



HOUSTON BAPTIST

UNIVERSITY

BULLETIN 1992-1994

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1992-1994 UNIVERSITY CALENDAR

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 8-26.....	First 3 Week Term
June 9-10.....	Period to DROP/ADD Courses
June 10.....	English Proficiency Exam, Mabee Teaching Theater, 3:00 p.m.
June 19.....	Last Day to Drop a Course -- First 3 Week Term
June 29.....	Last Day to Drop a Course -- First Term
June 29-July 17.....	Second 3 Week Term
July 4.....	Independence Day Holiday
July 10.....	Last Day to Drop a Course -- Second 3 Week Term
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 20-21.....	Period to DROP/ADD courses
July 20-August 7.....	Third 3 Week Term
July 24.....	Last Day to Drop a Course -- Summer Quarter
July 31.....	Last Day to Drop a Course -- Third 3 Week Term
August 7.....	Last Day to Drop a Course -- Second Term
August 14.....	Deadline to register to take the English Proficiency Exam
August 18.....	Last Priority Registration for Returning Students
August 19.....	Drop/Add Opportunity for Returning Students
August 20.....	Final Examination and End of Quarter
August 22.....	Summer Commencement

FALL 1992

September 4.....	Registration for new and reentry students Late Registration for Returning Students
September 7.....	Labor Day Holiday
September 8.....	First Day of Class
September 8.....8AM - 7PM	Registration for Evening Students Late Registration for all Other Students
September 9.....8AM - 7PM	Registration for Evening Students Late Registration for all Other Students English Proficiency Exam, Mabee Teaching Theater, 3:00 p.m.
September 9-10.....	Period to Drop/Add Courses
October 23.....	Last Day to Drop a Course
November 9.....8AM - 6PM	Priority Registration for Returning Juniors, Seniors, Graduate Students
November 10-11.....8AM - 4PM	Priority Registration for all Returning Students
November 13.....	Last Day of Classes Deadline to Register to take the English Proficiency Exam
November 16.....	Study Day
November 17-19.....	Final Examinations
November 20.....	Work Day, Grades due in Registrar's Office 5:00 p.m.

WINTER 1992-93

November 30.....8AM - 7PM	Late Registration for Returning Students Registration for New and Re-entry Students Registration for Evening Students
December 1.....	First Day of Class
December 1.....8AM - 7PM	Registration for Evening Students Late Registration for all Other Students
December 2.....8AM - 4PM	Late Registration for all Students English Proficiency Exam, Mabee Teaching Theater, 3:00 p.m.
December 2-3.....	Period to Drop/Add Classes
December 18.....	Christmas Recess
January 4.....	Classes Resume
January 29.....	Last Day to Drop a Class
February 15.....8AM - 6PM	Priority Registration for Returning Juniors, Seniors, and Graduate Students
February 16-17.....8AM - 4PM	Priority Registration for all Returning Students
February 19.....	Last Day of Classes Deadline to Register for the English Proficiency Exam
February 22.....	Study Day
February 23-25.....	Final Examinations
February 26.....	Work Day, Grades Due in Registrar's Office 5:00 p.m.
February 27.....	Mid-year Commencement

SPRING 1993

March 8.....8AM - 7PM	Late Registration for Returning Students Registration for New and Re-entry Students Registration for Evening Students
March 9	First Day of Class
March 9.....8AM - 7PM	Registration for Evening Students Late Registration for all other Students
March 10.....8AM - 4PM	Late Registration for all Students English Proficiency Examination, Mabee Teaching Theater, 3:00 p.m.
March 10-11.....	Period to Drop/Add Classes
March 9.....	Classes Begin
April 9.....	Easter Holiday
April 23.....	Last Day to Drop a Class
May 4.....8AM - 6PM	Priority Registration for Returning Juniors, Seniors, and Graduate Students
May 5-6.....8AM - 4PM	Priority Registration for Returning Students
May 14.....	Last Day of Classes Deadline to Register for the English Proficiency Exam
May 17.....	Study Day
May 18-20.....	Final Examinations
May 21.....	Work Day, Grades Due in Registrar's Office 5:00 p.m.
May 22.....	Commencement

SUMMER 1993

June 4.....	Graduate/Undergraduate Registration for Summer Quarter
June 7.....	Class Sessions Begin -- First Term
June 7-8.....	Graduate/Undergraduate Evening Class Registration, 4:00-7:00 p.m.
June 7-25.....	First 3 Week Term
June 8-9.....	Period to DROP/ADD Courses
June 9.....	English Proficiency Exam, Mabee Teaching Theater, 3:00 p.m.
June 18.....	Last Day to Drop a Course -- First 3 Week Term
June 28.....	Last Day to Drop a Course -- First Term
June 28-July 16.....	Second 3 Week Term
July 4.....	Independence Day Holiday
July 9.....	Last Day to Drop a Course -- Second 3 Week Term
July 13.....	Final Examination and End of First Term
July 14.....	Graduate/Undergraduate Registration and Business Office Clearance until 4:00 p.m.
July 15.....	Class Sessions Begin -- Second Term
July 19-20.....	Period to DROP/ADD courses
July 19-August 6.....	Third 3 Week Term
July 23.....	Last Day to Drop a Course -- Summer Quarter
July 30.....	Last Day to Drop a Course -- Third 3 Week Term
August 6.....	Last Day to Drop a Course -- Second Term
August 13.....	Deadline to register to take the English Proficiency Exam
August 17.....	Last Priority Registration for Returning Students
August 18.....	Drop/Add Opportunity for Returning Students
August 19.....	Final Examination and End of Quarter
August 21.....	Summer Commencement

FALL 1993

September 3.....8AM - 4PM	Registration for new and reentry students Late Registration for Returning Students
September 6.....	Labor Day Holiday
September 7.....	First Day of Class
September 7.....8AM - 7PM	Registration for Evening Students Late Registration for all Other Students
September 8.....8AM - 7PM	Registration for Evening Students Late Registration for all Other Students
	English Proficiency Exam, Mabee Teaching Theater, 3:00 p.m.
September 8-9.....	Period to Drop/Add Courses
October 22.....	Last Day to Drop a Course
November 9.....	Priority Registration for Returning Juniors, Seniors, Graduate Students
November 10-11.....	Priority Registration for all Returning Students
November 12.....	Last Day of Classes Deadline to Register for English Proficiency Exam

November 15.....Study Day
 November 16-18.....Final Examinations
 November 19.....Work Day, Grades due in Registrar's Office 5:00 p.m.

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November 29.....8AM - 7PM Late Registration for Returning Students
 Registration for New and Re-entry Students
 Registration for Evening Students
 November 30.....First Day of Class
 November 30.....8AM - 7PM Registration for Evening Students
 Late Registration for all other students
 December 1.....8AM - 4PM Late Registration for all students
 English Proficiency Exam, Mabey Teaching Theater, 3:00 p.m.
 December 1-2.....Period to Drop/Add Classes
 December 17.....Christmas Recess
 January 3.....Classes Resume
 January 28.....Last Day to Drop a Class
 February 14.....8AM - 6PM Priority Registration for Returning Juniors,
 Seniors, and Graduate Students
 February 15-16.....8AM - 4PM Priority Registration for all Returning Students
 February 18.....Last Day of Classes
 Deadline to Register for English Proficiency Exam
 February 21.....Study Day
 February 22-24.....Final Examinations
 February 25.....Work Day, Grades Due in Registrar's Office 5:00 p.m.
 February 26.....Mid-year Commencement

SPRING 1994

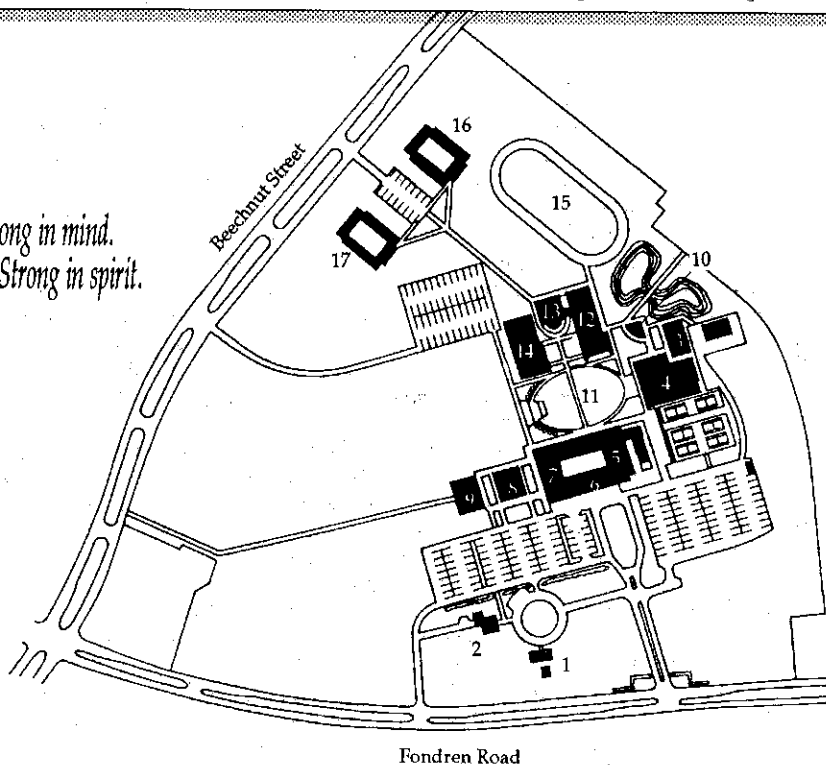
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May 18-20.....	Final Examinations
May 21.....	Work Day, Grades Due in Registrar's Office 5:00 p.m.
May 22.....	Commencement

HOUSTON BAPTIST UNIVERSITY

LEGEND

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

*Strong in mind.
Strong in spirit.*



GENERAL INFORMATION

CHARACTERISTICS

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 initial 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 2,700.

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. The seventh college was created in 1991 by separating the College of Nursing and the College of Science and Mathematics.

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. A traditional Master of Business Administration was introduced in 198x that was offered both on campus and utilizing an interact television delivery system to corporate and educational sites within sixty miles of the campus. The Master of Liberal Arts degree was introduced in 198x. 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.

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. An additional and extensive period of self study and a scheduled visit by a visiting committee from the Commission on Colleges led to the reaffirmation of the accreditation of the University in December, 1991.

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).

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.

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 continued with programs in Mexico, the Middle East, and Europe. Study abroad programs are regularly offered by the Smith College of General Studies as part of the interdisciplinary course on culture and human experience. The Executive Master of Business Administration program includes a international study requirement, and study abroad programs are also offered in the Master of Liberal Arts program. 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 19xx, a career placement center was established to assist students and graduates with interviewing skills and job searches.

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 Lucille 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 Mabree Teaching Theater opened in 1977, providing space for the then College of Science and Health Professions. In addition, the Memorial Hospital System Central Unit 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, 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, the Cullen Nursing Center, Cullen Science Center, Mabree Teaching Theater, M. D. Anderson Student Center, and the Stanley P. Brown Administrative Complex. The campus master plan will be completed with the construction of the Hinton Academic Center, a fine arts center, chapel and additional recreational facilities. 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 180,000 volumes with 5,000 new titles being added annually. Supplementary materials include audio visual materials, reels of microfilm, and sheets of microfiche amount to the equivalent of an additional 25,000 volumes. 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 and the College Entrance Examination Board. 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

Athletic Program

The University is a member of the National Association of Intercollegiate Athletics. Men's teams participate in basketball and baseball and women's teams participate in volleyball and softball.

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

The Frank and Lucille Sharp Physical Education Building contains courts, offices and other facilities for the Department of Human Kinetics. In 1985, the Glasscock Gymnastics Center was opened. This facility was renovated and renamed the Glasscock Activities Center in December, 1991. Modifications to the building have created a wellness facility for students, faculty, and staff.

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 attention 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. More advanced care is readily available in the Houston metropolitan area.

Health Insurance

All resident students (apartments and residence colleges), students on visas, varsity athletes and nursing students are required to participate in the Student Health Plan, or its equivalent coverage. The University endorses an accident and insurance plan administered by Republic-Vanguard 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), are required to reside in University housing, except students who reside with parents or immediate relatives. In 1992, the University restated its belief that an on-campus residential experience is a desirable part of the undergraduate educational experience. To that end, all freshmen (other than those living at home with parents or immediate family members) are strongly encouraged to live on campus their freshman year.

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 represent excellent 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 and each room 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 in 1984 and the public areas in both residential colleges were renovated in 1990/1991. Costs for room and board are \$780.00 to \$810.00 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, and participation in Baptist Student Union programs. 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 there that 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 may involve the Vice President for Student Affairs, the Student Court, and the Student Affairs Advisory Committee.

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 privileges and responsibilities of the students of the college community."

Student Organizations

The following groups are among those recognized on campus in the 1991-92 year:

Alpha Chi	International Friends
Alpha Delta Mu	Kappa Alpha
Alpha Epsilon Delta	Kappa Delta Pi
Alpha Kappa Psi	Le Cercle Francais
Alpha Mu Gamma	Mass Media Association
Alpha Pi Kappa	Music Educators National Conference
Alpha Phi Omega	Nursing Students Association
Alpha Tau Omega	Omicron Delta Kappa
Amnesty International	Omogah
Art Guild	Panhellenic Association
Association of Women Students	Phi Mu
Association of Student Educators	Phi Mu Alpha
Baseball Booster Club	Pre-Law Society
Basketball Booster Club	PRISM
Bilingual Education Student Organization	Psi Chi
Caduceus Club	Sigma Alpha Iota
Christian Life on Campus	Sigma Tau Delta
Collegian	Sigma Theta Tau
Delta Sigma Rho	Society for Human Resource Managers
Delta Chi Omega	Student Foundation
El Circulo Hispanico	Student Senate
Fellowship of Christian Athletes	Theta Alpha Kappa
H.B.U. Police Officers Association	Volleyball Booster Club
Interfraternity Council	Women's Residence Council

UNIVERSITY ADMISSIONS

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.

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 or the Graduate Admissions Office, as appropriate. 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

I. 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. An applicant who has not graduated from a regionally accredited high school (i.e., a student from a non-accredited high school or home school) must meet the following admission standards: Such an applicant is considered for admission if he has completed the Texas Academic Skills Program examination (or the locally-administered pre-TASP exam)

with the scores appropriate for entry into ENGL 1313 and MATH 1313 and has scored a minimum SAT composite of 900 or a minimum ACT composite of 20. For unconditional admission an applicant must also score an SAT verbal of 400 or ACT English subscore of 20. (University codes are: SAT-6282; ACT-4101)

4. It is the responsibility of the applicant to have his official high school record and official test scores sent to the Undergraduate Admissions Office.
5. 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.
6. 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.

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.

II. 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.

III. Other Undergraduate Student Admission

1. Adult Student

An adult student is one for whom at least seven years have passed since his last matriculation, whether in high school or college. Adult students may be admitted by the Admissions Committee to enroll for undergraduate courses. Such student will be allowed to register on a non-degree status for twenty-four (24) semester hours of academic work. If a minimum QPA of 2.0 has been maintained for the 24 hours of work at Houston Baptist University, student will be granted regular admission. A transfer evaluation of previous college work will then be prepared once regular admission is granted. The 24 hours earned at the University will be used as applicable to a degree program.

Adult students will be required to follow all policies as stated in the University Bulletin. Students not in good standing from another university will not be eligible for enrollment.

All students must provide the following:

- a. a completed application, giving statement of intent.
- b. an application fee of \$25.
- c. Official high school transcripts reflecting graduation or prerequisite GED scores.
- d. Official transcripts of all previous college work which has been attempted or completed.

2. 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.

3. 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 37.) 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.

4. 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.

5. 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.

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 to Undergraduate Admissions.

Graduate Admissions

The University offers several graduate degrees: 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 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.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 [ML] Q.P.A.) must be equal to or greater than 1000 (GMAT minimum score of 450 required); leveling courses required in accounting, computer information systems, 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

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 or the Graduate Admissions Office along with a non-refundable 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 in addition to the required TOEFL score.
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. All supporting materials must be received by the graduate admissions office at least 21 days prior to registration.
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

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

1992-1993

TUITION:

Tuition per semester hour for students first enrolling in Summer Quarter 1992 (expires Spring, 1995).....	\$ 180.00
Tuition per semester hour for students first enrolling in Fall Quarter 1992 or later (expires Spring, 1996).....	200.00

FEES:

Application Fee.....	25.00
Applied Music Fee - per quarter	
One 30 minute lesson per week.....	5.00
Two 30 minute lessons per week.....	10.00
Audit Fee - per semester hour (no credit given).....	45.00
Change of Schedule Fee - per course.....	5.00
College Level Exam Program Fee.....	45.00
Computer Lab Fee - per course.....	20.00
Convocation Fee - per quarter (Fall, Winter, Spring).....	10.00
Deferred Payment Fee - per quarter.....	30.00
General Services Fee - per quarter.....	25.00
Graduation Fee.....	50.00
Health Ins. (mandatory for all campus residents).....	as per current rate
International Fee (Processing of I-20).....	60.00
Late Registration Fee - after Registration Day.....	40.00
Matriculation Fee - per quarter	
Full-time.....	35.00
Part-time.....	25.00
Music Accompanist Fee - per quarter (Voice Lessons Only)	
One 30 minute lesson per week.....	35.00
Two 30 minute lessons per week.....	70.00
Nursing Lab Fee - per course.....	20.00
Parking Fee - per quarter.....	8.00
Annual Parking Fee (Fall, Winter, Spring).....	20.00
Recording Fee for Advanced Placement credit - per sem. hour.....	15.00
Science Laboratory Fee per course.....	20.00
Transcripts, Enrollment Verifications, and Statements of Standing (All accounts must be cleared before any information will be released).....	3.00
Yearbook Fee - annually.....	30.00

ALL FEES ARE NON-REFUNDABLE.

ROOM AND BOARD: (Plus tax on meal cards)

Semi-private Room with 10 meal plan per quarter.....	780.00
Private Room with 10 meal plan per quarter.....	945.00
Supplemental fee for 15 meal plan per quarter.....	30.00

Rent

1 Bedroom.....	335.00
2 Bedroom.....	420.00

ESTIMATE OF UNDERGRADUATE EXPENSES PER QUARTER:

Tuition (9 hours @ \$200/per hour).....	\$1,800.00
Matriculation Fee.....	35.00
General Services Fee.....	25.00
Convocation Fee.....	10.00
Total.....	\$1,870.00

GRADUATE TUITION AND FEES

EXPIRES
Summer94

TUITION:

M.ACCT. - per 3 semester hour course.....	\$645.00
M.A.P. - per 3 semester hour course.....	645.00
M.B.A. 2000 - per 3 semester hour course	
Off-Campus.....	675.00
On-Campus.....	645.00
M.Ed. - per 3 semester hour course.....	645.00
M.L.A. - per 3 semester hour course.....	675.00
M.S.-H.R.M. - per 3 semester hour course.....	645.00
M.S.-M.C.S. - per quarter.....	1,600.00
E.M.B.A. - per 2 year program.....	18,500.00

FEES:

Application Fee.....	25.00
Change of Schedule Fee - per course.....	5.00
Computer Lab Fee - per course.....	20.00
Deferred Payment Fee.....	30.00
General Services Fee - per quarter*	30.00
Graduation Fee*.....	50.00
International Fee (Processing of I-20).....	60.00
Late Registration Fee - after Registration Day.....	40.00
Matriculation Fee - per quarter*	
Full-time.....	35.00
Part-time.....	25.00
M.Ed. Evaluation Deposit.....	150.00
Parking Fee - per quarter.....	8.00
Annual Parking Fee (Fall, Winter, Spring).....	20.00
Prerequisite Equivalency Exams (each).....	75.00
Tuition Deposit.....	100.00

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

ALL FEES ARE NON-REFUNDABLE

ESTIMATE OF TYPICAL GRADUATE EXPENSES PER QUARTER:

Tuition (2 courses @ \$645/per course).....	\$1,290.00
Matriculation Fee.....	35.00
General Services Fee.....	30.00
Total.....	\$1,355.00

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 \$40.00 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 per course for each change initiated by the student.

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

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

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 QPA. 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

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

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

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

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

Work Opportunities

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

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

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 courses 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.

By action of the University Academic Affairs Committee on January 13, 1984 as revised on October 31, 1991, 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 Registrar's Office upon the successful completion of two years of graduate school for the granting of the Bachelor's degree. The student must complete all requirements for the 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 Academic 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.

Challenge Examinations

Challenge examinations are used to validate mastery of content (1) gained many years previous or (2) gained in part through co-curricular means. The University's policy disallowing life experience credit prohibits this option being open to students who can show no formal study of the content area at the college level. For those who have some formal college study plus independent study or gained expertise, the challenge exam presents a viable option. The Registrar's Office is and must be the coordinator of all activity in this respect.

A form available from the Registrar's Office should be secured by the student in advance of any challenge activity. This form requires the signature of the undergraduate department chair or the program director (where applicable), the Dean of the College offering the content course, and the Vice President for Academic Affairs. This form should indicate (1) what academic coursework has been taken and when, (2) what additional expertise has been gained, and (3) what means will be used to determine demonstrable cognitive entry skills for the program stipulated.

At present, required scores for specific tests are stated in the current Bulletin. A grade of "CR" is entered on the transcript of the student who achieves the required score and the appropriate number of hours credit awarded. At the graduate level, credit does not apply to degree requirements but does allow program admission based on the fulfillment of prerequisites.

