

Southern Arkansas University Magnolia

**Graduate Catalog
2006-2007**



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The Southern Arkansas University System

Southern Arkansas University is a two-campus system comprised of a comprehensive regional university and a technical college with both state and regional responsibilities. Recognizing the diversity of student backgrounds and educational experiences, each campus accepts its coordinated and unique role.

Southern Arkansas University is a comprehensive regional university located in Magnolia, Arkansas. SAU provides quality four-year undergraduate programs offering baccalaureate degrees, associate degrees, in addition to selected master's degrees. Other information, including this catalog, is available at the website: www.saumag.edu.

Southern Arkansas University Tech is located in East Camden. It is a two-year comprehensive college specializing in technical training and offers the first two years of a university transfer program. Further information is available at the website: www.sautech.edu.

Mission Statement

The mission of Southern Arkansas University is to educate students for productive and fulfilling lives in a global environment by providing opportunities for intellectual growth, individual enrichment, skill development, and meaningful career preparation. The University believes in the worth of the individual and accepts its responsibility for developing in its students those values and competencies essential for effective citizenship in an ever-changing, free, and democratic society. Further, the University encourages and supports excellence in teaching, scholarly and creative endeavors, and service.

Revised spring, 2000

Welcome to SAU

Information

Academic Programs	Vice President for Academic Affairs
Admission and General Information	Dean of Enrollment Services
Alumni Affairs	Director of Alumni Affairs
Business Affairs	Vice President for Finance
Continuing Education and Extension	
Courses.....	Director of Continuing Education
Evaluation of Credits, Transcripts, and Veterans Affairs	Registrar
Gifts	Director of Development
Graduate Studies	Dean of Graduate Studies
Housing	Associate Dean for Housing
Financial Aid.....	Director of Financial Aid
International Admissions.....	Director of International Student Services
Social Activities	Assistant Dean of Students for Student Activities
Student Accounts	Coordinator of Student Accounts
Student Affairs	Vice President for Student Affairs
Student Counseling	Director of the Office of Counseling and Testing
Student Employment.....	Director of the Employment Resource Center
Student Teaching.....	Director of Field Experiences, College of Education
University Administration.....	President

Visitors

Southern Arkansas University is located in southern Arkansas in the city of Magnolia. Magnolia is approximately 55 miles east of Texarkana, 80 miles northeast of Shreveport, and 140 miles south of Little Rock. Visitors are welcome at Southern Arkansas University, and campus tours can be arranged by appointment.

- Temporary parking permits can be obtained at the Business Office.
- Visitors should contact the Office of Admissions (for undergraduate information) or the School of Graduate Studies (for graduate information) by telephone or by mail for an appointment or for further information. The telephone number for the Office of Admissions is (870) 235-4040; the School of Graduate Studies is (870) 235-4150.
- The University switchboard number is (870) 235-4000.
- The SAU fax number is (870) 235-5005.
- The SAU website is www.saumag.edu.
- The School of Graduate Studies e-mail address is gradstudies@saumag.edu.

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University Calendar

2006-2007

Fall 2006

August 19-22	Saturday-Tuesday	Mulerider Round-up
August 21	Monday	Advising and registration
August 22	Tuesday	Advising and registration
August 23	Wednesday	Classes begin
August 25	Friday	Final date to apply for December graduation
August 30	Wednesday	Last date of entrance and course additions
September 4	Monday	Labor Day Holiday
October 16	Monday – 12:00 noon	Mid-semester grades due in Office of the Registrar
October 25	Wednesday	Last date for dropping courses or withdrawing from the University
November 21	Tuesday – 5:00 pm	Thanksgiving holiday begins
November 27	Monday	Classes resume
December 4	Monday	Last date to change I grades in Office of the Registrar
December 11	Monday	Final examinations begin
December 15	Friday	Semester ends
December 15	Friday	Commencement
December 18	Monday – 10 am	Final grades due to Registrar

Spring 2007

January 15	Monday	Martin Luther King Jr. holiday
January 16	Tuesday	Advising and registration
January 17	Wednesday	Classes begin
January 19	Friday	Final date to apply for May graduation
January 24	Wednesday	Last date of entrance and course additions
March 12	Monday – 12:00 noon	Mid-semester grades due in Office of the Registrar
March 19-23	Monday-Friday	Spring vacation
March 26	Monday	Classes resume
March 28	Wednesday	Last date for dropping courses or withdrawing from the University
April 23	Monday	Last date to change I grades in Office of the Registrar
May 7	Monday	Final examinations begin
May 11	Friday	Semester ends
May 11	Friday	Commencement
May 14	Monday – 10 am	Final grades due to Registrar

Summer 2007

First Term

May 29	Tuesday	Advising and registration
May 30	Wednesday	Classes begin
May 31	Thursday	Last date of entrance and course additions
May 31	Thursday	Last date to apply for August graduation
June 1	Friday	Classes meet (make up for Memorial Day)
June 20	Wednesday	Last date for dropping courses or withdrawing from the University
June 28	Thursday	First summer term ends
July 2	Monday – 10 am	Final grades due to Registrar

Summer 2007

Second Term

July 2	Monday	Advising and registration
July 3	Tuesday	Classes begin
July 4	Wednesday	Independence Day holiday
July 5	Thursday	Last date of entrance and course additions
July 6	Friday	Classes meet (make up for July 4th holiday)
July 25	Wednesday	Last date for dropping courses or withdrawing from the University
August 2	Thursday	Second summer term ends
August 3	Friday	Commencement
August 6	Monday – 10 am	Final grades due to Registrar

Tentative Calendar 2007-2008

Fall 2007

August 18-21	Saturday-Tuesday	Mulerider Round-up
August 20	Monday	Advising, registration and Mulerider Round-up
August 21	Tuesday	Advising, registration and Mulerider Round-up
August 22	Wednesday	Classes begin
August 24	Friday	Last date to apply for December graduation
August 29	Wednesday	Last date of entrance and course additions
September 3	Monday	Labor Day Holiday
October 15	Monday – 12:00 noon	Mid-semester grades due in the Office of the Registrar
October 24	Wednesday	Last date for dropping courses or withdrawing from the University
November 20	Tuesday – 5:00 pm	Thanksgiving holiday begins
November 26	Monday	Classes resume
December 3	Monday	Last date to change I grades in the Office of the Registrar
December 10	Monday	Final examinations begin
December 14	Friday	Semester ends
December 14	Friday	Commencement
December 17	Monday – 10 am	Final grades due to Registrar

Spring 2008

January 14	Monday	Advising and registration
January 15	Tuesday	Advising and registration
January 16	Wednesday	Classes begin
January 18	Friday	Last date to apply for May graduation
January 21	Monday	Martin Luther King Jr. Holiday
January 23	Wednesday	Last date of entrance and course additions
March 10	Monday – 12:00 noon	Mid-semester grades due in the Office of the Registrar
March 17-21	Monday – Friday	Spring vacation
March 24	Monday	Classes resume
March 26	Wednesday	Last date for dropping courses or withdrawing from the University
April 21	Monday	Last date to change I grades in the Office of the Registrar
May 5	Monday	Final examinations begin
May 9	Friday	Semester ends
May 9	Friday	Commencement
May 12	Monday – 10 am	Final grades due to Registrar

Summer 2008

First Term

May 27	Tuesday	Advising and registration
May 28	Wednesday	Classes begin
May 29	Thursday	Last date of entrance and course additions
May 29	Thursday	Last date to apply for August graduation
May 30	Friday	Classes meet (make up for Memorial Day)
June 18	Wednesday	Last date for dropping courses or withdrawing from the University
June 26	Thursday	First summer term ends
June 30	Monday – 10 am	Final grades due to Registrar

Summer 2008

Second Term

July 7	Monday	Advising and registration
July 8	Tuesday	Classes begin
July 9	Wednesday	Last date of entrance and course additions
July 30	Wednesday	Last date for dropping courses or withdrawing from the University
August 7	Thursday	Second summer term ends
August 8	Friday	Commencement
August 11	Monday – 10 am	Final grades due to Registrar

Southern Arkansas University in Profile

Enrollment

In the fall 2005 semester, there were 3,109 students enrolled at Southern Arkansas University in Magnolia: 2,876 as undergraduates and 233 as graduate students.

Faculty

Of the full-time faculty, 67 percent hold doctoral degrees. The low student-teacher ratio at SAU (an average of 19 students per class) assures attention to individual needs.

Library

Magale Library is a centrally located learning resource center containing more than 150,000 book volumes. The library has 80 computers for student use and provides electronic access to more than 75 databases and over 14,000 full-text publications. Access to the library resources is through the library homepage at www.saumag.edu/library. Magale also houses the Teaching/Learning Center and the Writing Center.

Accreditation

Southern Arkansas University is accredited by the following entities.

AACSB International
The Association to Advance Collegiate Schools of Business
777 South Harbour Island Boulevard, Suite 750
Tampa, FL 33602
1-813-769-6500 www.aacsb.edu

The Higher Learning Commission of the North Central Association
30 North LaSalle Street
Suite 2400,
Chicago, IL 60602-2504
1-312-263-0456 or 1-800-621-7440

National Association of Schools of Music
11250 Roger Bacon Dr., Suite 21
Reston, VA 20190
1-703-437-0700 www.arts-accredit.org

National Council for the Accreditation of Teacher Education
NCATE
2010 Massachusetts Ave., NW, Suite 500
Washington, DC 20036
(202) 466-7496.

National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
1-800-669-1656

Council on Social Work Education
1725 Duke Street, Suite 500
Alexandria, VA 22314-3457
1-703-519-2058 www.cswe.org

Memberships

SAU holds memberships in several national organizations. These include the following:

- The Higher Learning Commission of the North Central Association
- American Council on Education
- American Association of Colleges for Teacher Education
- American Association of State Colleges and Universities
- American Association of University Women
- Conference of Southern Graduate Schools
- National Association of Schools of Music
- National Collegiate Athletic Association
- National Commission on Accrediting
- National Council for the Accreditation of Teacher Education
- National Council of Educational Opportunity Associations

Endowment

The Southern Arkansas University Foundation Endowment: The Key to Progress.

Perhaps the greatest opportunity for successful completion of our “Blue & Gold Vision” is to increase our endowment. The SAU Foundation endowment is 10th in size when compared to peers. While other revenue streams can help us construct new buildings, only private philanthropy can build our endowment.

Endowed funds are the foundation for everything SAU must do: recruit the best students and faculty, and provide enhancements for departments, schools and colleges. Scholarships are funded through our endowment; Professorships too. Chairs for the various Colleges are all opportunities to increase the endowment.

Our endowment provides a steady stream of income while leaving the principal untouched. Endowment makes it possible for Southern Arkansas University to seize opportunities and it frees up budget money that the University can then use elsewhere. It provides freedom of operation for the University by taking care of students and faculty regardless of the ebb and flow of state funding and grants.

Universities are graded by the size of their endowment, because it is a measure of institutional health and helps measure the value that donors place on the institution. We ask you to consider beginning your endowment today. Call the Office of Development at 877-235-4078 and ask for the Endowment Worksheet and to visit with the Executive Director about your questions. SAU and the University Foundation have a combined endowment of over \$20 million as of 2006.

Athletics

SAU sports activities encompass individual and team events. Varsity teams compete in the NCAA Division II Gulf South Conference with men’s competition in baseball, basketball, cross country, football, golf, and track and field; and women’s competition in basketball, cross country, softball, tennis, track and field, and volleyball. Men’s and women’s rodeo teams also participate in intercollegiate competition. Intramural activities are sponsored throughout the University year.

Master of Business Administration: a partnership initiative with the University of Arkansas at Little Rock

Graduate Degree Programs: Graduate study is offered in the following areas leading to the master's degree: Counseling, College Student Affairs, School Counseling (P-8/7-12); Educational Leadership (Building Administrator P-8/7-12, also non-degree District Administrator licensure program available); Education (emphasis areas: Curriculum & Instruction (P-12), Reading (P-8/7-12), Special Education: Early Childhood Instructional Specialist (P-4), Special Education Instructional Specialist (4-12), Gifted/Talented (P-8/7-12) and Math/Science (P-8/7-12)); Kinesiology; Library Media and Information Specialist; Computer and Information Science, Master of Arts in Teaching (M.A.T.); and Master of Public Administration (M.P.A.)

Student Activities

SAU has over 80 student organizations active in campus activities and functions, including a total of 12 national sororities and fraternities. For more information, contact the Office of Student Activities at (870) 235-4925.

Student Housing

SAU has men's and women's residence halls, and the University Village Apartments. Students should contact the coordinator of housing for information by calling (870) 235-4041.

General Information

Southern Arkansas University is located in Magnolia, which has a population of approximately 12,000. Magnolia is approximately 55 miles east of Texarkana, 80 miles northeast of Shreveport, and 140 miles south of Little Rock.

Magnolia is a growing, progressive town in the heart of an agri-business, industrial, timber, and oil-producing area. The citizens of the region have continually shown interest in SAU students by encouraging them to participate in the civic and social life of the community.

Southern Arkansas University was founded as the Third District Agricultural School. One of four such schools established by an Act of the Arkansas Legislature in 1909, it opened in January 1911 as a district secondary school for southwest Arkansas. In 1925, the State Legislature authorized the school to add two years of college work to its curriculum and to change its name to Agricultural and Mechanical College, Third District. It carried both high school and junior college courses until 1937, at which time the high school courses were discontinued. In the fall of 1949, the Board of Trustees, exercising authority vested in it by the State Legislature, decided to make the college into a four-year, degree-granting institution. The Board authorized the adding of third-year college courses to begin with the fall semester of 1950, and fourth-year or senior courses to begin with the fall semester of 1951. By Act Eleven, January 24, 1951, the State Legislature changed the name of the institution to Southern State College. In 1975, the college was approved and accredited to offer a master of education degree in selected academic areas. The name was changed to Southern Arkansas University on July 9, 1976.

University Goals

1. Our graduates possess the knowledge and skills to be successful.
2. Our graduates understand their own and other societies and cultures.
3. Our graduates are prepared to be contributing members of their communities.
4. Our graduates communicate effectively.
5. Our graduates understand the process of making informed and ethical decisions.
6. Our graduates utilize appropriate quantitative skills in making decisions.
7. Our graduates use technology effectively.

Revised spring, 2005

School of Graduate Studies

The basic purpose of the School of Graduate Studies is to meet the advanced educational needs of students living in south Arkansas and the region.

The administration of the Graduate School is vested in the Graduate Council and the Dean of the School of Graduate Studies. The dean serves as chairperson of the Graduate Council and admission officer and performs the customary duties of the office.

Master's Degrees and Licensure Programs

Master of Science in Counseling

Meets Arkansas licensure requirements for Licensed Professional Counselors

Master of Education in School Counseling

* P-8/7-12 (non-degree licensure program is available for students holding a master's degree)

College Student Affairs

Master of Education in Elementary or Secondary Education

Focus areas:

Curriculum and Instruction (offered as a traditional degree and as an online degree)

Reading Specialist P-8/7-12

*Special Education: Early Childhood Instructional Specialist P-4

*Special Education: Instructional Specialist 4-12

*Gifted and Talented P-8/7-12

*Math/Science P-8/7-12 (Secondary Math option leads to 7-12 licensure)

Master of Education in Educational Administration and Supervision

* Building Administrator P-8/7-12 (non-degree licensure program is available for students holding a master's degree)

* District Administrator (non-degree licensure program for students holding a Building Administrator license)

Master of Science in Kinesiology

Advanced study in physical education, recreation, and exercise and sport sciences

Master of Education in Library Media and Information Specialist

* P-8/7-12/P-12 (non-degree licensure program is available for students holding a master's degree)

Master of Arts in Teaching

(leads to 7-12 licensure)

Master of Science in Computer and Information Science

Advanced study in computer hardware and software, systems design, communications, and project/team management skills

Master of Public Administration

Advanced study in organizational leadership, ethical and legal issues, budgeting, grant writing/program evaluation, and rural politics.

* Leads to licensure by the Arkansas Department of Education

Online Degree

In addition to being offered as a traditional degree, the Master of Education in Elementary or Secondary Education with a focus in Curriculum and Instruction is offered entirely online.

Application Process for Admission to the School of Graduate Studies and Specific Programs

Persons seeking admission to graduate studies at SAU must submit a formal application whether or not they intend to complete a degree. Application materials and detailed admission requirements may be obtained by visiting the School of Graduate Studies, Nelson Hall, room 226; by writing P.O. Box 9302, Magnolia, AR 71754-9302; by calling 870-235-4150; or by visiting our website at www.saumag.edu/graduate.

All application materials are submitted to the graduate office. Application materials will be forwarded to the college to which the student has made program application. The graduate office will notify students when they have met requirements for non-program admission, if applicable. The college (Education, Science and Technology, and Liberal and Performing Arts) will notify students about program admittance decisions.

Application Materials and Timeline

- Application for admission to Graduate Studies
- Official transcripts from all institutions of higher education which the student has attended (at least one transcript must reflect completion of an appropriate bachelor's and/or master's degree)
- * Miller Analogies Test (MAT) and/or Graduate Record Examination (GRE) scores
- Other application materials required for admission to specific programs as outlined in the graduate catalog (i.e., teaching license, essays, and letters of recommendation)
- Proof of immunization if born after January 1, 1957

Students will be allowed a one-semester grace period to complete the application process. In order to register for the second and subsequent semesters of graduate studies a student must:

- be conditionally or unconditionally admitted to a program of study (a degree program or a licensure program)

OR

- declare non-program status in the Graduate Studies office

No more than 12 credit hours earned with non-program status may apply toward a formal program of study.

***MAT/GRE scores must be no more than five years old.**

Admission Status Levels

All SAU graduate students are admitted to graduate study in one of the following three categories:

- Non-Program Admission
 - Student has signed a non-program waiver/agreement
 - No more than 12 credit hours earned with non-program status may apply toward a formal plan of study.
- Unconditional Admission to a Specific Program of Study
 - Student has met all program admission requirements and has been formally admitted to a program of study.
- Conditional Admission to a Specific Program of Study
 - A student who does not meet the requirements for unconditional admission to a specific program will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information about academic probation and suspension. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Application Process for Non-Program Admission to the School of Graduate Studies

Students who do not wish to pursue a degree or a license are admitted to the Graduate School with Non-Program status. **No more than 12 credit hours earned with non-program status may apply toward a formal program of study.**

Application Materials and Timeline

- Application for admission to Graduate Studies
- Official transcript(s) reflecting the highest degree earned
- Non-Program Admission form
- Proof of immunization if born after January 1, 1957

Students will be allowed a one-semester grace period to complete the application process.

Admission Requirements to the School of Graduate Studies and Specific Programs

School of Graduate Studies

Note: Some graduate programs have admission requirements that are different from those for admission to the School of Graduate Studies. See pages 12-17 for admission requirements to specific programs of study.

For all programs, the undergraduate grade point average requirement and GRE/MAT requirement are waived for students holding a master's degree from an accredited institution.

Unconditional Admission

1. An undergraduate cumulative grade point average of 2.5 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework.
2. Meet requirement A or B below:
 - A. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) or an admission index of 1300 or above. Admission index is obtained by computing the formula: $(\text{GPA} \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.
 - B. A score of 35 or above on the Miller Analogies Test (MAT) or an admission index of 850 or above. Admission index is obtained by computing the formula: $(\text{GPA} \times 200)$ plus $(\text{the MAT score} \times 10)$.

Conditional Admission

A student who does not meet the undergraduate grade point average or standardized test requirements for unconditional admission to a specific program will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information about academic probation and suspension. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

International Students

International students who wish to gain admission to the graduate school must provide, in addition to the requirements of specific programs of study, the following:

1. Official transcripts indicating that the student has completed a baccalaureate degree. Verification of the degree may be necessary.
2. Evidence of the ability to read, write, speak, and understand English at a level sufficient to enable the student to profit from graduate courses.

International students who have graduated with a G.E.D. in the United States or a degree (high school, bachelor's, or master's degree) from an accredited school in the United States or another English-speaking country must meet the same admission requirements as U.S. students. Other English-speaking countries include Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Cameroon (West/English-speaking), Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, South Africa (English schools), St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent, Trinidad-Tobago, Turks & Caico Isle, United Kingdom, and the Virgin Islands.

