justice and Community Relations	3
CRJ	0472	Comparative Criminal Justice	3

		Systems	3
SOC	0350	Criminology	3
CRJ	0480	Criminal Justice Internship	3

#### Juvenile Justice Option (any 12 credits)

CRJ	0400	Psychology of Juvenile Delinquency	3
CRJ	0432	Grant Writing and Administration	3
CRJ	0490	Juvenile Counseling Theories	3
CRJ	0491	Nontraditional Juvenile Diversion	3
EDUC	0201	Foundations of Education	3
PSY	0311	Adolescent Psychology	3

*or*

#### Law Enforcement Option (any 12 credits)

CRJ	0350	Police Management and Administration	3
CRJ	0351	Police Personal and Supervision	3
CRJ	0352	Financial Investigations	3
CRJ	0353	Crime Prevention	3
CRJ	0432	Grant Writing and Administration	3
CRJ	0471	Investigative Administration	3
CRJ	0473	Urban Policing and Community Relations	3

### B.S. IN URBAN AFFAIRS WITH A CONCENTRATION IN PUBLIC ADMINISTRATION

#### Pre-Program Requirements

Courses are required here or as part of the General Education requirements.

ACCT	0201	Financial Accounting I	3
ACCT	0203	Financial Accounting II	3
ECON	0201	Macroeconomics	3
ECON	0203	Microeconomics	3
GEOG	0200	Principles of Geography	3
HIST	0143	U.S. History I or	
HIST	0144	U.S. History II	3
PSY	0100	General Psychology	3
SOC	0100	Introduction to Sociology	3

#### Degree Core Requirements

*Courses may be used in only one category.*

##### Social Systems (any six credits)

ORB	0300	Information and Communication Systems	3
ORB	0420	Organization Analysis and Systems	3
POSC	0370	World Affairs (International Affairs)	3
SOC	0300	Social Justice	3
SOC	0411	History of Social Thought	3
SOC	0450	Social Stratification	3
SOC	0470	Social Power Coalitions and Decision Making	3

##### Research Methodology (nine credits required)

RM	0300	Research Writing	3
RM	0301	Research Methodology	3

RM	0302	Research Design Statistical Analysis	3
<b>The Metropolitan Studies</b> ( <i>any six credits</i> )			
GEOG	0325	Urban Geography	3
HIST	0300	History of the American City	3
SOC	0310	Urban Sociology	3
URST	0301	The City	3
URST	0310	Megatrends and the Future of the City	3
URST	0400	Urban Planning	3

**Political and Economical Issues** (*any six credits*)

ORB	0410	Game Theory	3
PADM	0420	Policy Implementation and Evaluation	3
SOC	0300	Social Justice	3
SOC	0360	Sociology of Law	3
SOC	0480	Critical Theory	3

**PUBLIC ADMINISTRATION**

**Required Electives**

PADM	0330	Introduction to Public Administration	3
PADM	0410	Fiscal Budgeting	3
PADM	0480	Public Administration Internship	3
PADM	0485	Public Administration Senior Synthesis	3
POSC	0380	Public Policy	3
POSC	0390	Urban Politics	3
SOC	0460	Economic Sociology	3

**PUBLIC ADMINISTRATION**

**Option Course Electives**

**Fiscal Administration** (*any six credits*)

ORB	0410	Game Theory	3
PADM	0440	Economics of the Public Sector	3
PADM	0450	Administrative Law	3
RM	0432	Grant Writing and Administration	3
URST	0302	The Urban Agenda	3

**Public Management** (*any six credits*)

ORB	0300	Information and Communication Systems	3
ORB	0420	Organizational Analysis and Systems	3
PADM	0420	Policy Implementation and Evaluation	3
SOC	0360	Sociology of Law	3
SOC	0470	Social Power Coalitions and Decision Making	3

**B.S. IN URBAN AFFAIRS  
WITH A CONCENTRATION IN  
URBAN STUDIES**

**Program Requirements**

Courses are required here or as part of the General Education requirements not met by the Associate Arts Degree, if any.

Any 01XX/02XX	Social Science Course	3	
Any 01XX/02XX	Social Science Course	3	
ECON	0201	Macroeconomics	3

ECON	0203	Microeconomics	3
GEOG	0200	Principles of Geography	3
HIST	0143	U.S. History I or	
HIST	0144	U.S. History II	3
PSY	0100	General Psychology	3
SOC	0100	Introduction to Sociology	3

**.Degree Core Requirements**

*Courses may be used in only one category.*

**Social Systems** (*any 6 credits*)

ORB	0300	Information and Communication Systems	3
ORB	0420	Organization Analysis and Systems	3
POSC	0370	World Affairs (International Affairs)	3
SOC	0300	Social Justice	3
SOC	0411	History of Social Thought	3
SOC	0450	Social Stratification	3
SOC	0470	Social Power Coalitions and Decision Making	3

**Research Methodology** (*nine credits required*)

RM	0300	Research Writing	3
RM	0301	Research Methodology	3
RM	0302	Research Design Statistical Analysis	3

**The Metropolitan Studies** (*any six credits*)

GEOG	0325	Urban Geography	3
URST	0310	Megatrends and the Future of the City	3
URST	0400	Urban Planning	3

**Political and Economical Issues** (*any six credits*)

ORB	0410	Game Theory	3
POSC	0380	Public Policy	3
SOC	0300	Social Justice	3
SOC	0340	Social Problem	3
SOC	0360	Sociology of Law	3
SOC	0480	Critical Theory	3

**URBAN STUDIES**

**Required Courses**

HIST	0300	History of the American City	3
POSC	0390	Urban Politics	3
SOC	0310	Urban Sociology	3
SOC	0460	Economic Sociology	3
URST	0301	The City	3
URST	0480	Urban Studies Internship	3
URST	0485	Urban Studies Senior Synthesis	3

**Urban Studies Option Course Electives**

**Social Issues** (*any three credits*)

SOC	0340	Social Problems	3
SOC	0350	Criminology	3
SOC	0360	Sociology of Law	3
SOC	0450	Social Stratification	3

**Urban Economics** (*any three credits*)

ORB	0410	Game Theory	3
PADM	0400	Risk Management	3
PADM	0410	Fiscal Budgeting	3
RM	0432	Grant Writing and Administration	3
URST	0302	The Urban Agenda	3

**Urban Politics** (any three credits)

PADM	0420	Policy Implementation and Evaluation	3
PADM	0450	Administrative Law	3
SOC	0300	Social Justice	3
SOC	0470	Social Power Coalitions and Decision Making	3
SOC	0480	Critical Theory	3

**Urban Form** (any three credits)

GEOG	0325	Urban Geography	3
URST	0310	Megatrends and the Future of the City	3
URST	0400	Urban Planning	3
URST	0401	Urban Development	3

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Criminal Justice - Juvenile Justice**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
HSSU 0100 Seminar in Higher Education	1	LANG 0100 Conv. Foreign Language	3
ENG 0110 I English Comp	3	ENG 0110 II English Comp II	3
SPCH 0109 Introduction to Public Speaking	3	CED 0104 Introduction to Computing	3
SOC 0100 Introduction to Sociology	3	PSY 0100 General Psychology	3
HIST 0143 US History I or HIST 0144 US History II	3	CRJ 0200 Intro to Criminal Justice	3
Humanities/Fine Arts	3	Humanities/Fine Arts	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>18</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education Science with lab	5	General Education Science	3
POSC 0200 American Government	3	General Education Math	4
CRJ 0230 Intro to Corrections	3	Any CRJ 01XX/CRJ02XX	3
CRJ 0250 Intro to Security Mgmt.	3	Any CRJ 01XX/CRJ02XX	3
Any CRJ 01XX/CRJ02XX	3	Any CRJ 01XX/CRJ02XX	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
RM 0301 Research Methodology and Stat.	3	RM 0302 Research Design and Stat. Anal	3
CRJ 0370 Urban Juvenile Justice	3	SOC 0350 Criminology	3
CRJ 0470 Urban Justice and Comm. Relations	3	CRJ 0431 Non-Traditional Urban Incarceration and Rehabilitation	3
Core Social Systems	3	Core Social Systems	3
Humanities/Fine Arts	3	Any Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
CRJ 0472 Comparative Crim. Justice Systems	3	CRJ 0480 Internship	3
Juvenile Justice Elective	3	Juvenile Justice Elective	3
Juvenile Justice Elective	3	Juvenile Justice Elective	3
Core Metropolitan Studies	3	Core Metropolitan Studies	3
Core Political and Econ. Issues	3	Core Political and Econ. Issues	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Criminal Justice - Law Enforcement**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
HSSU 0100 Seminar in Higher Education	1	LANG 0100 Conv. Foreign Language	3
ENG 0110 I English Comp	3	ENG 0110 II English Comp II	3
SPCH 0109 Introduction to Public Speaking	3	CED 0104 Introduction to Computing and Technology	3
SOC 0100 Introduction to Sociology	3	PSY 0100 General Psychology	3
HIST 0143 US History I or HIST 0144 US History II	3	CRJ 0200 Intro to Criminal Justice	3
Humanities/Fine Arts	3	Humanities/Fine Arts	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>18</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education Science with Lab	5	General Education Science	3
POSC 0200 American Government	3	General Education Math	4
CRJ 0230 Intro to Corrections	3	Any CRJ 01XX/CRJ02XX	3
CRJ 0250 Intro to Security Mgmt.	3	Any CRJ 01XX/CRJ02XX	3
Any CRJ 01XX/CRJ02XX	3	Any CRJ 01XX/CRJ02XX	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
RM 0301 Research Methodology and Statistics	3	RM 0302 Research Design and Stat. Anal	3
CRJ 0370 Urban Juvenile Justice	3	SOC 0350 Criminology	3
CRJ 0470 Urban Justice and Comm. Relations	3	CRJ 0431 Non-Traditional Urban Incarceration and Rehabilitation	3
Core Social Systems	3	Core Social Systems	3
Humanities/Fine Arts	3	Any Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
CRJ 0472 Comparative Crim. Justice Systems	3	CRJ 0480 Internship	3
Law Enforcement Option Elective	3	Law Enforcement Elective	3
Law Enforcement Option Elective	3	Law Enforcement Elective	3
Core Metropolitan Studies	3	Core Metropolitan Studies	3
Core Political and Economic Issues	3	Core Political and Economic Issues	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Urban Affairs - Public Administration**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
HSSU 0100 Seminar in Higher Education	1	LANG 0100 Conv. Foreign Language	3
ENG 0110 I English Comp	3	ENG 0110 II English Comp II	3
SPCH 0109 Introduction to Public Speaking	3	CED 0104 Introduction to Computing	3
SOC 0100 Introduction to Sociology	3	PSY 0100 General Psychology	3
HIST 0143 US History I or HIST 0144 US History II	3	Humanities/Fine Arts	3
Humanities/ Fine Arts	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education Science with Lab	5	General Education Science	3
Humanities/Fine Arts	3	General Education Math	4
GEOG 0200 Principles of Geography	3	POSC 0200 American Government	3
ECON 0201 Macroeconomics	3	ECON 0203 Microeconomics	3
PADM 0300 Intro to Public Administration	3	RM 0300 Research Writing	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
RM 0301 Research Methodology and Stat.	3	RM 0302 Research Design and Stat. Anal	3
ACCT 0201 Financial Accounting I	3	ACCT 0204 Managerial Accounting II	3
POSC 0380 Public Policy	3	PADM 0410 Fiscal Budgeting	3
Core Social Systems	3	Core Social Systems	3
Core Metropolitan Studies	3	Core Metropolitan Studies	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
PADM 0480 Internship	3	PADM 0485 Senior Synthesis	3
SOC 0460 Economic Sociology	3	POSC 0390 Urban Politics	3
Core Political and Economic Issues	3	Core Political and Economic Issues	3
Fiscal Administration Elective	3	Fiscal Administration Elective	3
Public Management Elective	3	Public Management Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>



**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Urban Affairs - Urban Studies**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
HSSU 0100 Seminar in Higher Education	1	LANG 0100 Conv. Foreign Language	3
ENG 0110 I English Comp	3	ENG 0110 II English Comp II	3
SPCH 0109 Introduction to Public Speaking	3	CED 0104 Introduction to Computing	3
SOC 0100 Introduction to Sociology	3	PSY 0100 General Psychology	3
HIST 0143 US History I or HIST 0144 US History II	3	Humanities/Fine Arts	3
Humanities/Fine Arts	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education Science with Lab	5	General Education Science	3
Humanities/Fine Arts	3	General Education Math	4
GEOG 0200 Principles of Geography	3	POSC 0200 American Government	3
ECON 0201 Macroeconomics	3	ECON 0203 Microeconomics	3
URST 0301 The City	3	RM 0300 Research Writing	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
RM 0301 Research Methodology and Stat.	3	RM 0302 Research Design and Stat. Anal.	3
HIST 0300 of American City	3	SOC 0310 Urban Sociology	3
Core Social Systems	3	Core Social Systems	3
Core Metropolitan Studies	3	Core Metropolitan Studies	3
Core Political and Economic Issues	3	Core Political and Economic Issues	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
URST 0480 Internship	3	URST 0485 Senior Synthesis	3
SOC 0460 Economic Sociology	3	POSC 0390 Urban Politics	3
Social Issues Electives	3	Urban Economic Electives	3
Urban Politics Elective	3	Urban Form Elective	3
Any Elective	3	Any Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

## COLLEGE OF ARTS & SCIENCES

### B.S. in Professional Interdisciplinary Studies

#### General Description

The degree program has been designed for students whose academic and career needs are better met by interdisciplinary study. Professional Interdisciplinary Studies allows students to:

- Earn a baccalaureate by studying a broad range of courses from two or three of the current Harris-Stowe State University discipline areas;
- Follow a plan of study that is more suitable to specific interests and or career goals;
- Enhance their potential for employment in an ever-changing job market.

#### Objectives

The curriculum of the Professional Interdisciplinary Studies program emphasizes reasoning, communication and technological skills. The student will design a curriculum plan that meets his or her specific academic interests and career goals. This course of study will enhance a student's potential for success in an ever-changing job market.

Students graduating from the Professional Interdisciplinary Studies program will:

- Have the reasoning and writing skills necessary to complete documents crucial for success in their chosen career fields;
- Communicate effectively in oral form;
- Reason critically about issues and problems that will confront them in their chosen career fields;
- Apply content knowledge gained to requirements of their occupations and utilize computers, software and other forms of technology as their jobs demand.

#### Course of Study

- General Education Requirements – 60 credit semester hours distributed among common core requirements, required elective options and program-specific options specified in last sections.
- Professional Level Courses – 54 credit semester hours - students design a 54 credit hour curriculum plan of study using model proposal curricula plans that have been

developed and approved by faculty in the relevant disciplines; 54 credit hours shall be drawn from three areas of study.

- Each course shall be drawn from the junior or senior level course offerings. Each area of study must have at least 18 credit hours of study from the appropriate professional level course offerings.
- Internship – three credit semester hours – The requirements for this internship are specified in a later section.
- Senior thesis – three credit semester hours – The requirements for the thesis are specified in a later section.

All requests for course substitutions or permission to take courses off-campus as a degree-seeking student at Harris-Stowe State University must be approved by the vice president for Academic Affairs. All requests for course substitutions must be approved prior to the enrollment in the referenced course.

#### Area of Study

The following general areas of study are currently being offered. Additional areas may be added:

Business  
Educational Studies  
Humanities/Fine Arts  
Mathematics/Science  
Social Science

*\*The plan of study in Educational Studies is not intended to qualify for Teacher Education certification.*

The student should contact the Department of Social and Behavioral Sciences for curriculum outlines, sample study plans and additional areas of study in the Professional Interdisciplinary Studies program.

#### ADMISSION REQUIREMENTS

Applicants for admission to any of the degree programs listed above must:

- Have completed a minimum of 42 semester credit hours that comprise the University's general education curriculum or its acceptable equivalent;
- Be in good academic standing, have a cumulative grade point average (CGPA) of at least 2.0 on a 4.0 scale for all courses to be counted toward his or her degree. This grade point average is based on all credits counted toward the degree, whether the credits were earned at Harris-Stowe or at another accredited institution and transferred to Harris-Stowe.
- Achieve a composite score of at least 235 on the C-BASE examination;
- Participate in an interview conducted by the Department of Social and Behavioral Sciences;
- In addition to meeting all of the above requirements, students majoring in Professional Interdisciplinary Studies (PRIS) must have their individual program of study plan approved by the faculty of the Department of Social and Behavioral Sciences, the College of Arts & Sciences Advisory Council and the vice president for Academic Affairs.

### **REQUIREMENTS FOR DEGREE CONFERRAL**

To be conferred the Bachelor of Science degree, a candidate must:

- Have completed a minimum of 120 semester credit hours in a specified degree program;
- Have minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale;
- Achieve a minimum grade of "C" in all professional courses of the degree program;
- Submit a portfolio, which must be approved by the Department of Social and Behavioral Sciences;
- Complete the last 30 semester credit hours of course work at Harris-Stowe State University.

# COLLEGE OF ARTS & SCIENCES

## B.S. in PROFESSIONAL INTERDISCIPLINARY STUDIES

### Pre-Program Requirements (18 credits)

#### An advanced course in computing

CED	0203	Using Technology to Enhance Presentations <i>or</i>	
GEOG	0401	Geographic Information Systems	3

#### An advanced course in speech

SPCH	0200	Advanced Public Speaking	3
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#### An advanced course in writing

CRJ	0432	Grant Writing and Administration	3
ENG	0332	Professional and Technical Writing, <i>or</i>	
RM	0300	Research Writing	3

#### Statistics-Prerequisite: MATH0135 College Algebra 3

MATH	0150	Introduction to Statistics and Probability	3
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### Electives (six credits)

The chair of the Department of Social and Behavioral Sciences must approve all substitutions.

Students are encouraged to check prerequisites of required concentration courses when selecting electives

### Program Requirements (60 credits)

Complete the required curriculum in three approved disciplines from at least two of the following areas:

Business  
Educational Studies  
Humanities/Fine Arts  
Mathematics/Science  
Social Science

Any deviations from the required curricula must be pre-approved by the chair of the department that houses the affected discipline. In cases, where a course is required in two different disciplines, the student may substitute another course in either one of the disciplines that is approved by the chair. The PRIS committee may add additional disciplines at its discretion.

### Capstone Experience

Complete the PRIS Internship (PRIS 480) and the PRIS Senior Synthesis (485).

PRIS	0485	Senior Synthesis	3
PRIS	0480	Internship	3

### Recommended Discipline Curricula

## Business Area

### Accounting (18)

			Credit
ACCT	0201	Financial Accounting I	3
ACCT	0204	Managerial Accounting	3
ACCT	0310	Intermediate Accounting I	3
ACCT	0320	Cost Accounting I	3
ACCT	0326	Cost Accounting II	3
ACCT	0350	Intermediate Accounting II	3

### Entrepreneurship (18)

ACCT	0201	Financial Accounting I	3
BSAD	0220	Legal Environment of Business	3
BSAD	0302	Entrepreneurship	3
MGMT	0350	Management and Organizational Behavior	3
MRKT	0320	Principles of Marketing	3
ECON	0201	Macroeconomics	3

### Management (18)

BSAD	0302	Entrepreneurship	3
MGMT	0350	Management and Organizational Behavior	3
MGMT	0360	Human Resources Management	3
MGMT	0450	Organizational Behavior and Development	3
MGMT	0455	Professional Development of Managers	3
BSAD	0490	Business Administration Policy	3

### Marketing (18)

BSAD	0315	Business Statistics	3
MRKT	0320	Principles of Marketing	3
MRKT	0330	Advertising	3
MRKT	0400	Marketing Management	3
MRKT	0420	Consumer Behavior	3
MRKT	0474	Marketing Research	3

### Health Care Management (18)

MGMT	0350	Management and Organizational Behavior	3
HCM	0300	Health Care Systems	3
HCM	0330	Administration of Health Care Organizations	3
HCM	0420	Health Care Human Resources Management	3
HCM	0460	Long-Term Health Care Administration	3
HCM	0470	Managed Health Care Systems	3

### Management Information Systems (18)

MIS	0206	Business Programming Language Lecture with Lab	3
MIS	0207	System Programming Language Lecture with Lab	3
MIS	0300	System Programming Language Lecture with Lab	3
MIS	0310	Introduction to Computer Graphics	3
MIS	0315	Introduction to Computer Networks	3

MIS	0340	Management Information Systems	3
MIS	0371	HTML Programming	3

**Teacher Education Area**

**Psychology (any 18 credits)**

*(Prerequisite for all PSY 0100 General Psychology)*

PSY	0302	Abnormal Psychology	3
PSY	0304	Psychology of Learning	3
PSY	0305	Educational Psychology	3
PSY	0319	Behavior Management	3
PSY	0320	Psychology of Personality	3
PSY	0450	Counseling Aspects of Clinical Psychology	3
EDUC	0305	Utilizing Family and Community Resources	3

**Educational Studies (required)**

EDUC	0201	Foundations of Education	
		<i>or</i>	
EDUC	0230	Middle/Junior and Senior High School, Philosophy, Organization and Curriculum	3

*plus*

**Any 15 credits**

EDUC	0305	Utilizing Family and Community Resources	3
EDUC	0308	Health, Nutrition and Safety	3
EDUC	0311	Early Childhood Principles & Professionalism	3
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3
PSY	0312	Psychology and Education of the Exceptional Child	3

**Humanities Area**

**English (any six credits)**

ENG	0317	Mythology	3
ENG	0325	Multicultural Survey	3
ENG	0341	Great Plays	3
ENG	0351	World Literature	3

**Any 12 credits**

ENG	0320I	American Literature I	3
ENG	0302II	American Literature II	3
ENG	0326I	Major British Authors I	3
ENG	0326II	Major British Authors II	3
ENG	0311	Themes & Topics in American Literature	3
ENG	0323	Themes & Topics in British Literature	3
ENG	0336	Modern Grammar	3
ENG	0337	History of the English Language	3
ENG	0330	Advanced Composition	3
ENG	0344	Introduction to Literacy Criticism	3

**Theater**

THR	0200	Fundamentals of Acting	3
THR	0201	Theater Practicum	3
THR	0320	Stagecraft	3
THR	0330	Children's Theater	3
SPCH	0301	Oral Interpretation	3

**and any additional 30XX THR course**

**Mathematics/Science**

**Biology**

BIO	0202	Principles of Cell Biology	3
BIO	0303	Ecology	3
BIO	0305	Evolution	3
BIO	0310I	Human Anatomy And Physiology I	3
BIO	0312	Introduction to Microbiology	3
BIO	0414	Genetics	3

**Computer Science (required)**

CED	0322	Computers and Technology In the Classroom	3
CED	0330	Utilizing Data Communication in Education	3
CED	0385	Seminar in Computer Education	3
CED	0410	Special Projects in Computer Education: Operating Systems	3
CSC	0233	Introduction to C++ Programming	3
CSC	0323	Advanced Visual Basic Programming	3
CSC	0340	Object Oriented Programming With C++	3
CSC	0350	Introduction to Networking and Data Communications	3
CSC	0382	Troubleshooting for Microcomputers and Peripherals	3
CSC	0400	Database Theory	3
CSC	0410	Data Structures	3

**Mathematics Area (any 18 credits)**

*(Prerequisites: MATH 0170, MATH 0241 and MATH 0242)*

MATH	0310	Elementary Theory of Numbers	3
MATH	0320	Introduction to Modern Algebra	3
MATH	0321	Abstract Algebra	3
MATH	0325	Functions of a Complex Variable	3
MATH	0327	Introduction to Topology	3
MATH	0330	Continuous Probability Distributions	3
MATH	0370	Introduction to the History of Mathematics	3
MATH	0400	Mathematics Modeling	3
MATH	0401	Advanced Calculus	3
MATH	0402	Numerical Analysis	3
MATH	0456	Introduction to Linear Algebra	3
MATH	0461	Differential Equations	3

**Social Science Area**

**Geography (required)**

GEOG	0325	Urban Geography	3
GEOG	0401	Geographic Information Systems	3
GEOG	0407	Physical Geography	3
GEOG	0408	Geography of the United States	3

**Electives (any six credits)**

GEOG	0402	Geography of Africa	3
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GEOG	0403	Geography of the Islamic World	3
GEOG	0404	Geography of Europe	3
GEOG	0405	Geography of Latin America	3
GEOG	0406	Geography of Asia	3

**History (18 credits)**

HIST	0301	A Multicultural History of the United States	3
HIST	0318	Recent American Foreign Relations	3
HIST	0401	Classical History	3
HIST	0403	History of Europe	3
HIST	0404	History of the Islamic World	3
HIST	0405	History of Africa	3

*HIST 0143 or HIST 0144 required for any 300 level course.*

*HIST 0213 or HIST 0214 required for any 400 level course.*

**Organizational Behavior (any 18 credits)**

ORB	0300	Information and Communication Systems	3
ORB	0301	Group and Community	3
ORB	0302	Organizational Psychology	3
ORB	0410	Game Theory	3
ORB	0420	Organizational Analysis and Systems	3
ORB	0401	A Systems Approach to Management	3

**Political Science (18 credits)**

POSC	0323	The American Presidency	3
POSC	0370	World Affairs	3
POSC	0380	Public Policy	3
POSC	0390	Urban Politics	3
POSC	0391	Urban Politics and Public Policy	3
POSC	0402	Political Theory	3

**Sociology (18 credits)**

RM	0301	Research Methodology and Statistics	3
RM	0302	Research Design a Statistics	3
SOC	0340	Social Problems	3
SOC	0411	History of Social Thought	3
SOC	0450	Social Stratification	3
<b>and any additional SOC 30XX course</b>			<b>3</b>

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Professional Interdisciplinary Studies**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
HSSU 0100 Seminar in Higher Education	1	LANG 0100 Conv. Foreign Language	3
ENG 0110 I English Comp	3	ENG 0110 II English Comp II	3
SPCH 0109 Introduction to Public Speaking	3	CED 0104 Introduction to Computing and Technology	3
HIST 0143 US History I or HIST 0144 US History II	3	POSC 0200 American Government	3
Humanities/Fine Arts	3	Humanities/Fine Arts	3
Elective	3	Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>18</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
General Education Science with Lab	3	General Education Science	3
General Education Social Science	3	Humanities/Fine Arts	3
Advanced Computer CED 0203 or GEOG 0401	3	Advanced Writing CRJ 0432, ENG 0332 or RM 0300	3
SPCH 0200 Advanced Public Speaking	3	MATH 0135 College Algebra	4
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>13</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
MATH 0150 Statistics and Probability	3	Discipline #3	3
Discipline #1	3	Discipline #2	3
Discipline #3	3	Discipline #1	3
Discipline #1	3	Discipline #3	3
Discipline #2	3	Discipline #2	3
Discipline #2	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
URST 0480 Internship	3	URST 0485 Senior Synthesis	3
Discipline #1	3	Discipline #1	3
Discipline #2	3	Discipline #2	3
Discipline #3	3	Discipline #3	3
Discipline #1	3	Discipline #3	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

## B.S. MATHEMATICS AND NATURAL SCIENCES PROGRAM REQUIREMENTS

### Department of Mathematics and Natural Sciences

The College of Arts & Sciences, through its department of Mathematics and Natural Sciences, currently offers the following baccalaureate degree programs:

- B.S. in Mathematics, with emphasis in Applied Mathematics, Pure Mathematics or Statistics;
- B.S. in Biology, Biology with minor in Pre-Medicine and Biology with minor in Urban Ecology.

The B.S. degree program in Mathematics is designed to provide students with substantial grounding in the theory and applications of mathematics, giving them the breadth and depth necessary to pursue various career goals in such areas as actuarial science, insurance, financial investment, computer science, statistics and other industrial and government employment agencies. Graduates may also proceed to graduate school to earn higher degrees that will qualify them to seek careers in academia. The program has built-in flexibility that will enable students to focus on a specific area of mathematics such as applied or pure mathematics or statistics.

### ADMISSION REQUIREMENTS FOR THE B.S. DEGREE IN MATHEMATICS

Applicants must:

- Have completed the University's general education requirement of 42 semester credit hours;
- Have satisfactorily met the prescribed pre-admission requirements of 15 semester credit hours with a grade of C or better in each course;
- Have a cumulative grade point average (CGPA) of 2.0 on a 4.0 scale based on all courses counted toward the degree. This grade point average must be based on all degree-counting credits (at least 54 semester hours), whether earned at Harris-Stowe or transferred from another accredited institution.

## REQUIREMENTS FOR DEGREE CONFERRAL

To be conferred the Bachelor of Science degree in mathematics, a candidate must:

- Have completed a minimum of 120 semester credit hours;
- Meet all Harris-Stowe State University's requirements for a degree;
- Achieve a minimum grade of "C" in all required courses for the degree;
- Complete the last 30 semester credit hours of coursework at Harris-Stowe;
- Take the ETS Major Field Test in Mathematics (senior year) and obtain a score of record;
- Complete a senior exit survey in the registrar's office.

### B.S. in Mathematics

**General Education requirements:** 42  
**Pre-admission Requirements:** 15

			Credits
MATH	0140	Trigonometry	3
MATH	0150	Introduction to Probability & Statistics	3
MATH	0160	Concepts in Geometry	3
MATH	0201	Discrete Mathematics	3
CSC	0217	Logical Methods	3

**Major Requirements:** 36

MATH	0170	Calculus and Analytic Geometry I	5
MATH	0240	Foundations of Advanced Mathematics	3
MATH	0241	Calculus and Analytic Geometry II	5
MATH	0242	Calculus and Analytic Geometry III	5
MATH	0250	Inferential Statistics	3
MATH	0320	Modern Algebra	3
MATH	0370	Introduction to History of Mathematics	3
MATH	0456	Introduction to Linear Algebra	3
MATH	0461	Introduction to Differential Equations	3
CSC	0223 or		
CSC	0233	Computer Programming	3

**Additional Track Requirements:** 8-11  
 Student must complete additional 8 to 11 semester credit hours chosen from *one* of the following three tracks.

#### Statistics Option (9 credit hours)

MATH	0350	Topics in Applied Statistics	3
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MATH	0343	Probability and Statistics for Engineering and Sciences	3
MATH	0301	Biostatistics	3
MATH	0330	Continuous Probability Distributions	3

**Applied Mathematics Option 8 – 11 credit hours**

PHY	0301	General Physics: Electricity and Magnetism Lecture	3
PHY	0302	General Physics: Electricity and Magnetism Lab	2
MATH	0400	Introduction to Mathematical Modeling	3
MATH	0402	Introduction to Numerical Analysis	3
MATH	0475	Applied Mathematics I	3

**Pure Mathematics Option - 9 credit hours**

MATH	0310	Elementary Number Theory	3
MATH	0321	Abstract Algebra	3
MATH	0325	Introduction to Functions of Complex Variables	3
MATH	0327	Introduction to Topology	3
MATH	0375	Introduction to Real Analysis	3

**Related Area Requirement - at least 5 credit hours**

Student must satisfy the related area by taking at least 5 credit hours selected from the courses below.

