

# HOUSTON BAPTIST UNIVERSITY

BULLETIN 1990-1992

# HOUSTON BAPTIST UNIVERSITY

BULLETIN OF INFORMATION

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Houston Baptist University admits students of any race, color, handicap, sex, age, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

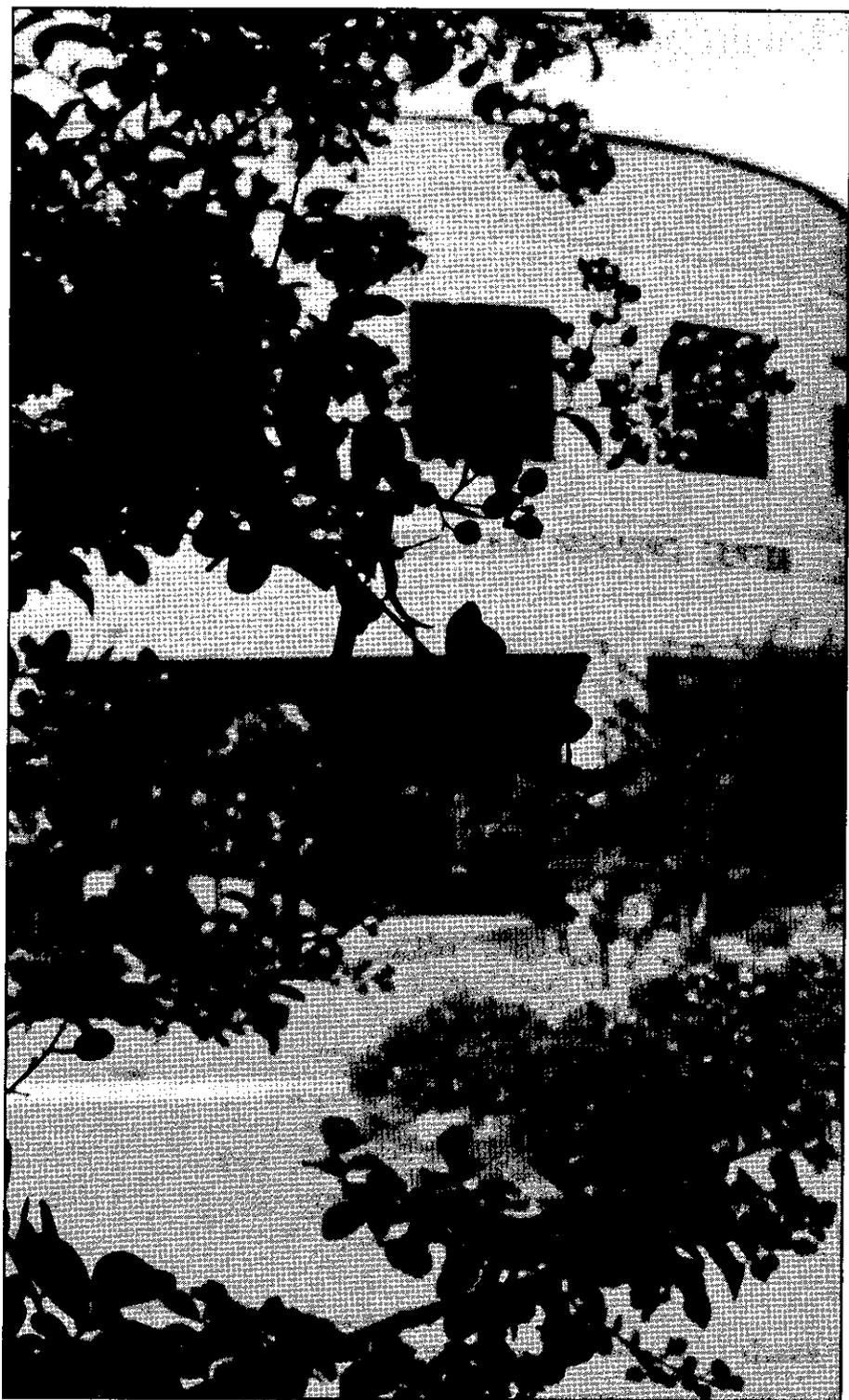
Houston Baptist University does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, is Mr. Tom Hixson.

# Houston Baptist University

## MEMBERSHIPS

American Association of Colleges  
American Association of Colleges for Teacher Education  
American Council on Education  
Association of Graduate Liberal Studies Programs  
Association of Texas Colleges and Universities  
Association of Texas Graduate Schools  
College Entrance Examination Board  
Conference of Southern Graduate Schools  
Independent Colleges and Universities of Texas  
National Association of Intercollegiate Athletics  
National Collegiate Athletic Association  
National League for Nursing  
Southern Association of Colleges and Schools  
Texas Association of Colleges for Teacher Education  
Texas State Board of Nurse Examiners  
Texas Independent College Fund

Note: Houston Baptist University reserves the right to make changes in the arrangements and policies announced in this Bulletin as unusual circumstances, economic conditions, or efficiency in operation may require.



# CONTENTS

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General University Information/9-16
University Admissions/18-22
Financial Affairs/23-27
University Academic Policies/28-40
Undergraduate Academic Program/41-56
Graduate Academic Program/57-63
Smith College of General Studies/64
College of Business and Economics/65-87
College of Education and Behavioral Sciences/88-120
College of Fine Arts/121-137
College of Humanities/138-157
College of Science and Health Professions/158-169
Continuing Education/170
Board of Trustees/171-172
University Administration/172
University Faculty/173-179
Index/180-182



# 1990-1991 UNIVERSITY CALENDAR

## SUMMER 1990

June 1	Graduate/Undergraduate Registration for Summer Quarter and Business Office Clearance, 8:00-4:00
June 2	SAT Examination
June 4	Class Sessions Begin — First Term
June 4-5	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
June 4-7	Undergraduate Late Registration 8:00-4:00 p.m.
June 6-7	Graduate Late Registration 8:00-4:00 p.m.
June 4-22	First 3 Week Term
June 5-6	Period to DROP/ADD Courses
June 6	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
June 16	GMAT Examination
June 25-July 13	Second 3 Week Term
June 25	Last Day to Drop a Course — First Term
July 4	Independence Day Holiday
July 10	Final Examination and End of First Term
July 11	Graduate/Undergraduate Registration and Business Office Clearance until 4 p.m.
July 12	Class Sessions Begin — Second Term
July 13-18	Late Registration, 8:00-4:00 p.m.
July 14	College Level Examination Program Test Administration
July 16-17	Period to DROP/ADD courses
July 16-August 3	Third 3 Week Term
August 2	Last Day to Drop a Course — Second Term
August 15	Undergraduate and Graduate Early Registration for Fall, 8:00-6:00 p.m.
August 16	Final Examination and End of Quarter
August 17	Deadline to register for English Proficiency Exam in Fall
August 31	Graduate/Undergraduate Registration for Fall Quarter and Business Office Clearance, 8:00-4:00
September 3	Labor Day Holiday
September 4-7	Undergraduate Late Registration 8:00-4:00
September 4-5	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
September 5-6	Period to DROP/ADD Courses
September 6-7	Graduate Late Registration 8:00-4:00

\*Currently enrolled students on "academic probation," or "academic probation continued" can NOT register during Pre-Registration. Questions concerning academic status should be directed to the Records Office.

\*\*Late Registration Fee — \$25.00

## FALL 1990

August 29	Opening Faculty Meeting, 9:30 a.m.
August 29	College Level Examination Program Test Administration
August 30	Freshman Orientation
August 31	Graduate/Undergraduate Registration for Fall Quarter and Business Office Clearance, 8:00-4:00
September 3	Labor Day Holiday
September 4	Class Sessions Begin
September 4-5	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
September 4-7	Undergraduate Late Registration, 8:00-4:00 p.m.
September 6-7	Graduate Late Registration, 8:00-4:00 p.m.
September 5	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
September 5-6	Period to DROP/ADD Courses
September 6	Opening Convocation, 10:00 a.m.
September 15	MCAT Examination
October 2-4	Life Commitment Week
October 13	SAT and GMAT Examination
October 19	Last Day to Drop a Course
October 22-26	Undergraduate Student Advising
October 22-23	Graduate and Evening Undergraduate Advising, 1:00-6:00 p.m.
October 22-23	Graduate and Evening Undergraduate Processing, 1:00-6:00 p.m.
October 24	Graduate, Senior, and Junior Processing, 8:00-4:00 p.m.
October 25-26	All Students Processing, 8:00-4:00 p.m.
November 3	SAT Examination
November 9	Deadline to register to take the English Proficiency Exam in Winter
November 12-13	Dead Days; no grade determining activities permitted
November 14-15	Final Examination Days
November 16	End of Fall Quarter; all grades due in Records Office by 5 p.m.
November 21	University closes at noon for Thanksgiving Holidays

## WINTER 1990-91

November 26	Graduate/Undergraduate Registration for Winter Quarter and Business Office Clearance, 8:00-4:00 p.m.
November 26-27	Graduate/Undergraduate Evening Registration, 4:00-7:00 p.m.
November 27	Class Sessions Begin
November 27-29	Undergraduate Late Registration, 8:00-4:00 p.m.
November 28-29	Period to DROP/ADD Courses and Graduate Late Registration, 8:00-4:00 p.m.
November 28	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
November 29	28th Founders' Day Convocation, Sharp Gym, 10 a.m.
December 1	SAT Examination
December 15	Classes recess for Christmas
January 2, 1991	Classes resume
January 21-25	Undergraduate Student Advising
January 21-22	Graduate and Evening Undergraduate Advising, 1:00-6:00 p.m.
January 21-22	Graduate and Evening Undergraduate Processing, 1:00-6:00 p.m.
January 23	Graduate, Senior, and Junior Processing, 8:00-4:00 p.m.
January 24-25	All Student Processing, 8:00-4:00 p.m.
January	Staley Lecture Series
January 25	Last Day to Drop a Course
January 26	SAT Examination
February 15	Deadline to register to take the English Proficiency Exam in Spring
February 18-19	Dead Days; no grade determining activities
February 20-22	Final Examination Days
February 22	End of Winter Quarter; all grades due in Records Office by 5 p.m.

## SPRING 1991

March 4	Graduate/Undergraduate Registration for Spring Quarter and Business Office Clearance, 8:00-4:00 p.m.
March 4-5	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
March 5	Class Sessions Begin
March 5-8	Undergraduate Late Registration, 8:00-4:00 p.m.
March 6	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
March 6-7	Period to DROP/ADD courses
March 7-8	Graduate Late Registration, 8:00-4:00 p.m.
March 16	SAT and GMAT Examination
March 19-21	Staley Christian Lecture Series
March 31	Easter Holiday
April 15-19	Undergraduate Student Advising Summer/Fall
April 15-16	Graduate and Evening Undergraduate Advising, 1:00-6:00 p.m.
April 15-16	Graduate and Evening Undergraduate Processing, 1:00-6:00 p.m.
April 17	Graduate, Senior, and Junior Processing, 8:00-4:00 p.m.
April 18-19	All Students Processing, 8:00-4:00 p.m.
April 19	Last Day to Drop a Course
April 27	MCAT Examination
May 4	SAT Examination
May 4	College Level Examination Program Test Administration
May 10	Deadline to register to take the English Proficiency Exam in Summer
May 13-14	Dead Days; no grade determining activities permitted
May 15-17	Final Examination Days
May 17	End of Spring Quarter; all grades due in Records Office by 5 p.m.
May 17	Commencement Exercises, 6:45 p.m.
May 27	Memorial Day Holiday

## SUMMER 1991

May 31	Graduate/Undergraduate Registration for Summer Quarter
June 3	Class Sessions Begin — First Term
June 4-4	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
June 3-6	Undergraduate Late Registration, 8:00-4:00 p.m.
June 5-6	Graduate Late Registration, 8:00-4:00 p.m.
June 3-21	First 3 Week Term
June 4-5	Period to DROP/ADD Courses
June 5	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
June 24	Last Day to Drop a Course — First Term
June 24-July 12	Second 3 Week Term
July 4	Independence Day Holiday
July 9	Final Examination and End of First Term
July 10	Graduate/Undergraduate Registration and Business Office Clearance until 4:00 p.m.
July 11	Class Sessions Begin — Second Term
July 12-17	**Late Registration, 8:00-4:00 p.m.
July 15-16	Period to DROP/ADD courses
July 15-August 2	Third 3 Week Term
August 1	Last Day to Drop a Course — Second Term
August 9	Deadline to register to take the English Proficiency Exam in Fall
August 14	Undergraduate and Graduate Early Registration for Fall, 8:00-6:00 p.m.
August 15	Final Examination and End of Quarter
August 30	Graduate/Undergraduate Registration for Fall Quarter
September 2	Labor Day Holiday

\*\*Late Registration Fee — \$25.00

# FALL 1991

September 3	Opening Faculty Meeting, 9:30 a.m.
September 4	College Level Examination Program Test Administration
September 5	Freshman Orientation
September 6	Graduate/Undergraduate Registration for Fall Quarter and Business Office Clearance, 8:00-4:00
September 2	Labor Day Holiday
September 10	Class Sessions Begin
September 10-11	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
September 10-13	Undergraduate Late Registration, 8:00-4:00 p.m.
September 12-13	Graduate Late Registration, 8:00-4:00 p.m.
September 11	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
September 11-12	Period to DROP/ADD Courses
September 12	Opening Convocation, 10:00 a.m.
October 25	Last Day to Drop a Course
October 28-November 1	Undergraduate Early Registration Processing for Winter, 8:00-6:00 p.m.
October 28-29	Graduate Early Registration Processing for Winter, 8:00-6:00 p.m.
November 15	Deadline to register to take the English Proficiency Exam in Winter
November 18-19	Dead Days; no grade determining activities permitted
November 20-22	Final Examination Days
November 22	End of Fall Quarter; all grades due in Records Office by 5 p.m.
November 27	University closes at noon for Thanksgiving Holidays

# WINTER 1991-92

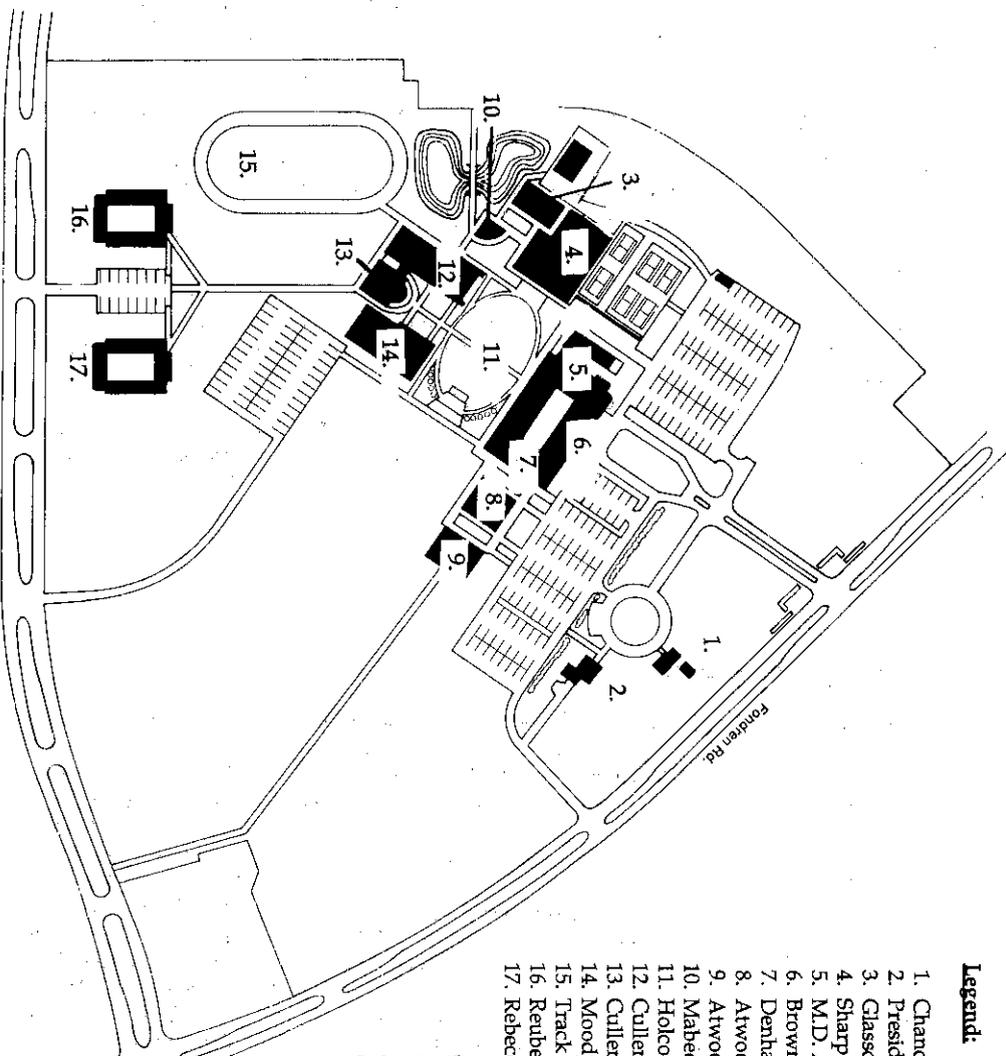
December 2	Graduate/Undergraduate Registration for Winter Quarter and Business Office Clearance, 8:00-4:00 p.m.
December 2-3	Graduate/Undergraduate Evening Registration, 4:00-7:00 p.m.
December 3	Class Sessions Begin
December 3-5	Undergraduate Late Registration, 8:00-4:00 p.m.
December 4-5	Period to DROP/ADD Courses and Graduate Late Registration, 8:00-4:00 p.m.
December 4	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
December 5	29th Founders' Day Convocation, Sharp Gym, 10 a.m.
December 20	Classes recess for Christmas
January 2, 1992	Classes resume
January 27-31	Undergraduate Early Registration Processing for Winter, 8:00-6:00 p.m.
January 27-29	Graduate Early Registration Processing for Winter, 8:00-6:00 p.m.
January 31	Last Day to Drop a Course
February 21	Deadline to register to take the English Proficiency Exam in Spring
February 24-25	Dead Days; no grade determining activities
February 26-28	Final Examination Days
February 28	End of Winter Quarter; all grades due in Records Office by 5 p.m.

## SPRING 1992

March 9	Graduate/Undergraduate Registration for Spring Quarter and Business Office Clearance, 8:00-4:00 p.m.
March 9-10	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
March 10	Class Sessions Begin
March 10-13	Undergraduate Late Registration, 8:00-4:00 p.m.
March 11	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
March 11-12	Period to DROP/ADD courses
March 12-13	Graduate Late Registration, 8:00-4:00 p.m.
April 20-24	Undergraduate Early Registration Processing for Winter, 8:00-6:00 p.m.
April 20-21	Graduate Early Registration Processing for Winter, 8:00-6:00 p.m.
April 24	Last Day to Drop a Course
April 19, 1992	Easter Holiday
May 9	College Level Examination Program Test Administration
May 15	Deadline to register to take the English Proficiency Exam
May 18-19	Dead Days; no grade determining activities permitted
May 20-22	Final Examination Days
May 22	End of Spring Quarter; all grades due in Records Office by 5 p.m.
May 22	Commencement Exercises, 6:45 p.m.
May 25	Memorial Day Holiday

## SUMMER 1992

June 5	Graduate/Undergraduate Registration for Summer Quarter
June 8	Class Sessions Begin — First Term
June 8-9	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
June 8-11	Undergraduate Late Registration, 8:00-4:00 p.m.
June 10-11	Graduate Late Registration, 8:00-4:00 p.m.
June 8-26	First 3 Week Term
June 9-10	Period to DROP/ADD Courses
June 10	English Proficiency Exam, Mabee Teaching Theater, 3:30 p.m.
June 29	Last Day to Drop a Course — First Term
June 29-July 17	Second 3 Week Term
July 4	Independence Day Holiday
July 14	Final Examination and End of First Term
July 15	Graduate/Undergraduate Registration and Business Office Clearance until 4:00 p.m.
July 16	Class Sessions Begin — Second Term
July 17-22	**Late Registration, 8:00-4:00 p.m.
July 20-21	Period to DROP/ADD courses
July 20-August 7	Third 3 Week Term
July 22	Freshman Registration, 1:00-4:00 p.m.
August 7	Last Day to Drop a Course — Second Term
August 14	Deadline to register to take the English Proficiency Exam
August 19	Undergraduate Early Registration for Fall, 8:00-6:00 p.m.
August 19	Graduate Early Registration for Fall, 8:00-6:00 p.m.
August 20	Final Examination and End of Quarter
September 4	Graduate/Undergraduate Registration for Fall Quarter
September 7	Labor Day Holiday



**Legend:**

- 1. Chancellor's Home
- 2. President's Home
- 3. Glascock Gymnastic Center (GGC)
- 4. Sharp Gymnasium (SG)
- 5. M.D. Anderson Student Center
- 6. Brown Administrative Complex (A)
- 7. Denham Hall (DH)
- 8. Atwood I (T)
- 9. Atwood II (B)
- 10. Mabee Teaching Theater
- 11. Holcombe Mall
- 12. Cullen Science Center (S)
- 13. Cullen Science II (C)
- 14. Moody Library
- 15. Track
- 16. Reuben L. Phillips College for Men
- 17. Rebecca Bates Phillips College for Women

**HOUSTON  
BAPTIST  
UNIVERSITY**

# GENERAL INFORMATION

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## CHARACTERISTICS

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### History

The creation of Houston Baptist College by action of the Baptist General Convention of Texas on November 15, 1960, was the culmination of many years of work and study. The aim was the establishment of a Christian college in Houston of the highest order that stressed quality of life as well as quality of learning.

In 1952, the Union Baptist Association authorized a committee selected by the Association to study the possibility of locating a Baptist college in Houston. With assistance, guidance, and encouragement from the Education Commission of the Baptist General Convention of Texas, the committee conducted a survey for this purpose in 1955. Acting upon information obtained and upon the endorsement of the Education Commission, the Association approved the idea of establishing a college. In 1956, the Executive Board of the Baptist General Convention of Texas approved a recommendation that Houston Baptists be given assurance that the Convention would support such a college when the College Committee of the Union Association had succeeded in acquiring both a satisfactory site for a campus, containing at least one hundred acres, and a minimum of three million dollars. Of this sum, one and one-half million would constitute a nucleus endowment fund; one and one-half million would be designated for a physical plant. The Union Association accepted these conditions and endorsed the requirements set up by the state convention.

In 1958, a 196-acre campus site was acquired in southwest Houston, and, in 1960, the initially required financial goal was reached as a result of a campaign among the churches. Also, in 1960, the Baptist General Convention of Texas in its annual session at Lubbock, Texas, elected the first Board of Trustees. This board in session in Houston, Texas on November 15, 1960, approved and signed the College charter. The next day, this charter was ratified and recorded with the Secretary of State in Austin. The way was then cleared to select administrative officers, develop a suitable physical plant, and provide an appropriate academic program. Dr. W. H. Hinton began service as the first President of the College on July 1, 1962.

The College opened in September, 1963, with a freshman class, new buildings, and a teaching staff of thirty faculty. A new class was added each year until the College attained the four-year program in 1966-67. By then, the full-time faculty had grown to fifty-four members, serving an enrollment of approximately nine hundred. By the fall of 1988, the faculty had grown to 108 full-time and 50 part-time members, and student enrollment exceeded 3,000.

Initially, the College offered a B.A. degree with academic courses in five divisions: Christianity, Fine Arts, Languages, Science and Mathematics, and Social Studies. The Board of Trustees, following the recommendation of the faculty and administration, authorized the establishment of the Division of Education and Psychology in 1964 and the Division of Business and Economics in 1966. With the opening of the fall semester of 1969, the College added a Division of Nursing, offering a Bachelor of Science degree in nursing.

In 1973, after an institutional self-study for the Southern Association of Colleges and Schools and as a result of the work of a widely representative long-range planning committee, the College name officially became Houston Baptist University and significant changes were made. Degree programs were revised, making the Bachelor of Science option available to all graduates, and the instructional divisions were completely reorganized. Five colleges headed by deans replaced the previous structure of eight divisions. The new structure consisted of the H.B. Smith College of General Studies and four upper-level colleges — the College of Business and Economics, the College of Education and Behavioral Sciences, the College of Fine Arts and Humanities, and the College of Science and Health Professions. A sixth college was added in 1978 by separating the College of Fine Arts and the College of Humanities.

When the instructional areas were reorganized in 1973, the University adopted a quarter calendar which permitted multiple admission opportunities annually. Semester hours were retained as the standard credit unit. An early admissions program also was established which enabled students to secure their high school diplomas at the end of their freshman year of college matriculation.

Graduate studies began in 1977 with the initiation of the Master of Business Administration degree and the Master of Science in Nursing. Graduate studies leading to the Master of Education began in 1979. A Master of Science in Management and a Master of Accountancy were added in 1980 and a Master of Arts in Psychology in 1982. Off-campus programs were initiated in 1981 at Bergstrom and Reese Air Force Bases, and on campus sites in Belton and Plainview. A required course in Computer Information Systems Management was initiated in 1982 as a graduation requirement for undergraduate students in all majors.

Houston Baptist University has recognized the importance of accreditation. Since its first year, the University has cooperated with the Association of Texas Colleges. In 1966, the Commission on Colleges of the Southern Association of Colleges and Schools recognized Houston Baptist College as an official candidate for accreditation. The highlight of the 1968-69 academic year was the granting of accreditation by the Southern Association of Colleges and Schools on December 4, 1968. Under the guidance of the Southern Association of Colleges and Schools, the faculty engaged in a thorough self-study of the entire operation of the College. A visiting Committee made a careful study of the College in March, 1971, and upon its recommendation, accreditation was extended for ten years by the Commission on Colleges. This accreditation was reaffirmed in December, 1981.

In 1965, the Texas Education Agency approved the College in the training of certified teachers for elementary and secondary schools. During its first semester, the teacher education program was evaluated by representatives selected by the Texas Education Agency, and approval of the program was continued. The College was also given membership in the American Council on Education (December, 1968) and in the American Association of Colleges of Teacher Education (February, 1969). Accreditation of the social work program in 1977 marked a new milestone for the College of Education and Behavioral Sciences.

The baccalaureate degree program in nursing received accreditation by the National League for Nursing on April 21, 1972; and in July, 1972, all thirty-eight members of the first nursing class successfully completed the examination required and administered by the State Board of Nurse Examiners. An Associate Degree in Nursing was added in June, 1983 which graduated its first class in 1985.

The University has also recognized the importance of special programs. A Study Abroad program was inaugurated in 1967 with a group of English majors in residence at the Shakespeare Institute, Stratford-upon-Avon, England, for the month of April. Study Abroad has continued with programs in Mexico, the Middle East, and Europe. Other programs further extended the outreach of the University. A grant from the Hogg Foundation of Texas made possible the establishment of the Houston Baptist University Research Center in 1968. A counseling and guidance center was formally established on campus in 1971 to meet the growing need for personal and vocational counseling. In 1978, the University became a charter member of the Trans America Athletic Conference.

The physical plant of the University has kept pace with its development in other areas. When classes began in 1963, only the Academic Quadrangle was completed. The Frank and Lucile Sharp Gymnasium and the Atwood Theology Building were completed in 1964. The Moody Library, the Holcombe Mall and the Morris Columns were dedicated in 1969. The Cullen Science Center and Mabee Teaching Theatre opened in 1977, providing space for the College of Science and Health Professions. In addition, the Memorial Hospital System Central Unit, where nursing students receive their clinical experience, was completed on a site adjacent to the campus in early 1977. The Atwood II building was completed in 1983 as a project of Southwestern Baptist Theological Seminary and H.B.U. Moreover, an addition to the bookstore, funded by M. D. Anderson Foundation, was completed in 1983. In 1985, the University relocated its Math and Associate Degree in Nursing departments to new housing in an additional two-floor wing to the Cullen Science Center, and the Glasscock Gymnastics Center also was dedicated. In 1989, a new addition was completed to the Moody Library, nearly doubling its library space.

Special endowment programs have further enriched the University. The University received three endowed chairs during the period 1971-1978 — the Herman Brown Chair of Business and Economics, the Robert H. Ray Chair of Humanities, and the John Bisagno Chair of Evangelism. In the same period, two endowed professorships were given — the Rex G. Baker Professorship in the College of Business and Economics and the Prince-Chavanne Professorship of Christian Business Ethics. The Endowed Academic Scholarship program, begun in 1971, not only increased the endowment of the University, but also assured the recruitment of top academic students. By the spring of 1988, the University had received gifts funding over 210 endowed scholarships. A more complete history of the founding of the University, **The Making of a University**, has been published by H.B.U. professor, Dr. Marilyn Sibley.

In October, 1987, the University Trustees concluded a two-year presidential search with the inauguration of Dr. Edward Douglas Hodo as the University's second President.

## Purpose

Houston Baptist University is an institution of higher learning related to the Baptist General Convention of Texas. The purpose of the University is to plan, provide, and execute educational programs which are committed to academic excellence in an intellectually free and objective environment that fosters the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth based on the Christian faith and message.

The University affirms an emphasis on teaching through undergraduate and graduate curricula which offers to students of diverse backgrounds a variety of opportunities for learning and growth distinguished by a commitment to current academic thought, practice, and technology. The undergraduate curriculum is characterized by innovation, a strong emphasis on the arts and sciences, and an understanding of democracy and free enterprise relating to world cultures. The degree programs arise from the University's distinctive competencies and address both personal and professional goals.

The University seeks to provide physical resources and a campus environment which acknowledge the uniqueness of the individual, facilitate social interaction among students and faculty, and encourage the development of the whole person. Through an attitude of willingness to change while continuing faithful to its original purpose, the University is pledged to remain responsive to the many constituencies it serves.

Amended by Board of Trustees  
November 24, 1989

## Nature

The Preamble to the By-Laws as stated below prescribed the distinctive nature of the institution:

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Saviour, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.

## The Liberal Arts Program

The undergraduate liberal arts program has at its foundation the conviction that all worthy vocations are built on a basis of service to mankind. It is a program which seeks to liberate both faculty members and students from the limitations of opportunity and outlook, increase their awareness of self and environment, sharpen their capacity for critical and creative thought, and equip them to meet the demands of intelligent citizenship in a rapidly changing and complex society. It is a program designed to produce general resourcefulness, leadership, the ability to solve problems, and a capacity for happy and successful living. Its elements embrace enduring values and its methods promote the continuation of independent study, to the end that one may enjoy a lifetime of intellectual adventure.

Although vocational preparation is not its primary objective, the liberal arts program is intensely practical because the best preparation in our rapidly changing society is not narrow training in specific skills but broad training in general abilities. There is an ever-increasing demand for those with such training to fill executive and leadership positions in business and in the professions. Immediately following graduation, many students enter positions in teaching, business, recreation, public relations, publishing, applied arts, research, public administration and government.

A high percent of liberal arts graduates continue in graduate professional schools to pursue careers in law, medicine, scientific research, hospital administration, dentistry, theology, social work, journalism, teaching, and other professions. Such professional schools strongly endorse the liberal arts experience as the best possible foundation on which to build a successful career. Houston Baptist University is designed to provide this opportunity to capable students.

## The Campus Plan

The campus of the Houston Baptist University consists of 158 acres in southwest Houston at the intersection of the Southwest Freeway and Fondren Road. The campus is a tightly organized series of buildings surrounding a mall beginning at the east with the Atwood II Classroom Building and ending at the west with Sharp Gymnasium and the Glasscock Gymnastics Center and flanked by the Moody Library, Cullen Science Center, Mabee Teaching Theater, M. D. Anderson Student Center, and the Stanley P. Brown Administrative Complex. Later a chapel, a fine arts center, and an academic tower will become a part of this complex of buildings. Concentrically related to this complex are the complementary facilities for residence, athletics and recreation.

## Library

Moody Library is composed of a book collection of approximately 150,000 volumes with 5,000 new titles being added annually. Supplementary materials include 4,110 audio visual materials, 3,472 reels of microfilm, and 275,791 sheets of microfiche. The library subscribes to 875 journals.

In addition to the reference area, media area, office, processing rooms and open-stack collection areas, the building houses a lecture room, the University Board Room and the American Museum of Architecture and Decorative Arts.

## Accreditation

Houston Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor's and Master's degrees. It also holds membership in the Association of Texas Colleges and Universities and is approved by the Texas Education Agency for the preparation of teachers for elementary and secondary schools at both the undergraduate and graduate levels. Its baccalaureate degree program in nursing is approved by the National League for Nursing and the State Board of Nurse Examiners. Its academic and professional status is further attested by its election to membership in the American Association of Colleges for Teacher Education, the College Entrance Examination Board, and the American Council on Education. In 1979, the University was admitted to membership in the Council of Graduate Schools of the United States, the Conference of Southern Graduate Schools, and the Texas Association of Graduate Schools.

# STUDENT AFFAIRS

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## Athletic Program

The University is a member of the NCAA Division II and the NAIA. The men participate in golf, soccer, baseball and rifle in Division II and gymnastics in Division I. Women participate in gymnastics, volleyball, softball and rifle.

A strong program in intramurals is offered and enjoyed by the total population of the University.

The beautiful Frank and Lucile Sharp Physical Education Building contains courts, offices and other facilities for the Department of Human Kinetics and Recreation. In 1985, the Glasscock Gymnastics Center was opened.

## Center for Exploring Ministry Careers

The Center for Exploring Ministry Careers is the means by which Houston Baptist University coordinates its many efforts to assist students who are committed to or seriously considering church vocations. The S.E.R.V. (Support for Every Religious Vocation) Program provides financial aid and vocational guidance for students exploring ministry careers. Field-based learning opportunities such as the Supervised Ministry Practicum, the Missionary Internship, Urban Ministry Projects, the Timothy Program, Mission Trips and Revival Teams are also provided through the Center. A Ministry Bureau and a placement referral service link students with churches seeking part-time and full-time staff. A testing battery and counseling service assist students with the process of self discovery.

## Counseling and Testing Service

This service is designed to assist enrolled students in decision making and problem solving. Psychological help is available for career and educational planning, for personal difficulties, and for personal growth. Services are offered on a voluntary basis, and professional confidentiality is maintained. When psychological testing is used, there is a fee to cover the cost of testing.

Counseling is offered on a short-term basis. When extended time or long-term needs are involved, an appropriate referral will be provided. An enrolled student may arrange an appointment by telephone or in person. The director is Dr. Thomas Holland in the Department of Psychology. For emergencies, call University Crisis Hotline 995-3238 day or night.

## Health Center

Houston Baptist University provides a health center to meet the needs of all university students and personnel. Medical care is provided by a registered nurse in an on-campus dispensary. The primary function of the student health program is to care for the immediate medical needs of a student, especially those conditions which tend to interrupt or interfere with a student's normal academic progress.

## Health Insurance

All resident students (apartments and residence colleges), students on visas, varsity athletes and nursing students (junior and senior) are required to participate in the Student Health Plan, or its equivalent coverage. The University endorses an accident and insurance plan administered by Industrial Life Insurance Company. It is available to all students enrolled at Houston Baptist University who wish to participate. The premium is paid at the time of registration each term.

## Housing Regulations

It is a matter of University philosophy that much benefit is to be derived from on-campus residence for at least one year. All unmarried new students (freshmen and transfers) receiving institutional funds exceeding \$2,000.00 per academic year (i.e. scholarship, grant in aid), must reside in University housing, except students who reside with parents or immediate relatives. When campus housing space is filled, students may be permitted to live in approved off-campus housing. Permission to reside off-campus may be requested by submitting an appeal to the Vice President for Student Affairs, describing extenuating circumstances to be considered. Students living off-campus with the approval of parents and the Vice President for Student Affairs accept the same obligations regarding University regulations and policies as students residing in University campus housing.

All living arrangements for students, regardless of age, classification, marital status or home address, will be reviewed each quarter. Final approval for housing will be made by the Student Affairs Advisory Committee through the Vice-President for Student Affairs or Associate for Student Affairs. No registration will be initiated until housing has been approved.

## Residence Life

There are two University student residences, one for men and one for women. These residences incorporate the finest in student accommodations. The residences are completely air conditioned, and each suite features four rooms grouped around a comfortable common living room. Each pair of bedrooms has its own bath facility, and each has its own lavatory. Residents may have a private telephone installed at their own expense. Each residence houses 128 students. All facilities are purposely designed to promote the educational process and the social life of the student. All residences were remodeled during the summer of 1984. Costs for room and board are \$695.00 to \$865.00 per quarter plus sales tax on food. Two students are ordinarily assigned to each bedroom.

## Spiritual Life

Coordinated by the Campus Ministries Office, Christian Life on Campus (CLC) is the student organization through which religious activities are provided. The CLC Executive Council is composed of students elected by their peers in the Spring of each year. The officers of the Executive Council plan and carry out a program of religious activities including Bible study, evangelism, worship, prayer, mission involvement, Christian citizenship training, retreats, participation in Baptist Student Union programs, etc. The program of Christian Life on Campus is Christ-centered, church-related, and student-led. Twice during the school year special emphasis weeks are promoted whereby the challenge of Christian discipleship is presented to all students. Weekly convocations and the commitment of a dedicated Christian faculty and staff enhance the religious life of the campus and provide for an atmosphere conducive to spiritual growth.

## Student Center

The M. D. Anderson Student Center is the focal point of student life on the campus. It is here the student meets friends, enjoys traditional banquets and receptions, and entertains guests.

A bookstore stocked with the necessary items for university work, as well as an abundance of goods which make the life of a student more enjoyable, is an integral part of the Student Center.

A university dining room is located opposite the bookstore and offers a variety of well-prepared meals, carefully planned by professional dietitians for faculty, students and guests. In addition, convenient snack facilities are provided for on-the-run meals and after-hours appetites. All food and bookstore prices are maintained at moderate levels for the maximum benefit of the Houston Baptist University student.

## Student Conduct

Houston Baptist University students are familiar with the ordinary conventions of society governing the proper conduct of Christian ladies and gentlemen. Therefore, the University administration feels it need not delineate many definite disciplinary regulations, but reserves the right to dismiss a student at any time for conduct deemed by the University to justify suspension or expulsion.

It is stressed that all local, state and federal laws are supported by the institution, and violators of these laws may be disciplined by civil authorities and/or University officials. A student is not exempt from being a law-abiding citizen or from conducting himself as a responsible person. Disciplinary action procedures may involve the following:

*Vice-President for Student Affairs* — Students adjudged guilty of a breach of proper conduct may be assessed disciplinary action by the Vice-President for Student Affairs or the Associate for Student Affairs. The student will be immediately informed of the action according to due process. He may appeal this action to the Student Affairs Advisory Committee.

*Student Court* — With few exceptions, the Student Court has original jurisdiction in cases referred to the Student Court by the Vice-President for Student Affairs involving general student discipline and honor. Appeals of any Student Court recommendations may be made to the Student Affairs Advisory Committee by the student involved or by the Vice-President or Associate for Student Affairs. The Student Court has appellate jurisdiction over any lesser student courts that it authorizes. Written reports of all Student Court recommendations are submitted to the Student Association President, then to the Vice-President or Associate for Student Affairs.

*Student Affairs Advisory Committee* — Students guilty of overt actions or repeated offenses meriting probation may be reported to the Student Affairs Advisory Committee for disciplinary action. Committee action becomes a part of the student's permanent record. Normally the written report of conduct resulting in probation remains in the files of the Vice-President for Student Affairs. However, if the student is placed on strict disciplinary probation, action by the Student Affairs Advisory Committee may become a part of the student's permanent record in the Records Office. The Student Affairs Advisory Committee may: (1) confirm the action of the Vice-President for Student Affairs or Associate for Student Affairs, (2) confirm the recommendation of the Student Court for disciplinary action, (3) recommend to the President suspension of the student for a definite period, and (4) recommend to the President suspension of the student indefinitely.

*Reinstatement* — A student placed under disciplinary suspension must be reinstated by action of the Student Affairs Advisory Committee. A student may apply for readmission to the University only after this action has been certified to the Admissions Committee by the Vice-President for Student Affairs or Associate for Student Affairs.

During a period of disciplinary probation, a student is not eligible to represent the University.

Due process for handling conduct situations is explained in detail in the **Houston Baptist University Student Handbook**.

## Student Government

The first student body wrote and adopted a "Constitution of the Student Association of Houston Baptist University." It was adopted October 18, 1963. The constitution of the Student Association of Houston Baptist University became fully operative in 1966-67 with all four undergraduate classes organized. Student government at Houston Baptist University is exercised through the Student Association. All full-time undergraduate students (8 semester hours or more) become members of this Association upon registering. Each spring, officers of the Association are elected for the following year. The legislative body is the Student Senate, which is composed of representative students from all Colleges of the University. Student officers serve as the spokesmen for students and seek "to foster the recognition of the privileges and responsibilities of the students of the college community."

## Student Organizations

The following groups are among those recognized on campus in the 1988-89 year:

Alpha Chi	Christian Life on Campus
Alpha Delta Mu	College Republicans
Alpha Epsilon Delta	Collegian
Alpha Kappa Psi	Delta Sigma Rho
Alpha Mu Gamma	Delta Chi Omega
Alpha Pi Kappa	El Circulo Hispanico
Alpha Phi Omega	Epsilon Delta Pi
Alpha Tau Omega	Fellowship of Christian Athletes
American Marketing Association	Gymnastics Booster Club
Amnesty International	H.B.U. Police Officers Association
Art Guild	H.B.U. Students for America
Association of Women Students	Hippocrene Society
Association of Student Educators	Interfraternity Council
Bilingual Education Student Organization	International Friends
Body Building Club	K-9 Corps
Caduceus Club	Kappa Alpha
Campus Baptist Young Women	Kappa Delta Pi

Le Cercle Français  
Mass Media Association  
Music Educators National Conference  
Nursing Students Association  
Omicron Delta Kappa  
Ornogah  
Panhellenic Association  
Phi Mu  
Phi Mu Alpha  
Human Kinetics/Recreation Majors Club  
Pre-Law Society  
PRISM  
Psi Chi

Sigma Alpha Iota  
Sigma Tau Delta  
Sigma Theta Tau  
Soccer Booster Club  
Society for Human Resource Managers  
Society of Physics Students  
Student Foundation  
Student Senate  
Symposium  
Theta Alpha Kappa  
Volleyball Booster Club  
Women's Residence Council  
Young Democrats



# UNIVERSITY ADMISSIONS

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Admission to Houston Baptist University is open to all students and is based on the criteria listed below. A campus visit and interview is recommended, and indicates to the Admissions Committee the level of interest of the student. Information regarding undergraduate admission to the University and all necessary forms for admission may be obtained by contacting the Admissions Office, Houston Baptist University, 7502 Fondren Road, Houston, Texas 77074-3298, telephone number (713) 995-3210. Graduate applicants should contact the Graduate Admissions Office (713) 995-3295. Outside Houston, a toll-free number is available: 1-800-969-3210.

Admission to Houston Baptist University, regardless of the college or program in which enrollment is intended constitutes academic admission only. Admission to a particular program of study is a separate procedure.

## Former Student Admission

Any student who was not enrolled during the preceding quarter, excluding the summer quarter, must submit to the appropriate Admissions Office an application for re-entry at least 7 days prior to registration (no application fee required). If the student attended another college or university during his absence, he must submit to Houston Baptist University an official copy of all academic work attempted during this absence.

## Non-traditional Undergraduate Student Admission

A student wishing to take a class for credit who does not have a baccalaureate degree and is not in pursuit of a baccalaureate degree must file a complete application, a \$25 non-refundable fee, and have a letter of good standing from the Registrar's Office of the last institution attended sent directly from the institution to the Undergraduate Admissions Office.

## Post-Baccalaureate Student Admission

A post-baccalaureate student is one who has earned an undergraduate degree from a regionally accredited institution and is taking courses for personal edification. Credit received will not be applied toward a graduate degree. The student must file a complete application and a \$25 non-refundable fee to the Undergraduate Admissions Office. An official transcript from the Registrar's Office of the degree-granting institution reflecting a minimum Q.P.A. of 2.0 must be sent directly from the institution to the Undergraduate Admissions Office.

## Transient Student Admission

A student enrolled at another institution wishing to take a class for credit at Houston Baptist University must file a complete application, a \$25 non-refundable fee, and have a letter of good standing from the Registrar's Office of the institution attended sent directly from the institution to the Undergraduate Admissions Office. If a transient student decides to continue at Houston Baptist, he must complete all of the transfer procedures as outlined under Transfer Student Admission and be approved for admission. Transient student status ordinarily is permitted for only one quarter.

# Undergraduate Admissions

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## Auditor Admission

A person wishing to audit an undergraduate class must submit an audit application, a \$25 non-refundable fee, and have a letter of good standing from the Registrar's Office of the last institution attended sent directly from the institution to the Undergraduate Admissions Office. No credit will be awarded, but records of the student's matriculation are kept. A non-refundable audit fee of \$25 per semester hour will be charged in lieu of tuition. Policies governing prerequisites and academic load will be applicable. (See page 31.) A grade of "X" will be assigned and may not be changed to a letter grade. Enrollment will be subject to a space available basis. Approval is necessary to audit classes in restricted admission programs and degrees.

## Freshman Student Admission

All Applicants to the freshman class including first-time freshmen and freshman transfers with fewer than 30 semester hours attempted must submit the following credentials:

1. Application for Admission must be completed and returned to the undergraduate Admissions Office along with the \$25.00 non-refundable fee.
2. An applicant is considered for admission if he has graduated from an accredited high school and has a minimum SAT score (900) or ACT score (20). For unconditional admission, an applicant must submit an SAT verbal score of 400 or ACT English score of 20. (University codes are: SAT-6282; ACT-4101)
3. It is the responsibility of the applicant to have his official high school record and official test scores sent to the Undergraduate Admissions Office.
4. Any student who has not completed three (3) years of high school within the continental United States may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 400 verbal or ACT 18 will be required to submit further evidence of language proficiency.
5. It is the responsibility of the applicant to have all official transcripts from institutions outside the United States sent to Spantran Educational Services, P.O. Box 35404, Houston, Texas 77235, for evaluation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service.

Where the above criteria are not met, strong consideration will be given to the academic performance of the final year of high school.

## Special Programs

1. *Early Admission* — A limited number of selected students with outstanding academic records are, by special arrangement with their high schools, admitted at the end of the junior year. Students interested in this program should consult the Undergraduate Admissions Office during their junior year.
2. *Early Bird Program* — Selected students with outstanding academic records are eligible to enroll for the summer quarter between the junior and senior years of high school. Students interested in the program should consult the Undergraduate Admissions Office during their junior year.
3. *High School Equivalency* — A student who has submitted a minimum score of 50 on the General Educational Development Testing Program (GED) and has submitted an acceptable total score of 900 on the Scholastic Aptitude Test of the College Entrance Examination or composite score of 20 on the American College Testing Program may be admitted to Houston Baptist University.

An applicant whose GED examination is dated more than five years ago does not need to submit an SAT or ACT score.

4. *Senior Citizens* — Persons 60 years or older, with proof of age, not in pursuit of a degree, may register for classes for a fixed price of \$50.00 per course when space is available. The curriculum varies each term. Contact the Undergraduate Admissions Office for further information.
5. *Provisional Admissions* — Only a limited number of freshmen will be admitted on a provisional basis. To ensure complete consideration, students seeking this mode of admission are advised to complete their application folders at the earliest possible date, but not later than four weeks prior to the beginning of classes in the quarter for which admission is sought.

A student who has graduated from an accredited high school but who does not meet the minimum test score of 900 on the SAT (or who fails to submit an SAT Verbal of 400) or composite score of 20 on the ACT (or who fails to submit an ACT English score of 20) is eligible for admission to Houston Baptist University on a provisional basis if approved by the University Admissions Committee. Ordinarily a student who submits an SAT verbal of 350 or less, or an ACT English score of 17 or less, will not be considered for Provisional Admission.

A student who is admitted provisionally is subject to the following conditions:

- a. The provisionally admitted student for the Summer Term is required to register for two courses for a total of six semester hours to be chosen from:
  - 3 semester hours — An English course to be determined by the Department of Languages based upon the student's SAT or ACT scores and high school English grades or the student's performance on a placement examination
  - 3 semester hours — Smith College requirement
- b. The provisionally admitted student for Fall, Winter, or Spring Terms is required to register for three courses for a total of nine semester hours to be chosen from:
  - 3 semester hours — An English course to be determined by the Department of Languages based upon the student's SAT or ACT scores and high school English grades or the student's performance on a placement examination
  - 6 semester hours — Smith College requirements
- c. The provisionally admitted student must attain an overall Q.P.A. of 2.0 in order to be allowed to continue at Houston Baptist University in the next term. Pre-registration for the following term is not available for the provisionally admitted student.
- d. The transcript of the provisionally admitted student will reflect his admission status.
- e. Upon completion of a term with an overall Q.P.A. of 2.0, a student will become a student in good academic standing. This status will be noted on his transcript.
- f. In addition to the regular application procedures, an applicant for this program must submit a personal statement of approximately two hundred fifty words and may submit two letters of recommendation.

## Transfer Student Admission

A student applying for undergraduate admission as a transfer student from another regionally accredited college or university must submit the following credentials:

1. *Application for Admission* — An application must be completed and returned to the Undergraduate Admissions Office along with a \$25.00 non-refundable fee.
2. *College transcript* — An official transcript(s) from all colleges or universities attended must be sent directly from the college(s) to the Undergraduate Admissions Office. Failure to provide this academic information from all colleges or universities will result in suspension from the University. Transferred grades below 'C' are not applied toward a degree at Houston Baptist University. The cumulative quality point average for transfer students should be at least a 2.00.
3. *High School Transcript* — An official transcript must be submitted if the applicant has fewer than 30 semester hours of college work.

Any student who has not completed three (3) years of high school within the continental United States may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL or its equivalent. Ordinarily such a student who fails to score SAT 400 verbal or ACT 20 will be required to submit further evidence of language proficiency.

It is the responsibility of this applicant to have all official transcripts from Institutions outside the United States sent to Spantran Educational Services, P.O. Box 35404, Houston, Texas 77235, for evaluation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service.

4. *College Board Score* — An official SAT or ACT test score should be submitted. A minimum SAT score (900) [with an SAT verbal score of at least 400] or ACT score (20) with an ACT English score of at least 20] is required for unconditional admission.

## Additional Required Materials

After a student has been admitted to Houston Baptist University, the following credentials must be submitted prior to registration: (1) health form, (2) housing requests, and (3) student data survey.

# Graduate Admissions

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The University offers several graduate degrees: Master of Accountancy (M.ACCT.), Master of Arts in Psychology (M.A.P.), Executive Master of Business Administration (E.M.B.A.), Master of Business Administration 2000 (M.B.A. 2000), Master of Education (M.Ed.), Master of Liberal Arts (M.L.A.), and the Master of Science in Human Resources Management (H.R.M.) and in Management, Computing and Systems (M.C.S.). Applicants for graduate degrees must submit the following credentials:

1. *Application for admission* — Admission to graduate degree programs is a two-step process. The prospective student must first seek admission to the University to pursue graduate studies. This admission is granted by the Admissions Committee after review of submitted materials. A non-refundable fee of \$25 must accompany this application. The second step is admission to a specific degree program. This admission is granted by the program director and the faculty of the degree program and may occur immediately or following enrollment for a probationary period—usually of less than twelve semester hours accumulation. Letters of recommendation are generally required in support of this program application. An additional admission to candidacy is required at the point at which the student files application for a degree with the Office of Records. See individual program statements for further details. An undergraduate degree from a regionally-accredited institution is required for admission to all graduate programs.
2. *Examinations* — All degree programs except the M.L.A. require either the Graduate Record Examination verbal and quantitative tests or the Graduate Management Admissions Test. Some programs have specific minimum scores for application. It is the student's responsibility to have GRE or GMAT scores sent directly to the appropriate program director from the Educational Testing Service, Princeton, New Jersey, 08541. The H.B.U. institution code number is 6282.
3. *Transcripts* — Official copies of transcripts from each and every post-secondary institution attended are required. These must be requested by the student and should be sent directly to the Office of Graduate Admissions. A cumulative undergraduate Q.P.A. of 2.5 (4.0 scale) or a 3.0 on the last 60 semester hours of undergraduate work is the minimum requirement for graduate admission.
4. *Graduate Provisional Admission* — Provisional admission is possible in exceptional cases for students who do not meet the usual requirements. A student desiring provisional admission must provide a personal statement and three letters of recommendation to the program director in the desired field of study. The letters of recommendation should address the potential of the student to do graduate work. After conducting a personal interview of the student, the program director will recommend action on the student to a faculty committee within the appropriate college, the committee to be appointed by the dean of that college. The faculty committee may recommend to the University Admissions Committee that the student be provisionally admitted. Provisional admission is granted by consent of the University Admissions Committee after review of all pertinent information. In all cases, after the completion of two quarters of attendance, the provisionally admitted student must have taken at least 6 hours of non-leveling graduate courses, as approved by the student's graduate academic advisor, must have completed all courses attempted, and must have obtained a 3.00 Q.P.A. on all courses attempted. Regular graduate admission status is granted by the University Registrar to those students who obtain a Q.P.A. of 3.00 or above. Student whose Q.P.A. is less than 3.00 are ineligible to pursue further graduate work at the University.
5. *International students* should refer to the special section on **International Student Admission** which follows this section on Graduate Admissions. All international students are subject to these requirements. A minimal TOEFL score of 600 is required for admission to all graduate degree programs.
6. *Permanent Resident Statement* — Any applicant who has Permanent Resident or Resident Alien status must present his green card in person to the Director of Graduate Admissions. If the applicant has not completed more than two (2) years of college work at a regionally accredited-

ited institution within the continental United States, he may, at the discretion of the Admissions Committee, be required to submit an acceptable score on the TOEFL of 600 or more, or write a personal statement.

7. *Conditional Admission Status* — Conditional admission status may be granted for a limited period of time in some graduate degree programs. See specific degree statements.
8. *Application Deadline* — Many programs have specific date deadlines for application well in advance of the time of registration. Not all degree programs may be entered every quarter. See specific degree statements. In every case, all credentials (application, fees, GRE-GMAT-TOEFL scores, Spantran Educational Service reports [4 weeks required], recommendations, written statements, etc.) should be received by the Office of Graduate Admissions at least two weeks prior to the proposed registration date.
9. *Transfer Credit* — Some graduate degree programs allow the transfer of graduate credits. In no case will more than 6 semester hours of credit be allowed in transfer from another college or university. Such credit must be at the 3.0 or above grade level (on a 4.0 scale) and the granting institution must be accredited by its regional accrediting association. Credits transferred must apply to a specific course in the program and must be approved at admission to the program. Transfer credits are approved by the University Registrar upon the recommendation of the appropriate program director with the requirement that major courses must have been taken within three years and general or core courses within seven years of application. No correspondence or extension credit will be accepted.

Specific additional degree program admission requirements are as follows:

- E.M.B.A.— Application deadlines of June 1 and Dec. 31 for entry in September and March; GMAT required for graduation; highly competitive admissions for currently employed professionals; letters of recommendation are required; fixed curriculum; fixed schedule. Many unique features.
- M.ACCT.— 6 sem. hrs. of **Principles of Accounting**, 6 sem. hrs. of **Intermediate Accounting**, 3 sem. hrs. **Cost Accounting**, 6 sem. hrs. upper level undergraduate accounting, 3 sem. hrs. of economics, and 6 sem. hrs. of approved business courses. Minimum Q.P.A. of 2.5 required overall on prerequisite courses; 2.5 Q.P.A. required on **Cost Accounting** and **Intermediate Accounting** specifically. GMAT required for candidacy.
- M.A.P.— Interview with program director required; 900 minimum GRE score required; 3.0 on undergraduate degree with major in psychology required (or 3.5 on last 60 hrs of undergraduate or post-baccalaureate work); written statement.
- M.B.A. 2000— GMAT score plus (200 × Q.P.A.) must be equal to or greater than 1000 (GMAT minimum score of 450 required); leveling courses required in accounting, CIS, economics, finance, management/marketing, and statistics required if not taken in Bachelor's degree.
- M.Ed.— Interview with Program Director required; valid Texas teaching certificate required or approved deficiency plan; minimum GRE score of 850; See the Dean of the College for special and conditional admission. Bilingual Education requires minimum scores at 80th percentile on MLA Cooperative Proficiency Test in Spanish and English.
- M.L.A.— Interview with program director strongly recommended; the GRE is not required; students may select thirty-six hours of course offerings from among the three or more courses offered each quarter in various academic disciplines.
- H.R.M.— GMAT required for graduation; GRE may be substituted. Written statement and letters of recommendation are required. Pre-requisites for admissions: 3 semester hours each of accounting, economics and management or three years approved work experience.
- M.C.S.— GMAT required for graduation; GRE may be substituted; June 1 application deadline for September entry; admissions reserved for practicing systems professionals; facility in at least one programming language required; letters of recommendation are required; fixed curriculum.