For other international students, the English language requirement of SAU will be met when the applicant has submitted proof of ONE of the following:

- A score of 61 or higher on the Internet TOEFL
- A score of 500 or higher on the written TOEFL
- A score of 173 or higher on the computerized TOEFL
- A score of Band 5.5/5 (overall) on the IELTS (International English Language Testing System)

- Completion of Level 109 at an ELS Language Center or its equivalent
 - A score of 410 on the SAT Critical Reading component OR a score of 19 on the ACT English
3. An affidavit of support showing sufficient funds to pay tuition, fees, and room and board. In addition, the student should have enough financial resources to buy books, medical insurance, and personal items.
 4. When officially admitted to Southern Arkansas University, an international student will receive a Form I-20. This form should be taken to the U.S. consulate to apply for a student visa.
 5. The completed Application for Admission to the School of Graduate Studies and the other listed requirements must reach SAU by July 1 for fall enrollment, by November 15 for spring enrollment, and by April 1 for summer enrollment.
 6. Proof of medical insurance OR purchase medical insurance prior to registration for classes.
 7. An application fee of \$35 (non-refundable) must accompany the application.

Master of Science in Counseling

Unconditional Admission

An undergraduate cumulative grade point average of 2.75 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework

Meet requirement A, B, C, or D below:

- A. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) and a 4.0 or above on the analytical writing test
- B. A GRE admissions index of 1450 or above and a 4.0 or above on the analytical writing test
 - a. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.*
- C. A score of 40 or above in percentile ranking on the Miller Analogies Test (MAT) and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1,000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
- D. An MAT admissions index of 950 or above and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1,000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
 - a. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus (the MAT score $\times 10$).*

Conditional Admission

1. Submit to the Admissions, Field Experience, and Licensure office a portfolio consisting of the following:
 - a. An example of scholarly writing related to your field of study
 - b. Three letters of recommendation from individuals knowledgeable of your specific knowledge, skills, and dispositions that will enable you to succeed in your field of study

- c. An essay that describes your specific educational goals, an explanation of why you are unable to meet the requirements for unconditional admission, and a plan of action that will enable you to be successful in your program of study.
 - i. *Portfolios are evaluated by the program coordinator and the chair of the department in which your program is housed. Portfolio evaluation rubrics are available in the Admissions, Field Experience and Licensure office in the College of Education.*
2. A student who has passed the portfolio screening but does not meet the undergraduate grade point average or standardized test requirements for unconditional admission will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Master of Education in:

- School Counseling (P-8/7-12)
- School Counseling (College Student Affairs)
- Elementary Education
- Secondary Education
- Educational Administration and Supervision (P-8/7-12)
- Library Media and Information Specialist (P-8/7-12/P-12)

Students applying for admission to a licensure program who do not wish to pursue a master's degree must meet the requirements listed below unless the student has earned a master's degree from an accredited institution.

Curriculum and Instruction focus area: For admission to the M.Ed. in Elementary or Secondary Education with a focus in Curriculum and Instruction, a minimum of two years documented teaching experience in a professional environment (i.e., P-12, collegiate, adult education, personnel development, military) can substitute for teacher licensure or completion of an accredited teacher education program.

Educational Administration and Supervision: Two years teaching experience at the P-12 level are required for admission to the M.Ed. degree and/or licensure programs in Educational Administration and Supervision.

Unconditional Admission

1. An undergraduate cumulative grade point average of 2.75 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework
2. Meet requirement A, B, C, or D below:
 - a. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) and a 4.0 or above on the analytical writing test

- b. A GRE admissions index of 1450 or above and a 4.0 or above on the analytical writing test
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.*
 - c. A score of 40 or above in percentile ranking on the Miller Analogies Test (MAT) and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1,000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
 - d. An MAT admissions index of 950 or above and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus (the MAT score $\times 10$).*
3. Meet all licensure and experiential requirements for your specific program of study.

Conditional Admission

- 1. Submit to the Admissions, Field Experience, and Licensure office a portfolio consisting of the following:
 - a. An example of scholarly writing related to your field of study
 - b. Three letters of recommendation from individuals knowledgeable of your specific knowledge, skills, and dispositions that will enable you to succeed in your field of study
 - c. An essay that describes your specific educational goals, an explanation of why you are unable to meet the requirements for unconditional admission, and a plan of action that will enable you to be successful in your program of study
 - i. *Portfolios are evaluated by the program coordinator and the chair of the department in which your program is housed. Portfolio evaluation rubrics are available in the Admissions, Field Experience and Licensure office in the College of Education.*
- 2. A student who has passed the portfolio screening but does not meet the undergraduate grade point average or standardized test requirements for unconditional admission will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours (the catalog page number for policies regarding academic probation and suspension will be listed here). A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

3. Meet all licensure and experiential requirements for your specific program of study.

Master of Science in Kinesiology

Students admitted to the Master of Science in Kinesiology program who do not hold a baccalaureate degree in Health, Kinesiology, and Recreation or a related field will be required to take 12 undergraduate hours to complete the program of study. See pages 41 for more information.

Unconditional Admission

1. An undergraduate cumulative grade point average of 2.5 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework
2. Meet requirement A or B below:
 - a. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) **or** an admission index of 1300 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.*
 - b. A score of 35 or above on the Miller Analogies Test (MAT) **or** an admission index of 850 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus (the MAT score \times 10).*

Conditional Admission

A student who does not meet the undergraduate grade point average or standardized test requirements for unconditional admission to a specific program will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Master of Arts in Teaching

In addition to the following requirements, the student must have a bachelor's degree from an accredited institution with a major or minor in the content area for which licensure is sought. Prospective candidates must submit official transcripts and a copy of the Praxis I or GRE scores to the M.A.T. program director as well as to the School of Graduate Studies. See pages 41 for more information on the MAT program.

Unconditional Admission

1. An undergraduate cumulative grade point average of 2.75 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework
2. Meet requirement A, B, C, or D below:

- a. A Graduate Record Exam (GRE) Score of 900* or above (verbal plus quantitative and a 4.0 or above on the analytical writing test.
 *A score of 1000 or above eliminates the Praxis I (Arkansas Department of Education requirement.)
- b. A GRE admissions index of 1450 or above and a 4.0 or above on the analytical writing test
 - i. *Admission index is obtained by computing the formula: (GPA x 200) plus the sum of the verbal and quantitative scores of the GRE.*
- c. A score of 40 or above in percentile ranking on the Miller Analogies Test (MAT) and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1,000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
- d. An MAT admissions index of 950 or above and a satisfactory score (a minimum of 4 on a 6-point scale) on a 1,000 word essay on a topic specified by the program faculty (evaluation rubric is available in the Admissions, Field Experience, and Licensure office in the College of Education)
 - i. *Admission index is obtained by computing the formula: (GPA x 200) plus (the MAT score x 10).*

Conditional Admission

- 1. Submit to the Admissions, Field Experience, and Licensure office a portfolio consisting of the following:
 - a. An example of scholarly writing related to your field of study
 - b. Three letters of recommendation from individuals knowledgeable of your specific knowledge, skills, and dispositions that will enable you to succeed in your field of study
 - c. An essay that describes your specific educational goals, an explanation of why you are unable to meet the requirements for unconditional admission, and a plan of action that will enable you to be successful in your program of study
 - i. *Portfolios are evaluated by the program coordinator and the chair of the department in which your program is housed. Portfolio evaluation rubrics are available in the Admissions, Field Experience and Licensure office in the College of Education.*
- 2. A student who has passed the portfolio screening but does not meet the undergraduate grade point average or standardized test requirements for unconditional admission will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Master of Science in Computer and Information Science

Students should have a bachelor's degree in Computer Science or a related field. Students with a bachelor's degree in other areas will be considered and may be required to take up to four undergraduate courses, determined by the advisor, from the following: CSCI 3063 High Level Language, CSCI 3103 Data Structures and Algorithms, CSCI 3703 Computer Architecture, and MATH 2033 Discrete Mathematics. No graduate credit is given for the completion of undergraduate courses.

Unconditional Admission

1. An undergraduate cumulative grade point average of 2.5 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework
2. Meet requirement A or B below:
 - a. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) or an admission index of 1300 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.*
 - b. A score of 35 or above on the Miller Analogies Test (MAT) or an admission index of 850 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus (the MAT score $\times 10$).*

Conditional Admission

A student who does not meet the undergraduate grade point average or standardized test requirements for unconditional admission to a specific program will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Master of Public Administration

Students should have a bachelor's degree in the behavioral or social sciences. Students with a bachelor's degree in other areas will be considered on a case-by-case basis.

Unconditional Admission

3. An undergraduate cumulative grade point average of 2.5 or above on a 4.0 scale or a 3.0 grade point average on the last 60 hours of undergraduate coursework
4. Meet requirement A or B below:
 - a. A Graduate Record Exam (GRE) Score of 900 or above (verbal plus quantitative) or an admission index of 1300 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus the sum of the verbal and quantitative scores of the GRE.*
 - b. A score of 35 or above on the Miller Analogies Test (MAT) or an admission index of 850 or above.
 - i. *Admission index is obtained by computing the formula: $(GPA \times 200)$ plus (the MAT score $\times 10$).*

Conditional Admission

A student who does not meet the undergraduate grade point average or standardized test requirements for unconditional admission to a specific program will begin the program of study on academic probation and will be suspended if the current grade point average falls below 3.0 in any semester during the first 12 credit hours. See page 28 for more information. A student who earns at least a 3.0 grade point average each semester through 12 credit hours will achieve unconditional admission status to the specific program of study and academic probation will be removed. Students with unconditional admission status are subject to probation and suspension if the cumulative grade point average falls below 3.0.

Academic Policies and Procedures

Two Master's Degrees

Students holding a valid master's degree from an accredited institution may be awarded an additional master's degree upon the completion of a minimum of 30 additional hours of approved coursework. A maximum of 9 hours of approved courses taken with the first degree may count toward the second degree as long as the 30 additional graduate hours minimum is met. These courses must have been completed no more than six years prior to enrollment in the second degree (five years for transfer hours) and must be required in both degrees. All requirements for the second degree must be met.

Transient Graduate Students

Graduate students at other institutions are eligible to take graduate courses at SAU upon a letter of good standing and the recommendation of the dean of the Graduate School of their home campus.

Concurrent Enrollment

An undergraduate senior at Southern Arkansas University who is registering for the semester of graduation may request permission to enroll in a maximum of 6 hours of graduate coursework that semester. The student's total course load (undergraduate and graduate) that semester may not exceed 18 hours. A student fulfilling the Student Teaching requirement is not permitted to take any additional coursework beyond the Student Teaching Block. The student must have a 3.0 cumulative grade point average and the written approval of the undergraduate advisor and the dean of the School of Graduate Studies. The permission form may be secured from the School of Graduate Studies. The approved form must be filed with the registrar prior to registration. The graduate courses may not be used to satisfy baccalaureate degree requirements.

Academic Advising

Every student admitted to SAU's graduate program is assigned a faculty advisor to assist in scheduling classes and planning the program of study.

Each advisor assigned is a member of the graduate faculty and a faculty member in the department in which the major component of the student's graduate study will be done. The progress of study will be planned in consultation with the advisor within the structure of the program curricula outlined by Southern Arkansas University.

In addition to helping a student select the graduate courses that will make a unified and balanced program of study, each graduate advisor will be responsible for the following duties:

1. Assisting the advisee in completion of the Plan of Study (degree audit).
2. Recommending the advisee for advancement to candidacy for the master's degree.
3. Recommending approval of the advisee for graduation.
4. Submitting questions for written and/or oral examination (if applicable).
5. Grading written and/or oral examination (if applicable).
6. Evaluation/approval of the thesis filed for graduation (if applicable).

Students are responsible for the accuracy of their schedules, proper registration, fulfillment of all course prerequisites, and fulfillment of all requirements for graduation.

Course Numbers

Courses with numbers 1000-4999 are undergraduate courses. The 5000-level courses are dual listed (4000/5000) for both undergraduate and graduate credit. Undergraduate students enroll under the 4000-level number and graduate students under the 5000-level number. Graduate students will have additional in-depth assignments in dual-numbered courses. The last digit indicates the number of semester credit hours awarded upon satisfactory completion of the course (e.g., EDUC 6003). A minimum of 18 hours must be earned from 6000-level courses for each SAU graduate degree program.

A 5000-level course will not count as graduate credit if the corresponding 4000-level course with the same title and content was taken for undergraduate credit.

Course Loads

A full-time graduate student must be enrolled in a minimum of 9 semester hours in a fall or spring semester.

A graduate student wishing to enroll in more than 12 hours of coursework during a semester must obtain permission of the college dean and the vice president for academic affairs. For a five-week summer term, 4-6 credit hours constitute a full-time load. A graduate student wishing to enroll in more than 6 hours of summer coursework per summer term must obtain permission of the college dean and the vice president for academic affairs.

Registration

All students are expected to register at the designated time for registration by the University. For more information, students should consult the printed academic class schedule and their advisor. Students should make certain that they have completed all prerequisites for every course for which they intend to receive credit. Students are responsible for the accuracy of their registration. No credit is granted for unapproved courses or courses for which the prerequisites have not been fulfilled.

No graduate students will be accepted for registration after the sixth day of classes in a regular session or after the second day of classes in a summer session. Students entering late will pay a late fee and may be required to take a reduced load.

Change of Registration

A student's schedule may be changed during the first six days of classes in a regular session or the first three days of classes in a summer session, subject to the approval of the advisor and the payment of a \$10 fee. Forms are available in the School of Graduate Studies.

Dropping Courses

A student may drop a course without penalty until the end of office hours on the Wednesday of the tenth week of a regular semester or the Wednesday of the third week in a summer term, subject to the approval of the advisor and the payment of a \$10 fee. Refer to the University calendar for the exact dates in each semester. A student who drops a course after these deadlines will receive a grade of WF (withdrawal with failure), except for circumstances beyond the student's control that are approved by the vice president for academic affairs. A grade of WF is computed in the grade point average as an F. A student who stops attending class but does not officially withdraw will receive a grade of F in the course.

Auditing Courses

Any student who has been officially admitted to the University may audit a course with the approval of the dean of the School of Graduate Studies and the instructor and upon payment of the fee for the course. Although subject to the same regulations as other students, students auditing a course are not required to take examinations and they do not receive credit for the course. Students may audit a course after completing it for credit, or they may take the course for credit after previously auditing it.

Withdrawal from the University

A student who chooses to leave the University for any reason must officially withdraw. The withdrawal process is not complete until a withdrawal card has been obtained from the Office of the Dean of Student Life and completed by each administrative area listed on the card.

Class schedules for each SAU academic term include a date for the last day to withdraw. If a student withdraws after this date, a grade of W will be given for each course the student is passing at the time of withdrawal, or a WF will be given if the student is failing. Exceptions to this policy may be made in the case of illness or other reasons beyond the student's control.

A student may not officially withdraw from the University during the final two weeks of a semester or during the final week of a summer session. Exceptions may be made for documented circumstances beyond the student's control with approval by the vice president for academic affairs. A grade of W will be given for each course the student is passing at the time of withdrawal, or a WF will be given if the student is failing.

Class Attendance

Each student enrolled in a course is expected to attend all class meetings. A student who is absent from a quiz, examination, or other class exercise must report to the professor the reason for the class absence. If the cause of absence is acceptable, the instructor may arrange for the student to make up the work missed.

A student absent from class in excess of the equivalent of one week of instruction may be reported to the dean of students. At the graduate level, one week of instruction is equivalent to one three-hour class meeting. The dean of students will then send the student a notice of pending action. The student is advised to contact the instructor as soon as the notice has been received. Ten calendar days after the report is submitted by the instructor during a regular semester or after seven calendar days during a summer session, a student may be dropped from the class for excessive absences at the request of the instructor. If this occurs, a grade of WF (withdrawal with failure) will be given for the course.

Grading System

The Southern Arkansas University School of Graduate Studies uses the grading system of A, B, C, D, and F. The letters have the following significance for graduate students:

<u>Grade</u>	<u>Grade Points per Semester Hour</u>
A excellent	4
B acceptable	3
C below acceptable standard	2
D failure	1
F failure	0

Other grades that may be recorded are *AU*, audit; *CR*, credit given upon completion of the thesis; *I*, incomplete work; *W*, withdrawal with passing work; and *WF*, withdrawal with failure. A *WF* is computed as an *F* in the grade point average; a *W* is not computed in the grade point average.

Incompletes (*I Grades*)

In a regular graduate course (courses other than project or thesis courses), a grade of *I* may be given only for illness or circumstances beyond the student's control.

Grades of *I* for regular coursework **must be removed by the deadlines listed in the academic calendar or they will be changed to a grade of *F*.**

Significant differences exist between the policies on *I* grades at the undergraduate and graduate levels at SAU because project courses and theses involve research that may require more than one semester to complete. Unlike *I* grades in regular courses, *I* grades in project and thesis courses are not automatically changed to an *F* as indicated in the academic calendar.

Students are not eligible for graduation until all *I* grades are removed from their transcripts.

Grade Point Average

To determine the student's academic standing at any given time, the grade point average is used. The grade point average is obtained by multiplying the number of grade points awarded for each grade by the credit hour value for the course. The total number of points received for all courses is divided by the total number of hours attempted at Southern Arkansas University.

Up to 9 hours of approved coursework from regionally accredited institutions may be accepted and posted on the SAU transcript. Grades earned at other institutions will not be used to calculate a student's cumulative grade point average.

Repeating Courses

The grade earned the last time the course is taken is the grade that will be considered the final grade. All grades will remain on the permanent record.

The policies for repeating graduate courses are significantly different from those at the undergraduate level. All graduate courses taken at SAU (including repeated courses) are included in the computation of the cumulative grade point average.

A student admitted on a conditional basis may not repeat a course in order to achieve unconditional admission.

Length of Time to Complete a Degree

The University reserves the right to make changes in any individual course or program of study in the curricula leading to degrees or in any other printed catalog requirement.

As changing requirements might continually prevent a student from graduation, the University has an obligation to assure regular and continuous students that they may pursue a required program and graduate without undue imposition of additional requirements.

SAU coursework submitted for program credit must have been completed no more than six years prior to enrollment in the program of study. All transfer hours submitted for program credit must have been completed no more than five years before enrollment in the SAU graduate program. Students must complete the degree program within six years from the initial date of enrollment in the program of study.

Transfer of Credit

With the approval of the advisor and the dean of the School of Graduate Studies, up to 9 hours of approved coursework from regionally accredited institutions for which the student earned a grade of B or higher may be applied toward a master's degree. **All transfer hours submitted for program credit must have been completed no more than five years before enrollment in the SAU graduate program.**

A student wishing to transfer credits from other institutions must first provide the School of Graduate Studies with an official transcript from the transferring institution if the transcript is not on file with the registrar. Transfer credits will be accepted only from institutions that have accredited programs similar to those of SAU. Transfer credits will be posted on the SAU transcript; however, grades earned at other institutions will not be used to calculate a student's cumulative grade point average.

Faculty of a particular graduate program may restrict the number of transfer hours permitted to a lower maximum than permitted by the general Graduate School policy. Decisions regarding transfer of credit for programs of study are made when the degree audit is submitted.

If, after admission to an SAU program of study, a student wishes to take a course at another institution to count toward program requirements at SAU, the student must secure, in advance of enrollment, a written memorandum or letter approving the course for use in the SAU program from the graduate advisor and the dean of the School of Graduate Studies. A copy must be filed in the Office of the Registrar.

Workshop Credit

Workshops typically involve educational experiences in which an attempt is made to develop specialized skills in focused areas, often emphasizing a hands-on approach. **A maximum of 6 credit hours in workshop courses may be counted in a degree program, subject to the approval of the graduate advisor and the dean of the School of Graduate Studies.** Individual degree programs may be more restrictive in their policies regarding the number of workshop credits that can be counted toward a graduate degree. In addition to these workshop credits, with advisor approval, a student in a teacher education degree program may enroll in an additional 3 hours of EDUC 6801-3

or EDUC 6813 Teacher Education Seminar for credit toward a degree program. **Workshop credit may not be used to satisfy professional education core requirements.**

Project Enrollment

Project courses are designed to provide in-depth study and critical evaluation of a program or practice in a student's major work of study. The student must satisfactorily complete minimum prerequisites, including two courses in the major area of study, in order to be eligible to enroll in a project course. The student must, prior to enrollment, present a prospectus of the project for approval by the project committee that includes the project director, the student's advisor, and the dean of the School of Graduate Studies. The project director, consistent with the standards for graduate credit, assigns grades.

Degree Audit

At the completion of 12 hours of graduate coursework, students pursuing a master's degree meet with their advisor to review their degree audit, grades earned, and any deviations from the degree plan. When changes to the degree plan are made, the advisor is required to approve the changes. The degree audit is a student's final degree plan. Any unauthorized changes in the plan may result in the student having to take additional courses to satisfy requirements for the degree.