MIS	0207	System Programming Language I *	3
MIS	0208	System Programming Language II *	3
ECON	0203	Microeconomics	3

\*Students taking these courses do not need to take MIS 0206

PHY	0304	Energy Science - Lecture	3
PHY	0305	Energy Science - Lab	2
BIO	0322	Kinesiology	3
BIO	0414	Introduction to Genetics	3
PSY	0305	Educational Psychology	3
PSY	0311	Adolescent Psychology	3

**Free Electives: 10 – 13 credit hours.**

Students may take free electives to complete the 120 unit graduation requirement, usually 10-13 credit hours depending on the track chosen.

**COLLEGE OF ARTS & SCIENCES**  
**B.S. Degree in Mathematics**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
ENG 0110I	3	ENG 0110II	3
PHIL 0100	3	MATH 0160	3
MATH 0135	4	MUS 0206	3
HIST 0143 or HIST 0144	3	SPCH 0109	3
HSSU 0100	1	ART 0150	3
		LANG 0100	1
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
MATH 0140	3	MATH 0201	3
ECON 0201	3	CSC 0217	3
PHY 0251 or CHEM 0255 or BIO 0151 (Lecture)	3	MATH 0170	5
PHY 0252 or CHEM 0256 or BIO 0152 (Lab)	2	POSC 0200	3
MATH 0150	3		
CED 0104	3		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>14</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
MATH 0240	3	MATH 0242	5
CSC 0223 or CSC 0233	3	MATH 0320	3
MATH 0241	5	MATH 0250	3
MATH Elective (300/400 level)	3	MATH 0456	3
MATH Elective (300/400 level)	3	MATH Elective (300/400 level)	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
MATH 0370	3	Elective	3
MATH 0461	3	Elective	3
MATH Elective (300/400 level)	3	Elective	3
Elective	3	Elective	3
		Elective	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>15</b>

## ADMISSION REQUIREMENTS FOR THE B.S. DEGREE IN BIOLOGY

The goal of the B.S. degree in Biology is to provide students a broad educational grounding in a wide area of biological sciences, allowing them to enter careers such as the diverse health care industry, environmental or "green" jobs, biomedical, lab technician, biotechnology, as well as enter further training for veterinary, occupational science and therapy, physiotherapy, audiology, as well as post-graduate studies in related fields including optometry, podiatry, dentistry, wildlife management, agriculture and nutrition.

### Requirements of B.S. Degree in Biology

- A minimum of 120 semester credit hours is required with no minor;
- A minimum of 124 semester credit hours for the minor in Pre-Medicine;
- A minimum of 124 semester credit hours is required for the minor in Urban Ecology;
- A minimum of 60 semester credit hours must be earned at an accredited four-year institution;
- The last 30 semester credit hours counted toward the degree must be earned at HSSU;
- Students must have a grade of "C" or better in each life science course completed as well as an overall GPA of at least 2.0 to continue and graduate.

### Admission Requirements to Degree Programs

Students will be admitted to the B.S. degree in Biology program upon successful completion of the pre-admission requirements with a grade of "C" or better in each course completed. For those students choosing the minor in Pre-Medicine, the requirement is achievement of a grade of "C+" or better in each pre-admission course.

**Candidates for B.S. degree in Biology must fulfill the following program requirements.**

### General Education Core Requirements: 42

Must be completed before admission to the program

**Pre-Admission Requirements: 15** semester credit hours, but 8 hours of these satisfy General

Education requirements; therefore, pre-admission courses will add seven additional semester credit hours toward the minimum total of 120-124 required. Students in the biology program must take both lecture and lab in the following biology and chemistry courses before admission to the program.

### Pre-Admission Courses 15 hrs.

BIO	0151	Biology Survey Lecture	3
BIO	0152	Biology Survey Lab	2
BIO	0153	Biology Survey II Lecture	3
BIO	0154	Biology Survey II Lab	2
CHEM	0255	General Chemistry I	3
CHEM	0256	General Chemistry I Lab	2

### Required Core Courses 44 hrs.

BIO	0202	Principles of Cell Biology	3
BIO	0201	Plants & People	3
BIO	0303	Ecology	3
BIO	0305	Evolution	3
BIO	0311	Ecology Lab	2
BIO	0313	Environmental Science	3
BIO	0403	Senior Seminar in Biology	3
BIO	0414	Genetics	3
CHEM	0257	General Chemistry II	3
CHEM	0258	General Chemistry II Lab	2
CHEM	0260	Organic Chemistry	3
MATH	0150	Introduction to Probability and Statistics	3
MATH	0170	Calculus and Analytic Geometry I	5
PHY	0251	General Physics Mechanics	3
PHY	0252	General Physics Mechanics Lab	2

**Elective Requirements 27–31** semester credit hours, depending on minor. The student pursuing the degree with no minor has flexibility in choosing program electives from several groups. In the Pre-Medicine minor and Urban Ecology minor certain electives are required (prescribed).

B.S. in Biology, no minor	27
B.S. in Biology, minor in Pre-Medicine	31
B.S. in Biology, minor in Urban Ecology	31

**Biology with No Minor.** Students on the Biology degree track without specialty minors must select at least 27 hours from the following five groups of electives, with at least five courses (at least three with labs) from Group 1 (21 hrs.), one course from Group 3 (3 hrs.) and

at least one course from Group 2 or Group 4 or Group 5 (at least 3 hrs.)

**Pre-Medicine Minor.** Students completing a minor in Pre-Medicine must take the 28 proscribed hours of program electives (summarized in chart ahead) and also choose at least one additional elective from any group.

**Urban Ecology Minor.** Students completing a minor in Urban Ecology must take the 25 proscribed hours of program electives (summarized in chart ahead) and also choose at least two additional electives from any group.

**Electives Group 1 – Biology**

Labs and corresponding lecture course must be taken together

BIO 0200	Botany	3
BIO 0209	Vertebrate Zoology	3
BIO 0210	Invertebrate Zoology	3
BIO 0224	Ornithology	3
BIO 0230	Local Flora	3
BIO 0240	Science and Technology	3
BIO 0301	Human Parasitology	3
BIO 0301I	Human Anatomy and Physiology I	3
BIO 0310II	Human Anatomy and Physiology II	3
BIO 0312	Microbiology	3
BIO 0316	Urban Ecosystems	3
BIO 0317	Urban Ecosystems Lab	2
BIO 0318	Urban Health Science	3
BIO 0319	Human Anatomy and Physiology I Lab	2
BIO 0321	Human Anatomy and Physiology II Lab	2
BIO 0322	Kinesiology	3
BIO 0332	Microbiology Lab	2
BIO 0336	Developmental Anatomy	3
BIO 0402	Conservation Biology	3

**Electives Group 2 – Physics/Geology/Meteorology**

Labs and corresponding lecture courses must be taken together.

PHY 0301	General Physics: Electricity and Magnetism	3
PHY 0302	General Physics: Electricity and Magnetism Lab	2
PHY 0304	Energy Science	3
PHY 0305	Energy Science Lab	2
GEOL 0250I	General Geology I	3

MET 0250 Introduction to Meteorology 3

**Electives Group 3 – Chemistry/Math**

CHEM 0270	Biochemistry	3
MATH 0301	Biostatistics	3

**Electives Group 4 – Biology**

BIO 0323	Ecological Economics	3
BIO 0324	Environmental Policy	3

**Electives Group 5 – Geography/ Math**

GEOG 0401	Geographic Information Systems, GIS	3
MATH 0241	Calculus and Analytical Geometry I	3

**Summary of Prescribed Electives Requirements: Minor in Pre-Medicine**

requires that the following courses be taken from the groups above, with at least one additional elective from any group (at least 3 hrs.)

**Pre-Med Minor: Required courses from Group 1, Group 2, Group 3, and Group 5**

Labs and corresponding lecture courses must be taken together. 28 hrs

BIO 0310I	Human Anatomy and Physiology I	3
BIO 0319	Human Anatomy and Physiology I Lab	2
BIO 0310II	Human Anatomy and Physiology II	3
BIO 0321	Human Anatomy and Physiology II Lab	2
BIO 0312	Microbiology	3
BIO 0332	Microbiology Lab	2
MATH 0241	Calculus and Analytical Geometry II	5
PHY 0301	General Physics: Electricity and Magnetism	3
PHY 0302	General Physics: Electricity and Magnetism Lab	2
CHEM 0270	Biochemistry	3

**Summary of Prescribed Electives Requirements: Minor in Urban Ecology**

Requires that the following courses be taken from the groups above, with at least two additional electives from any group (at least 6 hours).

**Urban Ecology Minor: Required courses from Group 1, Group 2, Group 3, Group 4 and Group 5.**

Labs and corresponding lecture courses must be taken together. 25 hrs

BIO	0316	Urban Ecosystems	3
BIO	0317	Urban Ecosystems Lab	2
BIO	0318	Urban Health Science	3
BIO	0323	Ecological Economics	3
		or	
BIO	0324	Environmental Policy	3
MATH	0301	Biostatistics	3
GEOG	0200	Principles of Geography	3
GEOG	0401	Geographic Information Systems	3
PHY	0304	Energy Science	3
PHY	0305	Energy Science Lab	2

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Biology No Minor**  
**Plan of Study**

<b>FRESHMAN I</b>		<b>FRESHMAN II</b>	
BIO 0151 Biology Survey (Lect.)	3	BIO 0153 Biology Survey II (Lect.)	3
BIO 0152 Biology Survey (Lab)	2	BIO 0154 Biology Survey II (Lab)	2
CHEM0255 Gen. Chem. I (Lect.)	3	Humanities/ Fine Arts	3
CHEM0256 Gen. Chem. I (Lab)	2	Humanities/ Fine Arts	3
ENG 0110I English Comp. I	3	ENG 0110II English Comp. II	3
MATH0135 College Algebra	4	CED or CSC course	3
HSSU0100 Seminar Higher Educ. (non-degree credit)	(1)	LANG0100 Basic Conversational Foreign Language (non-degree credit)	(1)
	17		17
<b>SOPHOMORE I</b>		<b>SOPHOMORE II</b>	
BIO0202 Princ. Cell Biology	3	BIO0313 Environmental Science	3
PHY0251 Gen. Physics Mech. (Lect.)	3	CHEM0257 Gen. Chem. II (Lect.)	3
PHY0252 Gen. Physics Mech. (Lab)	2	CHEM0258 Gen. Chem. II (Lab)	2
HIST0143 U.S. History I <i>or</i> HIST0144 U.S. History II	3	MATH0150 Intro. Prob. Statistics	3
SPCH0109 Intro. Public Speaking	3	POSC0200 American Gov. Survey	3
Social/ Behavioral Sciences	3	Humanities/ Fine Arts	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
<b>JUNIOR I</b>		<b>JUNIOR II</b>	
BIO0303 Ecology (Lect.)	3	BIO0201 Plants & People	3
BIO0311 Ecology (Lab)	2	BIO0305 Evolution	3
CHEM0260 Organic Chemistry	3	Biology/Program Elective	3
Biology/Program Elective	3	Biology/Program Elective	3
Biology/Program Elective	3	Biology/Program Elective	3
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>14</b>
<b>SENIOR I</b>		<b>SENIOR II</b>	
BIO0414 Genetics	3	BIO0403 Senior Seminar Biology	3
Biology/Program Elective (Lecture)	3	Biology/Program Elective	3
Biology/Program Elective (Lab)	2	Biology/Program Elective (Lecture)*	3
MATH0170 Calc. & Analy. Geom. I	5	Biology/Program Elective (Lab)*	2
		*Two 3hr. Biology/Program lecture electives (6 hrs.) may be substituted for the 5hr. lecture/lab here	
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>11</b>

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Biology – Pre-Med Minor**  
**Plan of Study**

<b>FRESHMAN I</b>			<b>FRESHMAN II</b>		
BIO 0151 Biology Survey (Lect.)	3		BIO 0153 Biology Survey II (Lect.)	3	
BIO 0152 Biology Survey (Lab)	2		BIO 0154 Biology Survey II (Lab)	2	
CHEM0255 Gen. Chem. I (Lect.)	3		Humanities/ Fine Arts	3	
CHEM0256 Gen. Chem. I (Lab)	2		Humanities/ Fine Arts	3	
ENG 0110I English Comp. I	3		ENG 0110II English Comp. II	3	
MATH0135 College Algebra	4		CED or CSC course	3	
HSSU0100 Seminar Higher Educ. (non-degree credit)	(1)		LANG0100 Basic Conversational Foreign Language (non-degree credit)	(1)	
<i>[Includes 15 hrs. GENERAL ED. courses]</i>			<i>[Includes 12 hrs. GENERAL ED. courses]</i>		
<b>TOTAL</b>	<b>17</b>		<b>TOTAL</b>	<b>17</b>	
<b>SOPHOMORE I</b>			<b>SOPHOMORE II</b>		
BIO 0202 Princ. Cell Biology	3		BIO 0313 Environmental Science	3	
PHY 0251 Gen. Physics Mech. (Lect.)	3		CHEM0257 Gen. Chem. II (Lect.)	3	
PHY 0252 Gen. Physics Mech. (Lab)	2		CHEM0258 Gen. Chem. II (Lab)	2	
HIST0143 or HIST0144 - U.S. Hist. I or II	3		MATH0150 Intro. Prob. Statistics	3	
SPCH0109 Intro. Public Speaking	3		POSC0200 American Gov. Survey	3	
Social/ Behavioral Sciences	3		Humanities/ Fine Arts	3	
<i>[Includes 9 hrs. GENERAL ED. courses]</i>			<i>[Includes 6 hrs. GENERAL ED. courses]</i>		
<b>TOTAL</b>	<b>17</b>		<b>TOTAL</b>	<b>17</b>	
<b>JUNIOR I</b>			<b>JUNIOR II</b>		
BIO 0303 Ecology (Lect.)	3		BIO 0201 Plants & People	3	
BIO 0311 Ecology (Lab)	2		BIO 0305 Evolution	3	
BIO 0312 Microbiology (Lect.)	3		MATH0170 Calc. & Analy. Geom. I	5	
BIO 0332 Microbiology (Lab)	2		PHY 0301 G.P. Elec. Magnet. (Lect.)	3	
CHEM0260 Organic Chemistry	3		PHY 0302 G.P. Elec. Magnet. (Lab)	2	
<b>TOTAL</b>	<b>13</b>		<b>TOTAL</b>	<b>16</b>	
<b>SENIOR I</b>			<b>SENIOR II</b>		
BIO 0414 Genetics	3		BIO 0403 Senior Seminar Biology	3	
BIO 0310I Human Anat. & Phys. I (Lect.)	3		BIO 0310II Human Anat. & Phys. II (Lect.)	3	
BIO 0319 Human Anat. & Phys. I (Lab)	2		BIO 0321 Human Anat. & Phys. II (Lab)	2	
MATH0241 Calc. & Analy. Geom. II	5		CHEM0270 Biochemistry	3	
			Biology/Program Elective	3	
<b>TOTAL</b>	<b>13</b>		<b>TOTAL</b>	<b>14</b>	
<b>Total Credits Required 124</b>					

**COLLEGE OF ARTS & SCIENCES**  
**B.S. in Urban Ecology Minor**  
**Plan of Study**

<b>FRESHMAN I</b>			<b>FRESHMAN II</b>		
BIO 0151 Biology Survey (Lect.)	3		BIO 0153 Biology Survey II (Lect.)	3	
BIO 0152 Biology Survey (Lab)	2		BIO 0154 Biology Survey II (Lab)	2	
CHEM0255 Gen. Chem. I (Lect.)	3		Humanities/ Fine Arts	3	
CHEM0256 Gen. Chem. I (Lab)	2		Humanities/ Fine Arts	3	
ENG 0110I English Comp. I	3		ENG 0110II English Comp. II	3	
MATH0135 College Algebra	4		CED or CSC course	3	
HSSU0100 Seminar Higher Educ. (non-degree credit)	(1)		LANG0100 Basic Conversational Foreign Language (non-degree credit)	(1)	
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>
<b>SOPHOMORE I</b>			<b>SOPHOMORE II</b>		
BIO0202 Princ. Cell Biology	3		BIO0313 Environmental Science	3	
PHY0251 Gen. Physics Mech. (Lect.)	3		CHEM0257 Gen. Chem. II (Lect.)	3	
PHY0252 Gen. Physics Mech. (Lab)	2		CHEM0258 Gen. Chem. II (Lab)	2	
HIST0143 U.S. History I <i>or</i> HIST0144 U.S. History II	3		MATH0150 Intro. Prob. Statistics	3	
SPCH0109 Intro. Public Speaking	3		POSC0200 American Gov. Survey	3	
Humanities/ Fine Arts	3		ECON0201 Macroeconomics	3	
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>
<b>JUNIOR I</b>			<b>JUNIOR II</b>		
BIO0303 Ecology (Lect.)	3		BIO0201 Plants & People	3	
BIO0311 Ecology (Lab)	2		BIO0305 Evolution	3	
CHEM0260 Organic Chemistry	3		MATH0170 Calc. & Anal. Geom. I	5	
GEOG0200 Principles of Geography	3		BIO0318 Urban Health Science	3	
MATH0301 Biostatistics	3		Biology/Program Elective	3	
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>17</b>
<b>SENIOR I</b>			<b>SENIOR II</b>		
BIO0316 Urban Ecosystems (Lecture)	3		BIO0323 Ecological Econ. Or BIO0324 Environmental Policy	3	
BIO0317 Urban Ecosystems (Lab)	2		BIO0403 Senior Seminar Biology	3	
BIO0414 Genetics	3		FEOF0401 Geog. Info. Systems	3	
PHY0304 Energy Science (Lecture)	3		Biology/Program Elective	3	
PHY0305 Energy Science (Lab)	2				
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>12</b>
<b>Total Credits Required 124</b>					



## COURSE DESCRIPTIONS

Presented on the pages that follow are brief descriptions of all the courses - not including workshops, seminars and mini-courses, which may be scheduled from time to time. These descriptions highlight the main content of each course but do not indicate the instructional techniques. In each of the courses listed, emphasis will be on a research-based rationale for multicultural education.

Course objectives, instructional methodologies, assessment techniques, etc. are identified in detail in the course syllabus, given to each student after enrollment in the appropriate course. NOTE: Periodically, other courses are offered on topics of current interest. These are in addition to the core of courses identified below.

**F = Fall**      **SP = Spring**      **SU = Summer**      **EV = Even Year**      **OD = Odd Year**  
**A = AM**      **P = PM**      **E = Evening**      **S = Saturday**

### ACCOUNTING (ACCT)

**ACCT 0201 FINANCIAL ACCOUNTING I 3**

Introduces the concepts of the complete accounting cycle, accounting for a merchandise business, special journals, accounts receivable, inventory and cost of goods sold, long-term assets and other related topics. (F)

**ACCT 0203 FINANCIAL ACCOUNTING II 3**

*Prerequisite:* ACCT 0201

Course builds upon the concepts learned in Financial Accounting I and covers accounting for partnerships, corporations, investments, cash flows, consolidations, accounting for manufacturing and other related topics. (SP)

**ACCT 0204 MANAGERIAL ACCOUNTING 3**

*Prerequisite:* ACCT 0201

Introduction to managerial accounting covering planning, control, managerial decision making and introduces job order and process cost systems, capital budgeting procedures and other related topics.

**ACCT 0300 FEDERAL INCOME TAX I - INDIVIDUAL 3**

*Prerequisite:* ACCT 0203 or ACCT 0204

Study of the U. S. Internal Revenue Code and related problems of measuring taxable individual/personal income and other related topics. (F)

**ACCT 0301 FEDERAL INCOME TAX II - CORPORATE 3**

*Prerequisite:* ACCT 0203 or ACCT 0204

Study of the U.S. Internal Revenue Code and related problems of measuring taxable business/corporate income and other related topics. (SP)

**ACCT 0310 INTERMEDIATE ACCOUNTING I 3**

*Prerequisite:* ACCT 0203 or ACCT 0204

Covers Generally Accepted Accounting Principles (GAAP) in relation to topics of financial reporting, the conceptual framework of accounting, financial statements, the statement of cash flow, the revenue cycle, inventories, liabilities, owner's equity and other related topics. (F)

**ACCT 0320 COST ACCOUNTING I 3**

*Prerequisite:* ACCT 0203 or ACCT 0204

Covers cost accounting systems, job and process cost systems, cost accumulations, planning and control of costs and other related topics. (F)

**ACCT 0326 COST ACCOUNTING II 3**

*Prerequisite:* ACCT 0203 or ACCT 0204 & ACCT 0320

Continues the coverage of cost systems, budgeting, standard costs, cost analysis, profit analysis and other related topics. (SP)

**ACCT 0350 INTERMEDIATE ACCOUNTING II 3**

*Prerequisite:* ACCT 0203 or ACCT 0204 & ACCT 0310

Covers generally accepted accounting principles in relation to investments, leases, income taxes, pensions, earnings per share, accounting changes, financial statement analysis and other related topics. (SP)

**ACCT 0409 FINANCIAL STATEMENT ANALYSIS 3**

*Prerequisite:* ACCT 0203, or ACCT 0204 & BSAD 0321

This course covers management, investor and creditor processes of analyzing and interpreting financial statements, ratio analysis, trend analysis, performance analysis, future outlooks of business organizations and other related topics.

**ACCT 0410 AUDITING 3**

*Prerequisite:* Senior standing, all 0100, 0200 & 0300 level courses

This course covers topics in professional responsibility as defined by the AICPA and the generally accepted auditing standards. Topics include audit programs, audit reporting, internal control structures, sampling and other related topics. (SP)

**ACCT 0495 ACCOUNTING INTERNSHIP 3**

*Prerequisite:* Senior standing, all 0100, 0200 & 0300 level courses

This course is an internship at an approved site and is a practical learning experience in the accounting field designed to bridge the gap between the classroom and the business world. (SP)

**ART (ART)**

**ART 0100 FUNDAMENTALS OF DESIGN 3**

Students will learn to create visual designs by combining the visual art elements in new and unexpected ways.

**ART 0130 BASIC DRAWING 3**  
(Formerly Beginning Drawing)

In this course, through a series of assigned exercises, students will become increasingly self-confident in their ability to draw. A variety of media are employed in teaching the basic skills of drawing.

**ART 0150 INTRODUCTION TO ART 3**

In this course students are introduced to the richness and variety of visual art forms through acquaintance with works of art in the St. Louis Art Museum, local art galleries, art studios, public buildings and Laumeier Sculpture Park. Through slides, a required text and other resources, students will be made aware of the contributions of many different cultures.

**ART 0200 ART HISTORY, THEORY AND CRITICISM 3**

This course enables students to examine selected masterpieces of architecture, sculpture, painting and other forms of visual art against the background of ideas, values and cultures existing at the time these works were created. Students search for unity within the various historical periods for the purpose of defining

styles, developing theories and engaging in art criticism.

**ART 0201 INTRODUCTION TO SCULPTURE 3**

This class will provide students with introductory information and experiences in a variety of sculptural materials. Students will develop the vocabulary necessary to discuss critique and create works of sculpture. The creation and evaluation of unique and meaningful artworks in sculpture will be the focus.

**ART 0209 BEGINNING PHOTOGRAPHY 3**

This course provides a hands-on experience to explore the many aspects of photography with emphasis on various subjects. There will be experimentation with pinhole photography and the basics of light exposure on photographic material. This class is recommended for all those interested in the basics of photography and teaching children.

**ART 0300I PAINTING 3**

Students will explore different approaches to painting using a variety of tools and materials in combination with acrylic paints as the basic media.

**ART 0302 ADVANCED PHOTOGRAPHY 3**

*Prerequisite:* ART 0209

Students will use their prior photographic knowledge to become aware of the aesthetics and history of photography and produce a portfolio that exhibits understanding of art concepts as artists and viewers of art. Students will increase technical competence in shooting and printing 35 mm black and white film.

**ART 0303 METALSMITHING/ JEWELRY 3**

This course is a beginning metalsmithing/jewelry class. It covers all the basic metalsmithing techniques. Students will

explore a variety of design inspirations and complete four projects.

**ART 0310 CERAMICS 3**

This is a beginning course in the basic methods of ceramic construction, glazing and firing. Students become familiar with the possibilities and limitations of clay as an art medium.

**ART 0312 PAPER SCULPTURE 3**

Paper sculpture will provide a series of exercises to enable students to use paper in a three-dimensional composition. Students will be exposed to developing ideas in the contemporary paper sculpture industry.

**ART 0330 PRINTMAKING PROCESS 3**

Students will be introduced to the silkscreen process and other basic methods of printmaking.

**BIOLOGY (BIO)**

**BIO 0151 BIOLOGY SURVEY (Lecture) 3**

*Prerequisite:* One year of high school biology or its equivalent

BIO 0151 and BIO 0152 form a five-hour lecture laboratory semester course in general biology that focuses on three theories: cell theory, gene theory and evolution theory. This course introduces students to the principal concepts, ideas and developments in the biological sciences in the effort to provide a sound and general basis for understanding and appreciating information, principles and concepts related to scientific inquiry, the nature of matter and energy, cells and multi-cellularity, human organs and systems, heredity, reproduction and development, the origin and evolution of life, the adaptive diversity of life and its relations to the environment. (F/SP/SU)

**BIO 0152 BIOLOGY SURVEY (Laboratory) 2**

BIO 0152 provides hands-on experience with the fundamental concepts and principles encountered in the lecture part of Biology

Survey. The emphasis is on dealing with the processes of science such as observing, designing experiments, refining techniques and presenting and interpreting the results of findings. (F/SP/SU)

**BIO 0153 BIOLOGY SURVEY II** 3  
(Lecture)

*Prerequisite:* BIO 0151 & BIO 0152  
*Concurrent enrollment:* BIO 0154

This course is required for students completing the Teacher Education Program-Unified Science: Biology. This course introduces students to the major unifying concepts among the biological sciences: metabolism, physiology, organization, genetics, evolution and ecology. (SP)

**BIO 0154 BIOLOGY SURVEY II** 2  
(Laboratory)

BIO 0154 is required for students completing the Teacher Education Program-Unified Science: Biology. Concurrent enrollment in BIO 0153 is required. Laboratory experiments are designed to study the principles of metabolism, photosynthesis, genetics and other principles basic to biology. (SP)

**BIO 0200 BOTANY** 3

*Prerequisite:* BIO 0153 & BIO 0154

This class is an introductory study to the plant kingdom, including a laboratory experience. The emphasis is on the flowering of plants.

**BIO 0201 PLANTS AND PEOPLE** 3

Students will study economically important plants and explore the link between plants and people. Specific objectives of this course will be to understand the history of plant use including origins of economically important plants, use of flowers, fruits, roots, stems and leaves for food, clothing, shelter, medicine and other purposes. The course will convey and foster understanding of the major principles and concepts of economic botany and its influence on scientific and cultural issues of the society. (SP)

**BIO 0202 PRINCIPLES OF CELL** 3  
**BIOLOGY**

*Prerequisite:* BIO 0153 & BIO 0154

This course provides an overview of the structure and function of cells and their subcellular and molecular components. Eukaryotic cells are stressed. Topics covered include membrane dynamics, cellular compartmentalization, protein construction and trafficking, mitochondrial and chloroplast function, cell signaling pathways, cell reproduction, information storage and processing, and gene regulation. This course prepares students for more advanced courses in biology and is a prerequisite for most of the advanced courses. This course replaces the previous BIO 0400. (F)

**BIO 0209 VERTEBRATE** 3  
**ZOOLOGY**

*Prerequisite:* BIO 0153 & BIO 0154

A study of the biology of animals with a backbone/vertebrates, emphasizing understanding the diversity, life history, ecology, evolution and special adaptations of vertebrates. Field trips will include the local zoo.

**BIO 0210 INVERTEBRATE** 3  
**ZOOLOGY**

*Prerequisite:* BIO 0153 & BIO 0154

BIO 0210 is an introductory study of the invertebrate animals of the animal kingdom as well as the protozoa. A laboratory experience is included. The emphasis is on the structure-function relationship and the phylogeny of the groups.

**BIO 0224 ORNITHOLOGY** 3

*Prerequisite:* BIO 0153 & BIO 0154

This course in ornithology introduces the students to the biology of birds. Students will understand the evolution, flight, migration, reproduction, ecology and conservation of birds. This course will have lectures and field studies. The field trips will focus on bird identification of forest birds of Missouri at local conservation

areas and examination of captive species from all over the world at the St. Louis Zoo and the World Bird Sanctuary. (SP/SU)

**BIO 0230 LOCAL FLORA 3**

*Prerequisite:* BIO 0153 & BIO 0154

BIO 0230 is a study of the taxonomy and systematics of the vascular plants. The emphasis is on the flora of Missouri. Field study and field identification of flowering plants is required.

(SU) (F)

**BIO 0240 SCIENCE AND TECHNOLOGY 3**

*Prerequisite:* Eight semester hours in science (biological and physical), three semester hours in computer science and three credit hours in history.

The emphasis of this course is on the evolutionary nature of science and technology as cultural enterprises and on the impact they have had on the culture. Required for some Teacher Education candidates. (F/SU)

**BIO 0301 HUMAN PARASITOLOGY 3**

*Prerequisite:* BIO 0210

BIO 0301 is an introductory study of parasitology with emphasis on the human-parasite relationships. Laboratory activities are involved.

**BIO 0303 ECOLOGY 3**

*Prerequisite:* BIO 0153 & BIO 0154  
*Concurrent enrollment:* BIO 0311

BIO 0303 has a quantitative orientation and studies the natural systems, both analytically and in an evaluative manner, with emphasis on populations and communities. Field trips are used to collect data, and laboratory time is spent compiling and analyzing the data. (F)

**BIO 0305 EVOLUTION 3**

*Prerequisite:* BIO 0153 & BIO 0154

Evolution is a course designed for Biology majors and minors and for students seeking unified science certification. The course considers the history of evolution from mainly around the time of Charles Darwin in the mid-1800s to the present time. Contributions of other fields to the understanding of biological evolution are also covered. Topics include natural selection, microevolution, macroevolution, coevolution, evidences of evolution and many others related to a coherent understanding. Some laboratory activities are included. (SP)

**BIO 0310I HUMAN ANATOMY AND PHYSIOLOGY I 3**

*Prerequisite:* BIO 0202

*Concurrent enrollment:* BIO 0319

BIO 0310I is an analytical and evaluative study of the structure and function of the human organism. Laboratory activities are included. (SP)

**BIO 0310II HUMAN ANATOMY AND PHYSIOLOGY II 3**

*Prerequisite:* BIO 0202

*Concurrent enrollment:* BIO 0321

A continuation of Anatomy and Physiology I, this course is a comprehensive anatomical, cellular and physiological study of the heart, digestive, circulatory, lymphatic, urinary, reproductive and respiratory systems. Laboratory activities are included. (SP)

**BIO 0311 ECOLOGY (Laboratory) 2**

*Prerequisite:* BIO 0153 & BIO 0154

*Concurrent enrollment:* BIO 0303

This laboratory course reinforces and complements the lecture topics presented in BIO 0303, Ecology, which must be taken concurrently. Concepts covered in class are brought to life in practical and hands-on experiences, including field trips. Subjects covered include abiotic and biotic components of ecosystems, water chemistry, vegetation

analysis, population biology, biodiversity, sampling techniques, data analysis and mathematical modeling. (F)

**BIO 0312 INTRODUCTION TO MICROBIOLOGY 3**

*Prerequisite:* BIO 0202

*Concurrent enrollment:* BIO 0332

BIO 0312 is an introduction to the methodology utilized in the study of the microorganisms with emphasis on the bacteria. Laboratory activities are included. (F)

**BIO 0313 ENVIRONMENTAL SCIENCE 3**

*Prerequisite:* BIO 0153 & BIO 0154

Students will understand how humans interact with nature in the areas of resource use, conservation and global environmental impact and problems. Course includes study of ecosystems and geochemical cycles, biodiversity, overviews of population and community ecology and resources such as water, soil, minerals, wildlife and energy. Discussion topics include resource management, food production, human population dynamics, energy issues, and global issues such as climate change, loss of biodiversity, pollution and deforestation. This course combines content previously offered as two hour courses, BIO 0304I and BIO 0304II (Environmental Science I/II).