# International Student Admission

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An international student is defined as any student attending the University on a student visa issued by the United States government. As a matter of policy regarding undergraduate admissions, the University gives priority to the enrollment of international students seeking a first baccalaureate degree.

International students seeking admission should apply and submit all test scores and transcripts to the appropriate Admissions Office *at least 60 days prior to registration* of the quarter they plan to attend. Immigration papers for student visas cannot be issued by the University until *all* credentials have been received and the student accepted for admission. No conditional or temporary admission is ever granted to undergraduate international students.

The international student must submit the following credentials:

1. *Application for Admission* — An application must be completed and returned to the Undergraduate Admissions Office along with a non-refundable fee of \$25.00 or to the Graduate Admissions Office with a non-refundable application fee of \$25.00.
2. *Transcripts* — An official transcript showing graduation from a secondary school or its equivalent for undergraduate applicants and from accredited colleges or universities for graduate applicants must be submitted to Houston Baptist University. In addition to this, it is the responsibility of the applicant to have all transcripts, certificates or diplomas from institutions outside the United States sent to Spantran Educational Services, P.O. Box 35404, Houston, Texas 77035, for evaluation with subject breakdown and the Q.P.A. calculation. A copy of the results should be sent directly to Houston Baptist University from the evaluation service. The materials for graduate students are due 60 days prior to registration.
3. *Language Entrance Examination* — On the Test of English as a Foreign Language (TOEFL) a total score of 600 or greater is required for undergraduates with no student accepted who scores less than 60 on Section 1, Section 2, or Section 3. International applicants must take the TOEFL with essay and must score a minimum of 6 on the essay.
4. *College Transcript* — If the applicant has attended a college or university, he must submit an officially certified and English-translated transcript of each and every college or university attended to Houston Baptist University. The transferring undergraduate student must have a minimum Q.P.A. of 2.0 on a 4.0 scale for all undergraduate work. A graduate student applicant must meet the minimum quality point requirements of the specific graduate program. In addition to this, it is the responsibility of the applicant to have all transcripts from institutions outside the United States sent to the Spantran Educational Service. See #2 above. Ordinarily, Spantran needs 4 to 6 weeks to complete evaluation of credentials.
5. *College Board Score* — An official SAT or ACT test score must be submitted.
6. *The Affidavit of Support (I-134)* — This form (and the accompanying verification statement from a financial institution) must be completed and returned with the application for admission.
7. *Health Insurance* — An international student is required to have medical insurance. The Student Affairs Office furnishes all students with information regarding an acceptable plan that is available to any University student.
8. *International Students (non U.S. residents) will not be issued I-20 forms until all documents have been received and acknowledged* by the University Admissions Office. All University admissions of international students are conditioned upon meeting the stated requirements.

# FINANCIAL AFFAIRS

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Houston Baptist University is a non-profit educational institution and receives contributions from the Baptist General Convention of Texas and from Baptist churches, gifts from the local business community, and gifts from interested individuals and foundations. The tuition and fees paid by the undergraduate student covers only fifty percent of the instructional and operating costs of the University. Therefore, each undergraduate student at Houston Baptist University has a grant-in-aid that is equal to approximately one-half of the total actual costs. Though graduate students bear a proportionately higher percent of costs, their education is heavily underwritten by the University's development program.

The University reserves the right to change tuition, fees, and charges should conditions make it necessary.

The Business Office is open for business Monday through Friday 8:00 a.m.-4:00 p.m.

## Undergraduate Tuition and Fees

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### Tuition:

Tuition per semester hour . . . . . \$ 155.00

### Fees:

Application Fee — non-refundable . . . . .	25.00
Applied Music Fee — per quarter in addition to tuition charge	
One 30-minute lesson per week . . . . .	5.00
Two 30-minute lessons per week . . . . .	10.00
Audit Fee — per semester hour (no credit given) — non-refundable . . . . .	25.00
Change of schedule fee . . . . .	5.00
College Level Examination Program Fee — non-refundable . . . . .	28.00
Convocation Fee — per quarter . . . . .	10.00
Deferred Payment Fee . . . . .	30.00
Graduation Fee . . . . .	50.00
Health Insurance (mandatory for all campus residents) . . . . .	as per current rate
Late registration Fee — after Registration Day . . . . .	25.00
Matriculation fee — per quarter . . . . .	15.00
Recording Fee for Advanced Placement credit — per semester hour . . . . .	15.00
Transcripts (all accounts must be cleared before a transcript will be released) . . . . .	3.00
Science Laboratory Fee per course . . . . .	20.00
Yearbook Fee — annually . . . . .	25.00

### Room and Board:

Room — semi-private per quarter . . . . .	370.00
Board (plus sales tax)	
20 meal plan . . . . .	550.00
15 meal plan (any 15 meals) . . . . .	475.00
10 meal plan (only 10 meals Mon.-Fri. only) . . . . .	375.00

*(Continued on next page)*

# Graduate Tuition and Fees

Tuition:

M.ACCT. — per 3 semester hour course	\$ 510.00
M.A.P. — per 3 semester hour course	510.00
M.B.A. 2000 — per 3 semester hour course	525.00
M.Ed. — per 3 semester hour course	510.00
M.L.A. — per 3 semester hour course	510.00
M.S.-H.R.M. — per 3 semester hour course	510.00
M.S.-M.C.S. — per quarter	1,350.00
E.M.B.A. — per two year program	14,000.00

Fees:

Application Fee — non-refundable	25.00
Graduation Fee*	50.00
Late Registration Fee	25.00
Matriculation Fee* per quarter	15.00
M.Ed. Evaluation Deposit — non-refundable	150.00
Prerequisite Equivalency Exams (each)	50.00
Tuition Deposit — non-refundable	100.00

\*Included in tuition for E.M.B.A. and M.C.S.

## Payment of Accounts

Tuition, room, board and fees are due and payable at the time of registration. Students who pre-register are expected to complete their arrangements with the Business Office no later than one week prior to the first day of classes to prevent cancellation of their schedule. However, Houston Baptist University does provide a deferred payment plan for the convenience of students and parents unable to pay the total cost at registration. (There is a per quarter fee to utilize the deferred payment plan). The basis of the plan is as follows:

The total expenses of the quarter (less any financial aid) are divided into three equal payments with the first payment due at registration. The balance is then due over the following two months.

Registration is not complete until a student has completed financial clearance in the Business Office. A late fee of \$25.00 will be assessed for students who clear the Business Office after Registration Day.

Tuition, room, board and fees become the liability of the students in accordance with the Drop/Refund policy below. Failure to make payments of any indebtedness to the University when due, including but not limited to tuition, housing or rental charges, student loans, special fees, library or parking fines is considered sufficient cause, until the debt is settled with the appropriate office to (1) bar the student from classes, (2) withhold diploma or transcript, and (3) suspend the student. This policy will be equally enforced against debts discharged through bankruptcy, in so far as the law allows.

## Refund Policy

The University plans its expenditure for the year based on the anticipated attendance of students enrolled. Its instructional and operating costs are not reduced by the withdrawal of a student after a quarter has begun.

A fee of \$5.00 will be charged each time a change of schedule form is processed, if the course for which the student was first registered is not cancelled.

A student who withdraws from a course (except special summer sessions) will receive a refund on tuition and fees (except non-refundable fees) in accordance with the following schedule:

Within first week of the quarter	100%
Within second week of the quarter	75%
Within third week of the quarter	50%
After third week	No Refund

General and special fees are not refundable.

# Undergraduate Financial Aid

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The financial aid policy of the University is to attempt to meet the financial needs of all qualified students through the use of one or more of the programs listed below. Financial need is determined from the report of the College Scholarship Service. A financial aid transcript is required of all transferring students.

Each applicant for aid should submit the Financial Aid Form to the College Scholarship Service at the address indicated on the form. This form may be obtained from high school counselors or the Financial Aid Office at Houston Baptist University. Currently enrolled students may also apply for financial aid and scholarships.

In addition, an Application for Financial Aid and all other forms should be filed with the Financial Aid Office by May 1. A plan of aid will then be prepared to meet the needs of each student. The "package" may include several kinds of assistance but in no circumstance will more than one type of institutional grant or scholarship be awarded.

Financial aid is ordinarily drawn from more than one source. Eligibility for various programs is best determined in consultation with the Financial Aid office. No commitment of funds is made until after the student has been officially admitted to the University. For financial aid purposes, eight or more hours is considered full time; six hours is considered half-time.

## Scholarships

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### Academic Scholarships

These scholarships are awarded on past academic achievement. Eligibility for these scholarships include: Freshman must graduate in top 10% of class, and score 1000 on SAT or 23 on ACT. Transfer students must have a cumulative Q.P.A. of 3.5. Currently enrolled students may apply for this scholarship.

### Endowed Meritorious Scholarships

These scholarships will be awarded to students who have been recognized on the national level as meritorious scholars as determined by the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. The scholarships will cover tuition, room, board, books and fees. For complete information, contact the Director of Undergraduate Admissions.

### Full Tuition Endowed Academic Scholarships

A limited number of fully-endowed tuition scholarships are available for high school seniors or college transfer students who have demonstrated superior academic achievement and leadership ability. Application should be made in December for the following academic year. For complete information, contact the Director of Admissions.

### Nursing Scholarships

These scholarships are awarded to full-time Baccalaureate nursing majors. Freshmen must graduate in top half of class and score 900 SAT or 20 ACT. Transfer students must have a cumulative 2.5 GPA. The funds for nursing scholarships are provided by the Memorial Hospital, the Houston Endowment, other foundations, and interested individuals. Currently enrolled students may apply for this scholarship.

### Valedictory Scholarships

Houston Baptist University honors the valedictorians of the graduating classes in Texas high schools by awarding an academic scholarship which is renewable annually. The University also honors the recipient of the certificates awarded by the Independent Colleges and Universities of Texas to the highest ranking male and female graduate of Texas high schools. Applications must be submitted by July 1st for the fall quarter matriculation.

# Grants

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## Grants-in-Aid

These grants are made to students who do not academically qualify for scholarships but who can contribute special abilities in such areas as athletics, debate, and music.

## Pell Grants

Range: \$250-\$2300. Eligibility Requirements: (1) Demonstrate financial need, (2) be a U.S. citizen, (3) not have a Bachelor's degree

Application may be obtained from the high school counselor or from the Office of Financial Aid.

## Supplemental Educational Opportunity Grants

Supplementary Educational Opportunity Grants from the federal government are available to aid academically qualified students who meet the financial need criteria specified by the government. The Financial Aid Form must be filed.

## Tuition Equalization Grants

The purpose of this program is to encourage students to attend the university of their choice without cost as a major determinant. To be eligible for a Texas Tuition Equalization Grant, a person must (1) be a Texas resident; (2) be enrolled as a full-time student; (3) establish financial need; (4) not be a recipient of any form of athletic scholarship; (5) not be enrolled in a religious or theological degree program.

# Loans

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Houston Baptist University participates in the Perkins Loan (formerly NDSL), Texas Parent Loan Program, Supplemental Loan for Students and the Stafford Student Loan (formerly GSL) programs. All of these loans are low interest, long repayment educational loans. Financial need is one of the criteria for the Perkins Loan and the Stafford Student Loan. Application should be made well in advance of registration. Financial aid form required.

# Ministerial Aid

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Financial aid for church-vocations students will be awarded according to the following formula:

- (1) Southern Baptist students committed to a preaching ministry may receive \$10 per semester hour from the Baptist General Convention of Texas plus up to \$30 per semester hour from Houston Baptist University.
- (2) Southern Baptist students committed to or considering a non-preaching ministry may receive up to \$40 per semester hour from Houston Baptist University.
- (3) Ministerial Scholarships and Church-Related Vocation Scholarships will be awarded upon recommendation of the University Minister.

# Veterans Benefits

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Houston Baptist University is approved for veterans benefits. Contact the VA Representative in the Records Office for specific details.

# Work Opportunities

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## Work-Study Program

Eligible students may participate in the Federal Work-Study Program. Campus jobs and related project jobs are available for a maximum of 20 hours per week.

## Off-Campus Employment

A service is available to assist students in finding part-time jobs off campus. Students interested in such employment should contact the Career Services Office in person.

# Graduate Financial Aid

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Financial aid is available to the graduate student from several sources. Many students receive aid through their company's tuition reimbursement program. The applicant should check this source to determine eligibility. The Tuition Equalization Grant (TEG) program of the State of Texas is a possible source of financial aid. Loans are available to candidates through the Stafford and the Supplemental Student Loan (GSL) programs. Those students pursuing endorsement or certification as bilingual teachers may qualify for Title VII full tuition scholarships. Contact the Director of Bilingual Education for requirements. Graduate students who are veterans are also eligible for VA benefits. Inquiries should be addressed to the VA coordinator in the University Records Office, H.B.U. Inquiries regarding all financial aid opportunities should be addressed to the Director of Financial Aid, Houston Baptist University. For financial aid purposes, six or more hours is considered full time; three hours is considered half-time. See **Undergraduate Financial Aid** for a more complete description of programs.



# UNIVERSITY ACADEMIC POLICIES

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The University operates on a semester hour basis with a quarter calendar as indicated by the official calendar which appears at the front of this *Bulletin*. Academic policies explained here conform to that calendar.

## Administrative Withdrawal of a Student

The Registrar, with the approval of the Dean of the College in which the course is taught and with the approval of the Vice-President for Academic Affairs, may administratively withdraw a student from a course. The administrative withdrawal of a student from a course may occur only through the last day for dropping a course with a grade of "W," usually the end of the seventh week of a fall, winter, or spring quarter, or the second week of the summer quarter. Instructors may withdraw a student only for the following reasons:

1. If the prerequisites or corequisites as listed in the current H.B.U. *Bulletin of Information* for the course from which the student is being withdrawn have not been met.
2. Circumstances beyond the student's control (serious illness, accident, etc.) that will involve excessive absences in the course from which the student is being withdrawn.

The student is responsible for verifying with the Records Office that an instructor has dropped him from a course. The form for this withdrawal may be obtained in the Record's Office.

## Application for Degree

Each student must pay the graduation fee and file for graduation at least three quarters prior to the date graduation is expected. The Application for Graduation will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The student will also be asked to confirm the fact that he expects to be present and participate in the Commencement exercises.

By action of the University Academic Affairs Committee on January 13, 1984, an undergraduate student who leaves the University to attend a graduate or professional school to which he has been admitted prior to the completion of the requirements for the Bachelor's degree may petition to the Records Office upon the successful completion of two years of graduate school for the granting of the Bachelor's degree. Approval must be granted by the University faculty, upon the recommendation of the Academic Affairs Committee in consultation with the faculties of the Colleges representing the fields of major study.

## Attendance Regulations

Regular and punctual attendance is essential to successful achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements regarding any absence. Faculty members will maintain a complete and accurate record on the attendance of each student and report to the student and his advisor whenever irregular attendance is endangering the student's status in the class. If the irregularity persists, the student may be dropped from the enrollment by the Vice-President for Student Affairs on recommendation from the instructor in the course, the student's advisor, and the appropriate Dean.

Absences due to University activities may be approved in advance for students in good standing only, by the Vice-President for Student Affairs on recommendation of the faculty sponsor. This recommendation must be accompanied by a list of those involved and include full information regarding the nature and extent of the activity. These approved lists will be circulated to faculty members and administrative officers in advance so that proper adjustments may be made and full advantage of the activity gained. The individual student is responsible for making up any work missed regardless of the reason for the absence.

In order to be eligible to receive credit in any course, a student must be present for at least two thirds of the class sessions, discussion group meetings and other scheduled activities related to that course. This limitation applies regardless of the ability of the student and the quality of the work he has done.

Students, faculty members, and administrative officers are required to attend official convocations of the University. All undergraduate students are required to participate regularly in Convocation.

## Challenge Examinations

Challenge examinations are used to validate mastery of content gained either (1) many years previous or (2) in part through co-curricular means. The University does not give credit for life experience and the challenge exam option is available only to students who have some formal college study in the area plus independent study or gained expertise.

Permission must be obtained prior to the taking of a challenge examination. The form is available in the Records Office and must be approved by the department chair or program director, the Dean of the College offering the content course, and the Vice President for Academic Affairs. Successful completion of the challenge exam will result in entry on the student's transcript of a grade of "CR." At the undergraduate level credit by examination applies toward degree requirements, but at the graduate level such testing is only applicable to program admission requirements.

## Commencement

An annual commencement convocation is scheduled at the end of the spring quarter. Degrees are conferred each quarter and recipients are encouraged to participate in the spring commencement convocation.

## Contract

When a student is admitted to Houston Baptist University, a contract has been consummated between the student and the University. This contract commits the student to being responsible for knowing and abiding by all the rules and regulations of the University as published in this **Bulletin of Information** and the **Student Handbook**. The University is responsible for providing for the students the best educational opportunities of which it is capable.

Students applying for admission to Houston Baptist University agree by such action to abide by the policies and regulations established by the Board of Trustees, administration and faculty of the University.

## Counseling and Guidance

Guidance service for students at Houston Baptist University begins with the first contacts made with the prospective student. On the basis of the school grades, rank in class, scores on College Entrance Examination Board tests (or ACT tests), CLEP, AP, GRE, TOEFL, GMAT and information included in the Application for Admission, the student is first advised as to program suitability and aptitude. For those approved for admission, this same information, supplemented by that gained from conferences, serves as a basis for preliminary classification and assignment.

## Course Numbers

Courses of instruction are numbered in such a way as to reveal the level of the course and the number of semester hours to be earned. The first digit denotes the year in which the course is usually taken: 1 — freshman; 2 — sophomore; 3 — junior; 4 — senior; 5 — post-graduate or graduate; 6 — graduate. Undergraduate students may not register for courses beginning with a 5 or 6; it is recommended that undergraduates restrict their enrollment to courses that are not more than one digit away from their own student classification (fr., soph., etc.). The second digit indicates the semester hour value of the course. The third and fourth digits indicate the departmental sequencing of the course. The student must designate at registration the way he wants credit recorded and may not change this after registration for that term is closed.

Courses listed on the same line and having the same description are sequence courses. If the numbers are separated by a hyphen, both must be successfully completed before a student may receive credit in either. If the numbers are separated by a comma, it is strongly recommended that both be completed.

## Dishonesty in Academic Affairs

Houston Baptist University views any act of academic dishonesty as a violation of the very heart of the nature of the University as expressed in this Bulletin. Academic dishonesty occurs when a student submits the work or record of someone else as his own or when a student has special information for use in an evaluation activity that is not available to other students in the same activity.

It is the responsibility of the faculty member or administrative officer to establish clearly that academic dishonesty has occurred. The faculty member will *decide whether to assign a zero for the specific component of work involved or an "F" for the course* in the case of a classroom violation. *The faculty member shall report the incident to the Dean of the College.* In the case of admissions testing or documentation, the student may be barred from admission by the University Admissions Committee. The student may appeal the action in the case of a classroom violation to the Dean of the College involved or to the Director of Admissions in the case of admissions testing or documentation violations. An existing Standards Committee within each College will serve as a hearing committee to assure that the student receives due process of law. The committee may take further action relative to that course in which the academic dishonesty occurred or may recommend further action to a standing University committee, i.e. Student Affairs or Admissions Committee. The Vice-President of Student Affairs shall be notified of actions taken under these provisions. Students should be notified of this policy in every class at the beginning of each term by the faculty. However, failure to do so by that means does not invalidate the implementation of these policies in all cases. Inclusion in this Bulletin is considered sufficient notice to all students of University policy and procedures in this matter. See *Contract* in this section.

## Final Examinations

Final examinations are required in all undergraduate courses and must be taken as scheduled. In the quarter that all graduation requirements are met, graduating seniors will be exempt from taking final exams in 3000-4000 level courses in which they have obtained a grade of "A". Professors will notify eligible students one week prior to the time that senior grades are due in the Records Office. Senior final examinations must be taken and the course grade reported at the time required by the Records Office for the processing of senior grades. Days for examinations are given in this Bulletin. Each exam period is preceded by two study days on which no grade determining activity may be conducted nor be due.

## Insurance

Nursing students and international students are required to carry hospitalization insurance. See Health Insurance under Student Affairs heading.

## Internship Programs

Conscious of the value of practical experience to the learning process, Houston Baptist University offers internship opportunities under the direction of the various academic colleges. Internship experience enables the student to apply classroom theory to actual situations and to develop problem-solving and decision-making skills. Credit is awarded on the basis of clock hours of experience gained. One semester hour of credit may be awarded for each 30 clock hours of internship experience up to a maximum of three semester hours each term.

## Military Service Credit

The recommendations of the American Council on Education will be followed in allowing eligible ex-service men and women college credit for satisfactory completion of formally organized service school programs. Courses taken through the United States Armed Forces Institute and other recognized military educational programs will be accepted when presented on official transcripts. All records of such training should be submitted as a part of the student's initial admission data, with a request for allowance of credit thought to be due, so that advisors can help avoid duplication of this work. Before any such credit may be recorded as a part of the student's official record, however, the student must qualify as a resident student in good standing at this University. This may be done by completing a minimum of 8 semester hours of standard residence courses with a 2.00 ("C" average)

scholastic standing or above. No credit will be allowed on the basis of the General Education Development tests (college level), and no credit in human kinetics is awarded for military service experience or training.

## **Pass-Fail Courses**

Houston Baptist University undergraduate students may register for one elective course each quarter on a pass-fail basis. Such an option is offered to encourage students to broaden their educational contacts through participation in courses outside their major fields without fear of competition with students who have more extensive experience in the selected area. This option will not apply to courses required by the University for a degree. Also, courses taken on the basis are not to be used as a part of a major. They are to enable a student to explore an area of interest and to give breadth to his university experience. The hours earned in pass-fail courses are counted in the total required for a degree. A pass grade does not affect the computation of scholastic standing; however, a fail grade in a course affects scholarship standing in the same way as any other failing grade. Courses taken on this basis are counted as a part of the student load for the term, and the type of registration elected for any course may not be changed after the last date to register as posted in the class schedule. These courses are designated at registration by a "P/F" following the course number. This option will not apply to courses required by the University for a degree except in the case of physical education. A student who properly registers for a course on a Pass-Fail basis may, at the discretion of the instructor, be assigned a grade of "A" where the student's performance merits that grade. The assignable grades are "A", "P", and "F". The pass fail grade is not available for graduate courses.

## **Registration Procedure**

Registration will be conducted as scheduled in the University Calendar at the beginning of each term. Students in good standing and those approved for admission will be eligible to participate. Insofar as it is possible, individual student schedules will have been predetermined through prior counseling and pre-registration, but all faculty members and administrative officers will be available to give additional guidance as needed. To become a member of any class and eligible for credit, the student must complete the registration procedure, including financial arrangements at the Business Office. Faculty members will receive their class lists from the Records Office after each name has been cleared by the Business Office. A late registration fee will be charged those failing to complete registration by the designated day. No student may register or enter a new class after the end of the first week in each quarter. The student must decide at registration the way he wants the credit recorded in a cross-listed course and may not change this registration after registration for that term is closed.

A change in schedule after the day designated will involve the payment of a special fee and the approval of the change by the student's advisor and the instructor of each class involved. A form for this purpose will be provided by the Records Office. A signed copy returned to that office will provide copies for the advisor and the Business Office.

## **Student Responsibility**

Each student is responsible for a knowledge of and adherence to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and fees.

## **Televised Delivery of University Courses**

Houston Baptist University has developed an innovative, instructional television system which enables professional persons to have ready access to instruction via televised delivery. This system, known as H.B.U./TV, is an audio interactive instructional television operation which allows live campus classes to be telecast to locations in a 60-mile radius of the University. The interactive aspect also allows students at remote classroom locations to be fully participating members of that class. This system holds potential for many professionals who are not reached by more traditional educational delivery efforts. Those interested in courses via television should contact H.B.U./TV on the University campus, 995-3222.

## Transcripts

Official scholastic records will be maintained in perpetuity for each student who registers for credit at Houston Baptist University. These records are really the joint property of the student and the University and as such will be handled with customary care and confidence. Certified copies will be available to students and graduates. Copies will be provided for a fee of \$3.00 each. To obtain this service, the person whose record is involved completes and signs a Transcript Request and leaves it with the appropriate fee, if due, at the Records Office. Transcripts cannot be released until satisfactory arrangements have been made regarding all financial obligations to the University. The University cannot issue copies of transcripts or other documents received from other institutions or agencies.

If a student questions any grade as recorded in the University Records Office, the student has a period of five years beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of five years, the permanent record card will become the absolute record and a grade may NOT be changed for any reason.

## Transfer & Transient Policies

All students requesting transfer or transient status are subject to the policies described in Undergraduate Program Policies. In addition, graduate students should refer to the Graduate Transfer Credit section of this Bulletin.

## Withdrawal Procedure from Class

A student who ceases to attend class should follow the prescribed withdrawal procedure to protect his status and leave himself in the best possible position with respect to future registration at this or another university. Failure to do so may result in a lower scholastic standing and a greater financial loss. Proper forms and instructions to follow may be obtained from the University Records Office.

Grades assigned on withdrawal are determined by the "Grading System," described elsewhere in this Bulletin.

## Withdrawal Procedure from University

A student who is withdrawing from all courses in the University may do so, with the approval of the University Registrar at any time prior to the beginning of the final examination period with a grade of "W". The student must demonstrate that the withdrawal is due to circumstances beyond the control of the student.



# UNDERGRADUATE PROGRAM POLICIES

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## Academic Load

The minimum number of semester hours required to complete an undergraduate degree at Houston Baptist University (130) dictates that a student must earn approximately 11 semester hours each quarter to make normal progress. In actual practice, it is anticipated that a majority of those completing an undergraduate degree will accumulate a number of hours beyond the minimum. This, then, presumes a normal load of 12 undergraduate semester hours with an allowed maximum of 13 semester hours. Undergraduate students registered for 8 or more semester hours in a regular quarter are considered to be full-time students.

## Advanced Standing

High school graduates with strong academic records who have completed college level work while in high school may receive course credit in appropriate fields-of-interest subjects at Houston Baptist University. To become eligible for this credit, an applicant must make a satisfactory score on the College Board Advanced Placement Examination in the subject in which credit is desired. Prospective students are encouraged to consult their high school counselors and arrange to take the Advanced Placement Examinations for which they are eligible in the spring prior to expected fall enrollment. These examinations are normally given once each year, usually in May. H.B.U. credit is awarded for students scoring a 3, 4 or 5 on the examination. Complete information may be obtained by writing the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

The subject examinations in this same program and other approved examinations are available to students who have developed special abilities and would like to demonstrate eligibility for additional credit.

Students may receive credit by examination in French, German, or Spanish through the Modern Language Association Cooperative Foreign Language Examinations. Students who score above the 80th percentile on Form MB may receive 12 hours of credit; students, who score above the 65th percentile on Form MB may receive 6 hours of credit. Those scoring above the 80th percentile on Form LB may receive 6 hours of credit. Credit by examination will not be awarded for any course in English or foreign languages on a level lower than an English or foreign language course for which the student has previously received credit. Credit through examination is not awarded for foreign languages that are not taught at H.B.U. Transfer credit will, however, be awarded for course work in a foreign language not offered at H.B.U. but taken at an accredited college or university. No life experience credit is awarded.

All credit is posted only after the student has completed at least 8 sem. hrs. at Houston Baptist University with a Q.P.A. of 2.0 or greater. A posting fee will be assessed at such time.

## Army ROTC Cross-Enrollment Program

Although Houston Baptist University does not have an Army Reserve Officers Training Corps unit on campus, men and women students may participate in the program at the University of Houston. The cross-enrollment program is an arrangement between the student and the Military Science Department at the University of Houston.

Academic credits are transferred to the student's records at Houston Baptist University. Underclassmen spend 3-5 hours in class and leadership lab a week. The Army ROTC prepares selected college students for positions of responsibility in the Active Army and its Reserve Components. It enables a student to earn a commission as an officer at the same time he earns an academic degree in a field of his choice. The ROTC program prepares the individual to pursue either a military or a civilian career. Tuition is charged for these courses at the current Houston Baptist University undergraduate tuition rate. Two and three-year ROTC scholarships are available. Veterans may enroll directly into the Advanced Course, and there is a two-year program for those students completing their second year of studies.

Interested students should contact the Army ROTC Unit, Rice University, Houston, Texas 77001 — (713-527-4956).

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT H.B.U. COURSE	REQUIRED STD. SCORE
English	<b>CLEP Subject:</b> Freshman English with Essay	3 hrs credit	Eng. 1313	560
	<b>College Board Achievement — National:</b> English Composition with Essay	3 hrs credit	Eng. 1313	550
	<b>Advanced Placement:</b> Language and Composition Literature and Composition	3 hrs credit 6 hrs credit	Eng. 1313 Eng. 1313, 1323	3 4 or 5
Math/Science	<b>College Board Achievement — National:</b> Math Level I	3 hrs credit	Math 1313	550
	Math Level II	3 hrs credit	Math 1323	550
	Biology	4 hrs credit	Biol 2434	560
	Chemistry	4 hrs credit	Chem 2413	560
	<b>CLEP Subject:</b> Biology	4 hrs credit	Biol 2434	560
	Chemistry	4 hrs credit	Chem 2413	560
	Algebra	3 hrs credit	Math 1313	560
Trigonometry	3 hrs credit	Math 1323	560	
Algebra/Trig	4 hrs credit	Math 1434	560	
	<b>Advanced Placement:</b> Calculus AB	4 hrs credit	Math 1434	3
	Calculus AB	8 hrs credit	Math 1434, Math 2434	4 or 5
	Biology	4 hrs credit	Biol 2434	4 or 5
Chemistry	4 hrs credit	Chem 2413	4 or 5	
History	<b>CLEP Subject:</b> U.S. Hist. to 1865	3 hrs credit	Hist 2313	560
	U.S. Hist. 1865 on	3 hrs credit	Hist 2323	560
	<b>Advanced Placement:</b> U.S. History	3 hrs credit	Hist 2313	3
U.S. History	6 hrs credit	Hist 2313, 2323	4 or 5	

### Classification of Undergraduate Students

- Freshman:* Less than 32 semester hours of credit
- Sophomore:* At least 32 and not more than 63 semester hours
- Junior:* At least 64 semester hours, and an approved degree plan on file with the Registrar
- Senior:* At least 96 semester hours and a 2.00 scholastic standing or above
- Special:* A student over 21 years of age, with demonstrated ability to do acceptable university work, but indicating by signed statement that he is not interested in following a degree program
- Part-Time Student:* Undergraduates registered for less than 8 semester hours in a regular quarter

## Convocation Program

All full-time undergraduates (8 hours or more) are required to attend convocation as long as they are enrolled at Houston Baptist University. This course is taken on a pass-fail basis with satisfactory attendance being the criteria for grading. Student must attend 2/3 of the convocation programs. In addition, an extra Tuesday attendance is requested during Religious Emphasis Week in the fall and Life Commitment Week in the spring. No disciplinary action will be taken for unsatisfactory attendance, but a student who receives a failing grade jeopardizes meeting graduation requirements.

## Dean's List and Honor Roll

In order to encourage excellence in undergraduate scholarship and give recognition to superior achievement, a Dean's List and an Honor Roll are released by the Dean of Smith College each quarter. Full-time undergraduate students maintaining a quality point average at a level which, if continued, would make them eligible to graduate with honors (3.5 and above), are included on the Dean's List. Those completing a minimum of 8 semester hours with a Q.P.A. of 3.25 through 3.499 comprise the Honor Roll.

Students registered for fewer than 8 semester hours and meeting any of the above standards are included on an Honorable Mention List.

## Degree Plan

Before an undergraduate student with 64 semester hours of credit can register, the student must have an approved degree plan on file. A transfer student who transfers more than 50 semester hours must file a degree plan before the second quarter in residence. A transfer student who expects to receive Veteran's Administration benefits must file a degree plan before the initial registration. The degree plan must be based on the current **Bulletin of Information** at the time of filing and will be valid for a period not to exceed 5 years from the date of filing. The student must submit the degree plan to the Records Office in person.

## Degrees with Distinction

Honors at graduation are awarded to undergraduate students who have completed a minimum of 64 semester hours in residence at Houston Baptist University and earned an appropriate number of quality points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate *cum laude*; 3.7 *magna cum laude*; 3.9 *summa cum laude*.

## English Proficiency Examination

The English Proficiency Examination is required of all undergraduate students who graduate from Houston Baptist University. The student should take the exam as soon as possible after completing the twelve hours of English which are Smith College requirements; Nursing students may take the exam after completing only nine of those hours. The English Proficiency Examination is administered once each quarter; the two summer terms are considered one quarter. The undergraduate student is required to demonstrate his ability to communicate in standard English by writing a well organized, adequately developed, five paragraph essay. Guidelines for students taking the exam are available. The student failing the exam twice must, before taking the exam a third time, officially audit and successfully complete the requirements for one of the following courses: ENGL 1214, 1224, 1234, 1303, or 1313. The decision concerning which of these courses to take should be made in consultation with the student's assigned English Proficiency Examination advisor.

NOTE: At the time of this writing, March, 1990, more stringent policies were being considered related to the English Proficiency exam. Please consult the College of Humanities for current policy.

## Expanded Schedule

In 1974, Houston Baptist University established a formal offering of courses which would allow a student to complete requirements for a degree by attending on a part-time, evening basis.

This expansion was made to provide the Houston Baptist University community area with work-oriented service courses for degree completion, and with continuing education refresher courses. Beginning in 1984, courses are also offered by means of televised delivery. Smith College requirements are offered in the evening on an annual rotation basis.

In 1989 the University began offering courses in a weekend orientation.

## Majors and Minors

Since each baccalaureate graduate of Houston Baptist University will complete a major in each of two selected academic fields of interest, minors will not be recognized or indicated on student records. Not more than 36 semester hours in the same field may be counted as a part of an undergraduate degree program.

Upon occasion, a student who holds the undergraduate degree from Houston Baptist University may wish to complete courses to complete a third major. When this request is made of the Office of Records, the student must file a modified degree plan which details the requirements for the major which are in effect at that time. Upon completion of all requirements for the major, a note will be added to the appropriate section of the student's transcript which verifies completion of the major and the date.

## Naval Reserve Officers Training Corps

Although Houston Baptist University does not have a Naval ROTC Unit on campus, qualified men and women may participate in the program at Rice University. The cross-enrollment program is an arrangement between the student and the Naval Science Department at Rice University.

Tuition is charged for these courses at the current Houston Baptist University undergraduate tuition rate.

There are four NROTC Programs which lead to a commission in the regular or reserve components of the Navy or Marine Corps:

1. A four-year Scholarship Program leading to a commission in the regular Navy or Marine Corps. This program provides all tuition, books, school fees and uniforms plus \$100 per month.
2. A four-year College Program which leads to a commission in the Naval or Marine Corps Reserve. All books and uniforms required for naval science courses are provided.
3. A two-year Scholarship Program covering juniors & seniors.
4. A two-year Nuclear Propulsion Candidate Scholarship Program which may lead to nuclear power training after graduation.

Interested students should contact the Naval ROTC Unit, Rice University, Houston, Tx. 77001 (713-527-4825).

## Pre-Law Suggested Program

Students preparing to enter a law school should plan their programs with attention to educational breadth. The opportunity to choose two majors will enable the prospective law school student to prepare himself more broadly than might ordinarily be possible. Regardless of the choice of majors, an ability to use the English language is a requisite for a successful legal career. A broad acquaintance with history, an understanding of our social and governmental institutions, an appreciation of English literature and the classics, a knowledge of philosophy, economics and logic, together with a training in science and the scientific method, as well as basic speech courses and accounting, are all basic elements in a broad background for the law school. Suggested undergraduate majors include: accounting, economics, English, history, management, political science, psychology, sociology and speech. Students interested in a pre-law program are encouraged to establish a relationship with one of the members of the pre-law committee for special advising in this area. In the spring quarter of the junior year, students are advised to make preparations for the Law School Admissions Test and for compiling the information required by the Law School Data Assembly Service.

## Pre-Med Program

Beginning with the graduation of the first class in 1967, Houston Baptist University has enjoyed a high ratio of acceptances to all Texas medical and dental schools. The careful counseling of individual pre-med, pre-dental students by members of the pre-professional advisory committee, coupled with proper guidance for preparing students for the MCAT (Medical College Admission Test) and DAT (Dental Aptitude Test), has resulted in placing many students in professional schools. For detailed requirements, please see **Pre-Med Program** under "*Undergraduate Degree Requirements*."

## Pre-Theological School Program

A special pre-seminary major has been designed for students who plan to continue theological studies at seminary or other graduate schools.

## Residency Requirement—Undergraduate

The minimum undergraduate residence requirement for the baccalaureate degree is 32 semester hours including at least 12 semester hours of upper level courses in each major completed at Houston Baptist University with a grade of "C" or better in each course. The minimum undergraduate requirement for the associate degree is 15 semester hours. A student whose undergraduate degree programs include 60 semester hours in residence at this University may be allowed to earn 6 of his last 30 hours in another approved institution. A minimum of thirty-three (33) additional semester hours of undergraduate credit taken at Houston Baptist University must be earned in order for a second degree to be conferred upon a student. All requirements for the second degree must be met.

## Scholastic Standing

A cumulative record of the quality point standing of each student will be maintained, and those failing to achieve acceptable minimums will be placed on academic probation for one quarter and their enrollment terminated at the end of the quarter if satisfactory progress is not made. The quality point average on which this action is based is determined by dividing the number of grade points earned at Houston Baptist University by the number of semester hours attempted at Houston Baptist University, with repeated courses considered only once in the calculation. A student dropped from enrollment because of scholastic deficiencies may apply for readmission, to the Committee on Admissions, after the end of the suspension period.

An undergraduate must attain the following cumulative scholastic levels:

0-22 hours	1.60
23-44 hours	1.75
45-66 hours	1.90
67 hours and above	2.00

The grade point average on which scholastic standing is based is determined by dividing the number of grade points earned at Houston Baptist University by the number of semester hours attempted at Houston Baptist University, with repeated courses considered only once in the calculation.

A cumulative record of the quality point standing of each student will be maintained, and those failing to achieve acceptable minimums will be placed on academic probation for one quarter and their enrollment terminated at the end of the quarter if satisfactory progress is not made.

A student who does not have a 2.00 cumulative standing may not register as a senior nor be considered as a candidate for a degree.

A student must maintain the cumulative academic standing specified for his classification to be eligible to represent the University.

## Academic Warning

First-time freshmen students failing to attain the cumulative scholastic standing of 1.60 at the end of their first and/or second quarter(s) will be placed on "Academic Warning" for the ensuing quarter, and notification of this action will be sent to the student and his faculty advisor. This action will be recorded on the student's permanent transcript.

Transfer freshmen students failing to attain the minimum 1.60 during their first quarter will be placed on "Academic Warning" for the ensuing quarter.

## Academic Probation

A student other than a freshman who has failed to earn the cumulative scholastic levels designated above and who is ineligible for Academic Warning will be placed on academic probation and removed from the list of degree candidates until the appropriate cumulative standing is attained. A student on academic probation must earn a 2.00 standing in the current quarter to be eligible to continue in enrollment beyond that quarter. Removal from academic probation requires a 2.00 cumulative grade point average. Students on academic probation may not pre-register

Transfer students who are eligible to return to their prior institution but who fail to attain these standards may be considered by the University Admissions Committee. To be considered, the student must submit a personal statement, and two academic letters of recommendation prior to the last Monday of the quarter before the quarter for which the student seeks admission. Any student so admitted will be admitted on Academic Probation.

Students who are placed on academic probation will be notified of that action in writing and that action will be recorded on the student's permanent transcript.

### Academic Suspension

A student on academic probation who fails to attain a 2.0 standing in the current quarter will be suspended and may not apply for readmission until at least one full quarter has passed. A student who is suspended must reapply at least one month before the next quarter begins. When reapplying after suspension, the student must schedule an interview with the Director of Admissions. A student on first suspension will be readmitted at the Director's discretion. If admission is denied, the student may appeal in writing to the Admissions Committee. Two academic letters of recommendation must support the student's appeal.

A student who is suspended for a second time may not apply for readmission until at least two quarters have passed. A student on second suspension must reapply at least one month before the quarter for which admission is requested begins. When reapplying after second suspension, the student must submit an appeal in writing to the Admissions Committee. Two academic letters of recommendation must support the student's application.

A student who is suspended for a third time is not eligible for readmission.

A student who is admitted after a suspension must earn a 2.00 standing to continue. Such a student will be readmitted on academic probation and will maintain that status until a 2.00 cumulative standing is earned.

### The Undergraduate Grading System and Quality Points

To record the level of undergraduate student achievement and stimulate quality work, the University system of grading is expressed in letters and quality points as indicated below:

- A— for excellent work — 4 quality points per semester hour
- B— for above-average work — 3 quality points per semester hour
- C— for average work — 2 quality points per semester hour
- CR— for credit by examination. No hours attempted, no quality points
- D— for below-average work — 1 quality point per semester hour
- IS— for satisfactory progress, work incomplete because of circumstances of an unusual nature beyond the control of the student — 0 quality points and 0 semester hours — becomes "F" if not completed within one quarter.
- F— for unsatisfactory work — 0 quality points and hours completed, no credit
- IU— for unsatisfactory progress, work incomplete — 0 quality points — becomes "F" if not completed and satisfactory grade obtained within one quarter. An "IU" is calculated as is a grade of "F".
- NR— in extenuating circumstances, when the student who fails to complete the work of a course has failed to contact the instructor, the instructor may assign a grade of "NR". An "NR" will have the same effect on the student's GPA as a grade of "IS". It is distinguished from the grade "IS" by the fact that an "NR" automatically changes to "F" on the last day to register for the next academic quarter.
- P— for pass-fail courses — described on page 28.
- W— for withdrawal within first seven weeks of the quarter. Withdrawal after the seventh week cannot be approved and a grade of "F" is automatically recorded. Complete withdrawal from the University is described below.
- X— for courses audited — no hours attempted, no hours earned, no quality points

## Undergraduate Transfer Credit

A student otherwise eligible to transfer to Houston Baptist University from another collegiate level institution may expect to receive as liberal an acceptance of his previous academic work as is consistent with regulations which must be observed among colleges and universities, and with the maintenance of a high quality level on this campus. In general, an official transcript from an accredited college or university is accepted and recorded as received, and the courses completed used to the fullest extent possible to apply toward a degree.

A transcript from a non-accredited institution can be validated and used in the same way only after the student has demonstrated by at least a quarter of full-time residence study on this campus his ability to succeed in a program such as is offered here and in advanced courses in his selected fields of interest. Credit from a non-accredited institution may be accepted only upon approval of the Dean of Records prior to first matriculation at Houston Baptist University. An undergraduate transcript from a non-accredited institution can be validated and used only after the student has completed the first 8 semester hours at Houston Baptist University with a minimum grade point average of 2.00.

A transfer student must meet the same scholastic standings as other full-time students. (See p. 35). An undergraduate transfer student with fewer than 30 semester hours must submit a high school transcript and scores on SAT or ACT tests. No credit by correspondence or extension, and no course received in transfer with a grade of "D" will be accepted by the University.

Credit through examination is not awarded for foreign languages that are not taught at H.B.U. Transfer credit will, however, be awarded for course work in a foreign language not offered at H.B.U. but taken at an accredited college or university.

Students contemplating transient enrollment at any other institution must secure prior approval in writing from the University Registrar at Houston Baptist University in order for credits to be accepted in transfer. Only credit from regionally-accredited institutions will be considered for transfer. This work may not be taken at a two-year institution once the student has accumulated 64 semester hours of post-secondary credit. Failure to comply with this requirement may result in the denial of transfer credit.

All grades earned remain a part of a student's permanent record.

## Graduate Program Policies

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### Graduate Academic Load

A graduate student who is enrolled for six or more graduate semester hours during the quarter is considered to be a full-time student. Nine semester hours is considered to be the maximum load per quarter with eight hours to be the preferred average maximum. Graduate student enrolled in particular programs of study must meet the particular enrollment requirements of that specific degree program for each quarter of enrollment.

### Graduate Degree Application

Each student must pay a graduation fee and must file for graduation at least three quarters prior to the date graduation is expected. The Application for Graduation will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The student will also be asked to confirm the fact that he expects to be present and participate in the Commencement exercises.

### Graduate Degree Plan

Before a graduate student with 24 semester hours of credit can register, the student must have an approved degree plan on file with the University Records Department.

### Graduate Residency Requirement

No graduate degree may be earned with fewer than twenty-four hours of coursework at H.B.U. A minimum of twenty-seven (27) additional semester hours of graduate credit taken at Houston Baptist University must be earned in order for a second degree to be conferred upon a student. All requirements for the second degree must be met.

## Graduate Grading System and Quality Points

Each graduate student will receive grades at the end of each quarter of enrollment. The system of grading is as follows:

GRADE	QUALITY POINTS
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
IS	Incomplete Satisfactory (see p. 38)
F	0.00
IU	Incomplete Unsatisfactory (see p. 38)
NR	No report (see p. 38)
W	Withdrew

Candidates must achieve a 3.0 average in order to graduate. After each grading period, the University Registrar will review the current and cumulative grade average for each student. Those students whose performance does not meet graduation standards will be placed on academic probation or academic suspension.

A statement of good standing will be available upon request at the end of each grading period. At registration, each candidate shall indicate the address to which grades are to be sent. (See Graduate Scholastic Standing.)

## Graduate Scholastic Standing

Every graduate student enrolled in graduate programs is required to maintain a high level of performance and to comply fully with policies of the University. Students who are conditionally admitted to a degree program are automatically on probation. Failure to fulfill the conditions stipulated at the time of admission will result in suspension from the University. If a graduate student's cumulative quality point average falls below 3.0, the student will be placed on academic probation. A 3.0 average is the minimum requirement of the University for graduate students; individual academic programs may impose a higher quality point average for continuance in specific programs. Probationary status can be removed only when the cumulative Q.P.A. reaches the minimum of 3.0. Each student placed on academic probation must achieve a minimum 3.0 Q.P.A. during the student's current enrollment or he will be suspended and will not be allowed to apply for readmission until at least one full quarter has passed. Readmission is not guaranteed after a student has been suspended. A student readmitted to graduate study after a period of academic suspension and not attaining a 3.0 Q.P.A. for that period will be permanently suspended.

A student must maintain the cumulative academic standing specified for his classification to be eligible to represent the University.

## Graduate Transfer Credit

There is not automatic transfer of credit toward a master's degree, but, in certain programs, work completed in residence at another accredited institution may, on the recommendation of the Program Director of the College concerned, be accepted by the University Registrar as credit toward a graduate degree. No correspondence or extension credit will be accepted. In no case will more than 6 semester hours of credit be allowed in transfer from another college or university. See Note 9, p. 19.

## Time Limit on Length of Program

Required courses are scheduled for the convenience of the student. Using a combination of available offerings, a typical student will be able to earn the graduate degree within the span of twenty-four months or less. A student may have five years after first enrollment to complete all requirements for the graduate degree. However, specific degree programs may permit shorter periods of study.

# THE UNDERGRADUATE ACADEMIC PROGRAM

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The academic program of Houston Baptist University presents a highly coordinated sequential approach to a thoroughly sound undergraduate education. Interdisciplinary courses, taught by teams of faculty members, are designed to assure each graduate an opportunity to unite the wisdom of the ages in an attempt to solve in a creative way problems of the day. These are supplemented by an array of sound academic disciplines which afford areas of interest in which special competence may be attained. All instruction is presented in a framework that is consistent with the fullest meaning of the Christian commitment, and a required sequence of courses in Bible and Christianity guarantees that all graduates attain an acceptable level of Christian literacy.

The freshman year is devoted chiefly to courses required in programs leading to the Bachelor of Business Administration, the Bachelor of Arts, the Bachelor of Science, or the Bachelor of Music degree. A thorough survey of both the Old and New Testaments is required for each student at this level. There are six semester hours dealing with language and literature. Biology, chemistry, and physics, or a foreign language and math are required. Ample time is available for each student to begin work in academic fields of individual interest leading toward the two majors which must be a part of each degree program. The Smith College requirements of KINE 2100 and 2111 should be completed in the freshman and/or sophomore year.

Interdisciplinary courses are offered in two sequences, **Culture and Human Experience** and **Great Issues of the 20th Century**. The sequence entitled **Culture and Human Experience** is directed by a team of faculty members and designed to bring each student face to face with man's imposing cultural accomplishments and to encourage an appreciation of them. A parallel and closely related course required for all sophomores is **World Literature**. **United States History** or **American Economic System** and **American and Texas Government** should be included. A broader list of individual interest fields is available for student selection. The interdisciplinary course **Great Issues of the 20th Century** has as its goal for each student the development of a familiarity with the steps man has taken and is now taking to master his total environment. Special attention is given to the major unsolved problems of the era and to the attempted and proposed solutions.

In the junior year, in order to acquaint the student with the important place Christianity occupies in our American way of life, a course dealing with Christian thought is required. Further development of the two majors required for graduation and a possible choice of free electives account for the remaining available time.

In the senior year, **Senior Seminars** claim a large block of the time and attention of each student. These seminars serve as capstone courses in individual interest areas, integrating this work with that done in previously completed courses. Individual responsibility and independent study are emphasized. Free electives are available for those who wish to take advantage of these opportunities.

## Undergraduate Degree Requirements

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An approved undergraduate degree plan must be on file with the Records Office before anyone with 64 or more semester hours can be cleared for registration. Each student is responsible for a knowledge of and adherence to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and fees. Once a student begins a degree program at Houston Baptist University, it is expected that he will complete his degree requirements at Houston Baptist University. The University reserves the right to refuse credits from other institutions toward completion of degree requirements at H.B.U. for the student who has already begun a degree program at H.B.U. Permission must be secured from the University Registrar in advance of matriculation and will be granted only in extreme circumstances. (See University Transfer Credit, p. 37).

Candidates for undergraduate degrees must complete the following requirements:

1. A minimum of 130 semester hours, including KINE 2100 and one(1) KINE 2111 course but not more than 4 semester hours in activity courses in human kinetics and not over 4 semester hours of other student activity courses, and not fewer than 48 semester hours of upper level courses.
2. The minimum undergraduate residence requirement is 32 semester hours including at least 12 semester hours of upper level courses in each major completed at Houston Baptist University with a grade of "C" or better in each course. A student whose undergraduate degree program includes 60 semester hours in residence at this University may be allowed to earn 6 of his last 30 hours in another approved institution. (No credit by correspondence or extension, and no course received in transfer with a grade of "D" will be counted toward a degree. Students may not be enrolled concurrently at another college or university while enrolled as a full-time student at Houston Baptist University.)
3. Regular attendance at all convocations is required and is a convocation attendance requirement for undergraduate graduation. Evening students may petition to waive convocation requirements. A grade of "F" in Convocation will adversely affect the student's graduation.
4. All undergraduate students must take the English Proficiency Examination during the next quarter of registration following completion of 12 required semester hours of English. All undergraduate students must pass the English Proficiency Examination before a degree can be granted. (See p. 35).
5. A minimum cumulative scholastic standing of 2.00 ("C" average) must be attained, and no grade of less than "C" in courses required within each major.
6. Two academic majors: 48 semester hours (24 hours each) and not over 36 semester hours in either field may be counted toward a degree. Each major must include a minimum of 12 semester hours above the sophomore level. Senior Seminars (8 semester hours) are included in these totals.
7. Senior Seminars are required in each major field. To be eligible to register for a senior seminar, a student must have completed a total of 80 semester hours, 15 of which must be in the field to be studied, and have a 2.00 cumulative quality point standing.
8. At the date of this publication, March 1990, undergraduate majors may be selected from accounting, art, bilingual specialization, biology, chemistry, generic special education, Christianity, computer information systems, early childhood specialization, economics, elementary specialization, English, finance, French, history, human kinetics, management, marketing, mass media, mathematics, medical technology, music, nuclear medicine technology, nursing, physics, political science, psychology, recreation, sociology, social work, Spanish, and speech.
9. In order to register as a junior and become a candidate for a degree, a student must have on file with the Records Office an approved degree plan showing the exact program to be followed. A student must file a graduation application at least three quarters before anticipated date of graduation. This may be done at any time during the sophomore year and may not be changed after registration for the second quarter of the senior year is closed. See section on **Degree Plans**, p. 35.
10. Each undergraduate must complete 6 semester hours of Interdisciplinary Courses from 3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314.
11. History 2313, 2323 are required for teacher certification. Students in other programs may substitute the combination of ECON 1301 and POLS 2313 for this graduation requirement.
12. Economics 1301 and Political Science 2313 are required for each student who has not completed History 2313, 2323.
13. Please check other more complete degree requirements as listed in **Degree Requirements** including notes 1 through 16 on pages 41-43.
14. The recommended full-time student load is 8-12 semester hours each quarter.
15. These 6 semester hours must include either 3 semester hours in **The American Economic System**, ECON 1301 and 3 semester hours in **American and Texas Government**, POLS 2313 or 6 semester hours in **The United States (Our American Heritage)**, HIST 2313, 2323.

16. The science requirement for the Baccalaureate degree for science majors may be met by the following laboratory courses:

BIOL 2434 Botany

BIOL 2444 Zoology

CHEM 2413 Chemical Concepts

CHEM 2414 Chemical Principles

PHYS 2413 Principles of Physics I

PHYS 2423 Principles of Physics II

The science requirement for the Baccalaureate degree for non-science majors may be met additionally by the following laboratory courses:

BIOL 1404 Introductory Biology

BIOL 1414 Introductory Microbiology

BIOL 2413 Human Anatomy

BIOL 2423 Human Physiology

CHEM 1404 Introductory Chemistry

Specific courses may be required for specific majors or degree programs. Refer to those sections of the current Bulletin of Information.



