

**LYNN UNIVERSITY**  
**UNDERGRADUATE CATALOG**

**2001-2002**

*Lynn University is accredited by the Commission on Colleges  
of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia 30033-4097  
Telephone number: (404) 679-4501)  
to award associate, baccalaureate, master's and doctoral degrees.*

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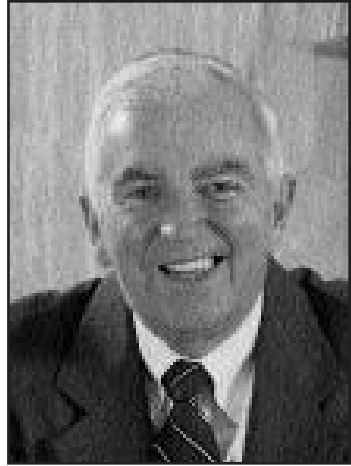
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## **MESSAGE FROM PRESIDENT ROSS**



Lynn University is at an exciting time in its history. As we celebrate forty years in existence, we have built a solid reputation for academic quality and educational innovation, providing academic programs that reflect societal needs and encourage collaborative approaches to the challenges the world faces in the 21<sup>st</sup> century.

At Lynn University, we have always believed the most useful education comes from a core liberal arts background combined with practical skills and hands-on experiences. Our professors invest a great deal of time helping our students identify an interest or strength which will serve as a professional focus.

College years not only lay the vital groundwork for long-term professional direction, but for lifelong personal growth as well. Lynn's administration, faculty and staff are committed to building within each student a strong foundation for meaningful life decisions, marked by a steadfast belief in one's own abilities and inner self. Our primary purpose is to provide our students with the knowledge, skills and personal values they need to achieve their own particular vision of success.

Choosing a college is an important step in a lifelong educational journey. I invite you to travel this exciting road with us. It is my steadfast commitment and personal goal to ensure that all students at Lynn have an experience here that will serve them well the rest of their lives.

Sincerely,

Donald E. Ross  
President

## MEMBERSHIP

American Association of Collegiate Registrars and Admissions Officers  
American Association for Counseling and Development  
American Baseball Coaches Association  
American Board of Funeral Service Education, Inc.  
American College Personnel Association  
American Conference of Academic Deans  
American Counseling Association  
American Council of Education  
American Fraternity Association  
American Hotel and Motel Association  
American Library Association  
American Physical Therapy Association  
Association of American Health, Physical Education & Recreation  
Association of Athletic Directors of Development  
Association for College Union International  
Association of College and University Housing Officers-International  
Association of College Student Personnel Administrators  
Association of Collegiate Schools and Programs  
Association for Gerontology in Higher Education  
Association for University and College Counseling Directors  
Association of Higher Education  
College Placement Counsel  
College Sports Information Directors of America  
Commission on Accreditation for Physical Therapy Education  
Council for the Advancement and Support of Education  
Council for Adult and Experiential Learning  
Council on Aviation Accreditation  
Council on Hotel, Restaurant and Institutional Education  
European Council of International Schools  
Florida Association of College Registrars and Admissions Officers  
Florida Association for Counseling and Development  
Florida Association of Private College and University Admissions Officers  
Florida Association of Student Financial Aid Administrators  
Florida College Health Nurses Association  
Florida Cooperative Education and Placement Association  
Florida Counseling Association  
Florida Funeral Directors  
Florida Hotel and Motel Association  
Florida Personnel and Guidance Association  
Florida Physical Therapy Association  
Florida Restaurant Association  
Greater Miami Airport Association  
Independent Colleges and Universities of Florida  
Independent Funeral Directors  
National Association of Campus Activities  
National Association of College Admissions Counselors  
National Association of College Student Personnel Administrators  
National Association of Colleges and Employers  
National Association of Colleges and Universities Business Officers  
National Association of Collegiate Directors of Athletics  
National Association of Schools of Music  
National Association of Social Workers  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Association of Foreign Student Advisors

National Business Aviation Association  
 National Career Development Association  
 National Collegiate Athletic Association  
 National Collegiate Baseball Writers Association  
 National Employment Counseling Association  
 National Funeral Directors Association  
 National Intercollegiate Flying Association  
 National Intramural Recreation Association  
 National Restaurant Association  
 Palm Beach Hotel and Motel Association  
 Regional Airline Association  
 Southeast Florida Career Consortium of Private Universities  
 Southeast Florida Library Information Network  
 Southeast Library Network  
 Southeast Regional Association: Teachers of English to Speakers of Other Languages  
 Southern Association of College Admissions Counselors  
 Southern Association of Colleges and Employers  
 Southern Association of Student Financial Aid Administrators  
 Southern Business Administration Association  
 Southern College Art Conference  
 Southern Regional Education Board: Council on Collegiate Education for Nursing  
 State Board of Independent Colleges and Universities  
 Sunshine State Conference  
 The College Board  
 University Aviation Association  
 U.S. Basketball Writers Association

Lynn University admits students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lynn University does not discriminate on the basis of race, color, gender, religion, national and ethnic origin, disability, or age in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.



# **PART 1. OVERVIEW**

## **General Information**

Lynn University is a private, four-year coeducational college, accredited as a Level V institution by the Southern Association of Colleges and Schools, and licensed by the Florida State Board of Independent Colleges and Universities.

Founded in 1962 as Marymount College, a two-year junior college for women, the College became co-ed in 1971 and changed its name to the College of Boca Raton in 1974. In 1982, the College expanded its offerings to include Bachelor's degrees and in 1985 the first Master's degree was in place. Based upon the institution's goal of expanding its focus nationally and internationally, the Board made the decision to attain university status and in September 1991, was renamed Lynn University. The first Ph.D. program was offered in 1998.

Lynn University is located in Boca Raton on South Florida's "Gold Coast." Geographically, the city and its environs are an epicenter for international trade, linking corporations that serve the world marketplace. The University's location in this hub provides a dynamic medium for educational exchange and learning.

Boca Raton, a city of almost 150,000, is halfway between Palm Beach and Fort Lauderdale, only three miles from the Atlantic Ocean. Easily accessible from major roadways, Boca Raton is within easy travel distance of three major airports.

## **Vision**

Lynn University's vision is to be a global University for the Twenty-First Century whose graduates apply ethical values in a diverse, complex, and interconnected society. The governing Board of Trustees is committed to developing academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange. This triad forms both the premise and direction to further develop and extend its academic programs, support services, administrative operations, and resources internationally. The University seeks to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks.

## **Mission**

Founded in 1962 and located in Boca Raton, Florida, Lynn University is a private coeducational institution whose primary purposes are education, the preservation, discovery, dissemination and creative application of knowledge, and the preparation of its graduates with the academic foundation for life long learning. Service, scholarly activity including research, and ongoing professional development allow the faculty, in conjunction with the entire University community, to fulfill its purposes: facilitating student-centered learning and fostering the intellectual life of the University. The University offers Associate, Baccalaureate, Master, and Doctoral degrees as well as non-credit continuing education programs. Breadth, depth, and application of learning are the bases for competencies in all programs.

Graduate curricula promote advanced or expert knowledge and scholarship. Programs are delivered through a variety of venues, including a traditional residential campus setting, distance education, off-campus sites, and international locations.

The University admits applicants with varying backgrounds and levels of academic proficiency who demonstrate potential for academic success. The student body includes traditional aged and adult learners from the United States and many other nations. Academic programs are coordinated with a range of support services, extra-curricular activities, international and cultural exchange programs, and career opportunities to promote students' ongoing intellectual, professional and personal development. Education, service and leadership are emphasized throughout the University experience.

The Board of Trustees, administration, faculty, staff, students, and alumni play an integral role in on-going assessment, planning, evaluation, and governance to enable the University to improve and to demonstrate institutional effectiveness in the following areas: educational programs, delivery systems, public service functions, support services, and administrative operations. Lynn University will have fulfilled its purpose if its graduates leave with knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.

(Approved by the Board of Trustees 3/26/99.)

### **Commitment of the University**

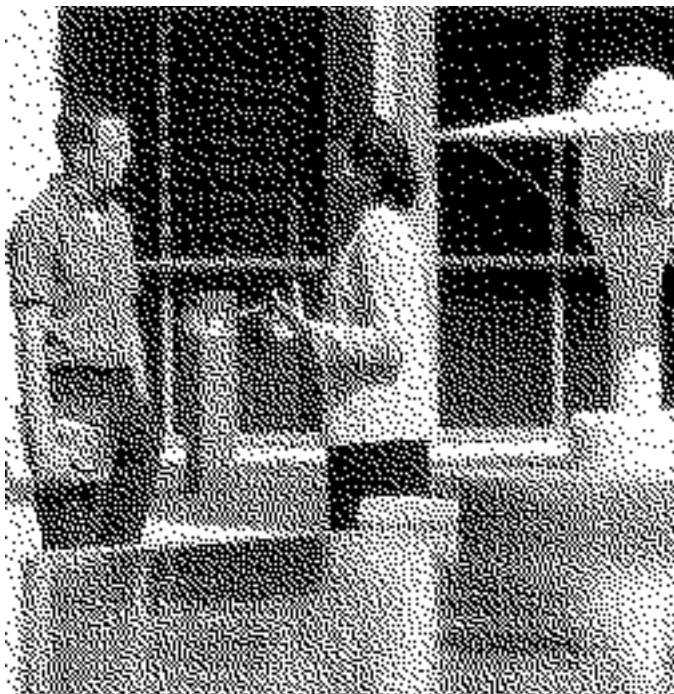
The University is committed to providing equal access to education and employment opportunities to all, regardless of race, color, gender, religion, national and ethnic origin, or age. The University is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.

The University makes every effort to assure completeness and accuracy in the Catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

**NOTICE:** Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the College granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

Additional information regarding the University may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; (850) 488-8695.



## **PART 2. ADMISSIONS**

### **General**

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Undergraduate Admission, (800) 888-LYNN or [admission@lynn.edu](mailto:admission@lynn.edu).

In addition to the requirements needed for admission to Lynn University, applicants to the Conservatory of Music need an audition and must submit an additional Conservatory of Music application. Please refer to the Conservatory's Profile for audition and application requirements.

### **Visitors are Welcome**

All prospective students and their parents, guardians, families, and friends are encouraged to visit Lynn University. The recommended time for high school students to see the University is during the spring of their junior year or during the fall of their senior year. Although campus interviews are not required, they are strongly encouraged. It is recommended that visits be scheduled while the University is in session and students are on campus. This will give the prospective candidates and their families an opportunity to meet students and faculty, to observe classes, to eat in our dining hall, and to view the campus. It is best to avoid Lynn's vacation and final examination periods, since Lynn University students are either away from campus or are less readily available. If time or other obligations do not comply with the academic calendar, visitors are still welcome throughout the year. Students are requested to write, e-mail, or call the Office of Undergraduate Admissions at least one week in advance of their visit. During the school year, the Office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

### **Freshman Admission - Day Division**

Applicants will be considered for general acceptance if they meet the following requirements:

- Earned a high school diploma or G.E.D.
- Minimum GPA of 2.5
- Minimum SAT 850 or ACT 18
- Official high school transcript
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay

Students who are applying to The Advancement Program are required to submit current psycho-educational testing to the Office of Admission. When all required documents are evaluated, the Director of The Advancement Program will notify the candidate.

### **Application Procedures**

Lynn University encourages high school students to apply during the fall of their senior year.

1. Complete Lynn University's Application Form and mail it to the Office of Undergraduate Admission with the \$35 non-refundable application fee or apply online at [www.lynn.edu](http://www.lynn.edu).

2. All candidates for admission must submit an official transcript indicating all secondary school course work and graduation date.
3. SAT I (Scholastic Assessment Test) or ACT (American College Test) scores are required and may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
4. A letter of recommendation from the candidate's guidance counselor or a teacher is also required. The letter of recommendation is most useful as the University recognizes the effect of determination and motivation on a student's academic performance.
5. Applicants also are required to submit a personal statement or essay.
6. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and a campus tour.
7. When school records, test scores, letters of recommendation and personal statement or essay are received, the University will notify applicants of their admission status.
8. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is credited to the student's account, and is non-refundable after May 1 for new freshman applicants for the fall semester.
9. Final acceptance is contingent upon successful graduation from high school, and is confirmed through receipt of the applicant's final transcript.

### **Transfer Admission - Day Division**

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies

### **Application Procedures**

Transfer students are welcome at Lynn University and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible.