**BIO 0316 URBAN ECOSYSTEMS (Lecture) 3**

*Prerequisite:* BIO 0303 & BIO 0311

*Concurrent enrollment:* BIO 0317

This course explores environmental issues that specifically relate to the urban scene. The focus is on understanding basic ecological dynamics of urban and suburban areas. Topics discussed include urban flora and fauna, climate, and pollutant effects on quality of life. Factors allowing wild plants and animals to survive/thrive in built environments which can also create more livable spaces will be studied. Students will also be given an outline of landscape ecology. (F)

**BIO 0317 URBAN ECOSYSTEMS (Laboratory) 2**

*Prerequisite:* BIO 0303 & BIO 0311

*Concurrent enrollment:* BIO 0316

This laboratory complements the urban ecosystems lecture class and must be taken concurrently. Lab assignments include experiments, field trips and projects using software modeling programs. (F)

**BIO 0318 URBAN HEALTH SCIENCE 3**

This course focuses on the health and associated lifestyle issues faced by inhabitants of the urban environment, as well as special public health concerns that are unique to the development of cities. (SP)

**BIO 0319 HUMAN ANATOMY & PHYSIOLOGY I (Laboratory) 2**

*Prerequisite:* BIO 0202

*Concurrent enrollment:* BIO 0310I

This laboratory course reinforces and complements the lecture topics presented in BIO 0310I, which must be taken concurrently. The course will include dissections, observations, experimental exercises and specimen study. Field trips to a medical school or other Anatomy and Physiology related workshops will also be a part of this course. (F)

**BIO 0321 HUMAN ANATOMY & PHYSIOLOGY II (Laboratory) 2**

*Prerequisite:* BIO 0202

*Concurrent enrollment:* BIO 0310II

This laboratory course reinforces and complements the lecture topics presented in BIO 0310II, which must be taken concurrently. The course will include dissections, observations, experimental exercises and specimen study. Field trips to a medical school or other anatomy and physiology-related workshops will also be a part of this course. (SP)

**BIO 0322 KINESIOLOGY 3**

*Prerequisite:* BIO 0153 & BIO 0154

BIO 0322 is an analytical and evaluative study of the biomechanics of human motion with emphasis on the relevance of this to athletic activities. Laboratory activities are involved.

**BIO 0323 ECOLOGICAL ECONOMICS 3**

*Prerequisite:* ECON 0201

This course covers a disciplinary field of academic research that addresses the interdependence between human economies and natural ecosystems. It discusses how to operate an economy within the ecological constraints of Earth's natural resources. Ecological economics is defined by its focus on nature, justice, and time (per economist Malte Faber). Issues of intergenerational equity, irreversibility of environmental change, uncertainty of long-term outcomes and sustainable development guide ecological economic analysis and valuation. The possibility of jobs in the "green industry" will be outlined as a future of sustainable living.

**BIO 0324 ENVIRONMENTAL POLICY 3**

*Prerequisite:* ECON 0201

This course deals with actions to manage human activities with a view to prevent, reduce or mitigate harmful effects on nature and natural resources, ensuring that man-made changes to the environment do not have harmful effects on humans.

**BIO 0332 MICROBIOLOGY (Laboratory) 2**

*Prerequisite:* BIO 0202  
*Concurrent enrollment:* BIO 0312

This laboratory course reinforces and complements the lecture topics presented in BIO 0312 Microbiology, which must be taken concurrently. Students will observe and culture microbes, especially bacteria, learn specific protocols for isolating, culturing, handling and studying microbes safely, practice sterile

technique, and become familiar with basic laboratory instrumentation, including spectrophotometers and centrifuges. (F)

**BIO 0336 DEVELOPMENTAL ANATOMY 3 (Formerly Embryology)**

*Prerequisite:* BIO 0202

BIO 0336 is an analytical microscopic study of the sequence of events involved in the unfolding of the vertebrate body plan starting from the fertilized ovum with emphasis on development in the frog and the chicken. Laboratory activities are involved.

**BIO 0402 CONSERVATION BIOLOGY 3**

*Prerequisite:* BIO 0303 & BIO 0311

This course addresses the problems of managing biological diversity in our rapidly changing world. Concepts from island biogeography, population biology, community ecology, systematics and genetics are applied to real-world problems, including minimum viable population size and threats from global warming, invasive species and other human disturbances.

**BIO 0403 SENIOR SEMINAR IN BIOLOGY 3**

*Prerequisite:* Senior standing

A capstone course that provides the student the opportunity for in-depth study in biology, consisting of either a research project, research paper, internship or related experience.

**BIO 0414 GENETICS 3**

*Prerequisite:* BIO 0202

BIO 0414 is an analytical and quantitative study of the mechanics of inheritance. Emphasis is on the biochemical and evolutionary basis for the action of genes. Laboratory activities are involved. (F/SU)

<b>BUSINESS ADMINISTRATION (BSAD)</b>
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**BSAD 0200 INTRODUCTION TO BUSINESS ADMINISTRATION 3**

This course covers topics in fundamental aspects of American business, including the private enterprise system, forms of business, finance, marketing, human resources, accounting, government regulations and other related topics.

**BSAD 0220 LEGAL ENVIRONMENT OF BUSINESS 3**

This course covers the fundamental principles and concepts of law relative to business activity. The design is to provide the legal principles and concepts related to corporate, public/private owned, small and minority/women-owned businesses. Students will explore the origin of law, the classification of law, courts and procedures, torts, contracts, criminal law, negotiable instruments, secured transactions, bankruptcy law, employment law and employment discrimination, anti-trust law, real property law, environmental law and the impact of the Internet and technology on the law and other related topics.

**BSAD 0225 DIVERSITY AND BUSINESS ETHICS 3**

This course examines major ethical laws and moral considerations of corporate conduct and social responsibility as well as the complexities of managing a diverse workforce.

**BSAD 0302 ENTREPRENEURSHIP 3**

This course covers the role and function of entrepreneurs and entrepreneurship in the free market economy. Students examine personal and commercial strategies to establish new business ventures and related topics.

**BSAD 0315 BUSINESS STATISTICS 3**

*Prerequisite:* MATH 0203

This course covers the study of statistical analysis applied to business world problems, management quality decisions and business

decisions, through the use of descriptive and inferential statistics and other related topics.

(F)

**BSAD 0321 BUSINESS FINANCE 3**

*Prerequisite:* ACCT 0203 or ACCT 0204 & BSAD 0315

This course covers the financial environment, financial statements and planning, working capital management, capital budgeting and other related topics. (SP)

**BSAD 0325 PERSONAL FINANCE 3**

*Prerequisite:* BSAD 0321

This course covers principles of personal budgeting, investments, insurance, real estate, credit and taxation needed to manage individual and family income, expenditures and savings necessary to meet present and future plans, retirement, estate planning and other related topics.

**BSAD 0390 TOPICS IN BUSINESS 3**

*Prerequisite:* BSAD 0200 & MGMT 0350

This course analyzes current issues in business in terms of historical background, present status and emerging issues. May be repeated for credit if content differs.

**BSAD 0400 BUSINESS GOVERNMENT RELATIONS 3**

*Prerequisite:* BSAD 0220

This course covers governmental actions to promote or alter competition, the review of current employment laws and regulations and their impact on business decisions and other related topics.

**BSAD 0420 INVESTMENTS 3**

*Prerequisite:* BSAD 0321, ECON 0203

This course covers the concepts of investments, portfolio theory, fixed income securities, security analysis, derivatives, investment management and other related topics.



**BSAD 0440 BUDGETING & CASH  
MANAGEMENT 3**

*Prerequisite:* BSAD 0321

This course covers the processes and techniques needed to prepare budgets for the operation of a business with special emphasis on management of cash through cash planning, and other related topics. (F)

**BSAD 0445 SMALL BUSINESS  
BUDGETING  
AND CASH  
MANAGEMENT 3**

*Prerequisite:* BSAD 0321

This course covers the processes and techniques needed for small business to develop sound budgeting techniques and to develop cash management procedures for the short and long-term operations.

**BSAD 0455 PRODUCTION AND  
OPERATIONS  
MANAGEMENT 3**

*Prerequisite:* BSAD 0315

This course is designed to introduce students to the basic concepts of production and operations management and the process by which organizations use current and emerging techniques in production and operations management to create sustainable competitive advantage and other related topics. (F/SP)

**BSAD 0457 CORPORATE  
COMMUNICATIONS 3**

*Prerequisite:* MGMT 0350

This course is designed to develop/strengthen the written and oral communications skills important for success in the business environment. Interviews, letters, memos, proposals, resumes, reports and organizational relationships are covered. (F)

**BSAD 0458 ACCOUNTING  
INFORMATION SYSTEM 3**

*Prerequisite:* ACCT 0203 or ACCT 0204 &  
MGMT 0350

This course covers analysis of the role of accounting and management information systems within an organization operating environment and the computer's effects on these systems. Topics include accounting information systems, executive information systems, management information systems, decision support systems, expert systems, teleprocessing systems and other related topics. (SP)

**BSAD 0470 INTERNATIONAL  
BUSINESS 3**

*Prerequisite:* MGMT 0350

This course covers international business operations and the impact of culture, global relations and management practices on domestic and foreign business organizations. Topics include international trade, investment, economics, culture, multicultural corporate management environment and other related topics. (F/SP)

**BSAD 0480 BUSINESS POLICY &  
STRATEGY 3**

*Prerequisite:* Senior standing and  
department consent

This capstone course integrates knowledge in functional areas of business and simulation of management experience through case studies and computerized management problems to provide insight into how business decisions are made.

**BSAD 0495 GENERAL BUSINESS  
INTERNSHIP 3**

*Prerequisite:* Senior standing, all 0100,  
0200 & 0300 level courses.

This is an internship at an approved site and is a practical learning experience in the field of business designed to bridge the gap between the classroom and the business world. (F)

**COMPUTER EDUCATION  
(CED)**

**CED 0101 INTRODUCTION TO THE  
USE OF IBM  
MICROCOMPUTERS 1**

This course provides an introduction to the IBM microcomputer. It includes such topics as specialized terminology, how computers work and the use of IBM computers. Hands-on experience with a variety of applications software is an essential part of this course.

**CED 0104 INTRODUCTION TO  
COMPUTING AND  
TECHNOLOGY 3**

This course provides an introduction to the uses and impact of computers and technology in society. Students will learn how a computer and associated technologies work; how to operate a computer system in order to successfully utilize software; how computers are used for problem solving, data collection, information management, communications and decision making and how to use productivity tools for professional and personal use. The course will also focus on ethical, legal and human issues of computing and technology as they relate to society.

**CED 0105 WORD PERFECT  
FOR WINDOWS 3**

This course provides an introduction to Microsoft Windows and the word processing package, WordPerfect for Windows.

**CED 0107 MICROSOFT WORD FOR  
WINDOWS 3**

This course provides an introduction to Microsoft Windows and the word processing package, Microsoft Word for Windows.

**CED 0108 DESKTOP PUBLISHING 3**

This course provides an introduction to the principles of desktop publishing.

**CED 0109 CREATING  
SPREADSHEETS  
WITH EXCEL FOR  
WINDOWS 3**

This course introduces terminology and uses of spreadsheets. Students will learn to create, manipulate and customize spreadsheets using Excel for windows.

**CED 0112 RELATIONAL  
DATABASES 3**

This course introduces terminology and uses of databases. Students will learn to use a widely used relational database, such as Access.

**CED 0200 HYPERMEDIA IN  
EDUCATION 3**

*Prerequisite:* Three credit hours of CED or CSC at 0100 level or above or EDUC 0223

This course covers thoroughly a hypermedia package such as HyperStudio. It emphasizes both development of materials by the classroom teacher for use in the curriculum and creation of student-based projects. The course also includes experiences with other hypermedia packages.

**CED 0203 USING TECHNOLOGY TO  
ENHANCE  
PRESENTATIONS 3**

Students will learn to use computer presentation graphics packages used in business and education to produce effective presentations using the computer and a variety of output and or display devices. (F/A)(SP/E)

**CED 0223 LOGO 3**

This course introduces the student to the Logo programming language and the educational philosophy associated with it through MicroWorlds programming. Students will learn how to create Logo programs, which use turtle graphics, procedures with variables, user input, sound and word and list processing.

**CED 0224 INTRODUCTION TO  
EDUCATIONAL  
ROBOTICS 3**

This course introduces the student to the principles of robotics as a subject matter and as a concrete, three-dimensional classroom tool to be used in teaching mathematics, sciences,

industrial arts and the development of problem-solving skills. The students will gain hands-on experience with computerized educational robots.

**CED 0300 ADVANCED HYPERMEDIA  
IN EDUCATION 3**

*Prerequisite:* CED 0200

In this course, the student will learn more advanced features of a package such as HyperStudio, including scripting. The student will create a substantial project using these advanced features.

**CED 0322 COMPUTERS AND  
TECHNOLOGY  
IN THE CLASSROOM 3**

*Prerequisite:* Three credit hours of CED or CSC at 100 level or above or EDUC 0223.

In this course, the student will explore strategies for using microcomputers and technology in the classroom. Topics covered include appropriate uses of technology across curriculum areas; issues and problems associated with using computers in education and technologies (such as laser disks, digitizer, and scanners) used in conjunction with microcomputers to enhance instruction.

**CED 0330 UTILIZING DATA  
COMMUNICATIONS IN  
EDUCATION 3**

*Prerequisite:* CED 0104 or EDUC 0223

This course focuses on ways to use the Internet in education. It includes the basics of data communications, including equipment requirement and use of the Internet, using the Internet for research, using Internet-based resources for teachers, participating in tele-collaborative activities on the Internet, designing online activities and projects to support the curriculum and creating websites to support classroom lessons and projects.

**CED 0331 SPECIALIZED  
ADMINISTRATIVE**

**USES OF THE  
MICROCOMPUTER 3**

*Prerequisite:* Three credit hours of CED or CSC at 100 level or above

In this course, students will be introduced to the administrative uses of computers in the educational setting. Students will learn to use data management software and examine its uses in an educational setting.

**CED 0375 EDUCATIONAL  
SOFTWARE  
SELECTION AND  
UTILIZATION 3**

*Prerequisite:* Three credit hours of CED or CSC at 100 level or above or EDUC 0223

This course exposes the student to a variety of educational software packages and technologies. The development of criteria for evaluating software and technologies, development of criteria for determining how best to use software and technologies in the curriculum and creation of lessons that incorporate technology in a meaningful way into the curriculum will be explored.

**CED 0379 EVALUATION AND  
SELECTION OF  
MICROCOMPUTERS  
AND PERIPHERALS FOR  
USE IN EDUCATION 3**

*Prerequisite:* Three credit hours of CED or CSC at 100 level or above

In this course, the student will learn to analyze and compare various features of micro-computers, monitors, printers, disk drives and modems. Use of commercially available equipment comparisons will be included.

**CED 0385 SEMINAR IN COMPUTER  
EDUCATION 1-3**

*Prerequisite:* Consent of the instructor

The seminar topic will be different each semester and will relate to computers and their

use in education, both instructionally and administratively credit hours to be arranged.

**CED 0410 SPECIAL PROJECTS IN  
COMPUTER  
EDUCATION 1-3**

*Prerequisite:* Consent of the instructor

The special project(s) will be developed and assigned based upon the interests of the student and instructor. The projects will relate to the use of computers both instructionally and administratively in education. Credit hours to be arranged.

**CED 0423 MICROCOMPUTER  
APPLICATIONS  
IN THE MATHEMATICS  
CURRICULUM 3**

*Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223

In this course students will become acquainted with the principles underlying the use of microcomputers and application programs in the teaching of mathematics.

**CED 0425 MICROCOMPUTER  
APPLICATIONS  
IN THE NATURAL  
SCIENCES  
CURRICULUM 3**

*Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223

In this course students will become acquainted with the principles of using microcomputers and application programs in the natural sciences curriculum.

**CED 0427 MICROCOMPUTER  
APPLICATIONS  
IN THE LANGUAGE ARTS  
CURRICULUM 3**

*Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223

In this course students will become familiar with the principles of using microcomputers and application programs in the teaching of the language arts.

**CED 0429 MICROCOMPUTER  
APPLICATIONS IN  
THE SOCIAL SCIENCE  
CURRICULUM 3**

*Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223

In this course students will become acquainted with the principles of using microcomputers and application programs in the teaching of the social sciences.

**CED 0481 INTRODUCTION TO  
WRITING EDUCATIONAL  
SOFTWARE 3**

*Prerequisite:* Three credit hours in authoring or programming languages courses

This course is an introduction to the principles of instructional design as applied to computerized material and will include practice in preparing various types of educational software.

**NOTE: Occasionally, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

<b>CHEMISTRY (CHEM)</b>
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**CHEM 0151 FUNDAMENTALS OF  
CHEMISTRY (Lecture) 3**

This course is an introduction to some of the important principles and methods of chemistry with applications to the more common elements. Students majoring in Middle School Science and Secondary Biology may not take this course.

**CHEM 0152 FUNDAMENTALS OF  
CHEMISTRY  
(Laboratory) 2**

CHEM 0152 is an introduction to some of the important principles and techniques of the chemistry laboratory. Experiments will be based on topics discussed in the lecture course. Students majoring in Middle School Science and Secondary Biology may not take this course.

**CHEM 0255 GENERAL CHEMISTRY**  
**(Lecture) 3**

**Prerequisite:** MATH 0135 or MATH 0136  
(or its equivalent)

This course is structured to provide a general background or knowledge base in chemistry, both theoretical as well as descriptive, including topics such as properties of matter, atomic theory, periodic arrangement, chemical bonds, states of matter, oxidation-reduction, acids and bases. The scientific method is discussed as applied to the chemical sciences. It is appropriate as a first course in chemistry for those who want to continue their study of chemistry and for those who want to broaden their knowledge of the sciences. (F/SU)

**CHEM 0256 GENERAL CHEMISTRY**  
**(Laboratory) 2**

**Prerequisite:** MATH 0135 or MATH 0136

This course is structured to supplement a general chemistry course (Chemistry 0255) with instructions in the elementary techniques and safety procedures used in the chemical laboratory. The scientific method is discussed as applied to the chemical sciences. It is appropriate as a supplement to a first course in chemistry for those who want to continue their study of chemistry and for those who want to broaden their knowledge base of the sciences. (F/SU)

**CHEM 0257 GENERAL CHEMISTRY II (Lecture) 3**

**Prerequisite:** CHEM 0255 and MATH 0135 or its equivalent concurrent enrollment in CHEM 0258

CHEM 0257 is a continuation of CHEM 0255 and is an introduction to quantitative analysis involving the basic theory of stoichiometry and topics such as chemical equilibrium, transition

elements, oxidation-reduction, acid-base and nuclear chemistry. This course is suitable for those interested in a science major. (SP)

**CHEM 0258 GENERAL CHEMISTRY II**  
**(Laboratory) 2**

**Prerequisite:** CHEM 0256, concurrent enrollment in CHEM 0257 (or instructor's approval)

CHEM 0258 is a continuation of CHEM 0256 and is an introduction to qualitative and quantitative analysis involving basic theory of stoichiometry, chemical equilibrium, instrumentation and appropriate laboratory experiments to give reality to CHEM 0257 lectures. (SP)

**CHEM 0260 ORGANIC CHEMISTRY 3**

**Prerequisite:** CHEM 0255 and CHEM 0256

This is an introduction to the chemistry of organic compounds, their structure, synthesis, reaction mechanisms and identification. The carbon atom will be discussed along with structure and isomers of carbon compounds and functional groups, such as alkanes, cyclic compounds, aromatic compounds, alcohol, aldehydes, acids, etc.

**CHEM 0270 BIOCHEMISTRY (Lecture) 3**

**Prerequisite:** CHEM 0255

This is an introduction to the chemistry of compounds important to the life processes in microorganisms, plants and animals. Biochemical pathways of metabolism and synthesis will be presented. The role of metals, vitamins and enzymes will be discussed.

**NOTE: Occasionally, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

<p><b>CRIMINAL JUSTICE</b> <b>(CRJ)</b></p>
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**General prerequisite for all upper division courses: The completion of the social science course requirements in the General**

**Education and Pre-professional Course Curriculum is a requirement for all 0300 and 0400 level Criminal Justice courses.**

**CRJ 0200 INTRODUCTION TO CRIMINAL JUSTICE 3**

This course introduces students to the study of criminal justice. It includes introductory discussions of law enforcement, corrections, juvenile justice, criminal law and the court system. This course is a prerequisite for all other CRJ courses.

**CRJ 0201 CRIMINAL LAW 3**

*Prerequisite:* CRJ 0200

CRJ 0201 provides students with a survey of American criminal law. It includes discussions of various crimes and punishments as well as historical and theoretical background.

**CRJ 0210 LAW ENFORCEMENT 3**

*Prerequisite:* CRJ 0200

CRJ 0210 provides students with a survey of the academic and professional study of law enforcement.

**CRJ 0220 JUVENILE JUSTICE 3**

*Prerequisite:* CRJ 0200

This course introduces students to the study of juvenile justice and delinquency.

**CRJ 0230 INTRODUCTION TO CORRECTIONS 3**

*Prerequisite:* CRJ 0200

CRJ 0230 introduces students to the structure and function of the U.S. corrections system and includes a study of the history of corrections, privatization and prisoner rights.

**CRJ 240 INTRODUCTIONS TO FORENSIC SCIENCE 3**

*Prerequisite:* CRJ 0200

This course will provide students with an introductory overview of forensic science, including fingerprint analysis, crime scene search methods and basic evidence analysis techniques. Students will also be exposed to the various career options within the field. (Possible lab fees may apply.)

**CRJ 0250 INTRODUCTION TO SECURITY MANAGEMENT 3**

*Prerequisite:* CRJ 0200

This course will introduce students to the field of public and private security management as an area of study and potential employment. Topics covered will include the management of security in special institutions such as schools and hospitals, and provide an introduction to theories of security systems management.

**CRJ 0300 CORRECTIONAL MANAGEMENT AND ADMINISTRATION 3**

*Prerequisite:* CRJ 0200

CRJ 0300 covers principles and practices in the effective management and administration of incarceration institutions and studies jail and prison operations and procedure guidelines as well as problems encountered in the classification, care and treatment of incarcerated offenders.

**CRJ 0350 POLICE MANAGEMENT AND ADMINISTRATION 3**

*Prerequisite:* CRJ 0200

CRJ 0350 examines management theory and practices applied within law enforcement agencies.

**CRJ 0351 POLICE PERSONNEL AND SUPERVISION 3**

*Prerequisite:* CRJ 0350

This course discusses human relations practices within the context of law enforcement agencies.

**CRJ 0352 FINANCIAL**

## INVESTIGATIONS 3

*Prerequisite:* ACCT 0201

CRJ 0352 introduces students to current perspectives dominant in the field of financial investigations and discusses the concepts of law and evidence; sources of information; accounting; methods of tracing funds; banking and financial record keeping and interviewing as they apply to detecting and resolving financial crimes. Primary emphasis will be placed on theoretical principles and applications of financial investigative techniques. (F-A)(SP-E)

### CRJ 0353 CRIME PREVENTION 3

*Prerequisite:* CRJ 0200

This course explores traditional and nontraditional methods of personal safety, loss prevention assets protection, and institutional security. (F-E)(SP-A)

### CRJ 0370 URBAN JUVENILE JUSTICE 3

*Prerequisite:* CRJ 0200, CRJ 0220 & SOC 0100

CRJ 0370 examines civil and criminal regulations and processes as they are applied to juveniles in the urban setting. (F-A)(SP-E)

### CRJ 0400 PSYCHOLOGY OF JUVENILE DELINQUENCY 3

*Prerequisite:* CRJ 0370 & PSY 0100

This course examines contemporary psychological theories concerning juvenile delinquency and emphasis will be placed on the emotional, mental, physical and personal social factors influencing juvenile delinquency. (F-E)(SP-A)

### CRJ 0430 MANAGEMENT AND ADMINISTRATION OF PROBATION AND PAROLE 3

CRJ 0430 examines the administration of group homes, work release programs, halfway houses,

work-study projects and other urban-oriented programs.

### CRJ 0431 NONTRADITIONAL URBAN INCARCERATION AND REHABILITATION 3

This course studies modern trends and methods presently in practice in urban incarceration and discusses nontraditional funding sources, rehabilitation practices for urban settings and modern incarceration techniques. (F-E)(SP-A)

### CRJ 0432 GRANT WRITING AND ADMINISTRATION 3

*Prerequisite:* ENG 0110I, ENG 0110II, RM 0300

CRJ 0432 examines the problem of identifying funding sources, the grant-writing process and the management of grant finding. (F-A/E)(SP-A/E)

### CRJ 0470 URBAN JUSTICE AND COMMUNITY RELATIONS 3

*Prerequisite:* CRJ 0200, SOC 0100

This course surveys contemporary urban social and economic problems and their criminal implications and discusses the role of the police and other criminal justice institutions in confronting these problems. (F-A)(SP-E)

### CRJ 0471 INVESTIGATIVE ADMINISTRATION 3

*Prerequisite:* CRJ 0200, CRJ 0351

CRJ 0471 considers techniques involved in criminal investigations and the management of investigative personnel. (F-A)(SP-E)

### CRJ 0472 COMPARATIVE CRIMINAL JUSTICE SYSTEMS 3

*Prerequisite:* CRJ 0200  
SOC 0350

This course compares and contrasts global criminal justice systems in terms of goals and practices. (F-E)(SP-A)

**CRJ 0473 URBAN POLICING AND COMMUNITY RELATIONS 3**

*Prerequisite:* CRJ 0470

CRJ 0473 provides an advanced treatment of the Community-Oriented Problem Solving (COPS) approach to law enforcement.

**CRJ 0480 CRIMINAL JUSTICE INTERNSHIP 3**

The Criminal Justice Internship is designed to assist students in understanding the praxis of criminal justice. The internship requires completion of 140 hours of field work in an assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies, and social services agencies/organizations. The faculty from the Department of Social and Behavioral Sciences must approve the internship site.

**CRJ 0490 JUVENILE COUNSELING THEORIES 3**

*Prerequisite:* CRJ 0400

This course surveys a variety of intervention strategies that have proven effective in the treatment and rehabilitation of juvenile offenders. (F-A)(SP-E)

**CRJ 0491 NONTRADITIONAL JUVENILE DIVERSION 3**

*Prerequisite:* CRJ 0490

CRJ 0491 examines a variety of treatment techniques that are not employed within current methods of juvenile incarceration.

**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

**COMPUTER SCIENCE  
(CSC)**

**CSC 0120 BASIC PROGRAMMING 3**  
This course will introduce students to the BASIC programming language. It is intended for people who have no previous experience in computer programming and will introduce them to the use of BASIC language commands and syntax and the development of algorithms and structured programs.

**CSC 0217 LOGICAL METHODS 3**

This course will familiarize students with concepts that will facilitate programming, and in that connection, appropriate applications examples will be given. The major topics that will be covered are data processing, flow charting, pseudo coding and decision tables.

**CSC 0223 INTRODUCTION TO VISUAL BASIC PROGRAMMING 3**

*Prerequisite:* CED 0104

CSC 0223 introduces programming of Windows applications using Visual Basic. Topics include variables, data types, program control, procedures, forms and standard controls. (SP)(OD/E)

**CSC 0233 INTRODUCTION TO C++ PROGRAMMING 3**

*Prerequisite:* CED 0104 or CSC 0217

This course introduces programming using C++. Topics include variables, data types, program control, functions, arrays, structures and stream I/O. (FA-E)(SA)

**CSC 0323 ADVANCED VISUAL BASIC PROGRAMMING 3**

*Prerequisite:* CSC 0223

Topics include modules, graphics, timer control, file processing, run-time error handling, accessing databases with the database controls and user interface design concepts. (SP-EV/E)

**CSC 0336 STATISTICAL APPLICATIONS USING A**



**MICROCOMPUTER 3**

*Prerequisite:* Six hours of college-level mathematics (with grade of "C" or higher)

This course includes a general introduction to descriptive and inferential statistics. Experience is provided with various statistical applications using the microcomputer for processing the data.  
(SP-EV/E)

**CSC 0340 OBJECT-ORIENTED PROGRAMMING WITH C++ 3**

*Prerequisite:* CSC 0233

Topics include pointers, classes and data abstraction, dynamic memory allocation, operator overloading, inheritance and polymorphism, templates and data structures.  
(FA-OD/S-A)

**CSC 0350 INTRODUCTION TO NETWORKING AND DATA COMMUNICATIONS 3**

*Prerequisite:* CED 0104 or permission of instructor

Topics include basic client-server application concepts; structure of networks; role of communications protocols and data compression and encryption.  
(SP-EV/S)

**CSC 0382 TROUBLESHOOTING FOR MICROCOMPUTERS AND PERIPHERALS 3**

This course is designed to provide elementary troubleshooting capability for the microcomputer user. Various system test features commonly found will be presented. Diagnostics and printer malfunction analysis as well as memory checks will all be included in this course.  
(FA-E/S)

**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

**DEVELOPMENTAL STUDIES (DS)**

**ALG 0030 PRE-ALGEBRA (Previously BASK 0030) 3**

ALG 0030 is the first course in the sequence of ALG mathematics courses. This course is designed to strengthen computational skills using whole numbers, integers, fractions, decimals and percentages. A primary goal of the course is to thoroughly prepare the student for the algebra courses that follow. Additionally, a major priority is to help the students to understand the appropriate algorithms so that the skills learned in this course can be applied to a more abstract setting in algebra. Rather than just practicing the manipulation of numbers, developing strategies for problem solving is included. Beginning concepts in Introductory Algebra are introduced near the conclusion of the course.