In the event another testing vehicle is proposed other than those listed under the Advanced Placement heading in the current Bulletin, the University Registrar will serve as the approval agent. Such a proposal should contain descriptive information as to the nature of the examination, grading standards, and comparability to the CLEP tests. The proposal should contain the signature of the program director and the appropriate dean before going to the Registrar. Failure to meet necessary deadlines will not be considered justifiable grounds for substituting for the CLEP test.

Commencement

Three commencement convocations are scheduled annually. They are held in August, February, and May. Degrees are conferred each quarter and recipients are encouraged to participate in the first commencement convocation after completion of all degree requirements.

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.

A counseling center and a career placement center are available for currently enrolled students.

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. 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 (alpha, pass-fail, or audit) 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 Registrar's Office. Senior final examinations must be taken and the course grade reported at the time required by the Registrar's 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 ordinarily 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. 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 Registrar's 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 fourth class day of 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 student-initiated change in schedule after registration 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 Registrar's Office. A signed copy returned to that office will provide copies for the advisor and the Business Office. (See fees).

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. Failure to act accordingly will be grounds for loss of privilege.

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 is an audio interactive instructional television operation which allows live campus classes to be telecast to remote locations. 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 the instructional television office, 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 the joint property of the student and the University and as such will be handled with 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 Registrar's 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, nor may official records be removed from academic files once placed there.

If a student questions any grade as recorded in the University Registrar's 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 Registrar's Office.

Grades assigned on withdrawal are described under "Grading System," 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

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 toward completion in a four-year period. 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. Overloads must be approved by the Vice President for Academic Affairs.

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. See the chart of approved examinations on the following pages.

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 also 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.

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT H.B.U. COURSE	REQUIRED STD. SCORE
Business	CLEP Subject: CISM Computer Applications	3 hrs credit	CISM 1321	71st %tile
Humanities	CLEP Subject: Freshman English with Essay	3 hrs credit	Eng. 1313	560
English	College Board Achievement -- National: English Composition	3 hrs credit with Essay	Eng. 1313	550
	Advanced Placement: Language and Composition Literature and Composition	3 hrs credit 6 hrs credit	Eng. 1313 Eng. 1313, 1323	3 4 or 5
French	Advanced Placement: Literature	12 hrs credit	Fren 1314, 1324 Fren 2314, 2324	3
	Language	9 hrs credit	Fren 1314, 1324 Fren 2314	3
	Language	12 hrs credit	Fren 1314, 1324 Fren 2314, 2324	4 or 5
German	Advanced Placement: Literature	12 hrs credit	Germ 1314, 1324 Germ 2314, 2324	3
	Language	9 hrs credit	Germ 1314, 1324 Germ 2314	3
	Language	12 hrs credit	Germ 1314, 1324 Germ 2314, 2324	4 or 5
Spanish	Advanced Placement: Literature	12 hrs credit	Span 1314, 1324 Span 2314, 2324	3
	Language	9 hrs credit	Span 1314, 1324 Span 2314	3
	Language	12 hrs credit	Span 1314, 1324	

CREDIT AREA	APPROVED EXAMINATION	SEM. HRS. CREDIT	EQUIVALENT H.B.U. COURSE	REQUIRED STD. SCORE
			Span 2314, 2324	4 or 5
Math/Science	College Board Achievement -- National:			
	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
	CLEP Subject:			
	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
	Advanced Placement:			
Humanities History	Calculus AB	4 hrs credit	Math 1434	3
	Calculus AB	8 hrs credit	Math 1434, Math 2434	4 or 5
	Calculus BC	4 hrs credit	Math 2434	3
	Calculus BC	7 hrs credit	Math 2434, Math 2343	4 or 5
	Biology	4 hrs credit	Biol 2434	4 or 5
	Chemistry	4 hrs credit	Chem 1404	3
	Chemistry	4 hrs credit	Chem 2413	4 or 5
	CLEP Subject:			
Humanities History	History			
	U.S. Hist. to 1865	3 hrs credit	Hist 2313	560
	U.S. Hist. 1865 on	3 hrs credit	Hist 2323	560
	Advanced Placement:			
	U.S. History	3 hrs credit	Hist 2313	3
	U.S. History	6 hrs credit	Hist 2313, 2323	4 or 5

Note: On CLEP Subject Area tests, the required score is either as stated above or, if not stated, at the 71st percentile.

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 expected to attend convocation each quarter 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 registered for a minimum of 8 semester hours of alpha grade credit and 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 Registrar's 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

Beginning in the 1991 fall quarter, all students who have not satisfied the Smith College English requirements, or their transferred equivalents, will be required to be enrolled EACH QUARTER

in the appropriate English course which follows that which they have just completed in the Smith College sequence of ENGL 1313-1323, 2313, and 2323. After completing the Smith College English classes and upon earning 54 semester hours of credit, students must have satisfactorily completed the English Proficiency Examination requirement. Student who have not passed the English Proficiency Examination requirement upon earning 54 hours of credit will be required to audit ENGL 1303 each quarter until they do complete the exam. This policy may be waived in the summer quarter pending scheduling of classes. The student should take the English Proficiency Examination upon completion of the Smith College English requirements which should now occur after the first four or five quarters of enrollment in the University.

Majors and Minors

Since most baccalaureate graduates 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. Ordinarily, 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 Registrar's, 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.

Pre-Engineering Program

The University participates in a cooperative program with the University of Houston that can lead to the student receiving a degree in engineering from that institution as well as a degree from Houston Baptist University. For detailed requirements, please see Pre-Engineering Program under "Undergraduate Degree Requirements."

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. Students should discuss this program with the chairman of the Department of Christianity and Philosophy.

ROTC Cross-Enrollment Program

Army

Houston Baptist University students may participate in the Army Reserve Officers Training Corps unit 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, University of Houston, Houston, Texas 77204-5320 -- (713-743-3875).

Navy

Houston Baptist University students may participate in the a Naval ROTC Unit 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).

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 and they are not eligible to represent the University.

Transfer students who are eligible to return to their prior institution but who fail to attain minimal H.B.U. 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 and must attain good standing within one quarter.

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 QPA 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.

Transcripts from non-accredited institutions are not valid at Houston Baptist University. This transcript will serve only as evidence of course work completed at a non-accredited institution. A student may request to take challenge examinations to receive credit for such work.

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. For the student seeking a baccalaureate degree, 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

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 during the fall, winter, and spring quarters 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. During the summer quarter only, a graduate student with a minimum QPA of 3.25 will be allowed to register for a maximum of twelve semester hours provided that no more than seven hours be undertaken in a five-week summer term. Overloads must be approved by the Vice President for Academic Affairs.

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	QUALITYPOINTS
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 no guaranteed transfer of credit toward a graduate degree; but, in certain programs, work completed in residence at another accredited institution may, on the recommendation of the Program Director of the College, be accepted by the University Registrar as credit toward a graduate degree. The University will not recognize hours achieved either entirely or partially on the basis of life experience. 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. 24.

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

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 requirement of KINE 2200 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

An approved undergraduate degree plan must be on file with the Registrar's 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 Undergraduate Transfer Credit, p. 45).

Candidates for undergraduate degrees must complete the following requirements:

1. A minimum of 130 semester hours, including KINE 2200, 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 life experience, or 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 of all full-time students and is a convocation attendance requirement for undergraduate graduation. Evening students may petition to waive convocation requirements.
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, June 1992, 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, 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 Registrar's 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 2404 Human Anatomy and Physiology I
 BIOL 2414 Human Anatomy and Physiology II
 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. 50).....	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 2200.....	2
Social and Behavioral Sciences (See note 11, p. 50).....	6
Two majors (See notes 6, 7 and 8, p. 50).....	48
Program requirements and electives.....	32
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BACHELOR OF ARTS RECOMMENDED DEGREE PROGRAM

Freshman	Sem. Hrs.
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. 50).....	<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
Kinetics 2200	2
Interdisciplinary Courses 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 (See note 10, p. 50)	6
Student selected and Faculty Advisor approved courses from above list and the following fields (See note 9, p. 50)	<u>18</u>
	35

Biology	Chemistry	Physics
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Junior	
Economics 1301 and Political Science 2313 (See note 12, p. 50).....	6
Student selected and Faculty Advisor approved courses from above lists plus the following fields.....	<u>24</u>
	30

Bilingual Specialization	Generic Special Education
Early Childhood Specialization	Medical Technology
Elementary Specialization	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
Mathematics 1313 or higher	3
Interdisciplinary Courses (See note 10, p. 50)	6
Foreign Language or Science	6 or 8
Speech 1313	3
Computer Information Systems 1321 or higher level CISM course	3
Human Kinetics 2200	2
Social Sciences (See note 11, p. 50)	6
First Major - Business Administration:	
Accounting 2301, 2303	6
Business Administration 2311, 3311	6
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
CISM 3330	3
Finance 3307.....	3
Management 3301	3
Management 4311	3
Marketing 3301	3
Math 1314	3
Second major in business (See note 6, 7 and 8, p. 50)	25 to 28
Electives as required to complete 130 sem. hrs	<u>8 to 13</u>
	130

Freshman

	Sem. Hrs.
Christianity 1313, 1323	6
English 1313, 1323, 2313	9
Foreign Language or Science	6 or 8
Math 1313, 1314	6
Speech 1313	3
Computer Information Systems 1321	3
Human Kinetics 2200.	<u>2</u>
	35 to 37

Sophomore

Christianity 2333	3
English 2323	3
Business Administration Major:	
Accounting 2301, 2303	6
Economics 2301, 2302	6
Business Administration 2311	3
Social Sciences (ECON 2301 satisfies ECON 1301)	3
Business Administration 2320	3
Business Administration 3331	3
Marketing 3301	3
Electives	3
	<u>36</u>

Junior

Interdisciplinary Courses	6
Finance 3307	3
Management 3301	3
Business Administration 3320	3
Business Administration 3340	3
CISM 3330	3
Second Major Courses	12
	<u>33</u>

Senior

MGMT 4311	3
Second Major Courses	13 to 16
Free electives	5 to 10
	<u>21 to 29</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 2200	2
Social and Behavioral Sciences (See Notes 11-12, p. 42)	6
Majors and Program Requirements	<u>95-97</u>
	<u>136-138</u>

**BACHELOR OF MUSIC
RECOMMENDED DEGREE PROGRAM**

Freshman

Music Theory I, II 1312, 1322..... 6

Sightsinging and Eartraining I.....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 Bulletin)..... 3 to 6

Ensemble (Vocal or Instrumental)..... 3

Recommended Academic Program Requirements..... 12 to 15

Christianity 1313, Math 1313, English 1313, 1323.....
36

Sophomore

Music Theory III, IV 2312, 2322..... 6

Sightsinging And Eartraining II 2342.....3

Musicology I, II, III 2213, 2223, 2233.....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 Bulletin)..... 4 to 13

Ensemble (Vocal or Instrumental)..... 3

Recommended Academic Program Requirements..... 10 to 13

English 2323

Human Kinetics 2200

Foreign Language (Spanish, French or German) 1313, 1323

Computer Information Systems 1321.....
39

Junior

Music Theory V 3322.....3

Musicology IV, V, VI 3213, 3223, 3233.....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 Bulletin)..... 9 to 10

Ensemble (Vocal or Instrumental)..... 3

Recommended Academic Program Requirements..... 9

Christianity 1323

History 2313, 2323 OR Economics 1301 and Political Science 2313.....
39

Senior	Sem. Hrs.
Senior Seminars 4292, 4293.....	4
Applied Major.....	9*
Cognate Courses and specialized program requirements (See College of Fine Arts section of Bulletin).....	10
Ensemble (Vocal or Instrumental).....	3
Recommended Academic Program Requirements	4 to 10
Computer Information System 1321	
Christianity 2333	

36

*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. 51).....	8
Computer Information Systems 1321 or higher level CISM course.....	3
Human Kinetics 2200	2
Social and Behavioral Sciences (See note 12, p. 50).....	6
Speech 1313.....	3
Two majors (See notes 6, 7 and 8, p. 50).....	48
Program requirements and electives.....	33

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BACHELOR OF SCIENCE RECOMMENDED DEGREE PROGRAM

Freshman	Sem. Hrs.
English 1313, 1323.....	6
Christianity 1313, 1323.....	6
Science (See note 16, p. 51).....	8
Computer Information Systems 1321.....	3
Speech 1313.....	3
Student selected and Faculty Advisor approved courses from the following list (See note 9, p. 50).....	<u>9</u>
	35

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

Sophomore	Sem. Hrs.
English 2313, 2323.....	6
Christianity 2333.....	3
Interdisciplinary Courses 3301, 3302, 3303, 3304 OR 3311, 3312, 3313, 3314 (See note 10, p. 50).....	6
History 2313, 2323 (See note 11, p. 50).....	6
Human Kinetics 2200.....	2
Student selected and Faculty Advisor approved courses from the above list plus the following fields (See note 9, p. 50).....	<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. 45).....	6
Student selected and Faculty Advisor approved courses from above lists plus the following fields.....	<u>24</u>
	30
Bilingual Specialization	Generic Special Education
Early Childhood Specialization	Guidance Associate
Elementary Specialization	

Senior	Sem. Hrs.
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
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, Old or New Testament.....	3
ADN 2545, Adv. Clinical Nursing.....	<u>5</u>
	54

***Prerequisite:**

Biol 2404, 2414, Anatomy and Physiology I and II.....	8
Biol 1414, Introductory Microbiology.....	4
ENGL 1313 & 1323 Composition and Literature.....	<u>6</u>
	18

BACHELOR OF SCIENCE IN NURSING

Freshman	Sem.Hrs.
English *1313, *1323, *2313, *2323	12
Chemistry 1404	4
Sociology *1313	3
Psychology *1313	3
Biology *2404, *2414, *2433	8
Speech *1313	3
Interdisciplinary Course*(select 1)	
3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314	3
	<u>36</u>
Sophomore	
Biology 2333 and 1414 or 3414	8**
Psychology *3313	3
Human Kinetics 2200	2
History 2313, 2323 OR	
Economics 1301 AND Political Science 2313	6
NURS 2313	3
Nursing 3616	6
Nursing 3525	5
	<u>33</u>
Junior	
CISM 1321	3
Nursing 3535	5
Nursing 4525	5
Nursing 3555	5
NURS 3313	3
Christianity 1313, 1323, 2333	9
INDC (Select 1, not same as freshman course)	
3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314	3
	<u>33</u>
Senior	
Nursing 4535	5
Nursing 4555	5
Nursing 4565	5
Nursing 4373	3
Nursing 4292, 4293	4
Electives	3
SOCI 3303	3
	<u>28</u>

*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 56 semester hours in prerequisite courses.

PRE-ENGINEERING

The pre-engineering program is designed to allow a student to complete an engineering degree after five years of full-time study, the first three at HBU and the last two at the University of Houston. During the third year, concurrent enrollment at both universities is required--depending on the option selected, a student will need to take from two to four courses at the University of Houston. The student will also need to take one course at the University of Houston in summer school following each of the first two years of the program. Students who have not completed one year of mechanical drawing or general drafting in high school will also be required to take a course equivalent to CIVT 1330 (Engineering Graphics) at the University of Houston prior to full-time enrollment there. Students who successfully complete this program are guaranteed admission to the engineering program at the University of Houston and should be able to complete all requirements for an engineering degree with four semesters of fulltime work there.

Note: Students in this program should notify the Dean of the College of Science and Mathematics of their intentions as soon as possible and apply for admission to the University of Houston College of Engineering no later than the Winter Quarter of their first year of enrollment at HBU. Failure to do so will make it impossible for a student to follow the schedule required to complete the program within three years.

To satisfy the requirements for the pre-engineering program, a student must:

1. Complete the following Smith College courses: CHRI 1313, 1323, and 2333; ENGL 1313, 1323, 2313, and 2323; 6 hours chosen from INDC 3301, 3302, 3303, and 3304; CISM 1321 or a higher level CISM course; Human Kinetics 2200; HIST 2313 and 2323 and SPCH 1313.
2. Pass the English Proficiency Examination.
3. Complete all courses in the pre-engineering core with a grade of "C" or better (the pre-engineering core is comprised of CHEM 2313 and 2314, MATH 2434, 2444, 3314, 3414, 3333, and 3383, and PHYS 2413, 2423, and 2433 at HBU and INDE 1331 and 2331 (Engineering Analysis and Computation I, II) at the University of Houston).
4. Earn a cumulative grade-point-average of at least 2.50.
5. Complete at least 32 hours in residence at HBU.
6. Complete the additional course work required for one of the following options: chemical, civil, electrical, industrial, or mechanical engineering.

Note: Students who have not completed one year of mechanical drawing or general drafting in high school will also be required to take a course equivalent to CIVT 1330 (Engineering Graphics) at the University of Houston.

PROGRAM OPTIONS FOR PRE-ENGINEERING

CHEMICAL ENGINEERING: At HBU, **CHEM 3313-3333, 3121, and 4262**; at the University of Houston, **CHEE 2331** (Chemical Processes), **CHEE 2332** (Thermodynamics), and **MECE 3400** (Introduction to Mechanics).

CIVIL ENGINEERING: At HBU, **PHYS 3313**; at the University of Houston, **CIVE 2331** (Mechanics II), **CIVE 2332** (Mechanics of Deformable Solids), and **ENGI 2334** (Thermodynamics).

ELECTRICAL ENGINEERING: At the University of Houston, **ELEE 2300** (Networks I), **ELEE 2100** (Networks I Lab), and **ENGI 2334** (Thermodynamics).

INDUSTRIAL ENGINEERING: At HBU, **PHYS 3313**; at the University of Houston, **ENGI 2334** (Thermodynamics) and **INDE 3330** (Industrial Cost Systems).

MECHANICAL ENGINEERING: At the University of Houston, **ELEE 2336** (Introduction to Electric Circuits and Design), **MECE 2334** (Thermodynamics), **MECE 2336** (Mechanics I), and **MECE 2361** (Design, Analysis, and Synthesis).

HBU also offers a dual-degree program in co-operation with the University of Houston. Prior to (or simultaneously with) receiving an engineering degree from the University of Houston (generally after five years of study), a student may obtain a B.A. or B.S. degree from HBU (generally after four years of study) by completing a small amount of additional course work in addition to the courses that would normally be taken through the fourth year of the program.

To obtain a B.S. degree from HBU, a student must satisfy the following requirements:

1. Complete all of the pre-engineering requirements given above.
2. Complete at least 130 semester hours, of which at least 48 must be at the upper level, with a cumulative grade-point-average of at least 2.00. A grade of "C" or better is required for transfer credits to be accepted.
3. Complete the additional requirements given below for two majors chosen from applied chemistry, applied math, and applied physics. (Students who choose the chemical engineering option should choose applied chemistry and applied math; other students should choose applied math and applied physics.)
4. Complete at least 12 semester hours in each major in residence at HBU.

Note: To receive a B.A. degree from HBU, a student must also complete 6 hours of foreign language courses in addition to the above requirements.

ADDITIONAL COURSE REQUIREMENTS FOR MAJORS FOR STUDENTS CHOOSING THE DUAL-DEGREE PRE-ENGINEERING PROGRAM

Applied Chemistry: At HBU, **CHEM 3313-3333, 3121, 4262**, and a senior seminar approved by the department chairman; at the University of Houston, **CHEE 2331** (Chemical Processes), **CHEE 2332** and **3333** (Chemical Engineering Thermodynamics I, II), and **CHEE 3366** (Topics in Physical Chemistry).

Applied Math: A senior seminar at HBU approved by the department chairman and any one of the following courses: **Math 4333** at HBU or **Math 3363** (Introduction to Complex Analysis) or **INDE 4371** (Operations Research I) at the University of Houston.

Applied Physics: At HBU, **PHYS 3313, 3323**, and a senior seminar approved by the department chairman; at the University of Houston, **ENGI 3363** (Elementary Fluid Mechanics), **ELEE 3333** (Electronic Circuits) or **ELEE 3337** (Electrical Engineering Analysis I), and any one of the following courses: **CHEE 2332** (Chemical Engineering Thermodynamics I), **ENGI 2334** (Introduction to Thermodynamics), and **MECE 2334** (Thermodynamics I).

SUGGESTED THREE-YEAR SCHEDULE FOR PRE-ENGINEERING STUDENTS

FIRST YEAR

FALL	WINTER	SPRING
CISM 1321	CHEM 2413	CHEM 2414
ENGL 1313	ENGL 1323	ENGL 2313
MATH 1434	KINE 2200	MATH 2444
SPCH 1313	MATH 2434	

SUMMER FOLLOWING FIRST YEAR

INDE 1331 (Engineering Analysis and Computation I) at UH

SECOND YEAR

FALL	WINTER	SPRING
ENGL 2323	CHRI 1313	CHRI 1323
MATH 3414	MATH 3314	HIST 2313
PHYS 2413	MATH 3333	MATH 3383
PHYS 2423	PHYS 2433	

SUMMER FOLLOWING SECOND YEAR

INDE 2331 (Engr Anal & Comp II) at UH

The courses shown in parentheses are required only for students seeking a degree from HBU as well as UH.