An updated degree audit, with the advisor's approval, must be submitted before the student can apply for graduation.

A student who has an *I* grade in a graduate course, has failed to complete any specified compensatory course, or has failed to meet any other degree requirements will not be recommended for candidacy status.

Choosing a Committee

If required in the degree program, the student must select a graduate committee at the completion of 12 graduate hours. The committee should be comprised of the committee chair (from the area of special emphasis) and two other faculty members from the graduate faculty representing appropriate areas of the degree program, and approved by the committee chair. Each committee member should sign the degree audit. The student's committee will submit and evaluate questions for the comprehensive exam.

Thesis

The candidate completing a thesis as a component of a master's degree program must submit an approved thesis to the dean of the School of Graduate Studies as partial fulfillment of the requirements for the degree. Thesis format guidelines are available in the School of Graduate Studies.

Credit will be given for writing the thesis and for research completed and incorporated into the thesis. No more than 6 credit hours may be earned for the thesis. A student may register for either 3 or 6 credit hours per semester. Thesis enrollment under the University's supervision must be continuous from the initial enrollment. The thesis must be completed within a maximum of two calendar years from initial thesis enrollment. An *I* grade will be awarded each semester or term until completion. An *I* grade received for thesis credit will not become a grade of F unless there is no continuous enrollment or the thesis has not been completed within the two years allotted. The final grade on thesis work will be either *CR* (credit) or *NC* (no credit) and will not be figured into the grade point average.

The thesis is to be prepared under the guidance of the student's thesis advisor and must demonstrate sound methodology and scholarship. If a student elects to write a thesis, the committee will direct the thesis activity and will ultimately give the final pass or fail grade for the project. The degree advisor normally serves as the thesis advisor, but an alternate thesis advisor who is willing to accept that responsibility may be selected from the degree committee. The thesis must be prepared according to an approved publications style manual.

The choice of a thesis program or a non-thesis program should be determined and declared when the degree audit is submitted (upon completion of 12 hours). The student's graduate degree committee must be selected at that time and the committee members must sign the degree audit.

The student's committee must approve the topic and outline before the beginning of the semester in which the student expects to enroll for the thesis. Upon receiving the signatures of approval for the final manuscript, the student may proceed with printing the final four required copies. A copy of the Preliminary Approval of Thesis form must accompany each copy. **(Note: The student must be certain the committee will be available if work is to be completed in the summer when faculty may not normally be available.)**

Final copies must be submitted to the committee chair a minimum of **five weeks prior** to graduation. The committee must have a minimum of two weeks before it is to submit the final copies to the dean of the college and the dean of the School of Graduate Studies, who must then have a minimum of three weeks before graduation. When the final version of the thesis has been approved by each committee member, the candidate must submit the original and three copies of the thesis, along with the properly signed Approval of Completed Thesis form and a receipt from the Business Office covering binding costs of all copies, to the School of Graduate Studies.

Comprehensive Examinations

Some master's programs require the completion of a comprehensive examination (other master's and licensure programs require a portfolio--see **Portfolios and Presentations**, below). Students should contact their advisor for the specific requirements applicable to their program of study.

Comprehensive examinations for candidates of December or May graduation will be given no later than the 12th week of the semester in which the candidate plans to graduate (they are also given during the 2nd summer session). Students eligible to take the comprehensive exam must process application materials for the exam in the School of Graduate Studies when applying for graduation.

Students will be notified of the results of the written examination within two weeks following the test.

Passing 80 percent of the committee's questions and receiving a majority vote of the committee are required for passing the comprehensive examination. If the student does not pass the examination, the student will meet with his/her advisory committee to determine the course of remediation needed. Remediation could include further coursework or directed study. A second unsuccessful attempt will result in another meeting and further remediation. If a third attempt is unsuccessful, the student will be dismissed from the graduate program with no degree awarded and/or no recommendation

for licensure. There is no appeal if a student fails the comprehensive examination on the third attempt.

Portfolios and Presentations

Some master's programs and some licensure programs require the completion of a portfolio and a portfolio presentation (other master's programs require comprehensive examinations--see **Comprehensive Examinations**, above). Students should contact their advisor for the specific requirements applicable to their program of study.

A majority vote of the evaluators is required to pass the portfolio requirement. If the student does not pass the portfolio requirement, the student will meet with his/her advisory committee to determine the course of remediation needed. Remediation could include further coursework or directed study. A second unsuccessful attempt will result in another meeting and further remediation. If a third attempt is unsuccessful, the student will be dismissed from the graduate program with no degree awarded and/or no recommendation for licensure. There is no appeal if a student fails the portfolio requirement on the third attempt.

Grade Point Average Required for Graduation

To receive a master's degree, a candidate must earn a cumulative grade point average of no less than 3.0 on a 4.0 scale in graduate coursework. Failure to earn such an average in the minimum number of hours required for the degree will result in the student being permitted to complete up to 6 additional graduate hours in order to earn a cumulative grade point average of 3.0 or higher, but in no case shall a student receive a degree if the cumulative grade point average is less than 3.0 after the completion of the 6 additional hours. In the computation of the grade point average, grades in all courses pursued at SAU for graduate credit (including repeated courses) will be included.

The grades of *D* and *F*, although used in the computation of the student's cumulative grade point average, are not accepted toward the completion of any degree program. The grade of *C* is used in the computation of the cumulative grade point average, and a maximum of two *C* grades may be accepted toward the completion of any degree program. The courses in which grades of *C*, *D*, or *F* have been earned should be repeated.

Completion of Degree Requirements (Graduation)

A student seeking to complete degree requirements must fulfill the following:

1. Check with the School of Graduate Studies for exact dates of graduate comprehensive exams and other deadlines.
2. Obtain an Application for Graduation from the School of Graduate Studies.
3. Complete and file an Application for Graduation in the School of Graduate Studies.
4. Pay graduation fee in the Business Office.
5. Review with the advisor the degree audit and any other conditions or changes needed to meet program requirements that may require additional courses.
6. Check with the School of Graduate Studies to determine if any deficiencies exist (e.g. course substitution forms).
7. Successfully complete the comprehensive exam or the portfolio as required in the program of study.

8. File in the School of Graduate Studies a completed thesis (if applicable) with the Approval of Completed Thesis form signed by all members of the thesis advisory committee.

Application for Graduation

To become a candidate for May graduation, a student must apply for graduation during advance registration in the fall semester. To become a candidate for August or December graduation, a student must apply for graduation during advance registration in the spring semester. Failure to meet these deadlines will result in a \$50 late fee. The Business Office will bill the student for all graduation fees.

For graduation purposes, students will not be allowed to take courses off campus the last semester/term of graduation. Any exceptions to the regulation will be recommended by the dean of the student's major and approved by the Registrar. Examples of exceptions to this regulation would be: class cancellations, classes not offered, class conflicts, and any other documented circumstances beyond a student's control.

It is the student's responsibility to have official transcripts sent to the Office of the Registrar at SAU for hours earned at other institutions. In order to participate in the commencement exercises, an official grade report from the registrar of the off-campus institution verifying a grade of B or higher in each course must be received in the Office of the Registrar no later than two days prior to the date of commencement.

It is the responsibility of the student to have all official transcripts sent to the Office of the Registrar no later than 10 days after the date of commencement. Failure to meet the 10-day deadline will result in requiring the student to reapply for graduation at a later date. The student will then graduate at the next date of commencement, provided all essential documents are complete.

Any required documents, such as validations of courses, course substitution forms, waivers of degree requirements, etc., must be completed and on file in the Office of the Registrar **no later than the beginning of the semester of graduation. Failure to adhere to this policy may delay graduation.**

Lack of knowledge or misinterpretation of policies and regulations on the part of the individual student does not absolve the student from fulfilling the requirements for a program of study. **Ultimate responsibility for completion of a program of study rests with the student.**

Grade Appeals

If a student believes an error in a grade has occurred, the student shall formally initiate a review of the grade no later than three weeks after the beginning of the next regular semester. (Summer terms are excluded from the phrase "regular semester" for the purposes of this provision.)

The first step of the process is for the student to verify with the instructor the accuracy of the recorded scores and the listed grade. If the instructor is also the chair of the department or the dean of the college, this step also initiates the formal appeal process.

If the grade differences are not resolved through discussion with the instructor, and the student seeks additional mediation, during the first three weeks of the next semester the student must submit a letter to the chair of the department in which the course is housed

requesting a review. A copy of this letter must also be sent to the college dean, the graduate dean, and to the vice president for academic affairs. The chair has the responsibility to confer with the instructor concerning the documentation of the grade for its completeness and accuracy. The chair will notify the student of the grade status in writing within 10 days of receiving the student's request.

If the student wishes further appeal, the student must submit, by mid-term, a written request for formal review to the dean of the college in which the course is housed. A Grade Appeal Committee will conduct a hearing and recommend a decision. The Committee will be composed of the following:

- Two students, appointed by the Student Government Association president. One of the students must be a graduate student;
- A Faculty Senate representative, appointed by the Faculty Senate president;
- A faculty member, appointed by the dean of the college in which the course is housed;
- The dean of the college in which the course is housed, ex-officio, votes in cases of ties and will chair the committee; and
- The dean of the School of Graduate Studies, ex-officio, non-voting.

At the hearing, the instructor and the student may both make individual presentations, and the Grade Appeal Committee may ask questions and seek clarification. A final written decision will be provided by the Committee. If a grade is to be changed, the final grade will be recorded by the college dean. This procedure shall be completed by the end of the semester in which the grade is appealed.

Academic Probation and Suspension

Students who do not maintain a graduate cumulative grade point average of at least 3.0 will be placed on academic probation. A student placed on academic probation will be suspended from school if the current grade point average falls below 3.0 in any semester while on academic probation.

A student suspended for academic reasons will not be allowed to register for classes or attend the University for one full semester, excluding mini-session and summer terms. After one semester, the student may return to the University on academic probation. If the student's current grade point average falls below 3.0 while on probation after the first suspension, the student will be suspended for one year from the date of the second suspension. After one year, the student may seek admission on academic probation. Failure to earn at least a 3.0 in any semester while on probation after the second suspension will result in indefinite academic dismissal.

Academic Suspension Appeals

A student on academic suspension who believes there are extenuating circumstances which justify early readmission may submit a written appeal to the Office of the Vice President for Academic Affairs. The letter of appeal must reach the Office of the Vice President for Academic Affairs at least three business days prior to registration for the semester for which readmission is sought. Appeals received after that date will not be considered for that semester. The Academic Suspension Appeals Committee will review the case and make a recommendation to the vice president for academic affairs.

Credit earned while on academic suspension from any university, including SAU, will not be accepted by SAU.

Other Academic Appeals

Written appeals should be filed with the department chair. If necessary, decisions are then appealed to the college dean, the graduate dean, and the graduate council. The student is to receive a written response within 10 calendar days following each decision. Written appeals must be submitted within three weeks following each decision, or they will not be considered. A decision made by the graduate council is the final decision.

Transcripts

A transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one institution or agency to another. SAU prepares and issues three categories of transcripts:

Official – issued directly from SAU to another educational institution or employer

Official – issued to Student – stamped "Issued to Student"

Advising – used by the student and advisor to plan a program of study.

It can be requested by the student or advisor in the Office of the Registrar and is sent directly to the advisor.

Student Responsibilities

Fulfilling Requirements

Lack of knowledge or misinterpretation of policies and regulations on the part of the individual student does not absolve the student from fulfilling the requirements for a program of study. Ultimate responsibility for completion of a program of study rests with the student.

Consulting with the Advisor

Each graduate student's program of study is planned with an advisor. The advisor interprets degree program requirements and arranges an orderly sequence of activities for the student's progress toward the anticipated degree. The student is responsible for maintaining satisfactory academic standing and for meeting all the degree requirements and deadlines for graduation or licensure. Therefore, students are advised to consult with their advisor frequently.

Academic Integrity Policy

(The following Policy on Academic Integrity, developed by an ad hoc committee appointed by the Faculty Senate, was approved by the Faculty Assembly on May 7, 1997.)

Any act of dishonesty in academic work constitutes academic misconduct and is subject to disciplinary action. Acts of dishonesty include, but are not limited to, plagiarism and cheating.

A. Plagiarism

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

- a. To avoid plagiarism give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.

- b. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
 - c. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments are not to be purchased from individuals or companies which provide these services.)
- B. Cheating**
- Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Examples of cheating include the following:
- a. Observing and/or copying from another student's test paper, reports, computer files, and/or other class assignments.
 - b. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information which would allow a student to have an unfair advantage in the examination over students who did not possess such information.)
 - c. Using class notes, outlines, and other unauthorized information during an examination period.
 - d. Using, buying, selling, stealing, transporting, or soliciting, in part or entirety, the contents of an examination or other assignment not authorized by the professor of the class.
 - e. Exchanging places with another person for the purposes of taking an examination or completing other assignments.
- C. Discipline**
- Teacher imposed penalties for plagiarism or cheating include, but are not limited to the following:
- a. Requiring student(s) to rewrite/retake a graded item; the grade may be lowered.
 - b. Giving the student(s) a failing grade on the graded item.
 - c. Giving the student(s) a failing grade on the graded item and filing documentation of the offense in the Office of the Vice President for Academic Affairs.
 - d. Giving the student(s) a failing grade in the course (F or WF) and filing documentation of the Offense in the office of the Vice President for Academic Affairs.
 - e. Recommending University sanctions, including disciplinary suspension, dismissal, or expulsion from the University.

The penalty is suspension, dismissal, or expulsion for a second offense of academic misconduct in which a student is assigned a failing grade in a course or a failing grade on a graded item and documentation is filed with the Office of the Vice President for Academic Affairs.

Colleges and departments may add to the above policy or take other disciplinary action which suits their particular needs.

Financial Accounts

It is the responsibility of students to keep an accurate account of their financial obligations to the University. Any obligations regarding tuition, fees, housing, books, and other items should be promptly remitted to the Business Office.

Parking Permits

Students who park their vehicle on the campus are required to purchase a parking permit from the Business Office. Parking regulations may be obtained from the University Police. Temporary parking permits may be obtained from the University Police Department or the Business Office.

Reporting Illness

For the protection of the entire student body as well as the individual student, students who are ill should report to University Health Services on the first day of the illness so that advice and medical care can be provided.

Change of Name or Address

A student whose name changes is responsible for reporting the change by filling out the proper form in the Office of the Registrar. Name changes must be verified by legal documentation (marriage certificate, petition for name change, etc.) presented at the time of the request to the registrar. The Office of the Registrar will then notify the Office of Financial Aid and the Business Office. Students whose addresses or telephone numbers change should report the changes to the Office of the Registrar, the Office of Financial Aid, the Business Office, the School of Graduate Studies, and their advisor.

Student Conduct

The University recognizes its responsibility to its students to provide an environment which encourages leadership, instills the ideals of responsibility, and develops those traits of character that are the generally accepted standards of successful living.

Consequently, SAU expects students to conduct themselves as responsible members of the University community. Students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in securing the values and benefits of a university education.

Rules and procedures governing student conduct for SAU students are specified in greater detail in the Student Handbook. The handbook is distributed by the Office of Student Life.

Each student is expected to be familiar with all campus regulations and procedures which are published in the General Catalog, Student Handbook, The Bray, Hallways Handbook, and other official University publications, or which may be announced by other means.

Tuition and Fees: Financial Aid and Assistantships

Costs and Finances

Because Southern Arkansas University is supported chiefly by legislative appropriations, the fees that the student pays constitute slightly less than 30 percent of the actual cost of one's education. Fees charged by the University are to defray, in part, the expense involved. Payment for tuition, books, and other fees may be made by cash; by check; by Visa, MasterCard, or Discover credit cards; or a student's account may be credited by scholarships and other financial aid awards. Additionally, the University offers a deferred payment plan via the Internet. Visit the University website for more information at www.saumag.edu.

The University administration reserves the right to change the costs of tuition, fees, and room and board without advance notice if it is necessary to do so in order to meet increasing costs. A schedule of current tuition and fees may be obtained in the School of Graduate Studies.

Out-of State Tuition Waiver

Out-of-state tuition for students living in Louisiana is waived. Out-of-state tuition for students living in Mississippi, Missouri, Oklahoma, Tennessee, Texas, and for children of SAU graduates living anywhere is waived when these students choose to live in University residence halls. The out-of-state waiver form is available in the SAU Business Office and must be submitted each semester.

Arkansas Taxpayer Waiver

Bona fide Arkansas income taxpayers and their dependents who reside in one of the eligible counties or parishes of an approved state may enroll at any qualifying Arkansas public institution of higher education and receive the out-of-state tuition waiver.

In order to get the non-resident fee waived, the following criteria must be met:

1. Dependent student or parent must provide a W-2 or verification of Arkansas earnings of \$5,500 or more for the prior tax year.
2. Student and parent must live in one of the following counties or parishes:
Louisiana: Claiborne, Union, or Webster Parish
Mississippi: Coahoma or Tunica County
Missouri: Barry, Dunklin, McDonald, Oregon, Ozark, Pemiscot, Ripley, or Taney County
Oklahoma: Delaware, LeFlore, McCurtain, or Sequoyah County
Tennessee: Dyer, Shelby, or Tipton County
Texas: Bowie County

The Waiver of Non-resident Fees form is available in the SAU Business Office and must be submitted each semester. For more information about this waiver, call (870) 235-4019.

Arkansas Residents Age 60 or Above

Act 678 of 1975 provides for tuition-free enrollment in academic credit courses for all Arkansas residents age 60 or above on a "space available" basis upon proof of age. Enrollment options include credit registration (grade and transcript record), audit (no grade but a transcript record), or non-credit (no grade, no transcript record).

Refund Policies for Title IV Withdrawals

When Title IV recipients withdraw on or after their first day of class during the period of enrollment for which they were charged, the University must determine the amount of Title IV funds a student has earned. This calculation is done in accordance with Federal Title IV guidelines. If the student has not been in attendance long enough to earn all of the awarded aid, the student may have to repay some of the unearned aid.

Institutional Refund Policy

During a regular academic semester, the tuition is refundable to the student who officially withdraws from the University on the following basis.

Classes in session	1 through 10 class days	80%
Classes in session	11 through 15 class days	60%
Classes in session	16 through 20 class days	40%
Classes in session	21 through 25 class days	20%

Summer school tuition is 80% refundable until classes have been in session two days, after which the refund decreases 20% for each two days classes are in session.

No refunds are made on room and board payments except under those conditions which are stated in the housing contract.

Financial Aid

All graduate students who need financial assistance to attend Southern Arkansas University should contact the University's Office of Financial Aid (located in Nelson Hall) between January 1 and June 1 of each year. Eligibility for federal aid programs is determined through the filing of the "Free Application for Federal Student Aid" need analysis. Students may be considered for one or more of the following types of aid.

Federal Perkins Loan Program: The University participates in the Federal Perkins Loan program. The loans are available to students who meet eligibility requirements, who are making satisfactory progress in their graduate work, and who have good records as members of the student body. The Federal Perkins Loan program is a federally-funded, long-term, low-interest loan for students.

Federal Stafford Loans: The Federal Stafford Loan program is a need-based subsidized loan program with funds being provided by a private lender and guaranteed by federal law. SAU must certify a demonstrated financial need by using federal guidelines. Unsubsidized Stafford Loans are available, and the family contribution is not considered when determining eligibility.

Vocational Rehabilitation:

Persons who have a substantial handicap to employment as a result of permanent disability may receive, at no cost to themselves, vocational counseling and some financial assistance toward the cost of their college training when their vocational objectives are approved by an Arkansas vocational rehabilitation counselor.

Graduate Assistantships

A limited number of graduate assistantships are available each semester. A copy of the Graduate Assistantship Guidelines is available from the School of Graduate Studies. A student applying for initial funding as a graduate assistant must fulfill the following:

- A. Complete an application for an assistantship, available from the School of Graduate Studies, which requests information on previous training and experience supported by at least three references. The applicant may indicate an area of preferred placement. The application for an assistantship must be submitted to the dean of the School of Graduate Studies, who will verify that the student has met all criteria established below and forward the application to the department/director granting the assistantship.
- B. A student may receive funding as a graduate assistant for one semester while being considered for admission. Following this one semester, a student must be admitted (conditionally or unconditionally) to a program of study in order to receive funding.
- C. Enroll in a minimum of 6 hours and maximum of 12 hours of graduate work in fall and spring semesters (a minimum of 3 hours and maximum of 6 hours per summer session). Note that the tuition waiver covers only graduate credit. If the student's enrollment drops below 6 hours (3 hours each summer session), any unused portion of the assistantship and all fee reductions must be forfeited. The effective date for forfeiting unused portions of the assistantship will be the date on which the student withdraws from a course and thus falls below the minimum course load requirement. Any exceptions to this policy require written approval of the dean of the School of Graduate Studies and to the vice president for academic affairs for appeal, with justification.
- D. Meet criteria established by the department or director offering the assistantship. Each academic department or director establishes the minimum competencies required for the assistantship in that area.
- E. Be available to work 20 hours per week in assigned graduate duties.
- F. Maintain academic standards:
 - a. Have a grade point of at least 3.00 on all graduate course work.
 - b. Have no grade lower than a B in a graduate course and no grade of I (incomplete) in a graduate course except thesis.