1. Complete the Application Form and mail it to the Office of Undergraduate Admission with the \$35 non-refundable application fee.
2. Official transcripts from the candidate's current college and from all previous colleges/universities attended must be sent directly to the Office of Admission. A letter of recommendation from a professor or employer is also encouraged. In lieu of a letter of recommendation, the "Dean of Students Recommendation Form" may be submitted. SAT I or ACT scores are not necessary if 12 or more college credits have been successfully completed with a "C" average or better. Applicants also are required to submit a personal statement or essay.

3. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and campus tour.
4. When the college transcripts and a letter of recommendation or the "Dean of Students Recommendation Form" are received, Lynn University will notify the student of his/her admission status.
5. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is non-refundable and is credited to the student's account.
6. In general, transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses which are intended to prepare a student for college level work.

## **International Students**

International students are important and vital members of the Lynn community who comprise a significant portion of the student body and represent 70 countries.

International applicants are classified into the following two categories:

- a. A citizen of a country other than the United States who holds a passport from that country.
- b. Any U.S. or non-U.S. citizen whose permanent home address is outside of the United States, Puerto Rico, the U.S. Virgin Islands, or any other U.S. territory.

All other applicants for undergraduate admission, in the day division, should use the regular admission application.

## **International Application Requirements**

An international application for admission is considered complete and ready for review when the following documents and records have been received:

1. A completed application form signed, dated, and accompanied by a non-refundable application fee of \$35. This fee must be drawn from a U.S. bank account, be an international money order, or paid by credit card.
2. Educational documents, including official transcripts and mark sheets from each secondary school, college, or university attended, and official report of scores from all national school-leaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable. NOTE: Transfer applicants with more than one year of university level study are not required to submit secondary school records, but upon acceptance must submit official English translated course descriptions for course evaluation.
3. A letter of recommendation from a counselor, class tutor, career advisor, or head of school for freshman applicants or a letter of recommendation from a professor at the university most recently attended.

4. Applicants are also required to submit a personal statement or essay.
5. Official test results of the TOEFL (Test of English as a Foreign Language), if English is not the applicant's first language. Applicants with TOEFL scores of 470-499 will be placed in the Bridge Program. Applications with TOEFL scores of 500+ will be considered for regular admission. For a registration form, contact:

TOEFL Services  
P.O. Box 6151  
Princeton, NJ 08541-6151  
(609) 771-7760  
e-mail: toefl@ets.org.  
www.toefl.org

6. Official test results of the SAT I or ACT are required and used for the purpose of academic advising. For a registration form, contact:

College Board SAT Programs	ACT Universal Testing
P.O. Box 6200	P. O. Box 4028
Princeton, NJ 08541-6200	Iowa City, IA 52243-4028
(609) 771-7600	(319) 337-1321

www.collegeboard.org

Lynn University code for SAT and TOEFL is 5437.

Lynn University code for ACT is 0706.

The SAT I and ACT are not required of transfer applicants who have completed 12 or more university credits with a grade of "C" or better.

7. Completed Certification of Finances Form properly endorsed by the appropriate bank with the official bank seal or stamp.  
**NOTE:** This requirement does not apply to U.S. resident aliens who are required to submit a notarized copy of their **Resident Alien Card (Green Card)**.
8. Transfer Eligibility Form for International Students. All international students who are currently studying in the United States on an F-1 student visa and who are transferring from other U.S. institutions are required to submit this form.

### **The I-20 Form**

Upon admission to Lynn University, applicants are sent a letter of acceptance and requested to submit an admission deposit to reserve their place. When the student's certification of finances is submitted to the Office of Undergraduate Admission, the I-20 Form (Certificate of Eligibility) is issued. The I-20 form, a valid passport, and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of citizenship or permanent residence to obtain the F-1 student visa necessary for study in the United States.

Students admitted to the United States on an F-1 student visa must attend the University on a full-time basis and may not engage in unauthorized employment without permission from the U.S. Immigration authorities.



## **Evaluation of the Applicant**

When the application forms and other required records of the applicant are complete, the application will be submitted to the Admission Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admission. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by Lynn University.

## **Admission - Evening Division**

Applicants will be considered for general acceptance if they meet the following requirements:

- Earned a high school diploma or G.E.D.
- A demonstrated readiness to pursue studies.

## **Application Procedures**

Students may apply for admission into the programs scheduled through the Center for Professional and Continuing Education at any time throughout the year.

1. Students entering the Bachelor of Science, Bachelor of Arts, Bachelor of Science in Business Administration and Bachelor of Science in Education degree programs must have completed an Associate Degree and then worked full time for one year after completing the Associate Degree or students must have four years of full time work experience prior to admission. Degrees offered through the College of Science and Health may have additional admission requirements.
2. Students entering the Bachelor of Professional Studies degree program must have five years of full-time work experience prior to admission.
3. Students must have earned a high school diploma or G.E.D.
4. Students must submit an application with a non-refundable \$50 fee.
5. Students must meet with an academic advisor to plan out a program progression.
6. Official transcripts from previous institutions attended must be submitted to the academic advisor.
7. Graduates of foreign schools must submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.

## **Transfer Admission - Evening Division**

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies.

## **Application Procedures**

It is the student's responsibility to request official transcripts from every school



attended. Transcripts should be sent to the student's academic advisor. Transcripts that are not received directly from the sending institutions are unofficial and will not be officially evaluated. When all transcripts are received, the official transfer evaluator will review the student's file. An evaluation will be completed and a copy of this will be forwarded to the student. Credits will be accepted in transfer from other institutions under the following conditions:

1. Transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major.
2. Credit will not be given for vocational courses or for courses listed below the acceptable college level degree.
3. Credits evaluated as "Experiential Credit" are not transferable from another institution into Lynn University degree programs.

## **Readmission**

Students who voluntarily or involuntarily withdraw from Lynn University for one or more full semesters lose degree-seeking status. Students wishing to return to the University must submit an application for readmission and a personal statement to the Office of Undergraduate Admission at least one month before the intended date of their re-entry. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admission.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more semesters must submit an application for readmission at least one month before the intended date of their re-entry and include a letter of appeal with their application for readmission. The application for readmission must be approved by the Dean of Students and by the Director of Academic Advising. Students who are re-admitted to the university return at the same Academic Standing status as when they left the University.

## **Americans with Disabilities Act (ADA)**

Students with documented learning differences must disclose their desire for corresponding accommodations by checking the appropriate box on the Application Form. Their applications will be reviewed for consideration into the appropriate program at Lynn University.

Students with non-documented learning differences who wish to avail themselves of special accommodations under the American Disabilities Act must disclose their special needs. Efforts will be made to make reasonable accommodations.

## **Additional Admission Procedures and Contact Information**

The Office of Undergraduate Admission confirms the receipt of admission deposits in writing. Medical forms from the University Health Services Department are sent to Day Division students, as well as information on health insurance. Lynn University strongly advises that all students have adequate U.S. medical insurance during the duration of their enrollment. International students are required to maintain accident/sickness insurance coverage. Prior to the applicant's term of

enrollment, information about living accommodations, student services, and campus activities is mailed. Students are encouraged to contact the appropriate offices at any time, should questions arise prior to their arrival on campus.

Lynn University	(561) 237-7000
Office of Student Financial Services	(561) 237-7184
Office of Academic Affairs	(561) 237-7793
Disabilities Services	(561) 237-7794
Office of International Student Affairs	(561) 237-7075
Office of Residence Life	(561) 237-7236
Office of Student Services	(561) 237-7230
Office of Intercollegiate Athletics	(561) 237-7281

## **Placement and Testing**

### **Advanced Placement**

Lynn University invites applications from students who have taken College Board Advanced Placement Examinations. Students with a score of 3 or higher on a placement exam will be awarded credit. Actual course application will be assigned by the appropriate academic dean.

### **CLEP**

University credit may also be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the General Examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, NJ 08541-6600, or by contacting the university testing office 561-237-7064.

### **English and Math Placement**

In order to ensure proper preparation for college level English and math, freshmen day division students are administered English and math placement tests during their first semester. Results will determine whether a student is placed in 099 level English and/or math or at the beginning college level English and math. For further information regarding placement in 099 level courses, contact the Dean of Freshmen.

### **International Baccalaureate**

Lynn University reviews, evaluates and accepts International Baccalaureate (IB) Higher level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The amount of credit and level of placement are subject to approval by the appropriate academic department. Course credit is generally granted for each Higher level examination passed with a score of 5, 6 or 7 in courses comparable to Lynn University courses and appropriate to the degree program. A score of 4 may qualify a student for advanced placement without credit, subject to departmental review. Credit is awarded only for courses at the Higher Level; no credit is awarded for IB Subsidiary examinations, regardless of the scores earned.

## **Specialized Programs**

### **Early Admission**

Students who wish to enter Lynn University directly after the eleventh grade may apply for early admission, if their guidance counselor recommends such action. They should arrange with their high school to receive a high school diploma when they complete one semester (or one year) of university work. Students wishing to pursue this option should apply early in the eleventh grade.

### **Freshman Frontiers Program**

This program is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have a high school GPA below a 2.5. These students are provisionally admitted to the University. Frontiers students are provided with specialized assistance and are required to take a special 2 semester hour section of the Freshman Seminar which concentrates on learning strategies.

### **Freshman Honors Experience**

The Freshman Honors Experience provides highly motivated first-year students with an opportunity to take courses in which they can experience the challenge and exhilaration of the regular Honors Program while fulfilling core requirements. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

### **Honors Program**

Students who are highly motivated and who seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars and individualized projects.

### **The Advancement Program**

The Advancement Program is designed for students with specific learning problems who have the motivation and intellectual capacity for college level work - students whose skill and performance levels indicate that without support, their chances for success at the college level would be at risk. Specialized tutoring in all content areas including science, psychology, education and business are offered through The Advancement Program.

Accommodations for students in The Advancement Program include reduced course load, textbooks on tape, taped lectures, use of word processors, one-to-one content area tutorials, untimed examinations, verbal exams, mentoring, and social/residential support. Services offered through The Advancement Program are supervised by The Advancement Program Director and Director of Academic Advising.

### **Agreements**

- Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for the submission of false or misleading information.

- The University reserves the right of final decision regarding course requirements for any degree program offered by the University and the content of individual courses.
- Enrolled students will abide by all Lynn University regulations and comply with all local, state and federal laws. The University reserves the right to suspend or dismiss students for violations of regulations. In such cases, tuition and fees paid to the University will not be refunded.
- Attendance at Lynn is a privilege granted solely by the University. The University reserves the right to withdraw, dismiss, or suspend at any time a student whose conduct is adjudged as inconsistent with the standards, policies, rules and regulations of the University.



## PART 3. FINANCIAL REGULATIONS

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the University incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the University will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

### 2001-2002 FEE SCHEDULE

	<u>YEAR</u>	<u>SEMESTER</u>
Resident Student		
Tuition	\$19,500	\$ 9,750
Room & Board (Double Occupancy)	7,200	3,600
Student Services Fee	500	250
Technology Fee	<u>250</u>	<u>125</u>
<b>TOTAL</b>	<b>\$27,450</b>	<b>\$13,725</b>
Commuter Student		
Tuition	\$19,500	\$ 9,750
Student Services Fee	500	250
Technology Fee	<u>100</u>	<u>50</u>
<b>TOTAL</b>	<b>\$20,100</b>	<b>\$10,050</b>
Mandatory International Student Insurance	\$ 528	
Triple Occupancy	\$ 6,200	\$ 3,100
TAP A	\$ 9,000	\$ 4,500
TAP B	\$ 6,600	\$ 3,300
TAP C Continuing Education-10 weeks		\$ 815
TAP D Continuing Education-5 weeks		\$ 410
Part time or Overload	\$600 per credit hour	
Funeral Service	\$300 per credit hour	
Continuing Education	\$230 per credit hour	
Graduate	\$440 per credit hour	
Ph.D. Tuition	\$555 per credit hour	

## Special Fees for All Programs

Application	
Day Undergraduate	\$ 35
Continuing Education, Ph.D., Graduate	\$ 50
Course Withdrawal	\$ 5
Late Registration	\$ 40
Transcript	\$ 5
Portfolio/CLEP	\$ 75
Laboratory	\$ 30-100
Graduation	\$ 130
Lost ID	\$ 15 for first, \$25 for each additional
Late Payment	\$ 25
Parking Fines	\$ 15
Return Check	\$ 20
Lost Key	\$ 50
Lock Change	\$ 50-100
Spring Break Housing	\$ 200-250
Damage	\$ 50
Audit Fee	\$ 625

## Deposits 2001-2002

Deposits are applied against tuition and/or room and board. Deposits are **NON-REFUNDABLE**. However, a new student may request a refund prior to May 1 before the beginning of the academic year by submitting a written request to the Office of Student Financial Services prior to May 1st.