THIRD YEAR (Chemical Engineering)

At HBU:

FALL	WINTER	SPRING
CHEM 3313	CHEM 3121	CHEM 4262
CHRI 2333	CHEM 3333	HIST 2323
INDC 3301-04	INDC 3301-04	(Math Senior Seminar)
(Chemistry Senior Seminar)		

At UH:

Fall: CHEM 2331

Spring: CHEE 2332, MECE 3400

THIRD YEAR (Civil Engineering)

At HBU:

FALL	WINTER	SPRING
CHRI 2333	INDC 3301-04	INDC 3301-04
HIST 2323	(PHYS 3323)	(*MATH 4333)
PHYS 3313	(Physics Sr Seminar)	(Math Seminar)

At UH:

Fall: ENGI 2334 Spring: CIVE 2331, 2332

THIRD YEAR (Electrical Engineering)

At HBU:

FALL	WINTER	SPRING
CHRI 2333	INDC 3301-04	INDC 3301-04
HIST 2323	(PHYS 3323)	(*MATH 4333)
(PHYS 3313)	(Physics Sr Seminar)	(Math Sr Seminar)

At UH:

Fall: ELEE 2300, ELEE 2100 Spring: ELEE 2336

THIRD YEAR (Industrial Engineering)

At HBU:

FALL	WINTER	SPRING
CHRI 2333	INDC 3301-04	INDC 3301-04
HIST 2323	(PHYS 3323)	(Math Senior Seminar)
PHYS 3313	(Physics Sr Seminar)	(**Gen Educ Elective)

At UH:

Fall: ENGI 2334 Spring: INDE 3330

THIRD YEAR (Mechanical Engineering)

At HBU:

FALL	WINTER	SPRING
CHRI 2333	INDC 3301-04	HIST 2323
(PHYS 3313)	(PHYS 3323)	INDC 3301-04
(Physics Sr Seminar)	(Math Sr Seminar)	

At UH:

Fall: MECE 2334, 2336 Spring: ELEE 2336, MECE 2361

*Satisfies one requirement for the applied math major. This requirement may also be satisfied by taking Math 3363 or INDE 4371 at UH.

**Chosen to satisfy UH degree requirements.

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
Although not required, it is strongly recommended that all students take Human Anatomy and Physiology (BIOL 2404, 2414) before they take the MCAT or DAT.
- 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.

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, 2404, 2414, 2444, 3414, 3253, 3353	24
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, 2301	6
*Electives.....	14
	94

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.

	Sem. Hrs.
English 1313, 1323, 2313, 2323.....	12
Biology 2444, 2434, 3414.....	12
Chemistry 2413, 2414.....	8
Chemistry 3313-3333, 3121, 4262.....	9
Mathematics 1434, 2434, 3314.....	11
Physics 2413, 2423.....	8
History 2313, 2323.....	6
Economics 1301.....	3
Political Science 2313, 2333.....	6
Speech 1313.....	3
Social/Behavioral Science elective.....	3
Cultural/Sociology elective*.....	6
Fine Arts/Humanities elective.....	3
	<u>90</u>

*INDC courses will not satisfy this requirement

It is strongly recommended, but not required, that all students taken Human Anatomy and Physiology (BIOL 2404, 2414) before they take the PCAT.

PRE-PHYSICAL THERAPY PROGRAM

Students who plan to enter the field of physical Therapy are required to take 70 to 90 hours from an accredited University before seeking admission to a specific physical therapy program.

The admission requirements listed below include courses required by most U.T. schools. Since schools vary in entrance requirements, students preparing for physical therapy should confirm the admission requirement of the school to which they plan to make application.

	Sem. Hrs.
English 1313, 1323, 2313.....	9
Chemistry 2413.....	4
Mathematics 1434, 2434, 3314.....	11
Chemistry 2414 plus 3 additional semester hours.....	7
Speech 1313.....	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 Terminology.....	<u>2</u>
	<u>82</u>

Physical Therapy programs are offered at the following schools: Southwest Texas State University, Texas Tech University Health Science Center, University of Texas Health Science Center at Dallas and San Antonio, University of Texas School of Allied Science at Galveston. Texas Women's University offers the M.S. Degree in physical therapy, requiring the baccalaureate degree for admission.

PRE-PHYSICIAN'S ASSISTANT PROGRAM

Students are eligible to enter a Physician Assistant Program at the University of Texas Schools of Allied Health at Dallas and Galveston with a minimum of 60 semester hours. The program at Baylor College of Medicine requires a baccalaureate degree. Since programs vary in entrance requirements, students preparing for becoming a physician assistant should confirm the specific admission requirements of the school they plan to attend. The courses listed below are representative of the preprofessional requirements.

	Sem. Hrs.
Biology 2444 plus 4 hrs.	8
Chemistry 2413 plus 2414	8
English 1313, 1323, 2313	9
Mathematics 1313	3
Biology 2404	4
Speech 1313.	3
History 2313, 2323	6
Political Science 1313, 2313 plus US Texas Gov.	9
Social/Behavioral Science.....	3
Electives	4
	<hr/> 60

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 Registrar's 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.

Freshman	Second Quarter	Third Quarter	Fourth Quarter
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
*Elective (Psych. or Social.).....	<u>3</u>	<u> </u>	<u> </u>
	13	13	13

Sophomore			
English 2323.....	3		
Interdisciplinary Courses 3301, 3302, 3303, 3304, OR 3311, 3312, 3313, 3314...	3		3
Chemistry 2423.....	4		
Christianity 2333.....		3	
Biology 2404, 2414.....		4	4
Biology 2353.....	3		
Biology 3414.....		4	
Human Kinetics 2200.....			2
*Elective.....	<u> </u>	<u> </u>	<u>3</u>
	13	11	12

	Second Quarter	Third Quarter	Fourth Quarter
Junior			
Mathematics 1314.....		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 (upper level).....	3	2	
Chemistry 3443.....			4
*Electives.....		4	
Busa 2310.....			3
	<hr/> 9	<hr/> 10	<hr/> 12

*Three semester hours of electives must be chosen from either Sociology or Psychology.

** Another Math Option: Math 1434, 2434 and 3314; Delete: Math 1314 and Busa 2310

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 Registrar's 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

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
	13	11	13
Sophomore			
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 2200.....	2		
Political Science 2313 or History 2313.....			3
	13	13	13
Junior			
Christianity 2333.....			3
Biology 3414.....	4		
Biology 2404, 2414.....	4	4	
Biology 4364.....		3	
Chemistry 3443.....			4
Chemistry 3313, 3333, 3121.....	3	4	
Science Elective.....			3
Economics 1301 or History 2323.....			3
	11	11	13

Additional Recommended Course:
Chem. 4373 (Biochemistry)

Graduate Degree Programs

MASTER OF ARTS IN PSYCHOLOGY

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. Specific elective 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 5251, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6343, 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

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 82.

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 sound, basic education in business at the graduate level and to develop expertise in one of three major areas. Majors are offered in the fields of Accounting, Finance, and Marketing.

The MBA 2000 is open to college graduates with degrees in any field. Completion of previous courses in business is not required for entry into the program. Academically qualified students from the liberal arts, engineering, the sciences, and other non-business fields who have an interest in and aptitude for business as a profession are encouraged to apply. Graduates of programs in business will also benefit from pursuing the MBA 2000.

Prior to beginning the program, prerequisite requirements in economics, accounting, the behavioral sciences, and quantitative methods must be completed. Appropriate courses are included in many undergraduate programs. Leveling courses are offered to satisfy the need of students whose previous education does not include courses in these areas.

Courses in four categories comprise the MBA 2000 program. Leveling courses, if necessary, serve to fulfill prerequisite requirements. Core courses present a broad, integrated view of the business functions. Elective courses present the opportunity to extend the breadth of the curriculum to certain selected areas. Major courses provide depth of exposure to a specific business area. Majors are chosen for their centrality to the operation of the organization and their attractiveness as entry points for careers in management.

The program of study leading to the MBA consists of nineteen courses involving fifty seven hours of academic work. Students who have met the prerequisite requirements must complete forty two graduate semester hours to satisfy degree requirements. Undergraduate courses may be used to satisfy prerequisite requirements if completed at a regionally accredited post-secondary institution. The College Level Examination Program (CLEP) may be used to satisfy prerequisite requirements. If leveling courses are taken to satisfy prerequisite requirements, the courses must be taken for an alpha grade. These 5000 level courses do not carry graduate credit, but poor performance will negatively affect the student's Quality Point Average (QPA).

Requirements for the Masters of Business Administration 2000 degree are:

1. Satisfaction of prerequisite requirements: 6 semester hours in Accounting, 6 semester hours in Economics, 3 semester hours in the Behavioral Sciences, 6 semester hours in Quantitative Methods. If taken as part of an undergraduate program, a grade point average of 2.5 (4.0 scale) or better must be achieved with no grade lower than C. Courses must have been completed within seven years of starting the MBA 2000. These requirements may also be satisfied by the CLEP or by satisfactorily completing ACCT 5301, ECON 5301, MGMT 5310, MGMT 5302, and MGMT 5304.
2. Completing the Business Core. ACCT 6352, CISM 6260, FINA 6310, MGMT 6310, MGMT 6318, MGMT 6333, and MGMT 6341.
3. Completing the elective requirements. Two courses from MGMT 6343, MGMT 6309, or MGMT 6344.
4. Completing the 12 semester hour requirements for one of the majors (Accounting, Finance, or Marketing).

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, and successfully complete a comprehensive exam.
- 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, 6315, EPSY 6302, 6305, 6301, EDEC 5306, 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": EPSY 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, EPSY 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.

Students who have completed the MLA program at Houston Baptist University, or another accredited university, are eligible to receive a Certificate of Advanced Studies in the Liberal Arts upon completion of an additional 21 semester hours of graduate studies.

THE MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT

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

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

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

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

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

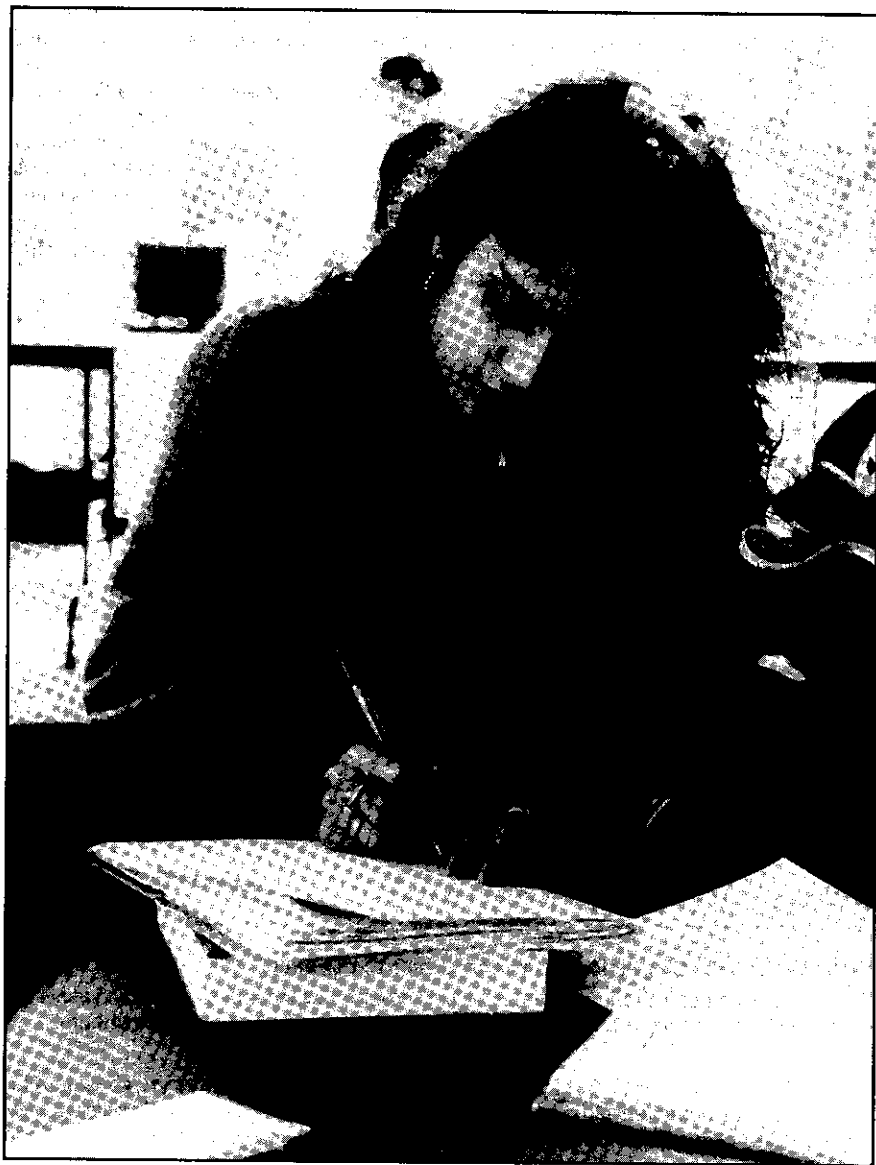
An integrated course in the fine arts, humanities, and social sciences designed to acquaint each student with man's cultural accomplishments and to encourage an appreciation of them.

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

Senior Seminar 4290, 4291, 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

Undergraduate Programs

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.

For all BBA students, the first major in the College of Business and Economics is Business Administration. The BBA student then chooses a second major from the following: Accounting, Computer Information Systems, Economics, Finance, Management, or Marketing.

The BA/BS student has one major within the College of Business and Economics and the second major outside the College. The BA/BS student may choose from two options. In the first option, a student may choose from one of the five Business-Area concentration majors: Business-Accounting; Business-Computer Information Systems; Business-Finance; Business-Management; or Business-Marketing. Each of these business majors requires thirty hours of specified business courses, four hours of senior seminars, and a twelve hour concentration in one of the following areas of business: accounting, computer information systems, finance, management, or marketing. The second option is a BA/BS with a major in Economics.

BACHELOR OF ARTS/BACHELOR OF SCIENCE

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.

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

BUSINESS-AREA CONCENTRATION

The Business major with a twelve hour concentration in a field of business is designed for the student who wishes one major in business and one major in another field that is complementary and of equal emphasis as they relate to career choices. This business major provides a broad awareness of the functions of the field of business and allows additional exploration in one of the business content areas. The major requires thirty-four hours in business plus a twelve hour concentration in Accounting, Computer Information Systems, Finance, Management, or Marketing. Students electing this option must complete Math 1314, Finite Math, and may use ECON 2301 and POLS 2313 to meet the social studies requirement of Smith College. 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.

BUSINESS-ACCOUNTING

The Business-Accounting Major requires the following courses: ACCT 2301, 2303, 3311, 3312, 3313 and three hours selected from 3303, 3304, 3317, 4301, 4302, 4306, or 4366; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301; and MKTG 3301.

BUSINESS-COMPUTER INFORMATION SYSTEMS

The Business-Computer Information Systems Major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; CISM 2311, 2321, 3311, and three semester hours chosen from CISM 2322, 3325, 4330, 4331, 4332; ECON 2301, 2302; FINA 3307; MGMT 3301; and MKTG 3301.

BUSINESS-FINANCE

The Business-Finance Major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; CISM 4330; ECON 2301, 2302; FINA 3305, 3307, 4301, 4307; MGMT 3301; and MKTG 3301.

BUSINESS-MANAGEMENT

The Business-Management Major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301, 3333, 3334, 4312, 4333; and MKTG 3301.

BUSINESS-MARKETING

The Business-Marketing Major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3320, 4294 or 4297, 4299; ECON 2301, 2302; FINA 3307; MGMT 3301; MKTG 3301, 3310, 4350, 4360, and three semester hours selected from MKTG 3320, 4315, 4330, or 4336.

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, 3301, 3303, 3304, 4292, 4293, and twelve hours of upper level ECON courses; ACCT 2301; BUSA 2311, 3320; CISM 4330; and FINA 3307. Students electing this option may use ECON 2301 and POLS 2313 to meet the social studies requirement of Smith College.

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration (BBA) degree is available only to students who choose both majors within the College of Business and Economics.

Every undergraduate seeking the BBA degree must complete a major in business administration and a second major in one of six academic areas. The second major is chosen from accounting, computer information systems, 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.

Before enrolling for upper level business courses, each student must satisfactorily complete the following:

1. All 2000 level business administration major courses including ACCT 2301, 2302, ECON 2301, 2302, and BUSA 2311, 2320.
2. The Mathematics Proficiency Examination.
3. The English Proficiency Examination.

BUSINESS ADMINISTRATION--B.B.A.

This first major in business consists of courses describing that body of knowledge necessary to the practice of all business majors.

The Business Administration Major requires the following courses: ACCT 2301, 2303; BUSA 2311, 2320, 3311, 3320, and 3340; CISM 3330; ECON 2301, 2302; FINA 3307; MATH 1314 or 2434; MGMT 3301, 4311; and MKTG 3301.

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 financial data and its implication for effective managerial and investment planning and decision making.

In addition to the Business Administration major, the accounting major requires:

ACCT 3303, 3304, 3311, 3312, 3313, 4302; six hours selected from the following (either ACCT 3317 or CISM 4330; ACCT 4301, 4304, 4306, 4340; either FINA 3305 or 4307; MGMT 3320; either MKTG 3310 or 3320); and either ACCT 4295 or 4297; and BUSA 4299.

COMPUTER INFORMATION SYSTEMS--B.B.A.

The undergraduate major in computer information systems is designed to acquaint students with current concepts and processes in business information systems technology. Emphasis is placed on system analysis and design of business applications, programming skills in at least one high level programming language, and proficiency in various microcomputer application software packages.

In addition to the Business Administration major, the computer information systems major requires: CISM 2311, 2321, 2322, 3311, 3325; six semester hours chosen from CISM 4330, 4331, 4332, 4340; CISM 4292 or 4293; and BUSA 4299.

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.

In addition to the Business Administration major, the economics major requires:

ECON 3301, 3303, 3304, 3305, 4305; six semester hours of upper level electives in Economics; ECON 4292; and BUSA 4299.

FINANCE--B.B.A.

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

In addition to the Business Administration Major, the finance major requires: CISM 4330; FINA 3305, 3330, 4301, 4307; three semester hours upper level elective in finance; three semester hours upper level business elective; two semester hours from FINA 4295, 4297, or 4298; and BUSA 4299.

MANAGEMENT--B.B.A.

The undergraduate 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 Administration Major, the management major requires: ACCT 3303; MGMT 3333, 3334, 4312, 4333, 4335; three semester hours of upper level business electives; BUSA 4294 or MGMT 4297; and BUSA 4299.

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 Administration Major, the marketing major requires: ACCT 3303; MKTG 3310, either 3360 or 4336, 4350, 4360; three semester hours from (MKTG 3320, 3370, 4315, 4330, 4340, or MASM 3326); any three semester hours of upper level business electives; BUSA 4294 or MKTG 4297; and BUSA 4299.

Graduate Programs

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, 6121, 6122, 6208, 6213, 6215, and 6216.

MASTER OF BUSINESS ADMINISTRATION: MBA 2000

Prerequisites

Prerequisite requirements must be completed prior to taking any of the courses in the program. A student's final prerequisite may be taken simultaneously with the first course in the program, however. Undergraduate prerequisites are the following: Principles of Accounting (six semester hours); Principles of Economics (six semester hours); Behavioral Sciences (three semester hours); Quantitative Methods (three semester hours of Statistics and three semester hours of Management Science).

Additional prerequisites for some majors may be required. To satisfy program prerequisites, a grade point average of 2.5 or better (with no grade below C) must have been earned and the courses must have been completed within seven years of starting the MBA 2000.

Leveling Courses

The student with deficiencies in prerequisite work may satisfy the requirements with the following courses: ACCT 5301; ECON 5301; MGMT 5302, 5304, and 5310.

MBA 2000 Core Courses

The following courses must be completed by all students in the MBA 2000 program: ACCT 6352; CISM 6360; FINA 6330; MGMT 6310, 6318, 6333, 6341; MKTG 6310 and six semester hours of electives selected from: MGMT 6309, 6343, or 6344.

Majors

Each student selects a major area for the degree program. Majors consist of four courses (twelve semester hours) which convey competence in the field of study. Twelve hours of core

course work including the core course in the major area must precede the first major course taken by the student.

The Accounting Major

The MBA 2000 degree with a major in accounting is designed for both the accounting and non-accounting undergraduate majors. The major including prerequisites and core offers the MBA graduate twenty-seven hours of accounting beyond principles. The major is intended to prepare individuals through specific accounting expertise for professional accounting careers (whether in public accounting, industry, or government) or for other management-related careers where accounting is an important factor. Students wishing to major in Accounting in the MBA 2000 program must complete prerequisite courses in intermediate accounting and individual taxation (nine to twelve hours) in addition to the stated prerequisites for the program.

For the individual who needs additional hours/knowledge for CPA examination purposes, three additional graduate accounting courses are available: Auditing, Advanced Accounting, and Government and Nonprofit Accounting.

In addition to the MBA 2000 core courses, the accounting major requires the following courses: ACCT 6320, 6339, 6340, and 6341.

The Finance Major

The MBA 2000 degree with a major in finance is designed for individuals with finance and non-finance undergraduate majors. The major offers fifteen hours of concentrated coursework in finance. The major in finance is intended to equip the student to function effectively as a senior financial executive and to provide preparation for broad responsibility at the corporate policy making level.

In addition to the MBA 2000 core courses, the finance major requires the following courses: FINA 6331, 6332, 6333, and 6334.

The Marketing Major

The marketing major in the MBA 2000 is designed to enhance the student's knowledge in this dynamic functional area. The major offers the MBA graduate fifteen hours of concentrated marketing course work. The major is intended to prepare individuals for careers in marketing or consumer research firms, consumer products firms, the service industry, or for other management-related careers where the marketing function is an important factor. Special attention is given to advanced thought and theory, case analysis, international issues, and contemporary application of the marketing function.

In addition to the MBA 2000 core courses, the marketing major requires the following courses: MKTG 6331, 6332, 6333, and 6334.

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, 6358.
2. Seven courses selected from the major courses: MGMT 6361, 6362, 6363, 6364, 6365, 6366, 6367, 6368, 6369, 6370, 6371, 6372, or 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, 6326, 6327; FINA 6320; MGMT 6320, 6321, 6322, and 6323.

COLLEGE OF BUSINESS AND ECONOMICS

Course Descriptions

ACCOUNTING

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 2311, 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 2311, 2320.