A graduate assistant failing to uphold these academic standards forfeits the graduate assistantship for the following semester.

The process for renewing the graduate assistantship is described in the Graduate Assistantship Guidelines available from the School of Graduate Studies.

Graduate Scholarships

A limited number of graduate scholarships are available to applicants **who are not receiving graduate assistant funding** and who meet the following criteria:

1. Completed application
2. Unconditional admission to graduate studies
3. Grade point average of 3.00 or higher for last 60 semester hours of baccalaureate degree or 3.00 or higher for 12 semester hours of graduate work, with no grade lower than a B included in graduate course work
4. Graduate Record Examination score of 1250 or higher on the General Examinations or Miller Analogy Test Score of 36 or higher (25th percentile)
5. Two letters of recommendation from faculty in higher education

Deadline: April 15 for annual awards.

Conditions which apply:

1. Must maintain a 3.00 grade point average with no grade lower than a B.
2. Must be continuously enrolled for the 12-month period.
3. May reapply for one additional year.

University Services and Resources

The Teaching/Learning Center

The Teaching/Learning Center, located on the first floor of Magale Library, provides academic support for the College of Education and the School of Graduate Studies. The Center promotes collegiality, facilitates teachers working together, puts teachers in touch with peers, continues to enhance SAU's relationship with the beginning teacher, and supports the College of Education's instructional and curricular program. A diverse advisory board comprised of education professors, education students, public school administrators, classroom teachers, and community persons keeps the Teaching/Learning Center viable and current.

Both current and classic instructional materials are housed in the Teaching/Learning Center to be used by the SAU faculty, education students, student teachers, and in-service teachers of public schools. Some items are kept on reserve to assure access to all. Most materials may be taken into classrooms and schools for a negotiated period of time. A sampling of the most current textbook adoptions is purchased annually for all subject areas, preschool through secondary. Materials answer needs for all ranges of abilities and ages for full inclusion. An excellent library of children's and young adults' books, tapes, dioramas, and posters are located in a literature room. Professional journals for teachers of all academic areas and high interest magazines for children of all ages are among the collected periodicals.

The Kraus Curriculum Development Library, 1983 to date, is available on the Internet, as is Chronicle Guidance. Frameworks, curriculum guides, reference materials, activity books, sample lessons, unit plans, and methods books are grouped by theme or academic discipline. A collection of books concerning Arkansas history, geography, cultures, politics, and other topics are shelved separately for easy access. The collection contains works of numerous Arkansas authors.

Exciting art enhances work done by imaginative teachers and creative students. Activities, learning centers, and bulletin boards are displayed. Video and audio tapes; kits; posters; albums; CD's; and computer software are all available. Computer hardware, including scanner, and printers; Polaroid cameras; copier; Ellison cutters; typewriters; large and small opaque projectors; overhead projectors; VCR/televisions; and numerous other media and equipment are accessible to patrons.

Free or inexpensive materials, game tokens, spinners, blank cards, colored file folders, poster board, craft paper, tag board patterns, and a picture exchange facilitate teaching. Patrons may purchase laminate, and after training, use the dry mount press at no charge.

The Rosemary Rhea Regional Arts in Education Center and Gallery is an important part of the Teaching/Learning Center. SAU, neighboring public school districts, and community entities collaborate to place artists in p-16 classrooms. These artists can reinforce schools' curricula and promote the arts. An advisory board gives guidance to the program. An art room contains workspace, supplies, and materials.

Active-learning workshops concerning current trends or topics requested by teachers are offered for in-service credit or information to both pre-service and in-service teachers. Many include K-12 students. A K-12 curriculum specialist and courteous staff are on duty to assist educators. Most noteworthy is the professional atmosphere of the center.

Education Renewal Zone

The Southwest B Education Renewal Zone is designed to support schools, school leadership, education service cooperatives, institutions of higher education, and communities participating with the Education Renewal Zone (ERZ) in the delivery of the quality education needed to assist students in attaining the performance levels set forth by the State of Arkansas and as defined by the Federal No Child Left Behind Act of 2001.

Participating regional school districts plus the Southwest and Southcentral Education Service Cooperatives and Southern Arkansas University have entered into one inter-local agreement through which they jointly collaborate to improve public school performance and academic achievement.

This inter-local agreement establishes an ERZ with the purpose of achieving the following requirements:

1. Identify and implement education and management strategies designed specifically to improve public school performance and student academic achievement.
2. Provide for collaboration among the state's smaller schools and districts in order to achieve some of the advantages of economies of scale in providing educational and related activities.
3. Maximize benefits and outcomes of public schooling by concentrating and coordinating the resources of Arkansas' higher education institutions, the expertise of the regional education service cooperatives, and the technical assistance of other service providers to improve public school performance and student academic achievement.
4. Enable small, rural, and low-wealth schools to make the best use of the latest cost-effective distance learning technology to enhance school curricula and professional development through two-way interactive learning environments.

Graduate students from all colleges at SAU that are seeking venues for creative projects with partner school districts in the southwest region of Arkansas or for those needing additional information on other resources that the Education Renewal Zone may provide should contact the Director of ERZ in Cross Hall Room 102 or by telephone at 870-235-5014.

Continuing Education

The Division of Continuing Education expands lifelong learning opportunities. Learning opportunities are provided to everyone from youth to senior citizens. The purpose of the wide range of instructional activities is to provide ongoing professional development for persons involved in education, business, and industry. Continuing education provides a wide range of community service offerings for people of all ages in a variety of topics from hobbies and recreation to introductory courses, which may encourage and develop new interests. A greatly simplified admissions procedure is available for non-credit students and for non-degree seeking credit students.

Continuing Education Unit (CEU) credit is awarded in University-approved classes and workshops to those who do not register for academic credit. "One CEU is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction" according to the Council on the Continuing Education Unit. The CEU is a uniform, nationally recognized unit of measure

acceptable to many associations and professional societies that require continuing education experiences as a certification requisite. Please contact the Office of Continuing Education at (870) 235-4005 for additional information.

Student Affairs

The Student Affairs Division is designed to provide experiences, activities, and services to assist SAU students in performing at the maximum level. Included in this division are the services of orientation, admissions and records, housing and dining services, counseling and testing, health service, student employment, career planning, multicultural services, and student activities. These services are under the direction of the vice president for student affairs.

The Student Affairs Committee, composed of both students, staff and faculty, is considered the major governing body in making, advising, and recommending major non-academic policies pertaining to student life at Southern Arkansas University.

Campus Housing

Prospective students are encouraged to secure housing application forms as early as possible by writing to the Office of Housing – Residence Life or by calling (870) 235-4044. A residence hall space will be reserved for any student who is officially admitted to the University and who has the following credentials on file:

1. Completed Application for University Residence Halls along with a \$50 housing deposit, and
2. Completed Application for Admission Form.

When the University receives the above credentials, students will be sent official acknowledgements of their reservations from the Office of Housing – Residence Life. Hall assignments are made as closely to students' preferences as possible. Students will be notified of residence hall assignments prior to the opening of the semester in which they enroll. In no case will confirmed room reservations be held for students after the opening day of classes unless special permission has been granted to the student by the Office of Housing – Residence Life prior to this date.

A housing application or contract is for one of four specified periods:

1. The entire academic year (fall and spring semesters),
2. Spring semester only,
3. First summer session, or
4. Second summer session.

A housing application and/or contract may be canceled and the housing deposit refunded when written notification of desire to cancel is received by the Office of Housing – Residence Life on or before August 1 for an entire academic year (fall and spring semesters) contract, January 1 for a spring semester only contract, May 1 for a first summer session contract, and June 1 for a second summer session contract. If a student who has submitted an application for housing does not enroll or does not cancel in writing before the above dates, the deposit will be retained by the University.

Telephone connections, basic cable-TV and Internet access services are provided in each room. Students are expected to bring towels, sheets for a single bed, blanket, pillow, pillowcases, and a telephone. In order to make long-distance calls, students can either use a personal calling card or call collect. Use of appliances for the preparation of food in residence hall rooms is not permitted.

University Village Apartments are available to juniors, seniors, graduate students, single parents with children, and married students. Each apartment is fully furnished and has a washer/dryer. Students in the two- bedroom apartments will share a bathroom. Students in the four-bedroom apartments will have two bathrooms that will be shared among them. Telephone connections, basic cable-TV services, and Internet access are provided in each room. Students are expected to bring towels, sheets for a full-size bed, blanket, pillow, pillowcases, and a telephone. University Village has amenities such as a clubhouse, convenience store, swimming pool, and weight room.

University Health Services

University Health Services is open Monday through Friday from 7:30 a.m. to 5:00 p.m., phone (870) 235-5237. Some of the services provided include emergency or first aid treatment, blood pressure checks, allergy injections, general health evaluations, and doctor's appointments. Most of the services are free to all students. If an emergency arises after clinic hours, students should notify the resident assistant on duty in their residence hall.

Counseling Services

The University provides free and confidential professional counseling to all students through the Office of Counseling and Testing. Appointments may be made either in person or by calling (870) 235-4145.

Personal Counseling: Counseling which focuses on personal and emotional concerns as they affect personal goals, academic progress, and relationships with others is available at the Office of Counseling and Testing.

Educational Counseling: Counseling is available which focuses on issues that are related primarily to academic difficulty. Organizational skills, time management, study skills, final examination preparation, and test anxiety reduction are among the topics which may be covered on either an individual or group basis.

Career Counseling: The SAU career planning program is designed to assist students in exploring career opportunities. The program includes individual counseling, résumé preparation, and interview techniques. The Office of Counseling and Testing maintains a career resource library containing career exploration materials and information on graduate school opportunities. Career planning is also facilitated through DISCOVER, a computerized interactive career guidance and information system that helps students in values clarification, the gathering of occupational information, and the development of strategies for achieving appropriate occupational and professional goals. The office also offers a College Catalog Collection available on a microfiche reader/printer.

Testing Services

The SAU Office of Counseling and Testing is a national testing center which administers tests for scholarships, credit by examination, graduate and professional schools, and teacher certification. Students interested in obtaining information for the following tests are encouraged to come by the Office of Counseling and Testing:

- American College Test (ACT)
- Collegiate Assessment of Academic Proficiency (CAAP)
- College Level Examination Program (CLEP)
- Dental Admission Test (DAT)
- Graduate Management Admission Test (GMAT)

Graduate Record Examination (GRE)
Law School Admission Test (LSAT)
Medical College Admission Test (MCAT)
Miller Analogy Test (MAT)
Optometry Admission Test (OAT)
Pharmacy College Admission Test (PCAT)
PRAXIS
PRAXIS I: Pre Professional Skills Test (PPST)
Scholastic Aptitude Test (SAT)
School Superintendent Assessment
SLLA (School Leaders Licensure Assessment)
Test of English as a Foreign Language (TOEFL)

Office of Disability Support Services

The Office of Disability Support Services assists students who have disabilities to gain access to its programs and activities on campus. Reasonable accommodation is provided under section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Anyone needing assistance from SAU due to a disability may contact the ADA Compliance Coordinator at the Office of Counseling and Testing or may call (870) 235-4145.

ADA Grievance Procedure: Southern Arkansas University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to:
ADA Compliance Coordinator
Office of Counseling and Testing
P.O. Box 9371
Magnolia, AR 71754-9371
(870) 235-4145

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within five days after the complainant becomes aware of the alleged violation.
3. A preliminary investigation of the complaint to determine if evidence exists that warrants further inquiry shall be made by the ADA compliance coordinator who shall then refer the complaint to the appropriate vice president for further investigation. This process provides for informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination of the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA coordinator and a copy forwarded to the complainant no later than 15 days after its filing.
5. Files and records related to the complaints filed shall be maintained by the ADA coordinator.
6. A reconsideration of the case may be requested by the complainant in instances where he or she is dissatisfied with the resolution. The request for

reconsideration should be made within 10 days to the Faculty-Staff Appeals and Human Rights Committee who will report its findings to the president. The decision of the president will be the final University action on all grievances.

This entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Southern Arkansas University complies with the ADA in implementing regulations.

Employment Resource Center

Graduates and former students are assisted in their job searches by the SAU Employment Resource Center. SAU graduating seniors are encouraged to establish a file of employment credentials and obtain recommendations from faculty members. These credentials are kept on file in the Employment Resource Center for use in securing employment upon graduation and in future years. The Employment Resource Center may be reached by calling (870) 235-4097.

Students visiting the Employment Resource Center receive assistance with the preparation of computer-generated resumes and employment application cover letters. Sources of information for company research are available in the resource library. Job interviews are scheduled for seniors, and notices of job opportunities are posted on campus bulletin boards. The Employment Resource Center sponsors a teacher fair during the spring semester and a career day with businesses, industries, government agencies, and graduate schools.

SAU Alumni Association

All students who have attended Southern Arkansas University are eligible to be members of the Alumni Association. The Alumni Office plans various yearly events to which former students and friends are invited. Such events include Homecoming in the fall, reunions, presentation of the gold honor tassels, receptions for graduating seniors, presentation of the Young Alumni and Distinguished Alumni Awards, and meetings of alumni in surrounding areas. The alumni publication, *THE STATER*, is mailed to all former students who keep their addresses current in alumni files.

Programs of Study: Curricula

Master's degrees and licensure programs offered are as follows:

Master of Science in Counseling

Meets Arkansas licensure requirements for Licensed Professional Counselors

Master of Education in School Counseling

- P-8/7-12 (non-degree licensure program is available for students holding a master's degree)
- College Student Affairs

Master of Education in Elementary or Secondary Education

Focus areas:

- Curriculum and Instruction (offered as a traditional degree and as an online degree)
- Reading P-8/7-12
 - Special Education: Early Childhood Instructional Specialist P-4
 - Special Education: Instructional Specialist 4-12
 - Gifted and Talented P-8/7-12
 - Math/Science P-8/7-12 (Secondary Math option leads to 7-12 licensure)

Master of Education in Educational Administration and Supervision

- Building Administrator P-8/7-12 (non-degree licensure program is available for students holding a master's degree)
- District Administrator (non-degree licensure program for students holding a Building Administrator license)

Master of Science in Kinesiology

Advanced study in physical education, recreation, and exercise and sport sciences

Master of Education in Library Media and Information Specialist

- P-8/7-12/P-12 (non-degree licensure program is available for students holding a master's degree)

***Master of Arts in Teaching**

(leads to 7-12 licensure)

Master of Science in Computer and Information Science

Advanced study in computer hardware and software, systems design, communications, and project/team management skills

- Leads to licensure by the Arkansas Department of Education

Master of Public Administration

Tracks

- Local Government
- Non-profit Organization

Online Degree

In addition to being offered as a traditional degree, the Master of Education in Elementary or Secondary Education with a focus in Curriculum and Instruction is offered entirely online.

Licensure Programs

Arkansas licensure requirements may change and may require additional hours in a candidate's plan of study. A student's plan of study should meet licensure requirements

according to Arkansas Law. Southern Arkansas University is not responsible for courses or tests required for licensure if the state enacts such changes after the student's program is approved. Earning a master's degree from Southern Arkansas University does not mean that the degree recipient will receive a license. The Arkansas Department of Education or other licensing agency determines who will receive a license.

Note: For a candidate holding a graduate degree, Southern Arkansas University will review the candidate's credentials on an individual basis and develop a program of study based on licensure requirements.

Master of Education in Elementary or Secondary Education

Specific Degree Requirements

The Master of Education in Elementary or Secondary Education is a 36-credit-hour program. All candidates for the master's degree with an emphasis in education are required to complete 18 semester hours of core courses and 18 hours from an area of specialization (Curriculum and Instruction, Reading, Special Education: Early Childhood Instructional Specialist P-4, Special Education: Instructional Specialist 4-12, Gifted/Talented P-8/7-12, or Math 7-12).

Special Education: Early Childhood Instructional Specialist P-4

Required:

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6043	Current Issues & Trends
PSYC	5073	Learning Theory

Special Education Core Courses (12 Credit Hours)

SPED	5123	Nature/Needs of Students with Mild Disabilities
SPED	5273	Classroom and Group Management
SPED	5663	Educational Diagnosis and Assessment
SPED	6003	Collaboration/Consultation for Inclusion

Special Education P-4 Grades Option (12 Credit Hours)

SPED	6063	Language Development (P-4 Mild Disabilities)
SPED	5153	Instructional Planning (P-4 Mild Disabilities)
SPED	5133	Methods/Materials (P-4 Mild Disabilities)
SPED	6783	Directed Internship (P-4 Mild Disabilities)

Special Education: Instructional Specialist 4-12

Required:

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6043	Current Issues & Trends
PSYC	5073	Learning Theory

Special Education Core Courses (12 Credit Hours)

SPED	5123	Nature/Needs of Students with Mild Disabilities
SPED	5273	Classroom and Group Management
SPED	5663	Educational Diagnosis and Assessment
SPED	6003	Collaboration/Consultation for Inclusion

Special Education 4-12 Grades Option (12 Credit Hours)

SPED	6073	Language Development (4-12 Mild Disabilities)
SPED	5163	Instructional Planning (4-12 Mild Disabilities)
SPED	5143	Methods/Materials (4-12 Mild Disabilities)
SPED	6883	Directed Internship (4-12 Mild Disabilities)

Gifted/Talented P-8/7-12**Required:**

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose six hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion
OR		
SPED	6916	Thesis

Focus Area: Gifted/Talented (# required for endorsement: 18 total)

*SPED	5023	Nature, Needs and Assessment of the Gifted and Talented
*SPED	5033	Curriculum and Methods of Teaching Gifted and Talented
*SPED	6153	Counseling and Development of the Gifted and Talented
SPED	6143	Seminar in Creative Thinking
*SPED	6203	Practicum for Gifted and Talented P-8
OR		
	6223	Practicum for Gifted and Talented 7-12
SPED	6143	Seminar in Creative Thinking

Elective(s) 3-6 hrs. from: SPED 6023 Project G/T; SPED 6043 Exp. Learning; EDUC 5043 Measurement; and/or content-specific course

*Required for Arkansas Licensure, total 15 hours (one practicum)

Curriculum and Instruction**Required:**

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose Six Hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion
OR		
E ED	6916	Thesis
S ED	6916	Thesis

Focus Area: Curriculum and Instruction

EDUC	6153	Balanced Literacy
EDUC	5273	Classroom and Group Management
EDAS	6023	Instructional Leadership I

Choose One:

E ED	6013	Elementary School Curriculum
S ED	6213	Secondary School Curriculum

Choose One:

E ED	6043	Seminar in Elementary Education
S ED	6253	Seminar in Secondary Education

Choose:

One elective that falls within the NBPTS Standards. The elective must be approved by your advisor.