Off Campus Deposit	\$200 per semester
Resident Student Deposit	\$500 per semester
TAP Deposit	\$150 per semester

*(in addition to one of the above amounts)*

## Day Division Undergraduate Early Payment Discount

An early payment discount of \$50-\$500 is available.

### Tuition prepayment discounts to be allowed:

Single payment of tuition for ENTIRE 2001-2002 academic year, if paid by:

April 1, 2001	\$ 500
May 1, 2001	400
June 1, 2001	300
July 1, 2001	200
August 1, 2001	100

Single payment of tuition for Fall 2001 semester only, if paid by:

April 1, 2001	250
May 1, 2001	200
June 1, 2001	150
July 1, 2001	100
August 1, 2001	50

Single payment of tuition for Spring 2002 semester only, if paid by:

October 1, 2001	150
November 1, 2001	100
December 1, 2001	50

Note: Tuition discounts earned will be credited to the student's account in the succeeding month.

Room and board should be paid as early as possible to ensure a room assignment. All tuition, room and board charges, and fees for the Fall 2001 semester as well as all other fees are due no later than August 3, 2001, and for the Spring 2002 semester by November 30, 2001.

Financial aid from third parties will not arrive before the expiration of prepayment deadlines. Therefore, individuals who want to receive the tuition discount must pay the full tuition timely and wait for a refund of the overpayment that will subsequently be generated by the receipt of financial aid.

Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition discount. Individuals who want to receive the tuition discount must pay the full tuition timely and wait for a refund of the overpayment that will subsequently be generated when tuition charges are posted and the financial aid award is credited to the student's account at the start of each semester.

### **Submitting Payments**

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by mail to:

Cashier  
Lynn University  
3601 N. Military Trail  
Boca Raton, FL 33431

By phone: (561) 237-7187

By internet: [www.lynn.edu/payments](http://www.lynn.edu/payments) (this service will be available Fall 2001)

By wire: Bank of America, Boca Raton, Florida

Routing transit #063000047  
Lynn University  
Checking account #003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on your wiring instructions, also fax confirmation to the Office of Student Financial Services at (561) 237-7189.

## **Student Course Load (Full-time vs. Part-time)**

The Day Division full-time undergraduate program students enroll each semester in a minimum of three (3) courses for nine (9) credit hours to a maximum of five (5) courses for sixteen (16) credit hours.

Approval is required from the Academic Advisor for a student to enroll in more than sixteen (16) credit hours per semester and there is a charge for the additional credit hours (overload) at a tuition rate of \$600 per credit hour.

Students requesting a special exception to enroll in the Day Division for less than nine (9) credit hours must receive written authorization each semester from the Academic Dean and Vice President of Finance. The full time tuition rate is \$9,750 per semester.

## **Technology Fee (mandatory)**

Resident Student \$125 per semester

Day Student (Commuter) \$50 per semester

This fee is for the cable/university TV access, telephone service, voice mail, e-mail address and internet access. The telephone service is through STC Services in Allentown, Pennsylvania. Students may choose to pay their bills via credit card or have them mailed home to their parents. E-mail addresses can be picked up from the Information Technology Department located in the Green Center.

## **Student Services Fee (mandatory)**

Resident or Commuter Student \$250 per semester

This fee is assessed to all students. It covers the use of the library, Fitness Center, and the pool. It also pays for intramurals, student activities, student government and provides funds for the Student Finance Committee.

## **Summer Session**

The tuition rate is \$600 per credit hour. Students may take up to 6 credit hours.

The Summer Internship rate is also \$600 per credit hour.

## **Room and Board Fee**

The room and board fee covers the room, residence, electricity, water, maintenance of furniture, and 19 meals throughout the week. The student will be able to have three meals a day during each of the designated times throughout the week and twice on each weekend day. All resident students are charged a meal plan regardless if they chose to eat or not.

Commuter students wishing to purchase meal tickets for the cafeteria may contact the cafeteria for further information.

## **Residence Hall Fees**

If a student requests a lock to be changed, or if the student vacates the residence halls without turning in their key or if a student duplicates their room key off campus a lock change fee from \$50 - \$100 will be placed on the student's account.

A student locked out of their room more than three times per semester will have a lock out fee of \$10 placed on their account.



If a student is unable to leave the residence halls for Spring Break a Spring Break charge of \$200-\$250 will be placed on their account.

Any change of any room at any time without the written approval of the Office of Residence Life will be subject to a fee of \$50.

Students will be charged replacement costs for items missing, or damaged from their room.

Students will be charged for damages in common areas that occur during the period they are assigned to a room. If a damage occurs and the individual responsible will not identify themselves or cannot be determined, all residents of the affected living unit will share equally in the cost of repairing the damage.

### **International Students**

International students are required to obtain injury/sickness insurance, which is provided by Cultural Insurance Services International, the estimated cost is \$528 per year.

### **The Advancement Program**

The Advancement Program (TAP) requires the following special accommodations fees for each program component in addition to the Day Division Full Time Undergraduate Program tuition and fees.

Entering Freshman Students in TAP are required to be enrolled for the full year in TAP A which includes both their first and second semester.

	<u>Year</u>	<u>Semester</u>
TAP A	\$9,000	\$4,500
TAP B	\$6,600	\$3,300
TAP C (Continuing Education-10 weeks)		\$ 815
TAP D (Continuing Education-5 weeks)		\$ 410

### **Funeral Service Program Special Rate For Eligible Students**

These students must have completed a high school diploma or GED and must have at least four years of full-time work experience or must have completed an Associates degree and then worked full-time for one year to be eligible for this special rate of \$300 per credit hour for the A.S. Funeral Service Program. All other funeral service students follow the day division undergraduate rates for tuition and fees.

### **Miscellaneous Fees**

#### **Course Withdrawal Fee**

Fee to withdraw from a course during the semester or term is \$5.

#### **Course Audit Fee**

Audit Fee per course is \$625.

#### **Late Registration Fee**

Approval must be obtained in writing from the Vice President for Academic Affairs in all cases of late registration. A fee will be assessed for late arrival of the designated check in date for the term.

### **Laboratory Fees**

Laboratory fees are charged for the use of computer labs and certain other lab courses and texts as listed in the course descriptions and semester/term class schedules. Fees per Lab range from \$30 - \$100.

### **Credit by Examination Fee**

Credit earned through CLEP scores, work experience, studies in military service, etc. per credit hour is \$75.

### **Transcript Fee**

Charge for each transcript is \$5. All student accounts must be current before a transcript can be issued.

### **Portfolio Administration Fee**

Charge for each portfolio credit is \$75.

### **Graduation Fee**

A graduation fee of \$130 applies to ALL graduates and represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. The fee is payable whether or not the graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities. Students are responsible for filing for graduation by the appropriate dates. These dates are available from the Registrar's Office, the respective colleges, and the academic calendar.

### **Lost Identification Card**

An ID is required for all students. It is required to be presented at any office for assistance; at the library, for entrance into the classroom, eating in the dining hall, and to security upon entering the campus after hours. It is critical that students carry them at all times. A lost or damaged card can be replaced with a \$15 fee for the first time and \$25 for each card thereafter. Students must go to the Cashier to make their payment. If the lost card is found, please return it to the Office of Student Financial Services, as it will no longer be valid on campus.

### **Late Payment Fee**

Failure to meet any financial obligations to the University could subject the student to a \$25 per month late payment fee. This could subject the student for eviction from University housing; suspension from classes; suspension of future services; referral of the student's delinquent account to a collection agency; and the payment of additional late payment charges, grade release fees, attorney's fee, and other costs and charges necessary for the collection of any amount not paid when due.

### **Finance Charges**

A finance charge will be computed at the rate of 10% per annum on the unpaid balance of each student's account as of the end of the immediately preceding month less any credits applied and payments received during the preceding month.

## Financial Policy

If a student's account shows a past due balance of any nature, the University will not issue grades or a diploma to that student. The University will not allow the student to enroll for subsequent terms, will not transfer college credits, and will not release transcripts of college credits or semester grades until the student's account is paid in full.

No diploma, certificate, transcripts, or recommendations will be granted, nor will registration for subsequent semesters be allowed, until satisfactory arrangements are made with the Office of Student Financial Services to resolve the indebtedness. Indebtedness is defined as any money or property owed to the University for any reason (i.e. lab fees, library fines, parking fines, unreturned health supplies, athletic equipment, etc.). Students are responsible for checking with the Office of Student Financial Services on questions of indebtedness.

## Books

Textbooks may be purchased in the University Bookstore with cash, check or credit card. A large selection of school and personal supplies is also available.

## Art & Design Supplies

Art and Design supplies cost an average of \$200 per semester.

## Flight Training Expenses

Students who elect the Flight Option will receive their ground school instruction on campus as part of the regular curriculum (i.e., Primary, Instrument, and Commercial Flight Theory). Flight Training is conducted at nearby Boca Raton Airport under Part 141 of the FARs. New students in September who elect the Flight Option will begin flight training approximately two to three weeks into the Fall semester. Expenses are paid directly to Lynn University.

Flight training expenses can differ considerably from student to student due to their varying levels of proficiency. Therefore, the estimate of flight training costs are based upon what is considered to be a reasonable average of instructional hours for the majority of flight students. These costs reflect current flight instruction and aircraft rental rates and are subject to change without notice.

### Private Pilot Certificate Average Cost - based on 50 hours

		01-02	
	<u>Hours</u>	<u>Per Hour</u>	<u>TOTAL</u>
Dual Instruction	50	\$135	\$6,750
Solo Flight	10	95	950
Pre/Post Flight Brf	17	40	680
Supplies, etc			500
TOTAL FOR PRIVATE			\$8,800

### **Instrument Rating Average Cost - After Completing Private**

Dual Instruction	40	\$135	\$5,400
Solo Flight	20	40	800
Supplies, etc			600
TOTAL FOR INSTRUMENT			\$6,800

### **Commercial Pilot Certificate - After Completing PVT and Instrument**

Dual Instruction	55	\$160	\$8,800
Solo Flight	65	95	6,175
Pre/Post Flight Brf	13	35	455
Supplies, etc			325
TOTAL FOR COMMERCIAL			\$15,755

Total average cost for combined  
Private, Instrument, and Commercial course \$30,800.

A Federal Aviation Administration Designated Flight Examiner Fee of \$250.00 will be added to the flight time charge for each flight examination. This fee will cover the services of the FAA Designated Flight Examiner for all ground evaluation and certificate paperwork.

Please check our web site or call for the current fees.

### **Flight Training Deposit**

Students electing to obtain their flight certificates with the Burton D. Morgan School of Aeronautics must place a \$1000 deposit on their account specifically for flight training prior to beginning flight training in each certificate. The student may use this deposit to cover flight training costs. The student does not need to keep the full deposit amount on account. Any portion of the flight training deposit not used for flight training is fully refundable.

The curriculum lists the flight theory and related flight training course work in the first two years.

Students are not bound by this schedule and may complete their ratings at any time prior to graduation. However, students should schedule their flight training courses to coincide with the related ground school courses and should note that not all ground school and flight training courses are available every semester.

A new student enrolling in the Flight Option who already has a pilot's certificate and rating(s) can apply for and receive credit for equivalent courses in the curriculum. However, prior to the award of any credit, the Chief Flight Instructor will administer the standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The Flight School Director has final authority over all flight-related credit awards.

Students enrolling in Lynn University but who elect to pursue their pilot certificates and ratings outside the University's flight program will not receive credit for any equivalent flight courses in the curriculum.

Students are required to obtain personal liability coverage to protect them from liability costs which might occur as a result of operating an aircraft. No student will be allowed to fly until proof of liability coverage is placed in the student's record at Lynn University.

### **Frasca Flight Training Device (FTD Simulator)**

Students in the Flight Option who are enrolled in any of the three flight training courses may utilize the FTD as required by the instructor. As in the case with all science and technology-based courses, a lab fee will apply in accordance with the following scale:

#### **Course Lab Fees**

AVM 121 Primary Flight Training	\$ 50
AVM 221 Instrument Flight Training	\$100
AVM 231 Commercial Flight Training	\$100

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD as required or recommended by the instructor, at no additional charge, either for FTD use or instructor time. However, when an instructor is used who is not a Lynn University instructor, a \$30 per hour fee will apply.