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

An intensive study of financial accounting theory and generally accepted accounting principles related to income determination, the financial position, and cash flows of profit-oriented business enterprises. The courses must be taken in sequence. Prerequisites: ACCT 2301, 2303; ECON 2301, 2302; BUSA 2311, 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 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, BUSA3340.

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

Application of financial accounting principles to specialized problems in mergers and acquisitions; consolidated financial reporting; partnership accounting; foreign currency transactions; foreign currency translation and remeasurement for reporting purposes. Prerequisite: ACCT 3313.

ACCT 4302 Auditing

Standards and procedures in making audits and examinations of the accounting records of business enterprises; preparation of work papers; 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 4306 Government and Nonprofit Accounting

Application of financial accounting principles to governmental entities and nonprofit organizations; entails a detailed study of fund accounting and reporting practices. 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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of an instructor in the major; and eighteen 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. Satisfies the six semester hour prerequisite requirement in accounting. 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. Graduate Accounting only. Prerequisite: Approval of the Dean of the College of Business and Economics.

ACCT 6201 Financial Accounting

Introduces the student to generally accepted accounting principles of external financial reporting by corporations and other business forms; includes a study of the income statement, balance sheet, and cash flow statement. 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 and alternative financial theories of measurement, valuation, and reporting including relevant historical development. This readings course introduces the student to the body of literature that influenced the development and evolution of generally accepted accounting principles. Prerequisite: ACCT 6352. MBA 2000 only.

ACCT 6339 Federal Income Tax

Course includes a study of taxation of the various forms of business organizations (corporations, partnerships; Subchapter S corporations) and estates and gifts. A portion of the course introduces the topic and methodology of tax research and requires several tax research projects. Prerequisite: ACCT 6352. MBA 2000 only.

ACCT 6340 Seminar in Selected Accounting Topics

A readings and case course that focuses on accounting topics and issues not addressed in traditional accounting courses. Topics may change from time to time, but will include such areas of study as international accounting issues and business ethics as it relates to the accountant. Prerequisite: ACCT 6352. MBA 2000 only.

ACCT 6341 Accounting Information Systems

An analysis of the planning and development of accounting information systems. Emphasis is placed on accounting controls and security measures. Practical applications of the accounting cycle are performed in a computerized environment using a PC. Prerequisite: ACCT 6352. MBA 2000 only.

ACCT 6351 Management Analysis

Application of current account and financial procedures within the firm. Topics include cost-volume-product analysis, variance analysis, cost allocation, and master budgets. HRM and MBA 2000 program.

ACCT 6352 Accounting for Managers

Application of current accounting procedures within the firm. Topics include cost-volume-profit analysis, variance analysis, cost allocation, and master budgets. MBA 2000 only.

BUSINESS ADMINISTRATION

BUSA 2311 Quantitative Methods I

Computation of statistical measures and applications to business including averages, dispersion, statistical inference, linear regression and correlation, and time series. Prerequisite: MATH 1314 or 2434.

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 3311 Quantitative Methods II

An introduction to the formulation and analysis of managerial decision problems in terms of mathematical models. Models involving both risk and certainty are discussed. Prerequisite: BUSA 2311.

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: sixty-five semester hours.

BUSA 3340 Business Communications

This course is designed especially for business majors. It teaches the principles of effective and correct communication in a business environment. Students will apply creative, logical, and critical processes to various types of business communication by designing and writing a variety of documents, including memoranda, letters, proposals, progress reports, resumes, and formal reports. The course also includes an oral presentation based on the formal report required of each student. Prerequisites: ENGL 1313, 1323, 2313, 2323; ACCT 2301 and 2303; ECON 2301 and 2302; BUSA 2311 and 2320. (Offered also as ENGL 3340) NOTE: Business majors interested in obtaining the Writing Specialization Certificate may substitute BUSA 3340 for ENGL 3345.

BUSA 4294 Senior Seminar: Current Issues in Business

In depth study of internal and external organizational issues and their relationship to the production of goods and/or services in the public and private sectors. Class discussions and research will cover the management issues as described in current literature. Prerequisites: See Note 7 under Undergraduate Degree Requirements.

BUSA 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, and BUSA 3340.

BUSA 4299 Senior Seminar: 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: See Note 7 under Undergraduate Degree Requirements, and fifteen semester hours in the major.

COMPUTER INFORMATION SYSTEMS

CISM 1321 Introduction to Computer Applications

This course emphasizes current concepts and techniques for utilizing the microcomputer as an information processor. A practical laboratory component affords hands-on experience with word processing, data base management, and spreadsheet programs.

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 high 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. Program design and coding techniques. COBOL language. Prerequisite: CISM 2311 or equivalent.

CISM 2322 Application Programming II

Control-break report, data validation, sorting, and table handling. Use of advanced features of 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 2311, 2320.

CISM 3330 MANAGEMENT INFORMATION SYSTEMS

Concepts and application of developing information systems and managing information resources of an organization. Systems concepts, systems development life cycle, analysis and design methodologies, prototyping, decision support systems and distributed data processing systems. Prerequisite: CISM 1321.

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

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

Presentation of database models, logical and physical data structures, normalization and design processes. The overview of database concepts will be reinforced through an application project using one of the major software packages. Prerequisite: CISM 3311.

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 2311, 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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of an instructor in the major; and fifteen hours in major.

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, and data ownership policies. 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. MBA 2000 only.

ECONOMICS

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.

ECON3301 American Economic History

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

ECON3303 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; ECON 2301, 2302; BUSA 2311.

ECON3304 Microeconomic Theory-Intermediate

An intensive examination of the assumptions and forces which underlie the price system. Prerequisites: ACCT 2301; ECON 2301, 2302; BUSA 2311.

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 2311. (Also offered as FINA 3305).

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 3330 International 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; BUSA 2311; ECON 2301, 2302. (Also offered as FINA 3330)

ECON4181, 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.

ECON4292, 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; ECON 2301, 2302; BUSA 2311, 2320.

ECON4303 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; ECON 2301, 2302; BUSA 2311, 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; ECON 2301, 2302; BUSA 2311. (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; ECON 2301, 2303; BUSA 2311. (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: BUSA 3311.

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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of instructor in the major; and twelve 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. Satisfies the six semester hour prerequisite requirement 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 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 only.

FINANCE

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 2311. (Also offered as ECON 3305).

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 2311, 2320.

FINA 3330 INTERNATIONAL 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; BUSA 2311; ECON 2301, 2302. (Also offered as ECON 3330)

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 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 3311 and 3340.

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 2311. (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: BUSA 3311 and FINA 3307. (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 Administration major. (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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of instructor in the major; and twelve hours in major.

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 6330 Financial Management

Application of current financial analysis techniques within the firm. Topics covered will include capital budgeting techniques, investment analysis, lease versus buy decision making, managing the firm's assets, and working capital management. MBA 2000 only.

FINA 6331 Money, Banking, and Financial Institutions

A study of the role of money and financial institutions in the economic system. This includes theories of money and the nature and function of institutions providing financial services. Prerequisite: FINA 6330. MBA 2000 only.

FINA 6332 Investments

A detailed analysis of the types of investment media integrated with the basic concepts of portfolio selection, diversification, and risk management. Sophisticated investment techniques and strategy will be utilized. Prerequisite: FINA 6330. MBA 2000 only.

FINA 6333 International Finance

A study of the factors that impact international financial decision making and the institutions and instruments which facilitate international trade and investment. This includes the international payments system, foreign exchange rates, and international capital movements. Prerequisite: FINA 6330. MBA 2000 only.

FINA 6334 Financial Policy

The integration and application of the various financial disciplines as they relate to financial policy and practice. Case methodology will be utilized extensively. Prerequisites: FINA 6330, 6331, 6332, 6333. MBA 2000 only.

MANAGEMENT

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 3301 Management Concepts

Overview of the managerial process. Synthesizes various approaches to management and organizational development. Concentrates on philosophy of management, planning, organizing, leading, controlling, managerial ethics and corporate responsibility. Focuses on improving organizational effectiveness. Prerequisites: ACCT 2301, 2303; BUSA 2311, 2320; ECON 2301, 2302.

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 3301.

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 3333 Leadership Development

Provides insight into a student's leadership strengths and developmental needs within the context of organizational behavior. Preparation for taking responsible leadership positions, focusing on such topics as a philosophy of leadership; the role, power, and authority in leadership; and goal setting for leadership development. Prerequisites: sixty semester hours completed or permission of instructor.

MGMT 3334 Issues in Environmental Management

Overview of what all managers must know about the impact of environmental issues on decision making. Analyzes major environmental problems, environmental law and the courts, enforcement and liability, major federal environmental legislation, cost and effectiveness of solutions. Environmental liability for managers at all levels is a new and rapidly escalating problem. Prerequisite: MGMT 3301 or permission of instructor.

MGMT 3335 Managing the Global Enterprise

Focuses on general management and integration of functional area skills needed to compete in a complex international business environment. Case material addresses strategic issues, operational practices, and governmental relations of multinational companies. Key topics include identifying, developing, and defending an international competitive advantage; evaluating the international environment; and organizing to become a successful global competitor. Prerequisite: MGMT 3301 or permission of instructor.

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 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 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; ECON 2301, 2302; BUSA 2311. (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: BUSA 3311 and FINA 3307. (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 Administration major. (Also offered as FINA 4309).

MGMT 4311 Production and Operations Management

Study of operational function of the creation of goods and services to include design, organization and operation of production/operations management system and integration with other systems in the organization. Prerequisites: ACCT 2301, 2303; BUSA 2311, 2320, 3311; ECON 2301, 2302; or permission of instructor.

MGMT 4312 Human Resource Management

Study of all phases of the human resource management (HRM) function from recruitment to retirement of the employee. Included are employment strategic planning, recruitment, selection, training and development, compensation, discipline, and the various laws under which employers must operate. Emphasis is on improving organizational effectiveness through the HRM function. Prerequisite: MGMT 3301 or permission of instructor.

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: BUSA 3311.

MGMT 4333 Management of Technology

Management of Technology reviews the activities and decisions related to the generation, information, planning, training, organization, adaptation, commercialization, and innovation of technology. The course takes the approach that the process for managing technology in organizations should be a collective activity involving the various units of the firm. Specifically, this course deals with the nature of technology management, technology trends, the application and implementation of new technology in the organization, and preparing the organization for advances in technology and the opportunities they present. Prerequisite: MGMT 3301 or permission of the instructor.

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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of an instructor in the major; and twelve 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 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. Satisfies half the six semester hour prerequisite in quantitative methods. May not be used for graduate degree credit.

MGMT 5304 Management Science

Analytic models for management decision-making are developed. Topics include linear optimization, decision models, and subjects in stochastic and non-linear decision environments. Satisfies half the six semester hour prerequisite in quantitative methods. May not be used to meet graduate degree requirements.

MGMT 5310 Behavior in Organizations

Basic concepts of the behavior of individuals and groups in an organizational setting. Consideration of the dynamics of the organization as the aggregate of individual behaviors. Satisfies the three semester hour prerequisite requirement in behavioral science. May not be used to meet graduate degree requirements.

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 6121 International Management Studies

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

MGMT 6122 International Travel for Management

Group travel arranged for participants in the EMBA program designed to provide experience with other commercial cultures by providing exposure to foreign managers, companies, and markets. 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 micromanagement 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 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.

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 Capitol 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. MBA 2000 only.

MGMT 6310 Legal and Ethical Environment of Business

Examines the interrelationship between business, law, and society. Studies the meanings and origins of the relationship between ethics and the law as applied to the enterprise. Instructs in modes of legal and ethical thought useful in business. MBA 2000 only.

MGMT 6317 Special Topics

Directed study of a minimum of thirty 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 skill, both oral and written, within an organization. Such topics as information dissemination, image building, and media relations are considered. MBA 2000 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 6323 Marketing Management/Systems

The fundamental marketing concepts are analyzed within the framework of information systems as it relates to the competitive, legal, economic, and social environments. MCS only.

MGMT 6333 Human Resource Management

A study of the human resource in the industrial setting. Organizations and their characteristics are studied in relation to their basic HRM functions (i.e. job evaluation, wage administration, testing of employees, training programs). MBA 2000 only.

MGMT 6341 Operations Management

The structure and management of processes for creating and delivering goods and services to satisfy customer needs is described. Attention is given to Total Quality Management, Productivity, Time Based Competition, and integrated production technologies. 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. MBA 2000 only.

MGMT 6344 Current Issues in Business

An in-depth discussion of current issues facing business managers. Special attention is given to the environment, legal issues, use of modern technology, and international competition. 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. HRM 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 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 only.

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 only.

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 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 follow up; 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 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 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 only.

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 only.

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 only.

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. Prerequisite: The Core Curriculum. HRM 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 only.

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 only.

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 only.

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 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 only.

MARKETING

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 2311, 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 thirty 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 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 4336 Principles of Advertising

A study of the advertising component of the firm. Emphasizes the interactive coordination and strategy of this promotional tool. Applications necessary for developing target markets, utilization of the mass media, advertising research, and analysis of the complete campaign are stressed. Prerequisites: Junior or Senior standing.

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 students will have the opportunity to develop interpersonal skills while acquiring practical knowledge in their discipline. The students will be exposed to various work roles and career choices. Prerequisites: eighty hours; consent of instructor in the major; and fifteen 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 six 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 decisions. The course integrates all areas of marketing management and relates marketing activities to the other functional areas of the firm. MBA 2000 only.

MKTG 6331 Consumer Behavior Seminar

An in depth study of contemporary literature, models, theory, analysis techniques, cases, and forces that concern and affect consumer behavior. Prerequisite: MKTG 6310. MBA 2000 only.

MKTG 6332 Marketing Research Seminar

The managerial use of marketing research tools in product development, market analysis, sales planning, and strategy formulation is emphasized. Application to consumer and industrial markets is revealed in case analysis. Prerequisite: MKTG 6310. MBA 2000 only.

MKTG 6333 International Marketing Seminar

The study of marketing structures, organization, policies, and procedures as applied to the international environment. This course examines competition, strategies, and technology in the global marketplace. Prerequisite: MKTG 6310. MBA 2000 only.

MKTG 6334 Marketing Strategy Seminar

A comprehensive course that studies strategy formulation, planning procedures and challenges present in today's marketplace. This is a capstone course in the Marketing Major that uses case analysis to illustrate contemporary issues and decision making. Prerequisites: MKTG 6310, 6331, 6332, and 6333. MBA 2000 only.

COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

Undergraduate Programs

EDUCATION

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, 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.

Approved Undergraduate Programs

1. Early Childhood and elementary school (pre-kindergarten through grade 6). The student who wishes to be certified to teach in pre-school, kindergarten, and grades 1-6 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	History
Bilingual Education	Mathematics
Biology	Spanish
English	

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	Human Kinetics
Biology	Mathematics
Chemistry	Psychology
English	Sociology
French	Spanish
Government (Political Science)	Speech (Communications)
History	

4. All-Level (Grades K-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 kindergarten-12.
5. Generic Special Education and Elementary School (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. This will permit the student to teach grades 1-6 in elementary school and pre-school-12 in special education classrooms.
6. Bilingual Education (Grades 1-8). The student who wishes to be certified to teach bilingual education must complete the Interdisciplinary Studies major and the Bilingual Education major. Requirements for the Bilingual Education major are included under the College of Humanities program offerings.
7. In addition to the certification programs listed above, the College of Education and Behavioral Sciences offers the opportunity to earn endorsements which may be added to existing certifications. These include Bilingual Education, English as a Second Language, and Early Childhood Education.

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, by the end of the sophomore year, present evidence of the following qualities and qualifications:

1. A degree plan on file in the Records Office and the College of Education Office (or a deficiency plan on file in the Education Office if the applicant is a post-baccalaureate student).
2. A satisfactory level of performance (passing on all portions) on 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 courses with the rubrics EDBI, EDEC, EDRE, EDSP or EDUC or INDC courses which must be taken simultaneously with EDUC courses or be allowed to student teach until they have passed all three sections of the TASP exam.
3. An application for admission to the Teacher Education program on file in the College of Education office.
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. Students may not take courses with the rubrics EDBI, EDEC, EDRE, EDSP or EDUC or INDC courses which must be taken simultaneously with EDUC courses unless they have completed a minimum of 64 hours.
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:

1. Satisfaction of all requirements for admission to and retention in the Teacher Education Program.
2. Completion of at least 96 semester hours from an official degree plan, which must include EDUC 4301 or 4311, 4312, 4345 and EDRE 4250. Students who already hold a Bachelor's degree must have an official deficiency plan on file in the education office.
3. Completion of at least 21 semester hours in each teaching field.
4. A Quality Point Average of 2.5 or higher in all courses. Deficiency plan students must have at least a 2.5 on HBU coursework and on their other undergraduate coursework.
5. An approved degree plan on file with the University Records Office and a copy in the College of Education office.
6. A grade of "C" or better on all professional education courses. Algebra, biology, and chemistry are not considered professional education courses for purposes of this requirement.
7. An "Application for Student Teaching" form on file in the College of Education office two quarters prior to the quarter of student teaching.
8. Fitness for teaching as judged by performance in the classroom and in course-related field experience.
9. If Bilingual Education, a passing score on the Spanish Proficiency Examination.
10. If Early Childhood certification, completion of all of the EDEC courses listed on the degree plan as well as reading, language arts, and math courses in the Interdisciplinary Studies and EDUC sequences.
11. If Elementary certification, completion of the reading, language arts, and math courses in the Interdisciplinary and EDUC sequences.
12. If Generic Special Education certification, completion of the reading, language arts, and math courses in the Interdisciplinary and EDUC sequences and completion of all EDSP courses listed on the degree plan.
13. If Secondary certification, completion of EDUC 4354.
14. A passing score on the English Proficiency Examination.
15. 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:

1. Successfully complete all program requirements.
2. Successfully complete appropriate Examination(s) for the Certification of Educators in Texas (ExCET) in both professional development and in content areas.
3. Submit a completed application for certification to the education office.

Undergraduate Program Requirements for 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 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 lab Science (BIOL 1404 or CHEM 1404, if elementary), and SPCH 1313.

Students seeking elementary certification must also complete EDUC 4130, 4140, 4150, 4301, 4312, 4345, 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 Early Childhood 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 4250, EDUC 4311, 4312, 4345, 4354, and 4691.

The all-level certification programs require that students also earn credits in PSYC 3313, EDUC 4301, 4312, 4345, 4354. Music students complete EDUC 4394, and 4397 or 4398. Art students complete EDUC 4393 and 4396.

CHILD DEVELOPMENT

Child Development may be selected as a second major if the first major is psychology, Christianity, or social work. Required Child Development courses include CDEV 2373, 2383, 4110, 4111, 4292, 4293, 4302, 4304, 4306, and 4313. The Child Development specialization does not certify one to teach in a public school.

EARLY CHILDHOOD

A student may elect to major in Early Childhood. This major, must be completed with an Interdisciplinary major (the elementary school teaching field component). It 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 should complete majors in Early Childhood and Interdisciplinary Studies (the elementary education program component).

Requirements for Early Childhood are EDEC 2373, 2383, 4110, 4111, 4292, 4293, 4302, 4304, 4306, and 4313. Instead of the usual student teaching requirement for elementary certification, EDUC 4389 and 4390 must be completed.

Early Childhood Endorsement

A student has the opportunity to add an Early Childhood endorsement to the Elementary or All-Level certificate either by completing all requirements simultaneously upon graduation or by adding the required Early Childhood courses after graduation and initial certification. Requirements for the endorsement include EDUC 4304 or 5304, 4306 or 5306, 4313 or 5313, and student teaching or its equivalent.

Any student who desires to secure elementary certification and an Early Childhood endorsement simultaneously upon graduation may do so by satisfactorily completing required courses. Instead of the usual requirement in elementary school student teaching the student completes EDUC 4390 and 4391. If a person completes 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.

GENERIC SPECIAL EDUCATION

A student wishing to teach in Generic Special Education must complete both the Interdisciplinary Studies and Generic Special Education majors. This qualifies the individual to teach any elementary school grade 1-6 or generic special education in pre-school through grade 12.

Undergraduate Program Requirements in Generic Special Education

Requirements for Generic Special Education as an academic specialization are: EDSP 3304, 4203, 4294, 4295, 4302, 4306, 4311, 4319, 4335, and EDUC 4692.

BEHAVIORAL SCIENCES: PSYCHOLOGY-SOCIOLOGY-SOCIAL WORK

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

PSYCHOLOGY

The curriculum is designed to introduce the student to basic understandings in the scientific, systematic study of behavior and mental processes of organisms, including humans. 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. Only one specialization in psychology may be counted toward graduation requirements.

Undergraduate Program Requirements

The student who chooses psychology as a liberal art major and/or plans to enter graduate school to continue education in the field of psychology must earn credits in PSYC 1313, 2301, 2333, 2364, 3303, 3343, 4292, 4295, and two 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, 2364, 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 for 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

Degree Requirements

Every student who receives a baccalaureate degree from Houston Baptist University is required to have successfully completed KINE 2200, Concepts in Human Wellness. KINE provides information about physical fitness, nutrition, disease control, managing stress, and proper diets. Activity classes, listed as KINE are provided for the student who is interested in such activities as aerobics, tennis, golf, and weight training. Students may take as many hours of KINE 2111 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 and liberal arts human kinetics. Each major is a concentration within the Department of Human Kinetics 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.

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."

Plan I: Secondary School Human Kinetics

KINE 2333, 2364, 3303, 3363, 3393, 3395, 4323, 4332, 4297, and 4298. For majors selecting the Bachelor of Science degree option, BIOL 2404 "Human Anatomy and Physiology I" and BIOL 2414 "Human Anatomy and Physiology II" are required to meet the Smith College science requirement.