Reading P-8/7-12**Required:**

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose six hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion
	OR	
SPED	6916	Thesis

Focus Area: Reading

EDUC	6103	Teaching of Reading
EDUC	6113	Corrective Reading in the Classroom
EDUC	6123	Diagnosis & Correction of Reading Difficulties
EDUC	6133	Reading Practicum
EDUC	6023	Current Trends in Children's Young Adult Literature
EDUC	6153	Balanced Literacy (Elementary)
S ED	5203	Reading Strategies for Secondary Education (Secondary /EDUC

Math/Science P-8**Required:**

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose Six Hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion

E ED **OR**
 6916 Thesis

Focus Area: Math

MATH	5053	Higher Order Thinking in Mathematics
MATH	5603	Workshop in Mathematical Education
MATH	6033	Mathematical Thinking for Teachers K-8
MATH	6583	Elementary Mathematics Concepts I
MATH	6593	Elementary Mathematics Concepts II

Choose Three Hours:

SCED	5053	Higher Order Thinking in Science
SCED	6173	Workshop in Science Education: Integrated Math & Science
PHYS	5003	Astronomy for Teachers

Math/Science 7-12

Math Focus: leads to 7-12 licensure

Required:

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose Six Hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion

OR

S ED 6916 Thesis

Focus Area: Math

See Advisor for degree requirements

Math/Science 7-12

Biological Science Focus

Required:

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose Six Hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion

OR

S ED 6916 Thesis

Focus Area: Biological Science

BIOL	5141	Field Biology Laboratory
BIOL	5143	Field Biology
BIOL	5151	General Taxonomy Laboratory
BIOL	5153	General Taxonomy
BIOL	6111	Biological Science for Teachers Laboratory
BIOL	6113	Biological Science for Teachers
BIOL	6173	Biology Workshop
BIOL	6311	The Biology Teaching Laboratory
BIOL	6313	Biology for Teachers
GEOL	5053	Earth Science for Teachers

And Choose Three Hours:

MATH	5053	Higher Order Thinking in Math
MATH	5063	Workshop in Mathematics Education
MATH	5003	College Geometry
MATH	5073	Intro. Probability and Statistics

Math/Science 7-12**Physical Science Focus****Required:**

EDUC	6003	Educational Research
EDUC	6403	School Law
EDUC	6833	Mind Tools
PSYC	5073	Learning Theory

Choose Six Hours:

EDUC	6033	History and Philosophy of Education
EDUC	6043	Current Issues and Trends
SPED	6003	Collaboration/Consultation for Inclusion
	OR	
S ED	6916	Thesis

Focus Area: Physical Science

PHYS	5003	Astronomy for Teachers
PHYS	6403	Physical Science for Teachers
PHYS	6514	Physics for Teachers
GEOL	5053	Earth Science for Teachers
CHEM	6304	Chemistry for Teachers
SCED	6161	Project in Science Education
SCED	6171	Workshop in Science Education

And Choose Three Hours:

MATH	5053	Higher Order Thinking in Math
MATH	5063	Workshop in Mathematics Education
MATH	5003	College Geometry
MATH	5073	Intro. Probability and Statistics

Master of Education in Educational Administration and Supervision

The Master of Education in Educational Administration and Supervision leads to licensure as a principal. Licensure programs are also offered for students holding a master's degree who seek licensure as a building-level administrator or superintendent.

Specific Degree Requirements

The Master of Education in Educational Administration and Supervision is a 39- credit-hour degree program. The student must complete the following:

Building Administrator P-8/7-12

Professional Education Core Courses (6 credit hours)

EDUC	6003	Educational Research
EDUC	6063	Applications of Technology in Education

Educational Administration and Leadership Courses (27 credit hours)

EDUC	6403	School Law
EDAS	6193	School Organization & Administration
EDAS	6013	School Community Relations
EDAS	6023	Instructional Development & Supervision
EDAS	6033	Organizational Development & Evaluation
EDAS	6043	Administration of Administrative Services
EDAS	6053	Administration of Special Services
EDAS	6063	Administrative Internship
EDAS	6093	The Principalship

Emphasis Area – Elementary (6 credit hours)

E ED	6013	Elementary School Curriculum (required)
E ED	6043	Seminar in Elementary Education
	OR	
COUN	6663	Case Management in Elementary School Counseling

Emphasis Area – Secondary (6 credit hours)

S ED	6213	Secondary School Curriculum (required)
S ED	6253	Seminar in Secondary Education
	OR	
COUN	6813	Case Management in Secondary School Counseling

Principal Licensure Program P-8/7-12 (Non-Degree)

The advisor will develop a plan of study for licensure at the building level for students who hold a master's degree in an appropriate area.

Superintendent Licensure Program P-12 (Non-Degree)

The program leading to licensure at the district level is a 24 credit hour program. Students must hold a master's degree and licensure as a principal.

EDAS	6113	School Finance
EDAS	6123	The Superintendency
EDAS	6133	Governance Groups

EDAS	6143	Management of Human Resources
EDAS	6153	Practicum in Educational Facilities
EDAS	6163	Superintendency Internship
EDAS	6173	Administration and Assessment of Curricular Programs
EDAS	6183	Ed Seminar

Internship Requirement

Master’s degree and licensure candidates must complete a minimum number of courses and practicum hours in the approved plan of study prior to enrollment in an internship. Specific coursework and practicum requirements are outlined in the Educational Leadership program manual. Candidates must apply for and receive approval prior to enrolling in an Administrative or Superintendent’s Internship. Candidates may not enroll in an internship until all application requirements are completed.

Portfolio Requirement

Master’s degree and licensure candidates must prepare and satisfactorily defend a portfolio based on the appropriate national and state licensure standards for a principal or superintendent. Candidates must satisfactorily complete the portfolio requirement prior to graduation and/or application for licensure. Candidates must contact their advisor to arrange for the portfolio defense as follows:

Schedule the portfolio defense at least one month prior to the defense presentation.

Submit the required number of portfolio copies to the committee no later than two weeks before the date of defense.

The committee will consist of graduate faculty in Education and an external evaluator who is a practicing school administrator. A majority vote of the evaluators is required to pass the portfolio requirement. A student who fails the portfolio requirement must resubmit the portfolio. Students who fail the portfolio requirement on the third attempt will be dismissed from the graduate program and no degree or program completion certificate will be awarded. Additionally, the University will not recommend the student for licensure. There is no appeal if a student fails the portfolio requirement on the third attempt.

Master of Education in School Counseling P-8/7-12

Statement of Purpose

The graduate program in school counseling and development is primarily committed to providing the student with skills and knowledge basic to the profession of school counseling, meeting the requirements for school counselor certification/license in Arkansas and most other states, and acquainting other educational personnel with current developmental approaches useful in their respective roles in the school.

Specific Degree Requirements

All candidates for the master’s degree with specialization in school counseling and development will be required to complete 48 semester hours selected from the courses listed below.

School Counseling and Development Curriculum

Professional Education Core Courses (6 credit hours)

EDUC	6003	Educational Research
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Plus three semester hours selected from the following:

EDUC	6403	School Law
S ED	6213	Secondary School Curriculum
E ED	6013	Elementary School Curriculum

Counseling and Development Core Courses (36 credit hours)

EDUC	6843	Internet for Educators
COUN	6453	Human Development for Helping Professionals
COUN	6473	Counseling in a Diverse Society
COUN	6663	Case Management for Elem. School Counseling
COUN	6813	Case Management for Sec. School Counseling
COUN	6403	Introduction to the Counseling Profession
COUN	6413	Ethical, Legal and Professional Issues in Counseling
COUN	6423	Counseling Theories
COUN	6433	Basic Counseling Skills
COUN	6443	Group Counseling
COUN	6463	Career Counseling: Theory and Practice
COUN	6483	Assessment Procedures for Counselors
COUN	6583	Counseling Children and Adolescents

Supervised Experience (choose 6 credit hours)

COUN	6653	Internship I in Elementary School Counseling
COUN	6673	Internship II in Elementary School Counseling
COUN	6803	Internship I in Secondary School Counseling
COUN	6823	Internship II in Secondary School Counseling

College Student Affairs Curriculum**Research**

EDUC	6003	Educational Research
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Core Courses (27 credit hours)

COUN	6403	Introduction to the Counseling Profession
COUN	6413	Ethical, Legal and Professional Issues in Counseling
COUN	6423	Counseling Theories
COUN	6433	Basic Counseling Skills
COUN	6443	Group Counseling
COUN	6453	Human Development for Helping Professionals
COUN	6463	Career Counseling: Theory and Practice
COUN	6483	Assessment Procedures for Counselors
COUN	6583	Counseling Children and Adolescents

Student Development in Higher Education (12 credit hours)

COUN	6843	Introduction to Student Affairs in Higher Education
COUN	6853	Student Affairs Theory and Practice
COUN	6863	The American College Student (Student Experience)

COUN	6873	Organization and Administration of Student Affairs Services
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Field Experience (6 credit hours):

COUN	6883	Internship I in Student Affairs in Higher Education
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COUN	6893	Internship II in Student Affairs in Higher Education
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Master of Science in Counseling

Statement of Purpose

The purpose of the program in counseling is to provide (a) graduate-level training for individuals seeking employment by community mental health centers, the Arkansas State Department of Human Services, and other community agencies; (b) electives and enrichment for other master's degree programs; and (c) courses of interest to lay persons holding a baccalaureate degree.

The master's degree in counseling is designed to provide students with training in both clinical and developmental counseling. It also meets Arkansas licensure requirements for Licensed Professional Counselors, but does not meet requirements for school counseling. Candidates for this degree will be required to develop skills necessary to provide personal and group counseling for clients in mental health, community agencies, private practice, and business and industry settings.

Specific Degree Requirements

Each candidate for the master's degree in counseling will be required to complete the 60 semester hours listed below.

Counseling Curriculum

Professional Education Core Courses (3 credit hours)

EDUC	6003	Educational Research
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Counseling Core Courses (57 credit hours)

COUN	6403	Introduction to the Counseling Profession
COUN	6413	Ethical, Legal and Professional Issues in Counseling
COUN	6423	Counseling Theories
COUN	6433	Basic Counseling Skills
COUN	6443	Group Counseling
COUN	6453	Human Development for Helping Professionals
COUN	6463	Career Counseling: Theory and Practice
COUN	6483	Assessment Procedures for Counselors
COUN	6583	Counseling Children and Adolescents
COUN	6493	Practicum in Clinical and Developmental Counseling
COUN	6503	Case Management & DSM-IV Diagnosis
COUN	6513	Internship in Clinical and Developmental Counseling I
COUN	6523	Internship in Clinical and Developmental Counseling II
COUN	6533	Advanced Counseling Skills and Techniques

COUN	6543	Substance Abuse Counseling: Theory and Practice
COUN	6553	Marriage and Family Counseling: Theory and Practice
COUN	6563	Human Sexuality: Concepts, Theory and Practice
COUN	6573	Psychopharmacology and the Counseling Profession
COUN	6583	Counseling Children and Adolescents

Master of Science in Kinesiology

Specific Degree Requirements

Kinesiology is a 33-credit-hour program. The student must complete the following:

Kinesiology Curriculum

Professional Education Core Courses (12 credit hours)

EDUC	6003	Educational Research
OR		
KINE	6933	Methods of Research in Kinesiology
EDUC	6033	History and Philosophy of Education
OR		
KINE	6513	Principles in Kinesiology
EDUC	6403	School Law
OR		
KINE	6943	Legal Issues in Kinesiology
KINE	6523	Scientific Foundations of Kinesiology

Kinesiology Core Courses (21-24 credit hours)

KINE	6013	Adapted Kinesiology
KINE	6023	Drug Use in Education and Sports
KINE	6243	Physiology of Muscular Activity
KINE	6313	Contemporary Trends and Issues
KINE	6323	Org. and Admin. of Kinesiology Courses
KINE	6331-3	Workshops in Kinesiology
KINE	6361-3	Workshops in Kinesiology
KINE	6381-3	Workshops in Kinesiology
KINE	6413	Health Education in the Schools
KINE	6433	Advanced Athletic Training Techniques
KINE	6713	Curriculum Construction in Kinesiology
KINE	6723	Project in Kinesiology
KINE	6813	Psychology of Coaching
KINE	6823	Analysis of Sports Skills
KINE	6903	Research Problems in Kinesiology
KINE	6911-6	Thesis: Kinesiology
KINE	6923	Statistical Methods in Kinesiology

Optional Approved Elective (3 credit hours if necessary)

Master of Education in Library Media and Information Specialist

Statement of Purpose

The graduate program in library media and information specialist is committed to providing students with skills and knowledge basic to the profession of school library media, meeting the requirements for library media certification/license in Arkansas and most other states.

Specific Degree Requirements

Each candidate for the master's degree in library media and information specialist must complete 36 semester hours including 12 semester hours of core education subjects plus an additional 24 hours of library specialization courses.

Library Media and Information Specialist Core Courses (24 credit hours)

LMIS	6013	Management and Evaluation of Media Programs
LMIS	6023	Information Access
LMIS	6033	Collection Management and Development
LMIS	6043	Integration of Library Resources into the Curriculum
LMIS	6053	Instructional Design and Production
LMIS	6083	Library Materials for Children and Young Adults
LMIS	6073	Leadership and Professionalism

Including three (3) credit hours selected from the following:

LMIS	6103	Practicum in P-8 Library Media
LMIS	6203	Practicum in P-12 Library Media
LMIS	6303	Practicum in 7-12 Library Media

Professional Education (12 credit hours) selected from the following:

EDUC	6033	History and Philosophy of Education
EDUC	6103	The Teaching of Reading
S ED	6013	Elementary School Curriculum
E ED	6213	Secondary School Curriculum
EDUC	6853	Multimedia for Educators
E ED	6043	Seminar in Elementary Education
S ED	6253	Seminar in Secondary Education
EDUC	6403	School Law
EDUC	6063	Applications of Technology in Education
EDUC	6833	Mindtools for Teaching and Learning
EDUC	6043	Current Issues and Trends in Education
EDUC	5203	Reading Strategies for Secondary Education

Master of Arts in Teaching

Statement of Purpose

The Master of Arts in Teaching (M.A.T.) program is primarily for individuals who have an undergraduate degree from an accredited institution with a major or minor in a content area but who lack training in pedagogy. The students will choose from one of the following licensure areas for grades 7-12.

Agriculture	Life/Earth Science
Art	Mathematics
Business Education	Music, Vocal and Instrumental Drama/Speech/Spanish

English
Family and Consumer Science
French

Physical/Earth Science
Physical Education
Social Studies (AR History Course Required)

The Master of Arts in Teaching degree includes an option to add licensure as an Instructional Specialist 4-12 (Special Education) without increasing the number of semester hours. Passing scores on the Praxis I and Praxis II tests in that area are also required if the student chooses the add-on licensure option.

*NOTE: If a minimum of 1000 is met on the GRE, the PRAXIS I assessment can be waived.

Specific Degree Requirements

Each candidate for the Master of Arts in Teaching degree must complete 36 semester hours of coursework.

SPED	5273	Classroom and Group Management
SPED	5073	Survey of Exceptional Individuals
EDUC	6073	Fundamentals of Education
EDUC	5043	Educational Measurement
EDUC	6063	Applications of Technology in Education
EDUC	6263	Methods and Media in Secondary Education
EDUC	5203	Reading Strategies for Secondary Education
EDUC	6853	Multimedia for Educators
COUN	6833	Foundations of Adolescent Education: Learning and Motivation
SPED	5663	Educational Diagnosis and Assessment
EDUC	6703	Internship I (first year of teaching)
EDUC	6713	Internship II (first year of teaching)

Additional Requirements

During the first semester of the program students must 1) complete an application for a non-traditional provisional license from the Arkansas Department of Higher Education, available from the M.A.T. program director; 2) complete a criminal background check; and 3) submit to the M.A.T. program director GRE scores of at least 1000 or passing scores on all components of the Praxis I.

By the middle of the second semester students must submit passing scores on the Praxis II content knowledge tests in order to continue in the program.

Master of Science in Computer and Information Science

Statement of Purpose

The Master of Science in Computer and Information Science is designed to reflect the ongoing changes in the computer science field. It will provide a solid foundation in computer hardware and software, systems design, communications, and project/team management skills, particularly in the networking environment. It will provide students the training and information for an enduring foundation needed for future professional growth. Specific career tracks anticipated for graduates include Information System Project Management, System Analyst and Design or Development Specialist, Data Manager, and Pre-Ph.D. and MD Research Assistant Data Managers.

Undergraduate Requirements

Students should have a bachelor's degree in Computer Science or a related field. Students with a bachelor's degree in other areas will be considered and may be required to take up to four undergraduate courses, determined by the advisor, from the following: CSCI 3063 High Level Language, CSCI 3103 Data Structures and Algorithms, CSCI 3703 Computer Architecture, and MATH 2033 Discrete Mathematics. No graduate credit is given for the completion of undergraduate courses.

Specific Degree Requirements

Each candidate for the Master of Science in Computer and Information Science degree must complete a minimum of 36 semester hours of coursework.

MCIS	5003	Fundamentals of Information Technology
MCIS	5013	The Unix Operating System
MCIS	5103	Advanced Programming Concepts
MCIS	5113	Web Technology
MCIS	5123	Web Programming
MCIS	5133	Data Base Management Systems
MCIS	5143	Computer Networking and Security
MCIS	5153	Design and Analysis of Web-based Information System

Choose three from the following:

MCIS	6103	Project Management
MCIS	6123	Decision Support Systems
MCIS	6133	User Interface Implementation
MCIS	6143	Web Application and Web Services

Choose one of the following:

MCIS	6113	Internship
MCIS	6114	Degree Project

Master of Public Administration

Statement of Purpose

The Master of Public Administration (MPA) is designed to prepare individuals for positions of leadership in public service organizations. This program will provide a strong foundation in public policy, the organizational environment, the management of public service organizations, and the application of quantitative and qualitative analysis to decision making.

Specific Degree Requirements

Each candidate for the master's degree in Public Administration will be required to complete 36 semester hours including 27 semester hours of core public administration courses and nine semester hours of courses from either the local government track or the non-profit track.

Public Administration Core (27 credit hours)

PA	6003	Introduction to Public Administration
PA	6073	Research Methods
PA	6013	Statistics for Public Administrators
PA	6043	Legal Issues in Public Administration
PA	6023	Ethics

PA	6083	Organizational Leadership
PA	6033	Rural Politics
PA	6053	Public and Non-profit Budgeting
PA	6063	Grant Writing/Program Evaluation

Local Government Track (9 credit hours)

PA	6093	Zoning and Land Use
PA	6103	System Management
PA	6113	Internship: Local Government

Non-Profit Track (9 credit hours)

PA	6123	Non-Profit Leadership/Marketing
PA	6133	Non-Profit Fundraising
PA	6143	Internship: Non-Profit Agency

Graduate Course Descriptions

Biology (BIOL)

BIOL 5141. Field Biology Laboratory. To accompany BIOL 5143.

BIOL 5143. Field Biology. Prerequisite: Eight hours of biology. Emphasis will be directed toward field collection and identification of high floral and faunal groups of Arkansas with particular emphasis on local species. Laboratory analysis and preparation of collections will follow fieldwork.

BIOL 5151. General Taxonomy Laboratory. To accompany BIOL 5153.

BIOL 5153. General Taxonomy. Prerequisites: Six hours of biology and approval of the instructor. This is an introduction to the procedures, principles, and rules of current taxonomic practice utilizing Arkansas plants and animals. It will provide the necessary background to allow teachers to identify most major groups of organisms inhabiting Arkansas.

BIOL 6111. Biological Science for Teachers Laboratory. To accompany BIOL 6113.

BIOL 6113. Biological Science for Teachers. Prerequisite: Eight semester hours of biology. The study of fundamental concepts and practical classroom and laboratory practices in biological sciences. Lecture and lab.

BIOL 6173. Biology Workshop. Prerequisites: Teaching experience and consent of workshop instructor. A course designed for in-service teachers to improve instruction from preschool through grade twelve. Content will change as indicated by developments, problems, and individual needs in the areas of biology, chemistry, science education, geology, or physics. The prefix on 6171-3 will reflect the area of study chosen (BIOL, CHEM, GEOL, PHYS, or SCED).

BIOL 6311. The Biology Teaching Laboratory. To accompany BIOL 6313.

BIOL 6313. Biology for Teachers. Prerequisite: Eight hours of biology or the consent of the instructor. This course is a practical approach to techniques and selection of equipment for a biology teaching laboratory. This material is designed to guide the student through a series of investigations in specific biological topics. A balanced consideration of microorganisms, plants, and animals is employed.

Chemistry (CHEM)

CHEM 6173. Chemistry Workshop: Biochemical Research. Prerequisites: Teaching experience and consent of workshop instructor. A course designed for in-service teachers to improve instruction from middle school through grade twelve.

CHEM 6304. Chemistry for Teachers. A course in chemistry that demonstrates the fundamental processes of chemistry and provides practical classroom and laboratory exercises.

Counseling and Development (COUN)

COUN 5333. History and Principles of Vocational Education. A study of the evolution, development, and administration of vocational programs in the United States and abroad.

COUN 6053. Vocational and Industrial Career Education I. This course is in-service training for teachers, counselors and administrators. Career and job placement information is presented from reality base at traditional business and industrial sites in Magnolia. Team-taught field-based course provides the educator with industrial experiences and a knowledge of the world of industrial work. The course provides an awareness of the need for improved career education, grades K-12, in an area of rapid technological change. The credit may be used to renew teaching certification.