**ALG 0036 ALGEBRA I (Previously BASK 0036) 3**

*Prerequisite:* ALG 0030

ALG 0036 is the second course in the sequence of ALG mathematics courses. This course emphasizes all of the "basics" of introductory algebra. The following concepts are introduced and reinforced: Simplifying and evaluating expressions, solving linear equations and inequalities, the laws of exponents, performing operations with polynomials, factoring and solving quadratic equations.

**ALG 0038 ALGEBRA II (Previously BASK 0038) 3**

*Prerequisite:* ALG 0036

ALG 0038 is the third course in the sequence of ALG mathematics courses. This course continues to emphasize the "basics" of Introductory Algebra. The following concepts are introduced and reinforced: Graphing linear equations and inequalities in two variables, determining the slope of a line, solving systems of linear equations, and solving equations of rational expressions.

**RDG 0010 DEVELOPMENTAL  
READING 3**

RDG 0010 Developmental Reading is a transitional reading course designed to improve students' basic reading, study and cognitive skills. These skills are essential at the college level. This course will teach students the fundamentals of reading comprehension, including identifying the main ideas in expository text, strengthening vocabulary by learning how to recognize context clues, structural analysis and the use of a dictionary.

To achieve these goals, the class will work in a collaborative learning environment. Methods of instruction include: textbook reading, lecture, use of hand-outs and worksheets, group reading and discussion, vocabulary development exercises, use of audio-visuals, and computer aided assessment and reinforcement through the use of *MyReadingLab*.

**RDG 0015 DEVELOPMENTAL  
READING LABORATORY 3**

RDG 0015 Developmental Reading Laboratory is specifically created to supplement and reinforce the learning objectives of the Developmental Reading Course RDG 0010. The class will meet once a week in a CRSS computer lab. Students will complete modules in the program which correspond with the course content of the Developmental Reading class. *My Reading Lab* is the online application which will be used.

*My Reading Lab* (MRL) combines diagnostics, practice exercises, tests and powerful assessment to help improve student reading skills and reading levels. Student's reading skills are improved through a mastery-based format of practice exercises. Student's reading levels are assessed through the Lexile framework; the most widely adopted reading measure in use today.

**RDG 0020 READING  
IMPROVEMENT 3**

RDG 0020 Reading Improvement is a course which is designed to improve basic reading skills through individualized development of vocabulary, comprehension and critical thinking. Study skills are also included. The correlation

between reading and writing skills will be stressed.

To achieve these goals, the class will work in a collaborative learning environment. Methods of instruction include: textbook reading, lecture, use of hand-outs and worksheets, group reading and discussion, vocabulary development exercises, use of audio-visuals, and computer aided assessment and reinforcement through the use of *MyReadingLab*.

**RDG 0025 READING  
IMPROVEMENT LAB 3**

The Reading Improvement Laboratory is specifically created to supplement and reinforce the learning objectives of the Reading Improvement Course / RDG 0020. The class will meet once a week in the CRSS Computer Lab. Students will complete modules in the program which correspond with the course content of The Reading Improvement class. *MyReadingLab* is the online application which will be used.

*MyReadingLab* (MRL) combines diagnostics, practice exercises, tests and powerful assessment to help improve student reading skills and reading levels. Student's reading skills are improved through a mastery-based format of practice exercises. Student's reading levels are assessed through the Lexile framework; the most widely adopted reading measure in use today.

**RDG 0030 INTRODUCTION TO  
COLLEGE READING 3**

RDG 0030 / Introduction to College Reading is a reading course which is designed to develop better readers by improving critical thinking skills and comprehension of reading materials. Vocabulary development is an integral component of this course as well.

To achieve these goals, the class will work in a collaborative learning environment. Methods of instruction include: textbook reading, lecture, use of hand-outs and worksheets, group reading and discussion, vocabulary development exercises, use of audio-visuals, and computer aided assessment and reinforcement through the use of *MyReadingLab*.

**WRT 0010 BASIC WRITING 3**  
**(Previously BASK 0008)**

WRT 0010/Basic Writing is the first of two developmental writing courses. It is designed to improve the student's basic writing skills. Class activities and lab assignments will be used to produce clarity and precision in sentence and paragraph structure. Specific course topics include an introduction to the writing process and a review of grammar, usage, and mechanics.

To achieve these goals, the class will work in a collaborative learning environment. Methods of instruction include: textbook and supplemental readings, lecture, language and grammar reviews, audio-visuals, hand-outs and worksheets, group discussions, with computer aided assessment and reinforcement through the incorporation of technology via *MyWritingLab*.

**WRT 0020 INTRODUCTION TO COLLEGE WRITING 3**

WRT 0020 Introduction to College Writing is the second course in the developmental writing sequence. It is designed for those students with a stronger background in grammar skills who need further help developing paragraphs and short themes. Lab work in *MyWritingLab* will be assigned to reinforce class activities. Introduction to College Writing is designed to help students acquire the basic skills and knowledge necessary to become successful writers in college level composition courses. Students enrolled in this class will learn effective writing skills that they can use in all aspects of their daily lives. The prerequisite for this course is WRT 0010.

To achieve these goals, the class will work in a collaborative learning environment. Methods of instruction include: textbook and supplemental readings, lecture, language and grammar reviews, audio-visuals, hand-outs and worksheets, group discussions, and computer aided assessment and reinforcement through the incorporation of technology via *MyWritingLab*.

<b>ECONOMICS (ECON)</b>
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**ECON 0201 MACROECONOMICS 3**

This course covers topics in economic growth, income determination, aggregate demand and supply, employment and output, monetary and fiscal policies and other related topics. **(F)(SP)**

**ECON 0203 MICROECONOMICS 3**

*Prerequisite:* ECON 0201

This course covers topics in pricing and output, competition and monopoly, government regulation, institutions, market specialization and exchange and other related topics. **(F)(S)**

**ECON 0220 MONEY AND BANKING 3**

*Prerequisite:* ECON 0203

ECON 0220 studies the commercial banks, the Federal Reserve System, monetary theory and policy, the forms and functions of money used as a tool to achieve economic goals, domestic and international monetary theory, fiscal policies and other related topics.

**ECON 0320 ECONOMICS OF SOCIAL AND PUBLIC ISSUES 3**

*Prerequisite:* ECON 0203

This course analyzes economic issues confronting the world in achieving economic and social goals, the influence of market and public policies on attainment of goals, distribution of income, business cycle fluctuations, growth, inflation, technological progress and concentration of economic power.

**ECON 0390 TOPICS IN ECONOMICS 3**

*Prerequisite:* ECON 0203

This course analyzes current issues in economics in terms of historical background, present status and emerging issues and may be repeated for credit if content differs.

**NOTE: Occasionally, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

<b>EDUCATION</b> <b>(EDUC)</b>
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**Students must be accepted into a College of Education degree program to enroll in the following courses, except where noted.**

**Courses with field experience and observation hours will require students to have a current criminal background check, child abuse or neglect report and health certificate on file in the College of Education. Students enrolling in these courses should obtain these documents from the College of Education or College of Education website upon registration to ensure timely recording of the documents prior to visits to P-12 classrooms. All students are required to obtain a Family Care Safety Registry Background Check, and some placements require an FBI Check. These reports cost \$10 and \$52 respectively.**

**EDUC 0155 INTRODUCTION TO AFRICANA STUDIES 3**

*Program admission not required.*

This course will engage students in an introductory study of the African Diaspora and the African world experience. This course is designed to provide an examination and analysis into the emergence and development of African-Americans as a defined people within the African Diaspora. This study will engage students in a selected interdisciplinary study of history through contemporary thought and practice as well as selected liberation and self-definition movements that shaped and defined this discipline of study. Students will be introduced to the research methodologies and strategies appropriate for the field.

**EDUC 0201 FOUNDATIONS OF EDUCATION 3**

*Program admission not required.*

This course explores the historical, philosophical, ethical and legal dimensions of American education in order to gain insight into the nature, purposes and results of public and private schooling. Consideration is also given to significant current issues such as equality of

opportunity, cultural diversity and global education and the quest for educational excellence and reform. In addition, students will become cognizant of the resources of various social service agencies that are available and how to refer their students and their families to use those social service agencies.

**(F-A/E)(SP-A/E)**

**EDUC 0210 INTRODUCTORY FIELD EXPERIENCE 2**

*Program admission not required.*

This course provides a structure for students contemplating teaching as a career to observe the teaching process in its natural setting. It is designed to study the organization of the school and the classroom, to have positive experiences with children, to identify characteristics of the successful teacher and the acceptable mode of personal and professional behavior. This course requires 18 hours of field experience.

**(F-A/E)(SP-A/E)**

**EDUC 0212 INTRODUCTION TO MULTICULTURAL EDUCATION 3**

*Program admission not required.*

In this course students become aware of the meaning and purpose of multicultural education and of the basic materials and instructional techniques designed to accomplish this purpose. Particular attention is given to the interdisciplinary nature of multicultural education.

**EDUC 0214 PRINCIPLES OF ECONOMICS 3**

This course introduces students to the basic principles of microeconomics and macroeconomics. Students will master the principles essential for understanding economics, specific economic issues, and policy alternatives as it relates to education. Further, students will identify and apply economic perspectives and reason accurately and objectively about economic matters.

New teachers are more likely to teach economics successfully if they are exposed to a strong component of economic education. First,

economic education can improve teachers' understanding of concepts in history, geography, and political science. Issues and ideas featured in these social science subjects often come into focus when viewed in light of principles of economics. Second, economic education can improve the teachers' instructional skills. Economic instruction lends itself well to classroom inquiry that is focused on problems and shaped by various forms of active teaching. Third, economic education can enhance teachers' understanding of current issues in educational policies and practices. Issues related to curriculum development, implementation, and instructional practices as highlighted in current debates about academic standards, assessment, and accountability for educational outcomes. The issues become real to educators who study and apply recently developed curriculum materials and instructional practices in economic education.

**EDUC 0222 EXPLORING THE INNER CITY 3**

This course provides students with field experiences in the inner city. Emphasis is placed on helping the student develop an understanding of the complex social, cultural and economic factors that operate within the inner city and significantly affect the lives of the people who live there.

**EDUC 0223 COMPUTERS & INSTRUCTIONAL TECHNOLOGY (Formerly EDUC 0221) 3**

*Program admission not required.*

This course is designed to introduce microcomputer applications in the classroom. Students plan and design activities to help children with diverse learning styles, intelligence and developmental levels to reach their fullest potential through provision to multiple learning methods. Students learn to select and produce instructional materials, operate audiovisual equipment and use microcomputers and media application in a school setting. The course meets the computer literacy requirement for Missouri Certification.

**(F-A/E/S)(SP-A/E/S)(SU-A/E/S)**

**EDUC 0230 MIDDLE/JUNIOR AND SENIOR HIGH SCHOOL PHILOSOPHY, ORGANIZATION AND CURRICULUM 3**

*Program admission not required*

This course allows students to study and examine the legal, historical, philosophical and sociological foundations underlying middle/junior high and senior high school education. Specific characteristics, issues and trends for this level of education are included. In addition, students will become cognizant of the resources of various social service agencies that are available and how to refer their students and their families to use those social service agencies. **(F-E/S)**

**EDUC 0301 COUNSELING FOR THE EXCEPTIONAL CHILD AND FAMILY 3**

This course will focus on the importance of promoting effective professional and interpersonal relationships with special needs students receiving services in an array of educational settings, their parents and other support personnel. The knowledge obtained in taking this course will assist students in eliciting participation in assessment procedures, developing appropriate educational programs, collaborating with other service providers and establishing relationships with other students. It should assist students in developing empathy for families of students who have a disability, enhance their communication skill with families, students and professionals and enable them to become informed of school and community resources available to students and their families.

**EDUC 0304 LANGUAGE DEVELOPMENT IN THE EXCEPTIONAL CHILD 3**

*Prerequisite:* PSY 0312 or concurrent enrollment

Students review the nature of language and study how exceptional learners vary in their language development and acquisition. The

students become familiar with neurophysiological, psychological, environmental and cultural factors which affect language learning. (F)

**EDUC 0305 UTILIZING FAMILY AND COMMUNITY RESOURCES 3**

This course focuses on recognition that children are best understood in the context of family, culture and society. Students will experience and develop materials, techniques and resources as they integrate community health/social service agencies, classroom teachers and parents to enhance the learning of children with and without disabilities from diverse cultural, ethnic and socioeconomic backgrounds. (F-A/E/S)

**EDUC 0307 MUSIC, ART, MOVEMENT, DRAMA, PLAY 3**

The development of creativity in young children focuses on play as an integral part of the child's learning. Methods and curriculum to foster creativity and movement will be explored using a variety of strategies to encourage children's physical, emotional, aesthetic and cognitive diversity in developmentally appropriate settings. Experiences involving teaching in early childhood settings include creation of developmentally appropriate activities. This course includes a 15-clock hour practicum in early childhood settings (5 hrs. Pre-K, 10 hrs. K-3). (F-A)

**EDUC 0308 HEALTH, NUTRITION, SAFETY 3**

*Program admission not required.*

This course provides opportunities for the student to acquire accurate, practical, comprehensive information related to the physical, social, emotional and cognitive health of young children. Consideration is given to regulations and procedures applicable to food service and safety standards in public and private early childhood programs. Emphasis will be given to the importance of planning developmentally appropriate environments that implement healthy and safe practices for all children. Organization and operation of early childhood programs will be covered. (F-S)

**EDUC 0309 EMERGENT LITERACY**

**& LANGUAGE ACQUISITION 3**

*Prerequisite:* PSY 0310

This course focuses on the development of literacy (language, reading and writing) in the young child. Developmentally appropriate teaching strategies and activities to involve parents to foster cognitive growth and attention to early intervention of developmental lags will be identified. (SP-A)

**EDUC 0311 EARLY CHILDHOOD PRINCIPLES & PROFESSIONALISM 3**

*Program admission not required.*

This course focuses on the understanding of the fundamental ideas regarding teaching in a democracy as it relates to teaching and learning in early childhood settings. Issues relating to teaching as a career, characteristics of successful teachers, professional behavior and ethics, as well as an overview of early childhood program models will be explored. (F-A/E/S)

**EDUC 0312 INFANTS & TODDLERS: CURRICULUM, TEACHING & LEARNING 3**

*Prerequisite:* PSY 0310

The focus of this course is on the understanding of current theories, research and knowledge as it applies to implementing developmentally appropriate practices for infants/toddlers in early childhood settings. The development of competencies and skills needed by teachers to work in infant/toddler settings will be stressed. This course includes a 30-clock hour practicum in an infant/toddler setting. (SP-A/S)

**EDUC 0313 DEVELOPMENTAL LEARNING: PRE-K- 3RD GRADE 3**

*Prerequisite:* EDUC 0311 and PSY 0310

The focus of this course is on developmentally appropriate learning, Pre-K to grade 3. It includes the opportunity to participate in activities and experiences relating to the

curriculum, teaching and learning of young children in an early childhood setting. This course includes a 15-clock hour practicum in Pre-K settings. (SP-A/S)

**EDUC 0314 COMMUNICATION & GUIDANCE STRATEGIES IN ECE 3**

*Prerequisite:* EDUC 0311 or concurrent enrollment

This course provides knowledge of instructional and guidance procedures for integrating children with and without disabilities into the classroom setting. Emphasis is placed on planning and development of management/guidance strategies for effective instruction in early childhood classrooms. Strategies for effective communication with adults and children in the learning environment will be addressed. (SP-E/S)(SU-E/S)

**EDUC 0318 HUMAN RELATIONS AND CULTURAL DIVERSITY IN TEACHING AND LEARNING 3**

*Prerequisite:* EDUC 0311 or concurrent enrollment

This course focuses on the understanding of our diverse society and the implications of this diversity for children, classrooms, schools and one's teaching. Emphasis is placed on self-knowledge, communication skills use of varying techniques dealing with intra- and interpersonal awareness and cultural diversity when planning instruction. (SP-E/S) (SU-E/S)

**EDUC 0321 TEACHING READING AND WRITING 3**

*Prerequisite:* EDUC 0339 and EDUC 0342 concurrent

This is a major course that prepares students to develop and implement programs of reading and writing instruction for culturally diverse children from kindergarten level through sixth grade. The course is designed to examine whole language and the cognitive connection and classroom application between reading and writing as

language processes. Students will learn about theories, goals and practices of traditional and integrated, holistic reading and writing programs. Varied teaching strategies, materials, curriculum design and multicultural field experiences and simulated practices are included. A significant portion of this course will be site-based at a Professional Development School (PDS). (F-A/E/S)(SP-A/E/S)(SU-A/E/S)

**EDUC 0323 DEVELOPMENTAL READING PROBLEMS IN YOUNG CHILDREN 3**

This course is designed to help students identify and correct reading and language-related problems in young children. Students study methods of diagnostic assessment and instructional strategies and materials related to such areas of concern as visual discrimination, auditory discrimination and sequencing.

**EDUC 0326 READING CORRECTION AND REMEDIATION 3**

*Prerequisite:* EDUC 0321, EDUC 0339, EDUC 0342, EDUC 0401A, PSY 0305 and PSY 0310

*Concurrent:* EDUC 0347A and EDUC 0368II

This course examines the diagnostic assessment, analysis and correction of reading difficulties in elementary and middle school children. Students will study and learn to administer formal and informal measures, analyze test results and implement corrective and remedial techniques suitable for classrooms and administration of diagnostic test. (F-A/E) (SP-A/E)

**EDUC 0339 TEACHING CHILDREN'S LITERATURE 3**

*Concurrent:* EDUC 0321 and EDUC 0342

This course is designed to develop an understanding of the curriculum, methods and materials basic to children's literature in preschool through sixth grade. Students will study all genres of children's literature, selecting and evaluating books, thematic units, storytelling and contemporary issues how to

utilize trade books in the classroom for instructional enhancement.

(F-A/E)(SP-A/E)(SU-A/E)

**EDUC 0340 MIDDLE SCHOOL  
PHILOSOPHY  
CURRICULUM  
& INSTRUCTION 3**

*Prerequisite:* EDUC 0230 or concurrent enrollment

Theoretical background and evolving trends in middle school and junior high education are discussed. In this course, students review philosophical theories, curriculum theories and development, learning theories, instructional methods of practice and the use of efficient curriculum-related management techniques in middle school settings. Attention is directed toward the development of curriculum based on instructional theories and philosophies to teach effectively at the middle school level.

**EDUC 0342 METHODS OF TEACHING  
LANGUAGE ARTS 3**

*Concurrent:* EDUC 0339 and EDUC 0321

This course is designed to develop an understanding of the curriculum, methods and materials basic to children's literature and language arts education in preschool through sixth grade. Students will study all genres of children's literature, selecting and evaluating books, thematic units, storytelling and contemporary issues related to the course. Also included in this course is the study of language acquisition and development and expressive and receptive communication skills. Students learn to effectively plan and implement traditional and nontraditional language arts programs. Field experiences include classroom observations and implementation of instructional activities in pluralistic settings. For successful completion of this course, students must demonstrate penmanship competency in manuscript and cursive handwriting.

**EDUC 0343 INTRODUCTION TO  
CROSS-CATEGORICAL  
SPECIAL EDUCATION 3**

*Prerequisite:* PSY 0312

This course focuses on students served in mild/moderate cross-categorical special education settings. Emphasis is placed on theoretical perspectives, etiology, diagnosis, characteristics and historical aspects pertaining to individuals with mild/moderate mental retardation, behavior disorders/emotional disturbance, learning disabilities and physical and other health impairments. Federal and state definitions and criteria for diagnosis and eligibility are discussed and reviewed in conjunction with current issues in special education.

**EDUC 0344 METHODS OF TEACHING  
CROSS-CATEGORICAL  
SPECIAL EDUCATION 3**

*Prerequisite:* EDUC 0343, EDUC 0401A or EDUC 0401B, PSY 0305, PSY 0311, PSY 0312

This course focuses on learner characteristics and general teaching approaches for individuals served in mild/moderate cross-categorical special education settings and general education settings. Pre-service candidates develop teaching techniques, design individual education plans and develop curriculum for individuals with mild/moderate disabilities.

**EDUC 0345 TEACHING READING AND  
WRITING IN MIDDLE  
SCHOOL 3**

*Prerequisite:* EDUC 0230 or concurrent enrollment

EDUC 0345 focuses on development and implementation of reading and writing skills for middle school children in culturally diverse settings. Course emphasis is placed on instructional methods and materials to meet developmental needs of middle school children. Integrating reading and writing with content instruction and assessment of learners' progress will be included. (SP-E/S)

**EDUC 0346 CLINICAL PRACTICE –  
TEACHING INDIVIDUALS**



**WITH CROSS-  
CATEGORICAL  
DISABILITIES** 3

*Prerequisite:* EDUC 0343 and  
EDUC 0344

Pre-service candidates apply skills from introductory and method courses in settings with students with mild/moderate cross-categorical disabilities. This course provides a clinical teaching experience with mildly or moderately disabled individuals in cross-categorical settings. Pre-service candidates participate in the instructional process of individuals or small groups, evaluate student performance by reviewing diagnostic data and develop and implement educational programming. Pre-service candidates develop plans and conduct curriculum-based assessment based on best practices noted in the professional literature.

(F-A/E)(SP-P/E)

**EDUC 0347A ELEMENTARY CONTENT  
AREA READING** 2

*Concurrent:* EDUC 0326 and  
EDUC 0368II

This course is designed to assist teacher candidates in developing competence planning for reading and writing activities and thinking skills across the curriculum. Candidates learn to make connections among concepts, procedures, and applications from content areas. This is intended to motivate elementary students, build understanding and encourage the application of knowledge, skills, tools and ideas to real-world issues. Candidates develop thematic unit incorporating techniques to foster activity inquiry, collaboration and supportive interaction in the elementary classroom. Candidates apply the knowledge, skills and dispositions developed in this course through the 30-clock hour practicum required for concurrent enrollment, EDUC 0368I.

**EDUC 0347B MIDDLE/SECONDARY  
CONTENT AREA  
READING** 3

This course is designed to assist teacher candidates in developing competence in the use and implementation of communication and

thinking skills in the content area. Candidates are expected to develop knowledge, skills and dispositions for fostering among the middle and secondary students active engagement in learning, self-motivation and positive social interaction and to create supportive learning environments. Candidates develop techniques to foster activity inquiry, collaboration and supportive interaction in the middle and secondary classroom. Topics include developing vocabulary, constructing meaning in texts, reading-study strategies for textbooks use, pre- and post-reading strategies, organization skills, using assessment tools, selection and preparation of appropriate and interesting reading materials and integrating writing into the middle and secondary content area curriculum. For successful completion of this course, students must demonstrate penmanship competency in manuscript and cursive handwriting.

**EDUC 0349 METHODS OF TEACHING  
ELEMENTARY AND  
MIDDLE SCHOOL  
SCIENCE** 3

*Prerequisite:* EDUC 0401A or  
EDUC 0401B &  
PSY 0305

*Concurrent:* EDUC 0368I,  
EDUC 0378,  
EDUC 0410

The course is designed to prepare prospective elementary and middle school teachers to develop and implement programs of science instruction for culturally diverse children in a variety of school settings. It will require students to learn a variety of teaching strategies in science instruction. The students will review the current science curriculum and demonstrate the effective implementation of science instruction through lesson plan preparation, use of manipulatives, micro-teaching, science experiments, research and incorporation of state and national standards in lessons. The course will require students to use technology in micro-teaching and in individual and cooperative learning activities. (F-E)(SP-E)

**EDUC 0351 METHODS OF TEACHING  
MIDDLE & SECONDARY  
MATHEMATICS:**

**METHODOLOGICAL  
CONTENT  
APPLICATIONS 2**

**Prerequisites:** EDUC 0401A or EDUC 0401B, PSY 0305

**Co-requisite:** EDUC 0359I or EDUC 0365I

This course is designed to assist students in developing connections between mathematics theory and classroom practice. Students will be engaged in a practicum consisting of a variety of clinical experiences: classroom observations, micro-teaching, peer evaluation, action research, etc. Additionally, students will practice perfecting the use of a variety of lesson enhancers such as the use of manipulative materials, mathematical models and simulations, learning centers, activity files and technology-based tools. This course requires 60 hours of field experience.

**EDUC 0352 METHODS OF TEACHING  
MIDDLE/SECONDARY  
SOCIAL SCIENCE:  
CONTENT 3**

**Prerequisites:** EDUC 0230,  
EDUC 0401A or  
EDUC 0401B, PSY 0305  
& PSY 0311

**Co-requisite:** EDUC 0353

Emphasize the nature, characteristics, goals, content objectives, major theorists, terminology, units of analyses and skills for the social science at the secondary level with attention to the NCSS standards. Basic concepts in the eight disciplines of the social sciences are analyzed and reviewed. Students develop and organize the concepts and literature for an interdisciplinary thematic unit in the social sciences. (F-E)

**EDUC 0353 METHODS OF TEACHING  
MIDDLE/SECONDARY  
SOCIAL SCIENCE:  
METHODOLOGICAL  
CONTENT APPLICATIONS 2**

**Prerequisites:** EDUC0401A, or  
EDUC0401B, PSY0305

**Concurrent:** EDUC 0352

This course emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content, classroom observation and clinical visits and visits to social studies resource sites. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small group discussion models. Additionally, students will develop lesson plan enhancers, audio-visual materials and will digitalize all parts of the interdisciplinary unit. This course requires 60 hours of field experience. (F-E)

**EDUC 0354 METHODS OF TEACHING  
SECONDARY BIOLOGY:  
CONTENT 3**

**Prerequisites:** EDUC 0230,  
EDUC 0401A or  
EDUC 0401B,  
PSY 0305, PSY 0311

**Concurrent:** EDUC 0355

The methodology presented in the course will include the latest trends in pedagogy, biology curriculum, content, knowledge and application of safety practices and technology. It will stress "hands-on, minds-on" learning techniques, computer-based laboratory techniques, computer aided simulation and or instruction, lesson plan construction and implementation, and available resources for biology teachers. Use of other technology-based instruction will be covered to include biological instrumentation laser video on CD-ROM and other appropriate materials, with a stress on interactivity.

**EDUC 0355 METHODS OF TEACHING  
SECONDARY BIOLOGY:  
METHODOLOGICAL  
CONTENT APPLICATIONS 2**

**Prerequisites:** EDUC 0401A or EDUC 0401B

**Concurrent:** EDUC 0354

EDUC 0355 emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content,

classroom observation and clinical visits and visits to resource sites. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small-group discussion models. Additionally students will develop lesson enhancers, audio-visual materials and will digitalize all parts of the science unit. This course requires 60 hours of field experience. (F-E)

**EDUC 0356 METHODS OF TEACHING  
SECONDARY ENGLISH:  
CONTENT 3**

*Prerequisite:* EDUC 0230, PSY 0305,  
PSY 0311

*Concurrent:* EDUC 0357

This course emphasizes the nature, characteristics, goals, content objectives and skills for English at the secondary level. Research and trends in curriculum development are examined and include: selected topics, problems, projects and issues are explored. Students design and develop an interdisciplinary thematic unit. Students also critique and evaluate selected instructional procedures. Students will have opportunities to explore various English classroom settings. (F-E)

**EDUC 0357 METHODS OF TEACHING  
SECONDARY ENGLISH:  
METHODOLOGICAL CONTENT  
APPLICATIONS 2**

*Prerequisites:* EDUC 0401A or EDUC  
0401B, PSY 0305

*Concurrent:* EDUC 0356

EDUC 0357 emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content, classroom observation and clinical visits and visits to English resource sites, including classroom settings. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small group discussion models. Additionally, students will develop lesson enhancers, audio-visual materials and will digitalize all parts of the interdisciplinary unit. This course requires 60 hours of field experience. (F-E)

**EDUC 0359I METHODS OF TEACHING  
MIDDLE SCHOOL  
MATHEMATICS:  
CONTENT 3**

*Prerequisites:* EDUC 0401A or EDUC  
0401B, PSY 0305

*Concurrent:* EDUC 0351

The Method for Teaching Middle School Mathematics course focuses on the NCTM and Missouri Show-Me Standards. Manipulatives, cooperative groups, the use of technology, activity files, learning styles of adolescents, types of assessments and PRAXIS II are a few of the topics that the course will cover. Number and operations, algebra, measurement, geometry, data analysis and probability will be taught through problem-solving. Students are taught to develop connections between mathematics theory and classroom practice. Students learn to evaluate the effectiveness of instructional episodes through observation and micro-teaching experiences, as well.

**EDUC 0365I METHODS OF TEACHING  
SECONDARY SCHOOL  
MATHEMATICS:  
CONTENT 3**

*Prerequisites:* EDUC 0401A or EDUC  
0401B, PSY 0305

*Concurrent:* EDUC 0351

This course is designed to aid the future teacher in planning and delivering standards-based curriculum and instruction in the middle school level classroom. Thus, the course explores the variety of influences impacting the design and implementation of learning activities, with extensive emphasis placed on enriching problem-solving applications and excursions within upper-level mathematics. The course surveys both traditional and reform curricula and examines the research for major theorists whose works contribute to our understanding of how students learn mathematics.

**EDUC 0368I INTERDISCIPLINARY  
PRE-STUDENT  
TEACHING**

**PRACTICUM 3**

**Prerequisite:** EDUC 0401A or  
EDUC 0401B &  
PSY 0305

**Concurrent:** EDUC 0349, EDUC 0378  
& EDUC 0410

This course is designed to assist teacher candidates in developing connections between mathematics, science and social studies curriculum theory and classroom practice. Candidates are expected to develop knowledge, skills, and dispositions for fostering among the one-six level students' active engagement in learning, self-motivation and positive social interaction and to create supportive learning environments. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the elementary classroom. Candidates' clinical performance and teaching processes are assessed by the teacher work sample methodology to include contextual factor, learning goals, design for instruction, classroom management, reflection and self-evaluation and family involvement plan. This course requires candidates to complete 45 clock hours of clinical experiences during the school day. **(F-A)(SP-A)**

**EDUC 0368II INTERDISCIPLINARY  
PRE-STUDENT TEACHING  
PRACTICUM 3**

**Concurrent:** EDUC 0347A and  
EDUC 0326

This course is designed to assist teacher candidates in developing competence in the use of English language arts, while using concepts from reading, language and child development to teach communication and thinking skills across the curriculum and in helping one-six students successfully apply their developing skills to many different situations. Candidates are expected to develop knowledge, skills and disposition for fostering among the one-six level students' active engagement in learning, self-motivation positive social interaction and to create supportive learning environments. Candidates are expected to administer formative and summative assessments to determine students' understanding and use of language and

to help students correct error patterns, misconceptions and misunderstandings. Candidates also develop techniques to foster activity inquiry, collaboration and support interaction in the elementary classroom. Candidates' clinical performance and teaching processes are assessed by the teacher work sample methodology to include contextual factors, learning goals, assessment plan, design for instruction, classroom management, instructional decision-making, analysis of student learning, reflection and self-evaluation, and family involvement plan. This course requires candidates to complete 45 clock hours per semester of clinical experiences, which must be completed during the school day.