Any Lynn University student who is not currently enrolled in one of the above listed courses may use the FTD to increase flight proficiency. Such use will be at the rate of \$25 per hour. There will be no instructor charge if a Lynn University instructor is used, but use of an outside instructor carries with it a \$30 per hour fee.

### **Day Division Refund Policy**

In cases of withdrawal from the University, a properly filed Request for Withdrawal form establishes the date to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Financial Services before refunds will be made.

**REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES, SERVICE & TECHNOLOGY FEES.**

When a withdrawing student has been awarded financial aid and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds

will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be restored 100% to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

### Calculation of Refundable Amounts

The table below is based on accounts paid in FULL.

	<u>FALL 2001</u>	<u>SPRING 2002</u>
<b>TUITION &amp; TAP</b>		
Prior to the first day of classes	100 % 9/03/01	1/04/02
Within 7 days from the first day of classes	75 % 9/12/01	1/14/02
Within 14 days from the first day of classes	50 % 9/19/01	1/21/02
Within 25 days from the first day of classes	25 % 9/30/01	2/01/02
After 25 days from the first day of classes	NO REFUND	
<b>ROOM CHARGES</b>		
Prior to 9/03/01 for FALL 2001	100%	
Prior to 1/04/02 for SPRING 2002	100 %	
After the above dates	NO REFUND	
<b>BOARD CHARGES</b>		
Prior to the date publicized as the arrival date for new students	100 % 9/03/01	1/04/02
From the arrival date of new students to the date publicized as the first day of classes	80 % 9/05/01	1/07/02
Within 7 days from the first day of classes	75 % 9/12/01	1/21/02
Within 21 days from the first day of classes	50 % 9/26/01	1/28/02
Within 30 days from the first day of classes	25 % 10/05/01	2/06/02
Within 45 days from the first day of classes	10 % 10/20/01	2/21/02
After 45 days from the first day of classes	NO REFUND	

There are no refunds for withdrawals after 10/20/01 for Fall 2001 and 2/21/02 for Spring 2002. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal. Refund checks will be mailed to the billing address on file within 4-6 weeks of the withdrawal date. Any balance remaining due after the refund adjustment continues to be the obligation of the parent/student.

## Calculation of Refundable Amounts for Summer

### TUITION

Prior to the first day of classes	100 %	05/03/02
During the first day of classes	75 %	05/06/02
During the second day of classes	50 %	05/07/02
During the third day of classes	25 %	05/08/02
After the fourth day of classes	NO REFUND	

### ROOM CHARGES

Prior to the date publicized as the first day of classes	100 %	05/03/02
After that date	NO REFUND	

### BOARD CHARGES

Prior to the date publicized as the first day of classes	100 %	05/03/02
During the first day of classes	75 %	05/06/02
During the second or third day of classes	50 %	05/08/02
During the fourth day of classes	25 %	05/09/02
During the fifth or sixth day of classes	10 %	05/13/02
After the sixth day of classes	NO REFUND	

### SUMMER INTERNSHIP TUITION

Prior to the date publicized as the first day of internship	100 %	06/07/02
During the first week of internship	75 %	06/14/02
After the first week of internship	NO REFUND	

## Evening Division Refund Policy

Withdrawals from Evening Division classes must be accomplished through an advisor at the Center for Professional and Continuing Education or College Advisor. Withdrawals are only permitted through the fifth week of a regular term and the second week of a five week mini-term. It is the responsibility of the student to properly file a Request for Withdrawal form with the Registrar. This will establish the day to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Financial Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL TERM CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES.

When a withdrawing student has been awarded financial aid, and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial

aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be restored 100% to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

### **Calculation of Refundable Amounts**

Prior to the start of term	100%
Through first week of term	75%
Through first Wednesday of mini-term	75%
After the first week of a regular term or after the first Wednesday after a mini-term	NO REFUND

### **FINANCIAL AID**

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of the applicants and their families. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following academic year). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loan, employment, and/or grant. Students are also encouraged to apply for any state grants or loans open to them and to investigate educational loans from local banks.

### **Standards of Satisfactory Academic Progress for Financial Aid - Day and Evening Divisions**

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress towards a degree. Students on financial aid will have their cumulative grade point average evaluated at the end of the Spring semester for Day Division students and in June for Evening Division students each academic year. At that point, students must have a cumulative grade point average of 2.0. If students fall below a 2.0, they will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. Students will be removed from probationary status when their cumulative grade point average is 2.0 or better. If students have completed a second academic year of attendance at this University, they must have a 2.0 cumulative grade point average at the end of the Spring semester for Day



Division students and June for Evening Division students to retain Title IV funding for the following academic year. There will not be a probationary semester.

Students receiving Title IV funding must complete their degrees within a specific time frame as follows:

	<u>Associate's</u>	<u>Bachelor's</u>
Full-time:	6 semesters (3 years)	12 semesters (6 years)
Part-time:	12 semesters (6 years)	24 semesters (12 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

	<u>Associate's</u>	<u>Bachelor's</u>
Full-time:	20 credits (annually)	20 credits (annually)
Part-time:	10 credits (annually)	10 credits (annually)

Course withdrawal(s) or incomplete(s) will be evaluated as non-completed courses, and will not be counted towards the time frame requirement.

Repeat courses will be evaluated as any other normal course. The student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Student Financial Services for review by the Financial Aid Committee. Students will be notified by the Office of Student Financial Services within thirty (30) days of the Financial Aid Committee's decision.

In addition, certain financial aid programs require special academic achievements for renewals as follows:

**Presidential Scholarship and National Merit Finalist Scholarship:**

3.5 cumulative grade point average at the end of the Spring Semester;

**Florida Resident Academic Incentive Scholarship, Dean's Scholarship, Academic Scholarship, Transfer Scholarship:**

3.0 cumulative grade point average at the end of the Spring Semester;

**Transfer Grant, Lynn University Grant, Top Ten Scholars Award:**

2.75 cumulative grade point average at the end of the Spring Semester;

**Athletic Scholarship:** 2.0 cumulative grade point average each semester.

**Florida Programs** - renewal students must have a 2.0 cumulative grade point average and have completed twenty-four (24) credit hours during two (2) semesters (Fall and Spring). Students would be eligible for one (1) probationary year if they fall below a 2.0 cumulative grade point average after the end of the Spring semester.

## **The Standards of Academic Progress apply to the following programs:**

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Perkins Loan

Federal Stafford Loans (Subsidized and Unsubsidized)

Federal Parental Loan for Undergraduate Students (PLUS)

Federal Work Study Program

## **Evening Division Enrollment Requirements for Financial Aid**

A minimum of six credit hours is required in a given term for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in 3 credits and be eligible for a loan.

For the Florida Programs the credit hour requirement is as follows:

### **SPRING**

WINTER	(January-March)	6 credits
SPRING	(March-June)	6 credits

### **FALL**

MINI-MESTER	(September - Oct) five weeks	6 credits
FALL	(October – December) ten weeks	6 credits

If a student is unable to meet the above requirements, he/she must contact the Office of Student Financial Services to investigate if other arrangements are possible.

## **Applying for Financial Aid**

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA).
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the University a report on what the family can be expected to contribute to the educational costs.
3. To expedite an award decision students may mail a photocopy of the completed Financial Aid Application to the University's Office of Student Financial Services. A tentative award will be made pending receipt of an official report from the processor.
4. Students should make sure that their transcripts and recommendations are on file at the University because no financial aid decisions are made until students have been accepted.
5. All mid-year transfer students must request a financial aid transcript to be sent to the University from all prior schools attended even if no financial aid was applied for or received.

6. When students have been accepted and the financial analysis has been received from the processing agency, the University will determine the financial aid award and notify the students. If students wish to accept the award, they must submit a non-refundable deposit to the Admissions Office within 15 days. This deposit is credited to their account.

7. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The University is responsible for coordinating this federal verification process. The Office of Student Financial Services may request a copy of the parents' and student's tax returns along with other information in order to clarify the family's financial situation. All financial aid is awarded on the condition that the above information is provided when requested.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes, data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

## **Types of Financial Aid**

Applicants do not apply for the various types of awards individually. The University will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.

There are two types of financial aid available through The Center for Professional and Continuing Education. They are GIFT-AID and LOAN-AID. GIFT-AID comprises scholarship and grants from a variety of sources and is money that does not have to be repaid. Scholarships are awarded on the basis of academic promise while grants are awarded on need. LOAN-AID comes from a bank, credit union or other lending institution. Unlike scholarships and grants, loans must be repaid. Repayment of the student loans usually begins after the student leaves school.

## **Federal Programs**

### **Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)**

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$3,750 a year, depending on the family's resources and the federal funds actually available. The FAFSA, which the University requires for its aid program, is also used to determine eligibility for the FSEOG Grant. Students do not have to file a separate application for this award. The Federal Supplemental Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid. The average award is \$1,200 per year. Priority awarding is given to undergraduate day division students.

### **Federal Perkins Loan**

The Federal Perkins Loan program provides low interest loans to students who demonstrate need. Repayment of the loan begins nine (9) months after the student ceases to be at least a half-time student. The University will allocate these loans to those who are most eligible. An average award is \$1,200 per year.

## **Federal Stafford Loans**

The Federal Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first year of undergraduate study is \$2,625; for the second year of undergraduate study it is \$3,500; and after two years, it is \$5,500 per year. A fifth year student will have the loan pro-rated according to federal regulations. Eligibility is based on other sources of financial aid received and a parental contribution factor. The University may help by providing information on participating lenders. Priority awarding is given to undergraduate day division students.

## **Federal Unsubsidized Stafford Loan**

This loan is not based on financial need. However, the limit is the same as the Federal Stafford Loan. The Stafford and Unsubsidized Stafford loans combined cannot exceed these limits. For independent students, the limits are as follows: a first year student limit is \$6,625, a second year student limit is \$7,500, and a third or fourth year student limit is \$10,500. Fifth year students will have their loan pro-rated according to federal regulations.

The unsubsidized loan has a variable interest rate but is not to exceed 8.25 percent. The variable rate changes every July 1. The interest may be added to the principal at the end of studies. Repayment of the principal begins six (6) months after the student ceases to be at least a half-time student. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services.

## **Parental Loan for Undergraduate Students (PLUS)**

This loan is not based on financial need but must be within the cost of attendance determined by the University. The maximum interest rate is not to exceed (9) nine percent. It is a variable rate that changes every July 1. The amount a parent may borrow is the difference between the cost of attendance less any financial aid. Repayment usually begins within sixty (60) days of the second disbursement. Loans are disbursed in two (2) payments and made co-payable to the parent and the University. The parent may not have any adverse credit to qualify for the loan. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services. Parents must be eligible citizens to apply. If a parent is denied, a student will be eligible to apply for a Student-Plus Loan for a maximum of \$4,000 as a first or second year student or up to \$5,000 as a third or fourth year student. A parent may seek pre-approval via the web site at : [www.lynn.edu/loanPLUS](http://www.lynn.edu/loanPLUS).

## **Federal College Work Study**

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work 8-12 hours per week. Pay rates start at \$5.25 per hour. After four years of service, the pay rate may reach \$6 per hour. Priority awarding is given to undergraduate day division students.

## **Florida Programs**

### **Florida Resident Access Grant**

Dependent students whose parents are residents of Florida or independent students who are residents of Florida for at least twelve (12) months for other than educational purposes may be eligible to receive up to \$2,600 per year from the State of Florida.

### **Florida Student Assistance Grant**

The Florida Student Assistance Grant is based on financial need and the same residential and academic requirements as the Florida Resident Access Grant with grants up to \$1,300 per year. The student must file the FAFSA prior to May 15 to be considered for aid for the next academic year.

### **State Grants and Loans**

Most states have grant and loan programs for state residents which may be used to attend out-of-state colleges. Students should investigate these through their high school guidance office or contact the Department of Education in their state capital.

### **Education Loan Programs**

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies, such as:

#### **Key Corp Banks 1-800-KEY-LEND**

### **Institutional Programs**

Available for undergraduate day division programs only.

### **Florida Resident Academic Incentive Scholarship Program**

Scholarships are awarded to Florida high school graduates. The award is \$8,400. Students must meet two of the following three requirements:

- (1) 3.0 GPA,
- (2) 1000 SAT, and
- (3) be in the top 30% of their graduating class. A 3.0 cumulative grade point average is required for renewal each year.

### **National Merit Finalist Scholarship**

Scholarships are awarded to high school seniors who are finalists of the National Merit Award. Award amount is \$19,500 (tuition). The grant is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year.