COUN 6143. Case Management for Elementary School Counselors. Prerequisites: COUN 6023 and 6033. Case Management with simulated and/or actual experiences with students including development and use of cumulative records, development and use of individualized educational plans, report writing, case conferences, placement, referral and follow-up.

COUN 6403. Introduction to the Counseling Profession. An introductory course about principles and practices of counseling.

COUN 6413. Ethical, Legal and Professional Issues in Counseling. A survey of contemporary ethical, legal and professional issues inherent to the counseling profession.

COUN 6423. Counseling Theories. Prerequisites: COUN 6403, 6413. A study of the theory and practice of counseling from various theoretical perspectives.

COUN 6433. Basic Counseling Skills. Prerequisites: COUN 6403, 6413. This is an introductory course to counseling skills. The course will teach students how to structure a counseling session and provide them with practical skills to use within the session.

COUN 6443. Group Counseling. Prerequisites: COUN 6403, 6413, 6423 and 6433. A study of group counseling dynamics such as cohesiveness, group pressures and standards, structural properties of groups and the relation of leadership to group performance.

COUN 6453. Human Development for Helping Professionals. An overview of major theories and the most current research on human growth and development with application to person-social, careers and educational development of students, including exceptional, disadvantaged and minority groups.

COUN 6463. Career Counseling: Theory and Practice. Prerequisites: 6403, 6413, 6423 and 6433. A study of the establishment and delivery of guidance information systems, both in schools and clinics. Career counseling theories, models and tools will be studied.

COUN 6473. Counseling in a Diverse Society. An examination of the social and psychological elements of human behavior with attention to application in diverse cultural settings such as schools, colleges and universities, and community agencies. Participants will be led on a journey of self-exploration that will ultimately lead to a better understanding of themselves and how they relate in cross-cultural situations.

COUN 6483. Assessment Procedure. Prerequisites: COUN 6403, 6413, 6423 and 6433. An evaluation of standardized tests as they may be used in individual appraisal.

COUN 6493. Practicum in Agency Counseling. Prerequisites: Completion of core counseling courses. This is an applied course consisting of placement within an agency or clinic and both site and university supervision through class experiences. One hundred (100) hours of supervised experience is required in this course. Video and audio will be used extensively to critique counseling skills.

COUN 6503. Case Management and DSM-IV Diagnosis. Prerequisites: Completion of core counseling courses. This course is designed to develop case management skills with both simulated and actual experiences for Agency Counseling students. These skills will

include the development and use of records, IEPs, report writing, case conferences, placement, referrals and follow-up, etc.

COUN 6513. Internship in Agency Counseling I. Prerequisites: Completion of core counseling courses. This is an applied course consisting of placement within an agency or clinic and both site and university through class experiences. Three hundred (300) hours of supervised experience is required in this course. Video and audio will be used extensively to critique counseling skills and techniques.

COUN 6523. Internship in Agency Counseling II. Prerequisites: Completion of core counseling courses. A second semester of internship fulfilling the final three hundred (300) hours of supervision for state licensure. Students will be placed in an agency or clinic setting and receive both site and university supervision.

COUN 6533. Advanced Counseling Skills and Techniques. Prerequisites: Completion of core counseling courses. An advanced course about counseling skills, techniques and models employed by professional counselors to facilitate appropriate change processes in individuals.

COUN 6543. Substance Abuse Counseling: Theory and Practice. Prerequisites: Completion of core counseling courses. This course is designed to provide an introduction to the basic theories and interventions involved in substance abuse counseling. This is an introductory course aimed at fulfilling partial requirements for certification as a substance abuse counselor.

COUN 6553. Marriage and Family Counseling: Theory and Practice. Prerequisites: Completion of core counseling courses. An introductory course outlining key theories, ethics, interventions and issues in marriage and family counseling.

COUN 6563. Human Sexuality: Concepts, Theory and Practice. Prerequisites: Completion of core counseling courses. This course will provide students with an understanding of human sexuality, sexual disorders, and treatment.

COUN 6573. Psychopharmacology and the Counseling Profession. Prerequisites: Completion of core counseling courses. This course will provide students with an introduction to psychotropic drugs and their uses. This course will focus on the relationship between counseling and psychiatry in practice.

COUN 6583. Counseling Children and Adolescents. This course is designed to provide students with an overview of counseling children and adolescents, including historical perspectives, the need for age-specific services, developmental issues, current research, special issues in counseling children and adolescents with special needs, etc. Ethical and legal issues specific to working with children and adolescents will be discussed. Students will compare different theoretical approaches to working with children and adolescents.

COUN 6613. Vocational and Industrial Career Education I. “Educators-in-Industry I.” The course is in-service training for teachers and school counselors. Career and job placement information is presented from a reality base at traditional business and industrial sites.

COUN 6623. Vocational and Industrial Career Education II. “Educators-in-Industry II.” The course is in-service training for teachers and school counselors. Career and job placement information is presented from a reality base at high-tech industries.

COUN 6633. Methods of Organizing and Teaching Career Orientation. The course will present the 16 USOE career clusters, resources available, and standards required by the State Department of Vocational and Technical Education.

COUN 6643. Practical Experiences for Career Orientation Courses. A course designed to provide a hands-on experience in teaching a career orientation course. The course emphasizes a variety of hands-on and observation techniques required to carry out a career orientation program.

COUN 6653. Internship I in Elementary School Counseling. Prerequisites: COUN 6403, 6413, 6423, and 6433, 6483. This is an applied course consisting of placement within a school and both site and university supervision through class experiences. Two hundred (200) hours of supervised experience is required in this course. Video and audio will be used extensively to critique counseling skills and techniques.

COUN 6663. Case Management for Elementary School Counseling. This course is designed to acquire the skills necessary to develop a comprehensive developmental school counseling program.

COUN 6673. Internship II in Elementary School Counseling. Prerequisites: COUN, 6413, 6423, 6433, 6483 and 6663. This is an applied course consisting of placement within a school and both site and university supervision through class experiences. Three hundred (300) hours of experience is required in this course. Video and audio will be used extensively to critique counseling skills.

COUN 6723. Project in Agency Counseling. A course designed to provide an in-depth study and critical evaluation of a practice or a program employed in an agency setting with major emphasis on the results obtained when the program or practice is used in an agency. A written report is a requirement of this course.

COUN 6753, 6756. Internship: Educational Examiner. Prerequisites: 45 hours (master's degree or higher) of approved-level courses including nine hours of special education courses. A semester of full-time internship experience in educational diagnosis and planning with and for children and youth under the supervision of an approved educational examiner educator and practitioner team and in an approved setting.

COUN 6803. Internship I in Secondary School Counseling. Prerequisites: COUN 6403, 6413, 6423, and 6433, 6483. This is an applied course consisting of placement within a school and both site and university supervision through class experiences. Two hundred (200) hours of supervised experience is required in this course. Video and audio will be used extensively to critique counseling skills and techniques.

COUN 6813. Case Management for Secondary School Counseling. This course is designed to acquire the skills necessary to develop a comprehensive developmental school counseling program.

COUN 6823. Internship II in Secondary School Counseling. Prerequisites: COUN 6403, 6413, 6423, 6433 and 6483. This is an applied course consisting of placement within a school and both site and university supervision through class experiences. Three hundred (300) hours of supervised experience is required in this course. Video and audio will be used extensively to critique counseling skills and techniques.

COUN 6833. Foundations/Adolescent Education: Learning/Motivation. A course designed to explore current research and theoretical designs for educating adolescent students (C2). Principles covered in this course include developmental characteristics and needs of the adolescent (C3), communication skills for establishing professional relationships with students, parents, and colleagues, and the use of technological supports in reaching/teaching adolescents (C1,C3). The course focuses on the role of teacher as facilitator of mental health, group dynamics, conflict resolution, and crisis intervention.

COUN 6843. Introduction to Student Affairs in Higher Education. This course is designed to introduce students to the field of student affairs within institutions of higher

education. Using a multidisciplinary approach, students will examine the historical, philosophical, sociological, psychological, legal, and cultural foundations of student affairs work.

COUN 6853. Student Affairs Theory and Practice. This is a course in college student development theory. Students are provided with a foundation for understanding student development theory and the application of theory to the practice of student affairs in higher education.

COUN 6863. The American College Student. This is a study of the college student's experience in the college setting. Overview of the college student in regard to academic characteristics, socioeconomic background, finances, self-concept/self-esteem/self-efficacy, interests, peer-group influences, personality characteristics, reasons for attending college, reactions to college, choice of vocation, major field of study, freedom and authority, educational aspirations, and dropouts.

COUN 6873. Organization and Administration of Student Affairs Services. This course examines the organization and administration of student services in institutions of higher education. Administrative environment of student services, organizational and management issues of student services, essential skills and competencies for student services managers, commitment to professional education, and future challenges are addressed. A study of organizing and administering student development services for postsecondary institutions.

COUN 6883. Internship I in Student Affairs in Higher Education. Practice and training in 15 student affairs areas for a minimum of 6 clock hours per week for one semester. Provides a basic experience in area of study. Students must meet once a week with the university/field experience supervisor.

COUN 6893. Internship II in Student Affairs in Higher Education. Practice and training in 15 student development areas for a minimum of 6 clock hours per week for one semester. This course provides a basic experience in area of study. Students must meet once a week with the university/field experience supervisor.

COUN 6911-6. Thesis: Agency Counseling.

COUN 6921-6. Thesis: Elementary Counseling and Development.

COUN 6931-6. Thesis: Secondary Counseling and Development.

Elementary Education (E ED)

E ED 5053. Methods and Materials in Early Childhood Education. A study of needs of four and five-year-old children and an examination of materials to determine appropriate instructional activities. Students will plan strategies, develop materials, and observe classroom instruction in kindergarten.

E ED 5063. Practicum in Early Childhood Education I. A program of observation and participation in kindergarten with a focus on the individual child. Children will be studied in terms of their individual physical, intellectual, and social needs. Strategies for meeting these needs will be planned, initiated, and evaluated. To be taken with E ED 5053.

E ED 5153. Early Childhood Education Curriculum. Prerequisites: E ED 5053 and 5063. The development of programs for young children based on the principles of child growth and development, learning theory, and community needs. Curricula will be studied, analyzed, and developed in terms of local needs.

E ED 5163. Practicum in Early Childhood Education II. Prerequisites: E ED 5053 and 5063. A program of observation and participation designed to provide for the study of the child as a participant in the social or group process. Teaching strategies will be planned to provide group instruction. Evaluation will be made in terms of the growth of individual children in the group process. To be taken with E ED 5153.

E ED 6013. Elementary School Curriculum. A course designed to explore current and experimental designs of elementary school curricula and instructional procedures, with emphasis on those curricular and instructional aspects which are broader than a single subject area. A research paper is required.

E ED 6023. Project in Elementary Education. Prerequisites: One three-hour course in research and statistics; six semester hours of graduate work in the major area of study; and approval of a committee composed of the professor teaching the course, the student's advisor, and the dean of graduate studies. A course designed to provide an in-depth study and critical evaluation of an educational idea or practice with major emphasis on the results obtained when the idea or practice is used in a local elementary school setting. A research paper is required.

E ED 6043. Seminar in Elementary Education. A course designed to explore and clarify several current and theoretical designs of elementary school curricula, and to encourage critical evaluation of these principles from the standpoint of logical and empirical evidence. A research paper or project from documented research is required.

E ED 6053. Current Trends in English Language Arts. A study of approaches, methods, and research of language arts as a communication skill.

E ED 6063. Modern Trends and Practices in Social Studies and Economics Curricula in the Elementary Schools. This course emphasizes the study of current school social studies and economics. Research is done to determine the social and economic understandings and skills needed by successful elementary school teachers. It is also done in regard to social understandings and skills needed for construction of a curriculum to develop citizenship, curricula, and organization and presentation of subject matter and to create school community resources and projects.

E ED 6153. Seminar in Early Childhood Education. This is a directed study of current research, issues, trends, curricular designs, and organizational structures of early childhood education. Emphasis will be given to the practical application of findings to classroom use.

E ED 6911-6. Thesis: Elementary Education.

Educational Administration and Supervision (EDAS)

EDAS 6013. School Community Relations. This course examines the principles underlying the relationships between schools, parents, schools and other community and its agencies. Emphasis is placed on the involvement of critical stakeholders in educational planning and the school improvement process. Practicum experiences are arranged to conduct community and parent surveys.

EDAS 6023. Instructional Development and Supervision. This course analyzes the school administrator's role in improving the instructional process including the principles associated with the design, delivery, and assessment of the curriculum. Principles, procedures, and skills required to supervise and improve the delivery of instruction are practiced and developed in applied settings. Extensive practicum experiences are arranged with local school systems.

EDAS 6033. Organizational Development and Evaluation. This course develops the skills required to systematically analyze and plan by making data-driven decisions to foster instructional improvement and organizational change, including collecting and analyzing data to assess organizational needs, developing improvement plans with related professional development, and the evaluation of progress toward organizational goals. Consultation experiences with local school systems allow for problem solving and the development of improvement strategies.

EDAS 6043. Administration of Administrative Services. This course is an introduction to the financial management and other administrative services involved in operating a school or school district, including human resources, finance, budgeting, purchasing, child nutrition, information technology, transportation, and facilities management. Fiscal planning, budgeting, and operations management skills are developed and practiced in school district settings.

EDAS 6053. Administration of Special Services. This course emphasizes the administration of instructional programs, services, and current federal and state laws associated with planning and delivery of special education, bilingual/ESL, gifted and talented, career and technology, and compensatory services, at-risk/dropout reduction, etc. Practicum experiences are arranged with local school systems.

EDAS 6063. Administrative Internship. An extension of the field-based experiences throughout the curriculum, the internship is made up of more intensive field-based experiences for those completing the requirements for building and curriculum administration. Students engage in a range of building- and central office-level management and instructional leadership experiences under the direction of an experienced, accomplished principal and/or central office administrator.

EDAS 6093. The Principalship. This course is a study of the roles and responsibilities of the principal as leader in the design, development, operation, and evaluation of a school. Emphasis is placed on the principal's roles in curriculum development and assessment, supervision and evaluation of instruction, professional development, and the management of administrative services and school community relations augmented by a series of practicum experiences. Extensive field experiences are arranged pairing students with local school administrators.

EDAS 6113. School Finance. This course is an overview of school finance with emphasis on the relationships of economics and local, state, and federal revenues, and state and federal financial regulations and models in relation to financing the educational enterprise. Extensive budgeting and practicum experiences are included.

EDAS 6123. The Superintendency. This course provides an in-depth view of the responsibilities of the school superintendent. Field-based applications are used to study the unique roles and responsibilities of the superintendency. The development of skills is emphasized in strategic planning, collaborative decision-making, public information, student activities, community relations, human resource management, instructional leadership, financial management, board relations, school governance, and other areas relevant to the superintendency.

EDAS 6133. Governance Groups. This course investigates the various federal, state, and local groups and agencies that significantly influence the conduct of the public education. Participants engage in collecting information from a variety of these sources in order to understand current influences, requirements, and constraints placed on local school districts that impact their operations.

EDAS 6143. Management of Human Resources. This course studies the theoretical and legal issues associated with management of human resources in school systems, including

the relationship of the individual to the organization, organizational health, staffing, remuneration, personal appraisal, training, contracts and negotiations, and other pertinent laws and regulations. Practicum experiences are arranged with local school systems.

EDAS 6153. Practicum in Educational Facilities. This course is a practicum that examines the roles of the superintendent and school board in developing and implementing the requirements necessary for the construction and maintenance of educational facilities. Participants collaborate with an architect currently engaged in a building project to understand the conduct of needs assessments and planning new facilities, developing educational specifications, selecting and working with an architect, financing and bidding procedures, construction management, school facilities maintenance, and pertinent state law.

EDAS 6163. Superintendency Internship. As an extension of practicum in the curriculum, the internship provides the prospective superintendent with the opportunity to gain on-the-job experience in the roles and responsibilities of the position under the direction of an experienced, accomplished superintendent.

EDAS 6173. Administration and Assessment of Curricular Programs. This course provides prospective central office administrators and superintendents with the tools necessary to administer the curriculum and instruction functions of a school district. Emphasis is placed on establishing and evaluating systems to audit, design, deliver, assess, and evaluate curriculum, and other instructionally related services and professional development through a series of field-based projects in a school system.

EDAS 6183. Educational Leadership Seminar. This course is designed to introduce the prospective district-level administrator to a broad range of issues at the forefront of current educational decision-making. Special emphasis is placed on analyzing, synthesizing, and critically examining topics that are pertinent to an individual student's plan of study and career goals.

EDAS 6193. School Organization and Administration. This course is an introduction to administrative and organizational theory and its applications to educational institutions. Extensive school-based research is conducted to integrate organizational theory and the actual practice of administration in a school based on standards of administrative dispositions and performance.

EDAS 6903. Workshop in Educational Administration Assessment. This course reviews the content of the licensure examinations in Educational Leadership.

EDAS 6200. Educational Leadership Portfolio. This non-credit course documents the successful completion of the portfolio requirement for those enrolled in a program leading to licensure as a principal (building level) or curriculum administrator.

EDAS 6210. Superintendent Portfolio. This non-credit course documents the successful completion of the portfolio requirement for those enrolled in a program leading to licensure as a superintendent (district level).

Education (EDUC)

EDUC 5043. Educational Measurement. Prerequisite: S ED 3003 or E ED 3005. An introduction to tests and measurements as applied to education. Includes elementary statistics essential to compiling and interpreting test data. Emphasis is placed on constructing tests and the selection of various standardized tests.

EDUC 5203. Reading Strategies for Secondary Education. This course is a comprehensive study of reading process, reading in the content fields, and research and study skills in reading. Study of teaching materials and techniques and study for

improved comprehension. The students will identify programs suitable for reading in middle and secondary schools including remedial reading.

EDUC 5273. Classroom and Group Management. This is an introduction to basic principles of behavior modification and contingency management. Procedures of conditioning, reinforcement, token economy, and self-control as applied to individuals and groups in a variety of settings with emphasis on discussion of research, application, and ethics.

EDUC 5653. Creative Writing Workshop. This course provides practical experience in creating poetry, fiction, and drama and in keeping a literary journal. Some collaborative work and cooperative class projects make the course valuable for those who are teaching or are preparing to teach courses calling for written expression. A research paper is required.

EDUC 5706. Science, Math, Reading K-4. This course is an interdisciplinary approach to learning science, mathematics, and reading. This course stresses the learning of science, mathematics, and reading as an active, integrated, constructive process involving experimentation, investigation, communication, reasoning, and problem solving.

EDUC 5901-3 to 5991-3. Workshop in Education. Cross-referenced with EDUC 4901-3 to 4991-3. The course is for persons participating in college-sponsored workshops. The title will vary with each program.

EDUC 6003. Educational Research. A basic course in research and statistical methods to include a study of frequency distributions, graphing, measures of central tendency, data collection, sampling, simple research design, and interpretation of basic research and statistical information.

EDUC 6023. Currents Trends in Children/Young Adult Literature. This course presents an examination of books for preschool through high school children from a topical perspective. Some topics included are family, race, war, gender, and age. Students both read and present materials to the class.

EDUC 6033. History and Philosophy of Education. The course investigates the training of the young and its larger meaning – the transmission of culture – in representative recorded civilizations.

EDUC 6063. Applications of Technology in Education. This course will address uses of technology to increase productivity, enhance classroom instruction, and facilitate campus activities.

EDUC 6073. Fundamentals of Education. This course is an introductory course to teacher education. The course will cover the opportunities for employment and for membership in professional organizations; social issues involved in schools; the structure of education; legal issues; historical foundations; philosophy and theoretical approaches; school programs and practices; and current issues and trends.

EDUC 6083. Application of Learning Theories. Prerequisite: PSYC 2003. This is a study of the principles and problems of learning with consideration of major empirical findings and their theoretical interpretations.

EDUC 6093. Collaboration for Inclusion. This course will focus on the development of multiple strategies to involve families in collaborative relationships that promote the intellectual, social, emotional and physical growth of their children with mild disabilities grades P-12 within the structured learning environment of school. Teacher candidates will participate in collegial activities that sustain productive learning environments and support the well-being of students, increase awareness of the resources of the larger

community environment that influences student learning. Students will demonstrate an in-depth understanding of the interrelationships and interdependencies among the various professionals and activities that constitute the disciplines, content, and processes of early childhood, elementary, middle, secondary, and special education (P-12).

EDUC 6103. The Teaching of Reading. This is a basic course with emphasis on methods and materials for teaching reading. Innovative and experimental procedures will be examined. Current programs will be studied.