**(F-A)(SP-A)**

**EDUC 0376 ART METHODS 3**

This course is designed to teach basic art methods and techniques that extend across the curriculum. The students will learn the basic art elements utilizing different media. Observations and or simulations are provided.

**(F-A/S)(SP-A/S)(SU-A/S)**

**EDUC 0377 MUSIC METHODS 3**

In this course students apply the music content and skills acquired in MUS 0206 in the development of lesson plans for the teaching of music in laboratory teaching situations.

**(F-S)(SP-S)(SU-S)**

**EDUC 0378 SOCIAL STUDIES  
METHODS 3**

**Prerequisite:** EDUC 0401A or  
EDUC 0401B &  
PSY 0305

**Concurrent:** EDUC 0349,  
EDUC 0368I,  
EDUC 0410

In this course students review the current social studies curriculum content appropriate for children. They become acquainted with current models of instruction at the elementary level. Emphasis is placed on delivery of social studies content through appropriately formulated learning objectives in operational terms, various approaches to promoting learning and the

transfer of learning. Students learn to develop and use lesson plans for the teaching of social studies in laboratory teaching situations. Observations and or simulations involving teachers teaching social studies in a classroom setting are also provided. (F-S)(SP-S)

**EDUC 0380 PHYSICAL EDUCATION METHODS 3**

In this course students review current physical education curricula for the elementary school, develop and use lesson plans for the teaching of physical education activities in a laboratory setting and acquire instructional skills in physical education. Observations and or simulations involving teachers teaching physical education are provided. This course includes a five clock hour field experience. (F)(SP)

**EDUC 0385 TEACHING ETHNIC STUDIES IN THE ELEMENTARY SCHOOL 3**

This course is designed to provide information and techniques which teachers can use to integrate the experience of various minority groups into the total curriculum. Focus is on both information and effective methods of teaching, including the sources of helpful instructional materials.

**EDUC 0401A ELEMENTARY CLASSROOM ORGANIZATION AND MANAGEMENT 3**

*Program admission not required.*

This course provides an opportunity for candidates to examine school/classroom management as a function which requires teachers to plan, organize, coordinate, direct, control, communicate and nurture within the context of an elementary classroom setting, the general school environment and the community. Candidates will probe into theory and assessment techniques used to evaluate and understand the individual student within his or her environmental contexts.

**EDUC 0401B MIDDLE AND SECONDARY CLASSROOM**

**ORGANIZATION AND MANAGEMENT 3**

*Program admission not required*

This course provides an opportunity for candidates to examine the relationship between planning, organizing and coordinating instruction in the middle and secondary classroom with directing and managing the learning environment in the classroom, school and community. Candidates will probe into theory and assessment techniques used to evaluate and understand the individual student within his or her environmental contexts.

**EDUC 0402 STUDENT TEACHING SPECIAL EDUCATION 6**

This course provides practical experiences in which students plan and implement cross-categorical special education instructional activities and work with teachers, administration specialized personnel and parents in pluralistic school settings. Placement is for one half of the semester of student teaching.

**EDUC 0402I SUPERVISED STUDENT TEACHING I 6**

*Prerequisite:* Identified in the College of Education Handbook.

This course provides practical experiences in which candidates plan and implement instruction activities and work with teachers, administrators, specialized personnel and parents in pluralistic school settings. Placement is for the other half of the semester of student teaching in conjunction with EDUC 0402.

**EDUC 0402III SUPERVISED STUDENT TEACHING III 12**

*Prerequisite:* Identified in the College of Education Handbook.

This course provides practical experiences in which students plan and implement instruction activities and work with teachers, administrators, specialized personnel and parents in pluralistic school settings. (F)(SP)

**EDUC 0404I STUDENT TEACHING**

## PARAPROFESSIONAL I 6

*Prerequisite:* Identified in *College of Education Handbook*

This course is a mentored learning situation where the pre-service teacher is placed in the context of practice in a classroom. The student observes and engages in the activities of teaching alongside an experienced teacher. The mentor models effective teaching strategies and coaches the paraprofessional in particular classroom tactics.

## EDUC 0404II STUDENT TEACHING PARAPROFESSIONAL II 6

*Prerequisite:* EDUC 0404I

EDUC 0404II is a continuation of the site-based apprenticeship conducted in EDUC 0404I.

## EDUC 0408 PRACTICUM IN THE DIAGNOSIS OF READING PROBLEMS 3

*Prerequisite:* EDUC 0321, EDUC 0326,  
EDUC 0347A or  
EDUC 0347B

*Concurrent:* EDUC 0409

This course provides a series of related experiences in the use of diagnostic instruments and procedures for identifying various kinds of reading difficulties. Students will have the opportunity of working with children in the use of instruments and procedures.

## EDUC 0409 PRACTICUM IN THE REMEDiation OF READING DIFFICULTIES 3

*Prerequisite:* EDUC 0321, EDUC 0326,  
EDUC 0347A or  
EDUC 0347B

*Concurrent:* EDUC 0408

This course is designed to provide practical experiences in the use of materials and techniques necessary in the development of word perception skills (phonic and structural),

vocabulary skills, comprehension skills and silent reading. Students will learn to use the information obtained from diagnostic instruments in the design and implementation of remedial programs of both clinic and classroom settings. This course will be taken concurrently with EDUC 0408.

## EDUC 0410 METHODS FOR TEACHING MATHEMATICS 3

*Prerequisite:* MATH 0120, MATH 0135,  
PSY 0305 and EDUC 0401A

*Concurrent:* EDUC 0349, EDUC 0368I  
and EDUC 0378

This course is designed to assist students in developing methods and materials for delivering standards-based curriculum, instruction and assessments in elementary mathematics classrooms. Students learn to align instructional objectives and performance tasks with those of the Missouri Assessment Program (MAP) and to utilize varied forms of alternative assessment. Students will learn to select and use materials in print, electronic and manipulative forms which are appropriate for the maturity levels and learning styles of diverse learners. **(F-P) SP-A)**

## EDUC 0411 TEACHING REMEDIAL MATHEMATICS TO THE EXCEPTIONAL CHILD 2

*Prerequisite:* EDUC 0410

This course is designed to assist students in developing strategies to assist special needs learners to understand and construct meaningful conceptions of number and number operations/relationships. Important focal points of the course relate to the use of intervention strategies, prescriptive teaching techniques and developmental approaches to ensure that the effects of students' learning difficulties in mathematics are minimized. The course makes extensive provisions for use of multiple mathematical representations and concrete materials. **(SP-E)**

## EDUC 0413 ASSESSMENT OF YOUNG CHILDREN 3

**Co-requisite:** EDUC 0312, EDUC 0313 or  
EDUC 0314

The focus of this course is to provide knowledge of appropriate assessment procedures to observe, evaluate, monitor and report development of children birth to age 8 in the cognitive, social, physical and emotional areas. Students will experience instructional and guidance procedures for integrating children with and without disabilities through various methods including the appropriate use of technology. The use of authentic assessment will be emphasized.  
(SP-E)

**EDUC 0414 PROMOTING MATH &  
SCIENCE READINESS  
IN ECE 3**

**Co-requisite:** EDUC 0312, EDUC 0313 or  
EDUC 0314

The course helps students plan and implement activities and materials that encourage mathematical and scientific skill development in young children from preschool through grade three. The course focuses on problem solving, critical thinking, constructionist teaching and integration of curriculum. This course includes a 15 clock hour practicum (five hours Pre-K and ten hours K-3).  
(F-S)

**EDUC 0415 SCIENCE AND SOCIAL  
STUDIES IN ECE 3**

**Co-requisite:** EDUC 0312, EDUC 0313 or  
EDUC 0314

This course is specifically designed for review of current science curriculum and social studies content appropriate for children. Students learn to develop and select developmentally appropriate materials and methods for teaching science and social studies in classroom settings. This course includes a 15 clock hour practicum (five hours Pre-K and ten hours K-3).  
(SP-S)

**EDUC 0416 FAMILY INVOLVEMENT/  
PARENTS AS TEACHERS 3**

The course is designed to provide students with strategies, materials, techniques and resources suitable for use by them as teachers in helping parents become their children's first teachers

and assume the responsibility of educating young children from birth through the formative preschool and primary education years. A variety of backgrounds are explored. A systems approach to family will be emphasized. (SP-S)

**EDUC 0419 IN-SERVICE APPRENTICE  
TEACHING/  
PROFESSIONAL  
SEMINAR 12**

**Prerequisite:** Identified in *College of  
Education Handbook*

In-service Apprentice Teaching is for students attending Harris-Stowe State University for state certification only. These students must already possess a bachelor's degree and must be currently teaching in their own classroom.

**EDUC 0430 CAREER/TRANSITION  
EDUCATION FOR  
SPECIAL EDUCATION 3**

**Co-requisite:** PSY 0312 or Concurrent  
Enrollment

This course will help prepare teachers to assist students with disabilities and to become more productive on the job, in the community, in the home and in leisure activities. The focus will be on using resources available in the schools and community to assist in developing the necessary skills for daily living, personal-social relations, occupational and leisure activities and for employment. It prepares teachers to either infuse career services into the existing curriculum or to provide a separate career transition curriculum. This course acquaints students with community resources, promotes collaboration with other resources within the school system, stresses family and student participation in the process and acquaints students with assessment-based transition/career planning.  
(SP-E)

**EDUC 0491 TOPICS IN  
EDUCATION 1-3**

The purpose of this course is to provide students with information and skills necessary for success and growth in the field of education. Students may work in partnerships with faculty, school, family and community to gain increased insight into the perspectives and the experiences of

educators by examining factors shaping individual classrooms, schools and districts. Topics covered will include, but not be limited to: parental involvement, differentiated instruction, multiple intelligences, diversity, community involvement, assessment, cultural sensitivity, advocacy, legal rights, special education, literacy, mathematics content, social studies/social science content, science content, interdisciplinary teaching and learning, and knowledge of available resources.

A secondary goal of this course is to utilize educational research. Research in education is an important tool for the development, evaluation, intervention and improvement of education. Quality research will improve the professional knowledge in the field and provide continued learning long after students have completed their degrees.

<b>ENGLISH (ENG)</b>
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**ENG 0110I ENGLISH COMPOSITION I 3**

*Prerequisite:* Evidence of college-level readiness in English composition.

English Composition I emphasizes the process of writing effectively for a variety of audiences and purposes. **(F-EV-A)(SP-OD-A)**

**ENG 0110II ENGLISH COMPOSITION II 3**

*Prerequisite:* ENG 0110I

English Composition II builds upon the skills developed in English Composition I and focuses primarily upon the process of writing with sources. **(F-EV-A)(SP-OD-A)**

**ENG 0203 INTRODUCTION TO LITERATURE 3**  
(Formerly ENG 0207 English/American Literature)

*Prerequisite:* ENG 0110II

Introduction to Literature involves reading and writing about literature from around the world with an emphasis on literary elements and reader responses. A sampling of notable genres from a variety of eras and countries will be studied to give the students wider knowledge of well-known short stories, poems and plays. The students will read, interpret, discuss and write about the various selections. **(F-A)(SP-A)**

**ENG 0311 THEMES & TOPICS IN BRITISH LITERATURE 3**

*Prerequisite:* ENG 0203 or permission of the instructor

Themes and Topics in British Literature examine an important aspect of British literature such as a particular writer or group of writers, a literary movement, an evolving theme or a specific genre. **(SP-OD-A)**

**ENG 0317 MYTHOLOGY 3**

*Prerequisite:* ENG 0203

Mythology has many dimensions and may be used in many ways with elementary and secondary students. A study of mythology may stress religious significance; may be presented in the light of their meaning for various cultures or may be analyzed from the point of view of anthropology or psychology, literature, art or music. In this course, the interest will be directed to myths as “stories” and their importance in the world of literature. These lively and satisfying stories will be seen as an influence upon ancient and modern literature, art and music. This influence, very properly, will be part of our pursuit in this course.

**(F-EV-OD-A)(SP-OD-A)**

**ENG 0318 LITERATURE FOR ADOLESCENTS 3**

*Prerequisite:* ENG 0203 or permission of the instructor

Literature for Adolescents explores the literature written for an adolescent audience or what is considered recommended reading for adolescents. **(F-A/E)(SP-A/E)**

**ENG 0320I AMERICAN LITERATURE I:**



**BEGINNINGS TO 1865 3**

**Prerequisite:** ENG 0203 or permission of the instructor

American Literature I is a survey of American Literature from its pre-colonial beginnings through the end of the Civil War. (F-A/E)

**ENG 0320II AMERICAN LITERATURE II: 1865 TO THE PRESENT 3**

**Prerequisite:** ENG 0203 or permission of the instructor

American Literature II is a survey course designed to cover the texts of the major authors in American literature from 1865 until the present time. Authors of diverse backgrounds, ethnicity and lifestyles will be represented. (SP-A/E)

**ENG 0323 THEMES AND TOPICS IN AMERICAN LITERATURE 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Themes and Topics in American Literature examines an important aspect of American literature such as a particular writer or group of writers, a literary movement, an evolving theme or a specific genre. (F-SP-A)

**ENG 0325 MULTICULTURAL SURVEY LITERATURE OF THE UNITED STATES (Formerly ENG 0322 Survey Literature of American Minorities) 3**

**Prerequisite:** ENG 0203

This course will study the literary traditions of selected diverse cultures within the United States of America. This study and analysis will be centered on selected literary genres that will be used to examine how cultural traditions and histories become manifest through language arts. The specific cultural traditions that will be studied will be those of Native Americans, African Americans, Asian Americans and Latino Americans. (F-EV-A)(SP-OD-E)

**ENG 0326I MAJOR BRITISH AUTHORS I: BEGINNINGS TO 1798 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Major British Authors I is a survey of the work of major British authors from the 10<sup>th</sup> century to 1798. (F-A)

**ENG 0326II MAJOR BRITISH AUTHORS II: 1798 TO THE PRESENT 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Major British Authors II is a survey of the work of major British authors of the Romantic, Victorian and modern periods.

**ENG 0330 ADVANCED COMPOSITION 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Advanced Composition explores advanced rhetorical strategies and processes. (F-SP-EV-A)(F-OD-E)

**ENG 0332 PROFESSIONAL AND TECHNICAL WRITING 3**

**Prerequisite:** ENG 0110II or permission of the instructor

Professional and Technical Writing emphasizes the process of producing effective transactional writing. (F-E)(SP-A)

**ENG 0336 MODERN GRAMMAR 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Modern Grammar explores contemporary linguistic theory as it applies to the study of grammatical concepts. (F-OD-A/E)(F-EV-A)

**ENG 0337 HISTORY OF THE ENGLISH LANGUAGE 3**

**Prerequisite:** ENG 0203

History of the English Language examines the impact of major historical, social and technological events on the development of the English language from the fifth century to the present. (F-SP-EV-A)(SP-OD-E)

**ENG 0340 WRITING INTERNSHIP 3**

**Prerequisite:** ENG 0203

Writing Internship enables students to examine and apply current writing-process theory by writing, observing their own writing processes, reading and discussing relevant research and teaching their own writing lessons. (F-SP-OD-A/E)(F-EV-E)

**ENG 0341 GREAT PLAYS 3**

**Prerequisite:** ENG 0203

The course Great Plays is designed to arouse and cultivate students' interest in and understanding of world drama. A sampling of notable plays from a variety of eras and countries will be studied to give the students a wider knowledge base of well-known plays. The plays included will be selected primarily for their artistic greatness and historical importance. Some plays will be read silently, some aloud and some will be viewed. The students will read, interpret, discuss, report and write about the various plays. Students will also be given opportunities to attend plays in the community. (F-SP)

**ENG 0344 INTRODUCTION TO LITERARY CRITICISM 3**

**Prerequisite:** ENG 0203 or permission of the instructor

Introduction to Literary Criticism is a course designed to introduce the primary concepts, methodologies and theories concerning the interpretation of literary texts developed during the 20<sup>th</sup> century. Included in this course are the ideas associated with the following critical schools: psychoanalytic, semitic, reader-response, narratology, marxist, feminist, gender-based, life style-based and post-colonial. Other

“schools” of criticism may be included as deemed necessary or appropriate.

**ENG 0350 CONTEMPORARY AMERICAN LITERATURE 3**

Contemporary American Literature is a course that attempts to understand, evaluate and interpret selected themes, topics and developments in American literature from the post-Vietnam era until the present. The emphasis, however, is upon the past twenty years and does include those authors who are experimenting with the world of graphic novels, multimedia presentations and electronic texts.

**ENG 0351 WORLD LITERATURE 3**

**Prerequisite:** ENG 0203

ENG 0351 is a critical and comparative study of selected works in translation, primarily from European, Asian, African and South American literature. (F-SP-EV-A)(SP-OD-E)

**GEOGRAPHY (GEOG)**

**GEOG 0200 PRINCIPLES OF GEOGRAPHY 3**

This course is a survey of the physical processes acting on the earth's terrain and man's role of interaction with and perceptions of his environment. The survey covers a broad range of topics within the areas of physical and cultural geography, including basic geology, climate, world regions, population and environmental problems. (F-A/P/E/S)(SP-A/P/E/S)

*General prerequisite for all upper division courses: The completion of the social science course requirements in the General Education and pre-professional course curriculum is a requirement for all 0300 and 0400-level geography courses.*

**GEOG 0300 GEOGRAPHY OF THE UNITED STATES 3**

**Prerequisite:** GEOG 0200

GEOG 0300 is a study of contributions of people from diverse lands on the development of American civilization and its evolution from colonial origins to the present.

**GEOG 0310 EUROPEAN PEOPLE  
AND CIVILIZATION 3**  
*Prerequisite:* GEOG 0200

This course is an examination of the geographical expansion of distinctive people and regional cultures of Europe. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

**GEOG 0320 AFRICAN PEOPLE AND  
CIVILIZATION 3**  
*Prerequisite:* GEOG 0200

GEOG 0320 is an examination of the geographical expansion of distinctive people and regional cultures of Africa. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

**GEOG 0325 URBAN GEOGRAPHY 3**  
*Prerequisite:* GEOG 0200

This course is a survey of urban forms and functions from a geographic perspective. This is a study of urban landscapes as exemplified by the world's premier cities. The course reviews urban physical environment, origin and growth of cities, metropolitan influence, urban development, growth management and high technology with a better understanding of trends and the future form of cities. (F-A)(SP-E)

**GEOG 0330 ISLAMIC PEOPLE AND  
CIVILIZATION 3**  
*Prerequisite:* GEOG 0200

GEOG 0330 is an examination of the geographical expansion of distinctive people and regional cultures of Islam. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

**GEOG 0350 LATIN AMERICAN  
PEOPLE  
AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

This course is an examination of the geographical expansion of distinctive people and regional cultures of Europe. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

**GEOG 0360 ASIAN PEOPLE AND  
CIVILIZATION 3**  
*Prerequisite:* GEOG 0200

GEOG 0360 is an examination of the geographical expansion of distinctive people and regional cultures of Asia. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

**GEOG 0401 GEOGRAPHIC  
INFORMATION SYSTEMS 3**  
*Prerequisite:* GEOG 0200

This course is an introduction to the use of Geographic Information Systems software. Students will learn how to map out data stored in spreadsheet and database files and its application to business, criminal justice and demographic analysis.

**GEOG 0435 POLITICAL GEOGRAPHY 3**  
*Prerequisite:* GEOG 0200

GEOG 0435 analyzes the ways in which man organizes space for political purpose. Case studies of interactions of geographical areas and political process will be examined.

**GEOG 0440 ECONOMIC  
GEOGRAPHY 3**  
*Prerequisite:* GEOG 0200

This course examines economic development from a geographic perspective for three spatial levels: international, national and metropolitan.

**GEOG 0490 TOPICS IN  
GEOGRAPHY 3**  
*Prerequisite:* GEOG 0200

From time to time, other courses are offered on topics of current interest within the Geography field. These are in addition to the core of courses identified above and when offered, will be listed in the university's *Course Schedule*. **(F-A)(SP-E)**

**GEOG 0492 PHYSICAL GEOGRAPHY 3**

*Prerequisite:* GEOG 0200

This course is a study of the various components of the natural environment, the processes involved in their development, their distribution over the earth and their basic interrelationships. The course covers a broad range of topics within the physical geography area, including the science of map making, remote sensing, global positioning system, topographic maps, atmospheric and oceanic circulations, water resources, violent storms, climate and climate change, hazards and earth stewardship.

<b>GEOLOGY (GEOL)</b>
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**GEOL 0250I GENERAL GEOLOGY 3**

Among the topics discussed are erosion and deposition, plate tectonics, earthquakes, exploratory geology and planetary geology. This course involves field and laboratory experiences in addition to classroom lectures. **(S)**

<b>HEALTH CARE MANAGEMENT (HCM)</b>
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**HCM 0300 HEALTH CARE SYSTEMS 3**

This course studies the health care system, including its historical beginning and forces that influence its organizational forms and financing, concerns molding its future and other related topics. **(F)(SU-OD)**

**HCM 0310 PRINCIPLES OF EPIDEMIOLOGY 3**

*Prerequisite:* HCM 0300

HCM 0310 studies the analysis of patterns of disease, and their impact on health care delivery and an overview of the planning of health services based on distribution of acute and chronic disease in population and other related topics. **(F) (SU-OD)**

**HCM 0320 HEALTH CARE ECONOMICS 3**

*Prerequisite:* ECON 0201 and HCM 0300

This course analyzes the demand and supply dynamics in public health and medical care and is an overview of economics theory in analysis of problems of health resources, markets, manpower shortages, nonprofit enterprises, insurance programs, Medicare/Medicaid and other related topics. **(SP)(SU-OD)**

**HCM 0330 ADMINISTRATION OF HEALTH CARE ORGANIZATIONS 3**

*Prerequisite:* HCM 0300

This course covers the managerial process, including planning, decision making; influencing, controlling and changing health care organizations and the effects of environment, technology and human behavior on organizational design, structure, performance and other related topics. **(SP)(SU-EV)**

**HCM 0400 HEALTH CARE LAW AND ETHICS 3**

*Prerequisite:* HCM 0300

This course studies ethical issues in corporate, medical and health care settings and emphasize the nature, perspective and objects of the legal and legislative process. Understanding of legal terminology, legal reasoning and the tools of the laws with practical application of these principles and concepts to health care management, health policy decisions, and other related topics are covered. **(F)(SU-OD)**

**HCM 0420 HEALTH CARE HUMAN RESOURCES MANAGEMENT 3**

*Prerequisite:* HCM 0300

This course studies the management of human resources in and emphasized health care settings on the key components of human resources management including interviewing, selection, training, retention, evaluation, coaching, counseling, mentoring, grievance management and other related topics. (F)(SU-E)

**HCM 0440 HEALTH CARE PLANNING AND MARKETING 3**

*Prerequisite:* HCM 0300

HCM 0440 examines the importance of health care planning and marketing as the health care market changes from a seller's market to a buyer's market. The course is designed to develop a student's understanding and skill in the planning process including the concepts and procedures of strategies, problem solving, analyzing decision making, implementation and other related topics. (SP)(SU-E)

**HCM 0450 FINANCIAL MANAGEMENT OF HEALTH CARE INSTITUTIONS 3**

*Prerequisite:* ACCT 0203 or ACCT 0204 & HCM 0300

This course is an application of the concepts of financial management to health care organizations, including financial planning principles, reimbursement procedures, government regulations, legal restraints and other related topics. (SP)(SU-E)

**HCM 0460 LONG-TERM CARE ADMINISTRATION 3**

*Prerequisite:* HCM 0300

This course studies long-term services and facilities with special consideration on the changing organizational structures of long-term care institutions. The management of long-term care facilities will be described and analyzed as essential elements in the continuum of contemporary health care delivery and other related topics. (SP)(SU-E)

**HCM 0470 MANAGED HEALTH**

*Prerequisite:* HCM 0300

This course studies the history and evolution of managed health care, along with its structure, operations and participants. Topics include plan and provider interaction, the role of purchasers, utilization management process, quality improvement initiative, regulatory and legal issues involved in managed care and other related topics. (SP)(SU)

**HCM 0474 APPLIED STATISTICAL METHODS IN HEALTH CARE RESEARCH 3 (Previously HCM 0490)**

*Prerequisite:* Must be graduating senior in the semester registered

A capstone course designed to provide the student with an intensive study of concepts, techniques of statistical analysis and research as applied to the health care industry and other related topics. (SP)

**HCM 0475 STRATEGIC MANAGEMENT IN HEALTH CARE ORGANIZATIONS 3 (Previously HCM 0491)**

*Prerequisite:* Senior standing and department consent

This course is a Health Care Management capstone course designed to bring together many of the subjects taken in previous semesters. This will be done through the analysis of health care management cases and through the design of a business plan.

**HCM 0495 HEALTH CARE MANAGEMENT INTERNSHIP 3**

*Prerequisite:* Senior standing, all 0100, 0200, 0300-level courses

This course is designed to provide the student with opportunities to integrate practice, theory and knowledge gained through the program in a

health care facility designed as an internship site. (F)(SP)(SU)

<b>HISTORY (HIST)</b>
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**Note: The completion of any American History Survey courses [such as Hist 0143 U.S. History I or Hist 0144 U.S. History II] meets that portion of the State of Missouri requirement concerning an examination on the history of the United States and its institutions (RSMo. 170.011).**

**HIST 0143 U.S. HISTORY I 3**

This course surveys the history of the United States from the European encounter to the end of the Civil War.

**HIST 0144 U.S. HISTORY II 3**

*Prerequisite:* HIST 0143

This course covers major themes and events in American history since the Civil War.

**HIST 0213 WORLD HISTORY I 3**

HIST 0213 surveys the history of human kind from the Stone Age to the Middle Ages. American, African, Asian and European civilizations will be surveyed.

**HIST 0214 WORLD HISTORY II 3**

*Prerequisite:* HIST 0213

This course covers major themes and events in worldwide developments since 1500. Topics include the Protestant Reformation, European explorations and conquests, new world slavery, democracy, industrialization, imperialism, World Wars I & II and the independence movements of the 20th century.

**HIST 0300 HISTORY OF THE AMERICAN CITY 3**

*Prerequisite:* HIST 0143 & HIST 0144

This course will give an overview of the role of the city in American life. Topics to be discussed

will include the nature of the colonial city, the function of the city in the revolution, the impact of the city in opening up the West, the ante bellum city, the early industrial city, the city and the automobile, suburbanization, the decline of the central city and recent efforts at urban renaissance.

**HIST 0301 A MULTI-CULTURAL HISTORY OF THE UNITED STATES 3**

*Prerequisite:* HIST 0143 and HIST 0144

This course will examine and study selected epochs within the past and contemporary histories of Native Americans, African-Americans, Asian Americans and Latino Americans. This study will be an analysis of the societal, political, economic and cultural phenomena that influenced and impacted their emergence as a defined people, respectively, in the United States of America. This course will examine their historical persistence that cumulatively shaped the overall history and development of the United State of America.

**(F-P)(SP-A)**

**HIST 0302 HISTORY OF WOMEN'S MOVEMENTS IN AMERICAN SOCIETY 3**

*Prerequisite:* HIST 0143 and HIST 0144

This course combines a study of the history of women's experiences in America with an examination of women's participation in U.S. social movements. This course is reading intensive and begins with a discussion of women's historiography and an analysis of women's experiences in the early 18<sup>th</sup> century, and concludes with an evaluation of women's issues in the late 20<sup>th</sup> century. In keeping with current scholarship in U.S. women's history, the course includes the experiences of women of diverse social-economic, cultural, and racial backgrounds in its assigned readings and content.

**(F-A)(SP-E)**

**HIST 0306 AFRICAN-AMERICAN HISTORY 3**

*Prerequisite:* HIST 0143 and

## HIST 0144

This reading-intensive course surveys African American history from the Middle Passage through the late 20<sup>th</sup> century. It examines information about the slave trade and Middle Passage, the colonial period, slavery, opposition and resistance to slavery, the Civil War and Reconstruction, African Americans in the early 20<sup>th</sup> century, the Great Migration, the Great Depression and New Deal, World War II, the Civil Rights Movement, Black Power, and recent events. Throughout the course, these topics are studied and analyzed with a special emphasis on African Americans geographical, social, and political movements. (F-E)(SP-A)

### **HIST 0307 U.S. SOCIO-CULTURAL HISTORY 3**

*Prerequisite:* HIST 0143 and  
HIST 0144

This course is a critical appraisal of the significant trends and phenomena that affect the sociocultural history of American society. Representative topics for analysis include, but are not limited to, religion and education, agrarianism, social Darwinism, reformism, industrialization and urbanization, immigration and race relations.

### **HIST 0318 RECENT AMERICAN FOREIGN RELATIONS 3**

*Prerequisite:* HIST 0143, HIST 0144,  
HIST 0214

HIST 0318 provides an in-depth analysis of America's relations with the world community from 1945 to the present. Topics to be studied include imperialism, isolationism, the diplomacy of war and peace, the advent of nuclear weaponry, Third World powers and international terrorism.

### **HIST 0381 U.S. ECONOMIC HISTORY 3**

*Prerequisite:* HIST 0143 and  
HIST 0144

This course is a study of the major developments in the American economy. Topics include

colonization, early capitalism and industrialism, government's role in the economy, the Industrial Revolution and its social consequences, the rise of the corporation, the Great Depression and the New Deal, the international economy and the post-industrial society.

### **HIST 0382 A HISTORY OF SOCIAL MOVEMENTS IN THE UNITED STATES 3**

*Prerequisite:* HIST 0143 and  
HIST 0144

This course will discuss the various economic, social, political and cultural underpinnings of an array of American social movements. Particular movements to be discussed will be Women's Suffrage, the early labor movement, the Civil Rights movement, the '60s counterculture, the GLBT movement, the Environmental movement, Anti-war movement and Contemporary Feminism.

### **HIST 0400 ANCIENT HISTORY 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course is an overview of world history from prehistoric times to the rise of the classical period circa 500 B.C. Topics to be covered includes human evolution, the advent of agriculture, village and town life and the emergence of city cultures in Mesopotamia, Egypt, India and China.

### **HIST 0401 CLASSICAL HISTORY 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course is an overview of world history from circa 500 B.C. to approximately 500 A.D. Topics to be covered include the rise of the Greek city-states, Classical Persia, Alexander the Great and the Hellenistic world, Rome during the republican and imperial ages, India during the Gupta dynasties, Confucian China and the Han dynasty.