# BACHELOR OF ARTS

	Sem. Hrs.
Christianity 1313, 1323, and 2333 .....	9
English 1313, 1323, 2313, 2323 .....	12
Interdisciplinary Course 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 (See note 10, p. 40) .....	6
Foreign Language .....	6
Mathematics 1313 or higher level mathematics course .....	3
Computer Information Systems 1321 or higher level CISM course .....	3
Speech 1313 .....	3
Human Kinetics 2100, 2111 .....	2
Social and Behavioral Sciences (See note 11, p. 40) .....	6
Two majors (See notes 6, 7 and 8, p. 40) .....	48
Program requirements and electives .....	<u>32</u>
	130

## BACHELOR OF ARTS RECOMMENDED DEGREE PROGRAM

### Freshman

English 1313, 1323 .....	6
Christianity 1313, 1323 .....	6
Mathematics 1313 .....	3
Computer Information Systems 1321 .....	3
Speech 1313 .....	3
Foreign Language, — French, German, Greek, Spanish (six hours in same language) .....	6
Student selected and Faculty Advisor approved courses from the following list (See note 1, p. 42) .....	<u>8</u>
	35

Accounting	French	Music
Art	German	Philosophy
Christianity	Greek	Political Science
Computer Information Systems	History	Psychology
Economics	Human Kinetics	Sociology
English	Management	Social Work
Finance	Marketing	Spanish
	Mass Media	Speech
	Mathematics	

### Sophomore

English 2313, 2323 .....	6
Christianity 2333 .....	3
Interdisciplinary Courses 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 (See note 10, p. 42) .....	6
History 2313, 2323 (See note 11, p. 42) .....	6
Human Kinetics 2100, 2111 .....	2
Student selected and Faculty Advisor approved courses from above list and the following fields (See note 9, p. 42) .....	<u>12</u>
	35

Biology	Physics
Chemistry	

	Sem. Hrs.
Junior	
Economics 1301 and Political Science 2313 (See note 12, p. 42) . . . . .	6
Student selected and Faculty Advisor approved courses from above lists plus the following fields. . . . .	<u>24</u>
	30
Bilingual Specialization	
Early Childhood Specialization	
Elementary Specialization	
Generic Special Education	
Medical Technology	
Professional Education	
Senior	
Senior Seminar 429__, 429__, __ Selected Major . . . . .	4
Senior Seminar 429__, 429__, __ Selected Major . . . . .	4
Student selected and Faculty Advisor approved courses . . . . .	<u>22</u>
	30

## BACHELOR OF BUSINESS ADMINISTRATION

	Sem. Hrs.
Christianity 1313, 1323 and 2333 . . . . .	9
English 1313, 1323, 2313 and 2323 . . . . .	12
Foreign Language and Mathematics 1314 . . . . .	9
Interdisciplinary Courses (See note 10, p. 42) . . . . .	6
Science . . . . .	8
Speech 1313. . . . .	3
Computer Information Systems 1321 or higher level CISM course . . . . .	3
Human Kinetics 2100 and 2111 . . . . .	2
Social Sciences (See note 11, p. 42) . . . . .	6
B.B.A. Business Core	
Accounting 2301, 2303 . . . . .	6
Business Administration 2310. . . . .	3
Business Administration 2320. . . . .	3
Economics 2301, 2302 (ECON 2301 substitutes for. . . . .	3
ECON 1301 for students earning the B.B.A.)	
Business Administration 3320. . . . .	3
Business Administration 3340. . . . .	3
Finance 3307 . . . . .	3
Management 3302. . . . .	3
Marketing 3301 . . . . .	3
Business Administration 4250. . . . .	2
Major in business beyond the business core . . . . .	16 to 25
Second major in business (See note 6, 7 and 8, p. 42) . . . . .	16 to 25
Electives as required to complete 130 sem. hrs. . . . .	<u>8 to 0</u>
	130 to 140
Freshman	
Christianity 1313, 1323 . . . . .	6
English 1313, 1323. . . . .	6
Foreign Language. . . . .	6
Science . . . . .	8
Speech 1313. . . . .	3
Computer Information Systems 1321 . . . . .	3
Human Kinetics 2100 and 2111 . . . . .	<u>2</u>
	34

## Sophomore

Christianity 2333 . . . . .	3
English 2313, 2323 . . . . .	6
Mathematics 1314 . . . . .	3
Degree Core:	
Accounting 2301, 2303 . . . . .	6
Economics 2301, 2302 . . . . .	6
Business Administration 2310 . . . . .	3
Social Sciences (ECON 2301 satisfies ECON 1301) . . . . .	3
Business Administration 2320 . . . . .	3
Marketing 3301 . . . . .	3
	<u>36</u>

## Junior

Interdisciplinary Courses . . . . .	6
Finance 3307 . . . . .	3
Management 3302 . . . . .	3
Business Administration 3320 . . . . .	3
Business Administration 3340 . . . . .	3
First Major Courses . . . . .	9
Second Major Courses . . . . .	9
	<u>36</u>

## Senior

Business Administration 4250 . . . . .	2
First Major—Business courses to complete major requirements including senior seminars . . . . .	7 to 16
Second Major Courses . . . . .	7 to 16
Free electives . . . . .	8 to 0
	<u>24 to 34</u>

## BACHELOR OF MUSIC

Minimum academic program requirements for undergraduates pursuing the Bachelor of Music degree are:

Christianity 1313, 1323, and 2333 . . . . .	9
English 1313, 1323, 2313, 2323 . . . . .	12
Foreign Language (six hours in same language) . . . . .	6
Math 1313 or higher level mathematics course . . . . .	3
Computer Information Systems 1321 or higher level CISM course . . . . .	3
Human Kinetics 2100, 2111 . . . . .	2
Social and Behavioral Sciences (See Notes 11-12, p. 42) . . . . .	6
Majors and Program Requirements . . . . .	<u>95-97</u>
	136-138

# BACHELOR OF MUSIC RECOMMENDED DEGREE PROGRAM

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## Freshman

Music Theory 1212, 1222, 1232 . . . . .	6
Music Theory 1332 . . . . .	3*
Applied Major (Private lessons) . . . . .	3 to 6
Applied Secondary (Piano for non-keyboard majors) . . . . .	3
Cognate courses and specialized program requirements (See College of Fine Arts section of this <b>Bulletin</b> ) . . . . .	3 to 6
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b> . . . . .	12 to 15
Christianity 1313, 1323, Math 1313, English 1313, 1323	<hr/>
	36

## Sophomore

Music Theory 2212, 2222, 2232 . . . . .	6
Music Theory 2332 . . . . .	3*
Music Literature 2212, 2222, 2232 . . . . .	6*
Applied Major . . . . .	3 to 6
Applied Secondary (Piano for non-keyboard majors) . . . . .	1**
Cognate Courses and specialized program requirements (See College of Fine Arts section of this <b>Bulletin</b> ) . . . . .	4 to 13
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b> . . . . .	10 to 13
English 2313	Human Kinetics 2100
Foreign Language (Spanish, French or German) 1313, 1323	
Computer Information Systems 1321	<hr/>
	39

## Junior

	Sem. Hrs.
Music Theory 3312 . . . . .	3
Music History 3212, 3222, 3232 . . . . .	6
Conducting 3172, 3272 or 3173, 3273 . . . . .	3***
Applied Major . . . . .	3 to 9
Cognate Courses and specialized program requirements (See College of Fine Arts section of <b>Bulletin</b> ) . . . . .	9 to 10
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b> . . . . .	9
English 2323	
History 2313, 2323 OR Economics 1301 and Political Science 2313	<hr/>
	39

## Senior

Senior Seminars 4292, 4293 . . . . .	4
Applied Major . . . . .	9*
Cognate Courses and specialized program requirements (See College of Fine Arts section of <b>Bulletin</b> ) . . . . .	10
Ensemble (Vocal or Instrumental) . . . . .	3
<b>Recommended Academic Program Requirements</b> . . . . .	4 to 10
Christianity 1323	Christianity 2333
Computer Information System 1321	Human Kinetics 2111
	<hr/>
	36

\* Except Teacher Certification

\*\* Three to six hours required for Theory/Composition Major.

\*\*\* Five hours required for Church Music Major.

## BACHELOR OF SCIENCE

	Sem. Hrs.
Christianity 1313, 1323, and 2333 .....	9
English 1313, 1323, 2313, 2323 .....	12
Interdisciplinary Course 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 .....	6
Science (See note 16, p. 43) .....	8
Computer Information Systems 1321 or higher level CISM course .....	3
Human Kinetics 2100, 2111 .....	2
Social and Behavioral Sciences (See note 12, p. 42) .....	6
Speech 1313 .....	3
Two majors (See notes 6, 7 and 8, p. 42) .....	48
Program requirements and electives .....	<u>33</u>
	130

## BACHELOR OF SCIENCE RECOMMENDED DEGREE PROGRAM

### Freshman

English 1313, 1323 .....	6
Christianity 1313, 1323 .....	6
Science (See note 16, p. 43) .....	8
Computer Information Systems 1321 .....	3
Speech 1313 .....	3
Student selected and Faculty Advisor approved courses from the following list (See note 9, p. 42) .....	<u>9</u>
	35

Accounting	Generic Special Education	Music
Art	German	Philosophy
Christianity	Greek	Political Science
Computer Information Systems	Human Kinetics	Psychology
Economics	History	Sociology
English	Management	Social Work
Finance	Marketing	Spanish
French	Mass Media	Speech
	Mathematics	

### Sophomore

English 2313, 2323 .....	6
Christianity 2333 .....	3
Interdisciplinary Courses 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 (See note 10, p. 42) .....	6
History 2313, 2323 (See note 11, p. 42) .....	6
Human Kinetics 2100, 2111 .....	2
Student selected and Faculty Advisor approved courses from the above list plus the following fields (See note 9, p. 42) .....	<u>12</u>
	35

Biology	Nuclear Medicine Technology
Chemistry	Physics
Medical Technology	

Junior	Sem. Hrs.
Economics 1301 and Political Science 2313 (see note 12, p. 42) . . . . .	6
Student selected and Faculty Advisor approved courses from above lists plus the following fields. . . . .	<u>24</u>
	30
Bilingual Specialization	
Early Childhood Specialization	
Elementary Specialization	
Generic Special Education	
Guidance Associate	
<b>Senior</b>	
Senior Seminar 429___, 429___, ___ Selected Major . . . . .	4
Senior Seminar 429___, 429___, ___ Selected Major . . . . .	4
Student Selected and Faculty Advisor approved courses . . . . .	<u>22</u>
	30

## ASSOCIATE DEGREE IN NURSING (ADN) R.N.

### RECOMMENDED DEGREE PROGRAM

#### First Year\*

ADN 1414, Fundamentals of Nursing . . . . .	4
ADN 1525, Med-Surg Nursing I . . . . .	5
ENGL 1323, Composition and Literature . . . . .	3
ADN 1535, Med-Surg Nursing II . . . . .	5
PSYC 1313, General Psychology . . . . .	3
ADN 1545, Med-Surg Nursing III . . . . .	5
PSYC 3313, Human Growth and Development . . . . .	3

#### Second Year

ADN 2515, Mental Health Nursing . . . . .	5
ADN 2525, Parent-Newborn Nursing . . . . .	5
CISM 1321, Intro. to Computer Systems . . . . .	3
SOCI 1313, Principles of Sociology . . . . .	3
ADN 2535, Parent-Child Nursing . . . . .	5
CHRI 1313 or 1323, New or Old Testament . . . . .	3
ADN 2545, Adv. Clinical Nursing . . . . .	<u>5</u>
	57

#### \*Prerequisite:

Biol 2413, 2423, Human Anatomy, Human Physiology . . . . .	8
Biol 1414, introductory Microbiology . . . . .	4
ENGL 1313 Composition and Literature . . . . .	<u>3</u>
	15

# BACHELOR OF SCIENCE IN NURSING

	Sem.Hrs.
<b>Freshman</b>	
English *1313, *1323, *2313 .....	9
Chemistry 1404 .....	4
Sociology *1313 .....	3
Psychology *1313 .....	3
Biology *2413, *2423, *2433 .....	12
Interdisciplinary Course *(select 1)	
3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314 .....	3
	34
<b>Sophomore</b>	
English 2323 .....	3
Biology *3414 .....	4**
Psychology *3313 .....	3
Human Kinetics 2111 .....	1
History 2313, 2323 OR	
Economics 1301 AND Political Science 2313 .....	6
NURS 2313 .....	3
Nursing 2616 .....	6
Nursing 3525 .....	5
CISM 1321 .....	3
	34
<b>Junior</b>	
Nursing 3535 .....	5
Nursing 3545 .....	5
Nursing 3555 .....	5
NURS 4373 .....	3
Christianity 1313, 1323, 2333 .....	9
Human Kinetics .....	1
INDC (Select 1, not same as freshman course)	
3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314 .....	3
	31
<b>Senior</b>	
Nursing 4525 .....	5
Nursing 4535 .....	5
Nursing 4545 .....	5
Nursing 4313 .....	3
Nursing 4292, 4293 .....	4
Electives .....	6
SOCI 3303 .....	3
	31

\*Prerequisite for nursing

\*\*A transfer student who enters the program with only 3 semester hours of credit in this subject will be evaluated on an individual basis but must have 130 semester hours credit as a minimal requirement for graduation.

\*\*\*Please note: Eight terms are required to complete the nursing courses. Entry into nursing is twice per year in the fall and spring terms with a minimum of 41 semester hours in prerequisite courses.

## PRE-DENTAL/PRE-MEDICAL PROGRAM

The Pre-Dental/Pre-Medical Program is designed to prepare students for entry into medical and dental schools. H.B.U. students have enjoyed a high rate of acceptance into medical and dental schools since the founding of the school, and have received many honors for their academic and clinical achievements.

A candidate for medical or dental school will be expected to complete the following courses and requirements before an evaluation letter to a medical or dental school will be sent. If the requirements are not met, the situation must be referred to the Medical Professions Advisory Committee. The Committee will evaluate all cases referred to it and make comments to be included in the letter of evaluation.

1. Chemistry 2413, 2414, 3313-3333, 3121, 4262  
BIOL 2444, 2353 plus 7 additional hours, which must include 1 hour of lab. These 7 hours must be acceptable for completion of a Biology major.  
Physics 2413, 2423  
Math 2434
2. The student must complete 3 full-time quarters (24 credit hours) of residency at Houston Baptist University.
  - a) Only courses acceptable for a H.B.U. Science degree will be credited toward the residency requirement for recommendation.
  - b) If a student takes a course at H.B.U. for which he has previously received an A or B at another institution, this course will not be credited toward the residency requirement for recommendation.
3. The quality point average must be at least competitive.
4. Provided that all required coursework has been completed, students who have obtained an HBU baccalaureate degree may receive a recommendation without fulfilling the QPA requirement.

The above requirements constitute the minimum, and students should be aware that a minimum program leads to poor chances of acceptance. Students should also be aware that the above courses are the standard courses in their departments, and, in particular, special "pre-med" courses in chemistry, mathematics, or physics will not be accepted in lieu of the above requirements.

## NUTRITION AND DIETETICS PROGRAM

Students who plan to enter the field of nutrition and dietetics are eligible to seek admission to the University of Texas School of Allied Health Sciences program in Nutrition and Dietetics upon completion of 52 semester hours including the following prescribed courses. The admission requirements listed below are subject to change and should be confirmed by the University of Texas School of Allied Health Sciences.

	Sem. Hrs.
English 1313, 1323, 2313 . . . . .	9
History 2313, 2323 . . . . .	6
Political Science 1313, 2313 . . . . .	6
Chemistry 2413. . . . .	4
Chemistry 2414. . . . .	4
Chemistry 3313. . . . .	3
Biology 3414. . . . .	4
Biology 2423. . . . .	4
Mathematics 1313 or higher level mathematics course . . . . .	3
Psychology . . . . .	3
Economics . . . . .	3
Sociology . . . . .	3

52

## PRE-OPTOMETRY PROGRAM

Students who plan to enter the field of optometry are eligible to seek admission to the University of Houston College of Optometry upon completion of 90 semester hours including the following prescribed courses. Completion of Bachelor of Science degree is strongly recommended. The admission requirements listed below are subject to change and should be confirmed by the school to which the student plans to make application.

	Sem. Hrs.
Biology 2353, 2444, 3414, 3253, 3353 . . . . .	16
Chemistry 2413, 2414 . . . . .	8
Chemistry 3313-3333, 3121, 4373 . . . . .	10
Math 1434, 2434, 3314 . . . . .	12
Physics 2413, 2423 . . . . .	8
English 1313, 1323, 2313, 2323 and English Proficiency Exam . . . . .	12
Psychology 1313 . . . . .	<u>3</u>

## PRE-PHARMACY PROGRAM

Students, who plan to enter the field of pharmacy, are eligible to seek admission to the School of Pharmacy at the University of Houston upon completion of a minimum of 81 semester hours including certain prescribed courses. The admission requirements listed below are subject to change and should be confirmed by the school to which the student plans to make application.

English 1313, 1323, 2313, 2323 . . . . .	12
Biology 2444, 2434, 3414 . . . . .	12
Chemistry 2413, 2414 . . . . .	8
Chemistry 3313-3333, 3121, 4262 . . . . .	9
Mathematics 1434, 2434 . . . . .	8
Physics 2413, 2423 . . . . .	8
History 2313, 2323 . . . . .	6
Economics 1301 . . . . .	3
Political Science 1313, 2313 . . . . .	6
Speech 1313 . . . . .	3
Social/Behavioral Science elective . . . . .	3
Cultural/Sociology elective* . . . . .	6
Fine Arts/Humanities elective . . . . .	<u>3</u>

\*INDC courses will not satisfy this requirement

## PRE-PHYSICAL THERAPY PROGRAM

Students who plan to enter the field of physical therapy are eligible to seek admission to the School of Allied Health Sciences at the University of Texas Medical Branch in Galveston or Dallas upon completion of a minimum of 72 semester hours including certain prescribed courses. The admissions requirements listed below are subject to change and should be confirmed by the school to which the student plans to make application.

	Sem. Hrs.
English 1313, 1323 . . . . .	6
Chemistry 2413 . . . . .	4
Mathematics 1434, 2434, 3314 . . . . .	11
Chemistry 2414 plus 3 additional semester hours . . . . .	7
Speech 3313 . . . . .	3
Psychology 1313 (Plus PSYC 2363 depending on U.T. Branch) . . . . .	6
History 2313, 2323 . . . . .	6
Political Science 2313 (plus either 1323, 2333, or 3323 depending upon U.T. branch) . . . . .	6
Physics 2413, 2423 . . . . .	8
Biology 2444 plus 4 additional hours . . . . .	8
Biology 3353, 3253 . . . . .	5
Biology 3464 . . . . .	4
Sociology 1313 . . . . .	3
Biology 4281: Medical Technology . . . . .	2
	<u>79</u>

Physical Therapy programs are offered at the following schools: Southwest Texas State University, Texas Tech University Health Science Center, Texas Women's University, University of Texas Health Science Center at Dallas and San Antonio, University of Texas School of Allied Science at Galveston.

## PRE-PHYSICIAN'S ASSISTANT PROGRAM

Students who would like to become a physician's assistant are eligible to seek admission to the University of Texas Physician's Assistant Program upon completion of 61 semester hours including certain prescribed courses. The admissions requirements listed below are subject to change and should be confirmed by the school to which the student plans to make application.

Biology 2444 . . . . .	4
Chemistry 2413 . . . . .	4
English 1313, 1323, 2313 . . . . .	9
Mathematics 1313, 1323 . . . . .	6
Chemistry 2414, plus 4 hrs. . . . .	8
Biology 2413, plus 8 sem. hrs. . . . .	12
Speech 1313 . . . . .	3
History 2313, 2323 . . . . .	6
Political Science 1313, 2313 . . . . .	6
Social/Behavioral Science . . . . .	3
	<u>61</u>

# BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

In response to the growing need for more well trained personnel to serve in the allied medical professions, the Academic Affairs Committee of the faculty recommended and the University Board of Trustees approved, on September 25, 1970, the degree of Bachelor of Science in Medical Technology.

The requirements for admission to this program are the same as for candidates for other degrees. The program to be followed is determined in part by the Registry of Medical Technologists of the American Society of Clinical Pathologists, and meets the standards for certification established by that body. It also includes additional elements essential to meet the standards required for the granting of a degree by Houston Baptist University.

The program for the first three years, listed in detail below, must be completed with a minimum cumulative scholastic standing of 2.00 or above.

To become eligible for the Bachelor of Science Degree in Medical Technology at Houston Baptist University a student must:

1. Gain admission to and satisfactorily complete the prescribed campus program (106 semester hours) with a minimum of 32 semester hours in residence. No credit by correspondence or extension may be used and no course with a grade below "C" will be accepted in transfer. Convocation attendance requirements must be met.
2. Gain admission to and satisfactorily complete the clinical instruction program at an approved School of Medical Technology.
3. Make official application for the degree, Bachelor of Science in Medical Technology, with the Records office at Houston Baptist University and pay the appropriate graduation fee. This should be done three quarters prior to the expected date of graduation.
4. Arrange to attend and participate in the baccalaureate and commencement exercises following the satisfactory completion of the clinical instruction program. Commencement invitations and academic apparel are provided through the Houston Baptist University Bookstore upon request.

	Second Quarter	Third Quarter	Fourth Quarter
<b>Freshman</b>			
English 1313, 1323, 2313 . . . . .	3	3	3
Christianity 1313, 1323 . . . . .	3		3
Biology 2444 . . . . .	4		
Mathematics 1313 . . . . .		3	
Chemistry 2413 . . . . .		4	
Chemistry 2414 . . . . .			4
Computer Information Systems Management 1321 . . . . .		3	
Speech 1313 . . . . .			3
Psychology 1313 . . . . .	3		
	<hr/> 13	<hr/> 13	<hr/> 13
<b>Sophomore</b>			
English 2323 . . . . .	3		
Interdisciplinary Courses 3301, 3302, 3303, 3304, OR 3311, 3312, 3313, 3314 . . . . .	3		3
Chemistry 2423 . . . . .	4		
Christianity 2333 . . . . .		3	
Biology 2413-2423 . . . . .		4	4
Biology 2353 . . . . .	3		
Biology 3414 . . . . .		4	
Human Kinetics 2100, 2111 . . . . .		1	1
Sociology 1313 . . . . .			3
	<hr/> 13	<hr/> 12	<hr/> 11

Junior	Second Quarter	Third Quarter	Fourth Quarter
Mathematics 1434, 2434, 3314. ....	4	4	3
Biology 4364. ....	3		
Chemistry 3313-3333. ....	3	3	
Chemistry 3121. ....		1	
Chemistry 4262. ....			2
Political Science 2313 and Economics 1301 OR History 2313, 2323. ....		3	3
Science Electives. ....	3	2	
Chemistry 3443. ....			4
	13	13	12

## **BACHELOR OF SCIENCE IN NUCLEAR MEDICINE TECHNOLOGY**

The requirements for admission to this program are the same as for candidates for other degrees. The program to be followed is determined in part by the Council on Medical Education of the American Medical Association and meets the standards for certification. It also includes additional elements essential to meet the standards required for the granting of a degree by Houston Baptist University.

The program for the first three years, listed in detail below, must be completed with a minimum cumulative scholastic standing of 2.00 or above.

To become eligible for the Bachelor of Science Degree in Nuclear Medicine Technology at Houston Baptist University a student must:

1. Gain admission to and satisfactorily complete the prescribed campus program (109 semester hours) with a minimum of 32 semester hours in residence. No credit by correspondence or extension may be used and no course with a grade below "C" will be accepted in transfer. Convocation attendance requirements must be met.
2. Gain admission to and satisfactorily complete the clinical instruction program at an approved School of Nuclear Medicine Technology. Baylor College of Medicine offers the Houston area approved clinical program.
3. Make official application for the degree, Bachelor of Science in Nuclear Medicine Technology, with the Records office at Houston Baptist University and pay the appropriate graduation fee. This should be done three quarters prior to expected date of graduation.
4. Arrange to attend and participate in the baccalaureate and commencement exercises following the satisfactory completion of the clinical instruction program. Commencement invitations and academic apparel are provided through the Houston Baptist University Bookstore upon request.

## NUCLEAR MEDICINE TECHNOLOGY RECOMMENDED PROGRAM

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Freshman	Second Quarter	Third Quarter	Fourth Quarter
English 1313, 1323 .....	3	3	
Christianity 1313, 1323 .....	3		3
Biology 2444 .....	4		
Mathematics 1313, 1434, and 3314 .....	3	4	3
Chemistry 2413 .....		4	
Chemistry 2414 .....			4
Computer Information Systems Management 1321 .....			3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	13	11	13
 <b>Sophomore</b>			
English 2313, 2323 .....	3	3	
Interdisciplinary Courses 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 .....		3	3
Chemistry 2423 .....			4
Math 2434 .....	4		
Speech 1313 .....			3
Biology 2353 .....		3	
Physics 2413, 2423 .....	4	4	
Human Kinetics 2100 .....	1		
Political Science 2313 or History 2313 .....			3
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	12	13	13
 <b>Junior</b>			
Christianity 2333 .....			3
Biology 3414 .....	4		
Biology 2413, 2423 .....	4	4	
Biology 4364 .....		3	
Chemistry 3443 .....			4
Chemistry 3313, 3333, 3121 .....	3	4	
Science Elective .....			3
Economics 1301 or History 2323 .....			3
Human Kinetics 2111 .....		1	
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	11	12	13

**Additional Recommended Course:**

Chem. 4373 (Biochemistry)

# Graduate Degree Programs

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## THE MASTER OF ACCOUNTANCY

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The program of study leading to the Master of Accountancy requires thirty-six semester hours of coursework after prerequisite requirements have been met. The requirements are divided evenly between courses in the accountancy "core" and various specialization courses in accounting. The core is made up of courses which cover the several areas of theoretical knowledge which must be mastered by every graduate student in accountancy. The specialization courses cover topics which are primarily oriented toward application and which hold a high level of interest for both the practicing accountant and the master's student.

It is expected that the M.ACCT. student will complete the program in eighteen to twenty-four months if two courses are taken quarterly. The length of the program will be extended if prerequisite requirements must be met or if a lesser academic load is taken. Specific prerequisites are listed on page 19 of this Bulletin.

### Requirements for the Master of Accountancy Degree are:

1. Credit for 18 semester hours of accounting: ACCT 6320, 6333, 6337, 6342, 6345 and 6390.
2. Credit for 18 semester hours of M.ACCT. specialty courses offered as ACCT 6381, 6382, 6383, 6384, 6385, 6386, 6387 and 6388.
3. An overall quality point average of at least 3.0 on all courses attempted in the program.
4. Admission to candidacy. Application to candidacy must be filed after 24 semester hours of coursework have been completed. A score on the Graduate Management Admissions Test (GMAT) must accompany the application for candidacy. Degree requirements must be met within five years and, in every case, within two years of admission to candidacy.

## MASTER OF ARTS IN PSYCHOLOGY

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Houston Baptist University offers the Master of Arts degree in psychology with primary emphases upon foundation areas and upon counseling psychology. A student may earn the M.A. degree as a terminal degree and may seek state certification as a Psychological Associate or licensure as a Licensed Professional Counselor; the student may also elect to pursue doctoral training at another institution. The M.A. in Psychology offers advanced preparation in counseling, testing, and research methods.

Following this course of study, students will be eligible to apply to the Texas State Board of Examiners of Psychologists for certification as a Psychological Associate. Additional hours or coursework may enable the student to meet the requirements for application to the Texas State Board of Examiners of Professional Counselors for licensure as a Professional Counselor.

### Requirements for the M.A.P. degree are as follows:

1. PSYC 5151, 5152, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6333, 6390, 6391 and six (6) semester hours of graduate electives three (3) of which must be outside the psychology department.
2. Application for candidacy must be filed after 27 semester hours of coursework have been completed.
3. Credit for the minimum required 45 semester hours must be gained with a quality point average of 3.0 with no grade less than "C". Eighteen semester hours must be completed at the 6000 level.
4. Recommendation of department based upon satisfactory completion of comprehensive examination is required for the degree.
5. Satisfactory completion of practicum work as judged by ratings of site supervisor(s) and by faculty supervisor.

# THE EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

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The H.B.U. EMBA Program is designed to meet the specific educational needs of Houston's businesses and their employees. The program is directed toward the early or mid-career professional who has the potential of achieving a position of substantial managerial authority and responsibility. The careers of such personnel can be greatly enhanced by professional management education.

The H.B.U. EMBA Program is designed to improve the efficiency, productivity and decision making abilities of managerial personnel by developing those skills and talents unique to the outstanding manager. The EMBA candidate will achieve a thorough understanding of the basic business disciplines and functions of the modern corporation. Skills in problem formulation, analysis, solution and in administrative action will be developed. The candidate's breadth and depth of understanding of the managerial process will be enhanced as will be his ability to organize and manage the diverse resources of the modern firm.

The program of study leading to the EMBA is structured so that the candidate can satisfy both job related obligations and the requirements of the program. Two years of study are required to earn the EMBA Degree. Class sessions are held during twenty-eight weeks of each year of study and weeks of classes are distributed throughout the year to provide ample time for preparation between classes. Class sessions are held on Tuesday evening, Thursday evening and all day Saturday.

## The Academic Program

The program of study leading to the H.B.U. EMBA is designed to exceed those standards typically imposed as requirements for graduate professional education. The curriculum is a highly integrated set of courses structured to meet the needs of Houston's business community.

The program is designed for a stable group of students who will participate in study groups and projects whose content will often cross course boundaries. For this reason, no part-time study will be allowed. Candidates may enter the program at the beginning of the first year or at the beginning of the second year. Those who wish to enter the second year must have completed graduate coursework equivalent to the first year of the program as determined by the Admissions Committee.

The instructional philosophy is that a comprehension of basic principles and methods of analysis is necessary to achieve the highest professional standards. Thus, the first year of study emphasizes economic theory, quantitative methods, accounting, and the organizational and behavioral sciences. In the second year, emphasis is placed on the business functions, issues of policy and strategy, and the management of the entire enterprise.

The program consists of twenty-two courses, designed as a coordinated package. Forty-eight semester hours of coursework are required to complete the program. Presentation of subject material is intensive and assumes both a high level of motivation in the student and familiarity with the business environment. Previous business education is not assumed or required. All courses in the program must be completed by the candidate.

EMBA program credits are awarded as credit units. A credit unit equals 1.2 semester hours. Thus, the course MGMT 6200 carries 2.4 semester hours credit. Requirements for the Executive Master of Business Administration degree are listed on page 68.

## Computers in the EMBA Program

In the first year of the program, each student will be issued a computer for his exclusive use during the program. The machine, with appropriate software, will be employed to complete homework assignments, prepare papers and to illustrate both theoretical and applied principles as encountered in the various courses. In addition to its use as a part of the educational process, it is expected that the computer will enhance the student's personal and professional productivity.

## THE MASTER OF BUSINESS ADMINISTRATION: MBA 2000

The MBA 2000 is designed to provide a strong foundation in the basics of business administration. Attention is given to the principle areas: accounting, economics, finance, management, and marketing. The degree is designed for extensive study in at least one of these principle areas.

The MBA 2000 program is open to college graduates with degrees in any field. The completion of previous business courses is not required for admission. Academically qualified students from liberal arts, engineering, science, and other non-business graduates who have the aptitude and interest in business as a profession are encouraged to apply.

Although no specific academic program is required for admission, previous course work in mathematics and economics is helpful. Students who have not had college algebra are encouraged to take it before enrolling in the program.

The MBA 2000 consists of leveling courses, if necessary, a business core and a concentration in management. Undergraduate course work may be used to satisfy leveling course work if completed at a regionally accredited post-secondary institution: 6 semester hours of **Principles of Accounting** and 6 semester hours of **Principles of Economics** with a Q.P.A. of 2.5 or better. Three semester hours of **Computer Information Systems**, **Principles of Finance**, **Principles of Management**, **Principles of Marketing** and **Statistics** with a grade of "B" or better. Course work must have been taken within five years of program entry.

The College Level Examination Program (CLEP) may also be used to satisfy undergraduate course credit deficiencies. Students may also enter the program and satisfy these deficiencies by taking the leveling courses provided in the program for an alpha grade. These 5000 level courses do not carry graduate credit. However, a failure in a 5000 level course will negatively affect the student's Q.P.A. Prerequisite requirements must be satisfied prior to taking parallel courses in the core or major.

The MBA 2000 consists of leveling courses, if necessary, a business core and a concentration in management. It requires a minimum of 42 semester hours of course work as determined by the student's undergraduate program. Specific requirements for University and program admission are listed on page 59 of this **Bulletin**.

Requirements for the Master of Business Administration 2000 degree are:

1. **Leveling courses** (if required): ACCT 5301, CISM 5301, ECON 5301, FINA 5301, MGMT 5301 and 5302.
2. **Business Core:** CISM 6360, ECON 6320, FINA 6360, MGMT 6310, 6318, 6340, 6352, 6376 and MKTG 6310.
3. **Management Concentration:** MGMT 6341 and 6342, and nine semester hours from ACCT 6351, ECON 6304, MGMT 6309, 6311, 6343, 6356, 6362, 6363, 6364, 6368 and 6380.

## THE MASTER OF EDUCATION

Houston Baptist University offers the Master of Education degree in Educational Administration, Bilingual Education, Counselor Education, Educational Diagnostician, General Studies, Generic Special Education, and Reading Education. A student may earn both the M.Ed. degree and professional or provisional certification in Texas. A student may also qualify to take the state examination for Psychology Associate certification.

The Master of Education program at Houston Baptist University is designed to develop leaders in school administration and special services necessary to the successful operation of schools in Texas and to extend the classroom teaching skills of teachers. The program is also designed to provide counselors for churches, business, industry, and social agencies.

### **I. EDUCATIONAL ADMINISTRATION**

- A. To earn a degree in Educational Administration, a student must complete the following 36 semester hours: EDUC 5310, 6300; EDAD 6301, 6302, 6303, 6304, 6306, 6308, 6309, 6310, 6313, and 6391.

- B. To earn the Texas Professional Certificate in Mid-Management School Administration, the student must complete the 36 semester hours above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed two years of successful teaching, and must complete 9 additional semester hours; three semester hours from EDUC 6390 (for secondary certificate holders only); EDUC 6391 (for elementary or all-level certificate holders only); and six semester hours selected from approved graduate electives other than EDAD. Students must also successfully complete a comprehensive examination as required by the State Board of Education.

## II. BILINGUAL EDUCATION

- A. To gain admission to the degree program in Bilingual Education, the prospective student must, in addition to the general M.Ed. admission requirements, achieve the prerequisite scores on proficiency tests in English and in Spanish. On the MLA Cooperative Proficiency Test in Spanish (Level M), the prospective student must achieve a minimum overall score at the eightieth (80th) percentile. In addition, each student must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing) or must take the appropriate courses to remove language deficiency in each area where the score is less than the minimum standard.
- B. To earn a degree in Bilingual Education, a student must complete the following 36 semester hours: EPSY 5330, EDUC 5310, 6320, EDBI 5301, 5304, 5343, 6302, 6303, 6304, 6305 and six semester hours of approved graduate electives (three hours must be at the 6000 level), which may include EDUC 5387. A student who lacks Texas Teacher Certification must also successfully complete EDUC 4387/5387, Student Teaching in the Bilingual classroom; and normally an additional 3 semester hours of student teaching, and other courses specified on a deficiency plan prepared by the College of Education and Behavioral Sciences.
- C. Successful completion of this program, demonstration of proficiency at the teaching level in Spanish, and removal of any deficiencies needed for valid Texas teacher certification at the elementary level, will qualify the student for Texas teacher certification in Bilingual Education. Students must also pass the appropriate written comprehensive examination as required by the Board of Education of the State of Texas. Students who already possess the Provisional Certificate in Bilingual Education may, through presentation of appropriate undergraduate equivalent courses, substitute other graduate courses for required courses in the Bilingual M.Ed. program, upon approval of the Director of the Master of Education program.
- D. **Requirements for Teacher Certification Only**
1. A post-baccalaureate student who has never received teacher certification may earn Bilingual Education certification upon completion of the requirements as specified on the appropriate deficiency plan prepared by the College of Education and Behavioral Sciences and completion of requirements below.
  2. A person holding Texas teacher certification who can qualify as a special post-baccalaureate student may seek to earn either an endorsement in Bilingual Education or the Certificate in Bilingual Education.
  3. To gain admission to the Bilingual Endorsement or Provisional Certification programs, the prospective student must meet the same entrance requirements listed under IIA.
- E. **Program Requirements for the Endorsement in Bilingual Education.** The student must complete the following courses with no grade less than "C": EDBI 5301, 5304, 6302, 6303. The student also must demonstrate proficiency on a T.E.A.-approved test in Spanish. Before receiving the University's recommendation for Endorsement, the student must have a minimum of one year's experience teaching in a bilingual classroom that has been so designated by the Texas Education Agency.
- F. **Program Requirements for the Certificate in Bilingual Education.** The student must complete the following courses with no grade less than "C": EDUC 5310, EDBI 5301, 5304, 5343, 6302, 6303, 6304, and 6305. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish, and must successfully complete EDUC 5387 and 3 additional hours of student teaching. These student teaching requirements apply only to students who are not already certified teachers.

- G. **Program Requirements for the Endorsement for Teachers of English as a Second Language.** The student must complete the following courses with no grade less than "C": EDBI 5301, 5304, 5312, 5314. Those students who hold a valid Texas teacher's certificate may teach for one year in a T.E.A. approved ESL or Bilingual classroom in lieu of completing EDUC 4386.

### III. COUNSELOR EDUCATION

- A. To earn a degree in Counselor Education, the student must complete the following 36 semester hours with no grade less than "C": EDUC 5310, 6320, EPSY 5363, 6303, 6304, 6390, PSYC 5323, 5330, 6302, 6305, and six semester hours of approved graduate electives.
- B. The Texas certificate as School Counselor also requires that the student have a valid Texas teaching certificate and have completed 3 years of successful teaching. The student will be required to show satisfactory performance on a written comprehensive examination for School Counselors as required by the State Board of Education.
- C. Those students wishing to be certified as a Psychology Associate must complete all of the following requirements: complete the sequence of courses for the M.Ed. degree requirements in School Counseling; must earn six (6) additional semester hours in education psychology or psychology; must complete 100 additional hours of supervised experiences in the supervised practicum above the School Counselor requirement; and must achieve a satisfactory score on the State of Texas certification examination.

### IV. EDUCATIONAL DIAGNOSTICIAN

- A. To earn a degree as an Educational Diagnostician, the student must complete the following 36 semester hours with no grade less than "C": EDSP 5302, 5311, 5335, 6314, 6344, 6381, EPSY 6302, 6305, 6301, EDEC 5307, EDRE 6302, and EPSY 5330.
- B. Completion of the thirty-six semester hours for the M.Ed. degree does not automatically confer Professional certification as an Educational Diagnostician. To earn certification, the student must complete the 36 graduate hours, must earn the M.Ed. degree, have a valid Texas teaching certificate, have completed three years of successful teaching, and must complete six additional semester hours from the following with no grade less than "C": EDAD 6310, EDUC 5310, EPSY 6304, 6310, and EDRE 6304, before being recommended for certification.
- C. To be recommended for certification as an Educational Diagnostician, the student will be required to show satisfactory performance on a written comprehensive examination as required by the State Board of Education, after completion of the required program of study.

### V. GENERAL STUDIES

- A. To earn the M.Ed. degree in General Studies, a student must complete 36 semester hours with no grade less than "C". These hours must include the M.Ed. core: EDUC 5310, 6320, and EPSY 5330. The remaining 27 credits must be selected from at least two of the fields listed below, with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.
- B. Fields of study from which students may select are Educational Administration (EDAD), Bilingual Specialization (EDBI), English As A Second Language (ESL), Early Childhood Education (EDEC), Generic Special Education (EDSP), Educational Psychology (EPSY), Professional Education (EDUC), and Reading (EDRE).

### VI. GENERIC SPECIAL EDUCATION

The Texas State Board of Education Rules for Teacher Education, better known as the 1984 Standards, eliminated the Learning Disability endorsement and mandated the implementation of the Generic Special Education Certificate.

- A. The change in special education certificates has changed the needs of the Special Education program. The special education teacher now must be prepared to service virtually all handicapping conditions except the most severe handicaps.

- B. To earn a degree in Generic Special Education, a student must complete a minimum of 42 semester hours with no grade less than "C": EPSP 5330, EDUC 5310, 6320, 5324 or 6324, EDSP 5203, 5311, 5314, 5319, 5335, 6314, 6324, 6334, 6344, and 4 semester hours of approved graduate electives.
- C. The Texas certificate in generic special education requires that the student have a valid Texas elementary teaching certificate and have completed 2 years of successful teaching in addition to the requirements stated above. The student must also complete the appropriate comprehensive examinations as required by the State Board of Education.

The certificate in generic special education for a person who already has a master's degree and a Texas teacher certification in elementary education may be obtained by the completion of EDSP 5203, 5311, 5314, 5319, 5335, 6314, 6324, 6334, 6344, and EDUC 5324 or 6324.

## VII. READING EDUCATION

- A. To earn a degree in Reading Education, a student must complete the following 36 semester hours with no grade less than "C": EDUC 5310, 6320, EPSP 5330, EDRE 6301, 6302, 6304, 6305, 6306, and EDUC 5313, EDUC 6390 (for Secondary certificate holders) or EDUC 5314, 6391 (for Elementary or Teacher of Young Children certificate holders), plus six semester hours of approved graduate electives for elementary certificate holders. Secondary certificate holders must take EDRE 5310 and EDRE 5320 as the approved electives.
- B. The Texas certificate as Reading Specialist requires that the student have a valid Texas teaching certificate and have completed 3 years of successful teaching in addition to the requirements stated above. The student must also successfully complete the appropriate comprehensive examination as required by the State of Texas Board of Education.
- C. Certification as a Reading Specialist for a person who already holds a Master's degree and Provisional certification may be obtained by the successful completion of the following 24 semester hours: EDRE 6301, 6302, 6304, 6305, 6306, EDUC 5310, and six semester hours from EDUC 5313, 5314, 6390, or 6391.
- D. Students who are already certified at the Elementary level and who have completed courses in **Reading for the Pre-Adolescent and Teaching Reading Through Children's Literature** or their equivalents must select, with approval of the Program Director, six semester hours of graduate electives.

## THE MASTER OF LIBERAL ARTS

The program in liberal arts is a part-time inter-disciplinary master's degree designed for those whose formal professional education is complete, but who wish to continue intellectual enrichment in an academic environment. The MLA is an innovative approach to graduate study which recognizes the value of a broad interdisciplinary experience. The program is directed neither toward professional research nor toward the achievement of a doctorate; no thesis is required.

Students in the MLA program represent a variety of educational backgrounds and ages. The degree is of particular interest to those in areas such as education, business, law, medicine, and engineering who desire a high level inquiry into the liberal arts. Thirty-six semester hours of work are required for the MLA degree, of which six are selected from a core curriculum, MLA 6324 **The Art of Being Human** and MLA 6340-41 **Western Culture and Human Experience**. Classes meet once each week on various evenings and on Saturday. There are no requirements for continuous enrollment, and no entrance exam is required. A selection of courses from the various liberal arts is offered each quarter.

For specific program information, prospective students should contact the Master of Liberal Arts program director.

## **THE MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT**

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The program in Human Resources Management is designed to establish skills in handling human problems and in developing the human resources of the organization. Both theoretical and practical considerations are combined in the coursework to meet the needs of the established professional as well as the student seeking basic competence in the field.

The program is structured to provide development of basic business skills in the core program while the major courses establish competence in the management of human resources. The emphasis of the program is on developing those analytic and administrative skills necessary for the effective management of an organization's personnel / human resources department.

The instructional philosophy is that a comprehension of basic business principles and functions is necessary for attaining the highest professional standards. The core courses reflect this philosophy and the courses in the major develop and refine specific skills in Human Resources Management.

The program is offered to meet the needs of the working student. This schedule also allows the use of faculty available in the Houston business community for instructional purposes. The instructional emphasis is on the practical and applied rather than the theoretical and abstract.

The program of study leading to the Master of Science in Human Resources Management consists of thirty-six semester hours of study. It is expected that the degree requirements will be completed in two years by the typical student. The two-year program requires two courses per quarter over the six quarters in two academic years. A less intensive program of study may be undertaken by the student who wishes to spend more than two years in pursuit of the degree.

The program is composed of five core courses and seven courses in the major, chosen from among twelve major courses offered. Students entering the program are required to have taken a three semester hour course in each of the areas of accounting, economics and management prior to first matriculation. Three or more years of business experience may be substituted for management courses upon approval of the University Dean of Records. Program requirements for the degree are listed on page 67.

## **THE MASTER OF SCIENCE IN MANAGEMENT, COMPUTING AND SYSTEMS**

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The program in Management, Computing and Systems at Houston Baptist University is designed to enhance the skills, the effectiveness and the potential for advancement of the individual pursuing a career in Systems. The program includes courses in systems and computing for business applications as well as courses in management. The systems courses are designed to further develop the expertise and capabilities of the systems professional and will have an immediate and beneficial effect on productivity. The management courses serve a dual purpose. First, they provide an understanding of the organization function so that systems development and application will be more effective and responsive to business needs. Second, they prepare the professional to assume increased managerial responsibility both in the systems function and in the entire organization.

The program of study leading to the Master of Science in Management, Computing and Systems consists of fourteen courses involving forty-two semester hours of academic work. The program is designed to be completed in seven consecutive quarters over a twenty month period. The program is structured as an integrated package with courses designed to complement one another. For this reason, no part-time study will be allowed. Students will be admitted to take two three-hour courses each quarter for seven consecutive quarters. The summer quarter will utilize a special schedule so that ample time for vacation will be available.

While the M.C.S. program is designed to be completed in twenty months, students who must leave the program for personal or academic reasons may reenter the program after a period of absence. Specific prior approval is required for reentry and all degree requirements must be complete within four years of first matriculation.

# SMITH COLLEGE OF GENERAL STUDIES

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Smith College of General Studies is the foundation unit in the organization of the undergraduate instructional program of Houston Baptist University. Each student admitted, regardless of past academic experiences, is first assigned to this unit for evaluation and guidance. Through personal, vocational and educational counseling an attempt is made to assure right choices on the part of the student as he relates to continuing advancement toward an enriched personal life as well as to a productive and contributing vocation.

When a student has completed the forty-nine or fifty semester hours required by the University as a part of all undergraduate degree programs (see **Degree Requirements**) and demonstrated an acceptable level of academic performance, he is then assigned to the other Colleges for direction and supervision. In many cases a student in the Smith College of General Studies will be registered for courses in his field of interest in the other Colleges. However, he will not be reassigned for direction and supervision until the basic University requirements for an undergraduate degree have been completed. For the regular full-time undergraduate student registered in consecutive terms this transfer will normally take place at or near the end of the sophomore year.

A student may be recommended for an appropriate degree only by the Colleges in which he takes the upper level courses needed to complete his chosen majors.

## **BASIC COURSES**

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### **BASC 1121 Study Skills**

This course is designed to give a logical structure to the skills of reading for retention, and of listening for comprehension. A self-checking note-taking technique, test preparation skills, and test-taking techniques are taught. Time structuring and self-evaluative methods are included. BASC 1121 does NOT meet the Smith College requirement for INDC credit and may NOT be counted for elective credit toward the undergraduate degree.

### **BASC 1181 Test Taking Strategies**

Designed to assist the college student who has difficulty taking examinations, this course emphasizes study techniques and preparation for a wide variety of teacher-constructed tests, techniques for improving test scores on various aspects of standardized tests, and the mastery of good, general test-taking strategies applicable to all styles of tests. BASC 1181 does NOT meet the Smith College requirement for INDC credit and may NOT be counted for elective credit toward the undergraduate degree.

## **INTERDISCIPLINARY COURSES**

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### **INDC 3301, 3302, 3303, 3304 Culture and Human Experience**

An integrated course in the fine arts, humanities, and social sciences designed to acquaint each student with man's cultural accomplishments and to encourage an appreciation of them.

### **INDC 3311, 3312, 3313, 3314 Great Issues of the 20th Century**

A consideration of the steps man has taken and is now taking to master his total environment. Special attention is given to the major unsolved problems of the era and to the attempted and proposed solutions.

## **SENIOR SEMINARS**

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### **Senior Seminar 4292, 4293, 4294, 4295, 4296, 4297, 4298, 4299**

The purpose of the Senior Seminar is the development of individual initiative and responsibility in addition to skills in critical thinking and independent study. The seminar is designed to equip the student with the basic tools of research and with a knowledge of significant literature in the field of study. The preparation of a presentational paper is required as demonstration of analytical and interpretative ability.

# COLLEGE OF BUSINESS AND ECONOMICS

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## Undergraduate Programs

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The College of Business and Economics offers three undergraduate degree options, the Bachelor of Business Administration (BBA), the Bachelor of Arts (BA) and the Bachelor of Science (BS). If the student chooses both majors within the College of Business and Economics, the degree must be a Bachelor of Business Administration. In addition to the Smith College requirements, this degree requires both a laboratory science and a foreign language, the College of Business curriculum core, and specified courses for each of the six business and economics majors. These majors include accounting, computer information systems, finance, economics, management, and marketing.

The BA and BS student may choose from two options. The first option requires the business core and one major in the College of Business and Economics to be selected from those available under the BBA. The second major must be selected from outside the College of Business and Economics. The second option does not require the business core, but only two majors are available from the College of Business and Economics, (1) Business Studies and (2) Economics. Specific major requirements are outlined under each degree option.

## BACHELOR OF ARTS/BACHELOR OF SCIENCE

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These degrees are available only to the student who chooses a single major in the College of Business and Economics and a second major outside the College of Business and Economics. The College of Business and Economics offers two options under the BA/BS degree.

The first option requires the business core and one major in the College of Business and Economics to be selected from those available under the BBA. The second option does not require the business core, but only two majors are available from the College of Business and Economics, (1) Business Studies and (2) Economics. Specific major requirements are outlined under each degree option. In each case, the second major must be selected from outside the College of Business and Economics.

Before enrolling for upper level business courses, each student must satisfactorily complete the Mathematics Proficiency Exam and the English Proficiency Exam.

### BUSINESS STUDIES

The Business Studies major is designed for the student who has an avocational interest in business but does not plan a business profession. Business Studies provides a broad awareness of the functions of the field of business and allows, through electives, additional exploration in one of the business content areas. The Business Studies major requires 36 hours in business. Additional courses beyond the 36 hours to meet the 130-hour requirement for graduation must be taken outside the College of Business and Economics.

This major requires the following courses: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320, 3320; FINA 3307; MKTG 3301; BUSA 4292, 4293, and 5 hours of electives from ACCT, CISM, ECON, FINA, MGMT, or MKTG.

## **ECONOMICS—B.A./B.S.**

For the student whose second major is not in the College of Business and Economics, an economics major is available. This B.A./B.S. economics major requires ECON 2301, 2302, 3303, 3304, 3310, 4292, 4293; ACCT 2301, 2303; BUSA 2310, 3320; FINA 3307; and five hours of upper level ECON courses. Students electing this option may use ECON 2301 and POLS 2313 to meet the social studies requirement of Smith College. Additional courses beyond the 36 hours to meet the 130-hour requirement for graduation must be taken outside the College of Business and Economics.

## **BACHELOR OF BUSINESS ADMINISTRATION**

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Undergraduate majors with the BBA degree are offered in six academic areas. These majors are accounting, computer information system, economics, finance, management and marketing. These majors prepare the degree candidates for continued study toward graduate degrees and for careers as professionals and as entrepreneurs who are capable of exercising authority and assuming responsibilities consistent with the highest standards of management practice.

The Bachelor of Business Administration (BBA) degree is available only to students who choose both majors within the College of Business and Economics. All BBA students must have at least 8 semester hours of laboratory science, 6 semester hours of a foreign language, and 3 semester hours of finite math (MATH 1314). In addition, the BBA student must complete the business core.

### **BUSINESS CORE—B.B.A.**

The business core consists of courses describing that body of knowledge necessary to the practice of all business majors: ACCT 2301, 2303, Principles of Accounting; ECON 2301, 2302, Principles of Macroeconomics and Microeconomics; BUSA 2310, Introduction to Business Statistics; BUSA 2320, Legal Environment of Business; FINA 3307, Corporate Finance; MKTG 3301, Principles of Marketing; MGMT 3302, Principles of Management; BUSA 3320, Business Ethics; BUSA 3340, Business Communications; and BUSA 4250, Business Strategy and Policy. Before enrolling for upper level business courses, each student must satisfactorily complete the following:

1. All 2000 level business core courses including ACCT 2301, 2302, ECON 2301, 2302, and BUSA 2310, 2320.
2. The Mathematics Proficiency Examination.
3. The English Proficiency Examination.

The requirements for each B.B.A. major, in addition to the business core, consist of a set of courses which must be taken plus additional courses to be selected to complete the requirements for the major. The specific courses which constitute a major will be determined with an advisor from the College of Business and Economics. Any deviation from the program requirements for various majors may be made only with the approval of the Vice-President for Academic Affairs, and then only upon the merit of a petition individually submitted. Although a single course may appear in the list of those available for several majors, no single course may be employed to satisfy the requirements for more than one major.

### **ACCOUNTING—B.B.A.**

The undergraduate major in accounting is designed to prepare students for careers in public accounting, industry, or government as professional accountants. Emphasis is placed upon the interpretation and analysis of data and its implication for effective managerial and investment planning and decision making.

In addition to the business core courses, the undergraduate accounting major requires: ACCT 3311; 3312; 3313; 3303; 3304; 4302; four hours from 4292, 4293, 4294, 4295, 4296, or 4297; and at least three additional hours of upper level accounting courses.

## **COMPUTER INFORMATION SYSTEMS—B.B.A.**

The undergraduate major in computer information systems is designed to prepare the student for a career in systems analysis and design, program design, system development, testing and maintenance. Inherent in this preparation is the ability to program in depth in at least one high level language and the analysis and design of systems.

In addition to the business core, the undergraduate program for the computer information systems major requires CISM 2311, 2321, 2322, 3311, 4292, 4293 and at least six semester hours from upper level CISM courses excluding 4340.

## **ECONOMICS—B.B.A.**

The undergraduate major in economics is designed to prepare students for careers in business or government or to serve as the foundation for further professional study at the graduate level. Emphasis is placed on the fundamental theories which govern the free enterprise system and on developing those professional skills required for the analysis and planning of business activity.

This undergraduate economics major requires: ECON 2301; 2302; 3303; 3304; 3310; 4292; 4293; and at least six hours from upper level economics courses.

## **FINANCE—B.B.A.**

The major in undergraduate finance is designed to prepare students for a career in business management, financial institutions, investments or government. This major is designed to complement the other majors in the College of Business and Economics, recognizing that financial decisions and financial management are among the most central to the success of the enterprise.

In addition to the business core courses, the program for the undergraduate finance major requires: FINA 3305, 3310, 4301, 4307; four hours from 4292, 4293, 4295, 4297 or FINA 4298, and at least three hours from FINA 3306, 4305, 4309, 4310, 4181, 4281, 4307, 4381, 4340, ACCT 4304, ECON 3303, 3304.

## **MANAGEMENT—B.B.A.**

The major in management is designed to make available to the student knowledge of those principles and procedures appropriate to the various functions of management. The management major is constructed to allow maximum flexibility in structuring a program of study which will serve the student's unique needs.

In addition to the business core, the management major requires: MGMT 3305, 3310, 3311, at least four semester hours from MGMT 4292, 4293, 4294, 4297, and MGMT 4298 and at least three semester hours from upper level management courses or ACCT 3303.

## **MARKETING—B.B.A.**

The undergraduate major in marketing is designed to prepare students for a career in marketing and provide the background necessary for subsequent advancement to higher level marketing positions. Marketing majors can function as retail store managers, buyers, or owners of their own store. Other areas open to the marketing major include sales, sales management, and/or marketing research. The major will provide the student with knowledge of marketing fundamentals common to all types of organizations.

In addition to the business core courses, the undergraduate major requires: MKTG 3310; 3360; 4350; 4360; three hours from MKTG 3320 or 4330; 4292; two hours from 4293 or 4297; and at least three hours from other upper level marketing courses or MASM 3323 or FINA 4307.

# Graduate Program

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## MASTER OF ACCOUNTANCY

Requirements for granting the Master of Accountancy degrees are:

1. Credit for 18 semester hours of accounting: ACCT 6320, 6333, 6337, 6342, 6345, and 6390.
2. Credit for 18 semester hours of M.ACCT. specialty courses offered as ACCT 6381, 6382, 6383, 6384, 6385, 6386, 6387 and 6388.
3. An overall quality point average of at least 3.0 on all courses attempted in the program.
4. Admission to candidacy. Application to candidacy must be filed after 24 semester hours of coursework have been completed. A score on the Graduate Management Admissions Test (GMAT) must accompany the application for candidacy. Degree requirements must be met within five years and, in every case, within two years of admission to candidacy.

## EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

Requirements for the Executive Master of Business Administration degree:

- First year: ACCT 6103, 6201, 6202; ECON 6202; MGMT 6106, 6115, 6116, 6201, 6202, 6204, 6205, 6209.
- Second year: ECON 6203, 6204; FINA 6201, 6204; MGMT 6112, 6114, 6208, 6213, 6215, 6216 and 6219.