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 2213, 2333, 2364, 3393, 3395, 4323, 4297, 4298, and nine hours of electives from the selection below, of which three hours must have a KINE rubric in order to complete a minimum of 24 semester hours in the major:

KINE 3303, 3363, 3396; MASM 2303, 2323; ENGL 3344; SPCH 1323, 3313, or other electives as approved by the Dean of the College of Education and Behavioral Sciences

1. For students who do not plan to teach in Texas public schools.
2. A second major outside the Department of Human Kinetics is required.
3. For majors selecting the Bachelor of Science degree option, BIOL 2404 "Human Anatomy and Physiology I" and BIOL 2414 "Human Anatomy and Physiology II" are required to meet the Smith College science requirement.

Graduate Program

MASTER OF EDUCATION DEGREE

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 have an official degree plan on file in the Registrar's Office.
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 and wish to acquire initial certification, or who are already certified to teach but 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 certification or 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 6310, 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 6370 (for secondary certificate holders only); EDUC 6371 (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 6310, 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 163-167, College of Humanities

Counselor Education

A. To earn the M.Ed. degree in counselor education, a student must complete the following 36 semester hours with no grade less than "C": EDUC 6310, 6320; EPSY 5363, 6303, 6304, 6390; PSYC 5323, 5330, 6302, 6305, and six (6) semester hours of approved graduate electives. The student is required to show satisfactory performance on an oral comprehensive examination. A 350 clock hour practicum in a public school must be satisfactorily completed.

Persons who do not have an undergraduate degree in psychology must take leveling courses in psychology to be considered for admission. A minimum of four specified courses is required: General Psychology; Abnormal Psychology; Research Methods; and Experimental Psychology. At H.B.U. these courses are designated as PSYC 1313, 2364, 3303, and 3343. Students must earn grades at the "B" level or higher in these background courses to be considered for admission. A course in statistics is strongly recommended to aid the student in achieving success in this program.

B. For a person to be certified as a school counselor, the Texas Education Agency requires that the student have a valid teacher's certificate, have three years of successful teaching in addition to the M.Ed. degree described above, and meet all appropriate T.E.A. requirements.

C. Students who wish to become certified as a Psychological Associate (P.A.) in addition to or instead of becoming certified as a School Counselor must do the following:

1. Complete successfully all requirements for the M.Ed. degree in counselor education;
2. Earn six (6) additional hours in graduate psychology or educational psychology.
3. Complete successfully 100 additional clock hours of experience in practicum supervised by a licensed psychologist for a total of 450 hours in practicum. While in an off-campus practicum setting, the student must be enrolled in an on-campus practicum course;
4. Earn a satisfactory score on the state certification examination given by the Texas State Board of Examiners of Psychologists (TBSEP). The TBSEP has an internship requirement after the satisfactory completion of academic work. The student should note that the TBSEP may change its requirements as it deems necessary, and thus the student should remain informed about TBSEP requirements for certification.

D. Students who wish to become licensed as a Professional Counselor (L.P.C.) in addition to or instead of becoming certified as a School Counselor must do the following:

1. Complete successfully all requirements for the M.Ed. degree in counselor education;
2. Complete successfully these additional courses: PSYC 5251 (Ethical Issues in Professional Psychology); PSYC 6301 (Principles of Human Development); PSYC 6310 (Clinical Psychopathology); PSYC 6308 (Methods of Group Process); and PSYC 6391 (Advanced Practicum in Counseling);
3. Be able to verify that at least 100 clock hours of practicum experience (of the 300 required for L.P.C.) were in direct counseling contact. Note that the 350 clock hours of practicum required for the M.Ed. Counselor Education program exceeds this requirement of 300 hours; and
4. Earn a satisfactory score on the examination given by the Texas State Board of Examiners of Professional Counselors (TSBEP). The TSBEP has an internship requirement after the satisfactory completion of academic work. The student should note that the TSBEP may change its requirements as it deems necessary, and thus the student should remain informed about the TSBEP requirements for licensing.

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, 6315, 6344, EPSY 5330, 6301, 6302, 6305, EDEC 5306, 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 6310, 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 6310, 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)

Bilingual Education (EDBI)

English As A Second or

Other Language (ESOL)

Early Childhood Education (EDEC)

Reading Education (EDRE)

Generic Special Education (EDSP)

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 6310, 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 6310, 6320, EPSY 5330, EDRE 6301, 6302, 6304, 6305, 6306, and EDUC 5313, EDUC 6370 (for secondary certificate holders) or EDUC 5314, 6371, (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

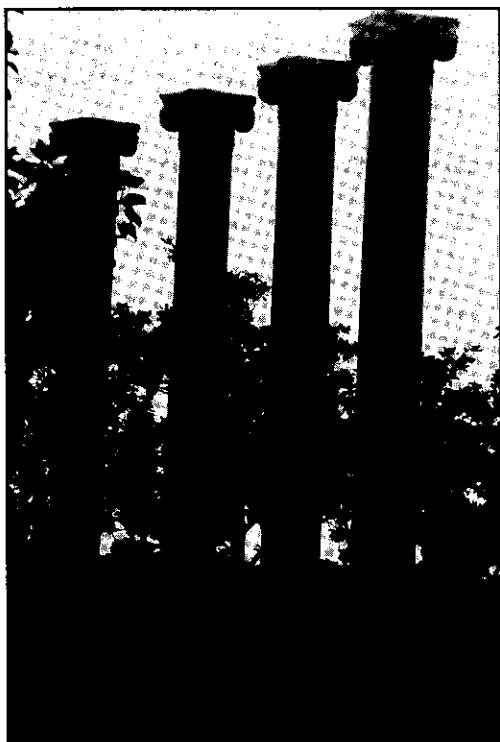
To earn a Master of Arts degree in psychology, a student must complete the following forty-five (45) semester hours with no grade less than "C": PSYC 5251, 5292, 5295, 5323, 5330, 6301, 6302, 6305, 6308, 6310, 6320, 6343, 6390, 6391 and six semester hours of graduate electives, three of which must be 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 2364, PSYC 3303, and PSYC 3343.

1. The student must be admitted to candidacy for the degree.
2. The student must complete 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 receive 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 supervisors.

Current 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 elective courses.



COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

COURSE DESCRIPTIONS

CHILD DEVELOPMENT

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 and KINE 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 psycho-sexual-personality, normative-motivational, behavioral-environmental, cognitive-transactional and humanistic concepts are studied. (Offered also as EDEC 4304/5304).

CDEV 4110 Instructional Programming in Early Childhood

A study of problems in the development of effective programming. Prerequisites: CDEV 4304, 4306, and 4313. (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, 4306, 4313, and 4292. (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, 4306, 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, 4306, 4313, 4292, and 4110.

CDEV 4302 Survey of Exceptional Children
(Offered also as EDEC 4302/5302, EDSP 4302/5302).

CDEV 4306 Language and Concept Development in Young Children
Prerequisites: CDEV 4304. (Offered also as EDEC 4306/5306, EDSP 5306).

CDEV 4313 Curriculum and Instruction in Early Childhood Education
Prerequisites: CDEV 4304 and 4306. (Offered also as EDEC 4313/5313).

EDUCATIONAL ADMINISTRATION

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 and KINE 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 4306, 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 4110, 4304, 4306, 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 4306 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 4306, EDEC 5306). Prerequisites: EDEC 4304.

EDEC 4110 Instructional Programming in Early Childhood

A study of problems in the development of effective programming. Prerequisites: EDEC 4304, 4306, 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, 4306, 4313, and 4292. (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 5306 Language and Concept Development in Young Children

(Offered also as CDEV 4306, EDEC 4306, EDSP 5306). Prerequisites: EDEC 5304.

EDEC 5313 Curriculum and Instruction in Early Childhood

(Offered also as CDEV 4313). Prerequisites: EDEC 5304 and 5306.

READING

EDRE 1333 Reading for Effective Learning

This course is designed to provide instruction in college-level reading and study skills. Special emphasis is placed on vocabulary, literal and inferential comprehension, metacognitive strategies, speed, skimming and scanning techniques, writing skills, and organizational patterns of textbooks. The individual nature of the course makes it appropriate for students wishing to gain college-level reading skills as well as students wishing to strengthen their college-level reading skills.

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 EDRE 4310).

EDRE 5320 Teaching Reading Through Children's Literature

(Also offered as EDRE 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

An examination of reading within the framework of literacy development. Psycholinguistic and linguistic perspectives toward reading as well as their relationship to the comprehensive process are emphasized.

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. Experiences with elementary secondary level reading materials are included.

GENERIC SPECIAL EDUCATION

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. 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. 15 Laboratory hours.

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 4306 Language and Concept Development in Young Children

(Offered also as CDEV 4306, EDEC 4306/5306, and EDSP 5306).

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 breakdown 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 5181, 5281, 5381, 6181, 6281, 6381 Special Topics.

A study of topics of current interest. 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 and must be approved by the instructor.

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 5306 Language and Concept Development in Young Children

(Offered also as CDEV 4306, EDEC 4306/5306, and EDSP 4306).

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 6315 Practicum in Diagnosis

Each student will work under the supervision of a certified Educational Diagnostician five days a week during regular school hours for the length of the term that the course is offered at H.B.U. Prerequisites: EDSP 5302, 5311, 5335, 6314, 6344; EPSY 6302, 6305; and EDEC 5306 or permission of the instructor.

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

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

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 20 hours of field experiences are required.

EDUC 4330 Psychology of Learning

A course stressing the major contributions of major learning theories to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process as well as to goal attainment. (Offered also as PSYC 4330, EPSY 5330, PSYC 5330).

EDUC 4345 Evaluation and Accountability

Completion of this course will enable a prospective teacher to design and construct teacher-made tests, construct and use alternate assessment techniques, and select, administer, and interpret standardized tests for students across the spectrum of schooling levels. Also included are organization and management of schools, and legal and ethical aspects of teaching. Prerequisite: EDUC 4301, 4311.

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 4311.

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 each school day for eleven weeks. Prerequisite: Approval of the Teacher Education Committee.

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 5313 Curriculum and Instruction in the Elementary School

(Also offered as EDUC 4301).

EDUC 5314 Curriculum and Instruction in the Secondary School

(Also offered as EDUC 4311).

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 5345 Student Evaluation Techniques

This course is designed to enable the student to improve the design, construction, and validation of teacher-made tests, and to evaluate, select, administer, and interpret standardized tests for all levels of instruction. Also included is brief attention to the organization and management of schools and legal and ethical aspects of teaching. Prerequisites: Teaching experience and/or a course in instructional design (i.e., EDUC 4301/5313 or EDUC 4311/5314).

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 6301 Classroom Management

A study of a broad spectrum of approaches to classroom management including authoritarian, behavior-modification, group-process, instructional, and psycho-emotional-climate orientations. Examination of research regarding effective classroom management. Exploration of multiple strategies for handling common classroom management problems.

EDUC 6310 The School in a Multi-Cultural Society

Indepth 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 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 6370 Critical Issues in Teaching Reading in the Elementary School

An analysis of issues important to effective development of reading abilities during the elementary school years. Emphasis is placed upon teaching comprehension processes and understanding factors which affect comprehension processes.

EDUC 6371 Critical Issues in Teaching Reading in the Secondary School

An analysis of issues important to effective development of reading abilities during the secondary school years. Emphasis is placed upon teaching comprehension processes and understanding factors which affect comprehension processes.

EDUCATIONAL PSYCHOLOGY

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 and delivery of services to the family.

EPSY 6305 Individual Psychological Evaluation

Review of theory underlying individual ability 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 Handicapped Students

(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

Those students seeking elementary certification after September 1, 1991, will enroll for courses that target the content areas under the rubric INDC (Interdisciplinary Courses).

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

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 2301 Introductory Statistics for the Behavioral Sciences

This course is required for psychology majors and should be taken before PSYC 3303. The course provides an introduction to descriptive and inferential statistics, correlation, probability, and regression—with applications in behavioral sciences.

Prerequisite: MATH 1313 or equivalent. (Offered also as SOCI 2301, SOCW 2301)

PSYC 2333 History and Systems of Psychology

A survey of the major systems of thought and theoretical explanations in psychology. These include materials from a wide variety of disciplines, such as medicine, philosophy, and the biological and physical sciences.

PSYC 2364 Abnormal Psychology

A study of normal and abnormal psychological functioning, psychological disorders, behavioral disorders, psychosomatic illnesses, and contributing influences, such as chemical abuses and family dysfunctions. May be taken by non-psychology majors as an elective. Recommended for majors in nursing, education, and areas which deal with problems of persons. Prerequisite: PSYC 1313.

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, EDEC 2373, SOCI 2373 and SOCW 2373).

PSYC 3303 Research Methods

Research Methods is designed to introduce students to basic research methods 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 3305 Psychology of Personality

This course reviews the major theories of personality as they relate to explanations of human behavior, mental processes, and development. Issues of formal theory development and evaluation of formal theories are addressed. May be used as an advanced elective by psychology majors. Prerequisite: PSYC 1313 or permission of instructor.

PSYC 3313 Human Growth and Development

A course in the area of developmental psychology designed to provide an understanding of the behavior and developmental characteristics of infants through old age as they bear on the learning process. Includes observations in the field and preparation of a case study.

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 and SOCW 3333).

PSYC 3343 Experimental Psychology

This is an 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 and PSYC 2301.

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 SOC1 3363 and SOCW 3363).

PSYC 4181, 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 research are included.

PSYC 4292 Senior Seminar in Experimental Psychology

In this course the student designs an original research 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, 3343 and senior standing in psychology. See Note 7 under Degree Requirements.

PSYC 4295 Senior Seminar in Experimental Psychology

The student conducts an approved research project and prepares a report which includes findings and conclusions. Prerequisite: PSYC 4292. See Note 7 under Degree Requirements.

PSYC 4320 Advanced Counseling Techniques

The purpose of this course is to refine and practice basic interpersonal skills, communication styles, and interviewing techniques. The course builds upon beginning content presented in the Introduction to Interventive Skills course, thus creating a bridge to the advanced theory courses which integrate skills with conceptual knowledge. (Offered also as SOC1 4320, SOCW 4320). Prerequisite: PSYC/SOC1/SOCW 3363.

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 contributions of major learning theories to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process as well as to goal attainments. (Offered also as EDUC 4330, PSYC 5330 and EPSY 5330).

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 4353 Physiological Psychology

A study of the physiological bases of 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 psychological 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. Topics include 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 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 research are included.

PSYC 5251 Ethical Issues in Professional Psychology

A seminar format will provide the student with opportunities to study ethical standards and applications in psychology. This course is required early in the student's program experience.

PSYC 5292 Seminar in Research I

In this course the student designs an original research 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 an 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 theory and published research 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 in ethical standards for the use of tests. (Offered also as EPSY 6302).

PSYC 6305 Individual Psychological Evaluation

Review of theory underlying individual ability 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 work done by 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 are stressed. Didactic and experiential 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 of children, adolescents, adults, and senior adults; current research on psychopharmacological developments is examined. Prerequisite: 24 graduate semester hours in PSYC.

PSYC 6320 Research Techniques and Procedures

A study of a spectrum of research methods related to psychological and educational research. The course is designed to develop research knowledge and skills. Included are theory, techniques, designs, evaluation of research, and integration of findings into professional decision-making. (Also offered as EDUC 6320 and EDAD 6310)

PSYC 6343 Personality Assessment

Projective psychological testing techniques as well as objective personality measures are introduced for intensive, in-depth study of personality. These procedures are useful in evaluating those persons who demonstrate mental, emotional, and/or behavioral disturbances. Projective testing may be used in cases where reasons and problems underlying such disturbances are not readily apparent to the individual. Report writing skills are addressed. Prerequisites: PSYC 6302, 6305, 6310 or EPSY 6302, 6305 and PSYC 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. This course meets on campus when the student is involved in an off-campus practicum assignment.

PSYC 6391 Advanced Practicum in Counseling

Additional extensive supervised experiences in individual and group counseling experiences. Involves working in an off-campus, psychologically related environment as well as on campus. Prerequisite: PSYC 6390.

SOCIOLOGY

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 2301 Introductory Statistics for the Behavioral Sciences

(Offered also as PSYC 2301, SOCW 2301)

SOCI 2303 Introduction to Social Work

(Offered also as SOCW 2303).

SOCI 2323 Social Problems

(Offered also as SOCW 2323).

SOCI 2373 Marriage and the Family

(Offered also as CDEV 2373, EDEC 2373, PSYC 2373 and SOCW 2373).

SOCI 3303 Research Methods

Research Methods is designed to introduce students to basic research methods in the social and behavioral sciences and to teach 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. Language development, cultural influences, prejudice, persuasion, conformity, and attraction are some of the topics addressed. (Offered also as SOCI 3333 and PSYC 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 persons, with special consideration of the development of alternative solutions for these problems and strategies of intervention. (Offered also as SOCW 3374)

SOCI 3383 Social Deviance and Disorganization

A study of the major theories of deviance and disorganization in current times. This course examines comprehensively a variety of forms of deviant behavior.

SOCI 3393 Sociology of Childhood and Adolescence

Analysis of social class, ethnic influences and sex-role socialization on childhood and adolescence; the socializing agents in these age groups will be examined. (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 research 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 4320 Advanced Counseling Techniques

The purpose of this course is to refine and practice basic interpersonal skills, communication styles, and interviewing techniques. The course builds upon beginning content presented in the Introduction to Interventive Skills course, thus creating a bridge to the advanced theory courses which integrate skills with conceptual knowledge. (Offered also as PSYC 4320, SOCW 4320). Prerequisite: PSYC/SOCI/SOCW 3363.

SOCI 4333 Sociology of Religion

An analysis of the roles and functions of religion in human societies, types of religious organizations, and the relations between religion and other social institutions. The roles of Christianity and of other major religions in American society will be emphasized and reviewed from sociological perspectives. (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).

SOCIAL WORK

SOCW 2301 Introductory Statistics for the Behavioral Sciences

(Also Offered as PSYC 2301, SOCI 2301)

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 may 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 dilemmas, are highlighted. (Also offered as SOCI 2323).

SOCW 2373 Marriage and Family

(Offered also as CDEV 2373, EDEC 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 4320 Advanced Counseling Techniques

The purpose of this course is to refine and practice basic interpersonal skills, communication styles, and interviewing techniques. The course builds upon beginning content presented in the Introduction to Interventive Skills course, thus creating a bridge to the advanced theory courses which integrate skills with conceptual knowledge. (Offered also as PSYC 4320, SOCI 4320). Prerequisite: PSYC/SOCI/SOCW 3363.

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 methods to client systems (individual, family, group, organization and community). This course must be taken concurrently with SOCW 4355, Field Work. Prerequisite: Permission of Instructor.

HUMAN KINETICS

KINE 2200 Concepts in Human Wellness

Provides information regarding the components of physical fitness--cardiovascular, muscle strength and endurance, flexibility, and skinfold measurements. In addition, nutrition, disease control, stress management, proper diets and exercise procedures are emphasized. Pre-selected activities will be conducted during part of the class sessions to allow the application of principles taught in the lecture sessions. Required for all baccalaureate degrees.

KINE 2111 Physical and Recreational Activities

Provides opportunities for students to learn individual or team skills in an activity they choose. Possible selections are low-impact aerobics, high-impact aerobics, jogging, tennis, weight-training, individualized fitness, or badminton.

KINE 2213 Individual and Team Recreational Activities

Methods and materials are provided in the areas of teaching team and individual activities in a church, sports organization, or club. A variety of sports will be presented to enable the student to develop plans for teaching, running tournaments, and fun competition.

KINE 2333 First Aid/CPR: Responding to Emergencies

Provides information about splinting, bandaging, caring for those experiencing a diabetic coma, stroke, shock, heat exhaustion, and burns. Role-playing and in-class exercises are used to demonstrate the skills necessary to provide a victim with first aid or CPR. Meets the requirements for certification by the American Red Cross.

KINE 2364 Introduction to Human Kinetics

A study of the philosophy and the history of human kinetics and the various areas available to an individual for employment. Teaching, sports broadcasting, biomechanics, kinesiology, and sports writing are included as fields of study.

KINE 2383 Psychomotor Development of the Young Child

(Offered also as CDEV 2383 and EDEC 2383.)

KINE 3303 Team and Individual Sports for Secondary Schools

Methods and materials are provided in the areas of teaching team and individual sports in the secondary schools as well as a church or sports program. A variety of sports will be presented where the students will learn to develop lesson plans, unit plans, and drills to teach the various activities.

KINE 3363 Tests and Measurements in Human Kinetics

Introductory course in the area of measurement and evaluation in human kinetics. Fundamental statistics and practical experiences administering and taking physical education skill tests are included.

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. Prerequisites: BIOL 2404, 2414.

KINE 3395 Kinesiology: Applied Biomechanics

Muscles of the human body and their functions in relation to movement will be studied. Simple examples and analyses of human motion will be studied in an effort to acquaint the student with the reasons for teaching specific sport movements. Prerequisite: KINE 3393.

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.

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 4297 Senior Seminar: Research in Human Kinetics

Research in current issues of human kinetics will be addressed to provide information about the field of human kinetics. Students will be expected to present an issue addressing the pros and cons. A class research proposal will also be developed stressing the techniques used in human kinetics research. Prerequisite: See Note 7 under Degree Requirements.

KINE 4298 Senior Seminar: Practicum in Human Kinetics

A practicum in human kinetics involving supervised experiences working in either an on-campus or off-campus learning experiences that must be approved by the department. Both the human kinetics major being certified to teach and the liberal arts human kinetics major will be required to complete a specified number of observation hours. In addition, the class will complete the second phase of the research project begun in KINE 4297. Prerequisite: KINE 4297.