### **Presidential Scholarships**

Scholarships are awarded to high school seniors. Award amount is \$19,500 (tuition). Students must meet two of the following three requirements: (1) SAT 1200, (2) 3.75 GPA, and (3) be in the top 10% of their senior class. The scholarship is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

### **Lynn University Grant**

Grants are awarded to upperclassmen who are worthy of scholarship consideration and in need of financial assistance. Average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

### **Athletic Scholarships**

Scholarships are available in men's soccer, baseball, tennis, basketball and golf; women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$1,000 to \$25,700 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

### **Dean's Scholarship**

Scholarships are awarded to high school seniors. Award amount is \$10,000. Students must meet two of the following three requirements: (1) 3.25 GPA, (2) SAT 1100, and (3) be in the top 20% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

### **Academic Scholarship**

Scholarships are awarded to high school seniors. Award amount is between \$6,000 - \$8,000. Students must meet two of the following three requirements: (1) 3.0 GPA, (2) SAT 1000, and (3) be in the top 30% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

### **Honors Scholarship**

These scholarships are awarded to Lynn University students who participate in the University's Honors Program. This amount is \$500 per semester.

### **Conservatory of Music**

Students accepted to the Conservatory of Music are eligible to apply for scholarships. Applications can be obtained from the Office of Student Financial Services, the Conservatory, or the Lynn University web site.

### **Lynn University Institutional Loan**

This loan program is awarded on the basis of financial need as determined by the Office of Student Financial Services. The funds for this program are limited. The loan represents money borrowed by the student and must be repaid with interest after leaving school. The current rate is 5%. The student must sign a promissory note for this loan which must be returned to the Office of Student Financial Services prior to registration. Perkins recipients are ineligible for this loan unless prior Perkins Loans are paid off.

### **Transfer Scholarship**

Scholarships are awarded to transfer students with a grade point average of 3.0 or higher who have successfully completed a minimum of 15 college credits. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. The award may range from \$3,000 - \$6,000.

### **Transfer Student Grant**

Scholarships are awarded to transfer students who qualify. A student must have an A.A. or A.S. degree to be eligible to apply for \$2,000. With a 3.0 GPA, a student may be eligible for an additional \$500 award.

## **University Financial Aid**

Grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$8,000.

### **Private Scholarships**

Scholarships are available from private organizations or individuals for students with academic promise. Selection of recipients and award amounts are determined by the University or the donor, or both.

#### Business

##### *William Randolph Hearst Scholarship*

Available to undergraduate students with a Business or Communications major

##### *James Oussani Scholarship*

Available to undergraduate students with a Business major

##### *Leigh Palmer Scholarship*

Available to undergraduate students with a Business major

#### Communications

##### *The Gordon and Mary Henke Endowed Scholarship*

Available to undergraduate students who have a major in International Communications

##### *William Randolph Hearst Scholarship*

Available to undergraduate students with a Business or Communications major

#### Hospitality

##### *Chauncey Cottrell Scholarship*

Available to undergraduate students with a Hotel/Restaurant Management major in good academic standing with a financial need

##### *Culinary Arts*

Available to undergraduate students with a Hotel/Restaurant Management major

#### Music

##### *M. Elizabeth Maddy Cumpton Endowed Memorial Scholarship*

Available to undergraduate String Studio students in the Conservatory of Music

##### *Ellman Family Scholarship*

Available to undergraduate students in the Conservatory of Music

##### *Daniel and Shirlee Cohen Freed Scholarship*

Available to undergraduate students in the Conservatory of Music

##### *Herbert Gleckman Scholarship*

Available to undergraduate students in the Conservatory of Music

##### *Morton E. Perlman Memorial Scholarship*

Available to undergraduate String Studio students in the Conservatory of Music

##### *Julie Remin Memorial Scholarship*

Available to undergraduate Piano Studio students in the Conservatory of Music

##### *Morris and Elfrede Stonzek Endowed Scholarship*

Available to undergraduate Cello or String students in the Conservatory of Music

#### Miscellaneous

##### *Burton D. Morgan Endowed Scholarship Fund*

Available to undergraduate students with Aviation majors

### *Excalibur Society Endowed Scholarship Fund*

Available to an incoming freshman with good academic standing and financial need

### *Excalibur Non-Traditional Scholarship*

Available to students in the Center for Professional and Continuing Education with good academic standing and financial need

### *Lynne Fuente Endowed Scholarship*

Available to female undergraduate students with a major in Graphic or Visual Design

### *R.A. Ritter Foundation Scholarship*

Available to undergraduate students

### *Royale Women's Club Scholarship*

Available to undergraduate students with a health-related major

### *Van Gorden Scholarship*

Available to undergraduate students who are upperclassmen in good academic standing

### *Keith and Elaine Wold Endowed Scholarship*

Available to undergraduate students who live off-campus and are residents of Palm Beach County

### **Veterans Benefits** (available for all credit programs)

Lynn University is approved to administer Veterans benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Financial Services or the Regional Veterans Administration Office at 1-888-442-4551.

### **Credit For Previous Training**

Students eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced proportionately. The VA and the student will receive a written notice of credits allowed. This reduction refers to total costs involved in obtaining the degree. Costs are reduced since credits at another institution are applied toward this degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

### **Tax Law**

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. Any international student from a non-treaty country receiving a scholarship will have withholding tax assessed and will be responsible for complying with Internal Revenue Regulations and deadlines.

### **International Student Loans**

There is a private loan program available for international students. The amount that can be borrowed is up to the cost of attendance at our university. Students will need to obtain an American resident as a co-signer. Students may contact the Office of Student Financial Services for an application or contact the lender directly at 1-800-255-TERI. For further information contact the Office of Student Financial Services.



## **International Students Scholarship Policy**

International students who receive scholarships for their education at a U.S. University may be liable for paying taxes to the U.S. Government if they meet certain criteria:

If the student is from a treaty country, they will usually be exempt for a period not exceeding 5 years. The amount of the award that is not exempt has a withholding of 14%.

Currently, the countries that do have a reciprocal scholarship tax treaty with the United States are:

Belgium, China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, France, Germany, Iceland, Indonesia, Israel, Japan, Kazakstan, Korea, Morocco, Netherlands, Norway, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Spain, Thailand, Trinidad and Tobago, and Tunisia.

Students from any other country will have 14% taxes withheld and billed to their school account.

If the student is from a non-treaty country, any scholarships in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14% rate. Every international student must apply for a social security number. The Lynn University International House can help the students apply for this number. Applications are available in the International House. A student must complete a W-4 form, sign an IRS statement in the Office of Student Financial Services and pay the required tax to the Office of Student Financial Services. All international students will be required to file a 1040NR with the IRS by April 15, 2002. These tax forms are available in the International House or the Payroll Office. Any student who does not comply with the filing of the tax returns will not have their scholarships renewed. The student may contact the International Student Advisor for more information.

## **Remedial Courses**

Students who must take remedial classes may have their financial aid reduced if their credit course load towards their degree is less than 12 hours for the semester.

## **Renewal of Financial Aid**

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by February 15. Students must be in good standing at the University, both academically and socially.

## **PART 4. CAMPUS LIFE**

Every phase of University life provides a learning situation wherein the student is guided toward wise decision-making. While Lynn University primarily emphasizes formal learning through instruction and study, it clearly recognizes a student's needs, both personal and social. To serve these needs, the University offers a program of student services.

The student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

The Office of Student Services includes the Senior Vice President for Administration and Student Services, Dean of Students, Dean of Administration, Dean of Freshmen, Intercollegiate Athletics, Campus Recreation and Intramurals, Counseling Center, Center for Career Development, Office of Residence Life, Health Center, Housekeeping, Buildings and Grounds, and Student Activities.

### **Dean of Students**

The Office of the Dean of Students provides assistance in securing advice on University-related concerns. The Dean is also responsible for maintaining an open line of communication between staff, students, and parents.

## **STUDENT ACTIVITIES**

A program of activities complements the academic program. Students choose those activities that will contribute to their personal development and enjoyment - student government, service clubs, athletics, and numerous special interest organizations. In addition, the University offers a formal leadership program for all students.

Social activities include game shows, dances, comedians, live music, international festivals, films, pool parties, sports days, intramural sports, award dinners, and novelty entertainment. Individual interests ranging from the fine arts to professional football to gourmet dining can be found in South Florida.

### **Athletics**

Lynn University holds membership in the National Collegiate Athletic Association, Division II, (NCAA) and the Sunshine State Athletic Conference.

Intercollegiate athletic programs are open to all students in accordance with NCAA, Sunshine State Conference, and institutional eligibility standards. Intercollegiate teams now active are men's soccer, basketball, baseball, golf, tennis, crew and women's golf, soccer, basketball, tennis, volleyball, softball and crew. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis and volleyball.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Student Financial Services.

The Student Right-to-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree undergraduate students, and (2) students who receive athletically-related student aid, broken down by race and gender within sports. This information is available in the Registrar's office.

## **RESIDENCE LIFE**

### **Residence Halls**

The four residence halls (Lynn, Trinity, de Hoernle and Freiburger), provide living accommodations for more than half of the students. All room accessories (rugs, bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer internet access and cable television are provided. Public telephones are available in all residence halls. New students are assigned to rooms and roommates by the Office of Residence Life. Returning students must choose their rooms and roommates prior to leaving for the spring semester. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

The residence halls are staffed by both full-time professionals and paraprofessionals. A full-time Resident Hall Director is responsible for the overall function and operation of each residence hall. A Resident Assistant is a paraprofessional staff member and a student, whose primary responsibility is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus rules.

All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.

### **Room and Board Schedules**

Day Division Full-Time Undergraduate Resident Students are served nineteen meals each week except during Winter and Spring Breaks. All residence halls and dining facilities are closed during Winter Break and students are expected to vacate their rooms.

Students may request from the Office of Residence Life permission for intersession housing and meals during Spring Break for an additional housing fee. Students with less than 60 academic credits or under 21 years of age are required to live on campus unless they are living at home with their parents, within commuting distance, married, or have children. Students with more than 60 credits may live off campus.

## **STUDENT HEALTH**

### **Counseling**

Counseling at Lynn University aims to further the total development of each student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic, personal, and social welfare are of primary concern. Counseling is provided on an individual basis and records are maintained in strict confidence by the Director of Counseling. In addition, alcohol and substance abuse literature and referral services are continually available through the Counseling Center.

## **Health Center**

A qualified registered nurse is available to students for consultation and counseling on medical concerns during scheduled hours. The Health Center is located in de Hoernle Hall. During scheduled hours, the Health Center staff is on duty to provide limited medical services and distribute medication, if necessary. If a serious health problem arises, the nurse may refer a student to the services of qualified medical personnel outside of the University community.

**Every full-time undergraduate student is required to submit a certificate of medical examination, a complete immunization record, and a medical history form before being allowed to enroll.**

The University assumes no financial responsibility for medical services performed other than the University nurse's official services, nor does it pay any hospitalization costs, including deductibles.

Students who refuse treatment or hospital admission do so at their own risk. If a student is ill, it is the student's responsibility to report the illness to the Health Center, residence hall staff, and/or Student Services.

If a student requires medication on a regular basis, he/she is advised to bring a sufficient quantity to last throughout the semester.

First aid supplies are available in the Health Center. However, it is recommended that each student keep a supply of basic first aid essentials, adhesive bandages, antibiotic ointment, etc., in case these items are needed outside of Health Center hours. We also suggest that students keep a supply of cold preparations, cough syrup, decongestant, etc., for personal use. Crutches and other aids may be obtained in the Health Center for the personal use of a student with the understanding, that the aids will be returned or the student will be charged for the replacement cost.

Parents or guardians will be contacted by the University in cases involving students who are transported to the hospital by emergency services or hospitalized.

## **Insurance**

All undergraduate students enrolled in the Fall or Spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. The supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in University sponsored activities. Students are required to file a written report of the accident within 48 hours to the University Health Center and file a report for insurance claim processing. Claims, however, must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, those costs not covered by a private policy will be covered by the University's supplemental policy up to the policy limits for reasonable and customary medical charges as established by the insurance company.

Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in University intercollegiate sports.

Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance prior to enrollment at the University or sign up for the University plan. Information about the student medical insurance is available from the Health Center.