## MASTER OF BUSINESS ADMINISTRATION: MBA 2000

Requirements for the Master of Business Administration 2000 degree are:

1. **Leveling courses** (if required): ACCT 5301, CISM 5301, ECON 5301, FINA 5301, MGMT 5301 and 5302.
2. **Business Core**: CISM 6360, ECON 6320, FINA 6360, MGMT 6310, 6318, 6340, 6352, 6376 and MKTG 6310.
3. **Management Concentration**: MGMT 6341 and 6342, and nine semester hours from ACCT 6351, ECON 6304, MGMT 6309, 6311, 6343, 6356, 6362, 6363, 6364, 6368 and 6380.

## MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT

The Master of Science in Human Resources Management requires the following courses:

1. **Core**: ACCT 6351; ECON 6351; MGMT 6352, 6353, 6354.
2. Seven courses selected from the major courses: MGMT 6361, 6362, 6363, 6364, 6365, 6366, 6367, 6368, 6369, 6370, 6371, 6372, 6380.

## MASTER OF SCIENCE IN MANAGEMENT, COMPUTING AND SYSTEMS

The Master of Science in Management, Computing and Systems requires the following courses:

- ACCT 6311, 6312; CISM 6320, 6321, 6322, 6323, 6324, 6325, 6326; FINA 6320; MGMT 6320, 6321, 6322, and 6323.

# COLLEGE OF BUSINESS AND ECONOMICS

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## Course Descriptions

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### ACCOUNTING

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#### **ACCT 2301 Principles of Accounting I**

Fundamental concepts, standards, and procedures in financial data accumulation and financial reporting. Journal and ledger procedures: assets and liabilities, reporting; statement preparation and analysis.

#### **ACCT 2303 Principles of Accounting II**

Uses of accounting data in the management function. Cost and budget analysis, cost-volume-profit relationships, relevant costs, and contribution margin. Prerequisite: ACCT 2301

#### **ACCT 3303 Cost Accounting**

Nature, objectives, and procedures of cost accounting as applied to the control and management of business, including job order costs, process costs, and joint and by-product costing. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

#### **ACCT 3304 Individual Income Taxes**

Current federal revenue acts affecting individual tax returns; procedures for computing the income tax liability of individuals. Practice in solving typical problems and in the preparation of tax returns. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

#### **ACCT 3311, 3312, 3313 Intermediate Accounting I, II, and III**

An intensive study of accounting theory and reporting standards related to income determination and balance sheet preparation for corporate commercial enterprises. The courses must be taken in sequence. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

#### **ACCT 3317 Accounting Systems**

Concepts and techniques in controlling and recording of financial data on business forms or devices. Classifying, transferring, storing, and summarizing stages in data accumulation, reporting techniques, and systems planning. Prerequisite: ACCT 3313.

#### **ACCT 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for accounting majors to conduct detailed investigations of selected accounting problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

#### **ACCT 4292 Senior Seminar: Auditing**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in auditing theory. A research paper and a practice set will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and ACCT 4302, BUSA 3340.

#### **ACCT 4293 Senior Seminar: Income Tax**

This seminar is designed to assist the student in developing methods of research in accounting, and to provide competency in income tax theory. A research paper and a practice set will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and ACCT 3304, BUSA 3340.

#### **ACCT 4294 Senior Seminar: Cost Accounting**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in cost accounting theory. A research paper and a practice set will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and ACCT 3303, BUSA 3340.

**ACCT 4295 Senior Seminar: Accounting Theory**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in accounting theory. A research paper and a practice set will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and ACCT 3313, BUSA 3340.

**ACCT 4296 Senior Seminar: Special Problems**

This seminar is designed to assist the student in developing methods of research in accounting and to provide competency in the more specialized problems in financial accounting and reporting. A research paper will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

**ACCT 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under Undergraduate Degree Requirements, consent of instructor, BUSA 3340.

**ACCT 4301 Advanced Accounting**

The application of accounting principles to specialized problems in partnership and corporation accounting; joint ventures, agencies and branches, consolidated balance sheets and income statements; estate and trust accounting, other topics. Prerequisite: ACCT 3313.

**ACCT 4302 Auditing**

Standards and procedures in making audits and examinations of the accounting records of business enterprises; preparation of workpapers; the content and forms of qualified and unqualified auditor's opinions; kinds of audits; ethics of the profession. Prerequisite: ACCT 3313.

**ACCT 4304 Corporation Income Taxes**

Federal income tax determination for corporations. Taxable income, exclusions, deductions, capital gains, credits, special corporate problems, tax returns. Prerequisite: ACCT 3304.

**ACCT 4305 Public Sector Accounting**

Application of accounting principles to various funds of governmental and institutional units. Principles and practices for budgeting, accounting, auditing, and financial reporting are emphasized. Prerequisite: ACCT 3313.

**ACCT 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours; consent of an instructor in the major; and 18 hours in major.

**ACCT 4366 Oil and Gas Accounting**

Special measurement and reporting problems of extractive industries. Emphasis on petroleum and gas industries. Prerequisite: ACCT 3313.

**ACCT 5301 Accounting Survey and Analysis**

Basic accounting concepts and procedures for external reporting and internal use by management. May not be used to meet graduate degree requirements.

**ACCT 6103 Federal Tax**

Examines Federal Corporate Tax reporting and the impact of tax considerations on investment and operating decisions. EMBA only.

**ACCT 6181, 6281, 6381 Special Topics**

Topics not included in other courses or not emphasized there may be offered in a 1, 2, or 3 semester-hour course. M. ACCT. only.

**ACCT 6201 Financial Accounting**

Introduces the student to accounting concepts and standards, the income statement and balance sheet, and financial reporting. EMBA only.

**ACCT 6202 Managerial Accounting**

Considers the problems of internal reporting and control, budgeting, and cost analysis. EMBA only.

**ACCT 6311 Financial Accounting**

Introduction to accounting concepts and standards with emphasis on software systems. Transaction processing, the income statement, the balance sheet, and other reporting documents and procedures are covered. MCS only.

**ACCT 6312 Managerial Accounting**

Considers the problems and procedures for internal reporting and control, cash budgeting, and cost analysis. Emphasis is given to the use of accounting data for management analysis. MCS only.

**ACCT 6320 Accounting Theory Seminar**

Study of current developments in measurement and reporting concepts, with historical development where appropriate. M. ACCT. only.

**ACCT 6333 Accounting Systems Seminar**

Readings, library research, field research, and case studies in analysis and development of accounting systems. M. ACCT. only.

**ACCT 6337 Seminar in Cost Accounting**

Readings, library research, and practical cases in problems of cost determination, allocation and assignment. M. ACCT. only.

**ACCT 6342 Seminar in Auditing**

Readings, library research and practical studies in auditing. M. ACCT. only.

**ACCT 6345 Seminar in Taxation**

Research and casework related to current topics in federal income taxation are presented. Particular attention is given to planning for tax minimization. Prerequisite: one course in taxation or approval of instructor. M.ACCT. only.

**ACCT 6351 Management Analysis**

Application of current accounting and financial procedures within the firm. Topics include cost-volume-profit analysis, variance analysis, cost allocation, and master budgets. HRM and MBA 2000 program. Prerequisite: ACCT 5301 or equivalent.

**ACCT 6382-6388 Seminar**

A series of seminars on topics of current interest to the practicing accountant and the degree seeking student. Specific subject, title, faculty and schedule for this seminar series are announced prior to the start of each term. Depending on the specific content of individual courses, additional prerequisite requirements may be imposed. M. ACCT. only.

**ACCT 6390 Seminar in Accounting Research**

Independent instructor-guided research in accounting topics of current interest. Research areas may include financial accounting, cost accounting, auditing, and taxation. M. ACCT. only.

**BUSINESS ADMINISTRATION**

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**BUSA 2310 Introduction to Business Statistics**

Computation of statistical measures and applications to business including averages, dispersion, statistical inference, linear regression and correlation, and time series. Prerequisite: MATH 1314.

**BUSA 2320 Legal Environment of Business**

A study of the legal environment of business, the role of law in society, the judicial process, and government regulation. Emphasis is given to the law of contracts, commercial transactions and the uniform commercial code applied to sales.

**BUSA 3320 Business Ethics**

A study of the meaning and nature of business ethics. Topics include the nature of morality, the ethical limits in business today, forces which influence ethical behavior, improving business ethics, and other business and public issues. Prerequisites: 65 semester hours and ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **BUSA 3340 Business Communications**

Designed for business majors, this course teaches the principles of effective and correct communication in a business environment. Students will apply creative, logical, and critical processes to types of business communication, such as memoranda, letters, instructions, proposals, progress reports, and resumes. The course includes oral presentations based on the formal report required of each student and on the collaborative writing assignments. Prerequisites: ENGL 1323 and ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **BUSA 4250 Business Strategy and Policy**

Formulation and administration of policy in the business organization. Integrates principles and practices covered in previous courses. Focuses on executive responsibilities and decision making, organizational practices, and business ethics. A case problems approach is used. Prerequisites: 24 hours of College of Business and Economics core; senior standing; and 15 hours in major.

### **BUSA 4292 Senior Seminar: Management**

This course uses a seminar format to examine the role and contributions of individual and group variables in the functioning of an organization. Prerequisite: 80 semester hours; 15 hours in the major. Open to Business Studies majors only.

### **BUSA 4293 Senior Seminar: Business Policy**

Within a seminar format, a course in policy formulation and implementation integrating the functional areas of business. Prerequisites: 80 semester hours; 15 hours in the major. Open to Business Studies majors only.

## **COMPUTER INFORMATION SYSTEMS**

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### **CISM 1321 Introduction to Computer Applications**

This course emphasizes current techniques for utilizing the computer as an information processor. The student examines computer uses including modular and integrated programs. A practical laboratory component affords hands-on experience with word processing, data base management, and spreadsheet programs as well as software evaluation skill development.

### **CISM 2311 Introduction to Computer Science**

Introduction to basic computer algorithms, data structures, and information systems concepts. Documentation techniques; structural analysis; flowcharting; algorithms; looping, stepwise decomposition, trees, searching; procedures and functions; data types; numerical approximation; interpreters and compilers. Programming examples will be performed using a higher level programming language. Prerequisite: CISM 1321.

### **CISM 2316 Programming in PASCAL**

(Offered also as MATH 2316)

### **CISM 2321 Application Programming I**

Control structures and their syntax, elementary data structures, and sequential files. Design and implementation documents. COBOL language. Prerequisite: CISM 2311 or equivalent.

### **CISM 2322 Application Programming II**

Structures, random files, and simple data structure modeling and implementation. Systems of programs. COBOL language. Prerequisite: CISM 2321 or equivalent.

### **CISM 2343 Programming in FORTRAN**

(Also offered as MATH 2313)

### **CISM 3311 Systems Analysis and Design**

Study of systematic approach to Systems Development Life Cycle, feasibility studies, data gathering, and structured design. Prerequisites: CISM 2311, 2321, 2322; ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **CISM 3325 Data Base Management Systems**

Logical and physical data structures; presentation of hierarchical, network and relational data models; normalization process; data base administration. Prerequisite: CISM 3311

**CISM 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each semester hour of credit. An opportunity for computer information systems majors to conduct in-depth investigation of emerging problems in the field. Prerequisite: Approval of the Dean of the College of Business and Economics.

**CISM 4292 Senior Seminar**

A study of an alternative view of systems design and implementation, using advanced languages and application development generators. Available commercial software will be used to work realistic case problems. Prerequisites: CISM 3311 and see Note 7 under Undergraduate Degree Requirements, BUSA 3340.

**CISM 4293 Senior Seminar**

Individual and/or team research projects. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

**CISM 4322 System Planning**

Developing a systematic plan for determining computer needs. Planning cycle, systems/acquisition problems, hardware make or buy, decision process, case studies. Prerequisite: CISM 3311

**CISM 4323 Distributed Data Processing**

Concepts, data communications, hardware and software, networks, data base structures, security, implementation and management, case studies. Prerequisite: CISM 3311.

**CISM 4326 Data Base Program Development**

Conceptual, logical, and data base design; implementation; application project using one of major software packages. Prerequisite: CISM 3325

**CISM 4330 Computer-Based Applications**

Use of advanced computer-based tools and techniques for improving the productivity of the firm. Prerequisites: CISM 1321; ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

**CISM 4331 Decision Support and Expert Systems**

Study of state-of-the-art computer-based systems to enhance organizational decision making. Prerequisite: CISM 3311.

**CISM 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours; consent of an instructor in the major; and 15 hours in major.

**CISM 5301 Introduction to Computers in Business**

Introduction to the use of computers in business. Covers use of available programs for word processing, spreadsheet analysis, and data base management systems. The course also discusses how to design, write, and edit programs using the BASIC language. May not be used to meet graduate degree requirements.

**CISM 6320 Computer Systems Environments**

This course deals with input/output devices, the central processing unit, storage devices, and data communication technologies. In addition, operating system software is discussed. The emphasis is on the selection of hardware and systems software appropriate for specific tasks. MCS program only.

**CISM 6321 Systems Analysis and Design**

Principles of systems analysis and design are covered with an emphasis on analyzing and documenting the flow of information in an organization with the goal of designing systems to increase the effective movement and processing of this information. Systems development life cycle concepts and prototyping are discussed. MCS only.

**CISM 6322 Application Systems**

The functional parts of an integrated management information system will be examined. These include corporate planning, accounting, personnel, marketing, manufacturing, and financial systems. Approaches to system integration will be covered. MCS only.

### **CISM 6323 Data Base Management Systems**

Hierarchical, network, and relational structures are presented. Both logical and physical storage of and access to data structures will be discussed including schemas, subschemas, and file structures. Methods of data management are developed. Currently available data base management systems are compared and evaluated. MCS only.

### **CISM 6324 Distributed Data Processing Systems**

Approaches to distributing data processing capabilities throughout an organization are discussed. Emphasis is given to the integration of knowledge of the organization's use of information with the currently available hardware, software, and data communication technologies. Topics covered will include distributed data base management systems and management of end-user computing. MCS only.

### **CISM 6326 Information Resource Planning and Strategy**

Examination of systems planning techniques. Emphasis is given to the use of information systems technology for cost reduction, cost displacement, or the addition of value. Cases will be used to illustrate the integration of advanced technology such as 4th generation languages, artificial intelligence systems, teleconferencing, and electronic mail systems into the organization for strategic or competitive advantage. MCS only.

### **CISM 6327 Information Systems Policy and Management Ethics**

Discussion of the legal and regulatory environment with emphasis on ethical policy issues germane to the Information Systems industry. This will include a focus on data security and information privacy policies and the ethical responsibilities of Information Systems management. In addition, the course will include discussion of tactical management concerns such as software and hardware acquisition policies, data ownership policies, etc. MCS only.

### **CISM 6360 Management Information Systems**

Concepts, application, and management of information systems in a corporate environment. Systems analysis and structured design methodology. Systems development life cycle concepts. Decision-making approaches. Distributed data-processing in a decision-support-systems environment. Use of operations research models in decision support systems. Prerequisite: CISM 5301 or equivalent. MBA 2000 program only.

## **ECONOMICS**

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### **ECON 1301 The American Economic System**

An introduction and comparative evaluation of the principles, problems, and processes of the American economy.

### **ECON 2301 Principles of Macroeconomics**

An introduction to macroeconomic theory including supply and demand analysis, national income accounting, monetary theory and policy, modern employment theory, and applications of theory to policy.

### **ECON 2302 Principles of Microeconomics**

An introduction to microeconomic theory with emphasis on the determination of price and output in the competitive and noncompetitive market structures of American capitalism. Includes applications of price theory to a range of economic issues.

### **ECON 3301 American Economic History**

A review of economic resources, economic development, economic causation as a determinant of American history from the Revolution to the present.

### **ECON 3303 Macroeconomic Theory-Intermediate**

An intensive study of the assumptions and concepts which are basic to the theories of income determination and aggregate employment. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310.

### **ECON 3304 Microeconomic Theory-Intermediate**

An intensive examination of the assumptions and forces which underlie the price system. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310.

### **ECON 3305 Money and Banking**

A study of the structure of the banking system, the Federal Reserve System and the management of the money supply with emphasis on theories of money and their application to monetary policy. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as FINA 3305).

### **ECON 3306 International Trade and Finance**

A study of the theories and practice of international trade and finance; direction and composition of world trade, institutions for facilitating trade, international payments, capital movement, exchange rates. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as FINA 3306).

### **ECON 3308 Economic Geography and Development**

World resources and trade as affected by geography. Special emphasis is placed on industries, products, transportation, and regions of Texas and the United States.

### **ECON 3310 Regression Analysis and Modeling**

An introduction to the development and estimation of formal mathematical models in economics and finance. Topics covered include: basic forecasting models, bivariate, and multivariate regression analysis. A case project is required which is aligned with the individual student's interests and may be taken from either economics or finance. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as FINA 3310).

### **ECON 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for economics majors to conduct detailed investigations of selected economic problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

### **ECON 4292, 4293 Senior Seminar**

Each seminar is designed to assist the student in developing methods of economic research and proving competency in economic theory, economic history, and economic policy formation. An extended original paper will be required. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

### **ECON 4301 History of Economic Thought**

A survey of the development of economic philosophy and theory from the ancients to the present. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **ECON 4303 Comparative Economic Systems**

A study of the types of economic systems in capitalist, socialist, and communist countries; of the theories upon which they are based, and the alternative methods of organizing economic activity. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **ECON 4304 Labor Economics**

An intensive study of theories of the labor supply, the demand for labor, the economics of trade unionism, labor markets, and wage structures. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as MGMT 4304).

### **ECON 4305 Public Finance**

A study of tax incidence and shifting, and of the economic effects of taxing and spending actions by federal, state and local governments. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as FINA 4305).

### **ECON 4314 Economics of Industrial Organization**

The theory, measurement and history of the firm and structure of industry. Emphasis on the structure of American industry and on actual production and pricing practices. Prerequisite: ECON/FINA 3310.

### **ECON 4340 Internship**

An opportunity or experience by which students learn by undertaking roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours cumulative credit; consent of instructor in the major; and 12 hours in major.

### **ECON 5301 Survey of Business Economics**

Microeconomic and macroeconomic analysis. Price and output determination in various market structures. Functional distribution of income. Theory of income and employment. Open to students without previous credit in economics. May not be used to meet graduate degree requirements.

### **ECON 6202 Microeconomic Theory**

This course considers the theory of economic behavior for the individual consumer. Public Policy problems of economic organization and control are considered as are value theory and certain aspects of distribution theory. EMBA Only.

### **ECON 6203 Macroeconomic Theory**

Examines the aggregate structure of the economy and the institutions comprising it. Monetary and fiscal policy alternatives are developed and examined as are topics in income analysis, economic growth, inflation, and business cycle analysis. EMBA only.

### **ECON 6204 Managerial Economics and Planning**

This course combines the analysis of the firm and the economic context within which it operates. Topics include economic forecasting, long-range planning, demand analysis, volume-profit analysis, and pricing. EMBA only.

### **ECON 6304 Labor Economics**

The theories of the labor supply, demand for labor, economics of trade unionism, labor markets, and wage structures. Prerequisite: ECON 6320. MBA 2000 only.

### **ECON 6320 Managerial Economics**

Utilization of economic analysis by management for decision-making. Areas of discussion include demand, production, cost, pricing, government activities, interest rates, and labor markets. Prerequisites: ECON 5301 or equivalent, CISM 6360, FINA 6360, MGMT 6310, 6340, 6352, 6376, MKTG 6310. MBA 2000 only.

### **ECON 6351 Economics for Managers**

Application of current economic methodologies to the firm; organizational implications of government activities to shape the economy; efforts of other centers of influence to alter economic consequences. Involves money supply considerations, interest rates, balance of trade, wage and price controls, and labor supply and demand. HRM program.

## **FINANCE**

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### **FINA 3301 Personal Finance**

A study of family and individual financial decisions faced by consumers. Topic include money management, housing decisions, insurance, taxation, and estate planning. This course cannot be counted toward requirements for the Finance major.

### **FINA 3305 Money and Banking**

A study of the structure of the banking system, the Federal Reserve System and the management of the money supply with emphasis on theories of money and their application to monetary policy. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as ECON 3305).

### **FINA 3306 International Trade and Finance**

A study of the theories and practice of international trade and finance; direction and composition of world trade, institutions for facilitating trade, international payments, capital movement, exchange rates. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as ECON 3306).

### **FINA 3307 Corporation Finance**

A study of financial decision making including planning and financial analysis, time value of money, financial planning, capital budgeting, cost of capital, working capital management, and short and long term financing. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

### **FINA 3310 Regression Analysis and Modeling**

An introduction to the development and estimation of formal mathematical models in economics and finance. Topics covered include: basic forecasting models, bivariate and multivariate regression and problems in the use of regression analysis. A case project is required which is aligned with the individual student's interests and may be taken from either economics or finance. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as ECON 3310).

### **FINA 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for finance majors to conduct detailed investigations of selected finance problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

### **FINA 4292 Senior Seminar: Financial Plans**

Preparation and presentation of a detailed business plan for a start-up business. The business plan will include special emphasis on pro forma financial statements, financing alternatives, and cash flow analysis. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

### **FINA 4293 Senior Seminar: Financial Cases**

This is an applied case course in financial management which requires preparation and presentation of numerous financial cases. Topics include short-term and long-term financing, cost of capital, working capital management, capital budgeting, capital structure, and dividend policy. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

### **FINA 4295 Senior Seminar: Readings in Finance**

The readings in this course include research in financial management and the theory of finance. Subjects include financial planning and analysis, capital budgeting, cost of capital, capital structure, dividend policy, long- and short-term financing, working capital management, the capital asset pricing model, international financial management, and mergers and acquisitions. The research articles cover such topics as how financial decisions are made in practice and empirical tests of some of the major components of valuation theory. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340, FINA/ECON 3310.

### **FINA 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and consent of instructor, BUSA 3340.

### **FINA 4298 Senior Seminar: Portfolio Management and Strategy**

The course entails application of the portfolio management process including strategic and tactical asset allocation among the available investment vehicles. A broad range of investment techniques will be utilized. The course is supplemented with articles and readings selected to provide familiarity with the historical and contemporary concepts and innovations in portfolio management and theory. Prerequisites: See Note 7 under Undergraduate Degree Requirements and FINA 3307, FINA/MGMT 4307; BUSA 3340.

### **FINA 4301 Financial Management**

An analysis of internal and external financial decision making issues including assessment and projection of business performance, capital investment, financial funds sources, and leverage. Prerequisite: FINA 3307.

### **FINA 4305 Public Finance**

A study of tax incidence and shifting, and of the economic effects of taxing and spending actions by federal, state, and local governments. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as ECON 4305).

### **FINA 4307 Investment Principles**

A detailed analysis of types of investment media and the mechanics of investment. Comparative transaction timing of investments for individuals and investing institutions for purposes of developing an effective investment policy. Prerequisites: FINA 3307 and either FINA/ECON 3310 or MGMT 3311. (Also offered as MGMT 4307).

### **FINA 4309 Seminar in Entrepreneurship**

An interdisciplinary course which examines the impact of entrepreneurship and the function of the entrepreneur in new venture creation. A framework is discussed which incorporates managerial and financial analysis into a detailed business plan. The business venture is examined with respect to financial planning, valuation, marketing, and management. Prerequisites: 24 hours of Business Core. (Also offered as MGMT 4309).

### **FINA 4310 Management of Financial Institutions**

Management principles, practices and policies of financial institutions. Focuses on the flow of funds in the economic/financial system as well as in the different types of financial intermediaries. Prerequisites: FINA 3305, 3307.

### **FINA 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours of cumulative credit; consent of instructor in the major; and 12 hours in major.

### **FINA 5301 Survey of Corporate Finance**

Provides a background in finance by covering topics including the time value of money, financial planning, cash budgeting, capital budgeting, cost of capital, capital structure, working capital management, and intermediate and long-term financing. May not be used to meet graduate degree requirements.

### **FINA 6201 Corporate Finance**

The theory and methodology of managerial finance is presented in this course. Topics include financial analysis, budgeting, working capital management, sources and forms of financing, debt and equity instruments, leverage, the cost of capital, and financing policy. EMBA only.

### **FINA 6204 Investments and Institutions**

A consideration of the problem of investing and the management of investing portfolios. Venture funding, securities law, and the banking industry are covered. EMBA only.

### **FINA 6320 Financial Management/Systems**

Theories and methodologies of managerial finance are presented. Topics include planning, capital budgeting, working capital management, and sources and forms of financing. Leverage, cost of capital, and financing policy are included. Financial management systems are discussed. MCS only.

### **FINA 6360 Financial Management and Policy**

Applications of current financial analysis techniques within the firm. Topics covered will include sophisticated capital budgeting techniques, investment, analysis, lease versus buy decision making, managing the firm's assets, and working capital management. Prerequisite: FINA 5301 or equivalent. MBA 2000 only.

## **MANAGEMENT**

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### **MGMT 1302 Introduction to Business**

An introduction to, and overview of the business system. Explores the basic business functions of accounting, finance, marketing, management, and such topics as economics, business law, and social issues. Emphasis on the interrelationships among the various functions of business and between the business and its environment. Students who already have credit in upper-level business courses will not be given credit for this course.

### **MGMT 3302 Principles of Management**

Synthesizes the classical, behavioral, management science, and contingency approaches to modern management practices. Concentrates on the basic functions of management such as planning, organizing, coordinating and controlling. Integrates these concepts to show how modern management integrates these functions to fit with the organization's environment and internal contingencies. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

**MGMT 3305 Organizational Behavior and Management**

Approaches the functions and problems of management from a behavioral viewpoint. Begins with a look at the individual and groups in organizations and integrates these concepts with organizational structure and process considerations. The emphasis is on effective management leading to effective organizations. Prerequisite: MGMT 3302.

**MGMT 3310 Production and Operations Management**

A study of the production and operation function in business. Design, location, and operating problems are examined. Prerequisites: CISM 1321 and ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

**MGMT 3311 Management Decision Models**

An introduction to the formulation and analysis of managerial decision problems in terms of mathematical models. Models involving both risk and certainty are considered. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

**MGMT 3320 Business Law**

Study of the uniform commercial code applied to commercial paper. Introduction to creditors' rights and bankruptcy, agency and employment, business organizations, and property law. Prerequisite: BUSA 2320.

**MGMT 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Provides an opportunity for business management majors to conduct detailed investigations of management problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

**MGMT 4292 Senior Seminar: Human Resources**

Covers contemporary issues in human resources management such as equal employment opportunity, innovative forms of employee compensation, and the latest forms of performance appraisal. Prerequisites: See Note 7 under Undergraduate Degree Requirements and MGMT 4312, BUSA 3340.

**MGMT 4293 Senior Seminar: Labor Relations**

Covers labor relations law, collective bargaining, and administration of the labor agreement. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

**MGMT 4294 Senior Seminar: Current Issues in Management**

An in-depth study of current issues and their relationship to various subjects studied in management. Class discussions and papers will cover the development of management related topics in business as described in current business and business-related publications. The use of a simulation may be used to allow the student hands on experience in the actual running of a business. Prerequisites: See Note 7 under Undergraduate Degree Requirements, BUSA 3340.

**MGMT 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under Undergraduate Degree Requirements and consent of instructor, BUSA 3340.

**MGMT 4298 Senior Seminar: Portfolio Management and Strategy**

The course entails application of the portfolio management process including strategic and tactical asset allocation among the available investment vehicles. A broad range of investment techniques will be utilized. The course is supplemented with articles and readings selected to provide familiarity with the historical and contemporary concepts and innovations in portfolio management and theory. Prerequisites: See Note 7 under Undergraduate Degree Requirements and FINA 3307, FINA/MGMT 4307; BUSA 3340.

**MGMT 4302 Organization Development and Change**

Deals with changes and development in the internal activities and structure of an organization so that the organization can deal with the uncertainties of its environment and still survive and continue to grow. Covers latest state-of-the-art techniques that can be used by management to improve organizational effectiveness. Prerequisite: MGMT 3305.

**MGMT 4304 Labor Economics**

An intensive study of theories of the labor supply, the demand for labor, the economics of trade unionism, labor markets and wage structures. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310. (Also offered as ECON 4304).

**MGMT 4307 Investment Principles**

A detailed analysis of types of investment media and the mechanics of investment. Comparative transaction timing of investments for individuals and investing institutions, for purpose of developing an effective investment policy. Prerequisites: FINA 3307 and either FINA/ECON 3310 or MGMT 3311. (Also offered as FINA 4307).

**MGMT 4309 Seminar in Entrepreneurship**

An interdisciplinary course which examines the impact of entrepreneurship and the function of the entrepreneur in new venture creation. A framework is discussed which incorporates managerial and financial analysis into a detailed business plan. The business venture is examined with respect to financial planning, valuation, marketing, data processing, and management. Prerequisite: 24 hours of Business Core. (Also offered as FINA 4309).

**MGMT 4312 Human Resources Management**

The application of personnel techniques in the industrial setting. The application and study of job evaluation, wage administration, testing and selection, training programs, and employee benefit programs. Prerequisites: MGMT 3305.

**MGMT 4314 Managing Productivity**

A study of the problems, practices, and methods dealing with the achievement of desirable levels of productivity in production and service environments. Considered are planning and control factors, behavioral implications, and productivity measurement questions. Prerequisite: MGMT 3311.

**MGMT 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours; consent of an instructor in the major; and 15 hours in major.

**MGMT 4363 Communications in Organizations**

The communication process in an organizational setting and from a behavioral perspective. Communication functions and improvement are considered with organization and communication theories. (Also offered as MASM 4363).

**MGMT 4373 Psychology in Business and Industry**

A survey of individual and group techniques in supervision and evaluation. Problems in selection, training, communications, motivation, morale, fatigue, accidents, job analysis, productivity and performance. Prerequisites: PSYC 1313, or MGMT 3305. (Also offered as PSYC 4373).

**MGMT 5301 Survey of Management and Marketing Processes**

An integrated managerial systems approach to the study of management and marketing functions in organizations. Concepts, processes, human behavior, and policies are analyzed within the framework of the competitive, social, legal, and economic environments. May not be used for graduate degree credit.

**MGMT 5302 Statistical Analysis**

Basic course in descriptive and inferential statistics. Includes such topics as graphical techniques for data presentation, probability concepts and distributions, statistical estimation and inference, and linear regression and correlation. May not be used for graduate degree credit.

**MGMT 6104**

Offered in some quarters as first part of MGMT 6208.

**MGMT 6105**

Offered in some quarters as last part of MGMT 6208.

**MGMT 6112 Managerial and Public Policy**

A problems course involving the analysis of managerial policy issues as they interact with long-range strategic considerations and governmental actions. EMBA only.

**MGMT 6114 Research and Survey Methods**

This course presents research and survey methodology. Topics include design of experiments, sampling procedures, data analysis and validation techniques. EMBA only.

**MGMT 6115 The Managerial Communications Process**

Communication skills, both written and oral, are developed in this course. Practice in communication is emphasized. EMBA only.

**MGMT 6116 Organizational Communications**

This course covers the organization and its communications with the public. Topics include advertising, public relations, employee relations, media relations, press agents, lobbying, and trade associations. EMBA only.

**MGMT 6181, 6281, 6381 Special Topics**

Directed study of a minimum of 30 clock hours for each hour of credit. Provides the opportunity to conduct a detailed investigation of selected problems. Dean's approval required. EMBA only.

**MGMT 6201, 6202 Organization Theory I & II**

This course examines the theory of organizational structure and the functions of the manager. Relevant research results from the behavioral sciences and from research in organizations are considered and applied to cases presenting problem situations. EMBA only.

**MGMT 6204, 6205, 6106 Quantitative Methods and Statistics, I, II, & III**

An introduction to and application of the methods of formulating and analyzing business decisions using mathematical models. The course considers models appropriate to situations involving both certainty and uncertainty. Topics include statistical analysis, regression and correlation, queueing theory, linear programming, location models, information and decision theory, and risk analysis. EMBA only.

**MGMT 6208 Management Information Systems**

A development of the structure and theory of information processing including data system design and system operation. Topics include centralized systems, distributed processing, interactive systems, batch processing, and telecommunications. Emphasis is given to the role of the information system in the functioning of the firm. (Also offered as MGMT 6104 & MGMT 6105). EMBA only.

**MGMT 6209 Ethical and Legal Environment of Business**

A survey of the legal and ethical bases for the conduct of business. The law and societal forces governing corporate and managerial action are described for the firm in the international economy. EMBA only.

**MGMT 6213 Marketing Theory**

An introduction to the macro and micromanagerial aspects of the marketing process, including marketing and society, environmental and governmental regulation, market segmentation, pricing decisions, promotion policies, and the distribution system. EMBA only.

**MGMT 6215 Personnel Management and Labor Economics**

An examination of the concepts and practice of the Personnel Administration Function. The structure of the labor market is investigated and employee related regulations are described. EMBA only.

**MGMT 6216 Production and Operations Management**

Production theory is developed and the structure of the various production process is presented. Problems of planning, control, design, location and process selection are presented and analyzed. EMBA only.

**MGMT 6219 International Management**

The economic, legal, social and ethical issues confronting firms engaged in international trade and firms facing foreign competition are surveyed. EMBA only.

**MGMT 6220 International Management Experience**

This course involves the study of management in another culture. Travel abroad and experience with foreign managers, companies, financial markets and exchanges is required. A minimum of twenty hours (depending on locale) of these activities is required. A report summarizing the experience is also required. This course carries a special tuition rate. EMBA program only.

**MGMT 6222 The Washington Experience**

This course consists of several days of intensive experience in Washington, D.C. providing first hand exposure to the political process and its impact on management. A faculty of high-level government officials and corporate executives is utilized. Governmental action and political organization is related to management strategy and decision making. Sessions are held on Capital Hill, in the White House, and in Cabinet Agencies. A report summarizing the experience is required. The course carries a special tuition rate. EMBA program only.

**MGMT 6309 Entrepreneurship**

Examines the formation of a new enterprise. Emphasizes the characteristics of the successful entrepreneur, the stages of business development, and the forms of business organization. Consideration is given to activities including acquiring seed capital, obtaining venture capital for growth or for purchase of an existing business. Prerequisite: FINA 6360. MBA 2000 program only.

**MGMT 6310 Legal and Ethical Environment of Business**

Examines the interrelationship between business, law, and society. Studies the meaning and origins of the law and the fields of law which influence business organizations. Instructs in modes of legal and ethical thought useful in business. MBA 2000 program only.

**MGMT 6311 Small Business Management**

A study of small business management techniques to allow the student to be exposed to some of the advantages and disadvantages of ownership and/or management of a small or independent firm. Also, the course indicates how to become involved in a business venture and demonstrates how to avoid some of the mistakes in conceiving, initiating, organizing, and operating a small firm. The course will enable the student to achieve the optimum benefit from the limited economic and human resources available. Prerequisite: FINA 6360. MBA 2000 program only.

**MGMT 6317 Special Topics**

Directed study of a minimum of 30 clock hours for each hour of credit. Provides the opportunity to conduct a detailed investigation of selected problems. Dean's approval required. MCS only.

**MGMT 6318 Managerial Communications**

This course concentrates on the development of communication skills, both oral and written, within an organization. Such topics as information dissemination, image building, and media relations are considered. MBA 2000 program only.

**MGMT 6320 Management of the Information Systems Function**

Examines the activities of managers at all levels of the Information Systems function. Synthesizes the classical organizational and behavioral theories and applies them to managing technical personnel, systems projects, and technical organizational units. MCS only.

**MGMT 6321 Statistics for Information Systems Management**

Topics in statistical analysis are developed from the perspective of the information systems function. This includes application of statistics to capacity planning activities, performance reporting, systems tuning, etc. Special attention is given to the use of program packages for statistical analysis. MCS only.

**MGMT 6322 Decision Support Systems and Modeling**

The decision structure of the organization is presented along with illustrative examples of programmed systems which support decision making. Specific topics include linear programming, PERT/CPM analysis, inventory models, and simulation. Spreadsheet-based models and planning models are discussed. MCS only.

**MGMT 6340 Quantitative Methods In Decision Making**

A course designed to teach the applications of operation research methods to problems of business and industry, with emphasis on decision-making through the use of problem-solving models. Prerequisite: MGMT 5302 or equivalent. MBA 2000 only.

**MGMT 6341 Operations Management**

Design and management of the process of converting resources into outputs. The production of both goods and services is considered. Emphasis is given to the problems of resource acquisition, management of the conversion process, and delivery of output to the customer. Productivity analysis is related to aspects of the process. Prerequisite: MGMT 5301 or equivalent. MBA 2000 only.

**MGMT 6342 International Business**

Examines issues and problems arising in international business, stressing the decisions facing top managers in multinational corporations. Case material focuses on strategic issues, operational practices, and governmental relations of multinational companies. Topics include entry to foreign markets; evaluation of foreign environments; exporting, licensing, foreign direct investment; ownership policies; acquisition problems; structure of multinational firms; control, pricing and tax considerations; personnel and career development policies; international trade union movements; and host country relationships. Prerequisite: MGMT 6352. MBA 2000 only.

**MGMT 6343 Research Methods**

This course focuses on the development of research skills and an understanding of the research process from problem conceptualization to final report presentation through the completion of a research project. Prerequisite: MGMT 5302 or an equivalent course in business statistics. MBA 2000 only.

**MGMT 6352 Organizational Behavior**

Systems approach to organizational design; effective organizational strategies and procedures; utilization of behavioral sciences within organizational settings; individual motivation, leadership practices; integration of management science and technology. Involves work design, matrix methods, objective setting, behavior modification, and conflict management. Prerequisite: MGMT 5301 or equivalent. HRM, MBA 2000 only.

**MGMT 6353 Quantitative Methods**

Design of organizational research; historical reviews and future forecasting methods; epidemiology; questionnaire and instrument design; supplementary observations and interviews; tests and measurements; descriptive, inferential and predictive statistics. Involves statistical packages, validity and reliability, report writing, and professional exchanges of data. HRM program.

**MGMT 6356 Organization Theory**

An analysis of design, structure, and process issues in complex organizations; the importance of organization-environment interface; classical and contingency approaches to organization design. Prerequisite: MGMT 6352. HRM, MBA 2000 only.

**MGMT 6358 Organizational Law and Ethics**

Legislative and judicial systems; nature of torts and crimes with emphasis on restraint of trade and conspiracy; organizational exposure, to include executive liability, agency, contributory liability; contracts, with emphasis on labor agreements; property, to include purchase and leasing; securities regulations and antitrust. Ethical issues of concern to executives and managers in the conduct of the business of the firm. HRM program.

**MGMT 6361 Personnel Law**

Legislation, rulemaking, agencies and enforcement procedures; federal and state courts and litigation; examination of employee law, with emphasis on equal opportunity and safety and health. Covers mortgages, tenancy leasing, wills, estates, trusts, taxes, workers compensation, due process, and conciliation. Involves access to information, confidentiality; prudent man obligations; contractor liability, discipline, nondiscrimination, affirmative action, and compliance reviews. Prerequisite: MGMT 6358. HRM program.

### **MGMT 6362 Personnel Administration**

Human resource planning and staffing; affirmative action implications; campus and noncampus recruiting; search activities; hiring procedures; interviewing and testing; placement and career pathing; professional and management development; early identification of executive potential; evaluation of performance and estimation of potential; promotion and demotion; termination and early retirement; retrieval of marginal performers; administrative policies and procedures; international operations. Involves core concepts and practices in human resource administration. Prerequisite: MGMT 6352. HRM, MBA 2000 only.

### **MGMT 6363 Organizational Development**

Behavioral science and educational foundations; major approaches to include survey feedback and team building; management's role; organizational analysis and diagnosis; communication objectives, strategies and systems; action planning and followup; consultant contributions; consultation skills; organizational change methods; conflict resolution procedures; quality of worklife programs. Relationship to quality circles, productivity programs, and non-union operations. Involves experience in design; familiarization with a wide range of processes, and practical ways to have designed processes to achieve organizational objectives. Prerequisite: MGMT 6352. HRM, MBA 2000 only.

### **MGMT 6364 Training and Development**

Creating learning designs and delivery systems; training needs analysis; behavioral modeling and modification; consulting skills; cost benefit analysis; validation and evaluation; methods of instruction; transfer of instruction to job; audio-visual hardware and software; manager training; professional training; skill and apprentice training; developing and evaluating external resources; career and management development contributions. Involves a wide range of educational strategies and focuses on their effective application in achieving organizational objectives. Prerequisite: MGMT 6352. HRM, MBA 2000 only.

### **MGMT 6365 Labor Relations I**

History of the labor movement and the workforce, owner rights and obligations, growth and maturation of employee groups, legal developments and legislation; national labor relations board; federal and state courts; union organization and management; power equalization; elections; fair and unfair practices; work stoppages; professional associations as labor organizations. Involves union management conflict and cooperation, election strategies, union certification and decertification, and right to work legislation. Prerequisite: MGMT 6352. HRM program.

### **MGMT 6366 Labor Relations II**

Contract negotiations; typical collective bargaining conditions and coverages; negotiation patterns by industry; contract negotiation skills; negotiation game; contract administration to include grievance and arbitration processes; disciplining of represented employees; grievance hearing skills; grievance cases, arbitration preparation, hearings, and cases. Involves day to day administration and face to face relationships with union leaders and represented employees. Prerequisite: MGMT 6365. HRM program.

### **MGMT 6367 Compensation**

Human resource objectives; relation to organizational behavior concepts; evolution from economic theory; legal backdrop; government programs, policies, agencies, and regulations; salary administration concepts, with emphasis on career administration; job analysis and job evaluation; salary and wage surveys; starting salary offers; wage administration; individual and group incentive programs; executive compensation and perquisites; benefit incentive concepts, policies and programs; cafeteria benefits; individual financial planning, international operations. Involves complex and difficult trade-offs; response to market pressures; and fundamental issues of equity and value of contribution. Prerequisites: ECON 6351, MGMT 6353. HRM program.

### **MGMT 6368 Organizational Productivity**

Human resource contributions; international challenges; roles and contributions of managers and employees; union involvement; integration of technology; measurement challenges; job design; work practice improvement; office automation and communication technology; incentive strategies and suggestion systems; Scanlan plans, value analysis; team involvement strategies; productivity task forces; quality circles; consultant assistance; peer reviews and self studies; methods training; stewardship reporting. Involves state-of-the-art program design and execution, gaining acceptance; and measuring progress. Prerequisites: The Core Curriculum. HRM, MBA 2000 programs only.

### **MGMT 6369 Information Systems**

Organizational applications of information, data and systems analysis, flow charting and critical path method; decision making procedures; utilization of hardware to include input-output and central processing units; mini and micro computer applications; software and languages; communication systems; integration with office automation; record storage and retrieval. Involves modern analytical procedures and state-of-the-art technology. Prerequisites: ECON 6351, MGMT 6353. HRM program.

### **MGMT 6370 Bargaining and Negotiations**

Organizational objectives and strategies; power and influence; conflict management; bilateral and multi-party (industry) bargaining; negotiating labor and other contracts; exchange theories; value; tradeoffs and timing; quantitative and subjective decision making methods; individual skill development. Involves individual skills and organizational strategies in achieving objectives in interactions with individuals and groups. Prerequisites: The Core Curriculum, MGMT 6361. HRM program.

### **MGMT 6371 Public Sector Employee Relations**

Survey of specialized human resource practices in public and nonprofit sectors; managing changes in administrations; specialized employment and tenure systems, civil service and exempted executive service; distinctive qualities of state and local systems; unique obligations and client responsibilities, constraints in human resource management; public sector labor relations; stewardship obligations. Involves the full range of human resource management processes in the public and non-profit sectors. Prerequisite: MGMT 6352. HRM program.

### **MGMT 6372 Seminar: Present and Future Human Resource Issues**

Considers recent events in human resource management; future projections and probable trends; emphasizes developing accurate estimates of future challenges and effective responses; prepares human resource professionals for proactive contributions in shaping human resource practice in their organizations. Involves investigation and analysis of current issues and the projection of future concerns. HRM program.

### **MGMT 6376 Business Strategy and Policy**

A course designed to integrate the various functional areas of business in terms of policy-level decision making. Emphasis on integrated use of research, analysis, and control in making policy decisions. The comprehensive case method is used. This course should be taken after the student has completed the core requirements except ECON 6320 and three hours of management course work. MBA 2000 only.

### **MGMT 6380 Seminar: Selected Topics**

Directed study. Involves specification and approval of a study design; development of data; and analysis and reporting results. HRM, MBA 2000 programs.

## **MARKETING**

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### **MKTG 3301 Principles of Marketing**

The fundamental marketing concepts and functions are analyzed and interpreted within the framework of the competitive, legal, economic, and social environments. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2310, 2320.

**MKTG 3310 Consumer Behavior**

A study of human behavior in the market place. Attention is focused on applying concepts from the social sciences to understanding the consumer decision processes and buying patterns. Prerequisite: MKTG 3301.

**MKTG 3320 Retailing**

A study of merchandising, promotion, facilities, and expenses in the retail organization. Prerequisite: MKTG 3301.

**MKTG 3360 Professional Sales**

A study of the principles and techniques of personal selling using a behavior approach. Prerequisite: MKTG 3301.

**MKTG 3370 Marketing for Nonprofit Organizations**

Investigates the expanding role of marketing in non-profit organizations. Prerequisite: MKTG 3301.

**MKTG 4181, 4281, 4381 Special Topics**

Directed study of a minimum of 30 clock hours for each hour of credit. Provides the marketing major the opportunity to conduct a detailed investigation of selected marketing problems. Prerequisite: Approval of the Dean of the College of Business and Economics.

**MKTG 4292 Senior Seminar**

Introduces the student to essential concepts of business research design, data collection, and analysis methods. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** and completion of the business core, BUSA 3340.

**MKTG 4293 Senior Seminar**

Development of a business research project. Prerequisite: MKTG 4292, BUSA 3340.

**MKTG 4297 Senior Seminar: Small Business Administration**

Applications of accounting, finance, marketing, and management concepts to small business cases. On-site counseling with existing firms. An extensive report is required. Prerequisites: See Note 7 under **Undergraduate Degree Requirements** and consent of instructor, BUSA 3340.

**MKTG 4315 Industrial Marketing**

An application of marketing concepts to the movement of materials, equipment, and supplies to manufacturers and other business firms. Prerequisite: MKTG 3301.

**MKTG 4330 International Marketing**

A study of the problems and procedures of marketing in foreign countries, including the effects of cultural dynamics in assessing world markets. Prerequisite: MKTG 3301.

**MKTG 4335 Promotional Strategy**

A study of the management of the promotional mix of advertising, personal selling, sales promotion, and public relations. Emphasizes the interactive coordination and strategy involved in managing the promotional elements of the firm's marketing functions. Prerequisite: MKTG 3301.

**MKTG 4340 Internship**

An opportunity or experience by which students learn by undertaking responsible roles in organizations where the business practices of the enterprise will be studied. The student will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The student will be exposed to various work roles and career choices. Prerequisites: 80 hours of cumulative credit; consent of instructor in the major; and 15 hours in major.

**MKTG 4350 Marketing Research**

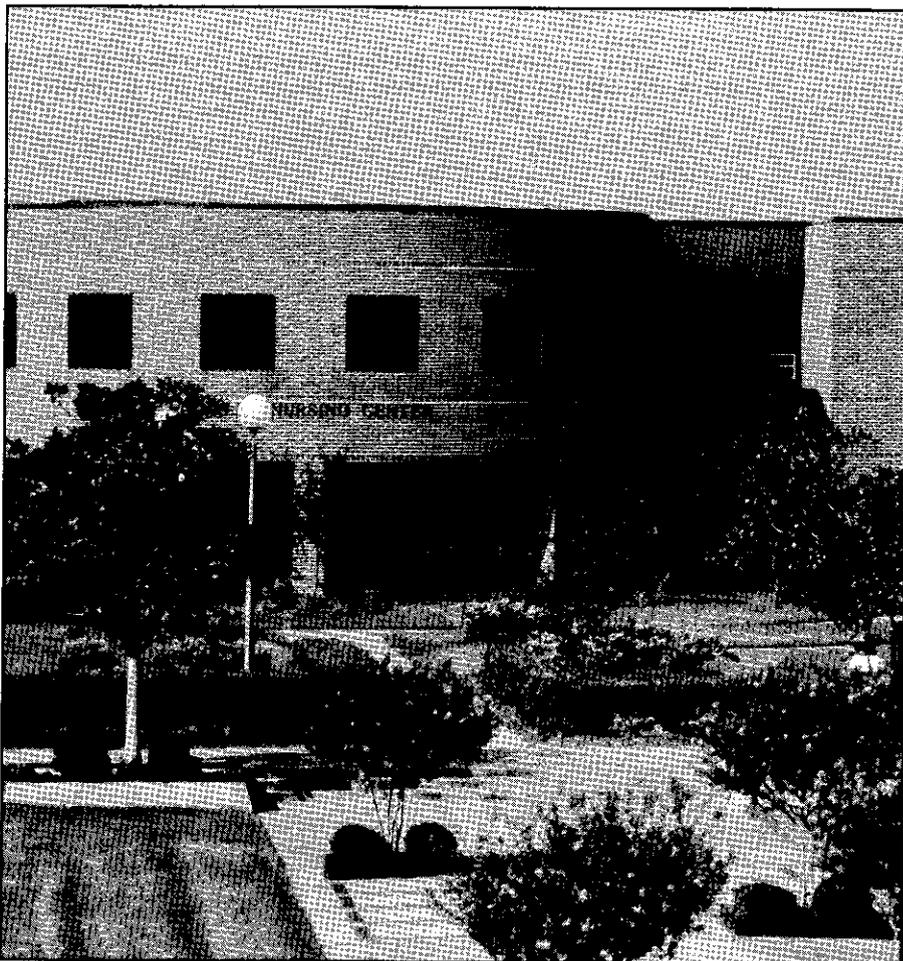
Studies the methodology and procedures used to meet the information needs of marketing management. Prerequisites: MKTG 3301 plus 6 additional semester hours of marketing.

**MKTG 4360 Marketing Strategy**

A comprehensive course designed to study marketing strategy through the use of case histories. This is a capstone course and requires the basic knowledge the student has acquired in earlier marketing courses. Prerequisites: MKTG 4350 and senior standing.

**MKTG 6310 Marketing Management**

An inquiry into marketing decision-making. Emphasis is placed on strategic planning and analytical procedures for marketing decision. The course integrates all areas of marketing management and relates marketing activities to the other functional areas of the firm. Prerequisite: MGMT 5301 or equivalent. MBA 2000 program only.



# COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

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## Undergraduate Programs

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### EDUCATION

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Houston Baptist University considers professional education a vital component in its total program. The University offers programs which lead to certification in elementary education, secondary education, all-level art, all-level music, early childhood education, kindergarten, bilingual education, English As A Second Language and generic special education. The purpose of the education program is the preparation of teachers for public and private schools from pre-school through high school.

An undergraduate student who wishes to become a teacher must complete requirements in academic foundations, two teaching fields, and professional teacher education. All of the requirements were developed cooperatively by the University faculty, the interdisciplinary Teacher Education Committee, and the H.B.U. Teacher Center Advisory Council. All programs which lead to certification are accredited and approved by the appropriate division and boards of the Texas Education Agency.

The undergraduate curriculum affords students an opportunity to prepare for the initial teaching certificate with selected endorsements. These credentials enable one to teach in the schools of Texas.

Program and certification requirements described in this catalog apply to students completing their certification requirements on or after September 1, 1991. Students completing certification requirements prior to September 1, 1991, will complete different requirements. Information about these may be obtained in appropriate previous bulletins.

### Approved Undergraduate Programs

1. Early Childhood (pre-kindergarten through grade 6). The student who wishes to be certified to teach in pre-school and/or grades K-6 completes majors in Early Childhood Education and Interdisciplinary Studies.
2. Elementary School (Grades 1-8). A student who wishes to be certified to teach in grades 1-8 must complete an Interdisciplinary Major and a second major area from among the following:

Art	Generic Special Education
Biology	History
Early Childhood	Mathematics
English	Spanish

If Generic Special Education is the second major, the student will be eligible to teach Generic Special Education grades preschool through grade 12.

3. Secondary School (Grades 6-12). The student who elects to seek certification for teaching in secondary school must choose two majors from the following teaching fields:

Art	History
Bilingual	Human Kinetics
Biology	Mathematics
Chemistry	Psychology
English	Sociology
French	Spanish
Government (Political Science)	Speech (Communications)
4. All-Level (Grades preschool-12). A student may select a program of Art or Music, either of which is a composite double major program and each of which leads to a certificate that permits the holder to teach one of these subjects at grade levels preschool-12.

5. Generic Special Education (pre-school-12). The student who wishes to be certified to teach in generic special education completes the two majors Generic Special Education and Interdisciplinary Studies.
6. In addition to the certification programs listed above, the College of Education and Behavioral Sciences offers the opportunity to earn additional endorsements in Bilingual Education, English as a Second Language, and Kindergarten.

### Admission to Teacher Education Program

Students interested in teacher preparation need to be aware of the standards for admission to the teacher preparation program at Houston Baptist University. The Teacher Education Committee will consider for admission to the program those students who, at the end of the sophomore year, present evidence of the following qualities and qualifications:

1. All students planning to register for any course with the prefix CDEV, EDBI, EDEC, EDEL, EDRE, EDSP, EDUC, INDC and MUEC must have a degree plan on file in the Records Office (or a deficiency plan on file in the Education Office) prior to the registration period. This requirement applies to all level, elementary, and secondary certification students.
2. A satisfactory level of performance (passing on all portions) on the Pre-Professional Skills Test (Educational Testing Service) or the Texas Academic Skills Program (National Evaluation Systems, Inc.), a competency examination of the basic skills areas of mathematics, reading, and writing/composition. Students may not take more than six semester hours of education courses or be allowed to student teach until they have passed all three sections of the PPST exam or the TASP exam.
3. An application for admission on file in the College of Education office during the second quarter of the sophomore year.
4. A classification of junior status (at least 64 semester hours) with a cumulative quality point average of not less than 2.50 on a 4-point scale.
5. Evidence of Spanish language proficiency (for Bilingual students only).
6. A genuine desire to enter and follow a career in teaching.
7. A personal and social orientation which shows promise of contributing to success in the teaching profession.
8. A physical and mental fitness which indicates potential classroom leadership.

### Retention in Teacher Education Program

Students should be aware of the conditions necessary for retention in the teacher education program.

1. The 2.50 cumulative quality point average must be maintained through graduation.
2. The student meets with his faculty advisor at least once per quarter for a conference on his progress in the teacher education program.
3. The attitudinal qualities that qualified the student for admission to the program must be maintained until completion.
4. Membership in a professional organization is strongly recommended but is not required.

### Approval for Student Teaching

Student teaching is among the final requirements for a provisional teaching certificate. It is part of the professional education requirements. Admission to student teaching is not automatic upon completion of required courses. It is contingent upon approval by the Teacher Education Committee. The following requirements must be met:

- satisfaction of all requirements for admission to and retention in the Teacher Education Program
- completion of at least 96 semester hours from an official degree plan; which must include EDUC 4301 or 4311, 4312, 4343 and EDRE 4250. Students who already hold a Bachelor's degree must have an official deficiency plan on file in the education office.
- completion of at least 21 semester hours in each teaching field
- a Quality Point Average of 2.5 or higher in all courses

- an approved degree plan on file with the University Records Office and a copy in the College of Education office
- a grade of "C" or better on all professional education courses. American/Texas Government, algebra, biology, and chemistry are not considered professional education courses for purposes of this requirement.
- an "Application for Student Teaching" form on file in the College of Education office one quarter prior to the quarter of student teaching
- fitness for teaching as judged by performance in the classroom and in course-related field experience
- if Bilingual Education, a passing score on the Spanish Proficiency Examination prior to quarter of student teaching
- if Early Childhood certification, completion of all of the EDEC courses listed on the degree plan as well as reading, and math courses in the elementary sequence.
- if Elementary certification, completion of the reading, language arts, and math courses in the elementary sequence
- if Elementary certification-Generic Special Education, completion of the reading, language arts, and math courses in the elementary sequence and completion of all EDSP courses listed on the degree plan
- If Secondary certification, completion of EDUC 4354.
- a passing score on the English Proficiency Examination prior to quarter of student teaching
- a planned sequence of not fewer than 45 clock hours of field experience. Documentation of these hours must be attached to the student teaching application.