EDUC 6113. Corrective Reading in the Classroom. Prerequisite: EDUC 6103. Emphasizes diagnosis and correction of reading difficulties within the classroom setting. Planning a program for classroom application will be emphasized.

EDUC 6123. Diagnosis and Correction of Reading Difficulties. Prerequisites: EDUC 6103 and 6113. Advanced clinical testing and teaching program designed primarily for the reading specialist. It will include individual testing, diagnosing, and program planning.

EDUC 6133. Reading Practicum. A laboratory experience in individual diagnosis and teaching. Types and causes of reading problems will be studied and practical application provided. Practical experience included.

EDUC 6143. Seminar in Creative Thinking. Problems and issues related to the development of creative potential in individuals will be explored, including metacognition, assessing creative potential, and creative problem solving. Teaching strategies and curricular materials related to creativity training will be evaluated. A research paper or project from documented research is required.

EDUC 6153. Balanced Literacy. This course will lead students through the process of using a balanced approach to language/learning. Cooperative learning, flexible grouping, thematic units, conferencing, writing workshop methods, big books, student publishing, journals, book construction, portfolios and other means of assessment, and a variety of instructional strategies are used for an integrated and interdisciplinary approach.

EDUC 6243. Organization Leadership. This course examines public school organization and administration in governmental, social, cultural, and historical perspective.

EDUC 6253. Advanced School Supervision. Prerequisite: EDUC 6033 or permission of instructor. This is an advanced course in public school supervision to assist in the preparation of school supervisors, principals, superintendents, and others interested in the improvement of instruction and the purposes of the school through supervision. Several models of supervision will be examined and evaluated.

EDUC 6263. Methods and Media in Secondary Education. This course is designed to help prospective teachers develop and/or refine the skills necessary to be an effective classroom teacher in grades 7-12.

EDUC 6403. School Law. This course is an introduction to the federal and state legal systems and applicable federal and state educational case law. Particular emphasis is placed on the current federal and state laws and regulations governing students, employees, finance, and the administration of programs for special student populations.

EDUC 6703. Internship I. The supervised internship in an appropriate school provides graduate students with supervised, on-the-job experiences in an appropriate setting. The experiences will be accompanied by scheduled, on-campus group and individual supervision designed to provide evaluation, reflection, and analysis of the field experiences.

EDUC 6713. Internship II. The supervised internship in an appropriate school provides graduate students with supervised, on-the-job experiences in an appropriate setting. The experiences will be accompanied by scheduled, on-campus group and individual supervision designed to provide evaluation, reflection, and analysis of the field experiences.

EDUC 6801-3. Teacher Education Seminars.

EDUC 6813. Teacher Education Seminar.

EDUC 6823. Education in Public Service Funding. This course is to encourage grantwriting. Grantwriting can be instrumental in assisting rural areas in developing infrastructures and thus all the competencies of a collaborative team leader come into the picture.

EDUC 6833. Mindtools for Teaching and Learning. Basic principles of constructivist learning and teaching as they apply to instructional technology will be discussed. Various paradigms of instructional technology including Computer Aided Instruction, Intelligent Tutoring Systems, Logo as Latin, and Computer Assisted Collaborative Learning will be examined as they apply to classrooms today. The use of common computer applications such as databases and spreadsheets as cognitive tools will be explored. Students will learn to integrate mindtool applications into all subject areas to strengthen students' critical, complex, and creative thinking. Teachers/students with varying levels of computer skills will have the opportunity to learn new applications or explore in greater depth applications with which they are already familiar, including spreadsheets, databases, multimedia, web production, and graphics and animation.

EDUC 6843. Internet for Educators. This course challenges students to develop a personal professional repertoire of web-based resources to be integrated into the existing professional practice of the students. Students develop a range of web-based communication, teaching and learning tools. Projects include the development of a professional web site and a collaborative professional project designed by small groups of students.

EDUC 6853. Multimedia for Educators. This course challenges students to develop a personal professional repertoire of multimedia resources to be integrated into the existing professional practice of the students. Students develop a range of multimedia web sites, a video production using non-linear editing, and a collaborative professional project designed by small groups of students.

EDUC 6901-6903. Workshops. Prerequisites: Approval of advisor and dean of graduate studies.

EDUC 6911-6. Thesis: Reading Education.

EDUC 6923. Workshop.

English (ENGL)

ENGL 5653. Creative Writing Workshop. This course provides practical experience in creating poetry, fiction, and drama and in keeping a literary journal. Some collaborative work and cooperative class projects make the course valuable for those who are teaching or who are preparing to teach courses calling for written expression. A research paper in creativity area is required.

Geology (GEOL)

GEOL 5053. Earth Science for Teachers. This course is an introduction to the major concepts of earth sciences that might be encountered by junior and senior high school teachers. Approximately one quarter of the semester will deal with meteorology, and the remainder of the time will be spent with physical geology and historical geology.

Kinesiology (KINE)

KINE 6013. Adapted Kinesiology. A study of adapted kinesiology consisting of a diversified program of developmental activities, games, sports, rhythms, and aquatics suited to interests, capacities, and limitations of students with impairment, disabilities, or handicaps who may or may not be mainstreamed in the elementary and/or secondary physical education programs.

KINE 5023. Drug Use and Abuse in Education and Sports. This course is an examination of the effects of drug use and abuse on society and the individual including study of drug effects on exercise.

KINE 6243. Advanced Exercise Physiology. This course examines the nature, purpose, and effects of curricular activity with particular reference to the respiratory, circulatory, and nervous systems. It includes an analysis of the results of training, theories of muscle contraction, fatigue, oxygen debt, energy costs, muscle tone, reaction time, and the concept of total fitness.

KINE 6313. Contemporary Trends and Issues in Kinesiology. A seminar of individual and group study devoted to critiques of current problems in health, physical education, and recreation.

KINE 6323. Organization and Administration of Kinesiology Programs. This course examines the policies, procedures, and problems in the organization of the total health, physical education, and recreation program. The course includes an analysis of the classification, staff teaching loads, time, and finances. It also examines the development, use, and scheduling of the physical plant, gymnasium, locker rooms, swimming pool, equipment, play fields, courts, and records.

KINE 6331-3, 6361-3, 6381-3. Workshops in Kinesiology.

KINE 6413. Health Education in the School. A study of the school's role in health education with consideration of the teacher's responsibilities for the health of the school child, screening, referral, instructional programs, emergency care, teacher's health, materials and resources, and community health group interrelations.

KINE 6433. Advanced Athletic Training Techniques. Prerequisites: HS 2043, HS 2443, HS 3233, HS 3403, and graduate standing. Special rehabilitation procedures and therapeutic modalities used for athletic injuries. Emphasis on current and new procedures and operation of training equipment devices. Special study of injuries requiring medical intervention and surgical reconstruction and study of specialized areas of sports medicine.

KINE 6513. Principles of Kinesiology. Study of the origins and nature of modern physical education as a developmental experience and educational medium. Consideration of the contributions of physical education to organic growth and development, to the development of personal resources, and to growth in social relationships.

KINE 6523. Scientific Foundations of Kinesiology. This course is a systematic study of the contributions and integrative possibilities of chemistry, zoology, anatomy,

physiology, physics, anthropology, psychology, and other related disciplines to the fields of health, physical education, and recreation.

KINE 6713. Curriculum Instruction in Kinesiology. A course designed to give experienced teachers, supervisors, and administrators opportunities to undertake the planning and development of curriculum materials for practical teaching purposes.

KINE 6723. Project in Kinesiology. Prerequisite: One three-hour course in research and statistics and six semester hours of graduate work in the major area of study. Approval of a committee composed of the professor teaching the course, the student's advisor, and the Dean of Graduate Studies. A study of a specific topic in physical education leading to the solution of a problem of interest to the profession or to the student. A research paper is required.

KINE 6813. Psychology of Athletics Coaching. This is an analysis of basic psychological concepts and principles with special reference to motor performance, learning motor skills, perception, and emotion in sport situations. The study of psychological parameters pertinent to the teaching of physical education and coaching sports will also be covered.

KINE 6823. Scientific Analysis of Sports Skills and Motor Learning. An analysis of various motor activities to determine the scientific basis for correct form in various sports; examination of motor and perceptual abilities, factors of motivation, anxiety, stress, and social conditions as they relate to learning and performing motor skills.

KINE 6903. Research Problems in Kinesiology. This course is a study of current problems in the field of kinesiology. A review of the significant demographic, behavioral, developmental, and technological issues that influence kinesiology programs.

KINE 6911-6. Thesis: Kinesiology.

KINE 6923. Statistical Methods in Kinesiology. Competencies for analysis and application of statistical methods used in the administration and interpretation of tests of fitness, skills, and abilities in the HKR field.

KINE 6933. Methods of Research in Kinesiology. Study in search of contemporary literature and research techniques. Research processes as they apply to types of research, procedure for collection and treatment of data, critical plans, and analysis of research findings.

KINE 6943. Legal Issues in Kinesiology. A course designed to acquaint the advanced Kinesiology major with the legal and ethical parameters related to all fields associated with health, physical education, recreation, sports management and administration, exercise science, and athletic training.

Library Media and Information Specialist (LMIS)

LMIS 6013. Management and Evaluation of Media Programs. This course is a study of principles and theories in planning, organizing, and administering information services, including acquisitions, circulation, inventory, grant writing, automated systems, and development of policies and procedures.

LMIS 6023. Information Access. This course is a survey and evaluation of reference and information sources, print and electronic, with emphasis on research process and information literacy.

LMIS 6033. Collection Management and Development. A study of principles and issues in collection development and management for school librarians with a major focus on collaborative planning, policy making, and collection building.

LMIS 6043. Integration of Library Resources into the Curriculum. This is a study of basic multimedia materials and presentations, with an emphasis on relating educational technology to the school's curriculum and in designing productive learning activities.

LMIS 6053. Instructional Design and Production. An introduction to design, production, and evaluation processes involved in the development of instructional materials for use in P-12 school libraries.

LMIS 6073. Leadership and Professionalism. This is an introduction to the profession, including its literature, organizations, and objectives. Includes building interpersonal skills, negotiations, and asserting influence.

LMIS 6083. Library Materials for Children and Young Adults. The course will familiarize the student with the evaluation, selection, and use of educational, informational, recreational, cultural, and literary materials, including books and other media to meet the educational/curricular needs of children and young adults. Emphasis will be on the skills, tools, and insights necessary for effective professional librarianship in the area of services to children and young adults.

LMIS 6103. Practicum in P-8 Library Media. Directed experience in a school library media center. Requires a minimum of 120 clock hours.

LMIS 6203. Practicum in P-12 Library Media. Directed experience in a school library media center. Requires a minimum of 120 clock hours.

LMIS 6303. Practicum in 7-12 Library Media. Directed experience in a school library media center. Requires a minimum of 120 clock hours.

Mathematics Education (MATH)

MATH 5003. College Geometry. Prerequisite: MATH 2753. This course is a postulational approach to the study of elementary geometry through the real number system.

MATH 5023. Point-Set Topology. Prerequisite: MATH 2753. This course is a study of topological spaces, metric spaces, continuous functions, connectedness, separability, compactness, local compactness, and local connectedness.

MATH 5033. Introduction to Complex Variables. Prerequisite: MATH 2753. This is an introductory course in complex variable theory with application.

MATH 5043. Numerical Analysis. Prerequisites: MATH 2753 and MATH 3033. This course serves as an introduction to the principles and techniques of understanding, designing, and applying numerical algorithms. Applications to include finding roots of nonlinear algebraic equations and polynomials, numerical integration and differentiation, matrix iterative methods for solving systems of linear equations. Time permitting, approximation and interpolation by polynomials, curve fitting, and the numerical solution of differential equations will be considered. Error types, propagation, analysis and control and algorithm types, complexity, generality, and rates of convergence will be covered.

MATH 5053. Higher Order Thinking in Mathematics. This course will provide teachers in grades five through college with examples of lessons incorporating methods appropriate for students with different learning styles. These lessons will emphasize the

use of manipulatives, hands-on materials, cooperative learning techniques, and technology. Topics include number sense and number theory, functions, probability and statistics, geometry, and measurement. This course will require a minimum of 45 classroom contact hours plus a three-hour follow-up session. The follow-up session for the fall class will be in the spring, and the follow-up session for the spring and summer classes will be in the fall. Credit will be given at the end of the follow-up sessions. A kit of manipulatives will be supplied to each teacher who completes the course for use in teaching mathematics.

MATH 5073. Introduction to Probability and Statistics. Prerequisite: MATH 2753. This course is a study of elementary theory of probability with statistical applications.

MATH 5083. Calculus for Teachers I. Prerequisite: Consent of instructor. A study of topics in elementary analysis designed to provide mathematical background and maturity for teachers of secondary school mathematics.

MATH 5093. Calculus for Teachers II. Prerequisite: MATH 5083. A continuation of MATH 5083.

MATH 5123. History of Mathematics. Prerequisite: MATH 2753. To examine how mathematics has developed from antiquity to modern times. To explore how the solution of real-world problems have spurred mathematical developments. To appreciate how civilization and culture have been influenced by and have influenced mathematics. To understand mathematical literacy and proficiency from a historical perspective.

MATH 5601-3. Workshop in Mathematics Education. Selected current topics related to elementary and middle school mathematics instruction will be studied.

MATH 5613. Special Topics. Prerequisite: MATH 2753. Special topics of interest to be selected from the following: mathematical modeling, operations research, graph theory, dynamic systems, real analysis, advanced discrete mathematics, advanced linear algebra, and others as needed.

MATH 6013. Intermediate Analysis I. Prerequisite MATH 2753: Consent of instructor. This course is a survey of the real numbers, analytic geometry, and calculus. Definitions and abstract concepts are stressed.

MATH 6023. Modern Abstract Algebra. Prerequisite: MATH 3063 or equivalent. This course will examine groups, rings, integral domains, fields, homomorphisms, and isomorphisms. Offered on demand.

MATH 6033. Math Thinking K–8 Teach. This course builds on the preliminary understanding of the intricacies of a numeration system and associated operations. The importance of the structural properties of the rational number system will be investigated. Students will be encouraged to develop algorithms within the system and show these algorithms can be generalized across the system. Formal definitions of addition and multiplication will be explored within their contextual uses.

MATH 6083. Project in Mathematics. Prerequisites: One three-hour course in research and statistics and six semester hours of graduate work in the major area of study. Approval by a committee composed of the professor teaching the course, the student's advisor, and the dean of graduate studies. An in-depth study of a selected topic. A maximum of six hours credit can be earned in this course.

MATH 6103. Modern Geometry. Prerequisite: MATH 4003 or MATH 5003. A logical development of Euclidean and non-Euclidean geometries from basic axioms.

MATH 6113. Intermediate Analysis II. Prerequisite: MATH 6013. A continuation of MATH 6013.

MATH 6123. Algebraic Thinking. A course to help middle level and secondary teachers identify, describe, and foster algebraic thinking. Topics include analyzing written student work, listening to students, documenting patterns of student thinking, and asking questions. All units focus on connections between algebraic habits of mind and the algebra learning expectations enunciated by the National Council of Teachers of Mathematics.

MATH 6133. Geometric Thinking. This course builds on the preliminary understanding of the intricacies of shape and measurement. The student will examine aspects of two-and-three-dimensional shapes, extend geometric vocabulary, and explore both definitions and properties of geometric objects. Students will also complete a comprehensive study of angle, similarity, congruence, and the relationships between 3-D objects and their 2-D representation. The student will examine different aspects of size, develop facility in composing and decomposing shapes, and apply these skills to make sense of formulas for area and volume. There will be activities from a variety of sources and grade levels and connections will be made linking middle school geometry to more advanced topics taught at the secondary level. Dynamic computer software (Geometers Sketchpad), graphing calculators, Smart Boards, and the TI Navigator will be used to enhance the teaching and learning of geometry.

MATH 6173. Statistical Analysis. Prerequisite: MATH 4073 or MATH 5073. Probability, frequency distributions, sampling theory, hypothesis testing, regression analysis, correlation, and analysis of variance.

MATH 6553. Studies in Modern Mathematics for Secondary Teachers. A study of current content and trends in secondary mathematics programs, methods, and related topics. Offered on demand.

MATH 6583. Elementary Mathematics Concepts I. A study of current content and trends in elementary mathematics programs, methods, and related topics. Mathematics credit for this course is restricted to (1) elementary education students and (2) secondary education students preparing to teach mathematics in middle schools.

MATH 6593. Elementary Mathematics Concepts II. Prerequisite: MATH 6583. A continuation of MATH 6583. Mathematics credit for this course is restricted to (1) elementary education students and (2) secondary education students preparing to teach mathematics in middle schools.

MATH 6911-6. Thesis: Mathematics Education.

Master of Science in Computer and Information Science (MCIS)

MCIS 5003. Fundamentals of Information Technology. The course introduces the information technology in an eCommerce centric approach. It examines the changing role of information technology in organizations. The course also underscores information technology aspect while covering concepts like B2C (Business to Customer), B2B (Business to Business), EDI (Electronic Data Interchange), ERP (Enterprise Resource Planning), etc.

MCIS 5013. The Unix Operating System. This is an introduction to the UNIX operating system. Topics to be covered will include the history and philosophy of UNIX systems, an introduction to the basic elements of UNIX, the “shell” command interface, utilities for managing files, and an introduction to the functions that administrators perform to maintain or re-establish the reliability of UNIX systems and the tools that UNIX provides to support that activity.

MCIS 5103. Advanced Programming Concepts. This course teaches object-oriented programming and development using the Java programming language. Object-oriented concepts, including class hierarchies, inheritance, and polymorphism, are reinforced through the development of stand-alone applications. Students strengthen their understanding of event-driven programming and graphical user interfaces by designing and programming Web applets.

MCIS 5113. Web Technology. Prerequisites: MCIS 5003. The course studies the client/server architecture and multi-tiered architecture as it pertains to web technology. It provides fundamentals of hardware and system software as well as middleware. Web server planning and web server administration are also covered.

MCIS 5123. Web Programming. Prerequisites: CSCI 2103/CSCI 2113 or CSCI 3063 or MCIS 5103. This course will cover languages that are used in web site development. It includes HTML language, JavaScript, VBScripts; server side programming such as CGI, PERL and PHP will be introduced as well.

MCIS 5133. Data Base Management Systems. Prerequisites: CSCI 2103/2113, or CSCI 3063, or MCIS 5103. The course introduces fundamental database concepts and implementation. Data models such as relational and object-oriented models are covered. Connection between DBMS and web applications and a popular DBMS system such as Oracle will also be addressed.

MCIS 5143. Computer Networking and Security. Prerequisite: Consent of course professor. The course will cover fundamentals of computer networking, including network topologies, protocols, and architectures, etc. Web security concepts will be covered as well as topics such as virus, firewall, encryption and PGP.

MCIS 5153. Design and Analysis of Web-based Information System. Prerequisite: MCIS 5103. This course focuses on the system development life cycle for creating web-based information systems analysis and design. It introduces different paradigms for developing web software, the key stages of the life cycle and identifies key deliverables for each stage.

MCIS 6103. Project Management. Prerequisite: Consent of course professor. The course focuses on fundamentals of IT project management, including project planning and organizing. Project risk management, time management, and quality management are also introduced in this course.

MCIS 6123. Decision Support Systems. Prerequisites: Consent of course professor. The course introduces the concepts of decision support systems and artificial intelligence systems as components of information systems. Survey of the analysis, design and implementation of systems for decision support, including data management systems, knowledge engineering, expert systems, and intelligent agents.

MCIS 6133. User Interface Implementation. Prerequisites: CSCI 2103/CSCI 2113, or CSCI 3063, or MCIS 5103. This courses studies human factors of interactive software, interactive styles, design principles and considerations, development methods and tools, interface quality and evaluation methods.

MCIS 6143 Web Application and Web Service. Prerequisites: MCIS 5123, Special Topic Seminars (MCIS 6201 – 6202), and consent of the instructor. The course provides students with knowledge about the next frontier in distributed computing: Web Services architecture framework, methodology, and Web Service technologies such as SOAP, and WSDL. The technologies in both J2EE and .NET environments will be surveyed.

MCIS 6113. Internships. Prerequisites: Departmental approval. This course provides an opportunity for students to receive graduate-level work experience in a real employment environment. Advanced planning and prior approval are required.

MCIS 6114. Degree Projects. The project will integrate all the knowledge through the program. By developing a significant web application project, students will demonstrate skills in conception, design, implementation, and management. Students may enroll in this class only after completing all core courses. Prerequisites: Departmental approval.