### **HIST 0402 MODERN WORLD HISTORY 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is an overview of world history from circa 1900 to the present. Topics to be covered include the industrial and urban revolutions, World War I, the rise of managerial capitalism, modernism as an artistic movement, fascism, World War II, the cold war, the liberation of the third world, feminism, environmentalism, the move toward a global economy, suburbanization and edge cities, the emergence of Islamic fundamentalism, the restructuring of eastern Europe and the transformation of the Pacific Rim. (F-E)(SP-A)

**HIST 0403 HISTORY OF EUROPE 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is a survey of the history of Europe from the fall of Rome to the present. Topics include the Germanic invasions, Charlemagne, the impact of the Norsemen, the rebirth of cities, the Medieval church, the Renaissance, the Reformation, the age of expansion and conquest, the scientific revolution, the Enlightenment, the French Revolution, the Conference of Vienna, the urban/industrial revolutions, fin-de-siecle culture, World War I and the Russian Revolution, the rise of nazism, World War II, the Cold War, suburbanization, the student rebellions of 1968, the breakup of the Soviet Union and the move toward a United Europe.

**HIST 0404 HISTORY OF THE ISLAMIC WORLD 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is a survey of the history of Islam and Islamic cultures since the time of Mohammed. Topics include the life of Mohammed, the Orthodox/Ummayyad Caliphates and the rapid expansion of Islam, Abbasid Baghdad, classical Islamic culture, infusion into Sudanese Africa, the Ottoman Empire, Safavid Persia, the Mogul dynasty in India, European influence and the contemporary resurgence of Islam.

**HIST 0405 HISTORY OF AFRICA 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is a survey of the history of Africa since the fourth century. Topics include the breakup of the Kushite civilization, the emergence of the trading empires of West Africa, the Swahili cities of the East African Coast, Great Zimbabwe, European influence before 1800 and the slave trade, through European partition and colonization.

**HIST 0406 HISTORY OF CHINA AND THE FAR EAST 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is a survey of the history of China and the Far East from the seventh century. Topics include the Tang dynasty, the Nara and Heian periods in Japan, the Sung dynasty, Mongol rule in China, Japanese feudalism, the Ming and Manchu dynasties, the Tokugawa Shogunate, European intrusion, Japanese industrialism, the 1911 and Communist Revolutions in China, the liberation of Southeast Asia and the rise of the Pacific Rim.

**HIST 0407 HISTORY OF LATIN AMERICA 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

This course is about the portions of the western hemisphere that were colonized by Portugal and Spain. It includes a discussion of pre-colonial societies, the colonial period, caudillo government, imperialism and reform movements.

**HIST 0408 THE FRENCH REVOLUTION 3**

**Prerequisite:** HIST 0213 and  
HIST 0214

A discussion of Europe on the eve of the revolution, the outbreak and course of the revolution, the significance of Napoleon, the Congress of Vienna and the lasting heritage of the era.



**HIST 0410 MEDIEVAL AND  
RENAISSANCE  
EUROPE 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course will cover events in Europe from the fall of the Roman Empire to the Renaissance in the 16<sup>th</sup> century. Within this time span, the role of the early Christian church, art and technology will be emphasized. Contact with foreign cultures such as the Islamic world and New World will also be discussed. (F-A)(SP-E)

**HIST 0411 THE AGE OF  
ENLIGHTENMENT  
AND REVOLUTION  
EUROPE 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course will focus on the upheaval of the church that began with the Protestant Reformation in the 16<sup>th</sup> century and continue through the Age of Enlightenment in the 17<sup>th</sup> and 18<sup>th</sup> centuries. The course will culminate with the French Revolution and the beginning of the Napoleonic wars in 1804. (F-A)(SP-E)

**HIST 0412 THE AGE OF EUROPEAN  
EMPIRES 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course will focus on the global reach of European civilization in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Special emphasis will be placed on the coexistence established at the Congress of Vienna and the race for colonies in the 19<sup>th</sup> century, fin-de-siècle intellectual culture, and nationalist movements. The course will culminate with global catastrophe of World War I. (F-A)(SP-E)

**HIST 0413 20TH CENTURY EUROPE 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course will cover the transformation of Europe from a region divided by nationalism to

one united by consumerism and economic cooperation in the late 20<sup>th</sup> century. Within this time frame, special emphasis will be placed on the conflicting ideologies of communism, fascism and democracy and free market capitalism. (F-A)(SP-E)

**HIST 0451 PROSEMINAR IN  
HISTORY 3**

*Prerequisite:* HIST 0213 and  
HIST 0214

This course is meant to be the capstone experience for students in history. Students will be immersed in the secondary literature on a particular topic and will be required to write a major research paper utilizing primary sources. Topics will vary from semester to semester. (F-A)(SP-E)

**HIST 0490 TOPICS IN HISTORY: 3**  
*[name of topic]*

From time to time, other courses are offered on topics of current interest within the field of history. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

**HIGHER EDUCATION  
(HSSU)**

**HSSU 0100 SEMINAR IN HIGHER  
EDUCATION 1**

*Required competency for all freshmen  
and new students with fewer than 24  
credits.*

This course is designed to help students gain the knowledge, skills and dispositions associated with higher education. It is intended to help students begin their college careers successfully by acquainting them with all the nuances involved in the unique mission of Harris-Stowe State University.

**HSSU 0300 TOPICS IN HIGHER  
EDUCATION 1**

*Required competency for all new  
transfer students with 24 or more  
credits.*

This course acquaints students with the rationale and methods of inquiry that inform their respective fields of study in higher education, explores professional issues and provides additional orientation and guidance to the unique mission of Harris-Stowe State University.

<b>HOSPITALITY AND TOURISM MANAGEMENT (HTM)</b>
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**HTM 0300 PRINCIPLES OF  
HOSPITALITY AND  
TOURISM MANAGEMENT 3**

*Prerequisite:* AA/AAS degree in related field

This course covers the principles of management as applied to the study of the hospitality and tourism industry. Topics include coverage of management principles, current management practices and trends within the industry, an overview of hotel management and management within the hospitality and overall tourism industry and other related topics. (SP)

**HTM 0312 HOSPITALITY AND  
TOURISM MARKETING 3**

*Prerequisite:* AA/AAS degree in related field

This course covers the application of marketing principles of the hospitality and tourism industry. Special emphasis is given to marketing planning and strategic marketing and sales techniques. Innovations in hospitality and tourism marketing, global competition and other related topics are also explored.

**HTM 0390 TOPICS IN HOSPITALITY  
AND TOURISM  
MANAGEMENT 3**

*Prerequisite:* HTM 0300

This course Analyzes current issues in the Hospitality and Tourism Management Industry in term of historical background, present status, and emerging issues. This course may be repeated for credit if content differs.

**HTM 0400 HOSPITALITY FACILITIES**

**OPERATIONS  
MANAGEMENT 3**

*Prerequisite:* AA/AAS degree in related field

This course covers the operation management of various types of facilities and departments. Evaluation and selection of equipment, maintenance contracts, layout and design of the facility to maximize efficiency in operation, renovation, selection of consultants and other related topics are discussed. (F)

**HTM 0440 INTERNATIONAL  
HOSPITALITY AND  
TOURISM  
MANAGEMENT 3**

*Prerequisite:* AA/AAS degree in related field and MGMT 0350

This course is an introduction to international hospitality and tourism management operation, global developments of the industry, current trends and analysis of the various types of operations in the hospitality and tourism industry and other related topics. (SP)

**HTM 0445 SEMINAR IN  
HOSPITALITY AND  
TOURISM  
MANAGEMENT 3**

*Prerequisite:* Senior standing or department consent

This course is designed to provide students with a comparison and synthesis of hospitality and tourism strategies culminating in the selection and research by the student of a contemporary topic of importance to the industry.

**HTM 0475 HOSPITALITY AND  
TOURISM PLANNING  
AND POLICY  
DEVELOPMENT 3  
(Previously HTM 0490)**

*Prerequisite:* AA/AAS degree in related field. Must be a graduating senior in semester registered.

This course is designed to provide the student with an intensive study of the complex management problems and issues that require policymaking in the hospitality and tourism management industry. Topics include case study analysis discussion of legal issues and other related topics. (SP)

**HTM 0495 HOSPITALITY AND TOURISM INTERNSHIP 3**

*Prerequisite:* AA/AAS degree in related field. Must be a graduating senior in semester registered.

This is an internship at an approved site and is a practical learning experience in the field of hospitality and tourism management designed to bridge the gap between the classroom and the business world and is intended to give the student the opportunity for study, observation and employment in an area of hospitality and tourism management. (SP)

**JOURNALISM (JOUR)**

**JOUR 0250I INTRODUCTION TO JOURNALISM 3**

*Prerequisite:* ENG 0110I (or its equivalent)

This course is essentially an introduction to the basic elements of journalism. Emphasis is placed on the news-gathering and journalistic writing skills essential to report writing, feature writing and editorial writing. Students write and edit University newspaper articles in order to improve their journalistic writing skills.

**JOUR 0250II INTERMEDIATE JOURNALISM 3**

*Prerequisite:* JOUR 0250I (or its equivalent)

A continuation of JOUR 0250I, this course emphasizes interpretive and in-depth news writing, feature writing, skills, copy-editing, headline writing and makeup and layout of the University newspaper. Students serve on the

University newspaper staff and are responsible for assigned staff positions.

**LANGUAGE (LANG)**

**LANG 0100 BASIC CONVERSATIONAL FOREIGN LANGUAGE 1**

This introductory course is designed to enable the student to begin speaking and writing simple Spanish phrases as well as an understanding of the language. Emphasis will be placed on the use of Spanish words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles. Students should possess a working knowledge of basic computer functions and applications.

**MATHEMATICS (MATH)**

**MATH 0120 STRUCTURES OF MATHEMATICAL SYSTEMS 3**

*Prerequisite:* ALG 0038 or Evidence of college-level readiness in MATH

This course deals with the study of mathematical systems. Among the topics included are symbolic logic, sets, whole numbers, integers, systems of numeration, number theory and the rational and real number systems.

(F-A/E)(SP-A/E)

**MATH 0135 COLLEGE ALGEBRA 4**

*Prerequisite:* ALG 0038 or Evidence of college-level readiness in MATH

The topics that will be covered in this course are graphs of equations, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, the conics, systems of equations, matrix algebra, sequences, counting techniques and probability. (F-A/E)(SP-A/E)

**MATH 0136 FINITE MATH 4**

**Prerequisite:** ALG 0038 or Evidence of college-level readiness in MATH

This course is required of all students majoring in Information Sciences and Computer Technology Degree Options. The topics that will be covered in this course are linear equations and their applications, matrix algebra, linear programming, systems of equations and their applications, logic, sets, counting techniques, basic concepts of probability and statistics, mathematics of finance and Markov's Chains.

**(F-E)(SP-A)**

**MATH 0140 TRIGONOMETRY 3**  
*(Formerly Math 0217)*

**Prerequisite:** MATH 0135

Among the topics included in this course are trigonometric functions, angle measurements, solutions of triangles, trigonometric identities, circular functions and trigonometric equations.

**(F-OD-A)(SP-EV-A)(F-EV-E)**

**MATH 0150 INTRODUCTION TO STATISTICS AND PROBABILITY 3**

**Prerequisite:** MATH 0135

This course includes a general introduction to descriptive and inferential statistics and covers such topics as discrete and continuous random variables, frequency distribution, measures of central tendency and measures of dispersion.

**(F-OD-E)(SP-EV-A)(SU)**

**MATH 0160 CONCEPTS OF GEOMETRY 3**

**Prerequisite:** MATH 0135

Two-dimensional Euclidean geometry from a selected set of postulates is studied together with its historical development and philosophical implications and Non-Euclidean geometry is also introduced in this course.

**(F-E)(SP-A)**

**MATH 0170 CALCULUS AND ANALYTIC GEOMETRY I 5**

**Prerequisite:** MATH 0135 and MATH 0140

Among the topics of this course are the basic concepts of analytic geometry, functions, limits, continuity, differentiation, differentials, applications, anti-derivatives and indefinite and definite integrals. *Note that MATH 0170 satisfies the general education requirements in Mathematics.*

**(F-EV-E)(F-OD-A)(SP-EV-A)(SP-OD-E)(SU)**

**MATH 0201 DISCRETE MATHEMATICS 3**

**Prerequisite:** MATH 0135

This course is intended to provide an introduction to many of the discrete mathematics topics useful to the computer scientist, the manager of information systems and the mathematician who will be using computers. These topics include characteristics of the number system, sets and logic, relations and functions, algorithmic processes, mathematical induction.

**(F-A)(SP-E)**

**MATH 0203 APPLIED CALCULUS FOR BUSINESS MAJORS 3**

**Prerequisite:** MATH 0135 OR MATH 0136

MATH 0203 introduces elementary analytic geometry, functions, graphs, differential and integral calculus with applications to various areas including business and economics. This course may not be taken as an alternative for MATH 0170.

**(F-EV-A)(SP-EV-E)(SP-OD-A)(SU)**

**MATH 0240 FOUNDATIONS OF ADVANCED MATHEMATICS 3**

**Prerequisite:** MATH 0135

This is a transition course between calculus and upper-level components of the curriculum. The course emphasizes how to read and write proofs

in mathematics and guides students through some of the basic language and notation of mathematics. (F-EV-E) (S-OD-A)

**MATH 0241 CALCULUS AND ANALYTIC GEOMETRY II 5**

*Prerequisite:* MATH 0170 (or its equivalent)

This course continues the study of definite and indefinite integrals, and analytic geometry started in MATH 0170. Among the topics are differential and integral calculus with transcendental functions, parametric representations, polar coordinates and methods of integration. (SP-EV-E)(F-OD-A)

**MATH 0242 CALCULUS AND ANALYTIC GEOMETRY III 5**

*Prerequisite:* MATH 0170 and MATH 0241 (or their equivalents)

This course continues the study of concepts introduced in MATH 0170 and MATH 0241. Among the topics covered are infinite series, partial differentiation, multiple integration and vectors. (F-EV-A) (SP-OD-E)

**MATH 0250 INFERENCE STATISTICS 3**

*Prerequisite:* A grade of C or better in MATH 0150

This course is a continuation of the study begun in MATH 0150. Among the topics to be covered are: sampling process, sampling distributions of sample statistics, estimation of population parameters, construction of confidence intervals based on one and two, and two samples, hypothesis testing for single sample and two samples, ANOVA, multi-variable regression analysis, covariance and correlation, non-parametric statistics, analysis of categorical data, and analysis of time series data.

**MATH 0301 BIostatistics 3**

*Prerequisite:* Grade of C or better in

MATH 0150 and BIO 0152

This course is designed to meet the needs of students pursuing various degree programs in Biological and Mathematical Sciences. The course will cover topics in both descriptive and inferential statistics with emphasis in biological sciences. Among the topics to be covered are one-sample and two-sample parameter inferences, experimental design, simple regression analysis, covariance and correlation, ANOVA, contingency tables, non-parametric techniques, and analysis of data using selected statistical software packages such as SAS, MINITAB, MS Excel, and SPSS.

**MATH 0310 ELEMENTARY THEORY OF NUMBERS 3**

*Prerequisite:* MATH 0240

The topics to be considered in this course are congruence relation, modular arithmetic, tests for divisibility and solution of linear Diophantine equations. (F-EV-A)(S-OD-D)

**MATH 0320 INTRODUCTION TO MODERN ALGEBRA 3**

*Prerequisite:* Grade of C or better in MATH 0240

This course introduces the student to modern algebraic concepts and structures such as mapping, sets, relations, binary operations, integers, arithmetic groups, rings, integral domains and fields of real and complex numbers. (SP-EV-A)(SP-OD-E)

**MATH 0321 ABSTRACT ALGEBRA 3**

*Prerequisite:* Grade of "C" or better in MATH 0320

This course extends the concepts of modern algebra with emphasis on proof of theorems in the construction for the real number system. A

more rigorous consideration of groups, rings and field properties will be conducted.

**MATH 0325 FUNCTIONS OF A  
COMPLEX VARIABLE 3**

*Prerequisite:* Grade of “C” or better in  
MATH 0320 or  
MATH 0170

This course extends the concepts and properties of functions of real variable to functions of complex variable. The topics to be covered include complex numbers, elementary functions of a complex variable, limits, differentiability and integrability of complex valued functions.

**MATH 0327 INTRODUCTION TO  
TOPOLOGY 3**

*Prerequisite:* Grade of C or better in  
MATH 0240  
MATH 0241

This course will concentrate on the study of properties preserved by homeomorphisms. The concepts of open set, continuity and metric space will be introduced and extended.

**MATH 0330 CONTINUOUS  
PROBABILITY  
DISTRIBUTIONS 3**

*Prerequisite:* Grade of C or better in  
MATH 170 and  
MATH 0150

The discrete techniques of probability and statistics will be extended to handle continuous probability distributions. Calculus I will be a prerequisite because its techniques will be necessary tools in the study of these distributions.

**MATH 0336 STATISTICAL  
COMPUTING 3**

*Prerequisite:* A grade of C or better  
in Math 0150 and  
Math 0250

This course addresses the use of the computer as a tool for solving Statistical Problems of reasonable size as well as Statistical Software Packages. Students will be introduced to the varieties of Statistical Software packages that

are currently available in the market. Students will be guided to use some of these Software packages and will learn how to interpret outputs and draw statistically prudent inferences. Examples of Software Packages that students will learn to use are SPSS, SAS, MyStat, Minitab and Excel.

**MATH 0343 PROBABILITY AND  
STATISTICS FOR  
ENGINEERING AND  
SCIENCES 3**

*Prerequisite:* A grade of C or better in  
MATH 0150 and  
MATH 0170

This is a Calculus-based course. Topics to be covered will include: probability, discrete random variables and their probability distributions, continuous random variables and their probability distributions, joint probability distribution for two variables, random samples, point estimation and interval estimation based on a single sample and two samples, tests of hypotheses based on a single sample and two samples.

**MATH 0350 TOPICS IN APPLIED  
STATISTICS 3**

*Prerequisite:* A grade of C or better in  
MATH 0150 and MATH 0250

This course is an introduction to the basic ideas and tools of Statistics. It will feature introductory data analysis, statistical modeling, probability and statistical inference. It will also include topics in estimation, prediction, and hypotheses testing. A major focus of this course is the analysis of data using Statistical Computer Software packages such as SAS, MINITAB, MS Excel, SPSS and others.

**MATH 0370 INTRODUCTION TO THE  
HISTORY OF  
MATHEMATICS 3**

*Prerequisite:* MATH 0170

In this course, the significant ideas in the development of elementary mathematics within an historical setting are studied. (SP-OD-A)

**MATH 0375 INTRODUCTION TO REAL ANALYSIS 3**

*Prerequisites:* A grade of C or better in MATH 0240 and MATH 0327

The topics to be covered include: Logic and proof, finite and infinite sets, functions, the real numbers, topology of the reals, orderings, intervals and neighborhoods, upper and lower bounds, infimum and supremum, nested intervals, cluster points, sequences and subsequences, convergence and limit theorems.

**MATH 0400 MATHEMATICAL MODELING 3**

*Prerequisite:* MATH 0241

This course will introduce the student to applying mathematics in formulating and analyzing models for real world problems. Topics to be covered include difference and differential equations, graph models, the modeling process, modeling using proportionality, model fitting, optimization, empirical model construction and modeling dynamic behavior. (SP-OD-E)

**MATH 0401 ADVANCED CALCULUS 3**

*Prerequisites:* Grade of C or better in the Calculus Sequence and in MATH 0321

This course will contain a rigorous treatment of the concepts of elementary calculus. Emphasis will tend to be on theory rather than application. (SP-EV-A)

**MATH 0402 NUMERICAL ANALYSIS 3**

*Prerequisites:* Grade of C or better in Math 0242 and Math 0456

This course will deal with numerical analysis problems, error analysis, data approximation, differential calculus and numerical solutions of differential equations.

**MATH 0456 INTRODUCTION TO LINEAR ALGEBRA 3**

*Prerequisite:* MATH 0170

This course deals with operations on matrices, determinants, systems of linear equations, finite dimensional vector spaces, linear transformations and inner products.

(F-OD-E)(SP-EV-E)

**MATH 0461 DIFFERENTIAL EQUATIONS 3**

*Prerequisites:* MATH 0170 and MATH 0456

This course will introduce the student to methods of solution of ordinary differential equations of first and second order, linear with constant coefficients, power series and applications of differential equations.(SP-OD-E)

**MATH 0475 APPLIED MATHEMATICS I 3**

*Pre-requisites:* A grade of C or better in MATH 0456 and MATH 0461

This course will explore some topics in applied mathematics including calculus of variation problems, equations of applied mathematics: partial differential equations and integral equations, Fourier transform and Fourier series and some boundary value problems.

**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

**METEOROLOGY (MET)**

**MET 0250 INTRODUCTION TO METEOROLOGY 3**

Among the topics included in MET 0250 are the atmosphere, air in motion, circulation patterns, climate and weather forecasting. This course involves field and laboratory experiences in addition to classroom lectures. (F)

**NOTE: From time to time, other courses are offered on topics of current interest.**

<b>MANAGEMENT (MGMT)</b>
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**MGMT 0350 MANAGEMENT AND ORGANIZATIONAL BEHAVIOR 3**

*Prerequisite:* BSAD 0200

Successful completion of this course will enable each student to comprehend, apply and analyze the basic principles and practices of management and organizational behavior as they relate to the interactions of people as they carry out functional activities in the organization. This course will also provide the comprehension and tools of analysis application and skills development, including theories, concepts, models and technologies. Text and discussion will include application of the Behavior Sciences (i.e., sociology, social psychology and social anthropology, utilizing both “micro” and “macro” approaches). Historical development and contemporary concepts of individual, group and corporate behavior will be emphasized.

**MGMT 0355 SMALL BUSINESS MANAGEMENT (Previously MGMT 0301) 3**

*Prerequisite:* MGMT 0350

This course covers topics in planning, organizing and operating a small business. This course covers theory, procedures and problem-solving techniques involved in starting, managing, marketing and financing a small business and other related topics.

**MGMT 0360 HUMAN RESOURCE MANAGEMENT (Previously MGMT 0330) 3**

*Prerequisite:* MGMT 0350

This course covers principles dealing with the relationship between management and employees, with a focus on the functions and skills necessary in today’s human resource management; planning, recruiting, evaluating, union and nonunion relations, compensation, and other related topics. (SP)

**MGMT 0365 MANAGING IN A TECHNOLOGICAL ENVIRONMENT (Previously MGMT 0340) 3**

*Prerequisite:* MGMT 0350

This course covers topics in planning, organizing, establishing and controlling in a high-technology business environment. Additionally, this course covers theory, procedures and problem-solving techniques involved in managing in a high-technology business environment and other related topics.

**MGMT 0450 ORGANIZATIONAL BEHAVIOR AND DEVELOPMENT 3**

*Prerequisite:* MGMT 0350

This course covers the basic behavioral concepts on individual and group behavior as related to business organizations. Topics include a historical overview of organizational behavior, individual and group behavior, contemporary concepts on organizational behavior in a changing business and other related topics. (F)

**MGMT 0455 PROFESSIONAL DEVELOPMENT OF MANAGERS 3**

*Prerequisite:* MGMT 0350

This course covers the techniques and concepts involved in programs to develop managers through human resource development programs. The topics include leadership development, behavioral assessment, training and skills of managers and other related topics. (F)

**MGMT 0475 CASE STUDIES IN MANAGEMENT (Previously MGMT 0490) 3**

*Prerequisite:* Must be a graduating senior in the semester registered.



This course integrates management, finance, personnel, production, public relations, government relations, marketing, ethical issues involving the management process and other related topics. (SP)

**MGMT 0495 MANAGEMENT INTERNSHIP 3**

*Prerequisite:* Senior standing all 100, 200, 300- level courses.

This is an internship at an approved site and is a practical learning experience in the field of management designed to bridge the gap between the classroom and the business world. (F, SP, SU)

**MANAGEMENT INFORMATION SYSTEMS (MIS)**

**MIS 0204 CISCO NETWORKING FUNDAMENTALS COURSE 4**

This course provides fundamentals of computers and networks including network addressing, seven layers of the OSI reference model, data encapsulation and TCP/IP network-layer protocols.

**MIS 0205 CISCO ROUTER THEORY AND TECHNOLOGY COURSE 4**

This course develops the seven layers of the OSI networking model, the TCP/IP network protocol, and introduces commands used in the router's IOS software. The course includes construction of a simulated inter-network and configuration of several routers to implement a given network scenario.

**MIS 0206 BUSINESS PROGRAMMING LANGUAGE (LEC)/with Lab 3**

This course introduces a current business programming language covers language syntax including file operations, record manipulation, report generating activities and other related topics. Includes hands-on experience in creating, editing, compiling, debugging and running programs on stand-alone and network systems and other related topics. (F)

**MIS 0207 SYSTEM PROGRAMMING LANGUAGE I (LEC)/with Lab 3**

This course introduces a current systems programming language covers language syntax, including standard input/output, conditional, loop and functional cell statements and other related topics. Includes hands-on experience in creating, editing, compiling, debugging and running programs on stand-alone and network systems and other related topics. (SP)

**MIS 0208 SYSTEM PROGRAMMING LANGUAGE II (LEC)/with Lab 3**

*Prerequisite:* MIS 0206, MIS 0207

This course introduces current visual system programming language. It covers topics in graphical user interface and implementation of graphical user interfaces in information system applications in network computer systems and other related topics.

**MIS 0303 CISCO LOCAL AREA NETWORK COURSE 4**

*Prerequisite:* MIS 0204, MIS 0205

This course develops competencies in physically interconnecting multiple computers through network adapter cards and cabling, which allows one computer to share specific resources, such as disk drives, printers and modems, with other computers on the network.

**MIS 0304 CISCO WIDE AREA NETWORK COURSE 4**

*Prerequisite:* MIS 0204, MIS 0205, MIS 0303

This course develops competencies in connecting multiple computers in different geographical locations through the use of switched telephone networks or leases data lines by optical or other long-distance cabling or by infrared, radio or satellite links.

**MIS 0305 BUSINESS APPLICATIONS SOFTWARE AND NETWORKS 3**

(Previously MIS 0336)

This course introduces the student to word processing, spreadsheet, database, file management and other related topics.

**MIS 0310 INTRODUCTION TO  
COMPUTER GRAPHICS 3**

*Prerequisite:* MIS 0206, MIS 0207

This course covers the concepts of computer graphics through hands-on experience with a variety of graphic software and the opportunity to develop simple graphic programs using a systems programming language and studies the principles and techniques of representing data in graphical form and other related topics. (F)

**MIS 0311 COMPUTER GRAPHICS 3**

*Prerequisite:* MIS 0310

This course covers advanced concepts of computer graphics through hands-on experience with a variety of graphic software, the development of graphic programs using a systems programming language and advanced study of the principles and techniques of representing data in graphical form and other related topics. (SP)

**MIS 0315 INTRODUCTION TO  
COMPUTER  
NETWORKS 3**

*Prerequisite:* MIS 0206, MIS 0207

This course covers the basic concepts of computer network characteristics such as protocols and examines local area networks, intranet systems, internet systems and other related topics. (F)

**MIS 0340 MANAGEMENT  
INFORMATION  
SYSTEMS 3**

This course covers topics in components of business systems, types of information systems, information technology, decision making, databases, Microsoft Access, systems acquisition and management and other related topics. (F)

**MIS 0342 INTRODUCTION TO  
OPERATING SYSTEMS 3**

*Prerequisite:* MIS 0206, MIS 0207

This course covers an overview of the concepts and theories of operating systems. The course will discuss the major functions of an operating system including process scheduling, memory management and I/O handling and other related topics. (F)

**MIS 0350 FILE ORGANIZATION 3**

*Prerequisite:* MIS 0206, MIS 0207

This course covers the study of electronic data files and introduces file manipulation activities such as sorting, searching and file organization, and concepts of sequential, indexed and relative files, and other related topics. Students will use a current business program to apply these topics. (SP)

**MIS 0353 DATA STRUCTURES 3**

*Prerequisite:* MIS 0206, MIS 0207

This course covers arrays, linked list, records, stacks, queues, graphs, files, tree data structures, related Algorithms and other related topics. (F)

**MIS 0355 OBJECT-ORIENTED  
PROGRAMMING 3**

*Prerequisite:* MIS 0353

This course provides studies in fundamentals of object-oriented programming languages and other related topics. Students will utilize an object-oriented programming language to develop computer applications and other related topics. (SP)

**MIS 0356 OBJECT-ORIENTED  
DATABASE 3**

*Prerequisite:* MIS 0355

This course is designed to teach students the fundamentals of object-oriented database analysis and design. The course introduces data types, objects, object properties, object methods,

object-oriented languages, integrated application and other related topics. (SP)

**MIS 0357 COMPUTER ANIMATION 3**

*Prerequisite:* MIS 0311

This course utilizes all of the knowledge gained in the introduction to computer graphics as a basis for learning the concepts and techniques of computer animation and other related topics.

**MIS 0360 INTRODUCTION TO COMPUTER ARCHITECTURE 3**

*Prerequisite:* MIS 0206, MIS 0207

This course studies the design of basic computer building blocks such as logic gates and digital circuits. The course also covers the function of the basic components of a general purpose computer and other related topics. (SP)

**MIS 0361 SYSTEM SOFTWARE DEVELOPMENT 3**

*Prerequisite:* MIS 0360

This course covers the concepts used in databases, object-oriented databases visual programming in system development. Students will use knowledge gained to develop business-related applications and other related topics. (SP)

**MIS 0362 ALGORITHM AND ANALYSIS 3**

*Prerequisite:* MIS 0342, MIS 0353

This course covers design, analysis and implementation of most common algorithms associated with program logic and data structure. The course studies the performance of these algorithms and their relationship with problem-solving techniques and other related topics. (F)

**MIS 0363 DIGITAL NETWORKS 3**

*Prerequisite:* MIS 0315, MIS 0342

This advanced course in computer networks covers client/server models, network protocols, network implementation, network monitoring, network troubleshooting and other related topics. (SP)

**MIS 0370 INTERNET AND WEB PAGE DESIGN 3**

This advanced Internet course is designed to draw upon the knowledge learned in systems programming, HTML programming and computer graphics to design and build professional and commercial-grade Web pages and other related topics. (SP)

**MIS 0371 HTML PROGRAMMING 3**

This course introduces the concepts and tools of the Hypertext Markup Language (HTML) that are required to develop and post Web pages on the Internet and other related topics. (F)

**MIS 0372 MICROCOMPUTER APPLICATIONS 3**

This course introduces the student to spreadsheets, databases, Microsoft Access and presentation software used to develop business projects. This course utilizes a variety of currently available commercial software packages to illustrate the use of microcomputers in developing business presentations and projects and other related topics. (F)

**MIS 0373 WEB PROGRAMMING 3**

*Prerequisite:* MIS 0206 or MIS 0207

Course contents will be modified as necessary to keep up with the rapid changes in Web programming technology.