## Certification Requirements

All teaching certificates are granted by the State of Texas and are not automatically conferred upon graduation. In order for Houston Baptist University to recommend a person for certification, one must:

- successfully complete all program requirements
- successfully complete appropriate Examination(s) for the Certification of Educators in Texas (ExCET) in both professional development and in content areas.

## Undergraduate Program Requirements in Elementary Certification

Elementary certification requires completion of an Interdisciplinary major which includes EDRE 3350, 4250, 4310, and 4320, GEOG 3300, INDC 3310 or 3320, 4292, 4293, 4330, POLS 2313 and PSYC 3313.

Students who elect Early Childhood and Interdisciplinary Studies are required to take INDC 3310 or INDC 3320.

Students majoring in Art and Interdisciplinary Studies must take INDC 3310.

## Undergraduate Certification Requirements

To become certified as a teacher at the baccalaureate level, the student must include HIST 2313 and 2323, POLS 2313, six semester hours from INDC 3301, 3302, 3303, 3304, MATH 1313 or higher level mathematics course, 4 hrs of Science (see note 16, p. 40), SPCH 1313.

Students seeking elementary certification must also complete EDUC 4130, 4140, 4150, 4301, 4312, 4343, and 4690. A student who is combining Elementary certification with Bilingual will substitute EDUC 4387 and 4390 for EDUC 4690. A student who is combining Elementary certification with Early Childhood will substitute EDUC 4389 and 4390 for EDUC 4690. A student who is combining Elementary certification with Generic Special Education will substitute EDUC 4692. Students who are adding the Kindergarten endorsement to an existing certificate must enroll in EDUC 4391 or EDUC 5391.

Students who elect to prepare for secondary school teaching must also complete PSYC 3313, EDRE 4210, EDUC 4311, 4312, 4343, 4354, and 4691.

The all-level certification programs require that students also earn credits in PSYC 3313, EDUC 4301, 4312, 4343, 4354, 4394, and 4397 or 4398.

## **CHILD DEVELOPMENT**

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Child Development may be selected as a second major if the first major is psychology, Christianity, or social work. Required Child Development courses include EDEC 2373, 2383, 4110, 4111, 4292, 4293, 4302, 4304, 4307, and 4313. The Child Development specialization does not certify one to teach in a public school.

## **EARLY CHILDHOOD**

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A student may elect to major in Early Childhood. This major, together with an Interdisciplinary major (the elementary school teaching field component), qualifies the individual to teach pre-school through grade six.

### **Undergraduate Program Requirements in Early Childhood**

#### **Early Childhood Education**

A student wishing to teach in Early Childhood Education (pre-school through grade 6) in public or private schools must complete certification programs in Early Childhood and Elementary Specialization.

Requirements for Early Childhood are EDEC 2373, 2383, 4110, 4111, 4292, 4293, 4302, 4304 4307, and 4313.

#### **Kindergarten Endorsement**

Any student who desires to secure the Elementary certification and Kindergarten endorsement simultaneously upon graduation may do so by satisfactorily completing required courses. The usual requirement in student teaching in elementary school, EDUC 4690, is waived, and the student completes EDUC 4391. If a person has completed one year of teaching in a kindergarten accredited by the Texas Education Agency, that individual may take EDUC 4381, 5381 or 6381 in lieu of student teaching.

A student has the opportunity to add Kindergarten endorsement to the Elementary or All-Level certificate, either by completing all requirements simultaneously upon graduation or by adding the required Kindergarten courses after graduation and initial certification.

## **GENERIC SPECIAL EDUCATION**

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A student wishing to teach in Generic Special Education (pre-school through grade 12) may concentrate in Elementary Specialization and Generic Special Education. This qualifies the individual to teach elementary specialization or generic special education in pre-school through grade 12.

### **Undergraduate Program Requirements in Generic Special Education**

A student wishing to teach in Generic Special Education (pre-school through grade 12) and Elementary Specialization in public or private schools must complete Generic Special Education and Elementary Specialization. Requirements for Generic Special Education as an academic specialization are: EDSP 3304, 4203, 4294, 4295, 4302, 4307, 4311, 4319, 4335, and EDUC 4692.

## **BEHAVIORAL SCIENCES: PSYCHOLOGY-SOCIOLOGY-SOCIAL WORK**

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The undergraduate student is offered an opportunity to select from three areas of concentration—Psychology, Sociology, and Social Work. Emphasizing a blending of theory and practice, all require field experience.

### **PSYCHOLOGY**

The curriculum is designed to introduce the student to basic understandings in the scientific, systematic study of human behavior. The bachelor's degree with a major in psychology does not prepare the graduate for immediate placement in a professional psychologist's position. There are limited employment opportunities for the graduate with a B.A. or B.S. degree. Consequently, students who wish to become professional psychologists must be prepared to do graduate study.

Flexible course offerings at the upper level make psychology an excellent companion major with many disciplines. A student may choose psychology as a secondary school teaching field, or as a liberal arts major without teacher certification. Only one specialization in psychology may be counted toward graduation requirements.

### **Undergraduate Program Requirements**

The student who plans to enter graduate school to continue education in the field of psychology must earn credits in PSYC 1313, 2333, 2363, 3303, 3343, 4292, 4295, and three other advanced psychology courses for a total of 28 semester hours.

The student who plans to combine secondary education with psychology as the second major must earn credits in PSYC 1313, 2363, 3303, 3333, 3343, 4323, 4330, 4292, 4295, and three semester hours from PSYC 2333, 3363, 4353 or 4383.

### **SOCIAL WORK**

The social work curriculum represents the integration of five content areas: social problems; policies and programs; human behavior and social environment; research; practice methodology; and field work. It explores the functioning of society and the pluralistic nature of American culture in relationship to human need. It enables the student to acquire skills in relating to and working with individuals, families, groups and organizations. Courses offer opportunity for volunteer service, observation and field practice.

A major in social work prepares the student for graduate study. It enables the student to become certified in Texas as a Social Worker, the first level of professional practice. It also allows the student to explore personal commitment to Christian service—an endeavor that will support multiple career decisions.

### **Program Requirements**

To complete the major in social work, a student must take the following courses: SOCW 2303, 2323, 3363, 3393 or 4343, 4355, 4375, 4292, 4293, and two additional social work courses for a minimum total of 28 semester hours for the major.

### **SOCIOLOGY**

Sociology is a valuable liberal arts major not only for students planning careers in Social Research, Criminology, Demography, and Social Psychology, but also for those pursuing a course of study in Public Administration, Gerontology, Rehabilitation Social Work, and Market Research. Sociology provides a useful background for those planning to enter law, business, medicine, community planning, architecture, and politics.

There are two programs for the undergraduate sociology major. One program is designed for the student who is planning a career in another profession or who is planning to do graduate work in sociology. The other program is designed for those who are seeking teacher certification in secondary education.

## Program Requirements

The student who selects an undergraduate major in sociology in preparation for entrance into another profession or for entrance into graduate school is required to complete the following courses: SOCI 1313, 3303, 3323, 3333, 4292, 4293, and four additional sociology courses for a minimum of 28 semester hours.

The student who seeks certification as a secondary teacher with sociology as one of two majors should take the following courses: SOCI 1313, 3303, 3323, 3333, 3383, 3393, 4292, 4293 and six additional hours of upper level Sociology courses.

## DEPARTMENT OF HUMAN KINETICS AND RECREATION

### Degree Requirements

Every student who receives a baccalaureate degree from Houston Baptist University is required to have successfully completed KINE 2100, **Concepts in Human Wellness**, and one semester credit in a physical and recreational activity class. These activity classes are listed as KINE 2111, designed for students with no prior participation in the activity and KINE 2121, designed for students with prior participation/experiences in the activity. A student who presents a physician's statement attesting to the non-advisability of the student's participation in an activity class may enroll in KINE 2111, **"Adapted Physical Education Activity"**, with prior approval of the Department. The student may be required to be examined by the University physician. Students may take as many hours of KINE 2111 or 2121 as they wish but only two semester hours of activities will be counted as elective credits for graduation. Credit or waivers will not be given for military service.

### Program Requirements

An undergraduate student may elect to major in secondary school human kinetics, liberal arts human kinetics, exercise science or recreation. Each major is a concentration within the Department of Human Kinetics and Recreation and is designed to foster the total development of the individual — physically, morally and intellectually. The human kinetics and recreation curricula emphasize teaching competencies, strategies, techniques, and methodology, since the ability to relate to the cognitive, affective and psychomotor domains is inherent in both fields of employment.

The secondary human kinetics major who desires to teach in the public schools in the State of Texas must complete the required professional education courses in the College of Education and Behavioral Sciences that lead to teacher certification. A second major must be selected from outside the Department of Human Kinetics and Recreation. Teacher certification is not available for degrees in Recreation and Exercise Science.

A human kinetics major who does not desire to teach in the public schools in the State of Texas must complete the core of classes in "Plan II: Liberal Arts Human Kinetics: for non-certification degree requirements. A second major must be selected from outside the Department of Human Kinetics and Recreation."

The recreation or exercise science major will find a broad range of professional employment opportunities available to choose from. City, church and private recreation/fitness programs offer employment at various entry-level positions. Private industry recreation/fitness programs offer employment to individuals with specialized skills, interests and abilities, i.e., exercise physiology, adult fitness, etc. A second major must be selected from outside the Department of Human Kinetics and Recreation.

### Concentration in Human Kinetics

Plan I: Secondary School Human Kinetics

KINE 2198, 2199, 2364, 3363, 3393, 3394, 4323, 4332, 4294, 4295, and 4301.

For majors selecting the Bachelor of Science degree option, BIOL 2413 "Human Anatomy" and BIOL 2423 "Human Physiology" are required to meet the Smith College science requirement.

Recommended electives: KINE 3396, RECR 3383, and 4310.

For students who plan to teach at the secondary school level in Texas public schools; a second teaching field at the secondary school level is required.

**Plan II: Liberal Arts Human Kinetics**

KINE 2198, 2199, 2364, 3363, 3393, 3394, 3396, 4323, 4294, 4295, and 4301.

1. For students who do not plan to teach in Texas public schools.
2. A second major outside the Department of Human Kinetics and Recreation is required.
3. For majors selecting the Bachelor of Science degree option, BIOL 2413 "Human Anatomy" and BIOL 2423 "Human Physiology" are required to meet the Smith College science requirement.

## **Concentration in Recreation**

**Plan I: Recreation**

KINE 2198, 2199, 3396, RECR 2373, 3373, 3383, 4294, 4296, 4313, 4315, 4333 plus 9 semester hours of electives from KINE 3393, 3394, RECR 4310, 4316, and 4381.

**Plan II: Exercise Science**

KINE 2198, 2199, 3363, 3393, 3394, 3396, 4301, RECR 3373, 3383, 4294, 4296, 4333, 4310, and 4316.

1. For students who do not plan to teach in Texas schools.
2. A second major outside the Department of Human Kinetics and Recreation is required.
3. For majors selecting the Bachelor of Science degree option, BIOL 2413 "Human Anatomy" and BIOL 2423 "Human Physiology" are required to meet the Smith College science requirement.

# **Graduate Program**

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## **MASTER OF EDUCATION DEGREE**

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The College of Education and Behavioral Sciences offers seven M.Ed. degree programs. Each program is described in detail in the section of this catalog headed **Graduate Degree Programs**.

To receive the Master of Education degree a student must complete the following requirements:

1. The student must be admitted to candidacy for the degree.
2. The student must complete the hours as prescribed in one of the programs of Educational Administration, Bilingual Education, Counselor Education, Educational Diagnostician, Generic Special Education, Reading Education, and General Studies. These courses must be completed with an quality point average of 3.00 on a 4-point scale with no grade less than "C". A minimum of 18 semester hours must be taken at the level of 6000 or above.
3. The student must receive the recommendation of his major department based upon satisfactory completion of a comprehensive examination.

Students who have earned their baccalaureate degrees in fields other than teacher education, or who are already certified to teach but who wish to earn additional endorsements to their original certificates, may enroll at H.B.U. as Certification Post-baccalaureate students. After analysis of previously earned credits, a "deficiency plan," which lists the necessary requirements for the additional endorsement, is prepared on an individual basis. Upon completion of all requirements, students are recommended to the Texas Education Agency for Teacher education for certification in the new field.

In order to be approved for the provisional teacher's certificate, students, including those holding a valid out-of-state certificate, shall be required to achieve a satisfactory level of performance on an examination prescribed by the Texas State Board of Education.

A person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession will not be recommended for certification.

Upon completion of all programs requiring certification, it is the responsibility of the student to complete an application for certification and to return it to the Education office. This step is required of the student in order to be recommended to the Texas Education Agency for certification.

## Educational Administration

To earn a degree in Educational Administration, a student must complete the following 36 semester hours: EDUC 5310, 6300; EDAD 6301, 6302, 6303, 6304, 6306, 6308, 6309, 6310, 6313, and 6391.

To earn the Texas Professional Certificate in Mid-Management School Administration, the student must complete the 36 semester hours above, earn the M.Ed. degree, have a valid Texas teaching certificate, have completed two years of successful teaching, and must complete 9 additional semester hours: three semester hours from EDUC 6390 (for secondary certificate holders only); EDUC 6391 (for elementary certificate holders only); and six semester hours selected from approved graduate electives. Students must also successfully complete a comprehensive examination as required by the Texas State Board of Education.

## Bilingual Education

To earn a degree in Bilingual Education a student must complete the following 36 semester hours: EPSY 5330, EDUC 5310, EDUC 6320, EDBI 5301, 5304, 5343, 6302, 6303, 6304, 6305 and six semester hours of approved graduate electives (three hours must be at the 6000 level). A student who lacks valid Texas teacher certification must also successfully complete EDUC 5387 and an additional 3 semester hours of student teaching.

Successful completion of this program, demonstration by examination of proficiency at the teaching level in Spanish, completion of EDUC 5387 and removal of any deficiencies needed for valid Texas Teacher certification at the elementary or secondary level, will qualify the student for Texas certification in Bilingual Education. Students must also pass the appropriate written comprehensive examination as required by the Texas State Board of Education.

Students who already possess the Provisional certificate in Bilingual Education may, through presentation of appropriate undergraduate equivalent courses, substitute other graduate courses for required courses in the bilingual M.Ed. program, upon approval of the advisor.

### Requirements for Teacher Certification Only

A student who has never received teacher certification may earn Bilingual Education certification provided he completes the requirements as specified on the appropriate "deficiency plan", and completion of requirements below.

A person holding Texas teacher certification who can qualify as a special post-baccalaureate student (holder of the Bachelor's Degree who meets requirements as a special student) may seek to earn either an endorsement in Bilingual Education or the Certificate in Bilingual Education.

To gain unconditional admission to the Bilingual endorsement or provisional certificate programs, the prospective student must, in addition to the requirements stated above, achieve the prerequisite scores on proficiency tests in English and in Spanish. On the MLA Cooperative Language Proficiency Test in Spanish (Level M), the prospective student must achieve a minimum overall score at the eightieth (80th) percentile. In addition, each student must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or must take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard.

#### 1. Program Requirements for the Endorsement in Bilingual Education

- a. The student must complete the following courses with no grade less than "C": EDBI 5301, 5304, 6302, 6303; and must demonstrate proficiency on a T.E.A.-approved test in Spanish.
- b. Before receiving the University's recommendation for endorsement, the student must have a minimum of one year's experience teaching in a bilingual classroom that has been so designated by the Texas Education Agency.

#### 2. Program Requirements for the Certificate in Bilingual Education

- a. The student must complete the following courses with no grade less than "C": EDUC 5310, EDBI 5301, 5304, 5343, 6302, 6303, 6304, and 6305.
- b. Upon completion of the program, the student must demonstrate, by examination, proficiency at the teaching level in Spanish.

- c. Completion of Student Teaching in the Bilingual Classroom for students who are not already certified teachers, and 3 additional hours of student teaching.
3. **Endorsement for Teachers of English as a Second Language**
- a. The student must complete the following courses with no grade less than "C": EDBI 5301, 5304, 5312, 5314 and EDUC 5386.
  - b. Certified Texas teachers may teach for one year in a TEA-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

For course description, see pages 138-140, College of Humanities

## Counselor Education

To earn a degree in Counselor Education, a student must complete the following 36 semester hours with no grade less than "C": EDUC 5310, 6320, EPSY 5363, 6303, 6304, 6390, PSYC 5323, 5330, 6302, 6305, and 6 semester hours of approved graduate electives.

The Texas certificate as School Counselor requires that the student have a valid Texas teaching certificate and have completed 3 years of successful teaching in addition to other requirements. The student will be required to show satisfactory performance on a written comprehensive examination for School Counselors as required by the State Board of Education.

Those students wishing to be licensed as a Psychology Associate in addition to or instead of the School Counselor certification must complete all requirements as follows:

- a. Complete the sequence of courses for the M. Ed. degree requirements in counseling.
- b. Earn six (6) additional semester hours in educational psychology.
- c. Complete 100 additional hours of supervised experiences in the supervised practicum beyond the school counselor requirement.
- d. Achieve a satisfactory score on the state certification examination.

## Educational Diagnostician

To earn a degree as an Educational Diagnostician the student must complete the following 36 semester hours with no grade less than "C": EDSP 5302, 5311, 5335, 6314, 6344, 6381, EPSY 5330, 6301, 6302, 6305, EDEC 5307, and EDRE 6302.

To earn certification as a Professional Educational Diagnostician, the student must complete the 36 graduate hours, must earn the M.Ed. degree, have a valid Texas teaching certificate, and have completed three years of successful teaching, and must complete six additional semester hours from the following with no grade less than "C": EDAD 6310, EDUC 5310, EPSY 6304, EPSY 6310, and EDRE 6304. Before being recommended for certification, the student will be required to show satisfactory performance on a written comprehensive examination as required by the State Board of Education.

## General Studies

To earn a degree in General Studies, a student must complete 36 semester hours with no grade less than "C". These hours must include the M.Ed. core: EDUC 5310, 6320, and EPSY 5330. The remaining 27 credits must be selected from at least two of the fields listed below, with no less than 6 semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.

### Fields of Study

Educational Administration (EDAD)	Early Childhood Education (EDEC)
Bilingual Education (EDBI)	Reading Education (EDRE)
English As A Second or	Generic Special Education (EDSP)
Other Language (ESOL)	Professional Education (EDUC)
	Educational Psychology (EPSY)

## Generic Special Education

The Texas State Board of Education Rules for Teacher Education, better known as the 1987 Standards, eliminated the Learning Disability endorsement and mandated the implementation of the Generic Special Education Certificate.

The change in special education certificates has changed the needs of the Special Education program. The special education teacher now must be prepared to service virtually all handicapping conditions except the most severe handicaps.

To earn a degree in Generic Special Education, a student must complete the following 42 semester hours with no grade less than "C": EDSP 5203, 5311, 5314, 5319, 5335, 6314, 6324, 6334, 6344, EDUC 5310, 5324 or 6324, 6320, EPSY 5330, and 4 semester hours of approved graduate electives.

The Texas certificate in generic special education requires that the student have a valid Texas elementary teaching certificate and have completed two years of successful teaching in addition to the requirements stated above. The student must also complete the appropriate comprehensive examinations as required by the State Board of Education.

The elementary certificate in generic special education for a person who already has a master's degree and a Texas teacher certification may be obtained by the completion of additional courses as specified by the College of Education and Behavioral Sciences.

## Reading Education

To earn a degree in Reading Education, a student must complete the following 36 semester hours with no grade less than "C": EDUC 5310, 6320, EPSY 5330, EDRE 6301, 6302, 6304, 6305, 6306, and EDUC 5313, EDUC 6390 (for secondary certificate holders) or EDUC 5314, 6391, (for elementary certificate holders), plus 6 semester hours of approved graduate electives.

The Texas certificate as reading specialist requires the student to have a valid Texas teaching certificate and have completed 3 years of successful teaching in addition to the requirements stated above. The student must also successfully complete the appropriate comprehensive examination as required by the State Board of Education.

Certification as Reading Specialist for a person who already has a master's degree and Provisional certification may be obtained by the completion of additional courses as specified by the College of Education and Behavioral Sciences.

## Master of Arts in Psychology

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To earn a Master of Arts degree in psychology, a student must complete the following forty-five (45) semester hours with no grade less than "C": PSYC 5151, 5152, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6333, 6390, 6391 and six semester hours of graduate electives, three of which must be in an area other than psychology.

To receive the M. A. in Psychology degree a student must complete the following requirements:

For students who do not have an undergraduate major in Psychology and/or did not have equivalents of certain undergraduate courses, the following courses in Psychology must be taken before entry into the Master of Arts in Psychology program: PSYC 1313, PSYC 2363, PSYC 3303, and PSYC 3343.

1. The student must have been admitted to candidacy for the degree.
2. The student must have completed a minimum of forty-five (45) graduate hours. These courses must have been completed with a quality point average of 3.00 on a four-point scale with no grade less than "C" and with eighteen (18) semester hours at the 6000-level.
3. The student must have received the recommendation of his major department based upon satisfactory completion of a comprehensive examination.
4. The student must satisfactorily complete practicum work as judged by ratings of site supervisor(s) and by faculty supervisor.

Academic requirements for applicants to the Texas State Board of Examiners of Psychologists for Psychological Associate Certification, and to the Texas State Board of Examiners of Professional Counselors for licensure as a Professional Counselor, may be satisfied in this program with specified additional courses.

# COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

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## Course Descriptions

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### CHILD DEVELOPMENT

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#### **CDEV 2373 Marriage and the Family**

A consideration of factors in self-understanding and interpersonal relations; changing roles of men, women, and children; problems of family life; socialization of children; the influence of school and community interaction, including parent-teacher relationships; similarities and differences in familial life styles. (Offered also as EDEC 2373, PSYC 2373, SOCI 2373 and SOCW 2373).

#### **CDEV 2383 Psychomotor Development of the Young Child**

A study of the developmental sequence of motor performance, including activities and materials that enhance sensory motor integration, gross and fine motor development, self-help, and perceptual motor skills. (Offered also as EDEC 2383).

#### **CDEV 4304 The Young Child**

This course includes an indepth study of growth and development during infancy and early childhood. The behavioral science foundations of early childhood education including psychosexual-personality, normative-motivational, behavioral-environmental, cognitive-transactional and humanistic concepts are studied. (Offered also as EDEC 4304/5304).

#### **CEDV 4110 Instructional Programming in Early Childhood**

A study of problems in the development of effective programming. Prerequisites: CDEV 4304, 4307, 4313, 4292 and 4293. (Offered also as EDEC 4110).

#### **CDEV 4111 Research and Evaluative Techniques for Early Childhood**

A critical analysis of research and evaluative techniques applicable to early childhood. Prerequisites: CDEV 4110, 4304, 4307, 4313, 4292, and 4293. (Offered also as EDEC 4111).

#### **CDEV 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest. May also be used for individual study in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

#### **CDEV 4292 Senior Seminar: Study of Day Care**

This course is a campus-based seminar on the development, organization, and evaluation of day care programs for young children; physical facilities, equipment, and materials needed for the care and development of young children. Prerequisites: CDEV/EDEC 4304, 4307, and 4313.

#### **CDEV 4293 Senior Seminar: Practicum in Early Childhood**

This course is a field-based experience in which a minimum of 60 clock hours are spent in observing and working in a pre-school program. Included are techniques of instruction; management and technical considerations; interaction of the roles of all personnel in programs for young children; and the impact of legislation and outside influences upon pre-school programs. Prerequisites: CDEV 4304, 4307, and 4313.

#### **CDEV 4302 Survey of Exceptional Children**

(Offered also as EDEC 4302/5302, EDSP 4302/5302).

#### **CDEV 4307 Language and Concept Development in Young Children**

(Offered also as EDEC 4307/5307, EDSP 5307).

#### **CDEV 4313 Curriculum and Instruction in Early Childhood Education**

Prerequisites: CDEV 4304 and 4307. (Offered also as EDEC 4313/5313).

## **EDUCATIONAL ADMINISTRATION**

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### **EDAD 6181, 6281, 6381 Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

### **EDAD 6301 Administrative Theory and Practice**

Analysis of administrative behavior and organizational patterns. Study of conceptual models in decision-making. Examination of theory and practice as they relate to continuing problems of school administration.

### **EDAD 6302 Instructional Leadership and Evaluation**

Study of major issues, problems, and trends in the K-12 curriculum from an administrative point of view. Analysis of leadership skills required of the principal in the areas of supervision, group processes, organization for school improvement, and staff development techniques. Emphasis on strategies for stimulating, implementing, and evaluating alternatives in curriculum and instruction. Develop skill in use of the Texas Teacher Appraisal System.

### **EDAD 6303 School Law**

Legal basis of education at national, state, and local levels. Major court decisions affecting organization and administration of public and private schools. Legal rights and responsibilities of school administrators and other school personnel.

### **EDAD 6304 School Business Management and Finance**

Study of roles, responsibilities, systems, and procedures in school business matters. Includes budgeting, accounting, data processing, purchasing, personnel and management of facilities, equipment, and real property. Examination of federal, state, and local programs to finance education.

### **EDAD 6306 Pupil Personnel Management**

Study of student services in schools, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; placement, evaluation, promotion, retention, and termination.

### **EDAD 6308 The Role of the Principal**

Study of the roles and responsibilities in the administration of elementary, middle, and secondary schools, with focus on the principal's professional relations with teachers, parents, pupils, educational leaders within the district, and the board of education. Analysis of the role of the principal in curriculum development, organization and evaluation; school organization; discipline; student behavior; community relations; the teaching/learning process; inservice training; and leadership in teacher growth and evaluation. Emphasis is on personal qualities of leadership conducive to good human relations.

### **EDAD 6309 The School and Its Instructional Program**

Factors influencing school curriculum in grade K-12 are studied. Included are the components of the curriculum; organization of the curriculum; how curriculum is changed; how new curriculum is developed; and the extra-curriculum in elementary and secondary schools.

### **EDAD 6310 Applications of Educational Research**

A study of investigations relating to schooling with applications suitable to the specific role of the principal. Using reports from abstracts and original sources, valid research criteria are applied by the student in making written evaluations and applications in specific field settings. (Also offered as PSYC 6320 and EDUC 6320).

### **EDAD 6313 School Personnel Leadership**

An integration of personnel leadership skills required in the legal, academic, and administrative considerations of special school programs. Included are state and federal regulations.

### **EDAD 6391 Internship in Middle Management**

This is a practicum designed to provide field experience in school administration with emphasis on public relations, personnel administration, pupil behavior and discipline, curriculum development, instructional leadership, and facilities management. The intern is assigned to an administrator for a minimum of 90 clock hours in the field. The field experience is under the supervision of a University professor and is accompanied by a weekly symposium. The intern is given experience in applying management fundamentals to an on-going school program. Each of the topics is developed by assignments, discussions, required readings, and a report. Prerequisite: 18 semester hours of Educational Administration courses and approval of the program director.

## **BILINGUAL EDUCATION**

Courses in Bilingual Education may be found listed in this Bulletin on pages 138-140.

## **EARLY CHILDHOOD**

### **EDEC 2373 Marriage and the Family**

(Offered also as CDEV 2373, PSYC 2373, SOCI 2373, SOCW 2373).

### **EDEC 2383 Psychomotor Development of the Young Child**

(Offered also as CDEV 2383).

### **EDEC 4181, 4281, 4381 Special Topics**

This course provides opportunities for individual research and development in areas of special interest, current issues, and special problems within the field of education of young children. A minimum of 30 clock hours of directed study is required for each semester hour of credit.

### **EDEC 4292 Senior Seminar: Study of Day Care**

This course is a campus-based seminar on the development, organization, and evaluation of day care programs for young children; physical facilities, equipment, and materials needed for the care and development of young children. Prerequisites: EDEC 4304, EDEC 4307, and EDEC 4313.

### **EDEC 4293 Senior Seminar: Practicum in Early Childhood**

This course is a field-based experience in which a minimum of 60 clock hours are spent in observing and working in a pre-school program. Included are techniques of instruction; management and technical considerations; interaction of the roles of all personnel in programs for young children; and the impact of legislation and outside influences upon pre-school programs. Prerequisites: EDEC 4304, 4307, 4313, and 4292.

### **EDEC 4302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 5302, EDSP 4302/5302).

### **EDEC 4304 The Young Child**

(Offered also as CDEV 4304, EDEC 5304).

### **EDEC 4307 Language and Concept Development in Young Children**

Study includes the relationship between language and thought; theories of language learning; changes in the young child's intellectual structure; role of the teacher, and practical applications. (Also listed as CDEV 4307, EDEC 5307).

### **EDEC 4110 Instructional Programming in Early Childhood**

A study of problems in the development of effective programming. Prerequisites: EDEC 4304, 4307, 4313, 4292, and 4293. (Offered also as CDEV 4110).

### **EDEC 4111 Research and Evaluation Techniques in Early Childhood**

A critical analysis of research and evaluation techniques applicable to early childhood. Prerequisites: EDEC 4110, 4304, 4307, 4313, 4292, and 4293. (Offered also as CDEV 4111).

**EDEC 4313 Curriculum and Instruction in Early Childhood**

Includes the study of and experiences with application of alternative instructional strategies; planning and evaluation of learning activities based on the needs of young children; application and evaluation of factors affecting learning by young children, including the selection and planning of physical facilities; the skills necessary for management of an early childhood educational program; has a field experience component. Students gain knowledge of the concept of least restrictive alternatives and implications for the learning process; the characteristics and learning differences of exceptional/handicapped pupils; skill in developing and implementing individual educational plans; and knowledge of admission, review, and dismissal procedures for exceptional/handicapped children. (Also offered as EDEC 5313).

**EDEC 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDEC 5302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 4302, EDSP 4302/5302).

**EDEC 5304 The Young Child**

(Offered also as CDEV 4304, EDEC 4304).

**EDEC 5307 Language and Concept Development in Young Children**

(Offered also as CDEV 4307, EDEC 4307, EDPS 5307).

**EDEC 5313 Curriculum and Instruction in Early Childhood**

(Offered also as CDEV 4313).

**ELEMENTARY CERTIFICATION**

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These courses will not be available after September 1, 1991.

**EDEL 3310 Art for Pre-Adolescents**

The focus of this course is the art content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313. (Offered also as ART 3310).

**EDEL 3320 Music for Pre-Adolescents**

The focus of this course is the music content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313. (Offered also as MUSC 3320).

**EDEL 3330 Health and Physical Education for Pre-Adolescents**

A study of the effects of nutrition and health on the total development of the young child, including planning effective nutrition, health and safety programs for children; and materials and methods for teaching physical education to pre-adolescents. Prerequisite: EDUC 4301 or 4313. (Offered also as CDEV 3330).

**EDEL 3340 Science for Pre-Adolescents**

The focus of this course is the earth science content and process skills taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4401 or 4313.

**EDEL 3350 Language Arts for Pre-Adolescents**

The focus of this course is the language arts content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313. (Offered also as EDRE 3350).

**EDEL 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest, additional field work experiences, and special workshops. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDEL 4310 Reading for Pre-Adolescents**

The focus of this course is the reading content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313. (Offered also as EDRE 4310 and 5310).

**EDEL 4320 Teaching Reading Through Children's Literature**

The focus of this course is the reading through Children's Literature content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313. (Also offered as EDRE 4320 and 5320).

**EDEL 4330 Mathematics for Pre-Adolescents**

The focus of this course is the mathematical content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313.

**EDEL 4340 Social Studies for Pre-Adolescents**

The focus of this course is the social studies content taught to pre-adolescents. Methodological implications of this subject area are also included. Prerequisite: EDUC 4301 or 4313.

**READING**

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**EDRE 3350 Reading and the Language Arts**

An analysis of the development of reading, speaking, listening and writing abilities. Both on-campus and field experiences are included. Prerequisite: EDUC 4301.

**EDRE 4250 Teaching Content Area Reading Skills**

A course designed to acquaint the elementary and secondary education major with methods of teaching reading in the content areas. Topics to be studied will include assessment procedures, comprehension skills in content areas, readability and materials suitability, study skills, vocabulary development, developing reading rate flexibility, reading efficiency, grouping procedures, and lesson design. Prerequisite: EDUC 4301.

**EDRE 4310 Reading for Pre-Adolescents**

Included in this course are method and materials for teaching developmental reading to children in pre-school and school settings. An individualized program is planned to develop competence in assessing specific strengths and weaknesses in the reading skills of children, lesson planning in order to prepare learning activities appropriate to the child's needs, and interacting with children in such a way that learning is maximized. Both on-campus activities and field experiences are included. This course is a prerequisite for student teaching. Prerequisite: EDUC 4301. (Also offered as EDRE 5310).

**EDRE 4320 Teaching Reading Through Children's Literature**

A course designed to acquaint the student with the best in literature for children. The student gains an in-depth knowledge of the major genres of children's literature, how to critically evaluate books using specific criteria, and how to make use of that knowledge in extending pupil skills in developmental reading as well as the creation of lifetime reading habits. Students also become familiar with the lives and works of major authors and illustrators of works for children. Prerequisite: EDUC 4301. (Also offered as EDRE 5320).

**EDRE 5310 Reading for Pre-Adolescents**

(Also offered as EDEL 4310).

**EDRE 5320 Teaching Reading Through Children's Literature**

(Also offered as EDEL 4320).

**EDRE 6181, 6281, 6381 Special Topics**

A service course designed to permit the offerings of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDRE 6301 Advanced Developmental Reading**

An examination of developmental reading programs for grades pre-school through college; skill in recognizing various stages in the development of reading processes; analysis of the total reading program emphasizing procedures for improvement.

**EDRE 6302 Diagnostic and Remedial Reading**

Corrective and remedial aspects of reading instruction in grades pre-school through college. Course content emphasizes individual and group diagnostic procedures and instructional techniques for the evaluation of pupil progress in reading.

**EDRE 6304 Clinical Practice in Reading Education**

Designed to give the student clinical experience in the application of theoretical models of diagnosis and remediation through individual laboratory practice. (Recommended as an elective for Educational Diagnosticians.)

**EDRE 6305 Reading: A Linguistic Perspective**

Application of modern linguistic approaches to the reading process with concentration on oral reading. Attention given to intonation, stress, pitch, phonemes, morphemes, phonics, word study, sentence patterns, and the physiology of speaking.

**EDRE 6306 Reading in the Content Areas**

Reading education skills for teachers in the content areas of secondary school; consideration of technical vocabulary, readability levels, verbal reasoning, and comprehension. Laboratory experiences with secondary level reading materials provided.

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**GENERIC SPECIAL EDUCATION**

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**EDSP 3304 Instructional Media and Materials in Special Education**

This course provides knowledge of instructional media and materials that are designed especially for exceptional learners. Students learn how to locate, select, use, construct, evaluate media and instructional materials for the various handicapping conditions. Prerequisite: 9 semester hours of special education or permission of the instructor. Three class hours per week. Twenty laboratory hours.

**EDSP 4181, 4281, 4381 Special Topics**

Topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDSP 4203 Legal Aspects of Special Education**

Schedules; record keeping, effective use of teacher aids; communication with peers, professionals, supervisors, and parents; ethics of teaching; legal aspects of special education will be explored. Three lecture hours a week. (Offered also as EDSP 5203).

**EDSP 4294 Senior Seminar: Physical, Developmental and Multiple Delays in Exceptional Children**

This course focuses on problems encountered in special classes, hospitals and homes; administering, recording and consulting problems; and planning career goals.

**EDSP 4295 Physiological Disorders in Exceptional Children**

The intent of this course is to show the interrelationship of physiology to the learning process specific to the exceptional child. The content will include an analysis of the brain and the nervous systems relative to cognition, motor development, communication, and affect. Reviewed and investigated will be the current research and developmental trends correlated with characteristics of the exceptional learner serviced within the special education setting.

**EDSP 4302 Survey of Exceptional Children**

This course is an indepth study in all areas of exceptionalities. Fifteen hours of observation required. (Offered also as CDEV 4302, EDEC 4302/5302, EDSP 5302).

**EDSP 4307 Language and Concept Development in Young Children**

(Offered also as CDEV 4307, EDEC 4307/5307, and EDSP 5307).

**EDSP 4311 Diagnostic and Prescriptive Teaching for Exceptional Children**

The focus of this course is to become precise in developing programs for students who exhibit learning and behavior difficulties. The diagnostic-prescriptive approach to individualizing instruction provides educators with a comprehensive method of assessing learning styles, where the break-down occurs in the learning process, and appropriate programming as related to the specific needs of the learner. The screening process for dyslexia mandated by Texas Education Agency will be taught in this course. (Offered also as EDSP 5311).

**EDSP 4319 Teaching Strategies in Special Education**

The student will determine the goals of instruction according to the needs of the various exceptionalities; they will develop an appropriate curriculum using the essential elements as a base. Students will learn the techniques of managing behavior, how to individualize instruction, how to apply methods of intervention and how to evaluate adequacy of teaching. The future educator will learn how to arrange classrooms specific to management theories. Three class hours per week. Twenty laboratory hours. (Offered also as EDSP 5319).

**EDSP 4335 Growth, Abnormalities, Identification and Evaluation of Early Childhood**

This course involves an indepth study of growth and development of the exceptional/handicapped child during infancy and early childhood. Additionally, this course emphasizes the acquisition of knowledge and identification of abnormalities, screening, evaluation, and classroom applications as they relate to factors affecting adjustments of handicapped students to society in general and to school in particular. Fifteen hours of field work. (Offered also as EDSP 5335).

**EDSP 5203 Legal Aspects of Special Education**

(Offered also as EDSP 4203).

**EDSP 5302 Survey of Exceptional Children**

(Offered also as CDEV 4302, EDEC 4302/5302, EDSP 4302).

**EDSP 5307 Language and Concept Development in Young Children**

(Offered also as CDEV 4307, EDEC 4307/5307, and EDSP 4307).

**EDSP 5311 Diagnostic and Prescriptive Teaching for Exceptional Children**

(Offered also as EDSP 4311).

**EDSP 5314 Learning and Neurological Disabilities in Children**

Advanced study of physical, neurological, sociological and environmental causes of learning difficulties in children; interrelationship among the causes. Advanced problems and techniques in teaching, learning, methods and materials, adult consequences of learning problems, and community resources will be studied.

**EDSP 5319 Teaching Strategies in Special Education**

(Offered also as EDSP 4319).

**EDSP 5335 Growth, Abnormalities, Identification and Evaluation of Early Childhood**

(Offered also as EDSP 4335).

**EDSP 6314 Teaching Children Manifesting Learning Disabilities**

This course involves a study of the unique psychoeducational needs of the learning disabled child. There is a survey of educational evaluation techniques, intelligence and aptitude factors, instructional strategies, remediation program design, use of specialized teaching materials and media, and alternative classroom arrangement, such as resource rooms, integrated, and self-contained classrooms.

**EDSP 6324 Instructional Preparation and Delivery of Teaching Skills and Assessments**

Advanced problems encountered in the regular classroom, special education, hospital, and home; administering, recording, and consulting problems; demonstration of teaching aids; assessments, and preparing units of instruction; planning of career goals and strategies.

**EDSP 6334 Educational Remediation and Programming for the Handicapped**

Determining remediation procedures from test results; behavior, and cumulative records; knowledge of educational technology and teaching media; individual and group curriculum modification; and evaluation of remediation and programs.

### **EDSP 6344 Educational Appraisal of Handicapped Students**

This course is an introduction to appraisal techniques and instruments used to identify the presence or absence of handicapping conditions. Administration, scoring, interpretation, written reports and the development of IEPs will be taught in this course. (Offered also as EPSY 6344).

## **PROFESSIONAL EDUCATION**

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### **EDUC 3300 Sociology of Education**

This course includes the multi-cultural, special education, and classroom management components of the teacher education program. It is designed to improve prospective teachers' abilities to: (1) relate positively to persons of various cultures and to promote multi-cultural understanding; (2) establish and maintain optimal learning environments; and (3) understand characteristics and learning differences of exceptional/handicapped pupils as well as admission, review, and dismissal procedures for special education programs. Both classroom instruction and field experiences are required. (Offered also as SOCI 3300 and EDUC 4312. This applies only to students completing certification prior to September 1, 1991. Course will not be offered after September 1, 1991).

### **EDUC 3313 Human Growth and Development**

(Offered also as PSYC 3313. Not offered under EDUC rubric after September 1, 1991).

### **EDUC 3323 History and Philosophy of Education**

This series of units is intended to enable a prospective teacher to (1) identify his own philosophy and that of others; (2) eliminate logical inconsistencies in his own philosophy; (3) possess a cognitive knowledge of the history of American education; (4) evaluate educational practices and proposals as to probable effectiveness and productivity; and (5) maximize his influence upon colleagues as an educational leader. Examination of school organization-management and legal and ethical aspects of teaching is included. Course not offered after September 1, 1991.

### **EDUC 4130 Methods for Teaching Math to Pre-Adolescents**

This course emphasizes the use of manipulative materials to teach mathematical concepts and skills to children. Students practice applying these techniques during 15 hours of field experience in an elementary school classroom. Must be taken simultaneously with INDC 4330. Prerequisite: EDUC 4301.

### **EDUC 4140 Methods for Teaching Social Studies to Pre-Adolescents**

This course explores the theory and practice of teaching social studies to children. Students gain experience in applying this knowledge through instructional design projects and simulated teaching experiences. Must be taken simultaneously with INDC 4292. Prerequisite: EDUC 4301.

### **EDUC 4150 Methods for Teaching Science to Pre-Adolescents**

This course explores the theory and practice of teaching science to children. Students gain experience in applying this knowledge through instructional design projects and simulated teaching experiences. Must be taken simultaneously with INDC 4293. Prerequisite: EDUC 4301.

### **EDUC 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest, additional field work and special workshops. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

### **EDUC 4301 Curriculum and Instruction in the Elementary School**

Studies of factors influencing the nature of curriculum and instruction in elementary schools. Examinations will be made of the role of the teacher in the teaching-learning process and in the application of the current State of Texas requirements in curriculum including the essential elements, scope and sequence of the required elementary subjects, long-range and short-term instructional planning, and evaluation. Practice is provided in the production and utilization of instructional media and practical applications of instructional techniques.

**EDUC 4311 Curriculum and Instruction in the Secondary School**

Studies of factors influencing the nature of curriculum and instruction in secondary schools. Examination will be made of the role of the teacher in the teaching-learning process and in the application of the current State of Texas requirements in curriculum including course and time requirements, the Essential Elements, long-range and short-term instructional planning, and evaluation. Practice is provided in the production and utilization of instructional media and practical applications of instructional techniques.

**EDUC 4312 The School in U.S. Society**

(Also offered as EDUC 3300).

**EDUC 4313 Curriculum and Instruction in the Elementary School**

See EDUC 4301.

**EDUC 4314 Curriculum and Instruction in the Secondary School**

See EDUC 4311.

**EDUC 4323 Fundamentals of Secondary Schools Teaching**

A course in which prospective student teachers combine campus-based instruction with a minimum of 25 clock hours of field-based experience in observation and the planning and presenting of lessons. An emphasis is placed on unit planning including the Essential Elements, textbook analysis, classroom management, various teaching techniques, and students' rights and teacher liabilities. This is a prerequisite for student teaching. Prerequisites: EDUC 3300, 4311 or 4314. This course no longer offered after September 1, 1991.

**EDUC 4330 Psychology of Learning**

A course stressing the major contributions to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. (Offered also as PSYC 4330, EPSY 5330, PSYC 5330).

**EDUC 4333 Measurement and Evaluation**

The completion of this course will enable a prospective teacher to design and construct teacher-made tests, construct and validate measurement instruments, and select, administer, and interpret standardized tests. The testing of young children is included. Prerequisite: EDUC 4301, 4311, 4313 or 4314. (Offered also as PSYC 4333. This course no longer offered after September 1, 1991).

**EDUC 4343 Evaluation and Accountability**

Completion of this course will enable a prospective teacher to design and construct teacher-made tests, construct and use observational techniques, and select, administer, and interpret standardized tests for students across the spectrum of schooling levels. Also included are history of education, organization and management of schools, and legal and ethical aspects of teaching. Prerequisite: 4301, 4311, 4313, or 4314.

**EDUC 4350 Teaching Content Area Reading Skills**

A course designed to acquaint the elementary and secondary education major with methods of teaching reading in the content areas. Topics to be studied will include assessment procedures, comprehension skills in content areas, readability and materials suitability, study skills, vocabulary development, developing reading rate flexibility, reading efficiency, grouping procedures, and lesson design. Prerequisite: EDUC 4301, 4311, 4313 or 4314. This course no longer offered after September 1, 1991.

**EDUC 4354 Advanced Applications of Curriculum and Instruction in Secondary Schools**

A course in which prospective student teachers combine campus-based instruction with a minimum of 25 clock hours of field-based experience in observation and the planning and presenting of lessons. An emphasis is placed upon lesson presentation skills, use of a variety of teaching methods, and application of classroom management skills. This course is a prerequisite for student teaching. Prerequisite: EDUC 4314.

**EDUC 4386 Student Teaching in the ESL Classroom**

This course is a field-based student teaching experience in the ESL classroom. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4387 Student Teaching In the Bilingual Classroom**

This course is a field-based student teaching experience in a bilingual classroom, where instruction is delivered in two languages. The student teacher works with an experienced teacher in the bilingual setting for one-half of an academic quarter. Prerequisite: demonstration of second language proficiency and approval of the Teacher Education Committee. (Offered also as EDUC 5387).

**EDUC 4389 Student Teaching in Pre-School**

This course is a field-based student teaching experience in pre-kindergarten or kindergarten, particularly for students working on the certification "Early Childhood Specialization." The student teacher works with an experienced teacher in the pre-school setting for one-half of an academic quarter. Prerequisites: Approval of the Teacher Education Committee and CDEV 4292, 4293.

**EDUC 4390 Student Teaching in Elementary School Grades**

This course is a field-based student teaching experience in grades 1-6 for students working on the combined certificate of Elementary Specialization and Kindergarten, Elementary Specialization and Early Childhood, Elementary Specialization and Special Education, or Elementary Specialization and Bilingual Specialization. A student teacher works with an experienced teacher for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4391 Student Teaching in the Kindergarten**

This course is a field-based student teaching experience in the kindergarten. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4393 Student Teaching in Elementary School Art**

This course is a field-based student teaching experience in elementary school art for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4394 Student Teaching in Elementary School Music**

This course is a field-based student teaching experience in elementary school music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4395 Student Teaching in Secondary School Subjects**

This course is a field-based student teaching experience in secondary school regular classrooms for students working on the combined certification of secondary school and special education. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4396 Student Teaching in Secondary School Art**

This course is a field-based student teaching experience in secondary school art for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4397 Student Teaching in Secondary School Choral Music**

This course is a field-based student teaching experience in secondary school choral music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4398 Student Teaching in Secondary School Instrumental Music**

This course is a field-based student teaching experience in secondary school instrumental and/or band music for the student preparing for all-level certification. The student teacher works with an experienced teacher in a school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4690 Student Teaching in Elementary School Grades**

This course is a field-based student teaching experience in grades 1-6 for students seeking elementary school certification. The student teacher works with an experienced teacher in a school setting

**EDUC 4691 Student Teaching in Secondary School Subjects**

This course is a field-based student teaching experience in a secondary school for students seeking secondary school certification. The student teacher works with an experienced teacher in a school setting each school day for eleven weeks. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 4692 Student Teaching in Elementary and Special Education**

This course is a field-based student teaching experience consisting of placement in an elementary classroom with students having identified special needs. One half of the student teaching experience will be in a regular elementary classroom, and the remaining one half of the placement will be in a special education classroom.

**EDUC 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDUC 5300 Classroom Management**

A study of a broad spectrum of approaches to classroom management including authoritarian, behavior-modification, group-process, instructional, and socio-emotional-climate orientations. Examination of research regarding effective classroom management. Exploration of multiple strategies for handling common classroom management problems.

**EDUC 5310 The School in a Multi-Cultural Society**

In-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school and community.

**EDUC 5313 Curriculum and Instruction in the Elementary School**

(Also offered as EDUC 4313).

**EDUC 5314 Curriculum and Instruction in the Secondary School**

(Also offered as EDUC 4314).

**EDUC 5324 Student Teaching in Special Education**

This course is a field-based student teaching experience consisting of one 6-week placement in special education.

**EDUC 5360 Statistics and Experimental Research Design**

(Also offered as EPSY 5360, PSYC 4360/5360).

**EDUC 5386 Student Teaching in the ESL Classroom**

This course is a field-based student teaching in the ESL classroom. The student teacher works with an experienced teacher in the school setting for one-half of an academic quarter. Prerequisite: Approval of the Teacher Education Committee. Certified Texas teachers may teach for one year in a TEA-approved ESL or bilingual classroom in lieu of completing student teaching in ESL.

**EDUC 5387 Student Teaching in the Bilingual Classroom**

(Offered also as EDUC 4387).

**EDUC 5391 Student Teaching in the Kindergarten**

This course is a field-based student teaching experience in the kindergarten. The student teacher works with an experienced teacher in the school setting for one-half of each school day for eleven weeks. Prerequisite: Approval of the Teacher Education Committee.

**EDUC 6300 Current Issues in American Education**

This course is designed to provide the graduate student with updated background information on such current topics as: social change, accountability, changing staff roles, vocational life education, student privacy act, confidential information, new school architecture, drug and sex education in public schools and others.

**EDUC 6320 Research Techniques and Procedures**

(Also offered as PSYC 6320 and EDAD 6310).

**EDUC 6324 Practicum In Special Education**

Observation and participation in at least two different educational settings which have a variety of handicapping conditions; application of learned competencies will be required. Prerequisite: Completion of all EDSP courses listed for the M.Ed.

**EDUC 6330 Teaching Methodology for the Professional**

Structured to meet the needs of those professionals who must design, organize and present materials to various target populations, this graduate level course focuses on teaching methods, media and evaluation of the learning process.

**EDUC 6390 Special Problems in Teaching Reading in the Elementary School**

Special problems encountered by teachers, researchers, parents, and children in teaching elementary children to read. Open to graduate students capable of developing the study independently under the supervision of the instructor.

**EDUC 6391 Special Problems in Teaching Reading in the Secondary School**

Special problems encountered by teachers, researchers, parents and pupils in reading at the secondary level. Open to graduate students capable of developing the study independently under the supervision of the instructor.

**EDUCATIONAL PSYCHOLOGY**

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**EPSY 5323 Theories of Counseling**

Comprehensive and intensive study of major theoretical orientations in counseling and psychotherapy, stressing implications for research and practice. Includes experiences in micro-counseling and other simulations to develop counseling skills. (Also offered as PSYC 4323/5323).

**EPSY 5326 Psychology of Death and Dying**

A course dealing with the process of grief and dying. The psychological adjustments of the individual, family, and professional are examined. The student is introduced to attitudes, values and beliefs pertaining to death. (Also offered as PSYC 4326/5326).

**EPSY 5330 Psychology of Learning**

(Also offered as PSYC 4330, EDUC 4330, PSYC 5330).

**EPSY 5363 Principles of Guidance**

Introduction to philosophical and historical foundations of guidance and counseling, stressing practical problems of organizing and implementing guidance programs in the secondary and elementary schools. Consideration is given to professional issues, present and future, as they impact the role and function of the counselor. Includes the design of a guidance and counseling program for elementary, secondary, or post-secondary institution.

**EPSY 6181, 6281, 6381 Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EPSY 6301 Principles of Human Development.**

Intensive study and examination of literature and theory in developmental psychology as it relates to persons through the lifespan from infancy through adulthood. Social and personality development, intellectual development, language acquisition, and developmental expectations are emphasized. The unique concerns of the exceptional child are studied as well as in-depth case-study skill development. (Also offered as PSYC 6301).

### **EPSY 6302 Measurement and Appraisal**

Principles and techniques of psychological measurement are emphasized. Major instruments are surveyed, exclusive of projective measures and individual intellectual measures. The knowledge and skills covered can apply in a variety of settings: agencies, clinics, schools, and businesses. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests, and ethical standards for uses of tests. (Offered also as PSYC 6302).

### **EPSY 6303 Educational and Career Information.**

Methods and processes of collecting, organizing, evaluating, and interpreting educational, occupational, and personal-social information. Theories of career development are included as well as the counselor's role in career education. Career interest inventories and other measures are reviewed with reference to their utility in career counseling. Prerequisite: EPSY 6302.

### **EPSY 6304 Guidance and Counseling in Elementary Schools**

Guidance services as they relate to the special concerns in an elementary school setting, with emphasis on the needs of the exceptional child. Includes programs dealing with the affective domain, delivery of services to the family.

### **EPSY 6305 Individual Psychological Evaluation**

Review of theory underlying individual aptitude tests; supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EPSY 6302. (Also offered as PSYC 6305).

### **EPSY 6308 Methods of Group Guidance**

Group aspects of student personnel work for counselors, administrators, and other professionals dealing in services where group counseling is provided. Theory and research relevant to providing group counseling to various populations are emphasized. Didactic and experiential activities offered. (Also offered as PSYC 6308).

### **EPSY 6344 Educational Appraisal of Children with Learning Disabilities**

(Also offered as EDSP 6344).

### **EPSY 6390 Practicum in Counseling**

Supervised laboratory and field experience in individual and group counseling with emphasis upon methods and techniques. Competence in counseling with varied types of human concerns is developed.

## **INTERDISCIPLINARY STUDIES—EDUCATION**

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Those students seeking elementary certification after September 1, 1991, will enroll for courses that target the content areas under the rubric INDC (Interdisciplinary Courses). Specific INDC course requirements for elementary certification may be obtained in the College of Education and Behavioral Sciences.

### **INDC 3310 Essential Elements of Art**

This course deals with the essentials of art based on Lowenfield's continuum of growth. The studio experience with art emphasizes two-dimensional art media. Prerequisite: EDUC 4301. (Elementary certification students only)

### **INDC 3320 Essential Elements of Music**

This course includes a study of the child voice, rote singing, development of rhythmic and melodic expression, directed listening, and music reading readiness. Basic materials, including song text are studied, and simple percussion and melodic instruments are used in creative activities. Prerequisite: EDUC 4301. (Elementary certification students only)

**INDC 4292 Senior Seminar: Social Studies**

Intensive analytical study of the various aspects of social studies. Independent research as well as preparation and presentation of a paper is required. Must be taken simultaneously with EDUC 4150. Prerequisite: EDUC 4301. (Elementary certification students only)

**INDC 4293 Senior Seminar: Science**

Intensive analytical study of earth science. The design, implementation, and presentation of a research project is required. Must be taken simultaneously with EDUC 4140. Prerequisite: EDUC 4301. (Elementary certification students only)

**INDC 4330 Essential Elements of Math**

The focus of this course is the content of basic mathematics. Concepts and skills related to place value, operations with whole numbers, fractions, decimals, metric and customary measurement, geometry, and probability and statistics are included. This course must be taken simultaneously with EDUC 4130. Prerequisite: EDUC 4301. (Elementary certification students only)

**PSYCHOLOGY**

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**PSYC 1313 General Psychology**

An introductory course dealing with the major content areas in psychology. Topics include heredity and environment, emotions and motivation, perception, learning, personality, intelligence and measurement and evaluation. May be taken by non-psychology majors as an elective.

**PSYC 2333 History and Systems of Psychology**

A survey of the major systems of thought and theory in psychology. These include materials from a wide variety of disciplines, such as medicine, philosophy, and the biological and physical sciences.