Public Administration (PA)

PA 6003. Introduction to Public Administration. Examines the legal, political, economic, and social aspects of public administration; includes information on the structure of public organizations, leadership, policy- and decision-making and the evaluation of theories of bureaucratic and administrative processes. Reviews techniques for managing stakeholder and media relationships. Also examines personal management, labor relations, and program accountability.

PA 6013. Statistics for Public Administrators. Introduces techniques useful in the analysis of data for developing strategies and measuring success in the implementation of public policy choices.

PA 6023. Ethics. Relates ethical issues likely to arise in the management of public and non-profit organizations; emphasizes values paramount in furthering the public interest, including, but not only, commitment to the rule of law, standards of conduct, fundamental fairness, and other administrative responsibility (both collective and personal) for the discharge of the public trust.

PA 6033. Rural Politics. Considers the impact of social, political, and economic trends on communities in ex-metropolitan America from the perspectives important to the leaders of public and non-profit entities and other stakeholders in those places. Includes the study of designs for community development based on recognizing and coping with the likely effects on public and non-profit services of global issues such as free trade, national issues such as fiscal restraint, and local issues such as embedded cultural dynamics.

PA 6043. Legal Issues in Public Administration. Provides descriptions, analyses, and critiques of the constitutional and administrative law framework for public and non-profit administration. Surveys federal and state legal constraints applicable to policy choices and program implementation, including, but not only, the requirements of due process of law and equal protection of the laws.

PA 6053. Public and Non-Profit Budgeting. Reviews theories of budgeting in the public and non-profit sectors (including the impact of macroeconomic fiscal policies). Examines budget tools (including a variety of automated budgeting systems) used to apply the theories to policy choices and to construct operating and capital budgets, to manage risk, and to assure accountability.

PA 6063. Grant Writing/Program Evaluation. Explores designing projects successful for finding funding, finding grant sources (public and private), and developing grant applications. Surveys program evaluation/accountability models and practices sufficient to meet the expectations of donors and others providing oversight.

PA 6073. Research Methods. Emphasizes the application of social science and marketing methodologies to assess the effectiveness and efficiency of public and non-profit sector programs and policies. Covers topics such as the development of evaluation plans, the design and implementation of evaluation techniques like process, impact, cost-

benefit, and cost-effectiveness measurements, and the management of evaluation projects.

PA 6083. Organizational Leadership. Surveys theories and types of leadership; provides analyses of techniques for creating motivation and cohesion in complex organizations, and describes design/administration of structures for successful decision-making.

PA 6093. Zoning and Land Use. Describes systems for the management and betterment of the physical environment of community. Includes review of economic and ecological theories important to managing the development of the community, including federal/state policies and regulations. Incorporates review of business processes related to the commercial development of real estate and examines aspects of public-private cooperative ventures for community betterment.

PA 6103. Systems Management. Teaches theories applicable to implementing public law and policy in the American federal system, including understanding structural and behavioral issues related to successful integrated and collaborative decision-making.

PA 6113. Internship: Local Government. Supervised placement in a government agency. Periodic seminars, supervisory reviews, and a final report are required.

PA 6123. Non-Profit Leadership/Marketing. Analyzes how to undertake strategic planning to maintain an atmosphere in non-profit organizations conducive to serving constituents and raising money to fund programs. Identifies the legal, ethical, and managerial issues confronting non-profit enterprise. Discusses marketing as a distinct managerial function essential for the success of the enterprise. Explores techniques of leadership, relationship-building, and media interaction. Includes a review of program evaluation measures and tools.

PA 6133. Non-Profit Fundraising. Focuses on ways to find funding for the operational, programmatic, and capital needs of the organization's constituents, including techniques for identifying public and private donors, understanding economic and tax incentives for philanthropy, preparing grants and donation requests, and assuring that the expectations of donors are met.

PA 6143. Internship: Non-Profit Agency. Supervised placement in a non-profit setting. Periodic seminars, supervisory reviews, and a final report are required.

Physics (PHYS)

PHYS 5003. Astronomy for Teachers. Prerequisite: Twelve semester hours in science or approval of instructor. A hands-on course that develops fundamental concepts and practical classroom and laboratory exercises in astronomy.

PHYS 6403. Physical Science for Teachers. Prerequisite: Twenty-four semester hours in science. A study of the fundamental concepts of physics, chemistry, astronomy, meteorology, earth science, energy, and environment as applied to the teaching of high school general and/or physical science. Lecture and laboratory.

PHYS 6504. Electronics for Teachers. Prerequisite: Twelve hours of physical science, especially physics. A course designed to provide teachers with hands-on experiences in the concepts of electronics and the practical classroom and laboratory applications of solid-state electronics. Lecture and laboratory.

PHYS 6514. Physics for Teachers. A course in physics that develops the fundamental concepts and processes of physics and provides practical classroom and laboratory exercises. Lecture and laboratory.

Psychology (PSYC)

PSYC 5023. Industrial and Organizational Psychology. Prerequisite: PSYC 2003. A consideration of the application of psychology to such areas as personnel work, human engineering, motivation, job satisfaction, leadership, and organizational structure.

PSYC 5033. Abnormal Psychology. Prerequisite: PSYC 2003 or consent of the instructor. A description and explanation of the varieties of maladjustments, their causes, methods of treatment, and mental hygiene approach in preventing psychological maladjustments.

PSYC 5053. Theories of Personality. Prerequisite: PSYC 2003 or consent of the instructor. This course is a study of the personality theories of Freud, Jung, Murray, Allport, Rogers, and others.

PSYC 5073. Learning Theory. Prerequisite: PSYC 2003. A study of the principles and problems of learning with consideration of major empirical findings and their theoretical interpretations.

PSYC 5083. Adolescent Psychology. Prerequisites: Admission to the Teacher Education Program and PSYC 3013 or with consent of the chairperson of the Department of Behavioral and Social Sciences. A study of the physical and mental growth of youth from emerging (middle school) adolescence through adolescence (high school) and the transition from childhood to adulthood. Effective learning and teaching strategies for the adolescent are emphasized.

PSYC 6003. Wechsler Intelligence Scale. Prerequisites: COUN 6023 and consent of instructor. A course in individual intelligence testing with administration, use, and interpretation of the Wechsler Intelligence Test.

PSYC 6063. Social and Psychological Aspects of Behavior. An examination of the social and psychological elements of human behavior with attention to application in teaching and counseling.

PSYC 6073. Advanced Human Growth and Development. An overview of major theories and the most current research on human growth and development with application to personal-social, careers, and educational development of students, including exceptional, disadvantaged, and minority groups.

PSYC 6103. Stanford-Binet Intelligence Scale. A course in individual intelligence testing with administration, use, and interpretation of the Stanford-Binet Intelligence Scale.

PSYC 6113. Advanced Behavior Modification. Prerequisite: PSYC 4073 or PSYC 5073. The course includes advanced principles and applications of behavior modification and contingency management. Procedures of conditioning, reinforcement, token economy, and self-control are applied to individuals and groups in a variety of settings. Research, application, and ethics of observation reporting will be emphasized. Course includes actual application of principles in a laboratory or clinical setting. Recommended for education examiner program and for counseling certification.

Secondary Education (S ED)

S ED 5053. Middle School Methods and Curriculum. Recommended procedures for teaching middle school pupils with special emphasis on the areas of reading, language arts, social studies, science, and mathematics. A course designed for secondary education students who wish to meet middle school certification requirements.

S ED 5203. Reading Strategies for Secondary Education. This course is a comprehensive study of reading process, reading in the content fields, teaching materials, and techniques for improved comprehension.

S ED 6213. Secondary School Curriculum. A course designed to explore current and experimental designs of secondary school curricula and instructional procedures, with emphasis on those curricular and instructional aspects that are broader than a single subject area. A research paper is required.

S ED 6223. Project in Secondary Education. Prerequisites: One three-hour course in research and statistics and six semester hours of graduate work in the major area of study. Approval of a committee composed of the professor teaching the course, the student's advisor, and the dean of graduate studies. A course designed to provide an in-depth study and critical evaluation of an educational idea or practice with major emphasis on the results obtained when the idea or practice is used in a local secondary school setting. A research paper is required.

S ED 6253. Seminar in Secondary Education. A course designed to explore and clarify several current and theoretical designs of secondary school curricula, and to encourage critical evaluation of these practices from the standpoint of logical and empirical evidence.

S ED 6263. Methods and Media in Secondary Education. This course is designed to help prospective teachers develop and/or refine the skills necessary to be an effective classroom teacher in grades 7-12.

S ED 6911-6. Thesis: Secondary Education.

Science Education (SCED)

SCED 5053. Higher Order Thinking in Science. This laboratory-based course stresses the learning of science as active, integrated, constructive processes involving experimentation, investigation, communication, reasoning, and problem solving. The course builds foundations in content to show connections and relevant applications in the areas of life systems, earth systems, and physical systems. The goals of the course are to help teachers extend content learning; to provide help in the teaching of the use of manipulatives, calculators, science equipment, and various learning strategies; and to provide access to appropriate materials, equipment, and technology. (May also be prefixed BIOL, PHYS, CHEM, or GEOL.)

SCED 6143. Modern Trends in Teaching Elementary School Science. Prerequisites: Three courses in science or approval of instructor. A laboratory, library, and discussion course designed to acquaint the elementary teacher with new teaching methods in science and to provide practical experiences and laboratory experience in process and concept development in science. The interrelationship of science to other elementary subjects will be emphasized. Credit in this course cannot be applied to the master of education degree at the secondary level.

SCED 6161-3. Project in Science Education. Prerequisites: One course in research and statistics and two courses in major area of study. Approval by a committee composed of the professor teaching the course, the student's advisor and the Dean of Graduate studies. A consideration of topics in science education. Topics may be selected from biology, chemistry, science education, geology, or physics. Credit is earned when students satisfactorily present the result of their research or their research paper(s). The prefix in 6161-3 will reflect the area of study chosen (BIOL, CHEM, GEOL, PHYS, or SCED).

SCED 6171-3. Workshop in Science Education. Prerequisites: Teaching experience and consent of workshop instructor. A course designed for in-service teachers to improve instruction from preschool through grade twelve. Content will change as indicated by developments, problems, and individual needs in the areas of biology, chemistry, science education, geology, or physics. The prefix on 6171-3 will reflect the area of study chosen (BIOL, CHEM, GEOL, PHYS, or SCED).

SCED 6911-6. Thesis: Science Education. Students with emphasis in science education may elect to write a thesis based on research done in the field of biology, chemistry, geology, physics, or science education under the supervision of their graduate committee. The graduate advisor will be the chair of the thesis committee.

Sociology (SOC)

SOC 5083. Family Centered Social Work. The purpose of this course is to give students an orientation to the problems of children and their families in contemporary United States society. Policies, programs, problems, and services for children and their families will be explored.

Spanish (SPAN)

SPAN 5943. Spanish Workshop for Educators. This workshop focuses on the special needs and situations confronted by principals, administrators, teachers, and researchers when dealing with Hispanic students and their parents inside the schools or around their environment. It can be useful for non-native speakers of Spanish who wish to improve their knowledge of the language. The workshop focuses on language development about fundamentals of educational organization and policy, behavior, culture, and processes. The idea of the workshop is to help administrators, educators, and researchers to improve communication and gain a better understanding of the research data they can be expected to encounter in their professional practice within any Hispanic community. It is accomplished through a wide variety of opportunities to learn administrative and orientation vocabulary with grammatical structures, used in elementary, intermediate, and advanced contexts. Functions and processes unique to teachers are developed through a very communicative approach. Useful tips and ideas on how to deal with specific topics in the Spanish classroom will be provided.

Special Education (SPED)

SPED 5013. Adapted Kinesiology. Prerequisites: Senior standing and consent of department. A study of adapted kinesiology, a multi-disciplinary approach consisting of a diversified program of developmental activities, games, sports, rhythms, and aquatics suited to interests, capacities, and limitations of students with impairments or challenges who may or may not be mainstreamed in the elementary and/or secondary physical education programs.

SPED 5023. Nature and Needs of the Gifted and Talented. A study of the social, psychological, and educational characteristics of the gifted and talented student. Methods and techniques of assessment based on these characteristics are reviewed for identification, placement, and evaluation of performance. A research paper or project developed from documented research is required.

SPED 5033. Curriculum and Methods of Teaching the Gifted and Talented. Prerequisite: SPED 5023 or consent of the instructor. This course is a survey of curricula plus instructional methods and materials for teaching the gifted and talented. A project developed from documented research is required.

SPED 5073. Survey of Exceptional Individuals. This course is a general survey of exceptional individuals from birth-21 years, and an introduction to special education including special education history and law, disability causations, definitions and classifications systems, characteristics of all categories of exceptional learners (disabled and gifted), provision of services and appropriate educational interventions. Required for the M.A.T. degree.

SPED 5123. Nature and Needs of Students with Mild Disabilities. This course is a concentrated study of individuals P-12 grade levels with mild disabilities (learning disabilities, mild mental disabilities, behavior disorders) including the theoretical, legal, and historical foundations of each categorical area: etiologies, definitions, classification systems, learning characteristics (cognitive, academic, social, behavioral), diagnosis, and placement options.

SPED 5133. Methods/Materials for Teaching Students w/Mild Disabilities (P-4). Prerequisites: SPED 5123, SPED 5153. This course studies the research-based instructional strategies used in teaching students with mild disabilities functioning at preschool through 4th grade levels. It focuses on methods and materials for teaching age appropriate and developmentally appropriate curricula for young children and a modified individualized general curriculum for students at K-4th grade levels.

SPED 5143. Methods and Materials for Teaching Students with Mild Disabilities (4-12). Prerequisites: SPED 5123, SPED 5163. This course studies the research-based instructional strategies used in teaching students with mild disabilities functioning at 4-12 grade levels. It focuses on methods and materials for teaching curricula in cognitive, academic, social/behavioral, functional, and career/vocational skills areas and adapting the general education curriculum for grades 4-12.

SPED 5153. Instructional Planning P-4 Mild Disabilities. Prerequisite: SPED 5123. This curriculum development course includes the theoretical basis for curricular development, interpreting evaluation reports, and developing Individual Education Programs in developmental, academic, social, behavioral areas for children P-4 age/grade functioning levels.

SPED 5163. Instructional Planning 4-12 Mild Disabilities. Prerequisite: SPED 5123. This curriculum development course includes the theoretical basis for curricular development; interpreting evaluation reports; and developing individual education programs and adolescent individual transition programs in academic, social/behavioral, and transition-related skills for students with mild disabilities functioning in 4-12 age/grade levels.

SPED 5253. Introduction to Speech and Language Pathology. Prerequisite: SPED 4073 or SPED 6003. This course is a study of the fundamental concepts of language development, speech disorders, therapy practices, and problems relating to the speech-handicapped child. Emphasis is placed on language/articulation disorders.

SPED 5273. Classroom and Group Management. This course focuses on helping teachers to develop personal systems of discipline through study and research of the major philosophies, theories, and models of discipline. It will include the study of proactive Instructional Classroom Management, generic classroom management principles including preventing discipline problems, motivating students, and confronting and solving discipline problems. This course also includes the application of theoretical information to problem-solving case studies and classroom problems of students with mild disabilities in a variety of placements at P-12 grade levels. The course will focus on writing IEP's concerning social skills development; and conducting a functional behavioral assessment and writing the behavior intervention plan as required by IDEA '04.

SPED 5663. Educational Diagnosis and Assessment. Prerequisites: SPED 5123 or SPED 5073. This course studies the collection, use, and interpretation of academic and behavioral assessment data in P-12 settings for special education purposes including screening, evaluation (for eligibility), IEP Planning, IEP monitoring, and annual program evaluation. It focuses on the administration and interpretation of a variety of formal assessments including norm-referenced tests; and the preparation, administration, and interpretation of a variety of informal assessments including criterion-referenced tests, curriculum-based assessment, and systematic observation. The course also focuses on the preparation of evaluation reports, and the preparation of IEPs based on the assessment data.

SPED 6003. Collaboration/Consultation for Inclusion. Prerequisite: SPED 5123. This course focuses on collaborative school consultation and teamwork among special education professionals, general education teachers and other professionals, and parents of students with disabilities as they work together to provide an appropriate education for students with special needs. This course includes the foundations and frameworks for collaborative school consultation, developing home-school partnerships, communicative processes for effective school relationships, problem-solving strategies, planning differentiated instruction, enhancing interactions with related services personnel, and providing leadership in collaborative school consultations.

SPED 6013. Administration and Supervision of Special Education Programs. To meet the need of persons planning to serve as supervisors, administrators, or coordinators of special education programs. A research paper or project developed from documented research is required.

SPED 6023. Project in Special Education. Topic: Gifted and Talented. Prerequisites: Admission to the degree program and one three-hour course in research and statistics and six semester hours of graduate work in gifted and talented. A course designed to provide an in-depth study and critical evaluation of a thesis relevant to teaching the gifted and talented. The resulting paper supporting the project will combine a review of current research and practical application in the field. Approval of a committee composed of the instructor, the candidate's advisor, and the graduate dean.

SPED 6043. Experimental Learning for Gifted and Talented. Prerequisite: SPED 5023 or consent of instructor. In depth research and/or practice in facilitating autonomous learning experiences for gifted and talented students, including authentic research, entrepreneurship, mentored relationships, and service learning. Emphasis will be placed on constructing and implementing a research-based project.

SPED 6063. Language Development (P-4). Prerequisite: SPED 5123. This course concerns oral language development of students with mild disabilities in the areas of phonology, morphology, syntax, semantics, and pragmatics; and written language development of children birth through grade 4. A major focus includes methods and materials in teaching early childhood integrated language enrichment curricula and a modified general education curriculum in language-based subjects in P-4 grades.

SPED 6073. Language Development (4-12). Prerequisite: SPED 5123. This course concerns oral language development of students with mild disabilities in the areas of phonology, morphology, syntax, semantics, and pragmatics; and written language development of students age/grades 4-12 functioning levels. A major focus includes methods and materials in teaching a modified general education curriculum in language-based subjects grades 4-12.

SPED 6143. Seminar in Creative Thinking. This course reviews problems and issues related to the identification and development of creative potential in individuals.

Personal creativity, along with teaching strategies and curricula materials related to creativity training, will be evaluated. A terminal, researched project is required.

SPED 6153. Counseling and Development of the Gifted and Talented. Prerequisite: SPED 5023 or consent of the instructor. The course will include a review of current research related to the social and emotional development of bright children. Issues and topics will include vocational concerns, special populations, and the role of self-concept motivation. Emphasis will be placed on the resource teacher's role in meeting the affective needs of the gifted. A research paper or project developed from documented research is required.

SPED 6203. Practicum for Gifted and Talented P-8. Prerequisite: 12 graduate hours in gifted and talented education or concurrent enrollment. Supervised experience in delivery of educational services to the gifted and talented in public school or alternative laboratory settings, programs, or facilities for gifted and talented P-8 programs.

SPED 6223. Practicum 7-12. Prerequisite: 12 graduate hours in gifted and talented education or concurrent enrollment. Supervised experience in delivery of educational services to the gifted and talented in public school or alternative laboratory settings, programs, or facilities for gifted and talented in 7-12 programs.

SPED 6783. Directed Internship P-4. Prerequisites: All required special education courses for endorsement. Requires on-site teaching in public school settings grades P-4 with students with mild disabilities. The intensive directed internship should be a culminating experience in the special education teacher preparation program. It will require a minimum of 6 weeks of teaching experience with graduate take over of the full range of teaching duties (for those not teaching in their own classrooms) including working with paraprofessionals and parents under the supervision of the classroom teacher, school officials and university supervisor.

SPED 6883. Directed Internship 4-12. Prerequisites: All required special education courses for endorsement. Requires on-site teaching in public school settings grades 4-12 with students with mild disabilities. The intensive directed internship should be a culminating experience in the special education teacher preparation program. It will require a maximum of 6 weeks of teaching experience with gradual take over of the full range of teaching duties (for those not teaching in their own classrooms) including working with paraprofessionals and parents under the supervision of the classroom teacher, school officials, and university supervisor.

SPED 6911. Thesis: Gifted and Talented. Replaces six hours of the Professional Education Core (see degree plan). Prerequisite: Admission to the degree program, one three-hour course in research and statistics, and 12 hours of gifted coursework.

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E. E. Austin	1914-1921
Charles A. Overstreet	1921-1945
Charles S. Wilkins	1945-1950
Dolph Camp	1950-1959
Imon E. Bruce	1959-1976
Harold T. Brinson	1976-1991
Steven G. Gamble	1992-2001
David F. Rankin	2002-

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