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. Prerequisites: BIOL 2404, 2414; KINE 3393, 3395.

KINE 4332 Health and Fitness in the 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.

COLLEGE OF FINE ARTS

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, visiting art displays in the Museum Gallery, and smaller 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

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 toward 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 plan is for the student who wishes to be certified to teach Art and another subject area on the secondary level only (For list of approved other major, see Approved Undergraduate Program in the Education section of this bulletin).
 - 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.
 - C. The six semester-hour teaching requirement will be divided between elementary and secondary level experiences. See the 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 will 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, a placement examination will be given in music theory and in music literature. If the examination is not passed with a grade of 70, the course, Rudiments of Music Theory (2 hrs.) will be required before the student may begin the regular series of music courses (students are referred to the current Handbook for Music Majors for further details):

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 an 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 may retake the examination after one quarter. 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. If the examination is not passed at the end of the third quarter, the student may retake the examination the following quarter. The exam may be taken three times. 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. Other 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, II (1312, 1322).....	6
	Theory III, IV (2312, 2322).....	6
MUSIC LITERATURE	Musicology I, II, III (2213, 2223, 2233).....	6
	Musicology IV, V, VI (3213, 3223, 3233).....	6
	Applied Concentration.....	8**
APPLIED AREA	(Eight quarters of study -- should be taken consecutively).	
SENIOR SEMINARS	(Two Required).....	4
		<u>36</u>

*Not applicable toward requirements for Music Major.

**Includes MUAP 2104 for piano majors.



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.
THEORY	
Rudiments of Music (0212).....	2*
Theory I, II (1312, 1322).....	6
Sightsinging and Eartraining I (1342).....	3
Theory III, IV (2312, 2322).....	6
Sightsinging and Eartraining II (2342).....	3
Theory V (3322).....	3
MUSIC LITERATURE AND HISTORY	
Musicology I, II, III (2213, 2223, 2233).....	6
Musicology IV, V, VI (3213, 3223, 3233).....	6
SUPPORT COURSES	
Senior Seminars (4292, 4293).....	4
Conducting (3172, 3272, 3273).....	5
MAJOR AREA	
Applied Courses	
Applied Major.....	24**
Recitals (1 in applied area; 1 in conducting).....	0
Applied Secondary.....	4
Cognate Courses	
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
EDUCATION CORE	
Music for Children (4202), Music for Adolescents (4203); Interdisciplinary Techniques (4204 or 4205).....	6
	95
LIBERAL ARTS CORE	
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 2200.....	2
Social and Behavioral Sciences (See Note).....	6

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Note: There are two series of courses from which to choose:

- I. Economics 1301 (3 hrs.)
 Political Science 2313 (3 hrs.)
- II. History 2313, 2323 (6 hrs.)

*Not applicable to music degree.

**Includes MUAP 2104 for piano majors.

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 is 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.
THEORY	Rudiments of Music (0212).....	2*
	Theory I, II (1312, 1322).....	6
	Sightsinging and Eartraining I (1342).....	3
	Theory III, IV (2312, 2322).....	6
	Sightsinging and Eartraining II (2342).....	3
	Theory V (3322).....	3
MUSIC LITERATURE AND HISTORY		
	Musicology I, II, III (2213, 2223, 2233).....	6
	Musicology IV, V, VI (3213, 3223, 3233).....	6
SUPPORT COURSES	Senior Seminars (4292, 4293).....	4
	Conducting (3172, 3272-Vocal) or (3173, 3273-Instrumental).....	3
		<u>40</u>
LIBERAL ARTS CORE		
	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 2200.....	2
	Social and Behavioral Sciences (See Note, pg. 147).....	<u>6</u>
		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.....	<u>4</u>
		55

	Sem. Hrs.
(b) Piano:	
Major	27
Recitals (Jr. and Sr.)	0
Applied Secondary	4
Chamber Music	3
Piano Laboratory (3211, 3221)	4
Piano Literature (4214, 4224)	4
Piano Pedagogy (4234, 4244)	4
Upper Level Music Electives	5
Ensembles	<u>4</u>
	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)	4
Applied Secondary	4
Ensembles	<u>3</u>
	55
(d) Instrumental:	
Major	27
Recitals (Junior and Senior)	0
Cognate Courses	
Instrumental Chamber Music (six hours)	
Instrumental Pedagogy (3246, 3256)	
Instrumentation	1
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	<u>3</u>
	55

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.

	Sem. Hrs.
THEORY	
Rudiments of Music (0212)	2*
Theory I, II (1312, 1322)	6
Sightsinging and Eartraining I(1342)	3
Theory III, IV (2312, 2322)	6
Sightsinging and Eartraining II(2342)	3
Theory V (3322)	3
Instrumentation (4332)	3
MUSIC LITERATURE AND HISTORY	
Musicology I, II, III (2213, 2223, 2233)	6
Musicology IV, V, VI (3213, 3223, 3233)	6
GENERAL MUSIC	
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
APPLIED AREA	
Concentration	10**
Piano	4
Junior Recital	0
SENIOR SEMINARS	
(Two Required)	4
	<u>72</u>
*Not applicable to degree requirements.	
**Includes MUAP 2104 for piano majors.	
LIBERAL ARTS CORE	
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 (2200)	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

*Includes MUAP 2104 for piano majors.

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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.
THEORY	
Theory I, II (1312, 1322).....	6
Sightsinging and Eartraining I (1342).....	3
Theory III, IV (2312, 2322).....	6
Sightsinging and Eartraining II (2342).....	3
Theory V (3322).....	3
MUSIC LITERATURE AND HISTORY	
Musicology I, II, III (2213, 2223, 2233).....	6
Musicology IV, V, VI (3213, 3223, 3233).....	6
SUPPORT COURSES	
Senior Seminars in Theory (4292, 4293).....	4
Conducting (3172, 3272-Vocal) or (3173, 3273-Instrumental).....	3
APPLIED AREA	
Composition (with 12 hrs upper level).....	18
Recitals: Junior and Senior (See Note 1).....	0
Applied Secondary (See Note 2).....	18*
Cognate Courses	
Advanced Aural/Keyboard Skills (3222).....	2
Music Electives.....	14
Ensembles.....	3
	<u>95</u>

LIBERAL ARTS CORE

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 2200.....	2
Social and Behavioral Sciences (See Note, pg. 147).....	<u>6</u>

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Note 1: The Junior Recital will include three components: performance, conducting, and an analytical component. 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

COURSE DESCRIPTIONS

ART

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.

APPLIED MUSIC

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 another 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 2104 Applied Skills for Pianists

Class instruction for advanced piano students. Covers piano proficiency requirements for students whose major applied concentration is piano, in degrees other than Bachelor of Music Performance.

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. (Offered also as MUHL 4292).

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. (Offered also as MUHL 4292).

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. (Offered also as MUAP 4292).

MUAP 4244 Piano Pedagogy II

Survey of procedures and materials applicable to group piano teachers. Preparatory School teaching under supervision is included. (Offered also as MUAP 4292).

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 1129, 3119 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. Experience in all facets of production technique. Admission by permission of the instructor. May be repeated for credit.

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. (Offered also as MUHL 4292).

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. (Offered also as MUAP 4292).

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

MUAP 3112 Instrumental Chamber Music

The study and performance of the major chamber music literature for strings, brass, woodwind and percussion instruments. May be repeated for credit.

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. (Offered also as MUAP 4292).

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. (Offered also as MUAP 4292).

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. (Offered also as MUHL 4292).

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. (Offered also as MUHL 4292).

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.

MUSIC HISTORY AND LITERATURE

MUHL 2213, 2223, 2233 Musicology I, II, III

Survey of music literature from the Middle Ages through the 20th century. Emphasis on representative works and analytical listening techniques. Development of skills necessary to identify and define the various musical genres, forms, and style characteristics.

MUHL 3213, 3223, 3233 Musicology IV, V, VI

A study of the history of music from antiquity to the present. The course focuses on the lives, music, and cultural context of the major composers from historical, analytical, and critical perspectives.

MUHL 4212 Symphonic Literature I

The survey of instrumental group forms from the Renaissance period through early Beethoven symphonies. (Offered also as MUHL 4292).

MUHL 4222 Symphonic Literature II

The survey of symphonies, concerti, and tone poems from Beethoven to the present. (Offered also as MUHL 4292).

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.

INSTRUMENTAL ENSEMBLES

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.

PRIVATE LESSONS

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 2119, 3119 Composition

One half-hour lesson per week. One hour credit. Prerequisite: Completion of MUTH 1322 or permission of instructor.

MUPL 2219, 3219 Composition

One hour lesson per week. Two hours credit. Prerequisite: completion of MUTH 2322 or 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.)

TEACHER CERTIFICATION AND CHURCH MUSIC

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. (Offered also as MUSC 4292).

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.

MUSC 4204 Interdisciplinary Music Techniques: Handbell Pedagogy

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 4292 Senior Seminar

Advanced study in conducting or another topic related to church or school music curricula. Studies are offered as demand warrants or on a rotating basis.

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.

MUSIC THEORY

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 1312, 1322 Music Theory I, II

An integrated course involving analysis and elementary composition of melody, two-part, three-part, and four-part homophonic textures, binary and ternary forms, tonal harmony through secondary dominant chords, and near-related modulations. May not be taken out of sequence.

MUTH 1342 Sightsinging and Eartraining I

Development of skills in music reading and eartraining involving diatonic music and modulation to near-related keys. Aural analysis of binary and ternary forms, melodic, two-part, and harmonic dictation. Prerequisite: completion of or current enrollment in MUTH 1322. May not be taken out of sequence.

MUTH 2312, 2322 Music Theory III, IV

18th century counterpoint, 17th-20th century form analysis, chromatic harmony integrated with analysis and basic composition techniques. Prerequisite: MUTH 1322. May not be taken out of sequence.

MUTH 2342 Sightsinging and Eartraining II

Introduction of chromatic harmony, modulation to far-related keys, aural analysis and advanced dictation. Prerequisite: MUTH 1342 and MUTH 2322 (or concurrent enrollment in MUTH 2322). May not be taken out of sequence.

MUTH 3322 Music Theory V

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: Advanced Analysis

Advanced study of analytical techniques. Prerequisite: completion of Theory III or permission of the instructor.

MUTH 4332 Instrumentation

An introduction to the principles of instrumentation and orchestration. Prerequisite: MUTH 2322.

VOCAL ENSEMBLES

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.

COLLEGE OF HUMANITIES

UNDERGRADUATE PROGRAMS

DEPARTMENT OF CHRISTIANITY AND PHILOSOPHY

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, 3334, 3335, 3344, or 4343); three hours from Category III: Historical and Theological Studies (CHRI 3314, 3373, 4335, 4353, 4383, or PHIL 4353); three hours from Category IV: Philosophical Studies (PHIL 3313, 3323, 3333, 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

The Department of Communications offers majors in speech and mass media. A student may select either one or both 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 one 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, 2334, 3303, 3313, 3353, 4333, 4292, and 4293 for a total of twenty-eight hours.

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, and responsible communicators able to perform effectively in a variety of fields. All mass media majors must complete the media core: MASM 1313, 1324, 2303, 4373, 4374, 4292, and 4293. Students may elect to concentrate in print media by also completing MASM 2313, 3333, and 3325 or 4336. Those students who elect to concentrate in electronic media may do so by completing MASM 2323, 3365, and 3366 in addition to the media core. The mass media major totals twenty-eight hours. Students are encouraged to complete the Writing Specialization Program offered in the Department of Languages.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

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 majors 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

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 traditions.

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 3345; 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 3345 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 3345 (business majors may substitute ENGL/BUSA 3340 for ENGL/MASM 3345), 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 certificate 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/MASM 3303, ENGL/MASM 3345, and ENGL/MASM 3353. Completion of SPCH 1313 or its equivalent is a prerequisite for ENGL/MASM 3303 and ENGL/MASM 3345. Completion of ENGL/MASM 3345 or the equivalent is a prerequisite for 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 achieve adequate proficiency to pass the Texas Excet Exam (reading, writing, and culture) and the TOPT (speaking) with a rating of Advanced. 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 achieve adequate proficiency to pass the Texas Excet Exam (reading, writing, culture) and the TOPT (speaking) with a rating of Advanced. 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

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 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 3386, 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 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

GRADUATE PROGRAM

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 advancement nor toward the achievement of a doctorate; a number of our graduates, however, have achieved success in both areas. 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 Saturday mornings. 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.

Students who have completed a Master of Liberal Arts degree at a regionally accredited university are eligible to complete a postgraduate Certificate upon the completion of an additional thirty hours of course work in the MLA program. Applicants who did not complete their degrees at Houston Baptist University must complete a graduate application for admission and submit official transcripts of all previous college work.

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

COLLEGE OF HUMANITIES

Course Descriptions

BILINGUAL EDUCATION

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 SPAN3333)

EDBI 3386 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

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 3314 History of Christianity

A course designed to introduce Christianity in its historical development.

CHRI 3333 Jesus and His Teachings

An intensive study of the life and teachings of Jesus.

CHRI 3344 Old Testament Interpretation

A course designed for the student already familiar with the content of the Old Testament, introduces the major interpretive issues in Old Testament studies. The course is intended to prepare the student for advanced Old Testament study at the seminary or graduate level. Prerequisites: CHRI 1313, 1323, 2333.

CHRI 3335 New Testament Interpretation

A course designed for the student already familiar with the content of the New Testament, introduces the major interpretive issues in New Testament studies. The course is intended to prepare the student for advanced New Testament study at the seminary or graduate level. Prerequisites: CHRI 1313, 1323, 2333.

CHRI 3344 Paul and His Letters

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.

ENGLISH

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 groundwork 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 advanced instruction and practice in technical writing. Students will learn how to design and write proposals, progress reports, and formal reports using a word processing program. Instructional formats include lecture-discussion, oral presentations, and hands-on experience with the computer to produce, format, and edit text. Each student will be required to complete a proposal, a progress report, a formal report, and an oral presentation of the formal report. Prerequisite: ENGL 3345 or MASM 3345. (Offered also as MASM 3264) NOTE: ENGL 3264 does not satisfy the requirements for the English major, but does satisfy the elective course requirement of the Writing Specialization Program.

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 is designed to build upon the skills students acquire in the freshman composition courses. It emphasizes the use and recognition of logic, argumentation, and audience analysis in various types of professional writing. Students will be expected to evaluate examples of professional writing and selections from mass media, identify fallacious reasoning, and use and recognize correct grammatical usage. Assignments include preparing and writing a rhetorical analysis, writing an original editorial, writing a book review, and conducting an interview with a professional writer. Students will be required to deliver an oral presentation on their interview. Prerequisites: ENGL 1313, 1323, and SPCH 1313. (Offered also as MASM 3303) Note: ENGL 3303 is a required course in the Writing Specialization Program.

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

This course is designed especially for business majors. It teaches the principles of effective and correct communication in a business environment. Students will apply creative, logical, and critical processes to various types of business communication by designing and writing a variety of documents, including memoranda, letters, proposals, progress reports, resumes, and formal reports. The course also includes an oral presentation based on the formal report required of each student. Prerequisites: ENGL 1313, 1323, 2313, 2323; ACCT 2301 and 2303; ECON 2301 and 2302; BUSA 2310 and 2320. (Offered also as BUSA 3340) NOTE: Business majors interested in obtaining the Writing Specialization Certificate may substitute ENGL/BUSA 3340 for ENGL 3345.

ENGL 3345 Technical Writing

This is a course in writing effectively for organizations. It is recommended for business, education, science, nursing, pre-law, pre-med, communications, and all career-oriented students. Students will learn to write for different audiences and will prepare various types of documents, including memoranda, letters, articles, and a job search package that includes a letter of application and a resume. Students will also participate in a group project in addition to the individual assignments. Each group will prepare a proposal, a progress report, a formal report, and an oral presentation. Prerequisites: ENGL 1313, 1323, and SPCH 1313. (Offered also as MASM 3345) NOTE: ENGL 3345 is a required course in the Writing Specialization Program.

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 3345 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. Prerequisites: ENGL 1313, 1323, 2313, 2323.

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/MASM3353, ENGL/MASM3263, 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

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.

FREN3333, 3334 French Composition

Intensive practice in writing French sentences and paragraphs in (A) General French, or (B) Commercial French.

FREN3353 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.

FREN4353, 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.

GEOGRAPHY

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.

GERMAN

GERM 1314, 1324 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 2314, 2324 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.

GERM3121, 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.

GERM3173, 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.

GERM3383 German Conversation

Intensive training in current idiomatic German, with emphasis upon oral practice.

GERM3393 German Literature in Translation

Selected works of German literature studied in translation.

GERM4333 Classical German Writers

A study of readings selected chiefly from Schiller and Goethe.

GREEK

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

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.

MASTER OF LIBERAL ARTS

Sample Study Abroad Courses:

MLA 6353 - VICTORIAN ENGLAND: A PERSONAL VIEW

Study abroad course in England.

MLA 6360 - OXFORD DAYS: THE CITY AND COUNTRYSIDE

Study abroad trip to England.

MLA 6365 - ANCIENT AND MEDIEVAL BRITAIN

Study abroad trip to England.

MLA 6367 - THE CELTIC CONNECTION

Study abroad trip to Scotland and Ireland.

MLA 6301 Science and the Common Understanding

New scientific ideas are not born into a world of ready acceptance. The scientific community by its nature is skeptical. A new discovery must prove itself before the scrutinizing eye of that body. But the larger society of man is also hesitant to accept new concepts of reality which scientific discoveries offer. This course will include readings and discussions concerning the great scientific discoveries of the past, the historical context from which they arose, and the conflicts that resulted during their eventual resolution.

MLA 6302 The Meaning of Fossils

The hobby of collecting fossils has been as old as man himself, while he pondered over them trying to understand their nature. Leonardo da Vinci, the great artist, established fossil collecting as a science. Fossils not only help us find the gas that runs our cars, but also tell us about the changing climate of our planet throughout geologic ages and how the number of days per year decreased from over four hundred to the present 365 days.

MLA 6304 Scientists: Their Philosophy, Their Essays

In this course we will study and discuss scientific essays, some of historical significance - most from the modern world in which we live, most in written form but some in the form of video - all composed by scientists/essayists. No scientific or mathematical background is assumed or expected; instead, the approach will be that of the seeker of knowledge and understanding, the aesthetic looking for beauty in content and style, and the critic viewing all with a skeptical eye.

MLA 6306 Myths, Legends, and Geology

The mysteries of the Mediterranean world: the disappearance of the Minoan Civilization on Crete in about 1500 B.C.; the plagues of Egypt, parting of the Red Sea; the Biblical account of a great flood; the fabled Atlantis, the lost continent; all puzzle and fascinate historians to this day. Through the creation of myths, man has tried to explain these mysteries. But geology today has discovered real answers more exciting than fables.

MLA 6323 Changing Views of Victorian England

Recent scholarship has been dramatically changing the stereotypical history of life and lifestyles during Victorian times in England. For much of this century we have perceived Victorians as living soberly prudent lives, living in overstuffed houses, filled with overstuffed furniture. We have commonly depicted the Victorians as persons who revered the institutions of religion, family, country, and social convention. This course stresses the result of the most recent historical research which challenges the more traditional views. What has emerged has been a Victorian England that was more irreverent, less inhibited, and more sensual than has ever been understood before.

MLA 6324 The Art of Being Human

This course is an introduction to the humanities. It reaffirms the liberal arts tradition which maintains that the humanities constitute the best and brightest expressions of all people. The emphasis is on the interaction between the arts, religion, and philosophy, and on the humanities, believing that this approach helps us to see artists and philosophers at work, trying to solve real problems that we all know about.

MLA 6325 Anthropology: The Cultural Experience

This course is designed to introduce students to basic cultural anthropological methods and theories. The major concerns of the course are: to make students more aware of various world cultures, and the uses of the ethnographic (field work) approach in increasing our understanding of these cultures. Students will not only read ethnographic reports, and see ethnographic films, but also complete their own field work report on a cultural scene of their choosing. Throughout the course, major theoretical contributions made by anthropologists will be introduced, and their applications to current world issues will be stressed.

MLA 6328 Early American Literary Traditions

This course provides a survey of American literary traditions from 1620 to 1920, focusing on the historical and philosophical foundations and the major figures in American literature. Writers included are Bradford, Bradstreet, Edwards, Franklin, Irving, Cooper, Emerson, Thoreau, Hawthorne, Poe, Melville, Whitman, Dickinson, Twain, Howells, Crane, Adams, and James.

MLA 6330 Communication and Culture

This course will examine the relationship between communication and behavior. Such topics as attitude formation and modification, social protest, nonverbal symbols, the effects of mass media, group dynamics, and leadership will be discussed from a communication perspective. Examples will be drawn from business, government, education, media, and interpersonal relationships.

MLA 6335 All the World's a Stage

The staging of a play or musical involves the efforts of a multitude of artists. The master magician who coordinates these artists' efforts and brings them to fruition is the director. This course examines the approaches taken by major directors in the history of theatre, from Oriental theatre to Shakespeare and Moliere through to Brooks, Grotowski and Kantor.

MLA 6336 Science Fiction

The purpose of this course is to provide an overview of the history of science fiction and an examination of major works by the most influential writers. Other than Verne and Wells, emphasis will be on American writers since 1930, the so-called "golden age." Because of time limitations the related field of fantasy literature will not be included.

By the end of the course, students will be expected to understand the roots of science fiction in Gothic fiction, its uses as a mirror of advances in science and technology as well as a predictor, its use of Utopian and dystopian visions of society, and its impact on the mass media and the public mind.