**PSYC 2363 Personality, Normal and Abnormal**

A study of the significant theories of human personality, and the disorders of personality, such as neuroses, psychoses, behavior disorders, drug abuse, and psychosomatic illness. May be taken by non-psychology majors as an elective. Recommended for nursing, Christianity, and education majors as well as others who may deal with problems of people.

**PSYC 2373 Marriage and Family**

A consideration of factors in self-understanding and interpersonal relations; changing roles of men, women, and children; problems of family life; socialization of children; the influence of school and community interaction, including parent-teacher relationships; similarities and differences in familial life styles. (Offered also as CDEV 2373, SOCI 2373 and SOCW 2373).

**PSYC 3303 Research Methods**

Research Methods is designed to introduce students to basic research methodology in the social and behavioral sciences and to teach them research design from the conception of an idea to the analysis and interpretation of data. (Offered also as SOCI 3303 and SOCW 3303).

**PSYC 3313 Human Growth and Development**

A study in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of infants through old age as they have bearing on the learning process. Includes observations in the field. (Offered also as EDUC 3313).

**PSYC 3333 Social Psychology**

Contemporary approaches to social behavior are considered. Language development, cultural influences, prejudice, persuasion, conformity, and attraction are some of the topics addressed. (Offered also as SOCI 3333).

**PSYC 3343 Experimental Psychology**

This is the applied research course for psychology majors. Research design for experiments, correlational studies and more complex research projects are studied. Actual projects are performed with formal project and laboratory reports filed for each such completed study. Quantitative methods and their applications are emphasized, including the use of descriptive, inferential and multivariate statistics. Prerequisite: PSYC 1313.

**PSYC 3363 Introduction to Interventive Skills**

Provides the initial development of skills related to interpersonal interactions, specifically those used with the helping process. Role-playing and in-class exercises are used to demonstrate the skills of observation, listening, feedback, confrontation, genuineness, empathy and non-possessive warmth. How to conduct an effective interview is taught. Self-assessment and self-awareness as they relate to communication ability are emphasized. (Offered also as SOCI 3363 and SOCW 3363).

**PSYC 418I, 4281, 4381 Special Topics**

A service course designed to permit the offerings of topics of current interest. May also be used for individual study in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Advanced reading, testing, and projects involving experimentation are included.

**PSYC 4292 Senior Seminar in Experimental Psychology**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: PSYC 3303 and senior standing in psychology. See Note 7 under Degree Requirements

**PSYC 4295 Senior Seminar in Experimental Psychology**

The student conducts a previously approved research project and prepares a report which includes findings and conclusions. Prerequisite: PSYC 4292. See Note 7 under Degree Requirements.

**PSYC 4323 Theories of Counseling**

Comprehensive and intensive study of major theoretical orientations in counseling and psychotherapy, stressing implications for research and practice. Includes experiences in micro-counseling and other simulations to develop counseling skills. (Also offered as EPSY 5323, PSYC 5323).

**PSYC 4326 Psychology of Death and Dying**

A course dealing with the process of grief and dying. The psychological adjustments of the individual, family, and professional are examined. The student is introduced to attitudes, values, and beliefs pertaining to death. (Offered also as PSYC 5326, EPSY 5326).

**PSYC 4330 Psychology of Learning**

A course stressing the major contributions to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process. (Offered also as EDUC 4330, PSYC 5330 and EPSY 5330).

**PSYC 4333 Measurement and Evaluation**

The completion of this course will enable a prospective teacher to design and construct teacher-made tests, construct and validate measurement instruments, and select, administer, and interpret standardized tests. The testing of young children is included. (Offered also as EDUC 4333).

**PSYC 4334 Psychology of Religion**

The insights of psychology as a science are used to inspect and evaluate the religious dimensions of life. Included are the sources and meanings of religion, religious development, specific religious experiences and phenomena, and the relative health and sickness of various expressions of religion. (Offered also as CHRI 4334).

**PSYC 4343 Student Exceptionality and Accountability**

(Offered also as EDUC 4343).

**PSYC 4353 Physiological Psychology**

A study of the physiological bases of animal and human behavior, with emphasis on learning the relationships between the functioning of the brain and nervous system and observable behavior. Emphasis is placed on the relationships of personality to variables such as physical disorders and changes, nutrition, and environmental agents which affect physical and mental functioning. May be taken by non-psychology majors as an elective. (Also offered as PSYC 5353.)

**PSYC 4373 Psychology in Business and Industry**

A survey of individual and group techniques in supervision and evaluation. Problems in selection, training, communications, motivation, morale, fatigue, accidents, job analysis, productivity and performance. Prerequisites: PSYC 1313, or MGMT 3305. (Offered also as MGMT 4373).

**PSYC 4383 Motivation and Behavior**

This course presents a scientific study of motives and emotions. The course is an integrative one drawing upon such psychological areas as physiological, learning, developmental, sensation and perception, experimental research, and statistical analysis. Formal theories of motivation and emotion are reviewed as are current research outcomes and directions.

**PSYC 5151-5152 Ethics and Professional Issues.**

A seminar format will provide the student with opportunities to study ethical standards in psychology. These courses are required early in the student's program experience.

**PSYC 5181, 5281, 5381, 6181, 6281, 6381 Special Topics**

A service course designed to permit the offerings of topics of current interest. May also be used for individual study in which a minimum of thirty (30) clock hours of directed study is required for each semester hour of credit. Advanced reading, testing, and projects involving experimentation are included.

**PSYC 5292 Seminar in Research I**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: EDUC 6320.

**PSYC 5295 Seminar in Research II**

The student conducts a previously-approved research project and prepares a professional paper which shall be of adequate quality to be submitted for publication. Prerequisites: EDUC 6320, PSYC 5292.

**PSYC 5323 Theories of Counseling and Psychotherapy**

(Also offered as PSYC 4323, EPSY 5323).

**PSYC 5326 Psychology of Death and Dying**

(Also offered as PSYC 4326, EPSY 5326).

**PSYC 5330 Psychology of Learning**

(Also offered as EDUC 4330, PSYC 4330 and EPSY 5330).

**PSYC 5353 Physiological Psychology**

(Also offered as PSYC 4353).

**PSYC 6301 Principles of Human Development**

Intensive study and examination of literature and theory in developmental psychology as it relates to persons through the lifespan from infancy through adulthood. Social and personality development, intellectual development, language acquisition, and developmental expectations are emphasized. The unique concerns of the exceptional child are studied as well as in-depth case-study skill development. (Also offered as EPSY 6301).

**PSYC 6302 Measurement and Appraisal**

Principles and techniques of psychological measurement are emphasized. Major instruments are surveyed, exclusive of projective measures and individual intellectual measures. The knowledge and skills covered can apply in a variety of settings: agencies, clinics, schools, and businesses. Uses and critical evaluation of achievement, aptitude, interest, and non-projective personality tests are included, as are experiences in administering and scoring of tests, and ethical standards for the use of tests. (Offered also as EPSY 6302).

**PSYC 6305 Individual Psychological Evaluation**

Review of theory underlying individual aptitude tests; supervised practice in test administration, scoring, and interpretation. Skills in report preparation are addressed. The Wechsler scales are emphasized. Prerequisite: EPSY or PSYC 6302. (Also offered as EPSY 6305).

**PSYC 6308 Methods of Group Process**

Group aspects of student personnel work for counselors, administrators, and other professionals dealing in services where group counseling is provided. Theory and research relevant to understanding, working with, and providing leadership for various types of groups within the educational community are stressed. Didactic and experimental activities offered. (Offered also as EPSY 6308).

**PSYC 6310 Clinical Psychopathology**

A course that examines the etiology, symptoms diagnosis, prognosis and therapeutic methods applicable to the major psychological disorders. In addition to emphasis on disorders for children, adolescents, adults, and senior adults, current research on psychopharmacological developments is examined. Prerequisite: 24 graduate sem. hrs. In PSYC.

**PSYC 6320 Research Techniques and Procedures**

(Also offered as EDUC 6320 and EDAD 6310).

**PSYC 6333 Projective Techniques**

Projective psychological testing techniques are taught for purposes of intensive, in-depth studies of personality. These techniques are especially useful in the analysis of individuals who demonstrate mental, emotional, and/or behavioral disturbances. Projective testing is especially needed in cases where reasons and problems underlying such disturbances are not readily apparent to the individual. Prerequisites: PSYC 6302, 6305, 6310 or EPSY 6302, 6305, and 6310.

**PSYC 6390 Practicum in Counseling**

Supervised laboratory experiences in individual and group counseling with emphasis upon methods and techniques. Competence in counseling with varied types of human concerns is developed.

**PSYC 6391 Advanced Practicum in Counseling**

Additional extensive supervised experiences in individual and group counseling experiences. Generally involves working in an off campus psychologically related environment as well as on campus. Prerequisite: PSYC 6390.

**SOCIOLOGY**

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**SOCI 1313 Principles of Sociology**

A study of the nature of social relations, social institutions, and social processes, and of the products of these relationships. The nature of culture, communications, socialization, mobility, social control and other sociological concepts are considered.

**SOCI 2303 Introduction to Social Work**

(Also offered as SOCW 2303).

**SOCI 2323 Social Problems**

(Also offered as SOCW 2323).

**SOCI 2373 Marriage and the Family**

(Offered also as CDEV 2373, PSYC 2373 and SOCW 2373).

**SOCI 3303 Research Methods**

Research Methods is designed to introduce students to basic research methodology in the social and behavioral sciences and to teach them research design from the conception of an idea to the analysis and interpretation of data. (Offered also as PSYC 3303 and SOCW 3303).

**SOCI 3323 History of Sociological Thought**

A study of the development of social thought, including a critical analysis of theories of leading social thinkers.

**SOCI 3333 Social Psychology**

Contemporary approaches to social behavior are considered. The roles of language and culture in changing the physiological organism into a socialized human being are analyzed. (Offered also as PSYC 3333 and SOCW 3333).

**SOCI 3363 Introduction to Interventive Skills**

(Offered also as PSYC 3363 and SOCW 3363).

**SOCI 3374 Urban Sociology**

A social systems approach to the analysis of the emerging problems of urban-suburban man, with special consideration of the development of alternative solutions of these problems and strategies of intervention. (Offered also as SOCW 3374)

**SOCI 3383 Social Deviance and Disorganization**

An analysis of sociological theories of social deviance and disorganization, with attention to problems of prevention and control.

**SOCI 3393 Sociology of Childhood and Adolescence**

Analysis of social class, ethnic influences and sex-role socialization on childhood and adolescence; consideration of the socializing agents in these age groups. (Offered also as SOCW 3393).

**SOCI 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and demand.

**SOCI 4292 Senior Seminar in Sociological Research**

In this course the student designs an original experimental project, preparing a prospectus which describes the problem, the hypothesis, the review of literature, techniques to be used, and other components normally found in research proposals. Prerequisite: SOCI 3303 and senior standing in sociology. See Note 7 under Degree Requirements.

**SOCI 4293 Senior Seminar in Sociological Research**

The student conducts a previously approved research project and prepares a report which includes findings and conclusions. Prerequisite: SOCI 4292. See Note 7 under Degree Requirements.

**SOCI 4310 Cross-Cultural Understanding**

A course in cross-cultural understanding grounded in the body of knowledge of cultural anthropology which is designed to create in the student an awareness of ethnocentrism and a beginning understanding of cultural similarities and diversity. It provides the student with knowledge of the concepts of cultural relativity, cultural integration, and variation in cultural values, organization, institutions, and concept of time, space, and symbols. (Offered also as SOCW 4310)

**SOCI 4333 Sociology of Religion**

An analysis of the role and functions of religion in human societies, types of religious organizations, and the relation between religion and other social institutions. The role of Christianity in American society will be emphasized. (Offered also as CHRI 4333 and SOCW 4333).

**SOCI 4343 Sociology of Middle Age and Aging**

Analysis of sociological and social psychological approaches to the study of middle age and aging; the emergence of aging as a problem in industrial societies; consideration of specific problems and programs related to aging. (Offered also as SOCW 4343).

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**SOCIAL WORK**

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**SOCW 2303 Introduction to Social Work**

Provides the student with an overview of the fundamental values, philosophies, and historical themes which dominate the development and present status of social welfare and social work practice. Traditional and newer practice perspectives are considered. Opportunities for volunteer service in a social service agency provide the beginning desire to pursue the profession of social work as a career. (Also offered as SOCI 2303).

**SOCW 2323 Social Problems**

Major contemporary social problems are critically examined. Problems include such areas as abortion, alcohol and drug abuse, crime, divorce, health care, poverty, changing sex roles, and family violence. The social policies and programs that have developed to address these problems are identified and assessed. Current issues, especially with respect to value dilemma, are highlighted. (Also offered as SOCI 2323).

**SOCW 2373 Marriage and Family**

(Offered also as CDEV 2373, PSYC 2373, and SOCI 2373).

**SOCW 3303 Research Methods**

(Offered also as SOCI 3303 and PSYC 3303).

**SOCW 3333 Social Psychology**  
(Offered also as PSYC 3333 and SOCI 3333).

**SOCW 3363 Introduction to Interventive Skills**

Provides the initial development of skills related to interpersonal interactions, specifically those used with the helping process. Role-playing and in-class exercises are used to demonstrate the skills of observation, listening, feedback, confrontation, genuineness, empathy and non-possessive warmth. How to conduct an effective interview is taught. Self-assessment and self-awareness as they relate to communication ability are emphasized. (Offered also as SOCI 3363 and PSYC 3363).

**SOCW 3374 Urban Sociology**

(Offered also as SOCI 3374).

**SOCW 3393 Sociology of Childhood and Adolescence**

(Offered also as SOCI 3393).

**SOCW 4181, 4281, 4381 Special Topics**

A service course designed to permit the offering of topics of current interest. May also be used for individual study, in which a minimum of 30 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**SOCW 4292 Senior Seminar**

The techniques of social research as they apply to social work practice are investigated. The course provides social work students with the basic materials necessary to understand the different phases of research in the social services. Prerequisite: See note 7 under **Degree Requirements**.

**SOCW 4293 Senior Seminar**

The capstone course of the social work program. This course provides a supervised forum for current social work issues of paramount concern to emerging baccalaureate social practitioners. Prerequisite: See note 7 under **Degree Requirements**.

**SOCW 4310 Cross Cultural Understanding**

(Offered also as SOCI 4310).

**SOCW 4333 Sociology of Religion**

(Offered also as CHRI 4333 and SOCI 4333).

**SOCW 4343 Sociology of Middle Age and Aging**

(Offered also as SOCI 4343).

**SOCW 4355 Field Work**

Provides an opportunity for the social work student to apply knowledge, skills and values learned in the classroom and through community service to actual practice situations in a social service agency. Weekly seminars held on campus facilitate the integration of practice content with field experiences. Self-examination in relation to personal and professional ethics is stressed. Prerequisite: Permission of Instructor. This course must be taken concurrently with SOCW 4375.

**SOCW 4375 Theory and Practice of Social Work**

Focuses on providing the student with a conceptual framework for practice. Course includes a comparison of current practice theories and application of problem-solving methodology to client systems (individual, family, group, organization and community). This course must be taken concurrently with SOCW 4355, Field Work. Prerequisite: Permission of Instructor.

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## HUMAN KINETICS

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**KINE 2100 Concepts in Human Wellness**

The "why, how and what" of exercise and physical activity for fitness as it relates to the preventative concept of human wellness. Required for all baccalaureate degrees.

**KINE 2111 Physical and Recreational Activities I**

The development of beginning skills in individual and team sports such as aerobics, archery, badminton, basketball, bowling, golf, gymnastics, jogging, karate, physical fitness, racquetball, snow skiing, soccer, swimming, tennis, trampolining, volleyball, and weight-training. Prerequisite: KINE 2100.

**KINE 2121 Physical and Recreational Activities II**

A continuation of selected individual and team sports for students with intermediate and advanced skills. Prerequisite: KINE 2100, 2111.

**KINE 2198 Physical and Recreational Activities for Majors I**

Individual sports (badminton, golf, gymnastics, racquetball, archery, tennis) designed for majors in the Department of Human Kinetics and Recreation. Required of and restricted to departmental majors.

**KINE 2199 Physical and Recreational Activities for Majors II**

Team sports (basketball, flag football, flickerball, softball, volleyball) designed for majors in the Department of Human Kinetics and Recreation. Required of and restricted to departmental majors.

**KINE 2223 First Aid**

This course meets the requirements for the American Red Cross certification programs for Multimedia, First Aid, and CPR modules. This applies only to those students completing certification requirements prior to September 1, 1991).

**KINE 2364 Introduction to Human Kinetics and Wellness**

A study of the philosophy and history of physical education and the organization of physical education programs with emphasis on administration of selected programs. This applies only to students completing certification requirements prior to September 1, 1991.

**KINE 2383 Psychomotor Development of the Young Child**

(Offered also as CDEV 2383. This applies only to students completing certification requirements prior to September 1, 1991).

**KINE 3330 Health and Physical Education for Pre-Adolescents**

(Offered also as CDEV 3320, EDEL 3330) This applies only to those students completing certification requirements prior to September 1, 1991.

**KINE 3332 Teaching Team Sports**

Materials and methods in teaching physical education through theory and practice in skills and techniques of team sports. Prerequisite: Departmental Approval. This applies only to those students completing certification requirements prior to September 1, 1991.

**KINE 3333 Teaching Individual Sports**

Materials and methods in teaching physical education through theory and practice in skill techniques of individual sports. Prerequisite: Departmental approval. This applies only to those students completing certification requirements prior to September 1, 1991.

**KINE 3363 Tests and Measurements in Human Kinetics**

Introductory course in the area of measurement and evaluation in physical education. Fundamental statistics and practical experiences administering and taking physical education skill tests are included.

**KINE 3383 Organization of Intramural/Recreation Activity Programs**

Methods of organizing and administering intramural programs. Competencies are developed through field experiences with intramural programs involving team sports. (Offered also as RECR 3383. This applies only to those students completing certification requirements prior to September 1, 1991).

**KINE 3393 Physiology of Exercise**

A course concerning human physiology and its relationship to exercise. Students participate in fitness training and testing to apply fundamental principles of exercise physiology. This applies only to those students completing certification requirements prior to September 1, 1991.

**KINE 3394 Kinesiology**

An introduction to the elementary principles of kinesiology. This applies only to those students completing certification requirements prior to September 1, 1991.

### **KINE 3396 Care and Prevention of Athletic Injuries**

Basic instruction in the prevention, care, and evaluation of athletic injuries through lectures, discussions, and laboratories, for the future trainer, coach, or physical education instructor. This applies only to those students completing certification requirements prior to September 1, 1991.

### **KINE 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

### **KINE 4294 Senior Seminar: Exercise Leadership**

An examination of methodology involved in planning, organizing and teaching physical activity classes in public school and recreation settings. Laboratory experiences will provide the student with the opportunity to demonstrate (for critical evaluation) selected techniques. See Note 7 under Degree Requirements.

### **KINE 4295 Senior Seminar in Human Kinetics**

Research conducted on a topic of interest in the field of Human Kinetics. Seminar format allows for combinations of lecture-discussion, formal presentation or written research project by the student. Prerequisite: Senior standing in Human Kinetics. See Note 7 under Degree Requirements.

### **KINE 4323 Motor Learning**

A course structured around the basics of human movement and motor performance. Subject matter includes perceptual-motor foundations of physical education with emphasis on the state of the performer and his ability to learn motor skills. This applies only to students completing certification requirements prior to September 1, 1991.

### **KINE 4332 Human Kinetics and Recreation for Secondary Schools**

An overview of program planning activities for junior and senior high schools, to include: daily and unit lesson plans, class organization, special programs, classroom management and resources available to the teacher. Field experience will be arranged. A prerequisite for student teaching. Prerequisite: Departmental Approval. This applies only to students completing certification requirements prior to September 1, 1991.

### **KINE 4301 Biomechanics**

A scientific study concerning the analysis of the techniques used in human kinetics. Students participate in laboratory experiences that analyze selected sport skills. Prerequisite: KINE 3394.

## **RECREATION**

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### **RECR 2373 Administration of Recreation Programs**

A study of recent trends in organization and administration of recreation programs. Special attention is given to control, personnel and department organization, and administrative practices on a local level.

### **RECR 3373 Planning and Maintenance of Recreation Facilities**

A study of problems involved in planning and maintenance of recreation facilities. Includes inspection of areas and facilities.

### **RECR 3383 Organization of Intramural/Recreation Activity Programs**

Methods of organizing and administering intramural programs. Competencies are developed through field experiences with intramural programs involving team sports. (Offered also as KINE 3383)

### **RECR 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

### **RECR 4294 Senior Seminar: Exercise Leadership**

An examination of methodology involved in planning, organizing, and teaching physical activity classes in public school and recreation settings. Laboratory experiences will provide the student with the opportunity to demonstrate (for critical evaluation) selected techniques. See Note 7 under Degree Requirements.

**RECR 4296 Senior Seminar in Recreation**

The student participates in a field experience in a recreation program or surveys several such programs. Prerequisite: Senior standing in recreation. See Note 7 under **Degree Requirements**.

**RECR 4310 Human Wellness Promotion**

To enable the student to effectively promote human wellness by developing competencies in self-care, consumer awareness, nutrition and weight control, stress management and substance abuse. Provides the student with entry-level knowledge and skills for fitness evaluation in exercise programs or public schools.

**RECR 4313 Recreational Leadership**

The organization and planning of recreation in schools, churches, and the community.

**RECR 4315 Outdoor Education**

The organization and administration of outdoor education programs in the church, community, and private sector.

**RECR 4316 Exercise Assessment and Prescription**

A scientific study of the principles of exercise testing and prescription for normal and special populations. Students participate in laboratory experiences that instill competencies in exercise testing and prescription. Prerequisite: KINE 3393.

**RECR 4333 Professional Internship in Recreation**

Field experience in community, church or private recreation/fitness facility supervised by an experienced recreation director. The student intern works in a recreation facility for a major portion of an academic quarter. Prerequisite: Departmental approval.



# COLLEGE OF FINE ARTS

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The College of Fine Arts is committed to a program which is designed to provide broad aesthetic experience in art and music for both the major and the general student. In addition to the course work which introduces the student to the fine arts, and to the theories which underlie them, many means are afforded for actual involvement in creativity. Regular performances by the Houston Baptist University Chorus, Band, and Orchestra; faculty recitals; music festival activities, visiting art displays in the Student Center Gallery, and vocal and instrumental ensembles all bring opportunity for participation and enjoyment. The location of Houston Baptist University near the cultural center of the city of Houston is an added advantage. Students can enjoy noted artists and lecturers, outstanding theater, facilities of major art museums, and performances of the Houston Symphony and the Houston Grand Opera Association.

The College of Fine Arts offers undergraduate majors in the fields of art and music. The curricula of these areas may serve as preparation for specialized graduate study, as background training for a career in the arts; or (when coordinated with supporting courses in education), as preparation for teaching. Christian liberal arts play an indispensable part in the renewal of our culture.

## ART

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Houston Baptist University offers a bachelor's degree with a major in art. The art program is designed to help the student develop a personal, critical attitude to his life situation through creative involvements. The beginner is offered a variety of courses which provide technical training, historical background and professional competence while not destroying the dignity of individual opinion and direction. These studies are designed to generate interest and promote understanding of art, which comes in part through analysis of creative works of past and present. The Senior Seminars provide an opportunity for the student's area of specialization to be the central theme in a final project.

There are four basic plans by which a student may arrive at a bachelor's degree with art as one or both of his majors.

- I. Art Major and unrelated Major (such as English, History or Math):
  - A. This major has studio emphasis for the production of art and is not preparatory for teaching.
  - B. A major in Art for this plan will consist of thirty-six semester hours including the following courses: ART 1303, 1313, 1323, 2313, 2323, 3343, 4292, 4293, and a minimum of 14 semester hours in studio courses, five hours of which must be upper level.
- II. Elementary Art with Teacher Certification (Elementary Interdisciplinary Certificate)
  - A. This plan is for the student who wishes to teach in the elementary school classroom and/or art in the elementary school.
  - B. A student who wishes to be certified to teach art in the elementary school must take all required courses as stipulated by the College of Education and Behavioral Sciences.
  - C. A student who wishes to be certified to teach art in the elementary school must take ART 1303, 1313, 1323, 2313, 3313, 3343, 4292, 4293, and a minimum of 6 semester hours in studio art courses, two hours of which must be upper level.
  - D. The six semester hour student teaching requirement will be completed in one quarter.
- III. Art with Teacher Certification (Secondary Teaching Certificate)
  - A. This student will be qualified to teach in both majors on Secondary level only.
  - B. A student who plans to teach art in the secondary school must take all required courses as stipulated by the College of Education and Behavioral Sciences.
  - C. A student who plans to teach art in the secondary school must take ART 1303, 1313, 1323, 2313, 2323, 3305, 3323, 3343, 4292, 4293 and a minimum of 8 semester hours in studio art courses.
  - D. The six semester hour student teaching requirement will be completed in one quarter.
- IV. Art with Teacher Certification (All-level Teaching Certificate)
  - A. This plan is for the student who plans to teach only art and who wishes to be certified to teach at both elementary and secondary levels.

- B. To be certified to teach art in grades K-12 a student must take ART 1303, 1313, 1323, 2313, 2323, 3305, 3310, 3313, 3323, 3343, 4292, 4293, and a minimum of 20 semester hours in studio art courses, eight hours of which must be upper level, including the above.
- C. The six semester-hour teaching requirement will be divided into two quarters including one quarter at the elementary level and one quarter at the secondary level. See Education-Undergraduate section of this Bulletin.

*Special Requirements:* Art majors are required to participate in annual student exhibitions and other exhibits, programs, and lectures. The University reserves the right to retain permanently one work from each student in each class. The disposition of these works will be decided by the art faculty. Other works may be held temporarily for use in specific exhibitions. These will be available to owners no later than two years after the lending date.

## MUSIC

The curricula in Music at Houston Baptist University are designed to provide the specialization and depth of study necessary for the performance major, the church music major, or the teacher certification program. In addition, curricula and courses are offered which lead to a Bachelor of Arts or a Bachelor of Science degree for those students seeking a non-performance degree steeped in liberal arts studies, and for other students who wish to take electives in music or to participate in one of the performing ensembles.

Students who wish to major in music at Houston Baptist University must apply for acceptance to a degree program which leads to the: Bachelor of Arts or the Bachelor of Science degree in music, in which a major from another area may be combined with a major in music; or the Bachelor of Music degree. In the Bachelor of Music degree, a student may choose an orchestral instrument, organ, piano, voice, theory/composition, or Church Music as a major, or may pursue a course which leads to teacher certification.

### ENTRANCE EXAMS IN MUSIC (FRESHMEN AND TRANSFER STUDENTS)

- A. Applied Music: A student majoring in music must demonstrate talent for performance by means of an audition for the faculty in the major applied area before being admitted to the curriculum. A student who, at the time of the audition, does not meet entrance requirements for the projected degree but who demonstrates unusual potential, may, at the recommendation of the music faculty, be accepted to the School of Music on a provisional basis. Provisional students must fulfill all deficiencies within a specified time which will be stated in the initial letter of acceptance. Failure to complete the deficiencies within the specified time period will automatically terminate the student's acceptance to his current degree plan.
- B. Written Music: At the time a student auditions for admission to the School of Music, placement examinations will be given in music theory and in music literature. If the examinations are not passed with a grade of 70, the following courses will be required before the student may begin the regular series of music theory or music literature courses (students are referred to the current **Handbook for Music Majors** for further details):
  - 1) Rudiments of Music Theory (2 hrs.)
  - 2) Introduction to Music Literature (Up to 3 hours)

### APPLIED MUSIC

Individual instruction is offered in brass, strings, organ, percussion, piano, voice and woodwinds. All students electing applied music for credit may be required to take a jury examination at the end of each quarter. Under no circumstances may the final grade vary more than one letter from the jury grade. (See **Handbook for Music Majors** for more specific information.)

Music majors must be registered for applied music in their area of concentration until recital requirements are met. B.A. and B.S. students must pass the Upper Division Examination in the applied area.

All lower level applied music courses (lessons) will carry a MUPL 1000 or 2000 number and all upper level courses will carry an MUPL 3000 or 4000 number. Applied music courses beginning with "0" number will not be counted toward a major.

All music majors must be enrolled in class or private piano until the minimum requirements for piano proficiency as set forth in the current **Handbook for Music Majors** have been met and the examination has been passed. In certain instances, students may be waived from further piano study by passing the sophomore piano proficiency examination. This examination shall be administered regularly at the end of each quarter and at other times as required.

The piano proficiency examination must be completed prior to student teaching, internship, or presentation of senior recital.

## **ENSEMBLES**

Ample opportunity is offered to all students at Houston Baptist University for creative participation in musical ensembles. Any student who meets the audition requirements may participate in musical organizations. Music majors must participate in either University Chorus, Symphonic Band, or Orchestra each quarter in residence. Keyboard majors are required to participate in one ensemble and will be assigned accompanying duties.

*Choral Activities:* Music majors with an emphasis in voice must participate in University Chorus or University Singers.

*Instrumental Activities:* Music majors with an emphasis in instrumental music must participate in Symphonic Band or Orchestra and may elect other ensembles each quarter.

All students enrolled as music majors must enroll and make a passing grade in an ensemble for each quarter during which they are registered as a full time student at Houston Baptist University. Students attending Houston Baptist University on a music grant-in-aid will be assigned to an ensemble by the Director of Choral Activities or by the Director of Instrumental Activities.

## **UPPER DIVISION EXAMINATION IN MUSIC**

The purpose of the upper division examination is to assess the progress made by the student during the first two years of study. The examination is to be taken at the end of the sixth quarter of study at Houston Baptist University, or at the end of the quarter during which a minimum of 60 semester hours of credit applicable to a degree will be earned and Theory requirements met. Transfer students with 60 hours of transfer credit must take the upper division examination within three quarters of entrance to the H.B.U. music program. Students may postpone the examination only by petitioning the Dean of the College of Fine Arts, and the examination must be taken as soon thereafter as possible and no later than four quarters prior to expected graduation.

The examination will be administered by the music faculty who will submit a written report upon completion of the examination with recommendations concerning the program to be pursued by the student.

Upon recommendation of the Upper Division Examination Committee, the student will be admitted to a specific degree program in Music. The student may not pursue any other degree in music without petitioning and auditioning for a different degree once the upper division examination has been taken and the committee has submitted its recommendations.

Any student who does not pass the upper division examination will be placed on probation for one quarter, at the end of which he will retake the examination. Failure to pass the examination a second time will result in his being required to consider an alternative degree program.

## **JURY EXAMINATIONS IN MUSIC**

Every student enrolled in a private applied music course may be required to take a jury examination at the end of each quarter of study. The jury will consist of the members of the faculty in the student's major field of performance.

## MUSIC THEORY AND MUSICOLOGY EXAMINATIONS

All students enrolled in a freshman or sophomore theory course, or in a junior music history course will be given a cumulative examination at the end of the third quarter. The examination must be passed with a grade of 70% or higher in order to progress to the next level of study. If the examination is not passed at the end of the third quarter, the student may retake the examination the following quarter. If the student does not pass the examination the second time, he may retake it again prior to registration in the fall, but must pass with a grade of 85% (75% aural and literature). If the examination is not passed the third time, the student must appear before a review board to determine how much must be repeated. If a quarter is repeated and passed with a grade of B or higher, the cumulative examination does not need to be repeated again. If the student earns a C in the repeated quarter(s), the cumulative examination must be taken and passed with a grade of 70% or higher.

## STUDENT FORUM AND CONCERT ATTENDANCE REQUIREMENT

All music majors enrolled as full time students at Houston Baptist University are required to attend at least two-thirds of the student forum meetings and two-thirds of the concerts (on or off campus) during each quarter. Failure to meet this requirement will affect eligibility for scholarships and awards.

## STUDENT RECITAL REQUIREMENTS

Bachelor of Arts and Bachelor of Science students will not be required to perform a recital. Bachelor of Music (Teacher Certification) students will be required to perform a recital of 30 minutes duration. Bachelor of Music students are required to perform both junior and senior recitals.

## BACHELOR OF ARTS/BACHELOR OF SCIENCE DEGREE

### Music Major

		Sem. Hrs.
THEORY	Rudiments of Music (0212) . . . . .	2*
	Theory I (1212, 1222, 1232) . . . . .	6
	Theory II (2212, 2222, 2232) . . . . .	6
MUSIC LITERATURE	Introduction to Music (1112, 1122, 1132) . . . . .	3*
	Survey of Music Literature (2212, 2222, 2232) . . . . .	6
	Music history (3212, 3222, 3232) . . . . .	6
APPLIED AREA	Applied Concentration . . . . . (Eight quarters of study — should be taken consecutively).	8
SENIOR SEMINARS	(Two Required) . . . . .	4
		36

\*Not applicable toward requirements for Music Major.

# BACHELOR OF MUSIC (Church Music)

The Bachelor of Music degree with a major in Church Music is designed to be a thoroughly professional degree which concentrates not only on providing basic musical skills, but a concomitant background in the philosophy and history of Church Music, in educational philosophy and techniques, and in advanced conducting skills. Following is an outline of the requirements for this degree:

	Sem. Hrs.
<b>THEORY</b>	
Rudiments of Music (0212) . . . . .	2*
Theory I (1212, 1222, 1232) . . . . .	6
Applied Theory I (1332) . . . . .	3
Theory II (2212, 2222, 2232) . . . . .	6
Applied Theory II (2332) . . . . .	3
Theory III (3312) . . . . .	3
<b>MUSIC LITERATURE AND HISTORY</b>	
Introduction to Music (1112, 1122, 1132) . . . . .	3*
Survey of Music Literature (2212, 2222, 2232) . . . . .	6
Music History (3212, 3222, 3232) . . . . .	6
<b>SUPPORT COURSES</b>	
Senior Seminars (4292, 4293) . . . . .	4
Conducting (3172, 3272, 3273) . . . . .	5
<b>MAJOR AREA</b>	
<b>Applied Courses</b>	
Applied Major . . . . .	24
Recitals (1 in applied area; 1 in conducting) . . . . .	0
Applied Secondary . . . . .	4
<b>Cognate Courses</b>	
Choral Literature (3212, 3222)	
Hymnody (3232)	
History and Philosophy of Worship for the Musician (4212)	
Church Music Administration (4223) . . . . .	10
Church Music Internship (4211, 4221) . . . . .	4
Music Electives . . . . .	5
<b>EDUCATION CORE</b>	
Music for Children (4202), Music for Adolescents (4203); Interdisciplinary Techniques (4204 or 4205) . . . . .	6
	95
<b>LIBERAL ARTS CORE</b>	
Christianity 1313, 1323, and 2333 . . . . .	9
English 1313, 1323, 2313, 2323 . . . . .	12
Foreign Language . . . . .	6
Math 1313 or higher level mathematics course . . . . .	3
Computer Information Systems 1321 . . . . .	3
Human Kinetics 2100, 2111 . . . . .	2
Social and Behavioral Sciences (See Note) . . . . .	6
	41

Note: There are two series of courses from which to choose:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| I. Economics 1301 (3 hrs.)      | II. History 2313, 2323 (6 hrs.) |
| Political Science 2313 (3 hrs.) |                                 |

\*Not applicable to music degree.

## BACHELOR OF MUSIC (Performance)

The Bachelor of Music degree with a major in performance is designed as a highly selective and professional curriculum for the exceptionally gifted performer who is seeking a career in musical performance, or in preparing for graduate study in music leading to a career in the teaching of music at the college or university level. Following is an outline of the requirements for this degree:

	Sem. Hrs.
<b>THEORY</b>	
Rudiments of Music (0212) . . . . .	2*
Theory I (1212, 1222, 1232) . . . . .	6
Applied Theory I (1332) . . . . .	3
Theory II (2212, 2222, 2232) . . . . .	6
Applied Theory II (2332) . . . . .	3
Theory III (3312) . . . . .	3
<b>MUSIC LITERATURE AND HISTORY</b>	
Introduction to Music (1112, 1122, 1132) . . . . .	3*
Survey of Music Literature (2212, 2222, 2232) . . . . .	6
Music History (3212, 3222, 3232) . . . . .	6
<b>SUPPORT COURSES</b>	
Senior Seminars (4292, 4293) . . . . .	4
Conducting (3172, 3272-Vocal) or (3173, 3273-Instrumental) . . . . .	3
	40
<b>LIBERAL ARTS CORE</b>	
Christianity 1313, 1323, and 2333 . . . . .	9
English 1313, 1323, 2313, 2323. . . . .	12
Foreign Language . . . . .	6
Math 1313 or higher level mathematics course. . . . .	3
Computer Information Systems 1321 . . . . .	3
Human Kinetics 2100, 2111 . . . . .	2
Social and Behavioral Sciences (See Note, pg. 125) . . . . .	6
	41

\*Not applicable to music degree.

### APPLIED AREA

(a) Organ:	Major . . . . .	27
	Recitals (Jr. and Sr.) . . . . .	0
	Cognate Courses	
	Applied Skills for Organists I (3212, 3222, 3232), Applied Skills for Organists II (4242, 4252, 4262) . . . . .	12
	Applied Secondary . . . . .	6
	Music Electives . . . . .	6
	Ensembles . . . . .	4
		55
(b) Piano:	Major . . . . .	27
	Recitals (Jr. and Sr.) . . . . .	0
	Applied Secondary . . . . .	4
	Chamber Music (2112, 2122, 2132) . . . . .	3
	Piano Laboratory (3211, 3221) . . . . .	4
	Piano Literature (4214, 4224) . . . . .	4
	Piano Pedagogy (4234, 4244) . . . . .	4
	Upper Level Music Electives . . . . .	5
	Ensembles . . . . .	4
		55

(c) Voice:	Major .....	30
	Recitals (Jr. and Sr.) .....	0
	Cognate Courses	
	Diction (1146, 1156, 1166, 2146),	
	Vocal Literature (3216, 3226, 3236),	
	Vocal Pedagogy (4246, 4256) .....	14
	Opera Workshop 3119, 3129, 3139, 4119 .....	4
	Applied Secondary .....	4
	Ensembles .....	3
		<u>55</u>
(d) Instrumental:	Major .....	27
	Recitals (Junior and Senior) .....	0
	Cognate Courses	
	Instrumental Chamber Music (2112, 2122, 2132,	
	3112, 3122, 3132),	
	Instrumental Pedagogy (3246, 3256)	
	Instrumentation and Orchestration (4332) .....	13
	Music Electives to be chosen from the following: .....	8
	Instrumental Literature I and II (4213, 4223)	
	Band Literature I and II (4235, 4236)	
	Advanced Instrumental Conducting (4273)	
	Jazz Influences on Instrumental Music (4232)	
	Symphonic Literature I and II (4212, 4222)	
	Applied Secondary .....	4
	Ensembles .....	3
		<u>55</u>

## BACHELOR OF MUSIC (Teacher Certification)

The Bachelor of Music (Teacher Certification) degree is designed as a broadly-based professional program leading to teacher certification in the public school, grades K-12. Following is an outline of requirements for this degree for students graduating after September 1, 1991.

		Sem. Hrs.
<b>THEORY</b>	Rudiments of Music (0212) .....	2*
	Theory I (1212, 1222, 1232) .....	6
	Theory II (2212, 2222, 2232) .....	6
	Theory III (3312) .....	3
	Instrumentation (4332) .....	3
<b>MUSIC LITERATURE AND HISTORY</b>	Introduction to Music (1112, 1122, 1132) .....	3*
	Music History (3212, 3222, 3232) .....	6
<b>GENERAL MUSIC</b>	Instrumental Classes (3111, 3112, 3113, 3114) .....	4
	Music for Children (4202) .....	2
	Music for Adolescents (4203) .....	2
	Interdisciplinary Music Techniques (4204-Vocal con., or 4205-Instr. con.) .....	2
	Music in the Public Schools (4303) .....	3
	Conducting (3172, 3272, 4272 — Vocal) or (3173, 3273, 4273 — Instrumental) .....	5
<b>APPLIED AREA</b>	Concentration .....	10
	Piano .....	4
	Junior Recital .....	0
<b>SENIOR SEMINARS</b>	(Two Required) .....	4
		<u>60</u>

\*Not applicable to degree requirements.

<b>LIBERAL ARTS CORE</b>	Christianity 1313, 1323, 2333	9
	English 1313, 1323, 2313, 2323	12
	Foreign Language	6
	INDC 3301, 3302, 3303, or 3304	6
	Math 1313	3
	Human Kinetics (2100, 2111)	2
	Computer Information Systems 1321	3
	History 2313, 2323	6
	Speech 1313	3
		<u>50</u>

**PROGRAM REQUIREMENTS**

Science (with lab)	4
Psychology 3313	3
Political Science 2313	3
	<u>10</u>

**PROFESSIONAL EDUCATION**

Education 4301, 4312, 4343, 4354	12
Student Teaching (4394 and 4397 or 4398)	6
	<u>18</u>

**BACHELOR OF MUSIC (Theory/Composition)**

The Bachelor of Music degree with a major in Theory/Composition is designed as a curriculum for exceptionally gifted musicians who are primarily interested in the study of the materials of music, and in the creative craftsmanship of composition. The degree is expected to serve as a basis for graduate study in either theory or composition, leading to a career in teaching at the college or university level or to a career as a professional composer.

	Sem. Hrs.
<b>THEORY</b>	
Theory I (1212, 1222, 1232)	6
Applied Theory I (1332)	3
Theory II (2212, 2222, 2232)	6
Applied Theory II (2332)	3
Theory III (3312)	3
<b>MUSIC LITERATURE AND HISTORY</b>	
Introduction to Music (1112, 1122, 1132)	3*
Survey of Music Literature (2212, 2222, 2232)	6
Music History (3212, 3222, 3232)	6
<b>SUPPORT COURSES</b>	
Senior Seminars in Theory (4292, 4293)	4
Conducting (3172, 3272-Vocal or (3172, 3273-Instrumental)	3
<b>APPLIED AREA</b>	
Composition I (2219, 2229, 2239)	6
Composition II (3219, 3229, 3239, 4219, 4229, 4239)	12
Recitals: Junior and Senior (See Note 1)	0
Applied Secondary (See Note 2)	18
<b>Cognate Courses</b>	
Senior Seminar in Theory (4294) and Advanced Aural/Keyboard Skills (3222)	4
Music Electives	12
Ensembles	3
	<u>95</u>

<b>LIBERAL ARTS CORE</b>	Christianity 1313, 1323, and 2333 . . . . .	9
	English 1313, 1323, 2313, 2323. . . . .	12
	Foreign Language (German or French) . . . . .	6
	Math 1313 or higher level mathematics course. . . . .	3
	Computer Information Systems 1321 . . . . .	3
	Human Kinetics 2100, 2111 . . . . .	2
	Social and Behavioral Sciences (See Note, pg. 125) . . . . .	6
		41

\*Not applicable to music degree.

**Note 1:** The Junior Recital is a combination of piano performance, other applied performance, and conducting. The senior recital will be at least 45 minutes long and will consist entirely of original works written during sophomore, junior, and senior years. The composer must participate in the recital as a conductor or performer. The programs must be approved by a faculty committee prior to presentation.

**Note 2:** The Junior Recital may not be given until the piano proficiency examination is passed.

# COLLEGE OF FINE ARTS

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## Course Descriptions

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### ART

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#### **ART 1303 Art Methods and Materials**

An introductory course concerned with basic art techniques and materials. The student will become acquainted with processes and the materials of painting, drawing, printing, sculpture, and ceramics.

#### **ART 1313, 1323 Design**

The student makes a thorough study of the principles and elements of design and visual devices which make up a work of art. By means of two and three dimensional problems, students make personal application of these concepts.

#### **ART 2313 History of Art: Prehistoric through Gothic**

Painting, sculpture and architecture reflect man's thinking (social, religious, and political) through which he sought to satisfy needs common to man of every age. The unique contribution made by each culture toward our art heritage is stressed along with influences of one culture on another.

#### **ART 2323 History of Art: Renaissance through Modern**

Beginning with the sixteenth century, this study will trace the development of modern art forms. Stylization, social factors, and important innovations which shape the destiny of man and his arts will be considered.

#### **ART 2231, 2241, 3231, 3241, 4231, 4241 Ceramics**

In ceramics, the student works with hand-built and wheel-thrown techniques of forming pottery. Experimentation with glaze formulation, glazing, and firing, and the search for a form language that expresses the individual are emphasized.

#### **ART 2232, 2242, 3232, 3242, 4232, 4242 Drawing**

These courses are basic exercises using various drawing media and subject matter with emphasis on the human figure. Anatomical rendering, contour and value drawing are studies which will be utilized in the student's ultimate development toward a personal approach to drawing. Prerequisites: ART 1313, 1323.

#### **ART 2233, 2243, 3233, 3243, 4233, 4243 Painting**

These studio experiences are based on problems designed to acquaint the student with the possibilities of various painting media and approaches to painting. Students are encouraged to explore and develop a personal direction for their work. Prerequisites: ART 1313, 1323.

**ART 2234, 2244, 3234, 3244, 4234, 4244 Printmaking**

Printmaking procedures in relief, intaglio, lithography, serigraphy, and experimental forms will be included to give the student a broad understanding of the possibilities of the media. Individual solutions are encouraged after basic technical procedure has been learned. Prerequisites: ART 1313, 1323.

**ART 2235, 2245, 3235, 3245, 4235, 4245 Sculpture**

Emphasis is placed on understanding many three-dimensional design problems, exploration of various media in a variety of approaches including additive, subtractive, manipulative, and casting techniques. Prerequisites: ART 1313, 1323.

**ART 3305 Art for the Secondary School**

This course involves the production of art using media and processes considered appropriate for middle school and senior high school art programs. Emphasis is placed on combining technique, exploration of media and interrelation of art appreciation with art activities. Prerequisites: ART 1313, 1323, 2313, 2323, and eight semester hours of approved studio courses.

**ART 3310 Art for Pre-Adolescents**

This course deals with the philosophy of preschool and elementary school art education based on Lowenfeld's continuum of growth. The laboratory experience with art emphasizes two-dimensional art media appropriate for the young child. Prerequisite: Student must be a junior in good standing in the teacher education program.

**ART 3313 Crafts for Pre-Adolescents**

This course involves creative problems in crafts designed for the pre-adolescent pupil with specialization in three-dimensional media. Prerequisite: Junior standing in the teacher education program.

**ART 3323 Crafts for the Secondary School**

This studio course presents practical experience and preparation for teaching three-dimensional design, weaving, printmaking, stitchery, and fabric design in the secondary school. Prerequisites: ART 1313, 1323, 2313, 2323 and eight semester hours of approved studio courses.

**ART 3343 Art Appreciation**

This course makes a comparative study of various modes of expression in all of the visual arts. Works of art studied in this course are selected from the prehistoric to the present. It is desired that the student see art as a very personal experience of man and that he begin to react more sensitively to art in our culture.

**ART 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Open to Art majors only. Prerequisite: Permission of the instructor and the Dean of the College.

**ART 4292, 4293 Senior Seminar**

Individual work in the student's area of specialization will be carried out as a final project. Participants will be encouraged to seek a personal approach to creating a form language that can adequately express the level of awareness attained. Prerequisite: See Note 7 under Degree Requirements.

**MUSIC THEORY**

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**MUTH 0212 Rudiments of Music**

A basic course for students who do not meet the level required for admission to Music Theory I. Open to all students, but not applicable to degree requirements for a music major. Music majors placed in this course will continue the second quarter with MUTH 1212.

**MUTH 1212, 1222, 1232 Music Theory I A, B, C**

An integrated course involving analysis, aural skills, and elementary composition of melody, two-part, three-part and homophonic textures; binary, ternary, and through-composed forms; chord structures through secondary dominants; modulation. Prerequisite: MUTH 0212. May not be taken out of sequence.

**MUTH 1332 Applied Theory I Sightsinging and Ear Training**

Development of skills in music reading and ear training, involving diatonic music and modulation in near-related keys. Prerequisite: Completion of MUTH 1222.

**MUTH 2212, 2222, 2232 Music Theory II A, B, C**

A continuation of Music Theory I. 18th Century counterpoint, 17th-20th Century form analysis, chromatic harmony, and introductory work in Impressionism. Emphasis on aural and visual analysis and on basic compositional techniques. Prerequisite: completion of MUTH 1212-1232. May not be taken out of sequence.

**MUTH 2332 Applied Theory II Sightsinging and Ear Training**

Continuation of MUTH 1332, introducing chromatic harmony, modulation to far-related keys, form and analysis, and early 20th-century practices. Prerequisites: Completion of MUTH 1332 and MUTH 2222.

**MUTH 3312 Music Theory III**

A study of new compositional materials and analytical techniques in the 20th Century. A continuation of skills and techniques introduced in Music Theory II. Prerequisite: completion of Music Theory II.

**MUTH 3222 Advanced Keyboard and Aural Skills**

A continuation of skills acquired in Music Theory II and Applied Theory II. Prerequisite: completion of MUTH 2332.

**MUTH 4181, 4281, 4381 Special Topics**

Directed study in a specialized area of Music Theory. A minimum of 30 clock hours of independent study or project development is required for each hour of credit. Topics and projects are selected on the basis of student career interest and need. Prerequisite: permission of the instructor and the Dean of the College.

**MUTH 4292 Senior Seminar: Independent Study in Theory/Score Reading**

Practical application of analysis skills and score reading skills. Prerequisite: permission of the instructor.

**MUTH 4293 Senior Seminar: Independent Study in Analysis**

Advanced study of analytical techniques. Prerequisite: completion of Theory III or permission of the instructor.

**MUTH 4294 Senior Seminar: Project in Music Theory**

A supervised paper of 20-30 pages dealing with a subject approved by an advisory committee.

**MUTH 4332 Instrumentation**

An introduction to the principles of orchestration, arranging, and score reading. Specific record listening assignments supplement the other work of the course. Prerequisite: MUTH 2232.

**MUSIC HISTORY AND LITERATURE**

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**MUHL 1112, 1122, 1132 Introduction to Music**

A basic music appreciation course for those students with little or no background in music. Designed to acquaint students with a fundamental understanding of music and musical style from all historical periods. Open to all students, but not applicable to degree requirements for music majors.

**MUHL 2212, 2222, 2232 Survey of Music Literature**

Survey of musical repertoire of all stylistic periods in Western music from the Middle Ages through the twentieth century. Emphasis is placed upon representative works, and upon analytical listening techniques designed to develop the perception of stylistic characteristics.

**MUHL 3212, 3222, 3232 History of Music**

A study of the evolution and development of music from antiquity to the present. Development of skills necessary to identify and define the various musical genres, forms, and concepts. A study of the outstanding works of the major composers of the western world and their identification through aural recognition. A study of the great works of music literature from historical, analytical, and critical methods and their placement within their proper historical context.

### **MUHL 4212 Symphonic Literature I**

The survey of instrumental group forms from the Renaissance period through early Beethoven symphonies.

### **MUHL 4222 Symphonic Literature II**

The survey of symphonies, concerti, and tone poems from Beethoven to the present.

### **MUHL 4292, 4293 Senior Seminar**

An advanced study in the history and literature of music, conducted through guided research, discussion, and critical analysis of musical works which is offered as demand warrants on a rotating topic basis.

## **TEACHER CERTIFICATION AND CHURCH MUSIC**

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### **MUSC 3111, 3112, 3113, 3114 Instrumental Classes**

The study of technical problems, teaching materials and basic performance problems of brass (3111), percussion (3112), strings (3113), and woodwinds (3114). Teaching of each instrument at the elementary level is included.

### **MUSC 3172 Fundamentals of Choral Conducting**

Basic techniques in choral conducting and score reading. Prerequisite: Junior standing (60 hrs.) or permission of the instructor.

### **MUSC 3173 Fundamentals of Instrumental Conducting**

Basic study in baton technique and score reading. Prerequisite: Junior standing (60 hrs.) or permission of the instructor.

### **MUSC 3212 Choral Literature**

An historical survey and study of smaller choral forms from the Renaissance to the present.

### **MUSC 3222 Choral Literature**

An historical survey and study of larger choral works from the late Renaissance to the present.

### **MUSC 3232 Hymnody**

An historical survey of the development of hymnody from the early ages to the present, discussing both hymns and hymn tunes from the Greek and Latin period to the present. The course is designed to develop a true appreciation for the heritage which has been passed down through the ages via this unique expression of corporate worship.

### **MUSC 3272 Choral Conducting**

Choral conducting techniques and their application in rehearsal and performance. Prerequisite: MUSC 3172.

### **MUSC 3273 Instrumental Conducting**

Instrumental conducting techniques and their application in rehearsal and performance. Prerequisite: MUSC 3173.

### **MUSC 4202 Music for Children**

A course for teacher certification candidates and church music majors, designed to develop competencies necessary for implementing musical learning and skill development for pre-adolescents. The course will survey important methodologies used in elementary general music teaching.

### **MUSC 4203 Music for Adolescents**

A course for teacher certification candidates and church music majors designed to develop competencies necessary for implementing musical learning and skill development in adolescents. The course will examine principles and strategies relevant to successful music production in the junior and senior high age student in schools and churches. Students are required to register for field observation lab (MUSC 4203 L1) consisting of 10 hours of observation.

### **MUSC 4204 Interdisciplinary Music Techniques: Handbells**

A course for teacher certification candidates and church music majors designed to survey the historical background, applications, and instrumental techniques of English handbell ringing, as employed in American schools and churches. Handbell lab required. For vocal concentration.

### **MUSC 4205 Interdisciplinary Music Techniques: Vocal Techniques**

A course for teacher certification candidates and church music majors designed to expose them to the historical background, organization, voice placement and related vocal techniques related to secondary school choirs. For Instrumental concentration.

### **MUSC 4211, 4221 Internship in Church Music**

Field-based experience in all phases of administering and providing leadership to a music ministry in a local church. Supervised by University faculty and cooperating Minister of Music. Prerequisites: Completion of all course work in the field of Church Music, piano proficiency, and English proficiency exams.

### **MUSC 4212 History and Philosophy of Church Music**

A survey of church music history with the purpose of discovering worship philosophies and resulting patterns and forms that directly affected the production and development of church music as a musical genre. Specific liturgical forms will be studied within this context. Contemporary philosophies and trends will receive significant stress.

### **MUSC 4223 Church Music Administration**

A study of contemporary approaches to the planning for and administering of music ministry programs in churches. Special attention will be given to resources and skills that play important roles in current church music supervision. Students will have a significant contact with professionals in the field, as a means of developing competencies in administration. The course will be geared toward preparation for work in a protestant denomination, although a wide range of trends will be studied.

### **MUSC 4272 Advanced Choral Conducting**

The conducting of choral groups. A study in advanced technique, style, and interpretation. Prerequisite: MUTH 2232 and MUSC 3272.

### **MUSC 4273 Advanced Instrumental Conducting**

The conducting of bands. This is an advanced course in the study of technique, style and interpretation. Prerequisite: MUSC 3273

### **MUSC 4303 Music in the Public Schools**

A course for teacher certification candidates designed to cover philosophies in schools as applied in curriculum and pedagogy in music. Innovative trends will receive special emphasis. Current periodical literature will provide resource materials.

### **MUSC 4292 Senior Seminar: Junior Recital and Research**

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material. Prerequisite: Eight consecutive quarters of private instruction in the applied area in which recital is given. (For Music Education majors graduating prior to September 1, 1991.)

## **PRIVATE LESSONS**

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### **MUPL 1111, 2111, 3111, 4111 Brass**

One half-hour lesson per week. One hour credit.

### **MUPL 1211, 2211, 3211, 4211 Brass**

One hour lesson per week. Two hours credit.

### **MUPL 3311, 4311 Brass**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

### **MUPL 1112, 2112, 3112, 4112 Organ**

One half-hour lesson per week. One hour credit. Prerequisite: Piano proficiency.

### **MUPL 1212, 2212, 3212, 4212 Organ**

One hour lesson per week. Two hours credit. Prerequisite: Piano proficiency.