**MIS 0442 DATABASE MANAGEMENT 3**

*Prerequisite:* MIS 0350

This course covers topics in data structures, database models, database design and development and the management,

administration and analysis of database systems and other related topics. (F)

**MIS 0449 DECISION SUPPORT AND EXPERT SYSTEMS 3**

This course covers the decision making and knowledge foundations, management techniques and the artificial intelligence basics of decision-support systems, expert systems and other related topics. (F)

**MIS 0450 DATABASE APPLICATIONS 3**

*Prerequisite:* MIS 0442

This advanced database course covers the design and development of relational databases through query languages (i.e. SQL and QBE). Students will have intermediate hands-on experience through the use of programs such as ACCESS or ORACLE to design and develop relational databases on a stand-alone and network computer system environment and other related topics. (F)(SP)

**MIS 0451 INFORMATION SYSTEMS I 3**

*Prerequisite:* MIS 0350, MIS 0442

This course covers the business systems and related systems development techniques of planning, analysis, design, implementation and support of information systems and other related topics. (F)

**MIS 0452 INFORMATION SYSTEMS II 3**

*Prerequisite:* MIS 0450, MIS 0451

This advanced information systems course emphasizes the development of information systems and systems problem-solving. The student will develop a full scale information system including related activities and database information and other related topics. (F)(SP)

**MIS 0455 OFFICE INFORMATION SYSTEMS 3**

*Prerequisite:* MIS 0315, MIS 0442

This course covers concepts of the office information systems. Students use knowledge gained in Database Management, Business Systems I & II and Computer Networks to design and develop a simple office information system and other related topics. (F)

**MIS 0456 END-USER DATABASE 3**

In this course students use knowledge gained in Database Management and Database Application to design and develop a small shared database suitable for a limited local area network and other related topics. (F)(SP)

**MIS 0457 SYSTEMS DEVELOPMENT PROJECT 3**

*Prerequisite:* Senior standing and all 0100, 0200, 0300 level Courses

Students will use knowledge gained in all of the prerequisite courses to develop advanced-level network-related projects and applications and other related topics. (F)(SP)

**MIS 0458 INFORMATION SYSTEMS AND SOCIETY 3**

This course covers role and effect of an information system in social and ethical issues. This course also covers management responsibilities in dealing with the outcome of information systems on an organization's internal and external environment and other related topics. (F)(SP)

**MIS 0480 FOURTH GENERATION COMPUTER LANGUAGE 3**

*Prerequisite:* MIS 0442

This course is designed to teach students the fundamentals of fourth generation languages used in relational database manipulation. This course introduces relational algebra, relational calculus and query languages, such as SQL. This is also a hands-on course and students will develop fourth generation language queries and other related topics. (F)

**MIS 0481 ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEMS 3**

*Prerequisite:* Senior standing and all 0100, 0200, 0300 level courses

This course is designed to teach students the logical foundations of artificial intelligence. This course introduces the concepts of the thinking machine, basic search techniques, game playing, automatic reasoning, problem solving, logic programming and other related topics. (SP)

**MIS 0491 SENIOR PROJECT 3**

*Prerequisite:* Senior standing or permission of instructor

This course deals with managing Information Technology projects within the corporate context, including processes related to initiating, planning, executing, controlling, reporting and closing of IT projects. This course covers topics such as project integration, scope management, time management, cost management, quality management and risk management.

**MIS 0495 MIS INTERNSHIP 3**

*Prerequisite:* Senior standing and all 0100, 0200, 0300-level courses

This is an internship at an approved site and is a practical learning experience in the field of information sciences and computer technology designed to bridge the gap between the classroom and the business world. (F)

**MARKETING  
(MRKT)**

**MRKT 0320 PRINCIPLES OF MARKETING 3**

*Prerequisite:* BSAD 0200

This course covers topics in marketing as they relate to management, channels of distribution, trends in selling, consumer behavior, promotion, pricing policies, research, communications, government regulations and other related topics.

**MRKT 0325 MARKETING CHANNELS AND DISTRIBUTION SYSTEMS 3  
(Previously MRKT 0310)**

*Prerequisite:* MRKT 0320

This course covers topics in institutional structures, channel structures, promotion, pricing, product assortment, external influences on marketing channels and distribution systems and other related topics. (E)

**MRKT 0330 ADVERTISING 3**

*Prerequisite:* MRKT 0320

This course covers topics in advertising, promotion, planning, strategies, media selection, personal selling and other related topics. (SP)

**MRKT 0350 SALES MANAGEMENT 3**

*Prerequisite:* MRKT 0320

This course covers topics in sales management, sales forecasting, budgeting, organizational structure, supervision, motivation, selection and recruitment, compensation plans and other related topics. (F)

**MRKT 0360 PRODUCT AND PRICE MANAGEMENT 3**

*Prerequisite:* BSAD 0315, MRKT 0320

This course covers topics in product planning, product development, product life cycle, product management, product pricing and other related topics.

**MRKT 0370 RETAIL MANAGEMENT 3**

*Prerequisite:* MRKT 0320

This course covers topics in retail management operations, planning, organizing, staffing, controlling, pricing, inventory control, product location and other related topics. (SP)

**MRKT 0390 TOPICS IN MARKETING 1-3**

*Prerequisite:* MRKT 0320

This course analyzes current issues in marketing in terms of historical background, present status and emerging issues and may be repeated for credit if content differs.

**MRKT 0400    MARKETING  
                  MANAGEMENT                    3**

*Prerequisite:* MRKT 0320

This course covers topics in management decision making, consumer buying practices, user/supplier relations, bidding and negotiations, target marketing, pricing strategies and other related topics. (F)

**MRKT 0420    CONSUMER BEHAVIOR    3**

*Prerequisite:* MRKT 0320

This course covers topics in the decision making processes used by consumers and industrial users in what, when, where and why to buy products and services and other related topics. (SP)

**MRKT 0430    ADVANCED  
                  ADVERTISING                    3**

*Prerequisite:* MRKT 0320,  
                  MRKT 0330

This course covers topics in the relationship between advertising and mass media, planning strategies, strategic decision making in the advertising world and other related topics.

**MRKT 0431    INTERNATIONAL  
                  MARKETING                    3**

*Prerequisite:* MRKT 0320

This course deals with the management and economics of marketing functions (product, price, place and promotion) in a multinational/global content. Marketing management problems, techniques and strategies as they apply to the world marketplace are discussed. Understanding a country's culture, language, religion, etc. and their impact on the marketing plan are emphasized and other related topics. (F)

**MRKT 0474    MARKETING  
                  RESEARCH                    3  
(Previously MRKT 0480)**

*Prerequisite:* BSAD 0315,  
                  MRKT 0320

This course covers topics in problem-solving techniques in relation to data interpretation, surveying techniques, sampling, motivational research, advertising effectiveness, consumer behavior and other related topics. (SP)

**MRKT 0475    MARKETING  
                  STRATEGIES                    3  
(Previously MRKT 0490)**

*Prerequisite:* Must be a graduating senior in the semester registered.

This course covers topics in strategic marketing policymaking in relation to marketing mix, marketing communications, pricing practices, channels of distribution, product selection and other related topics. (F)

**MRKT 0495    MARKETING  
                  INTERNSHIP                    3**

*Prerequisite:* Senior standing and all 0100, 0200, 0300 level courses

This is an internship at an approved site and is a practical learning experience in the field of marketing designed to bridge the gap between the classroom and the business world. (SP)

<p><b>MUSIC (MUS)</b></p>
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**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified below.**

**MUS 0150    BEGINNING PIANO                    2**

In this course, students develop the basic skills and techniques essential to play the piano. Emphasis is placed on accuracy in performance and music reading ability.

**MUS 0200I CONCERT CHORALE I 2**

This course involves students in reading and performance of a wide variety of choral music from the renaissance to the present, utilizing good vocal technique. Performances are given on and off campus in regularly scheduled formal concerts.

**MUS 0200II CONCERT CHORALE II 2**

This course is a continuation of the experiences and techniques provided in Music 0200I.

**MUS 0202 FUNDAMENTALS OF VOICE 2**

This course involves students in a study of good vocal technique and understanding of the singing voice. Vocal exercises and song literature are designed and selected to meet the individual student's needs. Special vocal coaching is given to students selected as soloists in choral productions.

**MUS 0204 INTERMEDIATE PIANO 3**

This course develops skills in basic techniques of playing, sight reading, transposition, harmonizing melodies with suitable styles of accompaniment and improvisation. Piano repertoire will include folk songs and short classical, romantic and contemporary compositions suitable for use in the classroom.

**MUS 0206 BASIC MUSIC 3**

This course provides an introduction to the concepts of music and music appreciation. Through the use of voice, piano, guitar, rhythm and melody instruments, the student learns to read and interpret rhythmic notation, key signatures, scales, intervals and triads.

**MUS 0208 SIGHT SINGING AND EAR TRAINING 3**

This course develops proficiency in sight singing and aural perception. Rhythmic and melodic dictation is emphasized as intervals, melodies, chords and minor modes are studied.

**MUS 0209 KEYBOARD HARMONY 3**

This course involves students in the study of diatonic harmony with reference to 18<sup>th</sup> and 19<sup>th</sup> century styles. Four part choral writing with primary and secondary triads, dominant seventh chords and cadences and keyboard harmonization of simple melodic materials used in elementary school song books are studied. Chord vocabulary is enlarged to comprise secondary seventh chords; simple modulation, analysis, rudimentary forms, 20<sup>th</sup> century harmonic dictation is studied.

**MUS 0210 CHORAL CONDUCTING 2**

This course is designed to develop basic skills and a fundamental group of principles involved in choral conducting. Skills are developed through the use of music of the various styles and periods.

**MUS 0223 AFRICAN-AMERICAN MUSIC 3**

This course introduces the student to African-American music from its African origin to the present day. The Black music forms, spirituals, work-songs, cries, calls, hollers, blues, ragtime and the various styles of jazz are studied as are Black composers and artists in the classic tradition and their compositions.

**MUS 0240 INTERMEDIATE PIANO 2**

This course provides an expansion of piano pedagogy utilizing chord progressions, extensive fingering techniques, further analysis of chords and more advanced piano literature including sonatas, rondos and symphonic poems. The student would be exposed to earlier works of the masters such as Bach, Mozart, Beethoven, etc., which would be appealing to the pianist at this level. Additional advanced theory would be presented in order to develop the skills necessary for piano composition.

**MUS 0250 ADVANCED PIANO 2**

This course is a continuation of experiences and techniques provided in Music 0240.

**MUS 0302I MUSIC HISTORY AND LITERATURE I 3**

This course is a survey of the art of music and representative compositions from medieval time to 1750, with emphasis on the effect of great social and historical movements on musical expression.

**MUS 0302II MUSIC HISTORY AND LITERATURE II 3**

This course is a survey of the art of music and representative compositions from 1750 to the present time. Twentieth century trends and systems and the composers responsible for them are emphasized.

**MUS 0309 PIANO PEDAGOGY 3**

This course is designed for beginning piano teachers. Instructor will provide various methods used to teach beginning piano students. Instructional materials and text will cover basic music, music theory, recital and concert pieces.

**MUS 0314I JAZZ COMBO I 3**

This course offers small group instruction in jazz and utilizing band instruments. Students are expected to have some experience in instrumental music. Instruments for this course are the responsibility of the student. The course will provide direct instruction in music theory, improvisation and development of a performing group. *Performances are required for this course.*

**ORGANIZATIONAL BEHAVIOR  
(ORB)**

**NOTE: The completion of the social science course requirements in the General Education and pre-professional course curriculum is a requirement for all 0300 and 0400 level Organizational Behavior courses.**

**ORB 0300 INFORMATION AND COMMUNICATION SYSTEMS 3**

*Prerequisite:* SOC 0100

This course is an introduction to the basic characteristics of language, information and communication. It includes the identification and study of the characteristics of social interaction and communication and an analysis of the social, psychological and interpersonal principles influencing individual and group communication. **(F-A)(SP-E)**

**ORB 0301 GROUP AND COMMUNICATION DYNAMICS 3**

*Prerequisite:* PSY 0100, SOC 0100

ORB 0301 is the study of individuals and groups in organizations. Topics include motivation, leadership, communication, strategy and structure in a global environment.

**ORB 0302 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY 3**

*Prerequisite:* PSY 0100

This course is a survey of industrial-organizational psychology as a science and a profession. Theory is integrated with skill development in several areas.

**ORB 0401 A SYSTEM APPROACH TO MANAGEMENT 3**

*Prerequisite:* ORB 0300 or ORB 0301

ORB 0401 examines effective leadership and team performance in organizations and attention is given to personal, interpersonal and team skills in current management practices.

**ORB 0410 GAME THEORY 3**

*Prerequisite:* MATH 0135, ORB 0300

Game theory is a mathematical discipline designed to treat rigorously the question of optimal behavior of participants in games of strategy and to determine the resulting equilibria.

**ORB 0420 ORGANIZATIONAL ANALYSIS AND**



**SYSTEMS 3**

**Prerequisite:** ORB 0300, ORB 0401

This course entails an analysis of the characteristics and operation of social organizations as systems. It includes the identification of the mechanisms within and surrounding an organization that allows it to interact with its environment, make decisions, solve problems and improve its operation. The course concludes with teaching a distinct process of systems analysis that can be applied to a broad range of social problems and organizations.

**ORB 0490 TOPICS IN ORGANIZATIONAL BEHAVIOR: [name of topic] 3**

From time to time, other courses are offered on topics of current interest within the field of Organizational Behavior. These are in addition to the core of courses identified above and when offered will be listed in the University's *Course Schedule*.

**PUBLIC ADMINISTRATION (PADM)**

**NOTE: The completion of the social science course requirement in the General Education Curriculum and the pre-professional course curriculum is a requirement for all 0300 and 0400 level Public Administration courses.**

**PADM 0330 INTRODUCTION TO PUBLIC ADMINISTRATION 3**

**Prerequisite:** POSC 0200

This course is an analytical overview of the public and nonprofit sectors. It examines the interplay of pressures and procedures in decision making, including organization, positions, personalities, interests and values. It will also look at ethical questions bearing on decisions.

**PADM 0400 RISK MANAGEMENT 3**

**Prerequisite:** PADM 0330,

ECON 0201,  
MATH 0135

Risk is generally defined as the threat to health and life as a result of some activity or exposure. In addition, for public policy, risk includes analysis of calculated risk, potential risk and inadvertence. This course will examine the issues of risk assessment and risk management as these issues create the concept of risk control.

**(F-A)(SP-E)**

**PADM 0410 FISCAL BUDGETING 3**

**Prerequisite:** PADM 0330,  
ACCT 0201

This course is designed to provide an understanding of the financial aspects of public administration and public policy. Attention will be given to issues of taxation, monetary policy, government spending theories, regulations and economic cycles.

**PADM 0420 POLICY IMPLEMENTATION AND EVALUATION 3**

**Prerequisite:** PADM 0330,  
RM 0301, POSC 0380

This course focuses on the interaction among program and policy decisions, program delivery and program evaluation. The course will emphasize conceptualization and procedures for political feasibility analysis and program output, outcome and impact assessments.

**PADM 0440 ECONOMICS OF THE PUBLIC SECTOR 3**

**Prerequisite:** PADM 0330,  
ECON 0201

This course investigates the role of government in the U.S. economy as well as a study of the process by which our government conducts its own financial business from taxing to budgeting to spending. It also assesses the impact of the relationship between public and private financial decisions.

**PADM 0450 ADMINISTRATIVE LAW 3**

**Prerequisite:** PADM 0330, SOC 0360

The purpose of this course is to examine the relationship of administrative law, the administrative agency and society. The course will examine issues, such as administrative law's relationship to other fields of law, rule making as the quasi-legislative nature of administrative law, order making as the quasi-judicial nature of administrative law, procedural due process, administrative discretionary actions, judicial review of administrative agency actions and the balancing of society rights and individual rights. This course is designed to examine these issues from the perspective of social jurisprudence - the interaction of society, the individual and the administrative agency as reflected in administration. (F-A)(SP-E)

**PADM 0480 PUBLIC ADMINISTRATION INTERNSHIP 3**

*Prerequisite:* RM 0301 & RM 0302

*Prerequisite:* Admission to the Urban Affairs degree program and have completed at least 90 credit hours of course work (including the required courses in Research Methodology) within the Urban Affairs degree program.

The Public Administration Internship is designed to assist the student in understanding the praxis of Public Administration. The internship requires a completion of 140 hours field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include governmental agencies and social service agencies/organizations. The faculty of the Social and Behavioral Sciences department must approve the internship site.

**PADM 0485 PUBLIC ADMINISTRATION SENIOR SYNTHESIS 3**

*Prerequisite:* PADM 0480 and must be a graduating senior in the semester registered.

One of the primary purposes of offering a senior synthesis course is for the student to demonstrate a sufficient familiarity and knowledge base of those historical, philosophical, social, political and legal theories, concepts, practices and events, which affect the agencies and components in a democratic, pluralistic society.

(SP-TBA)

**PADM 0490 TOPICS IN PUBLIC ADMINISTRATION: 3**

From time to time, other courses are offered on topics of current interest within the field of public administration. These are in addition to the core of courses identified above and when offered will be listed in the University's *Course Schedule*.

<b>PHYSICAL EDUCATION (PED)</b>
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**PED 0102 DEVELOPMENTAL MOVEMENT EXPERIENCES 3**

This course is a survey of the sensory motor-psycho areas of child development. Students explore fine and gross motor development patterns. The visual development areas of eye, hand and visual discrimination are included. Creative expression and play are presented and the student has an opportunity to dance in the world of the child.

**PED 0113 RECREATIONAL GAMES/GOLF 3**

This course is an introduction to popular games and sports of a recreational and individual nature, which have lifetime value.

**PED 0200 INTRODUCTION TO PHYSICAL EDUCATION 3**

This course is designed to introduce the beginning student to physical education as a career. Emphasis is on an understanding of the general purpose and benefits of physical education within the total educational process.

**PED 0202 PRINCIPLES OF PHYSICAL EDUCATION 3**

This course is a presentation of the philosophical, historical, biological, anatomical, physiological and political foundations of physical education and their application to the discipline.

**PED 0205 PHYSIOLOGICAL FOUNDATIONS OF PHYSICAL EDUCATION 3**

This course consists of a study of human structure and function with special emphasis on material relevant to physical education students. Appropriate laboratory work is required.

**PED 0214 FITNESS ACTIVITIES 3**

This course is designed to present the student with basic skills and knowledge about fitness and health for all age levels. The principles of conditioning, training, nutrition, stress management and wellness will be the areas of concentration.

**PED 0231 TEAM SPORTS 3**

Students are introduced to the techniques of teaching and coaching team sports, including theory, program building and evaluation. The focus will be on basketball, volleyball, soccer and softball/baseball.

**PED 0235 COACHING TECHNIQUES 3**

The emphasis of this course is to prepare students for coaching at all levels from youth through college. The goal involves the basic principles of effective coaching.

**PED 0240 INDIVIDUAL SPORTS 3**

Students are introduced to the techniques of teaching and coaching individual sports, including theory, program building and evaluation. The focus will be the racquet sports of table tennis, badminton and tennis.

**PED 0266 HEALTH AND WELLNESS 3**

This course is designed to acquaint students with the principles and concepts of health and wellness. In addition, students will learn health

and wellness strategies regarding their own personal lives.

**PED 0271 SOCIOLOGY OF SPORTS 3**

This course is designed to introduce students to the diverse aspects of sports as well as the diversity of "sports studies." There will be an emphasis on raising the level of consciousness of students in the sporting environment. A study of the basic social processes in sport, such as socialization, facilitation and assimilation will be discussed.

**PED 0275 INTRODUCTION OF SPORT PSYCHOLOGY 3**

This course is an introduction to and overview of the psychosocial aspects of sport. Knowledge and skills to develop performance enhancement programs for athletes, performers and athletic teams are discussed. Also, history, motivation, mental skills, training strategies, confidence, mental toughness, team building and sportsmanship are discussed and applied.

**PED 0280 HISTORY/PHILOSOPHY OF SPORT AND PHYSICAL EDUCATION 3**

This course is a study of the history and philosophy of physical education and sport programs. An emphasis will be placed on the philosophical influences on the programs. Applications of the knowledge base to current programs will be addressed.

**PED 0312 DANCE FORMS: FOLK AND SOCIAL 3**

This course is an in-depth study in folk and social dance. Emphasis is on the interpretation and on the teaching of these dance forms.

**PED 0313 DANCE FORMS: SQUARE AND ROUND 3**

This course is an in-depth course in square and round dance. Emphasis is on the interpretation and on teaching of these dance forms.

**PED 0362 EVALUATION IN PHYSICAL**

**EDUCATION 3**

Students in this course become familiar with the tools and procedures in the assessment and evaluation of physical education activities.

**PED 0370 CURRENT READINGS IN PHYSICAL EDUCATION 3**

Students read, discuss and make reports on important recent literature in physical education.

**PED 0410 APPLIED SPORT PSYCHOLOGY: PERFORMANCE ENHANCEMENT 3**

This course is an introduction to the many facets of applied sport psychology, the mental aspects of sports and the contemporary techniques utilized in sport psychology throughout the world. This includes theory and practice of sport psychology with areas of theoretical basis of mental aspects of training processes and competition, mental training techniques for psychomotor performance and basic issues of performance psychology.

**PHILOSOPHY (PHIL)**

**PHIL 0100 INTRODUCTION TO LOGICAL THINKING 3**

This course involves the study and practice of what constitutes critical reasoning as opposed to pseudo-reasoning. In this course the student will be introduced to the thinking process, to what critical thinking is and to the traits of a critical thinker. Here the emphasis is on practical application rather than on abstract theory.

**PHIL 0101 INTRODUCTION TO PHILOSOPHY 3**

In this course students will examine some of the major philosophical issues dealt with by both philosophers and authors of literature, and they will be encouraged to think critically about these issues. These issues include: What does it mean to learn? Does the world exist as it appears to us? Do minds exist, and if so, how are they related to bodies? Are we free? Are we morally responsible for our actions? Is it ever right to

break the law? Does God exist? A multicultural approach will be emphasized.

**PHIL 0102 INTRODUCTION TO ETHICS 3**

In this course the student will study the question "What ought to be?" by reviewing the wide range of human conduct that embraces motives, desires, intentions and overt acts. Various ethical theories that explain why people act as they do and what form of life is best will be discussed. Throughout the course the student will be aided in thinking critically about such theories in relation to contemporary issues. A multicultural approach will be taken in the examination of these issues.

**PHYSICAL SCIENCE (PHSC)**

**PHSC 0151 PHYSICAL SCIENCE SURVEY 3 (Lecture)**

PHSC 0151 is a qualitative and quantitative introduction to the physical-science areas of astronomy, earth study and meteorology with the main thrusts being directed toward astronomy and earth study. It emphasizes the conceptual aspects of these subjects while making a minimum but essential use of mathematics. Instructional activities consist of lectures, class discussions, demonstrations and some use of audio-visual materials.

**PHSC 0152 PHYSICAL SCIENCE SURVEY (Laboratory) 2**

This course is the laboratory component for PHSC 0151. Experiments are performed in selected physical science topics, which are related to those covered in PHSC 0151. Instructional activities consist primarily of small-group laboratory experiments, which involve students in hands-on experience with apparatus. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated.

**PHYSICS (PHY)**

**PHY 0251 GENERAL PHYSICS:  
MECHANICS  
(Lecture) 3**

*Prerequisite:* MATH 0135

*Concurrent enrollment:* PHY 0252

PHY 0251 is a general physics course which has its main emphasis on mechanics. Among the topics studied are vectors, kinematics, Newton's laws of motion, torques, momentum, work, and energy. Although Physics 0251 often takes a conceptual approach to its topics, a quantitative treatment of the subject is maintained throughout with example problems being demonstrated by the instructor and homework problems being assigned. Instructional activities consist of lectures, class discussions, demonstrations and some use of audio-visual materials. (F)(SU)

**PHY 0252 GENERAL PHYSICS:  
MECHANICS (Laboratory) 2**

*Prerequisite:* MATH 0135

*Concurrent enrollment:* PHY 0251

This course is the laboratory component for PHY 0251. Small group experiments are performed on selected topics, which are related to those covered in PHY 0251. Instructional activities consist primarily of small-group laboratory experiments, which involve students in hands-on experience with apparatus. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated. (F)(SU)

**PHY 0301 GENERAL PHYSICS:  
ELECTRICITY AND  
MAGNETISM (Lecture) 3**

*Prerequisite:* MATH 0135, PHY 0251  
and PHY 0252 (or their  
equivalents)

*Concurrent:* PHY0302

PHY 0301 is a general physics course, which has its main emphasis on electricity and magnetism. Among the topics studied are

Coulomb's law, electric fields, electric potential, capacitance, current, resistance, magnetic fields, inductance and electromagnetic radiation. Although Physics 0301 often takes a conceptual approach to its topics, a quantitative treatment of the subject is maintained throughout with example problems being demonstrated by the instructor and homework problems being assigned. Instructional activities consist of lectures, class discussions, demonstrations and some use of audio-visual materials. (S)

**PHY 0302 GENERAL PHYSICS:  
ELECTRICITY AND  
MAGNETISM (Laboratory) 2**

*Prerequisite:* MATH 0135, PHY 0251  
and PHY 0252 (or their  
equivalents)

*Concurrent:* PHY0301

This course is the laboratory component for PHY 0301. Experiments are performed on selected electricity and magnetism topics which are related to those covered in PHY 0301. Instructional activities consist primarily of small group laboratory experiments which involve students in hands-on experience with apparatus. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated. (S)

**PHY 0304 ENERGY SCIENCE  
(Lecture) 3**

*Prerequisite:* PHY 0251, PHY 0252

This course discusses energy sources and their use in biological and physical processes. The students will be introduced to photosynthesis, respiration, nutrition, thermodynamics, efficiency, resources, resource and space usage, transportation, and design concepts. It includes a study of the science of materials and shapes as well.

**PHY 0305 ENERGY SCIENCE  
(Laboratory) 2**

*Concurrent enrollment:* PHY 0304

This course complements the lecture component of Energy Science, PHY 0304, which must be taken concurrently. It includes experiments and projects that deal with scientific processes, data collection, interpretation of results, and presenting findings.

**NOTE:** *From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.*

<b>POLITICAL SCIENCE (POSC)</b>
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**POSC 0200 AMERICAN GOVERNMENT SURVEY 3**

This course is an introductory explanation of how American government works. It covers the legislative, executive and judicial branches of both national and state government. It also discusses elections, political parties and interest groups. The United States and Missouri Constitutions are included.

**Note:** *The completion of the examinations on the United States Constitution and the constitution of the state of Missouri given within this course meets that portion of the state of Missouri requirements concerning an examination on these constitutions (RSMo. 170.011).*

**POSC 0201I UNITED STATES CONSTITUTION 1**

This course is designed to familiarize the student with the Constitution of the United States. The course is intended for students who have not completed the state requirement concerning the U.S. Constitution.

**NOTE:** *The completion of the examinations on the Constitution of the United States given within this course meets that portion of the State of Missouri requirements concerning an examination on this constitution (RSMo. 170.011).*

**POSC 0201II MISSOURI**

**CONSTITUTION 1**

This course is designed to familiarize the student with the Constitution of the state of Missouri. The course is intended for students who have not completed the state requirement concerning the Missouri Constitution.

**Note:** *The completion of the examinations on the Constitution of the state of Missouri given within this course meets that portion of the state of Missouri requirements concerning an examination on this Constitution (RSMo. 170.011).*

**POSC 0323 THE AMERICAN PRESIDENCY 3**

**Prerequisite:** POSC 0200

This course examines the executive branch of the United States government through a detailed examination of its principal office - that of the President of the United States. Study of the presidency will cover access to the office (elections), its current complex structure and its principal activities; it will also expand the view of the American presidency by studying the various individuals who have recently held the office.

**POSC 0370 WORLD AFFAIRS (INTERNATIONAL RELATIONS) 3**

**Prerequisite:** POSC 0200 & HIST 0214

This course is an analysis and discussion of the contemporary relations and problems among nation-states and major factors which underline and influence these relations.

**POSC 0380 PUBLIC POLICY 3**

**Prerequisite:** POSC 0200

The course is concerned with the study of the social, political, and economic factors affecting the development and implementation of public policies. The course is constructed with three focal points or stages of policy creation: pre-policy conditions, policy design and policy implementation. Particular attention is given to the policy actors, their interests and values and their actions that affect the course of policy creation. (F-A)(SP-E)

**POSC 0390 URBAN POLITICS 3**

*Prerequisite:* POSC 0200

This course is an analysis and discussion of the urban political structures in the U.S. It emphasizes political processes and policy implementation in a number of contemporary urban issues. (F-E)(SP-A)

**POSC 0391 URBAN POLITICS AND PUBLIC POLICY 3**

*Prerequisite:* POSC 0200

This course is an analysis and discussion of urban political resource allocations. The course will emphasize political inputs, political processes and policy output on a number of contemporary urban issues. (F-E)(SP-A)

**POSC 0402 POLITICAL THEORY 3**

*Prerequisite:* POSC 0200

A review of current and recent political ideologies and their historical roots: Communism, Socialism, Democracy, Fascism, etc.

**POSC 0490 TOPICS IN POLITICAL SCIENCE: 3**

From time to time, other courses are offered on topics of current interest within the field of Political Science. These are in addition to the core of courses identified above; when offered this course will be listed in the University's *Course Schedule*.

**PROFESSIONAL INTERDISCIPLINARY STUDIES (PRIS)**

**PRIS 0480 INTERNSHIP: PROFESSIONAL INTERDISCIPLINARY STUDIES 3**

*Prerequisite:* Admission to the Professional Interdisciplinary Studies degree program and have completed at least 90 credit hours of course work within the degree program

The Professional Interdisciplinary Studies Internship is designed to assist the student in understanding the praxis of the student's areas of studies. The internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The faculty of the Social and Behavioral Sciences department must approve the internship site.

**PRIS 0485 SENIOR SYNTHESIS: PROFESSIONAL INTERDISCIPLINARY STUDIES 3**

*Prerequisite:* PRIS 0480

One of the primary purposes of offering a senior synthesis course is for the student to demonstrate a sufficient familiarity with and knowledge base of the student's fields of study, including their historical, philosophical, social and political theories.

**PSYCHOLOGY (PSY)**

**PSY 0100 GENERAL PSYCHOLOGY 3**

This is an introductory survey of the basic concepts, principles and methods in the scientific study of behavior. Some appropriate application to one's personal growth and development will be provided.

**PSY 0302 ABNORMAL PSYCHOLOGY 3**

This course is an examination of forms of personality maladjustment, the factors which contribute to the development of abnormal behavior, its diagnosis and treatment and prevention of neurotic, psychotic and sociopathic behavior. The role of maladaptive reaction and overall mental health is studied in lieu of DSM-IV classifications.

**PSY 0305 EDUCATIONAL PSYCHOLOGY 3**

*Program admission not required.*

This course is a study of human learning and development as applied to the school environment. Emphasis will be placed on interpretation of educational tests and measurements based on cognitive and behavioral processes of learning. Classroom application of developmentally appropriate assessment and evaluation will be covered. (F-SP)

**PSY 0307 HUMANISTIC PSYCHOLOGY 3**

The focus of this course is a study of human relations skills and the use of varying techniques dealing with intra and interpersonal awareness. Emphasis is placed on self-knowledge, communication skills, nonverbal behavior, group dynamics, transactional analysis and includes a study of leaders in the contemporary humanistic psychology movement.