### **Medical/Mental Health Emergency Policy**

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health, or physical needs receive timely assessment and access to service. In the event that a student suffers a mental health/psychological emergency, this policy defines the course of action for the student. A serious medical or psychological problem may include but not be exclusive to a suicidal threat with or without a plan, homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue which poses serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled as a student in Lynn University, he or she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence must be presented and approved by the Dean of Students or his/her designee. When approved, the student will leave campus, be granted a grade of "W" in all enrolled courses even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the requirements specified under Medical/Mental Health Readmission Requirements outlined below.

Similarly, the University reserves the right to require a student to take a medical/psychological leave of absence if, in the judgement of the Dean of Students or his/her designee, the student a) poses a threat to the lives or safety of himself or herself or other members of the Lynn University campus, or b) has a medical or psychological problem which cannot be properly treated in the University setting, or c) has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. The student **MUST** gain prior permission from the Dean of Students or his/her designee in order for the student to return to campus as outlined under Medical/Mental Health Readmission Requirements below.

In making a decision to require a student to take a medical/psychological leave of absence, the University acts out of concern for the student and his or her rights, a concern for the other students, and the concern for the University as a whole.

### **Medical/Mental Health Readmission Requirements**

Inherent in the policies outlined here regarding the care and concern of students suffering with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are required to withdraw from Lynn University for medical and/or psychological reasons, whether voluntarily or involuntarily, it is the predominant concern of the University that the student receives appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic concerns to adequately address the issues that necessitated a leave, 6 months to a year or longer. Failure to

seek ongoing appropriate treatment will seriously infringe upon the readiness to resume student status, and the University will withhold readmission until appropriate treatment has been received and documented.

For any student on medical/psychological leave, one month prior to the anticipated return date, the student must provide documentation from the attending medical/psychological professional to the Dean of Students or his/her designee. The documentation MUST include the following: reasons for treatment, frequency and duration of treatment, full assessment of medical and/or psychological status including history, diagnostic impression, and recommendations/treatment plan for continued recovery. The University also requires that the attending professional assess whether the student is able to handle academic demands, intellectually, physically, and psychologically, as well as return to the university community. If the preceding information is not included, the University reserves the right to delay readmission until proper treatment/documentation has been received.

The information will then be reviewed by the appropriate healthcare professionals at Lynn University and by the Dean of Students, or his/her designee. If the student is permitted to return, the University may require special conditions or requirements at that time, such as meeting with the Dean of Students or other medical/professional university personnel periodically to monitor the student's progress. In addition, the student may be required to establish a professional ongoing relationship with the Counseling Center or Health Center staff. The decision to readmit a student from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

## **Substance Abuse**

Lynn University maintains a drug-free environment and has a strict policy relating to the possession or use of any drug as defined by local, state and/or federal law, including marijuana. Any student found in possession or involved with any type of drug will be suspended immediately. A representative of the University will communicate with the parents if the student's residential or academic status has been terminated.

Students of legal age are permitted to have alcohol in the privacy of their rooms. Students who choose to drink must do so in a responsible manner. However, students are not permitted to have alcohol in public areas, i.e. hallways, lounges, pool, etc. Violation of this policy will result in disciplinary action.

## **Substance Abuse Prevention Program**

The University recognizes the problems that exist in today's society with regard to alcohol and substance abuse. As such, the University has a responsibility to its students, faculty and staff to offer an ongoing information program on these problems. Each semester, seminars dealing with substance abuse are offered through the auspices of Student Services.

These seminars deal with the role of alcohol and other potentially abusive substances in contemporary American society, including a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and resources available for the prevention and treatment of abuse problems.

In addition, alcohol and substance abuse literature, counseling and referral services are

available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

### **Student-Athlete Substance Abuse Prevention Policy**

Lynn University seeks to promote the development of each student-athlete's intellectual, emotional and social capabilities. Student-athletes are required to participate in a substance abuse education program and will have counseling available to assist them when needed. The substance abuse program includes mandatory professional seminars, video presentations, literature, and drug testing and screening. Drug testing will be conducted only if a student-athlete is suspected of drug abuse. (The Directors of Athletics and/or the Directors of Counseling may require testing.)

All student-athletes representing Lynn University are required to sign a form of consent regarding this policy. Our goal is to better educate our student-athletes on the hazards of substance abuse and the value of prevention programs.

## **GENERAL REGULATIONS**

The University regards its students as responsible young adults and allows them considerable personal freedom. Specific rules and regulations are found in the Student Handbook, which is available in the Dean of Student's office or on the University web site.

Policies are created to help promote a community atmosphere that is conducive to the pursuit of an academic program. Our rules and regulations are firm, and violation of these rules may result in expulsion. The University reserves the right to impose probation on any student whose conduct is unsatisfactory. The University further reserves the right, subject to University procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

Upon dismissal or suspension from the University, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the University will consider the balance due. There will be no refund of tuition, fees, charges, or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University. Admission of a student to Lynn University for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.

### **Automobiles**

Automobiles are allowed on campus, but must be registered with the Security Department. Speeding, driving and/or parking on the grass, and similar violations will result in fines and/or loss of the privilege of having a car on campus.

### **Check Cashing Services**

The University Bookstore handles student check cashing for a \$1 per check fee. Hours are 11:00 a.m. - 2:00 p.m. The maximum amount permitted is \$50 per check per day per student. A fee of \$20 is charged for a check returned for any reason. The privilege of having checks cashed will be revoked after one check is returned. Students must present their ID card when cashing a check. No third party checks will be honored.



## **Dismissal**

The University reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the University or for any other reasonable cause. In view of the foregoing and since the University must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in cases of dismissal or suspension of a student.

## **Laundry**

Coin operated laundry machines are available on campus. Students provide their own towels and linens.

## **Orientation**

Prior to the beginning of the fall semester, new students are required to participate in a campus-wide orientation program. This program is designed to aid students in their transition to campus life as well as provide many social activities.

## **Property Damage Responsibility**

Lynn University assumes no responsibility for loss or damage to the personal property and effects of students. Insurance protection for personal effects should be obtained in conjunction with parents' insurance or student's insurance from an independent source. Resident students are responsible for their residence hall rooms on campus. Damage to rooms and public areas of the residence halls and campus are assessed based on individual, joint, or group responsibility. The University attempts to identify those individuals responsible for damage or vandalism. When this is not possible in a residence hall, all students who reside in the particular area must bear an equal portion of the cost and responsibility.

## **Public Access to the University Campus**

As a private institution, individuals wishing to enter the campus for the purpose of meeting with students or staff must be admitted through the Receptionist and receive a Visitor's Pass. This includes the news media, as well as anyone who might have business with students or staff members. The names of guests should be submitted to the Receptionist along with the expected time of arrival and where the student or staff member can be located when the individual arrives. This policy is intended to safeguard the privacy of the University Community, as well as to help insure a safe and secure campus environment.

After 1:00 a.m. Monday through Friday and 3:00 a.m. Saturday and Sunday only resident students will be allowed to enter or remain on campus. Resident students and staff members are required to show proper identification at the entrance to the campus.



## **PART 5. ACADEMIC POLICIES AND REGULATIONS**

Courses, programs, and requirements described in this Catalog may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of the University.

### **GENERAL ACADEMIC INFORMATION**

#### **Attendance Regulations**

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. The instructor's absence policy is explained on the course syllabus at the first class meeting. Exceeding the allowable number of class absences **MAY SUBJECT THE STUDENT TO A FAILING GRADE.**

#### **Directory Information**

Directory information may be released without the student's written authorization and this includes the following data:

- Student's full name
- College or School of enrollment
- Class
- Full/part-time status
- Date of graduation
- Degrees and/or honors awarded

In order to withhold the release of the information above, the student must present a letter to the Registrar's Office within two weeks of the registration period. The information will be withheld until it is released by the student.

#### **Observance of Religious Holidays**

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from University activities or class as a result of any such observance, other than those noted on the academic calendar, the Dean of Students, as well as the teachers of the student, should be notified by the student in writing prior to the specific holiday.

#### **Student Responsibility**

Each student is responsible for a knowledge of and adherence to the regulations covering registration, withdrawal, degree plan, curriculum and graduation requirements.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

#### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

- contact the appropriate Professional Boards in the state(s) in which they intend to practice,

- determine all requirements related to certification and/or licensure, and
- determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice.

## **ACADEMIC ADVISEMENT AND REGISTRATION**

### **Academic Accommodations**

Lynn University strives to meet the needs of students with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. An ADA Policy Board has been established to:

1. help determine academic accommodations for students with disabilities,
2. develop programs for increasing faculty understanding of disabilities,
3. assist in resolving disagreements that might arise concerning accommodations.

The ADA Policy Board consists of the following members: the Vice President for Academic Affairs; the Senior Vice President for Administration and Student Services; the Dean of Administration; the Academic Dean; and the Director of Academic Advising, who oversees all academic special services. This Board is to be guided by legal counsel familiar with the ADA.

The Director of Academic Advising is responsible for resolving “modification” of accommodation matters on an informal basis. However, if such effort is unsuccessful, an instructor or student services employee may be referred to the board to review the matter and advise the Dean of the final decision. Accommodations must be addressed on an individual basis.

**NOTE:** Issues regarding employment are handled through Human Resources.

### **Academic Advising**

Academic counseling for the students at Lynn University begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. In some cases, a review of students' records might result in their being advised to consider a more appropriate program of study.

Each new freshman of the Day Division is assigned to a section of FRO 101 or FRO 102 Freshman Seminar. The instructor serves as the mentor/advisor for that group of students during their first semester. Following the completion of the first semester, students who have selected a major will work in conjunction with an advisor from that academic program area. Any “undeclared” students will be assigned a Liberal Arts faculty advisor and be considered a Liberal Arts major until the decision is made to declare another major.

**Evening Division** students must be counseled by a designated counselor in the Center for Professional and Continuing Education or the appropriate college. After an initial interview and registration, it is possible for students to register by

telephone for the following term. After a registration form has been completed and signed by the student's advisor, no changes may be made to course selections without the approval and signature of the advisor.

Degree seeking students who have not met the English 101 or 102 requirements will be evaluated to assure that they have the minimum prerequisite skills. If the evaluation indicates that the student needs more skills, ENG 099 may need to be successfully completed before enrolling in ENG 101. In addition, degree seeking students who need to fulfill the College Algebra requirement, will be tested to evaluate prerequisite elementary algebra skills. If it is determined that additional skills are needed the student may need to successfully complete MAT 099, Applied Math I and/or Applied Math II. After completing Applied Math I and/or II, the student will again be tested before being allowed to enroll in College Algebra. If the student is found lacking in the necessary skills at this time remediation may need to be successfully completed before enrolling in College Algebra.

Any student under probationary status will be referred to the Advising Center as well as to their academic advisor.

### **Admission to Classes**

Registered students are permitted to enter class only after obtaining financial clearance from the Office of Student Financial Services and completing the formal registration process. Students who are enrolled whose accounts are in arrears may be dismissed from classes.

### **Audit**

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a fifteen (15) credit-hour load, permission from the appropriate College Dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An "AU" will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an Audit Fee (see Tuition and fees section for current fee).

### **Cancellation of Courses**

The University reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

### **Change of Registration**

Changes in registration are permitted only with the consent of the student's faculty advisor/mentor. Course addition or section changes must be made during the official add/drop period as noted on the Academic Calendar. A student who drops from a course during this period will not receive a grade and the course will not appear on the permanent University record. To drop, add, or change a course section, the student must obtain the appropriate change form from the Office of the Registrar or advisor. The form must be signed by the faculty advisor/mentor. To change a load to less than three (3) courses requires the approval of the College Dean and the Academic Dean.

## Classification of Students

**Matriculated.** Students who have met all admission requirements and have declared their intention to obtain a degree.

In some cases, students may be undecided concerning their degree program. In order for both the student and the faculty advisor to plan appropriate course distribution for each degree area, students are required to declare their degree program upon completion of no more than fifteen (15) credit hours for Associate's degree programs and thirty (30) credit hours for Bachelor's degree programs at the time of registration. Transfer students who have already completed at least thirty (30) credit hours must declare a major in a degree program at the time of registration.

Matriculated students are classified according to the number of semester hours of credit completed:

Classification	Credit Hours
Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	At least 91

**Non-Matriculated.** Students are full- or part-time and have not declared their intention or are not eligible to obtain a degree. Non-matriculated students also refers to those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions upon completion of the number of credits specified in the Matriculated category. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

### Course Load

**Day Division:** The normal semester academic load for full-time students is nine (9) to sixteen (16) credit hours per semester with a three (3) to five (5) course load. Students at their discretion and after consultation with their academic advisor may register for up to eighteen (18) credit hours per semester. The student will be billed additionally for credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

In order to register for nineteen (19), twenty (20) or twenty-one (21) credit hours, students must have a cumulative grade point average of 3.0 or better and permission from their College Dean and Academic Dean. If permission is granted, the student will be billed for the additional credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

Students may not reduce their semester course load to less than three (3) courses without written permission from the Academic Dean.