### **MUPL 3312, 4312 Organ**

One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1113, 2113, 3113, 4113 Percussion**  
One-half hour lesson per week. One hour credit.

**MUPL 1213, 2213, 3213, 4213 Percussion**  
One hour lesson per week. Two hours credit.

**MUPL 3313, 4313 Percussion**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1114, 2114, 3114, 4114 Piano**  
One half-hour lesson per week. One hour credit.

**MUPL 1214, 2214, 3214, 4214 Piano**  
One hour lesson per week. Two hours credit.

**MUPL 3314, 4314 Piano**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1115, 2115, 3115, 4115 Strings**  
One half-hour lesson per week. One hour credit.

**MUPL 1215, 2215, 3215, 4215 Strings**  
One hour lesson per week. Two hours credit.

**MUPL 3315, 4315 Strings**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1116, 2116, 3116, 4116 Voice**  
One half-hour lesson per week. One hour credit.

**MUPL 1216, 2216, 3216, 4216 Voice**  
One hour lesson per week. Two hours credit.

**MUPL 3316, 4316 Voice**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1117, 2117, 3117, 4117 Woodwinds**  
One half-hour lesson per week. One hour credit.

**MUPL 1217, 2217, 3217, 4217 Woodwinds**  
One hour lesson per week. Two hours credit.

**MUPL 3317, 4317 Woodwinds**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

**MUPL 1118, 2118, 3118, 4118 Harp**  
One half-hour lesson per week. One hour credit.

**MUPL 1218, 2218, 3218, 4218 Harp**  
One hour lesson per week. Two hours credit.

**MUPL 3318, 4318 Harp**  
One hour lesson per week. Three hours credit. (Audition and permission of instructor.)

## **APPLIED MUSIC**

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**MUAP 3181, 3281, 4181, 4281 Special Topics**  
Directed study in a specialized area of Applied Music. A minimum of 30 clock hours of independent study or project development is required for each hour of credit given. Topics and projects are selected on the basis of student career interest and need. Prerequisite: permission of the instructor and the Dean of the college.

**MUAP 4292, 4293 Senior Seminars**  
Advanced study in pedagogy or other topic related to particular performance areas within the music curricula. Studies are offered as demand warrants on a rotating topic basis.

## COGNATE COURSES-KEYBOARD

### **MUAP 0102 Class Organ**

One hour per week. Class instruction for beginning organ students. Emphasis on technical skills, mastery of organ music at the individual student's level, overview of organ literature, construction and design of the instrument, and service playing. Prerequisite: successful completion of the piano proficiency or approval of the instructor.

### **MUAP 0104 Class Piano**

One hour per week. Class instruction for beginning piano students.

### **MUAP 3211, 3221 Piano Laboratory**

Devoted to the development of keyboard skills including improvisation, harmonization, realization of figured bass, transposition, sight-reading, accompanying, and basic score reading. Proficiency test required for final examination.

### **MUAP 3212, 3222, 3232 Applied Skills for Organists I**

Basic harmonic progressions; harmonization of given melodies and basses; transposition and modulation; reading of "figured bass"; introduction to improvisation; score reading; techniques of accompanying.

### **MUAP 4242, 4252, 4262 Applied Skills for Organists II**

An historical study of the great liturgies of the world and their present day usage; hymn playing and a survey of hymnody and chant; console conducting; service music.

### **MUAP 4214 Piano Literature**

Practical survey of major keyboard repertoire written between 1750 and 1900. Emphasis is placed upon principal forms, styles, and composers as well as practical consideration of particular pianistic techniques and problems.

### **MUAP 4224 Piano Literature**

Practical survey of major keyboard repertoire written during the twentieth century. Emphasis is placed upon principal forms, styles, composers, notation, as well as practical consideration of particular pianistic problems encountered in avant-garde music.

### **MUAP 4234 Piano Pedagogy I**

Survey of procedures and materials applicable to the teaching of beginning, intermediate, and advanced piano students. Preparatory School teaching under supervision is included.

### **MUAP 4244 Piano Pedagogy II**

Survey of procedures and materials applicable to group piano teachers. Preparatory School teaching under supervision is included.

### **MUAP 4292 Senior Seminar: Junior Recital and Research**

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material. Prerequisite: Eight consecutive quarters of private instruction in the applied area in which recital is given.

## COGNATE COURSES-VOICE

### **MUAP 1116 Class Voice**

This course is designed to introduce the student to the basic concepts involved in the study of voice, such as posture, breath control, principles of diction, vowel production etc. Selected readings in the field and written work will be emphasized as well as actual singing and vocalization. Open to non-music majors.

### **MUAP 1146, 1156, 1166, 2146 Language Diction**

This course is an introduction to the speech sounds and rhythms of the Italian, German, French, and English languages as applied to solo vocal literature. The first quarter deals with Italian (1146); the second, English (1156); the third, German (1166); and the fourth, French (2146).

**MUAP 3216, 3226, 3236 Vocal Literature Survey**

This course is an intensive survey of solo song literature from the Renaissance period of music history to the present. The first quarter of study is devoted to Italian and English songs; the second quarter to German lieder; and the third quarter to French art songs.

**MUAP 1129, 3119, 3129, 3139 Opera Workshop**

A course dealing with practical experience in the technical preparation and performance of scenes or complete operas. Included are drama exercises, improvisations, and the integration of music, acting, and opera staging. Admission by permission of the instructor.

**MUAP 4119, 4129, 4139 Advanced Opera Workshop**

A continuation of opera workshop which incorporates more individual instruction and experience in all facets of production techniques including staging, lighting, scenic design, makeup, costuming, etc. Admission by permission of the instructor.

**MUAP 4246, 4256 Vocal Pedagogy**

This course is an historical and practical approach to the art of teaching voice. Emphasis is on research, writing and observation. The second quarter involves some student teaching as directed by the instructor. Admission is by permission of the instructor.

**MUAP 4292 Senior Seminar: Junior Recital and Research**

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material. Prerequisite: Eight consecutive quarters of private instruction in the applied area in which recital is given.

**COGNATE COURSES-INSTRUMENTAL**

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**MUAP 2112, 2122, 2132, 3112, 3122, 3132 Instrumental Chamber Music**

The study and performance of the major chamber music literature for strings, brass, woodwind and percussion instruments.

**MUAP 3246, 3256 Instrumental Pedagogy**

Survey of procedures and materials applicable to the serious instrumental major. Course is research oriented with much emphasis on repertoire. Admission is by permission of the instructor.

**MUAP 4232 Jazz Influences on Instrumental Music**

The study of jazz and its performance as it relates to jazz-influenced symphonic, film, television, ballet, opera, and Broadway show scores, as well as the recording industry and music education. Prerequisites: MUTH 2232.

**MUAP 4213, 4223 Instrumental Literature**

Study of solo and ensemble literature for wind, string, and percussion instruments. Research required. Includes study of solos with large ensemble accompaniment.

**MUAP 4235, 4236 Band Literature**

Study of literature appropriate for junior high school and intermediate school band (4213) and high school band (4223). Includes selections from the University Interscholastic League approved list of repertoire.

**MUAP 4292 Senior Seminar: Junior Recital and Research**

Performance of a 30-minute recital from contrasting periods of music. Accompanying formal research paper in support of recital program material. Prerequisite: Eight consecutive quarters of private instruction in the applied area in which recital is given.

**COMPOSITION**

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**MUAP 2219, 2229, 2239 Composition I**

Binary, Ternary, Variation, and contrapuntal vocal and instrumental forms. Beginning calligraphy and instrumentation principles. Prerequisite: completion of Music Theory and Applied Theory I with a grade of "B" or higher.

**MUAP 3219, 3229, 3239 Composition II**

Continuation of Composition I, introducing small instrumental and vocal ensemble writing, with introduction of larger ensemble writing. Also a continuation of calligraphy and score preparation, and introduction to orchestration principles. Prerequisite: completion of Composition I with a grade of B or higher.

**MUAP 4219, 4229, 4239 Composition III**

Composition for chamber orchestra and full orchestra; multiple movement works. Continuation of orchestration techniques. Prerequisite: completion of Composition II with a grade of B or higher.

**ENSEMBLES**

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**MUVE 0101 University Chorus**

Rehearsal and performance of a varied repertoire for chorus and instruments; open to all students, faculty members and spouses.

**MUVE 0141 University Singers**

Rehearsal and performance of the finest music written for the select choral ensemble; experiences may also include Madrigal Singers, Chamber Singers, and Joyful Sound; limited in size and by audition only.

**MUIE 0101 Symphonic Band**

The large symphonic grouping of all band instruments for the purpose of performing the band literature in concert.

**MUIE 0121 University Orchestra**

A symphony orchestra with a complete orchestral instrumentation performing a varied repertoire including operatic and choral works. Limited in size by the composition and the occasion.

**MUIE 0131 University Handbells**

A handbell ensemble open to all students, faculty, staff and their spouses; leading to varied public performances.

**MUIE 0151 Guitar Ensemble**

Group performance of the classical guitar literature. For classical guitarists. Non-music majors must have permission of the instructor.

**MUIE 0181 Jazz Band**

Jazz-oriented ensemble open to all students. Providing experience in jazz, rock, swing, bossa nova, disco and ballads.

# COLLEGE OF HUMANITIES

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## Undergraduate Programs

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### DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY

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#### CHRISTIANITY

Houston Baptist University is committed to providing a liberal arts undergraduate education dedicated to the view that Christian ideals and principles provide the perspective, goals, and values most essential in higher education. The implementation of this view is the responsibility of the entire University staff, but it is the province of the Department of Christianity to offer the specific courses that enable the students to gain an intelligent and meaningful acquaintance with the Christian religion and with the superb writings of the Old and New Testaments.

Nine semester hours in Christianity are required for graduation. These are basic courses designed for all college students and not for church vocations students alone. Six of the required semester hours (CHRI 1313 and 1323) are prerequisite to all other courses in Christianity except CHRI 1333. The remaining three hours (CHRI 2333) are offered at the sophomore level and are intended to provide an understanding of the Christian religion with particular reference to its basic doctrinal concepts.

For a major in Christianity thirty-four semester hours are required, nine hours of which are required of all students. The twenty-five additional hours are: three hours of Introduction to Philosophy (PHIL 1313); three hours from Category I: Practical and Functional Studies (CHRI 3171-3271, 3353, 3363, 4333, or 4334); three hours from Category II: Biblical Studies (CHRI 3333, 3343, or 4343); three hours from Category III: Historical and Theological Studies (CHRI 3313, 3373, 4335, 4353, 4383, or PHIL 4353); three hours from Category IV: Philosophical Studies (PHIL 2313, 2323, 3313, 4323, 4363, or CHRI 4363); four hours of Senior Seminars (CHRI 4292, 4293); and six hours from any of the above or other Christianity course offerings, including CHRI 1333, 3393, 4181, 4281, and 4381.

Complementing the classroom studies in Christianity, the Center for Exploring Ministry Careers (CEMC) offers certain field-based studies which allow students to have actual ministry experience (see page 13).

#### PHILOSOPHY

Philosophy is a basic element in a liberal arts education and serves to integrate the various areas of knowledge. The purpose of the study of philosophy is to help the student in his search for the meaning and destiny of human life. It seeks to attain this purpose through a critical study of the significant problems of human thought and of the main systems that have been proposed as solutions to these problems.

### DEPARTMENT OF COMMUNICATIONS

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The Department of Communications offers majors in speech and mass media. A student may select either one or both of his majors from these areas. The courses offered in the department are designed to provide the student with essential communication skills that can be applied as he pursues a career in law, professional speech, teaching, journalism, broadcasting, advertising, public relations, or other professions.

#### SPEECH

Students who wish to be certified to teach speech in the secondary schools must take MASM 1313, SPCH 1313, 1323, 2333, 3303, 3313, 3353, 4333, 4292, and 4293.

Students not seeking teacher certification may major in speech by taking MASM 1313, SPCH 1313, 1323, 3303, 3313, 3353, 4333, 4292, 4293, and either 3373 or 4313 for a total of twenty-eight hours.

## MASS MEDIA

The mass media major is designed to develop capable, flexible, responsible communicators able to perform effectively in a variety of media and communications-oriented career areas. Students may major in mass media by taking MASM 1313, 1323, 2303, 2313 or 2323, 3324, 3333, 4373, 4374, 4292, and 4293 for a total of twenty-eight hours. Students are encouraged to complete the writing specialization program offered in the Department of Languages.

## DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

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### HISTORY

History majors are encouraged to make a diversified selection of courses in their field, with at least two major areas such as United States history and European history represented.

The requirements for a history major are: (a) a minimum of twenty-five semester hours in history, including the survey courses in World Civilization and United States history; (b) nine hours in advanced level history courses; (c) Senior Seminars. The survey courses in World Civilization or United States history are prerequisites to all advanced work in history.

History majors who plan to teach in the secondary schools must take HIST 1314, 1324, 2313, 2323, 3333, 4313, 4363, and the Senior Seminars HIST 4292 and 4293.

History majors who plan to teach at the elementary level must take HIST 1314, 1324, 2313, 2323, 3333, 4292, 4293, one advanced level American history course, and one advanced level elective in English or European history.

### POLITICAL SCIENCE

The political science major prepares students for a variety of careers in law, government service, business, and education.

Requirements for the major are: POLS 1313, 2313, 3373, 4333, Senior Seminars 4292 and 4293, and nine additional hours in political science, of which six must be advanced, for a total of twenty-five hours.

Political Science majors who wish teacher certification complete the same degree requirements as other Political Science majors.

Pre-law students are encouraged to take **Judicial Process**, POLS 3343 and **Constitutional Law**, POLS 4313.

## DEPARTMENT OF LANGUAGES

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The Department of Languages comprises four areas: English language and literature; French, Spanish, and German language and literature; New Testament Greek; and bilingual education.

The English language and literature courses are designed to afford a mastery of the English language through practical exercise in grammar, composition, and rhetoric; to develop a knowledge and appreciation of the masterpieces of world literature; to instill an appreciation and understanding of British and American thought and literature through the application of critical and analytical techniques to the corpus of belletristic tradition; and to trace the cultural continuity of Great Britain and America through the language and literature of the two nations.

The foreign language courses are designed to afford a mastery of the French, Spanish, and German languages by developing skills in reading, writing, and conversation; to foster an understanding of another people and their cultural and literary traditions; and to instill an appreciation of the major literary works of France, Germany, and the Spanish-speaking countries. The Language Center is available to foreign language students for listening to tapes, small group practice in speaking, culture and civilization projects, and foreign language club activities.

The course offerings in Greek are designed to provide a reading knowledge of the Greek New Testament and to afford practice in the skills essential to scholarly interpretation. They are especially appropriate for the ministerial student and others preparing for a church-related vocation.

The curriculum in bilingual education is designed to prepare the student to teach in the bilingual classroom at the elementary or secondary school levels. Through a well-rounded program, the student develops an awareness of the confluence of two cultures, their historical contributions, and their cultural characteristics. He acquires the theory and skill needed to teach first and second languages, and the ability to teach content material in a bilingual context. Undergraduate and graduate programs are offered in bilingual education.

Students who wish to teach English to non-English speakers may become qualified to teach English as a Second Language by earning the Endorsement for Teachers of English as a Second Language (ESL). This endorsement, which requires twelve hours of course work plus student teaching in the ESL classroom, is open to all candidates for Texas Teacher Certification.

## ENGLISH

ENGL 1313, 1323, 2313, and 2323 are required of all students. Students scoring below 18 on the English section of the ACT or below 40 on the TSWE will be required to take ENGL 1303, before enrolling in ENGL 1313. Students with no available test scores will also be enrolled in ENGL 1303.

The English division of the Department of Languages offers five programs: a liberal arts English major; teacher certification in English; an internship; a writing specialization; and Teaching English to Speakers of Other Languages.

### The Liberal Arts English Major:

English majors who are not working toward teacher certification must take the twelve hours of freshman and sophomore English; ENGL 3313; ENGL 3333; twelve hours selected from ENGL 3373, 4313, 4314, 4315, 4316, 4317, 4318, 4319, or ENGL 4323, 4324, 4325, six hours of which must be in English literature; and two Senior Seminars in English or American literature, for a total of thirty-four semester hours. Students contemplating graduate study in English are also advised to elect additional courses in English.

### Teacher Certification in English:

English majors working toward teacher certification at the secondary level must take the required freshman and sophomore courses; ENGL 3313; 3333; 4302; six hours selected from ENGL 3373, ENGL 4313, 4314, 4315, 4316, 4317, 4318, 4319, or ENGL 4323, 4324, 4325, three hours of which must be in English literature; ENGL 4305; and two Senior Seminars in English or American literature, for a total of thirty-four semester hours.

English majors working toward teacher certification at the elementary level must take the required freshman and sophomore courses: ENGL 3313; 3333; 4302; six hours selected from ENGL 3373, ENGL 4313, 4314, 4315, 4316, 4317, 4318, 4319, or ENGL 4323, 4324, 4325, three hours of which must be in English literature; and two Senior Seminars in English or American literature, for a total of thirty-one semester hours.

### Internship in English

This program offers outstanding English majors the opportunity to work as interns in the business community for 120 hours for one quarter in order to apply writing and analytical skills which they have developed. English majors who wish to graduate with an Internship must take the twelve hours of freshman and sophomore English; ENGL 3313; ENGL 3333; six hours selected from ENGL 3373, ENGL 4313, 4314, 4315, 4316, 4317, 4318, 4319, or ENGL 4323, 4324, 4325, three hours of which must be in English literature; ENGL/MASM 3303; ENGL/MASM 3344; two Senior Seminars in English or American literature; and ENGL 4301.

Admission to the program will be determined by the English Intern Selection Committee. Each applicant must be of good academic standing, be classified as a junior or senior, be working toward a degree in English at Houston Baptist University with at least nine hours of the required upper level English courses completed, have at least a 3.0 GPA in English, and have taken ENGL/MASM 3303 and ENGL/MASM 3344 before the internship. The applicant must submit an application and letters of recommendation to the Intern Selection Committee. If accepted by the committee, the applicant must also be interviewed and accepted by the prospective employer.

### **Writing Specialization:**

This program teaches expertness in writing. The courses in the program should be especially useful to students majoring in business, social and medical sciences, education, pre-law, mass media, and liberal arts, in order to give students flexibility in career choices and enhance needed communication skills in their fields. Students may take any individual course offered, or they may obtain certification in the Writing Specialization Program by completing three or more courses. For certification, students must take ENGL/MASM 3303, ENGL/MASM 3344, and one elective chosen from ENGL/MASM 3263, ENGL/MASM 3264, ENGL/MASM 3353, and ENGL 4302. The minimum eight hours must be completed at Houston Baptist University with a 3.0 or above average. Students will receive a certification of achievement and a statement of achievement will be noted on their transcripts. Completion of ENGL 1313 and ENGL 1323 or the equivalents is a prerequisite for enrolling in ENGL or MASM 3303 and ENGL or MASM 3353. Completion of the Smith College requirements in English or the equivalents is a prerequisite for enrolling in ENGL/MASM 3344 and ENGL/MASM 3264.

### **Endorsement for Teachers of English as a Second Language:**

Candidates for Texas teacher certification may earn the endorsement for teachers of English as a Second Language by taking the following courses: EDBI 4301; ENGL 4304; ENGL 4312; EDBI 4314; and EDUC 4386. Certified Texas teachers may teach for one year in a TEA approved ESL or bilingual classroom in lieu of completing student teaching.

## **FRENCH**

The course offerings in French are designed to enable students to develop proficiency in understanding, speaking, reading, writing, and culture. Those wishing to major in French, including secondary education teacher candidates, should take FREN 1314, 1324, 2314, 2324, 3305 (or 3306 or 3307), 3314, 3324, 4305 (or 4306 or 4307), and the Senior Seminars 4292, 4293 for a total of 28 semester hours.

To be certified to teach French, candidates must have achieved Intermediate proficiency in understanding, speaking, reading, writing, and culture. Those wishing to increase proficiency in French should take the Work Internship in French or other advanced courses. Students who come to H.B.U. with language proficiency may receive up to 12 semester hours credit through examination.

## **GERMAN**

Currently, there is no major in German offered at Houston Baptist University. However, the courses listed in the Course Description section of this College are offered on a regularly scheduled basis.

## **GREEK**

The course offerings in Greek are designed to provide a reading knowledge of the Greek New Testament and to afford practice in the skills essential to scholarly interpretation. They are especially appropriate for the ministerial student and others preparing for a church-related vocation.

## **SPANISH**

The course offerings in Spanish are designed to enable students to develop proficiency in understanding, speaking, reading, writing, and culture. Those wishing to major in Spanish, including teacher candidates, should take SPAN 1314, 1324, 2314, 2324, 3314, 3324, 3333 or 3305 (or 3306 or 3307), 4343 or 4305 (or 4306 or 4307), and the Senior Seminars 4292, 4293 for a total of 28 semester hours.

To be certified to teach Spanish, candidates must have achieved Intermediate proficiency in understanding, speaking, reading, writing, and culture. Those wishing to increase proficiency in Spanish should take the Work Internship in Spanish or other advanced courses. Students who come to H.B.U. with language proficiency may receive up to 12 semester hours credit through examination.

## BILINGUAL EDUCATION

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The curriculum in bilingual education prepares the student to teach in a bilingual setting on the elementary or secondary school levels. The student learns to teach first and second languages and to teach content material in a bilingual context. To receive either elementary or secondary school bilingual certification, students must take the following courses: EDBI 4301; EDBI 4314; either EDBI 2363, 3333 or SPAN 3333, or one elective course to be chosen from EDBI 3321 or ENGL 4312 (to be determined by the bilingual education advisor); EDBI 4343 or SPAN 4343, EDBI 3385, 4292, and 4293; HIST 3333 or 3343; and EDBI 3303 or ENGL 4304.

**Special Requirements:** Basic language study as such is not a part of the bilingual preparation. It is recommended that the student take Spanish 2314 and 2324 in his freshman year as preparation for entrance into the bilingual program. To gain admission to the bilingual program, the student must achieve a minimum overall score at the eightieth (80th) percentile on the MLA Cooperative Language Proficiency Test (Form M) in Spanish. In addition, each student must achieve a minimum score at the eightieth (80th) percentile in each of the four skill areas (listening, speaking, reading, and writing), or he must take the appropriate course or courses to remove language deficiency in each area where the score is less than the minimum standard. A student who has not passed the MLA Proficiency Test may begin his bilingual courses. He is not, however, assured of acceptance in the program until he has completed this requirement. Before he can register for student teaching, the student must demonstrate language proficiency at the teaching level in content areas in both Spanish and English. The secondary certification student who chooses bilingual education as one of his teaching fields may not choose Spanish as his other teaching field. The special requirements for admission to the bilingual program apply to all students, including special post-baccalaureate candidates.

### **Endorsement for Teachers of English as a Second Language:**

Candidates for Texas teacher certification may earn the endorsement for teachers of English as a Second Language by taking the following courses: EDBI 4301; ENGL 4304; ENGL 4312; EDBI 4314; and EDUC 4386. Certified Texas teachers may teach for one year in a TEA approved ESL or bilingual classroom in lieu of completing student teaching.

## COLLEGE OF HUMANITIES

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### Graduate Program

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#### THE MASTER OF LIBERAL ARTS

The program in liberal arts is an interdisciplinary master's degree designed for those whose formal professional education is complete, but who wish to continue intellectual enrichment in an academic environment. The MLA is an innovative approach to graduate study which recognizes the value of a broad interdisciplinary experience. The program is directed neither toward professional research nor toward the achievement of a doctorate; no thesis is required.

Students in the MLA program represent a variety of educational backgrounds and ages. The degree is of particular interest to those in areas such as education, business, law, medicine, and engineering who desire a high level inquiry into the liberal arts. Thirty-six semester hours of work are required for the MLA degree, of which six are selected from a core curriculum, MLA 6324 *The Art of Being Human* and MLA 6340-41 *Western Culture and Human Experience*. Classes meet once each week on various evenings. There are no requirements for continuous enrollment, and no entrance exam is required. A selection of courses from the various liberal arts is offered each quarter.

For specific program information, prospective students should contact the Master of Liberal Arts Program Director.

# COLLEGE OF HUMANITIES

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## Course Descriptions

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### BILINGUAL EDUCATION

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#### **EDBI 2363 Phonetics, Voice, and Diction**

Study and use of the international phonetic alphabet, study and application of methods of improving voice production, and concentration upon articulation and pronunciation. Methods of working with pre-adolescents are included. (Offered also as SPCH 2363 and MASM 2363)

#### **EDBI 3121, 3221, 3321 Special Topics in Language and Literature**

Special topics to be treated are determined by interested students with the approval of the Department Chairman. Mexican-American literature, sociolinguistics, grammar for native speakers of Spanish, and field experience in Hispanic language and culture are examples of possible areas of interest.

#### **EDBI 3173, 3174, 3175 Language Center Internship**

Students expand their knowledge of and increase their skills in bilingual education through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. Prerequisite: SPAN 1313 or its equivalent.

#### **EDBI 3303 Methods of Teaching Second Languages**

A survey of methods and materials for teaching and testing the four skills (listening, speaking, reading, and writing) at all levels. Practice in applying current language teaching techniques to the four skill areas. Prerequisite: EDBI 4314 or permission of the instructor. (Offered also as SPAN 3303)

#### **EDBI 3333 Advanced Composition**

Intensive practice in writing Spanish sentences and paragraphs. Individualized attention given to problems of (A) the native speaker, or (B) the non-native speaker of Spanish. (Offered also as SPAN 3333)

#### **EDBI 3385 Teaching School Content Areas in Spanish**

Preparation and teaching in Spanish of lessons and units in content areas. Spanish vocabulary for school content areas. Evaluation of curriculum materials for the Spanish speaker. Special considerations in the teaching of bilingual language arts. Familiarization with state-adopted materials written in Spanish. Prerequisite: Spanish proficiency level of Intermediate or above.

#### **EDBI 4292 Senior Seminar: Spanish/English Contrastive Linguistics**

Linguistics for the bilingual classroom. Applied and contrastive linguistics with special emphasis on research on corrective techniques for cross-language interferences. Prerequisite: EDBI 4314.

#### **EDBI 4293 Senior Seminar: Foundations of Bilingual Education**

Rationale for bilingual education. Study of research findings in bilingual education and of legal, linguistic, and educational considerations in bilingual education. Survey of types and structure of bilingual programs. Research project involving one aspect of bilingual education. Prerequisite: EDBI 4314 or permission of the instructor.

#### **EDBI 4301 Language Acquisition**

First and second language acquisition. The bilingual child. Sociolinguistic considerations. Problems in the assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English proficiency.

#### **EDBI 4314 Survey of Linguistics**

Nature and structure of language. Language variation and change. First and second language acquisition. The testing of language dominance or proficiency. Sociolinguistic considerations for the classroom.

**EDBI 4343 Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish-speaking people, including special emphasis upon pre-adolescents in the family setting; cultural patterns and cultural change. (Offered also as SPAN 4343)

**EDBI 5301 Language Acquisition**

First-language acquisition, and second-language acquisition by the young child. The bilingual child. Code-switching. Sociolinguistic considerations. Problems in the assessment of language dominance and proficiency, intelligence, and achievement in the child of limited English-speaking ability.

**EDBI 5302 Advanced Grammar, Writing, and Linguistics**

A course designed to instruct students in the principles of grammar, rhetoric, and composition with a view to preparing them either for writing, editing, or teaching of languages. A portion of the course will also acquaint the student with the fundamentals of linguistic behavior.

**EDBI 5304 Methods of Teaching English as a Second Language**

Theories, pedagogical considerations and current methodology in the teaching of listening, speaking, reading, and writing skills in English as a second language. Phonological, morphological, and syntactic features of English will be considered as necessary. Special consideration will be given to the development of bilingual children's reading skills in English.

**EDBI 5312 English Contrastive Linguistics for Teaching ESOL**

Phonological and morphological rules of English. Basic sentence patterns. Contrast of English phonology, morphology, and syntax with structures of other languages. Practice in problem solving to discover areas of difference between English and the native language of the learner. Emphasis on development of techniques to teach an identified problem area. Prerequisites: EDBI 4314/5314 and a course in the Teaching of English as a Second Language, or consent of instructor.

**EDBI 5314 Survey of Linguistics**

Nature and structure of language. Language variation and change. Language acquisition. Language and society. Languages of the world.

**EDBI 5343 Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish-speaking people, including special emphasis upon pre-adolescents in the family setting; cultural patterns and cultural change. Extensive reading and investigation involving one particular cultural parameter. This course will be taught in Spanish.

**EDBI 6181, 6281, 6381 Special Topics**

A service course designed to permit the offering of topics of current interest and special workshops. May also be used for individual study, in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

**EDBI 6302 Teaching Language Arts and Reading in Spanish**

Development and utilization of materials for language arts and reading in Spanish. Vocabulary and fluency development in Spanish for the teacher of language arts and reading. Adaptation of materials for use with Spanish-speaking children. This course will be taught primarily in Spanish.

**EDBI 6303 The Teaching of Mathematics, Science, and Social Studies in Spanish**

Resources and materials. Use of materials assessment instruments to evaluate materials for use with the target population. Vocabulary and fluency development in content areas in Spanish. This course will be taught primarily in Spanish.

**EDBI 6304 Applied Linguistics for Bilingual Teaching**

Contrastive analysis between English and Spanish. Implications of linguistic considerations for identification of special concerns in the teaching of bilingual reading and language arts.

**EDBI 6305 Foundations of Bilingual Education**

Rationale for bilingual education. Goals, curriculum, classroom management, and testing in the various types of bilingual programs. Research findings in bilingual education.

## **CHRISTIANITY**

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### **CHRI 1313 Old Testament**

A course designed to introduce the student to the Old Testament and to provide an understanding of the history, institutions, and theological insights of the Hebrew people. Required for graduation. Prerequisite for all Christianity courses except 1323 and 1333.

### **CHRI 1323 New Testament**

A course designed to introduce the student to the New Testament and to an appreciative understanding of the life and teachings of Jesus, the early Christian movement, and the doctrinal concepts and ethical ideals of Christianity. Required for graduation. Prerequisite for all Christianity courses except 1313 and 1333.

### **CHRI 1333 The Christian Ministry**

The course includes a study of the occupational field of church vocations with emphasis upon the church vocations worker's personal and ministerial identity, ministerial ethics, Baptist denominational history and polity, and the development of basic skills common to ministry. It incorporates the use of professional ministers from a variety of specializations who serve as resource personnel and role models for the aspiring church vocations student.

### **CHRI 2333 Christian Doctrine**

A course designed to acquaint the student with the great doctrines of the Christian religion. Attention is given to such doctrines as Revelation; Man, God, Sin, Salvation, the Church, and the Christian Life. Required for graduation. Prerequisites: CHRI 1313 and 1323.

### **CHRI 3171-3271 Supervised Ministry Practicum**

A field-based course in which the church vocations student functions in a ministry role under the supervision of an experienced minister and a university professor. Requirements include the completion of a covenant of learning that directs the ministry activities on the field, and periodic on-campus group meetings which utilize the Glasse case study method. Permission of instructor is required. It is recommended that CHRI 1333 precede the supervised ministry practicum.

### **CHRI 3313 Christian History**

A course designed to introduce Christianity in its historical development and the origin and progress of Christianity in America.

### **CHRI 3333 Jesus and His Teachings**

An intensive study of the life and teachings of Jesus.

### **CHRI 3343 Life and Works of Paul**

A study of the apostle Paul and his contribution to the progress of early Christianity based upon the book of Acts and the epistles attributed to Paul.

### **CHRI 3353 Homiletics**

A basic course to introduce the student to the principles of preaching and other ministerial speaking. Attention is given to various types of sermons and their preparation and delivery.

### **CHRI 3363 Evangelism**

A general study of evangelism as a primary force in expanding the Kingdom of God. Emphasis is given to the biblical concept of evangelism and to an effective church program to carry out Christ's commission.

### **CHRI 3373 New Religious Movements in America**

An examination of religious cults and new religious movements in America. Special consideration will be given to the founder, circumstances of origin, historical development, organization, unique beliefs and practices, methods of propagation, and their relationship to mainline Christianity.

### **CHRI 3393 Biblical Backgrounds**

A study of the geographical, archaeological, and cultural backgrounds of biblical lands.

### **CHRI 4181, 4281, 4381 Special Topics**

Guided research involving special projects relating to Christianity and its mission to the world.

**CHRI 4292, 4293 Senior Seminar**

Directed studies in selected areas of the student's special interests, including opportunities for independent research. Prerequisite: See Note 7 under Degree Requirements.

**CHRI 4333 Sociology of Religion**

An analysis of the role and functions of religion in human societies, types of religious organizations, and the relation between religion and other social institutions. The role of Christianity in American society will be emphasized. (Offered also as SOCI 4333).

**CHRI 4334 Psychology of Religion**

The insights of psychology as a human science are used to inspect and evaluate the religious dimensions of life. Included are the sources and meanings of religion, religious development, specific religious experiences and phenomena, and the relative health and sickness of various expressions of religion. (Offered also as PSYC 4334)

**CHRI 4335 Systematic Theology**

A course designed to study the historical, biblical, and systematic approaches to Christian theology. Prerequisites are CHRI 1313, 1323, and 2333.

**CHRI 4343 Old Testament Prophets**

A study of the prophetic movement in Israel and the writings of the canonical prophets.

**CHRI 4353 World Religions**

An introduction to the thought and practices of the great religions of the world. Attention is given to the origin, development, and major teachings of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Islam, and Christianity. (Offered also as PHIL 4353).

**CHRI 4363 Philosophy of Religion**

A critical examination of the nature and validity of religious experience and the place of religion in human life. Consideration is given to religious problems such as the existence and nature of God, the source of religious knowledge, the nature of man, the origin and nature of evil. (Offered also as PHIL 4363).

**CHRI 4383 Baptist History**

A study of Baptist history and polity with particular emphasis given to Baptist origins, developments, distinctive theological positions, leaders, and current trends. Special attention will be given to Baptist life in America and particularly the Southern Baptist Convention.

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**ENGLISH**

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**ENGL 1303 Basic Grammar and Composition**

A prerequisite course for enrollment in ENGL 1313 for students scoring below 18 on the English section of the ACT or below 40 on the TSWE. Students with no available test scores will also be enrolled in ENGL 1303. ENGL 1303 emphasizes basic grammar and composition, with emphasis on sentence structure and on organizing and developing the short essay. ENGL 1303 does not meet the Smith College requirements for either the B.A. or the B.S. degree but does carry elective credit. Students who already have credit in upper level English courses will not receive credit for this course.

**ENGL 1313, 1323 Composition and Literature**

A course designed for freshmen, with special emphasis on composition. 1313 is an introductory course in composition, accompanied by selected readings illustrating effective writing. 1323 continues practice in composition through analysis of major literary genres, thereby preparing the student for World Literature. Students must demonstrate effective writing ability in order to pass the course. ENGL 1313 (or its equivalent) is a prerequisite for ENGL 1323.

**ENGL 2313, 2323 World Literature**

A reading course in the literary heritage of western civilization. The first quarter includes writings from the Greeks, the Romans, the Middle Ages, and the Renaissance. The second quarter deals with works from the Age of Neoclassicism to the present. Prerequisites: ENGL 1313 and ENGL 1323.

**ENGL 3121, 3221, 3321 Special Topics in Literature**

Topics to be treated are determined by interested students with the approval of the Department Chairman. Ethnic literature, cinematic adaptations of literature, science fiction, and Christ archetypes in literature are examples of possible areas of interest.

**ENGL 3263 Creative Writing Seminar**

This seminar, which will be offered in either fiction or poetry, is designed to build upon the ground-work established in ENGL 3353. Class time will be spent in the analysis of models — works from the tradition and more recent works in experimental veins — and an intensive discussion of student writing. Prerequisite: ENGL/MASM 3353 or permission of the instructor. (Offered also as MASM 3263) NOTE: ENGL 3263 does not satisfy requirements for the English major.

**ENGL 3264 Advanced Technical Writing Seminar**

The Advanced Technical Writing Seminar provides intensive practice in advanced technical report writing which may include reports, brochures, manuals, or articles. The projects are individualized to meet the needs of the students enrolled in the course. All students will learn to use a word processing program to produce a formal professional report or article. Instructional formats include lecture-discussion, oral presentations, group evaluations, and hands-on experience with the computer to produce, format, and edit text. Prerequisite: ENGL/MASM 3344 or permission of the instructor. (Offered also as MASM 3264) NOTE: ENGL 3264 does not satisfy requirements for the English major.

**ENGL 3302 Intermediate Traditional Grammar**

This course is designed to improve written and spoken communication through the systematic study of the constructions, forms, and usages of words, phrases, clauses, and sentences. Through the use of Reed-Kellogg sentence diagramming and analysis, students will study the traditional rules of usage of the English language. The course is of particular interest to students majoring in English, education, business, pre-law, and pre-med. Prerequisites: ENGL 1313 and ENGL 1323.

**ENGL 3303 Elements of Professional Writing**

This course will serve to reinforce and to develop the writing skills learned in freshman composition but with an emphasis upon the use and recognition of logical argumentation in professional writing. Students will be expected to evaluate professional writing and selections from mass media, identify fallacious reasoning, and recognize correct grammatical usage. Assignments include conducting and writing an interview, composing an original editorial, and writing a short paper and giving an oral presentation on the type of reasoning used in their disciplines. (Offered also as MASM 3303)

**ENGL 3313 English Literature**

A survey of the historical development of English literature from Beowulf to the present. The course will provide requisite information for advanced study in major periods of English literature.

**ENGL 3333 American Literature**

A survey of the literature of the United States from the Colonial Period to the present. This course will provide background material essential for more advanced study of American literature.

**ENGL 3340 Business Communications**

Designed for business majors but open to all students, this course teaches the principles of effective and correct communication in a business environment. Students will apply creative, logical, and critical processes to such types of business communication as memoranda, letters, instructions, proposals, progress reports, and resumés. The course includes oral presentations based on the formal report required of each student and on the collaborative writing assignments. Prerequisites: ENGL 1313, 1323, 2313, and 2323. (Also listed as BUSA 3340)

**ENGL 3344 Professional Report Writing**

A course in writing effectively for organizations. Recommended for business, education, science, nursing, pre-law, pre-med, communications, and all career-oriented students. Students will receive practice in writing effective memoranda, letters, articles or reports, and will compile a job search package including letter of application and resumé. A special project in the student's major field is required. (Offered also as MASM 3344)

### **ENGL 3353 Creative Writing**

A course designed for students interested in an intensive study of the materials and forms of fiction, drama, poetry, and the essay. The student analyzes, compares, and imitates reputable literary works, after which he creates his own. (Offered also as MASM 3353)

### **ENGL 3373 Shakespeare**

A study of selected tragedies, history plays, and comedies, with emphasis on the major tragedies. Some consideration will be given to the cultural and philosophical characteristics of the Elizabethan Age as they are reflected in the drama of Shakespeare.

### **ENGL 4292, 4293 Senior Seminar**

Intensive analytical study of a major author, genre, or movement in English and American literature. Flexibility of seminar format allows for combinations of lecture-discussion, preparation and presentation of formal papers, and independent research projects. Students must have completed ENGL 3313 and ENGL 3333 before enrolling in a Senior Seminar for the English major. Prerequisite: See Note 7 under Degree Requirements.

### **ENGL 4301 Internship in English**

The application of writing and analytical skills in a commercial environment through 120 hours of work for one quarter. Prerequisites: ENGL/MASM 3303 and ENGL/MASM 3344 and approval by the English Internship Selection Committee.

### **ENGL 4302 Advanced Rhetoric, Grammar, and Writing**

Designed for teachers and all students interested in analytical thinking, the course emphasizes traditional, descriptive grammar and classical rhetoric and their application to composition. The course will also include a survey of the precepts of classical rhetoric; a review of syntax, form, and usage of language; and analyses and construction of compositions which illustrate the functions of grammar and rhetoric in producing effective writing.

### **ENGL 4304 Methods of Teaching English as a Second Language**

Phonological, morphological, and syntactic features of English. Theories of second language teaching. Pedagogical consideration and current methodology in the teaching of listening, speaking, reading, and writing skills.

### **ENGL 4305 Applied Rhetorical Skills: Grammar, Composition, Literature**

English 4305 emphasizes the use of rhetorical skills in the study of reading, writing, listening, speaking, problem solving, and reasoning. It presents a pragmatic, rather than a theoretical, approach to the understanding and teaching of grammar, composition, and literature. Required for teachers of English at the secondary level. Prerequisite: ENGL 4302 or permission of the instructor. Offered in alternating years.

### **ENGL 4312 English Contrastive Linguistics for Teaching ESOL**

Phonological and morphological rules of English. Basic sentence patterns. Contrast of English phonology, morphology, and syntax with the structures of other languages. Practice in problem solving to discover areas of difference between English and the native language of the learner. Emphasis on development of techniques to teach an identified problem area. Prerequisites: EDBI 4314/5314 and a course in the teaching of English as a second language, or consent of instructor.

### **ENGL 4313, 4314, 4315, 4316, 4317, 4318, 4319 Periods of English Literature**

Intensive study of the major works of one of the following periods: (A) The Middle Ages, (B) The Renaissance, (C) The Seventeenth Century, (D) The Eighteenth Century, (E) The Romantic Age, (F) The Victorian Age, or (G) The Twentieth Century. Courses in each period may be taught concurrently during the same quarter or may be offered in alternate quarters.

### **ENGL 4323, 4324, 4325 Periods of American Literature**

Intensive study of the major works of one of the following periods: (A) Age of Romanticism, (B) Age of Realism and Naturalism, or (C) The Twentieth Century. Courses in each period may be taught concurrently during the same quarter or may be offered in alternate quarters.

### **ENGL 4353, 4354, 4355, 4356, 4357, 4358 Advanced Creative Writing Workshop**

These courses are designed for advanced students of creative writing and will stress individual instruction and work on creative manuscripts such as a collection of poems or short stories, a novel or full-length play, screenplays, and radio and television scripts. Prerequisites: ENGL/MASM 3353, ENGL/MASM 3263, and permission of the instructor. (Offered also as MASM 4353, 4354, 4355, 4356, 4357, 4358). NOTE: ENGL 4353, 4354, 4355, 4356, 4357, 4358 do not satisfy requirements for the English major.

## **FRENCH**

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### **FREN 1314, 1324 Beginning French Proficiency**

Emphasis is on understanding and speaking with some reading and writing. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. Vocabulary and structures for meeting immediate survival needs are practiced. Students begin to gain insights into French cultural values and patterns of daily life. Not open to students with more than two years of high school French or with proficiency level above Novice level.

### **FREN 2314, 2324 Continuing French Proficiency**

Emphasis is on understanding and speaking with the addition of some reading and writing. Students ask and answer questions on everyday topics, initiate and respond to simple statements, and maintain basic conversations. Students learn to comprehend utterances in areas of immediate need and in situations where context aids understanding. Students gain insights into culture and civilization through interaction activities and through discussions and readings in the language. Not open to students with proficiency level above Novice High. Prerequisites: FREN 1314 and 1324 or the equivalent.

### **FREN 3121, 3221, 3321 Special Topics**

Topics to be treated are determined by interested students with the approval of the Department Chairman. The reading of specialized texts in French, the essentials of French grammar and pronunciation for music majors, and the history and civilization of France are examples of possible areas of interest.

### **FREN 3173, 3174, 3175 Language Center Internship**

Students expand their knowledge of and increase their skills in French through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. The course may not be used in partial fulfillment of the language requirement. Prerequisite: French 1314 or its equivalent.

### **FREN 3305, 3306, 3307 Individualized French Proficiency**

Development of language proficiency is continued beyond the early Novice levels. Individualization by means of small group work is emphasized, allowing students to concentrate on the development of individual language proficiencies. Not open to students with proficiency above Intermediate. Prerequisites: FREN 1314 and 1324.

### **FREN 3314, 3324 Advancing French Proficiency**

Focus is on achieving increased proficiency in listening, understanding, reading, writing, and cultural awareness. Discussions include general conversational topics such as social, work, and leisure activities, as well as literature and culture. Reading practice includes literature, cultural material, newspapers, magazines, and everyday messages. The development of writing, based on the topics discussed and read, is emphasized. Not open to students with language proficiency above Intermediate. Prerequisites: FREN 2314 and 2324 or the equivalent.

### **FREN 3333, 3334 French Composition**

Intensive practice in writing French sentences and paragraphs in (A) General French, or (B) Commercial French.

### **FREN 3353 An Introduction to Reading French**

A beginning course in French focusing on reading skills. Texts from both the sciences and the arts are read. Students exit course reading with Intermediate proficiency or above.

**FREN 4292, 4293 Senior Seminar**

Surveys of the literature of France. Proficiency in French is demonstrated through reading, discussion, and papers in French and the preparation of a term report in French. Prerequisite: See Note 7 under Degree Requirements.

**FREN 4305, 4306, 4307 Masterworks of French Literature and Culture**

Discussion, readings, and writing practices center on literary and cultural material with a view toward preparation for the Senior Seminars. Further development of language proficiency in understanding, speaking, reading, and writing is emphasized.

**FREN 4353, 4363 Twentieth Century French Literature**

This course will acquaint the student with the principal modern French authors. The first quarter deals with the contemporary theatre. The second quarter is a study of twentieth-century prose and poetry.

**FREN 4385, 4386, 4387 Work Internship in French**

The student serves as an intern in a supervised setting where the language is used. Eighteen hours per week is required. Internships might be in business, in health care fields, in education, or with consulates, depending on availability of positions and student interest. Prerequisites: FREN 3314 and 3324 or the equivalent.

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**GEOGRAPHY**

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**GEOG 3300 World Regional Geography**

An overview of the elements of physical geography including the major cultural regions of the world. Emphasis will be placed upon the unique relationship between human culture and the physical landscape in each region.

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**GERMAN**

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**GERM 1313, 1323 Elementary German**

The skills of listening comprehension, speaking, reading, and writing are emphasized. During the second quarter, special emphasis is given to subjects concerning German culture.

**GERM 2313, 2323 Intermediate German**

Grammar review combined with readings in a cultural and literary context. A course in which the cultural impact of Germany is considered as an adjunct to the language.

**GERM 3121, 3221, 3321 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Only students with exceptional ability and interest in German may take this course. Prerequisite: Permission of the instructor and the Dean of the College.

**GERM 3173, 3174, 3175 Language Center Internship**

Students expand their knowledge of and increase their skills in German through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. The course may not be used in partial fulfillment of the language requirement. Prerequisite: GERM 1313 or its equivalent.

**GERM 3313, 3323 Introduction to German Literature**

A survey course designed to illustrate the development of German literature. First quarter readings include those prior to the Classical Period; second quarter readings are selected chiefly from nineteenth and twentieth-century writers.

**GERM 3333 The German Novelle**

A study of the German novelle in the nineteenth and twentieth centuries, including writers such as Keller, Storm, Kleist, Hebbel, and Mann.

**GERM 3383 German Conversation**

Intensive training in current idiomatic German, with emphasis upon oral practice.

**GERM 3393 German Literature in Translation**

Selected works of German literature studied in translation.

## **GERM 4333 Classical German Writers**

A study of readings selected chiefly from Schiller and Goethe.

## **GREEK**

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### **GREK 2212, 2222, 2232 Greek Grammar**

An intensive study of the forms, vocabulary, and grammatical usage of the Koine Greek, designed to give the student the tools necessary for translation of the Greek New Testament.

### **GREK 3212, 3213, 3222, 3223, 3232, 3233 Greek Syntax and Reading**

An intensive study of Greek syntax with extensive application to the translation and exegesis of the Greek New Testament. Prerequisite: Six hours of Greek grammar or permission of the instructor.

## **HISTORY**

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### **HIST 1314, 1324 World Civilization**

A survey of man and his history, with emphasis on political, intellectual, social, and cultural events as they develop in the world community at large. The first quarter covers the period to 1750. The second quarter begins with 1750 and extends to the present.

### **HIST 2313, 2323 The United States**

A general survey of American history from its origins to the present. The first quarter covers the period to 1865, and the second quarter brings the survey from the close of the Civil War to the present. This course is required for certification to teach in the public schools of Texas.

### **HIST 3313 Colonial America**

An advanced survey of the establishment and development of the British colonies in North America to 1763. Includes the transplanting of English institutions and their modifications in the North American setting.

### **HIST 3323 Civil War and Reconstruction**

A study of the rise of sectionalism, the abolition crusade, the secession crisis, United States versus Confederate States, aftermath of the war, reconstruction, economic and social consequences of the war, and emergence of a New South.

### **HIST 3333 History of Texas**

A survey course from the period of exploration and early colonization to the present. Includes the struggle for independence, the Civil War in Texas, and the growth of the state into an industrialized, urbanized society. Stresses social and political factors.

### **HIST 3353, 3363 History of England**

The origins and development of British political, social, and cultural institutions; their overall impact on the history of Western Europe and the British dominions. The first quarter begins with pre-Roman times. The second quarter begins with 1688 and deals with the colonial expansion of Great Britain as a maritime power.

### **HIST 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Projects are selected on the basis of student interest and need. Open to history majors only. Prerequisite: Permission of the instructor and the Dean of the College.

### **HIST 4292, 4293 Senior Seminar**

Historiographical study and readings on topics of individual interest and the preparation of a properly researched paper. Seminar 4292 deals with United States history and 4293 with an area other than the United States. Prerequisite: See Note 7 under **Degree Requirements**.

### **HIST 4313 The Gilded Age and After, 1877-1916**

An advanced study of the major political, social, economic, and scientific developments in the United States between 1877-1916. Special emphasis will be given to the period of the Gilded Age, 1877-1896, and the Progressive Era which followed—as the formative stage in the development of modern America. The course includes an examination of industrialization, agrarian unrest, the silver issue, the growth of world power status, imperialism, and the reform movement.

### **HIST 4333 United States Foreign Policy**

A survey of the foundations of foreign policy and the major diplomatic developments from the colonial period to the present. Emphasis will be placed on the means and methods by which United States foreign policy is formulated and executed. (Offered also as POLS 4333)

### **HIST 4352 The French Revolution and Napoleon**

A study of the origins and course of the Revolution, the nature of the Napoleonic regime, and the spread of revolutionary ideas to other countries of Europe.

### **HIST 4353 Europe, 1814-1870**

A study of the intellectual, religious, economic, social, diplomatic, and political trends of the period, with emphasis on the revolutionary movement of 1848, the reign of Napoleon III, the unification of Germany, and the Franco-Prussian War.

### **HIST 4354 Europe Since 1871**

A study of the political, diplomatic, and cultural history of Europe from the proclamation of the German Empire, with emphasis on the nationalistic rivalries and conflicting ideologies that led to two world wars.

### **HIST 4363 Twentieth Century America**

A study of American political, social, and economic history from 1900 to the present.

### **HIST 4373, 4374, 4375, 4376 Studies in British History**

An advanced study of special problems or periods in British history, examined through lectures, discussions, and presentations, in one of the following periods: (a) Tudor-Stuart England, (b) Victorian Britain, (c) the British Empire, (d) Modern Britain.

## **MASS MEDIA**

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### **MASM 1313 Introduction to Mass Media**

A study of the history, organization, operation, and impact of mass media. The course is designed to acquaint the student with the role of mass media in society. Special emphasis is placed on print and electronic journalism and the areas of ethics in and regulation of mass media.

### **MASM 1323 Broadcasting and Programming**

The course acquaints the student with the historical background on technology, operation, regulation, and programming in telecommunications, including current developments and future prospects. Social and cultural impacts on society are examined. Prerequisite: MASM 1313.

### **MASM 2303 Newswriting for Mass Media**

The study and development of news story organization, writing, and reporting techniques common to all media including corporate publications/publicity, newspapers, magazines, radio, and television. Laboratory setting. Prerequisites: ENGL 1313 and ENGL 1323.

### **MASM 2313 News Reporting and Editing: Print**

A study of the fundamentals of news reporting, writing, and editing for newspapers. Headline writing, typesetting, page make-up, and the VDT process are also studied. Prerequisite: MASM 2303.

### **MASM 2323 News Reporting and Editing: Broadcast**

A study of the fundamentals of newswriting and editing for telecommunications media. Analyzes the economic, political, and journalistic structure of local and national network news organizations and their role and effect on news coverage and agenda-setting. Emphasis on reporting techniques specific to broadcast industry, including interviews with community leaders. Prerequisite: MASM 2303.

### **MASM 2363 Phonetics, Voice, and Diction**

(Offered also as EDBI 2363 and SPCH 2363).

### **MASM 3263 Creative Writing Seminar**

(Offered also as ENGL 3263).

### **MASM 3264 Advanced Technical Writing Seminar**

(Offered also as ENGL 3264).

**MASM 3303 Elements of Professional Writing**

(Offered also as ENGL 3303).

**MASM 3324 Principles of Advertising and Public Relations**

The study of the principles and practices which embody the fields of advertising and public relations. The course will allow students to receive practical training in working with the media and writing in a professional manner for the advertising and public relations disciplines. The course is designed both for students interested in an advertising/public relations career and for students seeking an introduction to these fields. Prerequisite: MASM 2303.

**MASM 3333 Photojournalism**

Basic theory of visual communications in print is studied. Also included is instruction in basic camera operations in still, black and white photography. Individual photographic projects are required. The student will be responsible for film expenses.

**MASM 3344 Professional Report Writing**

(Offered also as ENGL 3344).

**MASM 3353 Creative Writing**

(Offered also as ENGL 3353).

**MASM 3373 Conference Methods**

(Offered also as SPCH 3373).

**MASM 4181, 4281, 4381 Special Topics**

Directed study in a specialized area of mass media. A minimum of thirty clock hours of independent study or project development is required for each hour of credit. Topics and projects are selected on the basis of student career interest and need. Prerequisite: Permission of the instructor and the Dean of the College.

**MASM 4292, 4293 Senior Seminar**

Intensive research in a specialized area of mass media including, where possible, field experience in that area. Prerequisite: See Note 7 under Degree Requirements.

**MASM 4323 Television Production**

A general survey of the principles and activities involved in television production, including writing, performance, production, direction, and engineering aspects of various types of television programs.

**MASM 4363 Communications in Organizations**

(Offered also as MGMT 4363).

**MASM 4373, 4374, 4375 Internship in Mass Media**

Directed work experience at newspapers, radio and television stations, advertising agencies, public relations firms, and production houses. Students are encouraged to intern in more than one area each quarter. Prerequisite: Permission of the instructor.

## **PHILOSOPHY**

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**PHIL 1313 Introduction to Philosophy**

A foundational course designed to familiarize the student with the meaning and relevance of philosophy through a study of its main problems and the principal theories that have been proposed as solutions to them.

**PHIL 2313 Ancient and Medieval Philosophy**

A study of the historical development of Western philosophy from its early beginnings in Greece to the end of the Middle Ages.

**PHIL 2323 Modern Philosophy**

A continuation of PHIL 2313, beginning with the Renaissance and ending with the more important philosophers of recent times.

**PHIL 3313 Logic**

A study of the significance of language, the basic principles of critical thinking, and the fundamental procedures of scientific method.

**PHIL 4181, 4281, 4381 Special Topics**

Guided research involving special topics relating to philosophy.

**PHIL 4323 Ethics**

A course in which the major ethical systems and their theories of value and conduct are studied critically and evaluated from a Christian point of view.

**PHIL 4353 World Religions**

(Offered also as CHRI 4353)

**PHIL 4363 Philosophy of Religion**

A critical examination of the nature and validity of religious experience and the place of religion in human life. Consideration is given to religious problems such as the existence and nature of God, the source of religious knowledge, the nature of man, the origin and nature of evil. (Offered also as CHRI 4363).

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**POLITICAL SCIENCE**

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**POLS 1313 Introduction to Political Science**

An introduction to major concepts and institutions of governance and to techniques of political analysis. Emphasis is placed on a comparative study of governmental processes in the United States and other major political systems.

**POLS 1323 American Political Thought**

An analysis of the chief American political theories from the colonial period to the present.