**PSY 0310 CHILD PSYCHOLOGY 3**

*Program admission not required.*

This course is an in-depth investigation of the major theories of human development (cognitive, psychological, social and emotional) and the inter-relationship across developmental areas (conception to death) with an opportunity for first-hand observation and application of behavioral techniques with children.

(F-AE)(SP-A/E)(SU-A/E)

**PSY 0311 ADOLESCENT PSYCHOLOGY 3**

*Program admission not required.*

This course is a study of the psychological, biological and social bases of adolescence as a transition state of development. Included will be an examination of the emotional, mental, physical, and personal-social factors influencing adolescent personality and behavior. Substance abuse, sexuality and peer pressure concerns will also be addressed. F-E/S) (SP-E/S) (SU-E/S)

**PSY 0312 PSYCHOLOGY AND EDUCATION OF THE EXCEPTIONAL CHILD 3**

*Program admission not required.*

A study of and the remediation/treatment of the nature, characteristics, and the categories of the exceptional child, including understanding of the conditions and risk factors that affect children's development and learning. Consideration will be given to the psychological problems of the gifted, intellectually deficient, hearing impaired, visually impaired, orthopedically disabled, learning impaired, socially/emotionally and or behaviorally maladjusted.

(F-A/E)(SP-A/E)(SU-A/E)

**PSY 0319 BEHAVIOR MANAGEMENT 3**

*Co-requisite:* PSY 0321

This course is an investigation of major theories and principles of behavior management and self-control techniques. Included are operant conditioning, socialization, reality therapy and crisis intervention along with the development of behavioral prescriptions. Current research is examined.

**PSY 0320 PSYCHOLOGY OF PERSONALITY 3**

This course is a study of the nature, theories, types and improvements of personality. Both traditional and current research are examined and evaluated. Consideration is given to the usage of variables that influence development, function and assessment of personality.

**PSY 0321 PRACTICUM IN BEHAVIOR MANAGEMENT 2**



**Co-requisite:** PSY 0319

This course will provide 30 hours of one-to-one experience within an educational setting in which the student designs and implements one or more workable behavior management techniques. Students will have an opportunity to work directly with children in the application of behavior management techniques.

**PSY 0407 INDIVIDUAL INTELLIGENCE AND ACHIEVEMENT TESTS 3**

This course is the study of theory and application of standardized individual intelligence tests and achievement tests. The course includes instruction in interpretation of the individual intelligence tests and achievement tests, formal and informal diagnostic procedures, and in prescriptive instruction.

**PSY 0450 COUNSELING ASPECTS OF CLINICAL PSYCHOLOGY 3**

This course focuses on dealing with adjustments and clinical techniques, application of various therapeutic evaluations for assessment and treatment of personal, social, emotional, and behavioral problems. The literature and current research in psychotherapy are examined.

<b>RESEARCH METHODOLOGY (RM)</b>
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**RM 0300 RESEARCH WRITING 3**  
**Prerequisite:** ENG 0110I,  
ENG 0110II

The main objectives of this course are to inform the students of the common steps and formats in writing a university-level research paper, such as writing and submitting proposals, literature reviews, following general research paper formats using an annotated bibliography and to introduce students to various research skills. A more specific goal of this course is to require students to discover the various acceptable research writing guidelines of their own departments or professors. (F-A)(SP-E)

**RM 0301 RESEARCH METHODOLOGY AND STATISTICS 3**

**Prerequisite:** MATH 0135

This course has two focus points: research methodology and research statistics. The research methods purpose of this course is to introduce the student to elements of research methodology as it is applied to various social issues. The second purpose of this course is to introduce the student to elements of qualitative research methodology as it is applied to various types of data. (F-A)

**RM 0302 RESEARCH DESIGN AND STATISTICS 3**

**Prerequisite:** RM 0301

The purpose of this course is the application of the elements of research methodology and statistical analysis as applied to social and behavioral sciences. The course will develop the student's understanding of the research and statistical techniques toward judging the legitimacy of a researcher's claims based upon the statistical analysis and research results reported. Focus will be given to the application of statistical tests and what these given techniques accomplish statistically, the conclusions that can be reached using such techniques and how the results are reported. (SP-E)

**RM 0400 EVALUATION RESEARCH 3**

**Prerequisite:** RM 0301

This course is designed to continue the development of the student's understanding of the issues, techniques, design, application and ethics of evaluation research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of evaluation research.

**RM 0410 SURVEY RESEARCH 3**

**Prerequisite:** RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of survey research. Major issues examined will include the theoretical underpinnings and

methodological consequences of the major traditions of survey research.

**RM 0420 EXPERIMENTAL DESIGN 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of experimental design. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of experimental design.

**RM 0430 FIELD RESEARCH 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of field research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of field research.

**RM 0432 GRANT WRITING AND ADMINISTRATION 3**

*Prerequisite:* ENG 0110I, ENG 0110II & RM 0300

RM 0432 examines the problem of identifying funding sources, the grant writing process and the management of grant finding.

**RM 0440 COMPUTER SIMULATION AND MODELING 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of computer simulation and modeling in social science research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of computer simulation and modeling in social science research.

**RM 0490 TOPICS IN RESEARCH METHODOLOGY: 3**

From time to time, other courses are offered on topics of current interest within the field of Research Methodology. These are in addition to the core of courses identified above and when offered will be listed in the University's *Course Schedule*.

<b>SOCIOLOGY (SOC)</b>
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**SOC 0100 INTRODUCTION TO SOCIOLOGY 3**

This course surveys the range of human cultural variation and differing patterns of human social relationships. The perspectives and concepts of anthropology and sociology presented in this course will prepare the student to recognize and appreciate the variety of social and cultural situations encountered in life.

**SOC 0300 SOCIAL JUSTICE 3**

*Prerequisite:* SOC 0100

This course will examine and evaluate the two basic issues in the study of social justice and how justice can exist in such a manner as to allocate the gain from cooperation in such a way that everyone has a self-interested motive for adherence and principles of justice that can be applied to the distribution of scarce resources in such a manner as to be defensible from an impartial standpoint. This evaluation will require the analysis of issues of distribution of resources, conflicting claims to resources and the concepts of fairness reflected against the concept of need or entitlement. Application of these issues will be evaluated against the concerns of public policy as it is applied to the distribution of public sources within the society.

**SOC 0303 SOCIAL PSYCHOLOGY 3**

*Prerequisite:* SOC 0100 & PSY 0100

SOC 0203 is an introduction to a variety of social-psychological orientations and research in the study of individuals and their relations to groups of individuals. Emphasis will be placed on the development of an individual and his or her socialization through the reciprocal

relationship between himself or herself and other individuals.

**SOC 0310 URBAN SOCIOLOGY 3**

*Prerequisite:* SOC 0100

This course is designed to be a survey of contemporary urban social issues in a continuing process of the social historical development of the concept of urbanism and the separation of the phenomenon of urban life from the political concept of a city and the discipline's traditional analysis of the city. A second focal point is developed from the understanding of this social historical process; the examination of the dynamic interplay between what theoretical perceptions postulate about urban life and an analysis of the perception of how "ordinary" individuals view urban life. The construct of these two focal points is designed to investigate urban life, urban social interactions, urban patterns, urban institutions and the strategies that people use to create community and the transformation of such a community into an epicomunity - a community that is secondary to another social issue or phenomenon.

**SOC 0340 SOCIAL PROBLEMS 3**

*Prerequisite:* SOC 0100

The purpose of this course is to introduce students to the elements of social problems and issues from a sociological perspective. The class will use the concepts, theories, models and investigative techniques of the sociologist to focus on a series of contemporary issues and problems characteristic of today's American society. The central focus of this class will be directed at the analysis of the definition, causes, conditions, consequences, potential solutions and interdependence of the social phenomenon, which has been labeled a social problem.

**SOC 0350 CRIMINOLOGY 3**

*Prerequisite:* SOC 0100

This course has two basic goals the examination of the theoretical arguments for crime and criminal behavior and the analysis of crime and public policy. The first part of the course will examine the various theories that comprise the

three broad groups of theory in criminology: criminal behavior as freely chosen, criminal behavior as caused by conditions beyond the control of the individual and the behavior of criminal law. The second part is concerned with the responses of society, as reflected in public policy to the issue of crime and criminal behavior.

**SOC 0360 SOCIOLOGY OF LAW 3**

*Prerequisite:* SOC 0100

This course will examine and evaluate the origins of the law, the philosophy of law and legal rights and the role of law in modern society. Focus will be given to the issues of legal reasoning and the rule of law politics and morality; whether the law as it exists provides determinate answers to legal problems; whether the law treats, or should treat, people in an objective manner according to some abstract rule; how far law is anchored in something external to itself, such as social morality, social or political justice, economic efficiency, etc.; the process of law; the actors within the legal system and law as an instrument of conflict resolution and social change.

**SOC 0370 SOCIAL CHANGE 3**

*Prerequisite:* SOC 0100

The purpose of this course is to introduce the student to the elements and theories of social change from a sociological perspective. The class will use the concepts, theories, models and investigative techniques of the sociologist to examine the concept of change: the identity of what is changing, the rate of change, the magnitude of change, the direction of change, the duration and the level of change. The intention of this course is to draw attention to the complexities and concerns inherent in understanding social change. The course will concentrate on the more salient features, characteristics, processes and perspective of change in the United States and cross-culturally. The purpose of this course is to try to make "sense" of change and to consider what is changing, where and why.

**SOC 0411 HISTORY OF SOCIAL THOUGHT 3**

**COALITION, AND  
DECISION MAKING 3**

This course is concerned with the development of sociological perspectives and the theories, concepts and ideas within sociological thought which have contributed to its present state. The course will focus on the evolution of social thought from a state of social philosophy to the current definitions of the form and content of sociology as a distinct analytic discipline.

**(F-E)(SP-A)**

**SOC 0450 SOCIAL  
STRATIFICATION 3**

*Prerequisite:* SOC 0100

SOC 0450 is a study of social differences in the United States. The course focuses on the effects of social structure on the lives and life chances of individuals in society. Topics of discussion will include the distribution of power in society; social inequality; class, race, gender and age differences; relations among categories of people and social ranking.

**SOC 0460 ECONOMIC  
SOCIOLOGY 3**

*Prerequisite:* SOC 0100

The objective of this course is to identify the theories, models and concepts applicable to the economic analysis of social and political issues of the urban and regional environment. Central to this analysis is the apparent contradiction between the economist's concern about efficiency and the political concern about equity in the creation of public policy. This course reviews changes in how various social science disciplines have explained the economy over the last several hundred years and then zeroes in on the sociological approach. That approach is sometimes complementary, sometimes supplementary and sometimes contrary to the explanations offered by standard contemporary economics, depending on the particular subject. The fundamental premise is that a deep understanding of the economy requires attention to how social structure and institutions shape information flow, trust, cooperation, norms, morality, power and domination in economic action and interaction.

**SOC 0470 SOCIAL POWER,**

*Prerequisite:* SOC 0100

This course is designed to be an intensive analysis of various models of the social phenomena of power coalitions and decision making. This course is concerned with the analysis of these phenomena as major elements in social interaction; the dominant assumption of the course is drawn from Russell - a postulate that social power is to the social sciences as energy is to the natural sciences - the cement that holds interaction together. This course will present several models of social power analysis, coalition behavior and the application of social power and coalitions in decision making.

**SOC 0480 CRITICAL THEORY 3**

*Prerequisite:* SOC 0100

This course will examine and evaluate the assumptions and methodology of a sociological theory termed critical theory. Critical theory as informed by a supra-disciplinary research which attempts to construct a systematic, comprehensive social theory that can confront social, economic and political issues from an encompassing perspective rather than the traditional single discipline, interdisciplinary or multidisciplinary approaches which tend to maintain the traditional boundaries of academic disciplines in the analysis and abstractions of contemporary issues. Change is a dominant assumption of critical theory; sociohistorical context is crucial in determining which questions a theory poses, how the theory formulates and answers such questions and what limitations, grounds and insights such a theory produces. The course will examine the principal methodology of critical theory: dialectical investigations. The laws of dialectic that will be examined are the relations within and between levels of generality, transformation of quantity and quality, development of contradictions, interpretation of polar opposites and negation of the negation. The principal mode of observation of these laws will be from the process of abstractions: extension, levels of generality and vantage points. **(F-E)(SP-A)**

**SOC 0490 TOPICS IN**

**SOCIOLOGY 3**

From time to time, other courses are offered on topics of current interest within sociology. These are in addition to the core of courses identified above and when offered will be listed in the University's *Course Schedule*.

**SPEECH  
(SPCH)**

**SPCH 0109 INTRODUCTORY PUBLIC SPEAKING 3**

In this basic course students will develop awareness and an appreciation of effective communication. The course requires the student to compose speeches, present various delivery methods and analyze formal speeches presented by others.

**SPCH 0200 ADVANCED PUBLIC SPEAKING 3**

*Prerequisite:* SPCH 0109

This course builds upon the skills developed in SPCH 0109. Further emphasis is given to the understanding and practice of effective communication theory, organizational techniques, interpersonal skills and analytical skills. (F-A/E)(SP-A/E)

**SPCH 0210 ARGUMENTATION AND DEBATE 3**

*Prerequisite:* SPCH 0109

Utilizing the fundamental research and organizational skills developed in Speech 0109, this course focuses on the role of formal argumentation and debate as well as techniques in contemporary problem-solving situations. Course requirements include participation in class debates, panel discussions and group discussions.

**NOTE: Although SPCH 0200 is not an official prerequisite for this course, the experiences provided in that course will better prepare the student for argumentation and debate.**

**SPCH 0300 INTERPERSONAL COMMUNICATION 3**

*Prerequisite:* SPCH 0109

In this course the student will gain an understanding of speech psychology, behavior, the verbal and nonverbal message, and intention in interpersonal relations. Both theory and practice are combined to present students with feasible approaches to effective communication in such interpersonal situations as the family setting, the classroom, business situations and social gatherings and groups.

**SPCH 0301 ORAL INTERPRETATION 3**

*Prerequisite:* SPCH 0109

This course introduces students to the art of reading literature aloud to enhance their appreciation of both literature and oral performance. Fundamental communication skills developed in Speech 0109 are applied to the oral reading of poetry, prose and drama. Attention is also given to verbal and nonverbal aspects of delivery that enhance reading and to presentation techniques that enable students to share various literary works with audiences. Course requirements include preparing and performing a variety of literary works.

**SPCH 0302 SMALL GROUP DISCUSSION 3**

*Prerequisite:* SPCH 0109

The small group, whether its goal is information gathering, information sharing or problem-solving, can be an efficient, creative means of accomplishing tasks in academic and in other professional settings. This course, therefore, presents principles and methods that encourage effective communication when collaborative effort can successfully achieve a goal. Further, the course explores such issues as functions, roles and characteristics of small group participants and strategies for problem-solving. Course requirements include student participation in several types of task-oriented small discussion groups and performing a variety of literary works.

**SPCH 0310 BUSINESS AND PROFESSIONAL SPEAKING 3**

*Prerequisite:* SPCH 0109, SPCH 0200

This course stresses practical application of the effective speaking theory and skills developed in Speech 0109 and Speech 0200 to business and professional communication situations. Interviewing techniques, product and proposal presentations and employer-employee communication form the core of the business study; occasional speeches, reporting techniques and decision-making and problem-solving simulations comprise the focus of the professional emphasis.

**SPCH 0400 PERSUASIVE SKILLS 3**

*Prerequisite:* SPCH 0109, SPCH 0200

In this course the focus will be upon techniques of convincing and motivating others to action. Reinforcements will be made to the principles and skills introduced in SPCH 0109 and SPCH 0200, with emphasis upon the role of logical thinking, audience analysis and careful preparation in the development of effective persuasive speech strategies. Some attention will be given to the use of visuals in the development of such strategies.

**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

<b>THEATER (THR)</b>
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**THR 0100 THEATER APPRECIATION 3**

*Prerequisite:* SPCH 0109 or permission of the instructor

In this course the student is introduced to the literary aspects of drama and to basic theater history. Focus will be placed on the contemporary American theater in the endeavor to assist students in gaining an appreciation of all aspects of theatrical production. Students will also examine the fundamental processes involved in making theater happen.

**THR 0125 ACTING UP: A BEGINNER'S WORKSHOP 3**

*Prerequisite:* SPCH 0109 and SPCH 0301 or permission of the instructor

In this course the novice actor is both creator and performer. Beginners learn how to shape literature for reader's theater and or chamber theater and how to use presentational or representational performance styles to present text. Skills and content acquired in oral interpretation serve this course as well as evidence of the student's prior experiences with performance, literary study and or creative writing. Course requirements include creating scripts for performance and the performance of students' original scripts.

**THR 0200 FUNDAMENTALS OF ACTING 3**

*Prerequisite:* SPCH 0109 or permission of the instructor

In this course the beginning actor or actress will develop his or her "tools" - voice, body and body movements. The student will become familiar with the techniques of acting, including movement, characterization, improvisation and pantomime. Attention will also be given to theater history interpretation of scripts, and approaches to the use of the physical theater.

**THR 0201 THEATER PRACTICUM 3**

*Prerequisite:* SPCH 0109 and THR 0100 or permission of the instructor

This course provides a practical, hands-on approach to learning theater. The student will acquire a wide range of theatrical skills while fulfilling significant acting and technical responsibilities in a major theatrical production. Students may enroll in this course as many times as they wish in "audit" status, after receiving a passing grade in the initial enrollment.

**THR 0300 ADVANCED ACTING 3**

**Prerequisite:** SPCH 0109, SPCH 0200, THR 0100 or permission of the instructor

In this course students will continue to explore the actor's responsibilities in theater. Methods of acting, theatrical styles, stage business, imagination and aim provision will be stressed. Further attention will be given to theater history, theory and criticism from Greek to contemporary theater.

**THR 0310 PLAY DIRECTING 3**

**Prerequisite:** THR 0100 or permission of the instructor

This course explores the role of the director in a unified theatrical production. Strong emphasis will be placed on cooperative group management in such productions. The relationship of the director to the actor, the crew and to others in a theatrical company will be examined. A one-act play will be directed along with scene production and use.

**THR 0320 STAGECRAFT 3**

**Prerequisite:** SPCH 0109 or permission of the instructor

In this course the student will explore the technical work of the theater. Attention will be given to designing the set, painting, constructions, mounting and changes in a major production.

**THR 0330 CHILDREN'S THEATER AND CREATIVE DRAMATICS 3**

**Prerequisite:** SPCH 0109 and THR 0200 or permission of the instructor

This course gives students an introduction to several theories of children's theater and creative dramatics. In addition, it encourages students to explore these theories as they create and perform scripts with children as audience and as participants in the theatrical experience. Basic audience analysis, performance and staging techniques learned in Introductory Public Speaking and Fundamentals of Acting

will be useful to students wanting to create children's theater for enrichment and instruction. Course requirements include preparing and performing various types of children's drama.

**NOTE: Although Oral Interpretation (SPCH 0301) and Play Directing (THR 0310) are not prerequisites, mastery of principles taught in those courses will enable students to be better prepared for Children's Theater and Creative Dramatics.**

**THR 0401 STORYTELLING 3**

**Prerequisite:** SPCH 0109, SPCH 0301 or permission of the instructor

The principles, techniques and skills of storytelling are presented along with the art of storytelling using various literary forms. Course requirements may include performance of original stories, folklore and myth as well as stories by published authors.

**NOTE: From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.**

<b>URBAN STUDIES (URST)</b>
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**Prerequisite:** The completion of the social science course requirements in the General Education Curriculum and the Pre-Professional Course Curriculum is a requirement for all 0300 and 0400 level Urban Studies courses.

**URST 0301 THE CITY 3**

**Prerequisite:** SOC 0100

This course is an overview of the evolution of urbanization and the current nature of cities. Topics include a discussion of what a city is, a description of forces leading to urbanization, early city cultures, an overview of major urban theorists and the impact of industrialization/post-industrialization on the city.

**URST 0302 THE URBAN AGENDA 3**

**Prerequisite:** URST 0301

This course attempts to survey contemporary urban research methods. Topics include primary data collection, census analysis, and introduction to geographic information systems.

**URST 0310 MEGATRENDS AND THE  
FUTURE OF THE CITY 3**

**Prerequisite:** URST 0301

This course attempts to identify the most significant technological, social, economic and political movements shaping the world today and their consequences for the future of urbanization. Topics to be discussed include the global market economy and new urban networks; race, class and edge cities; the information revolution and the role of cities and the urban impact of the demise of communism and the rise of nationalism.

**URST 0400 URBAN PLANNING 3**

**Prerequisite:** URST 0301

This course is concerned with the examination of the historical efforts to shape the city. Topics include the evolution of land use planning, urban revitalization and future directions in urban planning and development.

**URST 0401 URBAN  
DEVELOPMENT 3**

**Prerequisite:** URST 0301

This course deals with issues concerning the built and economic environments of the American city. It attempts to provide an overview of development needs facing contemporary cities and potential strategies. Topics include developing urban development policy, equity, financing and governmental programs.

**URST 0480 URBAN STUDIES  
INTERNSHIP 3**

**Prerequisite:** : Admission to the Urban Affairs degree program and have completed at least 90 credit hours of course work (including the required

courses in Research Methodology) within the Urban Affairs degree program.

The Urban Studies Internship is designed to assist the student in understanding the praxis of Urban Studies. The Internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The faculty of the Social and Behavioral Sciences department must approve the internship site.

**URST 0485 URBAN STUDIES SENIOR  
SYNTHESIS 3**

**Prerequisite:** URST 0480 and must be a graduating senior in the semester registered.

One of the primary purposes of offering a senior synthesis course is for the student to demonstrate a sufficient familiarity and knowledge base of those historical, philosophical, social, political and legal theories, concepts, practices and events that affect the Urban Studies field of study in a democratic, pluralistic society.

**URST 0490 TOPICS IN URBAN  
STUDIES 3**

From time to time, special topics dealing with urban issues or events will be offered.



## FACULTY OF INSTRUCTION

Mark Abbott  
Professor, History  
A.B., Indiana University-Bloomington  
M.A., Ph.D., Purdue University

Lawrence E. Acker  
Assistant Professor, Health Administration  
B.A., Saint Louis University  
M.H.A., Washington University  
Ph.D., University of Missouri-St. Louis

Thomas Adams  
Instructor of Music  
B.A., University of the Ozarks  
M.A., Southern Illinois University

Lateef A. Adelani  
Dean, College of Arts & Sciences  
Professor of Mathematics  
B.Sc., University of Ibadan  
M.S., M.S., Stanford University  
M.S., D.Sc., Washington University

Jennifer Agnew  
Assistant Professor, English  
B.A., DePaul University  
M.A., Saint Louis University  
Ph.D., Saint Louis University

K. Zeynep Akca  
Associate Professor, Psychology  
B.A., M.A., Hachepe University  
Ph.D., University of Missouri-Columbia

Carla Allen  
Assistant Professor, Criminal Justice  
B.B.A., Tennessee State University  
J.D., St. Louis University

Reynaldo Anderson  
Assistant Professor in English  
B.A., Jackson State University  
M.A., Oklahoma State University  
Ph.D., University of Nebraska-Lincoln

Jayashree Balakrishna  
Professor, Physics/Mathematics  
M.S., Washington University  
Ph.D., Washington University

Anbreen Bashir  
Assistant Professor, Biology  
B.Sc., The University of Kashmir  
M.Sc., The University of Kashmir  
Ph.D., Saint Louis University

Richarlene Beech  
Instructor, Management and Entrepreneurship  
A.A., St. Louis Community College  
B.S., Saint Louis University  
M.B.A., Fairleigh Dickinson University

Valerie A. Beeson  
Assistant Professor Emeritus in Mathematics  
A.B., College of New Rochelle  
M.A., University of Arkansas

David Behle  
Instructor, English and Philosophy  
B.S., Northeast Missouri State University  
M.A., Northeast Missouri State University

John H. Behle  
Professor Emeritus of Mathematics  
B.S., M.A., Northeast Missouri State University  
Ph.D., University of Missouri-Columbia

Racquel S. Bovier-Brown  
Assistant Professor, Teacher Education  
B.S., Harris-Stowe State University  
M.A., National Louis University  
Ph.D., Saint Louis University

Kenneth G. Bowman  
Instructor in Sociology  
B.S., Washington University  
M.A., University of Missouri-St. Louis

Beverly B. Brennan  
Director, Speech and Theater  
Instructor in Speech and Theater  
B.F.A., M.A.T., Webster University

Erma S. Brooks  
Instructor in Fine Arts  
B.F.A., Washington University  
M.F.A., Webster University

Wendell W. Brooks  
Assistant Professor of Chemistry  
B.S., Alabama A&M University

M.A., Fisk University  
Ph.D., University of Vermont  
J.D., Washington University

Thomas Brown  
Instructor in Computer of Education  
B.A., Harris Teachers College  
M.A., Northeast Missouri State University

John P. Burke  
Professor of Sociology  
B.A., M.A., Ph.D., Saint Louis University

Gregory Carr  
Instructor of Humanities  
B.F.A., Tarkio College  
M.F.A., University of Illinois at Urbana-  
Champaign

Jonathan Corbett  
Assistant Professor of Mathematics  
A.B., Washington University  
Ph.D. Washington University

Kimberly Curtis  
Assistant Professor, History  
B.A., Ph.D., Saint Louis University

Terry Daily-Davis  
Chair, Department of Social and Behavioral  
Sciences  
Instructor, Public Administration  
B.S., Central Missouri State University  
M.P.A., Southern Illinois University-  
Edwardsville

Joseph Davis  
Instructor, Political Science  
A.B., M.A., Saint Louis University

Quintin Davis  
Instructor, Accounting  
B.S., Southern University A&M  
C.P.A., Missouri State Board of Accountancy  
M.S.T., Fontbonne University

Robert Ealy, Jr.  
Instructor, Biology  
B.S., Lane College  
M.Ed., University of Illinois at Urbana-  
Champaign

Brian Elsesser  
Assistant Professor of History  
B.A., Boston University  
M.A., University of Missouri-Columbia  
Ph.D., Saint Louis University

Rosalyn H. England  
Director, Choral and Instrumental Music  
Professor, Music  
B.A., Stowe Teachers College  
M.Ed., Southern Illinois University-  
Edwardsville  
Ph.D., Washington University

Money L. Guiden  
Instructor, Teacher Education  
B.A., Lincoln University  
M.B.A., Southern Illinois University-  
Edwardsville

Richard Hocks  
Assistant Professor of English  
B.A., M.A., Ph.D., University of Missouri-  
Columbia

Shawni Jackson  
Assistant Professor, Business Administration  
B.A., Northeast Missouri State University  
M.B.A., Webster University  
Ph.D., Capella University

Patricia Johnson  
Director, William L. Clay, Sr. Early Childhood  
Development/Parenting Education Center  
Associate Professor, Early Childhood Education  
B.A., Knox College  
M.Ed., Georgia State University  
Ed.D., Clark Atlanta University

Charlene Jones  
Assistant Dean, College of Arts & Sciences  
Assistant Professor of Political Science  
B.A., Rockford College  
M.A., University of Colorado  
Ph.D., Saint Louis University

Robert Kamkwalala  
Assistant Professor, Business Administration  
B.S., Harris-Stowe State University  
M.S., Webster University  
D.Mgmt, Webster University

John David Kerr  
Assistant Professor, Business Administration  
B.A., Central Methodist College  
J.D., Texas Wesleyan University School of Law

Linda Kleemann  
Assistant Professor of Education  
B.A., Concordia Teachers College  
M.S., Southern Illinois University-Edwardsville  
Ph.D., University of Illinois at Urbana-Champaign

Theodora Lodato  
Instructor, Philosophy  
B.A., Seton Hall College  
M.A., Brock University

John MacDougall  
Assistant Professor of Biology  
B.S., College of Charleston  
Ph.D., Duke University

Veola P. Martin  
Assistant Dean/Assistant Professor,  
College of Education  
B.S. Southern University-Baton Rouge  
M.S., Southern Illinois University-Edwardsville  
Ed.D., University of Georgia

Mark Maschhoff  
Associate Professor of Geography  
B.S., Concordia Teachers College  
M.A., Bradley University  
Ph.D., Saint Louis University

Norman McGee  
Associate Professor Emeritus of Education  
B.S., Southeast Missouri State University  
M.A.T., Webster University  
Ed.S., Truman State University  
Ed.D., Saint Louis University

Peter Ndoma-Ogar  
Chair, Business Administration  
Professor of Marketing  
Diploma, University of London  
B.Sc., University of London  
B.B.A., Central State University  
M.B.A., Central State University  
Ph.D., University of Oklahoma  
Diploma, Harvard University  
H.Dip. International Business-E.U.  
University of Antwerp-Belgium

Yolanda Olmos-Diaz  
Assistant Professor of Spanish and Latin  
American Culture  
B.A., St. Thomas Aquinas-Argentina  
M.A., Saint Louis University  
Ph.D., St. Thomas Aquinas-Argentina  
Ph.D., LaSalle University-New Orleans

Remigius U. Onwumere,  
Assistant Professor of Economics  
B.A., University of Missouri-St. Louis  
M.A., University of Missouri-St. Louis  
Ph.D., Saint Louis University

Mary Pier  
Instructor, English  
B.A., Denison University  
M.A., Washington University

Ann Podleski  
Associate Professor of Mathematics  
B.A., University of Missouri-St. Louis  
M.A., Ph.D., Washington University

Nancy Popkins  
Instructor, English  
B.A., University of Missouri-Columbia  
M.Ed., University of Missouri-St. Louis  
M.A., University of Missouri-St. Louis

LaTisha Smith  
Dean, College of Education  
B.S., M.S., University of Missouri-Columbia  
Ed.D., Nova Southeastern University

Diana Smoot  
Assistant Professor of Computer Education  
B.A., Fontbonne College  
M.A., Washington University  
M.S., Fontbonne College  
Ph.D., Saint Louis University

Roy Stewart  
Chair, MIS  
Instructor in Information Systems  
& Computer Technology  
B.S., M.S., M.B.A., University of Illinois-Springfield

Judith A. Straub  
Instructor, Academic Support Programs  
B.A., Harris Teachers College  
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Charles Sykes  
Assistant Dean, Business Administration  
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B.S., Southern Illinois University-Edwardsville  
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B.A., Harris Teachers College  
M.A.E., Webster College  
Ph.D., St. Louis University

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B.A., Harris Teachers College  
M.Ed., University of Missouri-St. Louis

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Charlene Jones, Ph.D., Assistant Dean

Vaneesa M. Jones, Secretary

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SCHOOL OF BUSINESS (314) 256-8162**

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LaTisha Smith, Ed.D., Dean  
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STATE UNIVERSITY

---

3026 Laclede Avenue  
St. Louis, Missouri 63103  
(314) 340-3300  
[www.hssu.edu](http://www.hssu.edu)