A student enrolled in summer session(s) may not exceed a total of six (6) credit hours for the entire summer term. A summer internship may be taken after the summer session with a maximum of six (6) credit hours.

Part-time status is granted only under exceptional circumstances and must be approved by the Academic Dean.

**Evening Division:** There are no mandatory course loads for evening division students. The normal term is ten weeks long. Three credit classes meet for forty (40) hours; four credit lecture classes meet for fifty-three (53) hours. Four credit lab courses meet a total of seventy (70) hours.

### **Course Withdrawal**

After the add/drop period, students may withdraw from a course by obtaining the Withdrawal Form from the Registrar's Office or advisor, obtaining instructor and advisor/mentor approval, and paying a \$5 fee to the Office of Student Financial Services. Students who withdraw from a course will receive a "W" on their permanent University records. Refer to the Academic Calendar for deadline to withdraw.

### **Computation of Grade Point Average**

At the end of each semester a scholarship index (GPA-Grade Point Average) is computed for each student.

A	=	4.00 points for each credit
A-	=	3.67 points for each credit
B+	=	3.33 points for each credit
B	=	3.00 points for each credit
B-	=	2.67 points for each credit
C+	=	2.33 points for each credit
C	=	2.00 points for each credit
C-	=	1.67 points for each credit
D+	=	1.33 points for each credit
D	=	1.00 point for each credit
F	=	0.00 points
WF	=	0.00 points

Thus, a grade of "A" in a three (3) credit course would be assigned twelve (12) points. The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of "AU," "I," "NR," "P," and "W" are excluded from the calculations.

### **Grading System**

Faculty members have the responsibility of providing the University with an individual evaluation of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester or session. The undergraduate grading system at Lynn University is as follows:

A	Excellent
B	Good
C	Average
D	Less than average; lowest passing grade
F	Failure
WF	Withdraw failing

Other symbols in use (not included in computation of average):

W Officially withdrawn from the course

AU Audit

I Incomplete

P Pass (used only for selected practicum, internship and 099 courses)

NR Grade not reported

A grade of “P” designates passing and is given in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A temporary grade of “NR” is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade is recorded as soon as possible, pending receipt of grades.

**Day Division:** A student who has not met the course requirements by the end of the semester and/or term may receive an “I” The grade of “I” reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first three (3) weeks of the following semester and/or term. Failure to complete the course requirements within this time results in the student receiving an “F” for the course.

**Evening Division:** Students receive “Incompletes” if extenuating circumstances prevent coursework completion. Students must contact the instructor first. If permission is given for an “Incomplete”, it is the student’s responsibility to contact the instructor to determine what work must be completed. A copy of the instructor’s written permission and work required must be given to the student’s advisor. All “Incompletes” must be removed by the second week of the following term. If the grade is not changed, it automatically becomes an “F”.

## Grade Review Process

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term **only on the basis of error or prejudice**. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade, and must present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, a written request with all supporting evidence may be submitted to the instructor’s immediate supervisor (normally the College Dean). The supervisor will review the evidence and may support the instructor’s decision or return the evidence to the instructor for a change of the grade. If agreement cannot be reached, the supervisor and the instructor may consult with the Academic Dean before rendering a decision. (3) If the student’s request is denied, the student may submit the written request and supporting evidence through the Academic Dean to the Academic Appeals Committee for review. The Committee will convene within two weeks of receipt of the request and render a decision. The decision will be documented and returned to the student within one week of the completion of deliberations. The decision of the Academic Appeals Committee will be final.

For a disputed test or paper grade, the student must first meet with his/her instructor. Then the student may meet with the instructor’s immediate supervisor (normally the College Dean) by submitting a written statement. This process must take place within seven (7) days from the date of the student’s notification of the grade.

## **Independent Study and Directed Study**

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue study with direction from their supervising professor with the approval of the appropriate College Dean and the Academic Dean.

Directed Study (regular courses taken by special arrangement) involves the student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Registrar's Office. Signatures denoting approval by the academic advisor, supervising faculty member, and appropriate College Dean must be obtained before a student can register for such a course of study.

The time limit for completion of an Independent or Directed Study is one (1) semester or term. If additional time is required for completion, the student must formally request an extension from the faculty member involved. Any extensions must be approved in writing and filed with the Registrar. Independent studies may be proposed for one (1) or more credit hours, although they generally will be valued at three (3) credit hours.

## **Letters for Verification of Enrollment**

Letters for verification of enrollment at the University must be requested by the student and requires the student's signature. Forms are available in the Registrar's office, and take approximately three (3) working days to process.

## **Permission to Study at Other Institutions**

Students who desire to attend another collegiate institution while enrolled at the University and have those credits apply to their Lynn University degree program must receive prior written permission from their College Dean, Transfer Coordinator, and Registrar. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

## **Repeat Courses**

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official University transcript. However, only the passing grade is included in the calculation of the grade point average. The student's GPA will be affected only if the course is repeated at Lynn University.

Required courses must be repeated if failed.

If a student repeats a course with a "D" grade and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

## **Student Records**

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the University's discretion. Unless a student files written notification to withhold disclosure, the University

will release announcements of graduation, honors, and awards, and will verify dates of attendance and conferring of degrees. Names, addresses, and other directory information will be released for use within the University community. Only transcripts of academic records and statement of academic status pertaining to Lynn University coursework are released to third parties, and then only with the written authorization of the student. Parents of a dependent student have the right of access to an education record.

A student or parent has the right to challenge any content of the student's education record which is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the Office of the Registrar.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, while considered non-permanent, is also maintained in the Office of the Registrar during the student's period of enrollment.

## Transcripts

Procedure for requesting a transcript:

Transcripts must be requested in writing by the student or alumnus. There is a **\$5.00 fee per copy** for Official Transcripts, which bear the signature of the Registrar and the Official University Seal. Transcripts are normally processed within 5 working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. This usually occurs at the beginning and ending of a semester. Request forms are available in the Registrar's office or you may submit a letter with the following information:

- Name under which you attend(ed)
- Current name if different
- Social Security Number
- Approximate dates of attendance
- Any degrees you may have received
- Address where the transcript(s) must be sent
- Current address and phone number
- All requests **must** have the signature of the student or alumnus
- Include a check or money order

## Transfer Credits

Lynn University will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was "C" or better with the understanding that if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated in the chosen program of study in order to graduate.
2. For course titles not specifically listed in the Catalog and Curriculum, equivalence must be determined by the appropriate College Dean before transfer credit will be awarded.



3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency testing may be required.
4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at Lynn University.

## **Withdrawal from the University**

Students who withdraw from Lynn University are required to obtain proper clearance. Clearance Forms, available in the Dean of Students office in the de Hoernle Residence Hall, must be signed by the appropriate representative(s) of the following offices:

1. Academic Dean
2. Dean of Freshmen (for freshmen)
3. Director of Counseling
4. Dean of Students
5. Director of Residence Life
6. Office of Student Financial Services
7. Librarian
8. Registrar

A student who officially withdraws from the University prior to the deadline for withdrawal without academic penalty will receive a grade of "W" on his or her transcript for each of the courses enrolled. A student who officially withdraws from the University after the deadline will receive a grade of "WF" on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the Academic Dean. If those documented circumstances warrant, the grades will be changed to "W's" for that term. A student who has withdrawn from the University and wishes to return as an enrolled student must undergo the process for re-admission with the appropriate Office of Admissions.

## **ACADEMIC STANDARDS**

### **Scholastic Average and Student Standing**

The Registrar's Office maintains a cumulative record of the quality point standing of each student. Students are required to meet the minimum standards each semester.

The minimum standard for satisfactory progress of a first semester freshman is 1.70. Students who do not achieve a GPA of 1.70 in their first semester will be placed on academic probation. After the first semester, the minimum GPA requirement for satisfactory progress for all students is 2.00. Students who do not reach the minimum requirement for satisfactory progress (aggregate GPA of 2.00) will continue on academic probation.

### **Minimum Academic Requirements for Conservatory of Music Students**

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain "in good standing". **Caveat:** a student who earns below a 'B' for two (2) consecutive semesters in Applied Music-Major Instrument may be subject to dismissal pending review by the Dean of the Conservatory of Music and the major teacher.

## **Academic Probation and Dismissal**

Students who fail to meet the minimum cumulative scholastic average are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made. A student on academic probation is required to interact with the Director of Academic Advising and the Dean of Students. Specifically, the student will be required to participate in support programs offered by the Academic Advising Center.

Students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices. However, students on academic probation may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

Students who have been placed on academic probation for two (2) consecutive semesters must attain an aggregate GPA that meets the minimum requirement for satisfactory progress (2.00) by the end of the second probationary semester. Students who have not achieved the satisfactory level at that time would receive notification of Academic Dismissal from the University. Notification of Academic Dismissal would be made in writing by the Vice President for Academic Affairs. The student would have the right to appeal the decision of Academic Dismissal. A **written** appeal must be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs and the Appeals Committee would decide whether or not the appeal would be considered. If the decision is to hear the appeal, the Committee would review the circumstances and the facts of the appeal and make a recommendation to the Vice President for Academic Affairs, who would notify the student in writing of the result of the appeal. Extraordinary circumstances beyond the control of the student or significant academic progress would be the only reasons for considering an appeal. Should a student's appeal be granted, the student would be required to meet with the Director of Academic Advising. The student will be required to meet standards and conditions set forth by the Dean. Failure to reach the minimum requirement for satisfactory progress (AGPA 2.00) by the end of the subsequent semester would result in the student being notified of "Academic Dismissal".

Students who are dismissed for academic reasons and elect not to return conditionally, may apply for re-admission through the Office of Admissions after completing the equivalent of one (1) full semester at another accredited institution and attaining a minimum 2.0 AGPA. Students in this category should contact the Office of Admissions for further information for re-application. Such applications will be reviewed by the Admissions Committee, but the University cannot guarantee acceptance.

**Students who fail to achieve the desired level of academic performance (after two consecutive semesters or terms of academic probation) will be terminated for Veterans Administration pay purposes.**

## **Day Division Midterm Reports**

At the midterm point each semester, all undergraduate students will receive a Midterm Report informing them of their current performance. The Registrar mails the results to both the local and permanent addresses of the students.

## **Academic Dishonesty**

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Academic dishonesty includes but is not limited to:

1. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
5. Infringing on academic rights of others, such as defacement or theft of library material.

## **Academic Dishonesty Penalties**

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:

1. First offense - a grade of "F" may be given for the course in which the irregularity occurred.
2. Second offense - dismissal from the University. After a second offense, this information may become a part of the student's permanent academic record.

A student may request a charge of academic dishonesty through the Academic Review Committee.

## **Falsification of Academic Records**

A student who has falsified academic records will be subject to dismissal from the University.

## **Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program**

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established for degree programs ("Degree Requirements"). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the responsibility of students to be knowledgeable of the academic standards in their degree program.

Prior to initiation of the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree Program Coordinator (Program Director). This may be by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from the Degree Requirements as it relates to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate Program Coordinator. The student shall deliver a written request for review of the decision with the Program Coordinator of the appropriate degree program within thirty (30) days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a Degree Requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within thirty (30) days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.
  - 1.1 Upon receipt of a written request for review and justification, the Program Coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the Dean of the appropriate College.
  - 1.2 In considering the student's request, the Program Coordinator shall consult with the Dean of the respective College, may consult with faculty members of the respective degree program and may consider any other evidence the Program Coordinator determines to be relevant. Also, at his or her sole discretion, the Program Coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the Program Coordinator determines to be necessary.
  - 1.3 If the Program Coordinator determines that sufficient grounds exist such that relief would be appropriate, the Program Coordinator may grant the relief requested, or may grant any other relief the Program Coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
  - 1.4 The Program Coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the Program Coordinator.
2. Any student who is not satisfied with the decision of the Program Coordinator on his or her request for review may deliver a written appeal with the Dean of the appropriate College. Such appeal shall be delivered within five (5) days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the Program Coordinator. The written appeal shall include a copy of the student's written request for review to the Program Coordinator and accompanying documentation, as well as a copy of the written decision of the Program Coordinator.
  - 2.1 The Dean shall consider all of the information and evidence considered by the Program Coordinator. In addition, the Dean may consult independently with the Program Coordinator and other faculty members of the College and may consider any other evidence the Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Dean may hold a meeting with the student, with the Program Coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other

information or evidence the Dean determines to be necessary to the proper disposition of the appeal.