**POLS 2313 American and Texas Government**

A survey of the structure and operation of the national and Texas governments. This course is required for certification to teach in the public schools of Texas.

**POLS 2333 American Politics**

An analysis of the techniques and development of political parties with their relationship to pressure groups, public opinion, and the regulatory agencies of government.

**POLS 3323 Urban Policy**

A study of contemporary metropolitan problems and resources, with emphasis on community power structures, urban poverty, and trends in governmental organization and programs. Students select a problem area for special reading or field research.

**POLS 3343 Judicial Process**

Survey of the law, courts, trial procedure, and legal rights. This course is designed for all citizens interested in learning more about our legal system and is basic to pre-law and political science.

**POLS 3353 Contemporary Political Thought**

A study of the major political doctrines of the present day, with primary emphasis upon Marxism, Fascism, and the doctrines of the modern democratic state.

**POLS 3363 Comparative Government**

A comparative study of the political processes and institutions of different political systems, with attention given to party politics, parliamentary institutions, and the executive. Consideration will be given to European governments along with significant non-European governments.

**POLS 3373 Legislative Process**

An analysis of organizational structure, procedures, and political behavior in state and national legislatures. Attention focuses on law-making and methods of influencing the legislative process.

**POLS 3383 The Chief Executive**

A comparative study of the origin and background of the Presidency and Governorship with special attention to qualifications, nominations and elections, succession and removal, the organization of the executive branch, and the powers and functions of the President and Governor.

### **POLS 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Open to political science majors only. Prerequisite: Permission of the instructor and the Dean of the College.

### **POLS 4292, 4293 Senior Seminar**

Seminar 4292 will instruct students in traditional research methodology. Seminar 4293 will require students to complete a research project using empirical methods of data collection and analysis. Prerequisite: See Note 7 under Degree Requirements.

### **POLS 4313 Constitutional Law**

A study of judicial review, the political role of the courts, American federalism, the jurisdiction of and the limitations on the judicial branch, the power of taxation, the commerce power, the substantive and procedural rights of the individual, and the powers of the President.

### **POLS 4333 United States Foreign Policy**

A survey of the foundations of foreign policy and the major diplomatic developments from the colonial period to the present. Emphasis will be placed on the means and methods by which United States foreign policy is formulated and executed. (Offered also as HIST 4333).

### **POLS 4353 International Relations**

A survey of contemporary international political conditions. Along with the analysis of the forces and pressures behind contemporary events, the principles, origin, and development of international law and international organizations will be given consideration.

## **SPANISH**

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### **SPAN 1314, 1324 Beginning Spanish Proficiency**

Emphasis is on understanding and speaking with some reading and writing. Students learn to use and understand the language necessary for expressing basic needs, wants, and courtesies. Vocabulary and structures for meeting immediate survival needs are practiced. Students begin to gain insights into Hispanic cultural values and patterns of daily life. Not open to students with more than two years of high school Spanish or with proficiency level above Novice.

### **SPAN 2314, 2324 Continuing Spanish Proficiency**

Emphasis is on understanding and speaking with the addition of some reading and writing. Students ask and answer questions on everyday topics, initiate and respond to simple statements, and maintain basic conversations. Students learn to comprehend utterances in areas of immediate need and in situations where context aids understanding. Students gain insights into culture and civilization through interaction activities and through discussions and readings in the language. Not open to students with proficiency level above Novice High. Prerequisites: SPAN 1314 and 1324 or the equivalent.

### **SPAN 3121, 3221, 3321 Special Topics**

Special topics to be treated are determined by interested students with the approval of the Department Chairman. Mexican-American literature, the contemporary Latin American short story, literature of the Mexican Revolution, and literature of post-Civil War Spain are examples of possible areas of interest.

### **SPAN 3173, 3174, 3175 Language Center Internship**

Students expand their knowledge of and increase their skills in Spanish through a wide variety of listening and cultural activities. All work is done in the Language Center under the supervision of a supervising instructor and an evaluating instructor. The course may not be used in partial fulfillment of the language requirement. Prerequisite: SPAN 1314 or its equivalent.

### **SPAN 3303 Methods of Teaching Second Languages**

Theory of second language learning, effective methods for teaching and testing the four skills at all levels; cross-language interference problems. (Offered also as EDBI 3303).

### **SPAN 3305, 3306, 3307 Individualized Spanish Proficiency**

Development of language proficiency is continued beyond the early Novice levels. Individualization by means of small group work is emphasized, allowing students to concentrate on the development of individual language proficiencies. Not open to students with proficiency above Intermediate. Prerequisites: SPAN 1314 and 1324.

### **SPAN 3314, 3324 Advancing Spanish Proficiency**

Focus is on achieving increased proficiency in listening, understanding, reading, writing, and cultural awareness. Discussions include general conversational topics such as social, work, and leisure activities, as well as literature and culture. Reading practice includes literature, cultural material, newspapers, magazines, and everyday messages. The development of writing, based on the topics discussed and read, is emphasized. Not open to students with language proficiency above Intermediate. Prerequisites: SPAN 2314 and 2324 or the equivalent.

### **SPAN 3333 Spanish Composition**

Intensive practice in writing Spanish sentences and paragraphs. Individualized attention given to problems of (A) the native speaker, or (B) the non-native speaker of Spanish. (Offered also as EDBI 3333)

### **SPAN 3386, 3387, 3388, 3389, 3390 Spanish Conversation**

Intensive training in current idiomatic Spanish with emphasis upon oral practice in (A) Medical Spanish, (B) Advanced Medical Spanish, (C) Spanish for Travel or Residence, (D) Business Spanish, or (E) Spanish in the Community. Not open to students with proficiency above Intermediate except by permission of the instructor.

### **SPAN 4292, 4293 Senior Seminar**

Surveys of the literature of Spain and Hispanic America. Proficiency in Spanish is demonstrated through reading, discussion, and papers in Spanish and the preparation of a term report in Spanish. Prerequisite: See Note 7 under Degree Requirements.

### **SPAN 4305, 4306, 4307 Masterworks of Hispanic Literature and Culture**

Discussions, readings, and writing practices center on literary and cultural material with a view toward preparation for the Senior Seminars. Further development of language proficiency in understanding, speaking, reading, and writing is emphasized.

### **SPAN 4313 Literature of the Siglo de Oro**

Intensive study of the masterpieces of the Golden Age, Cervantes, Lope de Vega, Calderon de la Barca, and Quevedo as principal authors.

### **SPAN 4323 Contemporary Spanish-American Novel**

A study of the selected works of the foremost contemporary Spanish-American novelists.

### **SPAN 4343 Hispanic Cultural Perspectives**

A study of the major cultural aspects of Spanish-speaking people, including special emphasis on pre-adolescents in the family setting; cultural patterns and cultural change. (Offered also as EDBI 4343).

### **SPAN 4385, 4386, 4387 Work Internship in Spanish**

The student serves as an intern in a supervised setting where the language is used. Eighteen hours per week is required. Internships might be in business, in health care fields, in education, or with consulates, depending on availability of positions and student interest. Prerequisites: SPAN 3314 and 3324 or the equivalent.

## **SPEECH**

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### **SPCH 1101, 2101, 3101, 4101 Forensic Workshop**

Speech and debate workshop for students who actively compete in tournaments and forensic speaking contests. A maximum of four semester hours may be counted toward a degree.

### **SPCH 1313 The Communication Process**

The nature and effect of communication are studied with particular emphasis on overcoming breakdowns in interpersonal communication. The elements of effective expository communication are also studied.

**SPCH 1323 Oral Interpretation**

Personal speaking effectiveness is studied with emphasis on vocal variety and intelligibility. Oral interpretation is studied as a means of communicating ideas from the printed page.

**SPCH 2333 Argumentation and Debate**

A consideration of problem analysis, research, types of evidence, kinds of reasoning, and the detection of obstacles to clear thinking in writing and speaking. Practice debates will be held in class.

**SPCH 2363 Phonetics, Voice, and Diction**

(Offered also as EDBI 2363 and MASM 2363).

**SPCH 3303 Dramatic Rhetoric**

A survey course which traces the general history of various forms of dramatic rhetoric for the oral interpreter and actor/actress, with emphasis on the physical space where performed. The survey will include selected scripts from classical and modern literature.

**SPCH 3313 Public Speaking**

A performance course designed to help the student improve his speaking. Various communication situations are studied with emphasis on the organized extemporaneous speech. Prerequisite: SPCH 1313.

**SPCH 3353 Advanced Oral Interpretation**

Studies in stimulating listener response to literary experiences. Various literary forms are analyzed and readers theatre methods of presentation are stressed. This course should be taken in the junior year and must be completed before the student will be allowed to enroll in Directing Readers Theatre (SPCH 4293). Prerequisite: SPCH 1323.

**SPCH 3373 Conference Methods**

The study and application of group problem-solving techniques. Particular emphasis is placed on reflective thinking, nominal grouping, and the Delphi method as approaches to decision making. (Offered also as MASM 3373).

**SPCH 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit. Topics and projects are selected on the basis of student interest and need. Prerequisite: Permission of the instructor and the Dean of the College.

**SPCH 4292, 4293 Senior Seminar**

Intensive directed research in limited areas of oral communication. Prerequisite: Permission of the instructor. See Note 7 under **Degree Requirements**.

**SPCH 4313 The Rhetoric of Great Issues**

A study of selected American orators. Analysis of speaker, audience, and occasion as contributing to the development of twentieth-century ideas.

**SPCH 4323 Intercultural Communication**

A theory and application course dealing with issues relating to the increasing interaction between and among separate cultures. The course will feature a sociolinguistic perspective, giving students an opportunity to discuss benefits and problems associated with the interaction of cultural variables.

**SPCH 4333 Persuasion**

A study of the factors in attitude formation and behavioral modification. The principles are applied in classroom speaking situations. Prerequisite: SPCH 3313.

**SPCH 4343 Directing the Forensic Program**

Theoretical and practical application of administering the forensic program in the secondary school. Areas of focus will be on debate (cross-examination and standard), extemporaneous speaking, original oratory, and dramatic interpretation.

# COLLEGE OF SCIENCE AND HEALTH PROFESSIONS

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The College of Science and Health Professions includes courses in biology, chemistry, mathematics, medical technology, nuclear medicine technology, nursing, and physics.

## DEPARTMENT OF BIOLOGY

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All biology majors are required to take CHEM 2413, 2414. Biology majors must take 30 hours in biology including BIOL 2353, 2434, 2444, 4414, 4 semester hours of senior seminars and 11 additional upper level hours. All science majors except for mathematics must include **Principles of Research** as two semester hours of their senior seminar requirement. It may be taken as BIOL 4290, CHEM 4290, or PHYS 4290. Students desiring teacher certification to teach biology in either elementary or secondary school are required to take 24 hours in biology including BIOL 2353, 2434, 2444, 4454, 4 semester hours of senior seminars, and 5 additional upper level hours. For teacher certification, two semester hours of senior seminars must include **Health Concepts and Skills**.

## DEPARTMENT OF CHEMISTRY

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All chemistry majors are required to take 36 hours in chemistry including 2413, 2414, 2423, 3121, 3313, 3333, 3443, 4262, 4414, 4373, and 4 semester hours of senior seminars. PHYS 2413 and PHYS 2423 are prerequisites for CHEM 3443 and CHEM 4414. All science majors except for mathematics must include **Principles of Research** as two semester hours of their senior seminar requirement. It may be taken as BIOL 4290, CHEM 4290, or PHYS 4290. Students desiring teacher certification to teach chemistry in either elementary or secondary school are required to take 29 hours in chemistry including CHEM 2413, 2414, 2423, 3313, 3333, 3121, 4262, 4414 and 4 semester hours of senior seminars. For students preparing for graduate study or employment as a chemist, CHEM 4102, 4323, 4433, and 4343 are recommended.

## DEPARTMENT OF MATHEMATICS AND PHYSICS

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### MATHEMATICS

The curriculum in mathematics is designed to provide for the student an important part of a broad liberal education along with equipping the student with the essentials for a continuing career in mathematics. Since the computer has become such an important part of the problem-solving world, the student is also required to take two courses in computer languages in which mathematical concepts are included. Mathematics majors must take 35 hours in mathematics including the following courses: MATH 2434, 2343, 3313, 3323, 3333, either 3353 or 4313, 4333, senior seminars 4292 and 4293 and 9 additional hours in mathematics, 6 of which must be computer languages. Students desiring certification to teach math in elementary school are required to take 24 hours of math including MATH 1313, 1434, 2316 or 2333, 2434, 9 advanced hours in mathematics, and 4 semester hours of senior seminars. Students desiring teacher certification to teach math in secondary school are required to take 27 hours of math including MATH 1434, 2316 or 2333, 2434, 2343, 3312, 3314, 3323, 3353, and 4 semester hours of senior seminars including **Logo and Geometry**.

### PHYSICS

The physics curriculum is designed to prepare students for graduate work in physics or a career in industry. All physics majors must take 27 hours in physics including PHYS 2413, 2423, 3313, 3323, 4313, four hours of Senior Seminar, including 4290, and six additional hours in physics with the exception of 1303. Students planning to attend graduate school in physics are advised to take PHYS 4323 and 4343.

# SCHOOL OF NURSING

Accredited by the National League for Nursing

Approved by the Texas State Board of Nurse Examiners

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## NURSING

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The Department of Nursing offers two different programs; a two-year associate degree program and a four-year baccalaureate program. Both programs prepare graduates to take the examination for licensure by the Board of Nurse Examiners for the State of Texas

The associate degree program prepares nurses to function primarily in secondary health care settings as a member of a health team guided by an experienced professional nurse.

The baccalaureate program prepares nurses at a professional level to function in a variety of settings as an accountable and responsible practitioner.

Applicants to the nursing programs are to meet entrance requirements of Houston Baptist University and are to manifest positive qualities of health, character and personality.

To be eligible to enroll in the nursing major, departmental requirements are:

A. For the associate degree program, applicants are required to:

1. Have satisfactorily completed BIOL 1414, 2413, 2423 with a grade of "C" or above and with a quality point average of 2.25 for the science courses.
2. Have satisfactorily completed ENGL 1313.
3. Have an overall quality point average of 2.0.
4. Demonstrate reading comprehension proficiency by scoring at least a 12.0 on both the vocabulary and comprehension parts of the Nelson Denny Reading Comprehension Examination.
5. Demonstrate math proficiency on a departmentally administered examination.

B. For the baccalaureate program, applicants are to have:

1. An overall grade point average of 2.0. For the prerequisite courses a grade point average of 2.5 is required and no grade less than a "C".
2. A satisfactory performance on the English Proficiency and Math Examination.

C. All transfer students are required to present letter of good standing from the deans of all previous nursing programs.

D. Transcripts may not reflect more than two grades of "D" or "F" in the required science courses or more than one grade of "D" or "F" in a nursing course.

Criteria for graduation are that the applicant meets all general requirements for graduation as outlined in the Houston Baptist University **Bulletin** with:

1. No grade less than "C" in the nursing courses;
2. That a minimum of 72 semester hours be satisfactorily completed for the associate degree in nursing and that a minimum of 130 semester hours be satisfactorily completed for the baccalaureate in nursing.
3. Candidates for the Bachelor of Science Degree in Nursing are expected to have earned a prescribed number of points in the Nursing Student Association.

Graduating seniors are expected to make application to write the State Board Examination for licensure.

## BACHELOR OF SCIENCE DEGREE IN NURSING

Prerequisite Courses	Sem. Hrs.
English 1313, 1323, 2313 .....	9
Chemistry 1404 .....	4
Sociology 1313 .....	3
Psychology 1313 .....	3
Biology 2413, 2423, 2433 .....	12
Interdisciplinary Course .....	3
Biology 3414 .....	4
Psychology 3313 .....	3
*Courses Required for graduation—see below .....	<u>6</u>
	44

Nursing Courses	Sem. Hrs.
Nursing 2313 .....	3
Nursing 2616 .....	6
Nursing 3525, 3535, 3545 .....	15
Nursing 3555 .....	5
Nursing 4313, 4373 .....	6
Nursing 4525, 4535 .....	10
Nursing 4545 .....	5
Senior Seminars 4292, 4293 .....	<u>4</u>
	54

*Courses Required for Graduation	Sem. Hrs.
Interdisciplinary Course .....	6
Human Kinetics 2100, 2111 .....	2
English 2323 .....	3
History 2313, 2323 or Economics 1301 and Political Science 2313 .....	6
Christianity 1313, 1323, 3323 .....	9
Computer Information Systems 1321 .....	3
Research Methods (Soci 3303) .....	3
Electives .....	<u>6</u>
	41

## ASSOCIATE OF SCIENCE DEGREE IN NURSING

Prerequisite Courses	Sem. Hrs.
BIOL 1414, 2413, 2423, ENGL 1313 .....	15
<b>Nursing Courses</b>	
ADN 1414 .....	4
ADN 1525, 1535, 1545 .....	15
ADN 2515 .....	5
ADN 2525 .....	5
ADN 2535 .....	5
ADN 2545 .....	<u>5</u>
	39

Required for Graduation	Sem. Hrs.
Psychology 3313 .....	3
English 1323 .....	3
Psychology 1313 .....	3
Sociology 1313 .....	3
Christianity 1313 or 1323 .....	3
CISM 1321 .....	<u>3</u>
	18

# COLLEGE OF SCIENCE AND HEALTH PROFESSIONS

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## Course Descriptions

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### BIOLOGY

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#### **BIOL 1404 Introductory Biology**

This course is a general survey of biology including the study of plants, animals, ecology, and some marine biology. Includes 44 clock hours of laboratory work. This course cannot be applied toward a biology major.

#### **BIOL 1414 Introductory Microbiology**

A general introduction of microbiology with emphasis placed on public health. Various disease-causing agents are discussed. Procedures used in disinfection and sterilization are demonstrated with consideration given to infection control. Includes 44 hours of laboratory work. Cannot be counted for credit toward biology major.

#### **BIOL 2181, 2281, 2381, 2481 Special Topics**

Topics are selected on basis of students' needs and academic qualifications of staff.

#### **BIOL 2413 Human Anatomy**

The course deals with the anatomical description of the body systems. This course cannot be applied toward a biology major. Includes 44 clock hours of laboratory work.

#### **BIOL 2423 Human Physiology**

A general overview of the functions and interrelationships of the various organ systems of the human body with homeostasis as the unifying principle. This course cannot be applied toward a biology major. Includes 44 clock hours of laboratory work.

#### **BIOL 2433 Pathophysiology**

A general study of structure and function of human cells including the basic cellular requirements for life. The importance of fluid distribution, fluid volume and fluid balance along with abnormal deviations will be covered. The student will obtain an understanding of the pathology of the cardiovascular system, nervous system, endocrine system, and musculo-skeletal system. Includes 44 clock hours of laboratory work. Prerequisite: BIOL 2423 or BIOL 2353.

#### **BIOL 2434 Botany**

This course is devoted to the study of plants and related topics. Course content is divided equally among plant systemics, plant anatomy, and plant physiology. Includes 44 clock hours of laboratory work.

#### **BIOL 2444 Zoology**

This is a course devoted to a systematic study of organisms from protozoa to the human being. This course is designed to provide the student with a broader knowledge of zoology and promote better understanding of man and his position in the world of life. Care is taken here not to overemphasize human biology to the neglect of other animal types. Includes 44 clock hours of laboratory work.

#### **BIOL 2353 Cellular and Molecular Biology**

A study of cellular structure and function. Topics include the physiology, biochemistry, ultrastructure and energetics of prokaryote and eukaryote cells. Prerequisite: CHEM 2413 and 2414.

#### **BIOL 3253 General Physiology Laboratory**

The physiological aspects of vertebrates are illustrated and investigated. Includes 60 clock hours of laboratory work.

**BIOL 3414 Microbiology**

This course is a general survey of the microorganisms and includes the history of microbiology and the morphology and physiology of the organisms most important to man. The microbiology of soil, food, water, and disease will be considered. Includes 44 clock hours of laboratory work.

**BIOL 3424 Parasitology**

This course is a study of the important parasites, with special attention to those affecting the life of man. Morphology, taxonomy, and life histories will be considered. Includes 44 clock hours of laboratory work. Prerequisite: BIOL 2444.

**BIOL 3353 General Physiology**

This course deals with the function of selected organ systems in vertebrates with the major emphasis on humans. Mechanisms of kidney function, circulation, respiration, nerve transmission, muscular contraction, endocrine function, and digestion are discussed in detail. Prerequisites: CHEM 2413 and 2414, BIOL 2444 and 2353. CHEM 3313-3333 and PHYS 2413 and 2423 are strongly recommended.

**BIOL 3464 Comparative Vertebrate Anatomy**

A comparative study of the anatomy of representative vertebrates which stresses the patterns and interrelationship among vertebrates. A foundation is also provided for understanding the functions of vertebrate organs and systems. Prerequisite: BIOL 2444.

**BIOL 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis of students' needs and academic qualifications of staff. This will include such topics as Plant Physiology, Mycology, Advanced Physiology, Diet, Diseases, Microbial Techniques, etc. 44 hours of laboratory may or may not be included. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included.

**BIOL 4290 Senior Seminar: Principles of Research**

Principles of Research is a required course for all science students. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under Degree Requirements.

**BIOL 4291 Senior Seminar: Topic Research Project**

A topic of current research interest in (CHEM, BIOL or PHYS) will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in 4290.

**BIOL 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the Science Forum. Attendance at the Science Forum is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in 4290.

**BIOL 4363 Medical Microbiology**

A study of microbial organisms that cause disease in man. The characteristics of each pathogen are discussed along with its pathogenesis and pathology. Prerequisite: BIOL 3414.

**BIOL 4364 Immunology**

An introductory study of the biological and clinical approaches to immunology. This includes discussions of implications and applications of immunobiology in autoimmunity, cancer and tissue transplant. Prerequisite: BIOL 2444.

### **BIOL 4414 Genetics**

This course deals with the physical basis of inheritance. The laws of heredity and variation will be discussed. Knowledge concerning the chemical nature and genetic code of the chromosome will be included. Includes 44 clock hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and 2353.

### **BIOL 4423 Histology**

A study of the fine structure of normal human tissue is the principle area of consideration in this course. Tissue techniques will be included in order to afford an appreciation of the types of preparations used in the laboratory. Includes 44 hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and 2353.

### **BIOL 4433 Embryology**

This is a study of the normally developing human from conception through birth. Common congenital defects are briefly discussed. Includes 44 clock hours of laboratory work. Prerequisites: BIOL 2434 or 2444 and BIOL 2353.

## **CHEMISTRY**

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### **CHEM 1404 Introductory Chemistry**

This course discusses some of the fundamental concepts in inorganic chemistry and biological chemistry, and explores their social and medicinal relevance. Includes 44 clock hours of laboratory. This course cannot be applied toward a chemistry major.

### **CHEM 2413 Chemical Concepts**

This is a study of the structure and properties of atoms and molecules and of the reactions they undergo. Includes 44 clock hours of laboratory. Prerequisite: MATH 1313.

### **CHEM 2414 Chemical Principles**

This is a continuation of CHEM 2413 and culminates in the study of chemical equilibria. Includes 44 clock hours of laboratory which is devoted to qualitative analysis. Prerequisite: CHEM 2413.

### **CHEM 2423 Quantitative Analysis**

This is a study of the basic principles of analytical chemistry, including stoichiometry, homogeneous and heterogeneous equilibria. Laboratory work includes both volumetric and gravimetric analysis as well as introduction to instrumental analysis. Includes 44 clock hours of laboratory work. Prerequisite: CHEM 2414.

### **CHEM 3121 Organic Chemistry Laboratory**

This course provides experience with basic organic laboratory techniques and simple organic chemistry. Contains 44 clock hours of laboratory work. Prerequisite: CHEM 3313 or concurrent registration.

### **CHEM 3313-3333 Organic Chemistry**

This course is a study of the fundamental theories and principles of organic chemistry. Prerequisite: CHEM 2414.

### **CHEM 3443 Modern Analytical Techniques**

This is an introduction to the basic concepts of applied analytical chemistry. It includes an introduction to instrumentation as applied to routine chemical analysis, including spectroscopy, chromatography and electrochemical methods. Includes 44 clock hours of laboratory work. Prerequisite: CHEM 2423, 4262 and PHYS 2423.

### **CHEM 4102 Physical Chemistry Laboratory**

Experiments in thermochemistry, chemical equilibria, phase equilibria, chemical kinetics, electrochemistry and molecular structure. Includes 44 clock hours of laboratory work. Prerequisite: CHEM 4414.

### **CHEM 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis on students' need and academic qualifications of staff. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included. 44 hours of laboratory may or may not be included.

### **CHEM 4262 Organic Analysis**

Qualitative analysis of organic compounds using both the classical method and the modern instrumental methods. Includes 88 clock hours of laboratory work. Prerequisite: CHEM 3333 and 3121.

### **CHEM 4290 Senior Seminar: Principles of Research**

Principles of Research is a required course for all science students. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under Degree Requirements.

### **CHEM 4291 Senior Seminar: Topic Research Project**

A topic of current research interest in (Chem. Biol or Phys) will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in CHEM 4290.

### **CHEM 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research (4292) is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the research group. Attendance is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in CHEM 4290.

### **CHEM 4323 Physical Chemistry**

Thermodynamics of solutions and phase equilibria, the kinetic molecular theory of gases, molecular motions and energies, distribution functions, and theoretical aspects of chemical kinetics. Prerequisite: CHEM 4414.

### **CHEM 4343 Introduction to Quantum Mechanics**

Pre-quantum physics and the foundations of quantum mechanics, Schrodinger's equation with applications such as the square well, harmonic oscillator, and hydrogen atom, and electron spin. Prerequisites: PHYS 2413, 2423, MATH 3333 is recommended. (Offered also as PHYS 4343).

### **CHEM 4433 Instrumental Methods of Analysis**

An advanced in-depth study of spectroscopic techniques such as x-ray methods, chromatographic techniques, and electrochemical methods such as polarography and other modern methods of analysis. Includes 44 clock hours of laboratory work. Prerequisites: CHEM 2423, 3443, PHYS 2413, 2423, CHEM 4414 or concurrent registration in this course.

### **CHEM 4373 Biochemistry**

This course is a study of the basic principles of biochemistry, with emphasis placed on the physical and chemical properties of carbohydrates, lipids, and proteins, the three major components of the living organism. Prerequisites: CHEM 3333 and 4262.

### **CHEM 4414 Introductory Physical Chemistry**

A survey of the fundamental principles which govern chemical phenomena. Emphasis is placed on gases, basic thermodynamics, solutions, chemical equilibria, phase equilibria, chemical kinetics and electrochemical phenomena. A working knowledge of basic calculus is necessary. Prerequisites: PHYS 2413, 2423. (Offered also as PHYS 4414).

## **MATHEMATICS**

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### **MATH 1304 Introductory Algebra**

The quantitative tools required in a modern society, including a brief review of arithmetic, graphical representation of data, and beginning algebra. This course is offered to aid students with deficiencies in basic mathematical skills. Students who already have credit in a higher level mathematics course will not be given credit in this course. This course may not be counted as part of the mathematics major.

**MATH 1313 College Algebra**

Evaluating and manipulating algebraic expressions, the laws of exponents, polynomials, factoring, rational expressions, radicals, the quadratic formula, solving equations and inequalities, systems of linear equations, an introduction to graphing, and applications. Students with no previous exposure to algebra should take MATH 1304 before MATH 1313. MATH 1313 may not be counted as part of mathematics major except by students seeking elementary teaching certification. Prerequisite: MATH 1304 or a satisfactory score on a placement test given the first day of class.

**MATH 1314 Finite Mathematics**

This course is a survey of elementary quantitative ideas and mathematical techniques for students majoring in business. Topics covered include matrix algebra, linear programming, introduction to probability theory, and the mathematics of finance. This course may not be counted as part of the mathematics major. Prerequisite: MATH 1313 or the equivalent.

**MATH 1323 Trigonometry**

A study of trigonometric functions, exponentials, logarithms, and applications for students needing a more comprehensive background than the accelerated coverage given in MATH 1434. Prerequisite: MATH 1313. This course may not be counted as part of the mathematics major.

**MATH 1434 Precalculus Mathematics**

Sets, relations, functions, roots of polynomial equations, trigonometry, and analytic geometry. May not be counted as part of the mathematics major except by students seeking teacher certification. Prerequisite: MATH 1313 and some familiarity with trigonometry.

**MATH 2313 Programming in FORTRAN**

An introduction to scientific computer programming using the FORTRAN Language. Topics include algorithm design, elements of FORTRAN and use of text editors. Prerequisite: MATH 1313.

**MATH 2316 Programming in PASCAL**

Using the PASCAL language for writing mathematical programs. This course introduces structured programming, algorithmic processes, information structures, and programming style. Prerequisite: MATH 1313. (Offered also as CISM 2316).

**MATH 2333 Programming in BASIC**

Includes instruction in binary as well as other base transformations, problem solving, design of algorithms, extensive programming in BASIC, file manipulation, debugging, data storage/retrieval and manipulation, operating systems, peripherals. Prerequisite: MATH 1313.

**MATH 2434 Calculus I**

Limits, continuity, differentiation and integration of elementary and transcendental functions. Applications, including rates of change, max/min problems, and areas under curves. Prerequisite: MATH 1434 or equivalent.

**MATH 2343 Calculus II**

A continuation of Mathematics 2434.

Topics include: techniques and applications of integration, vector calculus in two dimensions, improper integrals, L'Hopital's Rule, and infinite series. Prerequisite: MATH 2434.

**MATH 3313 Calculus III**

A continuation of MATH 2343. Topics include: space geometry, vector calculus in three dimensions, partial derivatives, the total differential, line integrals, multiple integrals, and applications. Prerequisite: MATH 2343.

**MATH 3314 Probability and Statistics**

A mathematical development of the basic concepts of probability and statistics, emphasizing the theory of discrete and continuous random variables, with applications in science. Topics include descriptive statistics, probability theory, random variables, expected value, probability density functions, probability distributions, and an introduction to statistical inference. Prerequisite: MATH 2434.

**MATH 3323 Linear Algebra**

This course is designed for both mathematics and science majors. Topics include: fields and number systems, matrices, determinants, abstract vector spaces, linear dependence, bases, characteristic equations and characteristic values, linear transformations, and the Gram-Schmidt Process. Prerequisite: MATH 1313.

**MATH 3333 Ordinary Differential Equations**

A first course. Topics include: linear equations of first and second order, equations of second order with regular singular points, the Bessel equation, initial value problems, existence and uniqueness of solutions, solution by successive approximations. Prerequisite: MATH 2343.

**MATH 3353 Modern Abstract Algebra**

Modern Abstract Algebra topics include: sets, operations, relations, groups, rings, integral domains, residue classes, fields, number systems, and classical algebra. Prerequisite: MATH 3323.

**MATH 4181, 4281, 4381 Special Topics**

Directed study of a minimum of thirty clock hours for each hour of credit.

**MATH 4291, 4292, 4293 Senior Seminar**

This seminar emphasizes individual study of assigned topics. Both written and oral reports are required. See Note 7 under Degree Requirements.

**MATH 4313 Advanced Calculus**

This course is an introduction to mathematical analysis. Topics include: sequences and series, topology of the real line, functions, limits, continuity, differentiations and integration. Prerequisite: MATH 3313.

**MATH 4333 Introduction to Complex Variables**

A first course in the study of analytic functions. Topics include: complex numbers, complex functions, derivatives, differentials, integrals, analytic functions, power series expansions, Laurent series expansions, poles and zeros, conformal mapping. Prerequisite: MATH 3313.

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**PHYSICS**

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**PHYS 2411 Astronomy**

A study of astronomical history, the solar system, stars, constellations, interstellar distances, galaxies, groups of galaxies, and superclusters. Includes 44 clock hours of laboratory work and observation sessions.

**PHYS 2413 Principles of Physics I**

An introduction to the physical principles of motion, fluids, and heat. Includes 44 clock hours of laboratory experiments. Prerequisite: MATH 2434.

**PHYS 2423 Principles of Physics II**

An introduction to the physical principles of sound, electricity and magnetism, light, and modern physics. Includes 44 clock hours of laboratory experiments. Prerequisite: PHYS 2413.

**PHYS 3313 Mechanics**

Motion in one, two, and three dimensions, gravitation and Kepler's Laws, systems of particles, rotation, statics, moving coordinate systems, and an introduction to the equations of Lagrange and Hamilton. Prerequisites: PHYS 2413, 2423. MATH 3333 is recommended.

**PHYS 3323 Electricity and Magnetism**

Maxwell's equations, electric and magnetic fields, electromagnetic waves and radiation, and motion of charged particles. Prerequisites: PHYS 2413, 2423. MATH 3333 is recommended.

**PHYS 4181, 4281, 4381, 4481 Special Topics**

Topics are selected on basis of students' need and academic qualifications of staff. If regular lectures are not given, a minimum of 30 hours for each hour credit must be included. 44 hours of laboratory may or may not be included.

**PHYS 4290 Senior Seminar: Principles of Research**

Principles of Research is a required course for all science students. It is an introduction to research methods with emphasis on the philosophy of research, planning and executing the experiments, evaluating the data, and oral and written presentations of scientific information. Prerequisites: Note 7 under Degree Requirements.

**PHYS 4291 Senior Seminar: Topic Research Project** A topic of current research interest will be offered each quarter. Each student enrolled in 4291 will select one aspect of this topic for an in-depth study of the significant literature. All students will meet each week with faculty for instruction, guidance and exploration of the topic. A written senior research paper is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in PHYS 4290.

**PHYS 4292 Senior Seminar: Laboratory Research Project**

One quarter of laboratory research is required for a student majoring in two areas of science. The execution of the research will emphasize the application of the fundamentals presented in 4290. At the conclusion of the research, a written paper will be presented to the student's seminar advisor and an oral presentation of the results will be presented to the Science Forum. Attendance at the Science Forum is required. Prerequisites: Note 7 under Degree Requirements; completion or concurrent enrollment in PHYS 4290.

**PHYS 4313 Modern Physics**

Special theory of relativity, light, structure of the atom and nucleus, radioactivity, and elementary particles. Prerequisites: PHYS 2413, 2423.

**PHYS 4323 Thermodynamics and Statistical Mechanics**

Properties of gases, the first and second laws of thermodynamics, thermodynamic potentials, and introductory statistical mechanics. Prerequisites: PHYS 2413, 2423.

**PHYS 4343 Introduction to Quantum Mechanics**

(Offered also as CHEM 4343).

**PHYS 4414 Introductory Physical Chemistry**

Prerequisites: PHYS 2413, 2423 and MATH 2434. (Offered also as CHEM 4414).

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**NURSING—Associate Degree**

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**ADN 1414 Fundamentals of Nursing**

Introduces the concepts and skills that comprise the art and science of nursing. Emphasis is on communication, the nursing process and the foundations of nursing practice. Prerequisite: BIOL 1414, 2413, 2423, ENGL 1313

**ADN 1525 Medical Surgical Nursing I**

The first of three courses planned to be taken sequentially, ADN 1525, 1535, 1545. These courses concentrate on nursing care of adult patients in medical and surgical settings. Integrated content consists of: knowledge related to maturation, patient needs, resources, nutrition, and pharmacology. Clinical practice focuses on the use of the nursing process in planning, implementing, and evaluating patient care. Emphasis is given to the following: fluid and electrolyte balance and imbalances, oncological disorders, and dysfunctions of the immune, reproductive, or integumentary systems. The role of the nurse in the care of the peroperative patient is explored. The role of the nurse as provider of care and communicator is expanded; the role of patient teacher is introduced. Prerequisite: ADN 1212.

**ADN 1535 Medical Surgical Nursing II**

Emphasis is placed on patients experiencing health dysfunctions in the gastrointestinal, renal, respiratory, and cardiovascular systems. There is continued emphasis on the roles of the nurse as provider of care, communicator, and patient teacher. Prerequisites: ADN 1414, 1525.

**ADN 1545 Medical Surgical Nursing III**

Emphasis is on patients experiencing health dysfunctions in the musculoskeletal, visual, auditory, neurological, and endocrine systems. The roles of the nurse as provider of care, communicator, and teacher are expanded to include the manager role of patient care for a small group of patients. Prerequisites: ADN 1414, 1525, 1535.

**ADN 2515 Mental Health Nursing**

Focuses on the dynamics of mental processes as affected by stress and developmental levels. Emphasis is placed upon the role of the nurse as a therapeutic communicator. Prerequisites: ADN 1545, PSYC 1313, 3313; satisfactory performance on the English Proficiency Exam.

**ADN 2525 Parent-Newborn Nursing**

Study of reproduction, the expectant family, the birth process and care of the newborn. Prerequisite: ADN 1545, PSYC 1313, 3313.

**ADN 2535 Parent-Child Nursing**

Study of the special needs and health dysfunctions of children from infancy through adolescence. Prerequisite: ADN 1545, PSYC 1313, 3313.

**ADN 2545 Advanced Clinical Nursing**

Emphasizes the transitional role and function of the Associate Degree Nurse as one moves from student status to one of becoming a registered nurse. The course focuses on the roles of the ADN nurse as manager of patient care for a large group of patients, communicator, and member within the profession of nursing. Prerequisite: ADN 2515, 2525, 2535.

**NURSING—Bachelor's Degree**

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**NURS 2181, 2282, 2383 Individual Study**

This course is designed as guided assistance for students in the achievement of predetermined objectives in selected areas of the curriculum. Available to ADN and BSN students. Prerequisite: Permission of appropriate program director.

**NURS 2313 Health Assessment and Promotion**

A study of nursing processes and skills used to gather data and promote health throughout the lifespan. This course includes a holistic approach to the development of interviewing skills for assessment of health history and physical examination skills. The relationships of nutrition, exercise and stress management are studied within the context of health promotion. Three semester hours, including 30 laboratory hours. Prerequisites: BIOL 2413, 2423, 3314 and PSYC 1313 and 3313.

**NURS 2616 Fundamentals of Nursing**

A course planned to enable the learner to acquire skills, knowledge, and attitudes basic to giving quality nursing care. Six semester hours, including 108 clinical hours. Prerequisites: BIOL 2433, PSY 3313, ENG 2313, SOCI 1313, CHEM 1401, NURS 2313, and six hours of Smith College requirements and English and Math Proficiency Exams.

**NURS 3525 Adult Health I\***

This course concentrates on utilization of the nursing process to promote health and provide care for individuals with common problems and illnesses. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313 and 2616.

**NURS 3535 Adult Health II\***

This course expands study in adult health to include nursing care of persons with major health problems. It includes perioperative care and care of persons undergoing invasive techniques for diagnostic study. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 2616, and 3525.

**NURS 3545 Adult Health III\***

A study in health care of adults and families experiencing serious or critical problems. Nursing process is applied in the scope of critical care and rehabilitative care in meeting the health needs of the individual and family. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 2616, 3525, 3535.

**NURS 3555 Mental Health/Psychiatric Nursing\***

A study of the nursing care of persons experiencing varying degrees of psychological disequilibrium. Patient assessment is expanded to include psychosocial data with attention to cultural variables which may impact the nature and quality of mental health care. Emphasis is placed on mental health concepts applicable to increased understanding of self and others. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 2616, 3525, 3535.

**NURS 4181, 4281, 4381 Individual Study**

The student will select a special problem or interest area in nursing for intensive study. Written objectives and methodology are submitted to the instructor and department chairman for approval to register for this course.

**NURS 4313 Community Health Nursing**

A study of health care of families and aggregates of people in the community. Nursing process is applied in the scope of community health nursing. Includes a study of the topics: health care delivery in the U.S.A., home health care; family assessment and care, occupational health, and school nursing. Three semester hours, including 67.5 clinical hours. Prerequisites: NURS 2616, 3525, 3535, 3545, 3555, 4525, and 4535.

**NURS 4373 Professional Issues in Nursing**

A study of the roles and functions of nurses in today's health care system. It includes development and use of critical thinking skills for dealing with professional issues and ethical dilemmas. An emphasis is made on accountability and responsibility of the professional nurse in a changing society. Three semester hours. Prerequisite: NURS 3535.

**NURS 4292, 4293 Senior Seminars**

The purpose of the Senior Seminar is the development of individual initiative and responsibility in addition to skills in critical thinking and independent study. The seminar is designed to equip the student with the basic tools of research and with a knowledge of significant literature in the field of study. In nursing, each of the two seminars include: six classroom hours of didactic instruction in research, three hours of individual conferences in applied research, and the remaining time in the selected nursing area which may be classroom and/or clinical experiences. Four semester hours. Prerequisites: NURS 2616, 3626, 3636; approval of the instructor.

**NURS 4525 Parent-Infant Health\***

Parent-Infant Health is a family-centered course which deals with the application of the nursing process to the care of the expectant family and their neonates. This includes both the wellness and illness aspects of childbearing. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 2616, 3525, 3535.

**NURS 4535 Child Health Nursing\***

This course is a study of the application of the nursing process with the family of the developing individual from infancy through adolescence. This includes a study of application of growth and development, considerations of deviations and care during wellness and illness. Five semester hours, including 112.5 clinical hours. Prerequisites: NURS 2313, 2616, 3525, 3535.

**NURS 4545 Nursing Management**

This study of leadership concepts is related to the professional nurse's management role in providing nursing care for a group of patients. It is based on the premise that the student has knowledge and understanding of nursing care of the adult, parent-child care, mental health care. The collaborative role of the nurse is stressed. It includes a study of the process of change, decision-making, and effective leadership. Five semester hours, including 135 clinical hours. Prerequisites: NURS 2313, 2616, 3525, 3535, 3545, 3555, 4525, 4535.

\*A nurse currently registered to practice nursing in Texas may qualify by examination to register for the second half of the course rather than the full five hour course. Course numbering in Adult Health for registered nurses is 3525 (3323, 3225), 3535 (3333, 3235), 3545 (3343, 3245), Mental Health is (3353, 3255), Parent-Infant Health is 4525 (4323, 4225), and Child Health is 4535 (4333, 4235). Credit is given for NURS 2616.

# THE DIVISION OF CONTINUING EDUCATION AND INSTRUCTIONAL TELEVISION

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The Division of Continuing Education and International Television plays a vital role in extending the programs of Houston Baptist University to the Houston metropolitan area and beyond.

Continuing Education offerings include seminars, short courses and workshops designed to meet the needs of working professionals and community members for relevant professional development and adult education programs.

Designed to advance career success and satisfaction, the Division's professional development offerings address the specialized information, skills, and expertise demanded by today's competitive marketplace. Campus programming features computer and management education as well as a CPA Exam Review. On-site seminars and short courses regularly offered at corporate locations in the Houston area present programs in communication, computer education, employment practices, finance and accounting, management, sales and marketing, supervision and support personnel areas.

The University's adult education programs include a wide range of general interest topics, with enrollment open to the public. Areas covered include such things as self help and self improvement, exploring and appreciating the arts, and how-to courses on assorted hobbies and interests.

Instructional Television brings Houston Baptist University courses to employees at corporate locations. A Master of Business Administration degree from the University's College of Business and Economics, as well as assorted undergraduate courses, are telecast in a live and interactive format to participating students at corporate receive sites. A wide variety of both locally originating and national satellite-delivered professional development seminars and short courses are also offered on the network. The network reaches locations within a 60-mile radius of downtown Houston. Two-way audio provides interaction between the instructor and the student in both the campus classroom and the corporate classroom. Satellite uplink capabilities also allow the University's program to be broadcast nationally.

The Corporate Alliance for Instructional Television is composed of companies participating in the project and is designed to facilitate an effective working partnership with the University.

Information on any of these programs may be obtained by calling 995-3222.

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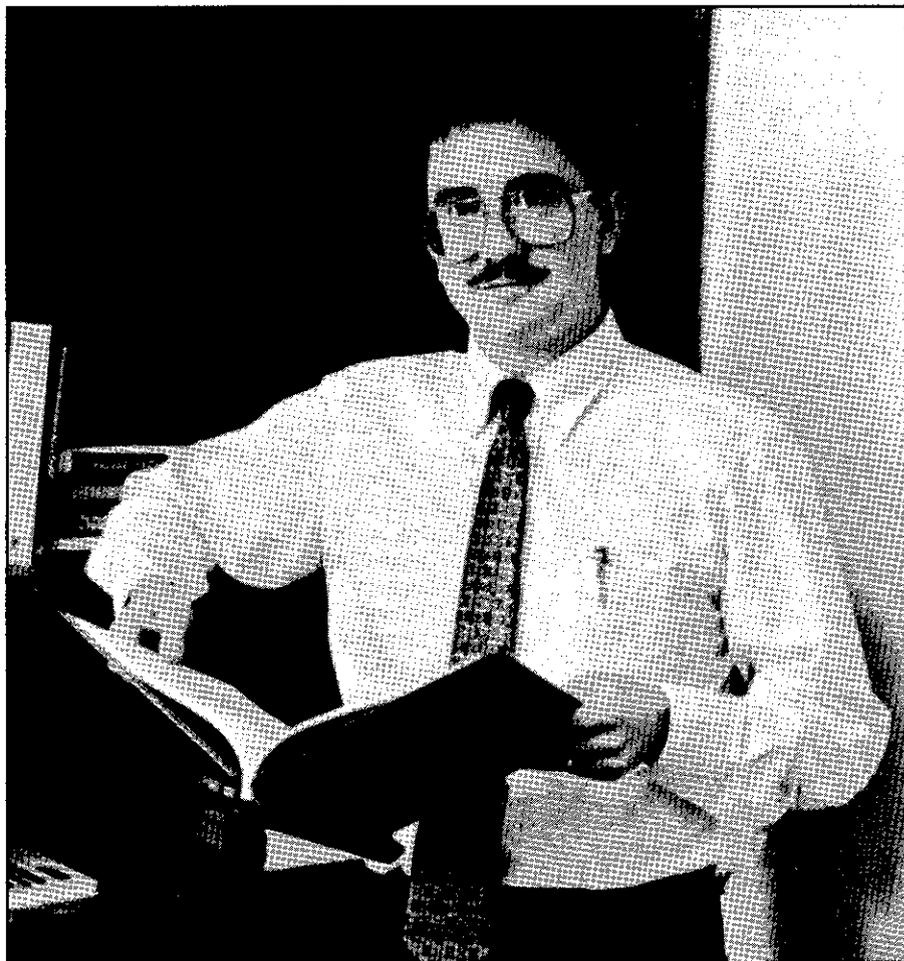
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# INDEX

- Academic Program  
    Undergraduate . . . . . 41  
    Graduate . . . . . 57  
Academic Scholarships . . . . . 25  
Accounting . . . . . 66, 69-71  
Accreditation . . . . . 12  
Administrative Officers of the University . . . 172  
Admission  
    Undergraduate Students . . . . . 17-19  
    Graduate Students . . . . . 20-21  
    International Students . . . . . 22  
Advanced Standing and Credit . . . . . 33-34  
Applied Music . . . . . 122, 133-135  
Army Reserve Officers Training Corps . . . . 33  
Art . . . . . 121, 129-130  
Associate Degree in Nursing . . . . . 49  
Athletic Program . . . . . 13  
Attendance Requirements . . . . . 28  
Auditing a Course . . . . . 17  
Bilingual Education  
    Undergraduate . . . . . 142-144  
    Graduate . . . . . 60, 95-96, 144  
Biology . . . . . 158, 161-163  
Business Administration . . . . . 66-67, 71-72  
Business and Economics . . . . . 65  
Business Studies . . . . . 65  
Calendar for the years 1990-92 . . . . . 2  
Calendar of the University  
    Academic Year . . . . . 3-7  
Campus Map . . . . . 8  
Campus Master Plan Description . . . . . 12  
Center for Exploring  
    Ministry Careers . . . . . 13  
Chemistry . . . . . 138, 163-164  
Child Development . . . . . 91, 98  
Christian Life on Campus . . . . . 14  
Christianity . . . . . 138, 145-146  
Church Music . . . . . 126-127, 132-133  
Classification of Students . . . . . 34  
Commencement . . . . . 29  
Communications Majors . . . . . 138-139  
Computer Information Systems  
    Programs . . . . . 67, 72-74  
Conduct of Students . . . . . 14-15  
Convocations . . . . . 35  
Continuing Education . . . . . 170  
Counseling Center — Personal and  
    Guidance . . . . . 13, 29  
Counselor Education . . . . . 61, 96  
Course Descriptions  
    Smith College of General Studies . . . . 64  
    College of Business and  
        Economics . . . . . 65-86  
    College of Education and Behavioral  
        Sciences . . . . . 88-119  
    College of Fine Arts . . . . . 121-137  
    College of Humanities . . . . . 143-157  
    College of Science and Health  
        Professions . . . . . 158-169  
Course Numbering System . . . . . 29  
Dean's List . . . . . 35  
Debate and Forensics . . . . . 156  
Degree Application  
    Undergraduate . . . . . 28  
    Graduate . . . . . 39  
Degrees — Undergraduate . . . . . 41  
    Associate Degree in Nursing . . . . . 49, 160  
    Bachelor of Arts . . . . . 44-45, 124  
    Bachelor of Business  
        Administration . . . . . 45-46, 66-67  
    Bachelor of Music . . . . . 46-47, 125-129  
    Bachelor of Science . . . . . 48-49, 124  
    Bachelor of Science in  
        Nursing . . . . . 50, 160  
    Bachelor of Science in  
        Medical Technology . . . . . 54-55  
Degrees — Graduate  
    Executive Master of Business  
        Administration . . . . . 58, 68  
    Master of Accountancy . . . . . 57, 68  
    Master of Arts in Psychology . . . . . 57, 97  
    Master of Business Administration  
        (MBA 2000) . . . . . 59, 68  
    Master of Education . . . . . 59, 94-97  
    Master of Liberal Arts . . . . . 62, 142  
    Master of Science in Management,  
        Computing and Systems . . . . . 63, 68  
    Master of Science in Human Resources  
        Management . . . . . 63, 68  
Degree Plans . . . . . 35, 39  
Degree Requirements . . . . . 41-63  
Degrees with Honors . . . . . 35  
Dishonesty in Academic Affairs . . . . . 30  
Dormitories — also see **Housing** . . . . . 13-14  
Early Admission . . . . . 18  
Early Childhood Education . . . . . 91, 100-101  
Economics . . . . . 66, 67, 74-76  
Education and Behavioral Sciences . . . . . 88-119  
Educational Administration . . . . . 59, 95, 99-100  
Educational Diagnostician . . . . . 61, 96  
Educational Psychology . . . . . 109-110  
Elementary Education . . . . . 101-102  
Employment of Students . . . . . 27  
Endowed Scholarships . . . . . 25  
English . . . . . 140, 146-149  
English Proficiency Examination . . . . . 35

Ensembles — Music . . . . .	123, 137	Music Education . . . . .	127-128, 132-133
Evening Schedule . . . . .	35	Music Ensembles . . . . .	123, 137
Examinations		Music History and Literature . . . . .	131-132
Finals . . . . .	30	Music Theory and	
Schedule for . . . . .	3-7	Composition . . . . .	124, 128-129, 130-131
Faculty Listing . . . . .	173-179	Nature of the University . . . . .	11
Finance Department . . . . .	67, 76-78	Naval Reserve Officers Training Corps . . . . .	36
Financial Affairs . . . . .	23	Nuclear Medicine Technology . . . . .	55-56
Financial Aid		Nursing . . . . .	159
Undergraduate . . . . .	25	Bachelor of Science . . . . .	160, 168-169
Graduate . . . . .	27	Associate Degree	
Fine Arts . . . . .	121-137	Program . . . . .	160, 167-168
Former Student Admission . . . . .	17	Nutrition and Dietetics Program . . . . .	51
French . . . . .	141, 149-150	Pass-Fail Courses . . . . .	31
Geography . . . . .	150	Payment of Student Accounts . . . . .	24
German . . . . .	141, 150-151	Performance, Music . . . . .	133-136
Grade Point Average—see		Philosophy Courses . . . . .	138, 153
Quality Point Average		Physics . . . . .	158, 166-167
Grading System		Political Science . . . . .	139, 154-155
Undergraduate . . . . .	38	Post-Baccalaureate Admission . . . . .	17
Graduate . . . . .	40	Pre-Dental Program . . . . .	51
Grants for Students . . . . .	26	Pre-Law Program . . . . .	36
Greek . . . . .	141, 151	Pre-Medicine Program . . . . .	36, 51
Health Center . . . . .	13	Pre-Optometry Program . . . . .	52
Health Insurance . . . . .	13, 22, 30	Pre-Pharmacy Program . . . . .	52
History . . . . .	139, 151-152	Pre-Physical Therapy Program . . . . .	53
History of the University . . . . .	9-11	Pre-Physician's Assistant Program . . . . .	53
Honor Roll . . . . .	35	Pre-Theological School Track . . . . .	37
Housing for Students — also see		Probation . . . . .	37-38
<b>Dormitories</b> . . . . .	13-14	Professional Education . . . . .	88, 105-109
Humanities . . . . .	138	Psychology . . . . .	92, 111-114
Human Kinetics . . . . .	93-94, 116-118	Purpose of the University . . . . .	11
Insurance for Students — Health . . . . .	13, 22, 30	Quality Point Average Requirements	
Interdisciplinary Courses . . . . .	64	Undergraduate . . . . .	37
International Student Admissions . . . . .	22	Graduate . . . . .	40
Internship Program . . . . .	30	Reading . . . . .	62, 97, 102-103
Keyboard Courses — Music . . . . .	135	Recreation Major . . . . .	94, 118-119
Languages . . . . .	139-141	Refund Policy — Financial Affairs . . . . .	24
Liberal Arts Program Description . . . . .	12	Registration . . . . .	31
Library . . . . .	12	Religious Life . . . . .	14
Load — Academic		Residence Life — also see Dormitories . . . . .	14
Undergraduate . . . . .	33	Residency Requirement	
Graduate . . . . .	39	Undergraduate . . . . .	37
Loan Programs . . . . .	26	Graduate . . . . .	39
Management Department . . . . .	67, 78-85	Sacred Music — see Church	
Majors and Minors . . . . .	36	Music . . . . .	126-127
Map of Campus . . . . .	8	Science and Health Professions . . . . .	158
Marketing Department . . . . .	67, 85-87	Scholarships — Financial Aid . . . . .	25
Mass Media . . . . .	152-153	Scholastic Standing	
Mathematics . . . . .	158, 164-166	Undergraduate . . . . .	37
Medical Technology . . . . .	54,	Graduate . . . . .	40
Military Service Credit . . . . .	30	Secondary Education . . . . .	90
Ministerial Financial Aid . . . . .	26	Senior Seminars . . . . .	64
Music . . . . .	122-124	Smith College of General Studies . . . . .	64
		Social Work . . . . .	92, 115-116

Sociology . . . . .	92, 114-115	Transcripts . . . . .	19, 20, 22, 32
Spanish Programs		Transfer Students and Credit	
Major . . . . .	141, 155-157	Undergraduate . . . . .	19, 32, 39
Bilingual Education . . . . .	142	Graduate . . . . .	21, 32, 40
Special Education		Transient Students . . . . .	17, 32
(Generic) . . . . .	62, 91, 96-97, 103-105	Trustees, University Board of . . . . .	171-172
Speech and Communications . . . . .	138-139,	Tuition and Fees	
Spiritual Life . . . . .	14	Undergraduate . . . . .	23
Student Center . . . . .	14	Graduate . . . . .	24
Student Government . . . . .	15	Valedictory Scholarship . . . . .	25
Student Organizations . . . . .	15-16	Veterans Benefits . . . . .	26
Suspension . . . . .	38	Vocal Courses, Music . . . . .	135-136
Televised Instruction Delivery . . . . .	31, 170	Warning, Academic . . . . .	37
Theory-Music . . . . .	128-129	Work-study Program — Financial Aid . . . . .	27
Time Limit for Degree Completion . . . . .	40	Withdrawal Procedures . . . . .	28, 32
TOEFL Examination . . . . .	18, 19, 20, 21, 22	Writing Specialization . . . . .	141

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