MLA 6337 Theatre as a Way of Knowing

This course examines the art of the theatre as an aesthetic process analyzing the contribution of various fields to the making of a play. The course provides a theoretical and practical insight into these areas, by supplementing readings, lectures, and discussions of plays and essays on the theatre arts and crafts with attendance and post-performance discussions of plays, as well as backstage visits to local theatres.

MLA 6338 The World of Great Detectives

A survey of mystery and detective fiction since Poe with an emphasis on 20th century British and American writers. By the end of the course, students should recognize the major authors, the major fictional detectives, and the principal varieties, e.g., the inverted detective story, the "hard-boiled" school, the "police procedural," and the "locked room puzzle."

MLA 6340, MLA 6341 Western Culture and Human Experience

"The future is dark, the present burdensome; only the past, dead and finished, bears contemplation." What has happened during the course of time, regarding culture and experience that has been transmitted to the modern world? What ideas and concepts concerning subjects such as politics, art, music, and philosophy have been our legacy from the western past?

MLA 6340 will cover the years from the time of classical Greece through the period of Reformation; MLA 6341 will cover from the Reformation through modern times.

MLA 6344 American Popular Culture

A study of the development and impact of the mass media and society with an emphasis on the 20th century. Materials to be studied include dime novels, pulp magazines, comic books, and paperback books as well as their relationships to other mass media, particularly radio, television, and motion pictures. Other aspects include the production, marketing and distribution of popular culture as well as the sociological and psychological implications.

MLA 6345 Shakespeare and "This Goodly Frame the Earth"

The MLA Shakespeare course will be a study of Shakespeare's comedies, histories, and tragedies. Special attention will be given to Shakespeare's concept of order in the social and political bodies; his concept of the individual in an existential world, and his concept of cosmic order. A premise of the course is that Shakespeare had a profound sense that there is order and meaning in a world that often seems meaningless and disorderly, and that through his dramatic skills he presents profound moral, philosophical, and social insights.

MLA 6346 King Arthur in History and the Arts

This course examines the major literary, musical, and artistic works inspired by the legends of King Arthur and the knights of the Round Table. The course will cover the historical roots of the legends, their use by major historians, and their influence on European and English literature. Writers to be emphasized include Sir Thomas Malory, Eschenbach, Alfred Tennyson, T. H. White. Attention will also be paid to such popular adapters as Rosemary Sutcliffe and Mary Stewart. Musical works will include Wagner's operas *Parsifal* and *Tristan and Isolde* and the Lerner-Lowe musical *Camelot*. Films to be studied include Disney's *The Sword in the Stone* and the recent *Excalibur*.

MLA 6348 The Art of Dramatic Writing

This course offers participants a stimulating opportunity for creative development. The first sessions examine, from a writer's perspective, such aspects as given circumstances, exposition, plot, character, conflict and action, through examples drawn from major works of dramatic literature. Subsequent sessions allow students to apply the insights gained from the previous sessions to the processing of their own interests and experience.

MLA 6350 Oceanways of the British Empire

Never in the history of imperial expansion had there been anything that compared to the British Empire at its height. In size the Empire was supreme, ruling the largest area and the largest number of people; the circumstances surrounding its acquisition were haphazard, its motives and benefits mixed; the residual effects of the Empire upon the modern world are incalculable.

MLA 6351 The Short Story as Cinema and Literature

"The Short Story as Cinema and Literature" will examine these two artistic expressions as separate but complementary arts, the film having in this case its roots in the original literary work. The course will examine the advantages and disadvantages that each art brings to the same plot and the many other interesting relationships that develop when one author or director of a movie takes another author's ideas and transforms them into a different media.

MLA 6352 Women's Vision in Literature and Art

From the first line of *The Aeneid* in which Virgil promises to sing, "of arms and the man," to tonight's film and television dramas depicting detective, combat, espionage, science fiction or horror, much of Western World literature has celebrated the courage, competition, and conquest of heroes in conflict. This course will examine, first, a variety of women's values and visions and, second, the nature of the art forms women use to present those values and visions.

MLA 6355 The Gothic Novel and Film

This course will survey the major Gothic writers since Horace Walpole. Some attention will be given to Gothic poetry but emphasis will be on the most significant novelists and short story writers and the adaptation of their works for stage and screen. Writers to be studied will include Walpole, Mary Shelley, Robert Louis Stevenson, Bram Stoker, Edgar Allan Poe, H. P. Lovecraft, Shirley Jackson, and Stephen King.

MLA 6357 The Nature of Biography

Biography is one of the more popular forms of historical study. Its centrality in the American literary experience is demonstrated in the fact that a separate Pulitzer Prize is awarded for biographical studies in addition to the one awarded for historical studies. This course is an examination of the nature and practice of biography from ancient times to the present. Students will explore biographies of persons of particular interest to them and prepare a brief biographical study of an historic figure.

MLA 6358 Our Times, Our Literature

This course is designed to provide a sense of the cultural diversity of American literature of the 20th century and an exposure to the many ethnic, social, and philosophical issues in modern and contemporary literature. It will include fiction by 20th century writers, such as Flannery O'Connor, Katherine Anne Porter, Saul Bellow, Walker Percy, John Updike, Larry McMurtry, Toni Morrison, E. L. Doctorow, and Alice Walker. The works will be placed in a literary and a historical context and the focus throughout will be on the development and direction of 20th century American literature.

MLA 6359 The Rhetoric of Social Change

This course will explore the evolution of social movements from a rhetorical perspective. Special attention will be given to how public opinion is manipulated by both agents of change and agents of control. Topics to be studied will include civil rights, women's liberation, Vietnam, and the "new right."

MLA 6362 Women of the Medieval World

Hilda of Whitby was one of the major saints of Anglo-Saxon England and a peerless administrator who presided over a double monastery for both monks and nuns. Queen Fredegund of Frankish Gaul, who was no saint, surpassed even her husband in violence and treachery. Queen Matilda, consort of William the conqueror, was so beloved by her husband that he fathered no known illegitimate offspring, a claim few medieval kings could make. The beautiful and headstrong Eleanor of Aquitaine fomented a rebellion against her husband, Henry II of England. Both Matilda and Eleanor, like many other queens, served as regents in their husband's absence and were closely involved in the running of the kingdom at all times. Beyond these exceptional women stand myriad others, from noblewomen to peasants, who were equally effective in their own spheres. As recent scholarship has shown, medieval women were far from being the passive creatures of popular perception; this course examines both the restrictions women faced and their creativity in overcoming them.

MLA 6366 Alexander the Great and the Hellenistic Period

This course will focus on the life of Alexander, his impact on the Greek and Eastern Mediterranean world, and the forces which he unleashed in the Hellenistic Period. Alexander bequeathed a cosmopolitan view which would be regenerated in the Roman period and continues to serve as a model for political activists today. Greek philosophy, art, architecture, and ideas were disseminated throughout Asia Minor and North Africa. Alexander has further come to be seen as an example of a man who changed the world significantly because of his personality, an early forerunner to Napoleon and Lord Byron.

MLA 6368 Power in the Middle Ages

The question of what power is and who should wield it became particularly acute in the disorder of the Middle Ages. After the collapse of the Roman Empire kings, nobles, and the church all attempted to maintain or expand their authority, and women and intellectuals carved their own niche in the life of the time. This course examines how their battles for power and the solutions they worked out in the heat of the moment not only built their institutions of government but also laid the foundations for our own government and some of the ideas of liberty we hold most dear today.

MLA 6371 Music in the Theatre

The major emphasis of this course will be a presentation of the characteristics and differences between the Operetta and the Broadway show. Discussion of the components of the operetta will use as illustrations Lehar, Strauss, and Victor Herbert; the section on Broadway shows will feature standard composers such as Rodgers and Hammerstein and Lerner and Loewe; and including, finally, the contemporaries such as Bernstein, Bacharach, Herman, and Sondheim. Students will appreciate the particular qualifications brought to this course by the instructor, whose experience is extensive in these musical art forms.

MLA 6373, MLA 6374 Trends in Contemporary Music

Beginning with Impressionism, the development of different trends in musical style and techniques of composition will be traced to the present time. Emphasis will be placed upon philosophical and literary correlations between the arts, and upon the development of an historical perspective of the events influencing the basic trends. The course will be enhanced by the instructor's experience as a composer whose works have been performed nationwide, yet recognizes few students will have a music background.

MLA 6375 Van Gogh and the Post Impressionist Movement

The course deals with the major formative phase of the modern movement in art. Both Impressionist and Post Impressionist styles and artists will be examined. When the works of the impressionists (Monet, Renoir, Degas, and Manet) gave rise to new movements such as Post Impressionism, Vincent Van Gogh became one of the first major Post Impressionist artists. The focus of the course is concerned with the expressive and lively paintings of this modern master. His style will be traced from his early days in his native Holland, through his contact with the Impressionists in Paris, to his final days in Southern France.

MLA 6376 Michelangelo and Leonardo

This course is concerned with a study of the art of two of the great masters of the High Renaissance in Italy - Michelangelo Buonarroti and Leonardo da Vinci. These two great individuals, who have had a tremendous impact on western culture from their own times through our own era, will be studied through a variety of their works. An examination of the paintings, sculpture, architecture, philosophy, writings, poetry, and other creative activities of these masters will be an integral part of this study. As a featured part of this course there will be an examination of the influence and integration of the works of both artists in their own times as well as their influence on artists of subsequent generations.

MLA 6377 Contemporary Art Movements

This course is designed to provide an overview of the major visual art movements of the 20th century and to extend an investigation into the current art scene. An introduction will begin with study of the influence of late 19th century movements such as Impressionism, Post Impressionism, and Art Nouveau. The main emphasis of the course explores the many movements which occur immediately following the turn of the twentieth century such as Fauvism, Cubism, Dadaism, Surrealism, Abstract Expressionism, Pop Art, Environmentalism, and others. One important objective of this course will be to explore current movements, the student will have a basis to understand many of today's avant-garde art forms.

MLA 6380 What is this thing called Acting?

This course is a theoretical and practical approach to the actor's craft which examines: use of self in relation to character and situation, actor-director relationship, and the craft's vocabulary. It is designed for students intrigued with the process of acting. Exercises followed by individual and group discussions help students gain an awareness of the various routes that actors follow when creating characters on stage. Through the lecture/workshop approach, students learn how to develop characters and scenes. Emphasis is on discovery and exploration. As a culmination of the course students apply their newly gained understanding to the presentation of a final project. Acting experience is not required.

MLA 6384 Jazz: An American Art Form

One of the truly American contributions to music is jazz. This course will cover the development of jazz music beginning with early Dixieland, and move through periods including ragtime, swing, big bands, be-bop, cool jazz, fusion, and jazz rock. Study of these various styles will be enhanced with videos, filmstrips, recordings, and instructor's experience as a jazz artist. No previous musical experience is necessary, just a desire to become more knowledgeable about a truly American form of music.

MLA 6385 Modern Architecture

This course is designed to provide an overview of the major developments of architecture of the 20th century pioneers. The course will have as its main emphasis the development of new materials and new architectural forms of the 20th century. Along with the aesthetic considerations for these evolving structures of a new age, the study will include the following: the innovations of the tall buildings in America, the Bauhaus in Germany, the development of major masters of the 20th century, and new forms from new materials. An important objective of the course is to explore current architects and their contemporary efforts, and a substantial part of the course will include an investigation of the architecture of the metropolitan Houston area.

MLA 6386 Art Impressionism

This course is designed to cover the movement of Impressionism in art during the latter part of the 19th century; it is recognized as the beginning point of the modern era in art. Works by the major artists of the group to be examined include Degas, Monet, Manet, Renoir, and Pissaro. The influence of Impressionism has been tremendous and the Post Impressionist period which followed is of equal importance. It included artists such as Van Gogh, Gauguin, Cezanne, Toulouse-Lautrec, and Seurat. Included also in the course will be trips to the Museum of Fine Arts of Houston to examine a fine collection of Impressionistic and Post Impressionistic art.

MLA 6387 Music of Paris, 1870-1930

This course is a survey of music composed, performed, and experienced in Paris at the turn of the century and through World War I. The survey will include a study of influences shared by the arts (visual, literary, ballet, opera, and other musical genre).

MLA 6389 Theatre in the 20th Century and Beyond

Theatre, as any art, reflects the changing times in which it is born. From the beginning of realism to the present, theatre has moved in numerous directions and experimented with a variety of forms. This course will explore some of the major movements in the theatre of this century, find correlatives in the other arts, study the products of the contemporary avant garde, and venture a vision of the future. The primary approach to the material is through lectures and discussions based on readings, attendance at performances, and individual research and experimentation. The knowledge and experiences acquired will crystallize in a final project.

MLA 6391 Three Auteurs of the Cinema: Bergman, Fellini, Truffaut

These are universally recognized masters of the post-World War II cinema. Each director has established a vision of movies as art, bringing to his script imagination and style that are hallmarks of cinematic excellence. We will examine three films of each director: Bergman's *The Seventh Seal*, *Wild Strawberries*, and *Through a Glass Darkly*; Fellini's *Eight and a Half*, *Juliet of the Spirits*, and *Satyricon*; and Truffaut's *Shoot the Piano Player*, *Jules and Jim*, and *The Bride Wore Black*.

MLA 6392 Modern Masters: Picasso

This course consists of a thorough study of the life and art of the twentieth-century master artist, Pablo Picasso. His long and productive career is studied in the context of the complex arena of twentieth century art. His early years are influenced by the Post Impressionist artists, especially by Paul Cezanne. What follows is a long, prolific, and diverse career. A study of his major works reveals Picasso as a pivotal figure of the modern period in art.

MLA 6393 Paris Music - 1900

This course is a survey of music composed, performed, and experienced in Paris at the turn of the century. The survey will include a study of influences shared by the arts (visual, literary, ballet, opera, and other musical genre). This is the first part of a projected two part sequence.

MASS MEDIA

MASM 2101, 2102, 3101, 4101 Newspaper Practicum

This course offers the student the opportunity to prepare news, feature, and sports articles for publication in the Collegian. The student serves on the newspaper staff under the direction of the faculty advisor. Prerequisite: MASM 2303.

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 1324 Fundamentals of Broadcasting

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

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 EDBI 2363 and SPCH 2363).

MASM 3263 Creative Writing Seminar

This seminar, which will be offered in either fiction or poetry, is designed to build upon the groundwork 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 ENGL 3263).

MASM 3264 Advanced Technical Writing Seminar

The Advanced Technical Writing Seminar provides advanced instruction and practice in technical writing. Students will learn how to design and write proposals, progress reports, and formal reports using a word processing program. Instructional formats include lecture-discussion, oral presentations, and hands-on experience with the computer to produce, format, and edit text. Each student will be required to compile a proposal, a progress report, a formal report, and an oral presentation of the formal report. Prerequisite: ENGL 3345 or MASM 3345. (Offered also as ENGL 3264).

MASM 3303 Elements of Professional Writing

This course is designed to build upon the skills students acquire in the freshman composition courses. It emphasizes the application and recognition of logic, argumentation, and audience analysis in professional writing. Students will be expected to evaluate examples of professional writing and selections from mass media, identify fallacious reasoning, and use and recognize correct grammatical usage. Assignments include preparing and writing a rhetorical analysis, writing an original editorial, writing a book review, and conducting an interview with a professional writer. Students will be required to deliver an oral presentation on their interview. Prerequisites: ENGL 1313, 1323, and SPCH 1313. (Offered also as ENGL 3303).

MASM 3325 Principles of Public Relations

The study of the principles and practices relevant to public relations. Students will be expected to design and implement a fully developed PR campaign. Prerequisite: MASM 2303 or consent of the instructor.

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 3345 Technical Writing

Students will learn to write for different audiences and will prepare various types of documents, including memoranda, letters, articles, and a job search package that includes a letter of application and a resume. Students will also participate in a group project in addition to individual assignments. Each group will prepare a proposal, a progress report, a formal report, and an oral presentation. Prerequisites: ENGL 1313, 1323, 2313, 2323, and SPCH 1313. (Offered also as ENGL 3345).

MASM 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 ENGL 3353)

MASM 3365 Television Production I

Theory and practice of the basic principles of television production. Studio applications will include cameras, microphones, lighting, audio, graphics, editing, and switching. Prerequisites: MASM 1324.

MASM 3366 Television Production II

Advanced applications of television production including scriptwriting, directing, and the development of television programs. Prerequisite: MASM 3365.

MASM 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 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 4336 Principles of Advertising

A study of the advertising component of the firm. Emphasizes the interactive coordination and strategy of this promotional tool. Applications necessary for developing target markets, utilization of the mass media, advertising research, and analysis of the complete campaign are stressed. Prerequisite: Junior or Senior standing. (Offered also as MKTG 4336).

MASM 4363 Communications in Organizations

The communications process in an organizational setting and from a behavioral perspective. Communications functions and improvement are considered with organization and communication theories. (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. Prerequisite: Permission of the instructor.

PHILOSOPHY

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).

POLITICAL SCIENCE

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

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.

SPAN4323 Contemporary Spanish-American Novel

A study of the selected works of the foremost contemporary Spanish-American novelists.

SPAN4343 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

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.

SPCH2334 Argumentation and Advocacy

A study of the nature, types, effects, and ethical dimensions of argument. The class will include proposition analysis, logical reasoning, categorical logic, research procedures, use of evidence, and advocacy skills. Students will learn strategies and techniques for analyzing and debating current public policy issues as well as how to apply critical thinking in writing and speaking. Prerequisite: SPCH 1313 or consent of the instructor.

SPCH2363 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 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 speaker, oral interpreter, and actor, with emphasis on the context of the communication situation. The survey will include both classical and contemporary 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 NURSING

Accredited by the National League for Nursing

Approved by the Board of Nurse Examiners for the State of Texas

NURSING

The College of Nursing offers two different programs; an associate degree program and a baccalaureate program. The associate degree program prepares nurses to provide competent care to clients with common, recurring health problems and 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 accountable and responsible practitioners. Both programs prepare graduates to take the examination for R.N. licensure offered by the Board of Nurse Examiners of the State of Texas.

The Board of Nurse Examiners may refuse to admit a person to the R.N. licensure examinations if the person has been convicted of any felony or a misdemeanor involving moral turpitude, or to any individual with lack of fitness to practice nursing by any reason of mental illness or intemperate use of alcohol or drugs. Under its procedures the Board is required to conduct a background check of these areas.

An individual enrolled or planning to enroll in the nursing education program who has reason to believe he may be ineligible for the license may petition the Board of Nurse Examiners for a declaratory order as to the person's eligibility. Neither the University nor its faculty can answer this question for a person. The Board of Nurse Examiners may be reached at: Board of Nurse Examiners for the State of Texas, Box 140466, Austin, Tx 78714, (512) 835-4880.

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:

Department of Associate Degree Nursing

A. For the associate degree program applicants are required to:

1. Have satisfactorily completed BIOL 1414, 2404, 2414 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 and ENGL 1323 with a grade of "C" or above.
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.

All associate degree program students must achieve satisfactory performance on the English Proficiency Examination by the last course of the first level (ADN 1545).

All transfer students must present a letter of good standing from the deans of all previous nursing programs.

Students whose transcripts 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 will not be eligible to enter or to continue in the program.

Department of Baccalaureate Nursing

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.

All transfer students are required to present letter of good standing from the deans of all previous nursing programs.

Students whose transcripts 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 will not be eligible to enter or to continue in the program.

Requirements for graduation with an A.D.N. or B.S.N. are that the candidate meet 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. A minimum of 72 semester hours satisfactorily completed for the associate degree in nursing and with a minimum of 130 semester hours satisfactorily completed for the baccalaureate in nursing.
3. Candidates for the Associate Degree and 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.

ASSOCIATE OF SCIENCE DEGREE IN NURSING

Prerequisite Courses

BIOL 1414, 2404, 2414, ENGL 1313, 1323	18
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Nursing Courses

ADN 1414	4
ADN 1525, 1535, 1545	15
ADN 2515, 2525, 2535, 2545	20
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Required for Graduation

Psychology 1313, 3313	6
Sociology 1313	3
Christianity 1313 or 1323	3
CISM 1321	3
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BACHELOR OF SCIENCE DEGREE IN NURSING

Prerequisite Courses

Sem. Hrs.

English 1313, 1323, 2313, 2323	12
Chemistry 1404	4
Sociology 1313	3
Speech 1313	3
Psychology 1313	3
Biology 2404, 2414, 2433	12
Biology 1414 or 3414	4
Psychology 3313	3
*Courses Required for graduation--see below	12
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***Courses Required for Graduation**

Interdisciplinary Course 3301, 3302, 3303, 3304, 3311, 3312, 3313, 3314, 6 (select 2)	
Human Kinetics 2200	2
History 2313, 2323 or	
Economics 1301 and Political Science 2313	6
Christianity 1313, 1323, 2333	9
Computer Information Systems 1321	3
Research Methods (Soci 3303)	3
Electives	3
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Nursing Courses

Nursing 2313	3
Nursing 3616	6
Nursing 3525, 3535, 4555	15
Nursing 3555	5
Nursing 3313, 4373	6
Nursing 4525, 4535	10
Nursing 4565	5
Senior Seminars 4292, 4293	4
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COURSE DESCRIPTIONS

NURSING--ASSOCIATE DEGREE

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 perioperative 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 1414.

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 and satisfactory performance on the English Proficiency Exam.

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.

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 care giver to patients with rapidly changing needs; as manager of patient care for a large group of patients; communicator; and as member within the profession of nursing. Prerequisite: ADN 2515, 2525, 2535.

NURSING--BACHELOR'S DEGREE

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 department chairperson.

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: CHEM 1404; BIOL 2404, 2414, and 1414 or 3314; PSYC 1313 and 3313; SPEECH 1313; SOCI 1313; ENGL 1313, 1323, 2313, 2323.

NURS 3313 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 2313, 3616, 3525, and 3535.

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 3616.

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, 3616, and 3525.

NURS 4555 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, 3616, 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, 3616, 3525, 3535.

NURS 3616 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, NURS 2313, twelve additional hours of general degree requirements, and successful completion of English and Math Proficiency Exams.

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 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 includes: 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 3616, 3525, and 3535; approval of the instructor.

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 2313, 3616, 3525, and 3535.

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, 3616, 3525, and 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, 3616, 3525, and 3535.

NURS 4555 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, 3616, 3525, 3535, 3555, 4313, 4292, 4525, 4535, and 4555.

*A nurse currently registered to practice nursing in Texas may qualify for credit by examination for the courses NURS 3525, 3535, 3555, 4525, 4535, and 4555. Credit is given for NURS 3616.

COLLEGE OF SCIENCE AND MATHEMATICS

The College of Science and Mathematics includes courses in biology, chemistry, mathematics, medical technology, nuclear medicine technology, and physics.

DEPARTMENT OF BIOLOGY

All biology majors are required to take CHEM 2413, 2414. Biology majors must take 30 hours in biology including BIOL 2353, 2434, 2444, 3444, 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. It is strongly recommended that all pre-medical and pre-dental students take Human Anatomy and Physiology, Biol 2404, 2414 before they take the MCAT or DAT. 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, 3444, 4 semester hours of senior seminars, and 5 additional upper level hours. For teacher certification, the four semester hours of senior seminars must include Health Concepts and Skills and Principles of Research.

DEPARTMENT OF CHEMISTRY

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

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 at least one course in computer languages in which mathematical concepts are included. Mathematics majors must take 34 hours in mathematics including the following courses: MATH 2434, 2444, 3414, 3323, 3333, 3353, 4313, or 4333, senior seminars 4292 and 4293 and 6 additional hours in mathematics, 3 of which must be computer languages. Students desiring certification to teach math in elementary school are required to take 27 hours of math including MATH 1313, 1434, 2316 or 2313, 2434, 9 advanced hours in mathematics, and 4 semester hours of senior seminars including Logo and Geometry. Students desiring teacher certification to teach math in secondary school are required to take 32 hours of math including MATH 1434, 2316 or 2333, 2434, 2444, 3314, 3323, 3353, 3414, and 4 semester hours of senior seminars including Logo and Geometry.

PRE-ENGINEERING

The pre-engineering program is designed to allow a student to complete an engineering degree after five years of full-time study, the first three at HBU and the last two at the University of Houston. During the third year, concurrent enrollment at both universities is required--depending on the option selected, a student will need to take from two to four courses at the University of Houston. The student will also need to take one course at the University of Houston in summer school following each of the first two years of the program. Students who have not completed one year of mechanical drawing or general drafting in high school will also be required to take a course equivalent to CIVT 1330 (Engineering Graphics) at the University of Houston prior to full-time enrollment there. Students who successfully complete this program are guaranteed admission to the engineering program at the University of Houston and should be able to complete all requirements for an engineering degree with four semesters of full-time work there.

HBU also offers a dual-degree program in co-operation with the University of Houston. Prior to (or simultaneously with) receiving an engineering degree from the University of Houston (generally after five years of study), a student may obtain a B.A. or B.S. degree from HBU (generally after four years of study) by completing a small amount of additional course work in addition to the courses that would normally be taken through the fourth year of the program.

See pages 60-63 for a list of requirements for the pre-engineering program.

Note: Students in this program should notify the Dean of the College of Science and Mathematics of their intentions as soon as possible and apply for admission to the University of Houston College of Engineering no later than the Winter Quarter of their first year of enrollment at HBU. Failure to do so will make it impossible for a student to follow the schedule required to complete the program within three years.

PHYSICS

The physics curriculum is designed to prepare students for graduate work in physics or a career in industry. All physics majors must take 31 hours in physics including PHYS 2413, 2423, 2433, 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.

COLLEGE OF SCIENCE AND MATHEMATICS

COURSE DESCRIPTIONS

BIOLOGY

BIOL 1104 Patient Advocate

This course is designed for students considering medical school. It consists of classroom activities and experiences in an emergency room at a hospital. It is designed to allow students to get "a real world" feeling for what medicine is like from both the point of view of the health care provider and from the point of view of the patient and the patient's family. Offered on a pass-fail basis only. Prerequisite: Permission of instructor.

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 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 2404 Human Anatomy and Physiology I

The course deals with the anatomical description and functions of the systems of the human body. Emphasis is placed upon the interrelationship between structure and function with maintenance and homeostasis being the unifying principle. Includes 44 clock hours of laboratory work.

BIOL 2414 Human Anatomy and Physiology II

The course deals with the anatomical description and functions of the systems of the human body. Emphasis is placed upon the interrelationship between structure and function with maintenance and homeostasis being the unifying principle. Includes 44 clock hours of laboratory work. Prerequisite: BIOL 2404.

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 2414 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 systematics, 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 3253 General Physiology Laboratory

The physiological aspects of vertebrates are illustrated and investigated. Includes 60 clock hours of laboratory work. Prerequisite: BIOL 3353 or concurrent enrollment.

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 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. Prerequisite: four semester hours of Chemistry and six semester hours of Biology.

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 3444 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 2444 and 2353.

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 Research Group. Attendance is required. Prerequisites: 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 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 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 2444 and BIOL 2353.

CHEMISTRY

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 4

4 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 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 4343 Introduction to Quantum Mechanics

Pre-quantum physics and the foundations of quantum mechanics, Schroedinger'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 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.

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

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 2314 Programming in C

An introduction to the C programming language, including topics in the design of algorithms, mathematical problem solving, graphics, debugging, data storage and retrieval, and the use of pointers. 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 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 2444 Calculus II

A continuation of Mathematics 2434.

Topics include: integration of logarithmic exponentials, inverse trig., and hyperbolic functions, techniques and applications of integration, improper integrals, L'Hopital's Rule, and infinite series. Prerequisite: MATH 2434.

MATH 3314 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 2434.

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, numerical solutions, and Laplace transforms. Prerequisite: MATH 2444.

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 3383 Mathematical Methods for Science and Engineering

Advanced techniques in applied mathematics for students of science and engineering, with topics from partial differential equations, Laplace transforms, Fourier series, complex analysis, and vector analysis. Prerequisites: Credit for or concurrent enrollment in MATH 3333, 3414. (Offered also as PHYS 3383).

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 3414.

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 3414.

PHYSICS

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 2433 Principles of Physics III

An introduction to the physical principles of thermodynamics, kinetic theory, statistical mechanics, the quantum theory of light, relativity, basic concepts of quantum mechanics, atomic and nuclear structure, molecular structure, the solid state, lasers, and elementary particles. Prerequisites: PHYS 2423 and credit for or concurrent enrollment in MATH 3333, 3414.

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 3383 Mathematical Methods for Science and Engineering

Advanced techniques in applied mathematics for students of science and engineering, with topics from partial differential equations, Laplace transforms, Fourier series, complex analysis, and vector analysis. Prerequisites: Credit for or concurrent enrollment in MATH 3333, 3414. (Offered also as MATH 3383).

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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B.S., West Texas State University; M.C.S., Ph.D., University of Mississippi (1973)

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ROBERT C. BUSH

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B.B.A., University of Texas; M.B.A., Northwestern University; Ph.D., University of Texas (1979-1982; 1985)

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COREEN DAWKINS

Assistant Professor in Mass Media

B.A., William Jewell College; M.S., Brooklyn College; Ph.D., Howard University (1991)

RICHARD LANE DENHAM

Professor in English

B.A., Austin College; M.A., Texas Tech University; Ph.D., University of South Carolina (1974)

DATONA A. DODSON

Professor in German

B.A., University of Nevada; M.A., Ph.D., University of Texas (1967)

PATRICIA BROWN DOMINGUEZ

Instructor in Nursing

B.S.N., M.S.N., University of Texas (1991)

PATRICIA DUKE DREESSEN

Assistant Professor in Nursing

B.S.N., M.S.N., Texas Woman's University (1988)

ROBERT DRIVER

Associate Professor in Finance, Prince Chavanne Professor of Christian Business Ethics and Area Coordinator in Finance and Business Administration

B.S.E.E., The Citadel, Charleston, N.C.; M.B.A., University of Houston; Ph.D., University of Texas (1988)

ROBERT H. DVORAK

Professor in Human Kinetics

B.S., Southern Illinois University; M.S.T., Georgia Southern College; Ph.D., University of New Mexico (1973)

JENNIFER FERGUSON

Assistant Professor in Human Kinetics

B.A., Houston Baptist University; M.Ed., Stephen F. Austin University (1986)

RUTHMARIE FERGUSON

Assistant Professor in Psychology

B.A., University of Houston; M.A., Texas Southern University; Ph.D., Texas A & M University (1991)

DOUGLAS TIM FITZGERALD

Assistant Professor in Psychology

B.S., Ball State University, Indiana; M.R.E., Golden Gate Baptist Theological Seminary, California; M.S.Ed., Ph.D., University of Kentucky (1988)

REXR. FLEMING

Professor in Speech

B.S., M.A., University of Houston; Ph.D., Pacific Western University (1967)

GEORGE FLOWERS

Assistant Professor in Finance

B.S., Purdue University; M.B.A., University of Wisconsin; C.P.A. (1982)

CARTER L. FRANKLIN, II

Professor in Management, Associate Dean of the College of Business and Economics, and Rex G. Baker Professor in Business

B.S., Carnegie Mellon University; M.S., Ph.D., Purdue University (1974)

CURTIS W. FREEMAN

Assistant Professor in Christianity

B.A., Baylor University; M.Div., Southwestern Baptist Theological Seminary; Ph.D., Baylor University (1987)

GEORGIE FREESE

Assistant Professor in Nursing

A.D.N., Purdue University; B.S.N., M.S., Texas Woman's University (1989)

RHONDA FURR

Assistant Professor in Music

B.S.Ed., M.M.E., Western Carolina University; D.M.A., Southern Baptist Theological Seminary (1989)

ROY GARDNER

Associate Professor in Computer Information Systems and Area Coordinator in Computer Information Systems

B.S., Pratt Institute, Brooklyn, New York; M.A., State University of New York, Stony Brook; M.S., Ph.D., Michigan State University (1983)

R. BRUCE GARRISON

Professor in Management, Dean of the College of Business and Economics, and Herman Brown Chair of Business and Economics

B.S., M.Ed., Central State University, Oklahoma; Ph.D., University of Northern Colorado (1983)

JERRY B. GAULTNEY

Professor in Biology and Dean, College of Science and Mathematics

B.S., M.A., Baylor University; Ph.D., Louisiana State University Medical School (1978)

ANN K. GEBUHR

Professor in Music

B.Mus., M.Mus., Ph.D., Indiana University (1978)

JOHN L. GREEN

Professor in Accounting

B.A., Florida A&M; M.A.S., University of Illinois; Ph.D., University of Houston; C.P.A. (1978)

JOHN P. HANSEN

Associate Professor in Economics, Director of Academic Computing Services

B. S., Springfield College; M.A., Ph.D., Rice University (1985)

RANDY HATCHETT

Assistant Professor in Christianity and Philosophy

B.A., Dallas Baptist University; M.Div., Ph.D., Southwestern Baptist Theological Seminary (1990)

REBECCA J. HELMREICH

Assistant Professor in Nursing

Diploma, Hurley School of Nursing; B.S.N., Houston Baptist University; M.S.N., University of Texas (1988)

THOMAS A. HOLLAND, JR.

Associate Professor in Psychology, Chair, Department of Behavioral Sciences

B.A., Southern Methodist University; Ph.D., University of Houston (1986)

JOHN C. HOOKER

Professor in Biology, Physics and Mathematics

B.S., University of Texas at Arlington; M.S., Ph.D., Oklahoma State University (1975)

JACQUELINE PELTIER HORN

Assistant Professor in Biology

B.S., Texas A&M University; Ph.D., University of Texas at Houston (1989)

TINA HOU

Assistant Professor in Library Science

B.A., Fu-Jeh Catholic University, Taiwan; M.L.I.S., University of Texas (1987)

CALVIN HUCKABAY

Distinguished Professor in English, Dean of the College of Humanities, and Robert H. Ray Chair of Humanities

B.A., Louisiana College; M.A., Tulane University; Ph.D., Louisiana State University (1963)

CATHY HUESKE

Assistant Professor in Nursing

A.A., Delmar College; B.S.N., St. Thomas University; M.S.N., University of Texas (1989).

DILLARD A. ISABEL JR.

Assistant Professor in Sociology

B.S., Hardin-Simmons University; M.S., Rochester Institute of Technology (1990)

LAURI D. JOHN

Assistant Professor in Nursing

B.S., University of Illinois-Champaign/Urbana; BSN, Loyola University of Chicago; MSN, University of Texas, HSC-Houston (1990)

LESLIE KENNEDY

Instructor in English

B.A., M.L.A., Houston Baptist University (1990)

ANDREAS KLEIN

Associate Professor in Music and Artist-in-Residence

Juilliard School, New York City D.M.A., Rice University (1985)

DANIEL L. KRAMLICH

Assistant Professor in Music

B.A., Lebanon Valley College; M.M., Indiana University (1981)

S. JULES LADNER

Professor in Chemistry

B.S., Ph.D., University of Houston (1967)

JAMES G. LAMB

Assistant Professor in Nursing

Diploma, Alexian Brothers Hospital School of Nursing; B.S., Nebraska Wesleyan University; B.S.N., Incarnate Word College; M.S., University of Hawaii; Diploma in Anesthesiology, Tripler Army Medical Center

LOIS ARMES LAWRENCE

Associate Professor in English

B.A., M.A., Ph.D., University of Houston (1982)

ROBERT LINDER

Professor in Music and Dean of the College of Fine Arts

B.M.E., M.M., University of Houston; D.Hum., Houston Baptist University (1969)

MONTECUE JUDSON LOWRY

Associate Professor in Physics

B.S., United States Military Academy; B.A., University of Southern Mississippi; M.S., United States Naval Postgraduate School; M.A., University of Southern Mississippi; Ph.D., Texas Christian University; Ph.D., University of North Texas (1990)

JOHNA. LUTJEMEIER

Professor in Education

B.S., Concordia Teachers College; M.Ed., Ed.D., University of Houston (1975)

ERIC MANDAVILLE

Instructor in Art

B.A., Houston Baptist University; M.S., Rochester Institute of Technology (1990)

LOUIS MARKOS

Assistant Professor in English

B.A., Colgate University; M.A., Ph.D., University of Michigan (1991)

NANCY STORY MCCREARY

Assistant Professor in Music

B.M., Baylor University; M.M., University of Houston (1983)

JERALEAN MONEY

Assistant Professor in Sociology and Social Work

B.A., Texas Southern University; M.S.W., University of Houston (1984)

ROBERT C. MORECOOK

Assistant Professor in Psychology

B.A., Randolph-Macon College; M.A., University of Houston at Clear Lake; Ph.D. University of Houston (1990)

PATRICIA K. NEW

Instructor in Computer Information Systems Management

B.B.A., Southwest Texas State University; M.B.A., Rice University (1990)

AINSLIE TAYLOR NIBERT

Assistant Professor in Nursing and Chair, Department of Bachelor of Science in Nursing

B.S.N., Texas Christian University; M.S.N., University of Texas (1988)

PHYLLIS B. NIMMONS

Professor in French

A.B., M.A., University of Rochester; Ph.D., Rice University (1970)

ANN ADAMS NOBLE

Associate Professor in Library Science

B.A., Baylor University; M.L.S., University of Texas, Austin (1982)

ANN OWEN

Assistant Professor in Behavioral Sciences

B.A., Texas Christian University; M.A., University of Houston at Clear Lake; Ph.D., University of Houston (1991)

ELYSEE H. PEAVY

Professor in English and Chair of the Department of Languages

B.A., Newcomb College; M.A., Tulane University; Ph.D., Rice University (1967)

VERNAM. PETERSON

Professor in Early Childhood Education

B.A., Texas Lutheran College; M.Ed., Southwest Texas State University; Ed.D., Texas Woman's University (1976)

SALLY CHRISTINE PHILLIPS

Professor in Bilingual Education

B.A., M.A., Ph.D., University of Texas, Austin (1977)

ROSEMARY A. PINE

Assistant Professor in Nursing and Chair, Department of Associate Degree in Nursing

B.S.N., Gwynedd-Mercy College; M.S.N., Villanova University (1990)

EDITHE. PROSS

Associate Professor in Bilingual Education

B.A., Instituto Nacional del Profesorado en Lenguas Vivas, Buenos Aires, Argentina; M.A., Ph.D., University of Texas, Austin (1982)

ERNEST S. PYLE, JR.

Professor in Mathematics and Chair, Department of Mathematics and Physics

B.A., Southern State College; M.A., Ph.D., University of Texas, Austin (1973)

ROBERT A. REID

Associate Professor in Music Education and Church Music

B.M.E., M.M., Baylor University; D.M.A., University of Texas (1980)

SARAH RIDEOUT-JONES

Associate Professor in Vocal Music

B.M., M.M., D.M., Florida State University (1982)

LINDA ROFF

Associate Professor in Education, Chair, Department of Education

B.A., Houston Baptist University; M.Ed., Stephen F. Austin; Ed.D., University of Houston (1983)

ALICE ROWLANDS

Assistant Professor in Mass Media

B.A., University of South Alabama; M.A., University of West Florida (1990)

HAROLD LESLIE SAUNDERS, II

Assistant Professor in Human Kinetics

B.A., M.Ed., Pan American University; Ph.D., Texas A&M University (1985)

RENAE SCHUMANN

Instructor in Nursing

B.S.N., M.S.N., University of Texas (1991)

DAVID G. SMITH

Assistant Professor in Accounting

B.B.A., Lamar University; M.S., University of Houston; C.P.A. (1984)

ELIZABETH SOUTHER

Assistant Professor in Nursing

B.S., B.S.N., University of Texas; M.S., Texas Woman's University (1983)

JAMES R. SOWERS

Associate Professor in Management

A.B., Colgate University; M.B.A., College of William and Mary; Ph.D., Columbia University (1991)

JON SUTER

Director of Libraries and Professor of Library Science

B.A., East Central State College; M.L.S., University of Oklahoma; Ph.D., Indiana University (1984)

EUGENE TALLEY-SCHMIDT

Professor in Music

Diploma, Academy of Vocal Arts in Atlanta; Advanced Diploma, Teatro Sperimentale in Spoleto, Italy (1979)

RITA C. TAUER

Instructor in Accounting

B.A., University of Houston; M.Acct., Houston Baptist University (1990)

JAMES S. TAYLOR

Professor in Speech and Chair of the Department of Communications

B.A., M.A., Auburn University; Ph.D., Florida State University (1973)

DON TELTSCHIK

Instructor in Mathematics

B.S., Sul Ross State University; M.S., University of Houston at Clear Lake (1986)

BETTY JANE THOMPSON

Assistant Professor in Biology

B.S., Texas Tech University; Ph.D., University of California (1991)

JAMES J. TSAO

Professor in Political Science

B.A., National Taiwan University; M.A., National Chengchi University; Ph.D., American University (1968)

BROOKE TUCKER

Professor in History and Chair, Department of History/Political Science

B.A., Sweet Briar College; M.A., Ph.D., University of Texas, Austin (1972)

JAMES ULMER

Associate Professor and Writer-in-Residence

A.B., Gettysburg College; M.A., University of Washington; Ph.D., University of Houston (1986)

SHEILA JEAN WAGGONER

Assistant Professor in Mathematics

B.A., University of Texas; M.S., Ph.D., University of Houston (1991)

DORIS WARREN

Professor in Chemistry

B.A., M.S., Baylor University; Ph.D., University of Houston (1967)

MARIA E. WEHNER

Assistant Professor in Library Science

A.B., University of Missouri; M.L.S., The University of Texas at Austin (1992)

DAVID WEHR

Professor of Choral Music and Director of Choral Activities

B.M., M.M., Westminster Choir College; Ph.D., University of Miami (1979)

STEPHEN H. WENTLAND

Professor in Chemistry and Chair, Department of Chemistry

B.S., Rensselaer Polytechnic Institute; M.S., Ph.D., Yale (1977)

SHARI H. WESTCOTT

Associate Professor in Accounting

B.A., M.Acct., M.B.A., Ph.D., University of South Carolina (1990)

SEBRON B. WILLIAMS

Professor in Education and Dean of the College of Education and Behavioral Sciences

B.S., M.Ed., Ed.D., North Texas State University (1978)

RUTH ANN WILLIAMSON

Assistant Professor in Education

B.S., Sam Houston State University; M.Ed., Ph.D., Texas A & M University (1990)

GENE WOFFORD

Professor in Christianity

B.A., Hardin-Simmons University; B.D., Th.D., Southwestern Baptist Theological Seminary (1975)

TREACY LYNN WOODS

Associate Professor in Chemistry

B.S., Mankato State University; Ph.D., Rice University (1983)

CYNTHIA A. YOUNG

Professor in Biology

B.S., M.A., Sam Houston State University; Ph.D., University of Houston (1967)

NANCY YUILL

Associate Professor in Nursing and Dean, College of Nursing

B.S.N., Houston Baptist University; M.S.N., Ph.D., Texas Woman's University (1981)

ROBERT A. ZWICK

Associate Professor in Music and Director of Instrumental Activities

B. M.E., Eastern Kentucky University; M. M.E., Ph.D., North Texas State University (1981)

(Dates indicate year of initial appointment).

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