- 2.2 The Dean may uphold or modify, in whole or in part, the decision of the Program Coordinator.
- 2.3 The Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Dean.
3. Any student who is not satisfied with the decision of the Dean on his or her appeal may deliver a written appeal with the Academic Dean, Office of Academic Affairs. Such appeal shall be delivered within five (5) days of receipt of the written decision of the Dean. The written appeal shall include: (i) a copy of the student's request for review to the Program Coordinator and accompanying documentation, (ii) a copy of the written decision of the Program Coordinator, (iii) a copy of the written appeal to the Dean and accompanying documentation, and (iv) a copy of the written decision of the Dean.
  - 3.1 The Academic Dean shall consider all of the information and evidence considered by the Program Coordinator and the Dean. In addition, the Academic Dean shall consult with the Vice President for Academic Affairs, and may consult independently with the Program Coordinator, the Dean of the College, and other faculty members of the College. The Academic Dean may consider any other evidence the Academic Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Academic Dean may hold a meeting with the student, with the Program Coordinator, the Dean of the College, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Academic Dean determines to be necessary to the disposition of the appeal.
  - 3.2 The Academic Dean may uphold or modify, in whole or in part, the decision of the Dean.
  - 3.3 The Academic Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Academic Dean. The decision of the Academic Dean is final.
4. In cases where the Degree Program Coordinator and the Dean are the same person, step 2 is skipped and the appeal shall proceed from the Program Coordinator directly to the Academic Dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

Note: Dismissal from a degree program does imply dismissal from the University. (See Dismissal Policy of the University).

## **ACADEMIC RECOGNITION**

The administration and the faculty recognize superior academic achievement at Lynn University.

### **Day Division Academic Honors and Honor Society**

The name of each eligible student who has completed at least fifteen (15) credits with no incompletes, withdrawals, or grades below "C" at the close of the semester, and who has achieved a grade point average of 3.25 or higher for the semester, is placed on the Academic Honors List for that semester. This list is

publicized within the University and distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation. Students who have achieved Honor status for two (2) consecutive semesters and whose aggregate grade point average is at least 3.50 are eligible for membership in the University Honor Society.

### **President's Honor Society**

Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

### **Evening Division Honors**

Evening division honors are awarded in the Spring of each year. The following criteria will be used:

1. Students shall have completed 18 credits in the previous calendar year with a minimum GPA of 3.25.
2. An eligible student may not have grades below "C".
3. Students who have achieved honor status twice and whose aggregate grade point average is at least 3.50 are eligible for Honor Society membership in the University Honor Society. Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these organizations is dependent on a student's aggregate grade point average.

### **Evening Division National Honor Society**

#### **Alpha Sigma Lambda**

Students meeting the following criteria will be inducted into Alpha Sigma Lambda, a National Continuing Education Honor Society, prior to Commencement each year. To be considered, a student must:

1. Complete a minimum of 30 semester hours through courses taken at Lynn University.
2. Fifteen (15) of the thirty (30) semester hours must be outside the student's major field. At least fifteen (15) semester hours of a student's total hours should consist of credits in liberal arts.
3. Students must have been in attendance at Lynn University for a minimum of four terms.
4. Maintain a minimum GPA of 3.75.

# GRADUATION

Student Right-to-Know graduation rates are available in the Registrar's Office.

## Requirements for Degrees

### Overall Requirements for the Baccalaureate Degree

A candidate for a baccalaureate degree must:

1. Complete a minimum of 120 semester hours.
2. Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
3. Earn at least a minimum of the last 30 credits at the University through course enrollment.
4. Satisfy all University undergraduate curriculum requirements for the baccalaureate degree including core curriculum requirements.
5. Complete a minimum of 45 credits that are upper division (300+ level).
6. Satisfy the requirements for a major which includes at least 30 credits. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
7. Complete graduation audit by the advisor/Dean/Registrar's Office one semester (or two terms) prior to graduation.

### Overall Requirements for the Associate Degree

A candidate for an associate degree must:

1. Complete a minimum of 60 semester hours.
2. Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
3. Earn at least a minimum of the last 30 credits at the University through course enrollment.
4. Satisfy all University undergraduate curriculum requirements for the associate degree including core curriculum requirements.
5. Satisfy the requirements for a major which includes at least 30 credits in the major. Each undergraduate student shall select a major at the appropriate time in his or her curriculum. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
6. Complete graduation audit by the Advisor/Dean/Registrar's Office one semester (or two terms) prior to graduation.

### Completion of Undergraduate Requirements

Students may choose to graduate under the Catalog in effect at the time of their first enrollment or any subsequent Catalog provided that the students graduate within 8 years from the date of the first enrollment. If students do not graduate within this 8-year period, they may be subject to fulfilling any new program requirements in effect.

### Departmental/Program Requirements

The requirements and regulations set forth above are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established by the appropriate degree program.



## Residence and Degree Requirements

In addition to specific courses and scholastic average requirements, each Associate's and Bachelor's degree candidate must spend the last year (two (2) semesters or the equivalent) earning not less than thirty (30) credit hours in academic residence at the University, uninterrupted by any work at another institution, in order to be eligible for a degree from Lynn University.

## Graduation Requirements

Students must satisfactorily complete all program requirements for graduation and have a graduation audit completed by the Advisor/Dean/Registrar's Office one semester prior to graduation. No student may be considered as a candidate for a degree who does not have a 2.0 AGPA.

Evening Division students may participate in Commencement held in May each year if they will complete all of their course work *by the end of the summer term*. Students may graduate from the program at the end of any term in which they have completed all requirements. Official transcripts will be issued at that time to indicate the student has earned a degree. Students are responsible for filing for graduation by appropriate dates. These dates are available from the Registrar's Office as well as the respective colleges.

## Commencement Honors

At Commencement, baccalaureate degree students attaining the standards designated below will be graduated with honors:

Cum Laude	3.50 - 3.64
Magna Cum Laude	3.65 - 3.79
Summa Cum Laude	3.80 - 4.00

Commencement Honors are awarded on the basis of at least sixty (60) credit hours in academic residence at Lynn University. Students who have fewer than sixty (60) credit hours may apply for Commencement Honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards, and the AGPA earned at previous institutions meets the minimum standards for Honors. If the student has fewer than sixty (60) credit hours at Lynn and does not apply for Commencement Honors, the student will not be considered eligible for Honors.

## Commencement Awards

**The Trustees' Medal:** awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the University.

**The Count and Countess de Hoernle Humanitarian Award:** given at graduation to the student who has exhibited outstanding loyalty to the University.

**The President's Award:** given in special cases to the student exhibiting extraordinary service and commitment to the University.

**The Scholastic Award:** given at graduation to the students who have attained the highest cumulative average in their respective academic divisions.

**The James J. Oussani Award:** given to the student who has been judged to be most innovative and motivated in completing a degree program.

**The Medina McMenimen Bickel Fashion Marketing Award:** given to the graduating senior who exhibits outstanding leadership and the potential for a successful career in Fashion Marketing.

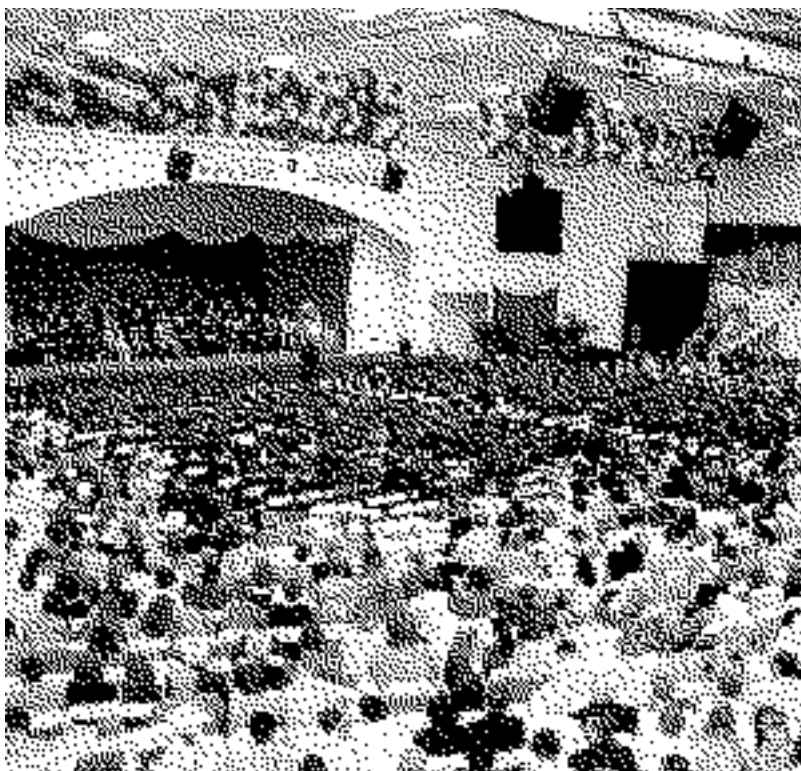


**The Robert M. Sandelman Excellence in Marketing Award** is presented to the graduating senior who has exhibited the potential for a successful career in Marketing.

**The Gordon & Mary Henke Excellence in Communications Award** recognizes the student who has excelled in the communications program and has the potential for an outstanding career in the field of communications.

**The Center for Professional and Continuing Education Award** is presented to the candidate who has maintained the highest grade point average in the CPCE program and demonstrated community service and dedication to life long learning.

**The Student Service Award** is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.



# PART 6. ACADEMIC CALENDAR

## 2001 - ACADEMIC CALENDAR - 2002 DAY DIVISION

### FALL 2001

#### AUGUST

30 Thursday.....Faculty Orientation.

#### SEPTEMBER

2 Sunday .....New International Students and new Conservatory of Music Students arrive.

3 Monday .....Labor Day.

4 Tuesday .....New Students arrive (8:30 a.m.- 12:00 noon). Check in at de Hoernle Sports and Cultural Center. New Student Orientation begins. Residence Halls open for new students at 9:00 a.m.

5 Wednesday .....Returning Students arrive (9:00 a.m. - 4:00 p.m.). Check-in at de Hoernle Center (where they get I.D.). Advisement & Registration for all categories of non-preregistered students 9:00 a.m.-3:00 p.m. Preregistered students pick up schedules in de Hoernle Center. Schedule changes allowed. Residence halls open for returning students at 9:00 a.m.

6 Thursday.....Fall classes begin for all students. Students must present I.D. to enter class.

13 Thursday.....LAST DAY TO CHANGE COURSE SCHEDULE (Add/Drop).

14 Friday .....Last day to submit a Florida Resident Access Grant application to the Office of Student Financial Services.

27 Thursday .....FALL HOLIDAY (No classes).

28 Friday .....Last day to remove an "I" (Incomplete) grade from the Spring or Summer semesters.

#### OCTOBER

5 Friday .....Last day to register for December graduation.

8 Monday .....Study Outreach Day.

19 Friday .....Midterm grades due from faculty.

26 Friday .....HONORS CONVOCATION - First function of Families Weekend.

26 Fri-28 Sun. ....FAMILIES WEEKEND/HOMECOMING.

31 Wednesday .....Last day to withdraw from any class for Fall Semester and receive a grade of "W".

#### NOVEMBER

5-Mon-9 Fri.....Advising week.

12 Monday .....Early registration for Spring Semester.

21 Wednesday .....THANKSGIVING recess begins at 12:00 noon.

26 Monday .....Classes resume.

## **DECEMBER**

7 Friday .....Last day to register for May graduation.

12 Wednesday .....Fall Semester Classes End.

13 Thurs-18 Tues. ....FINAL EXAMS. Residence Halls close at 5:00 p.m. on Thursday.

19 Wednesday .....Final grades for Fall Semester due from faculty no later than 3:00 p.m.

## **SPRING 2002**

## **JANUARY**

6 Sunday .....New International Students and new Conservatory of Music Students arrive.

7 Monday .....All students arrive/Residence Halls open 9:00 a.m. Check-in at the Green Center. Registration for all categories of non-preregistered undergraduate students 9:00 a.m. - 3:00 p.m. Graduate Student Registration 4:00 - 6:30 p.m. Registrar's Office in the Green Center.

8 Tuesday .....Spring Semester classes begin. All students must present I.D. to enter class.

11 Friday .....Last day to submit a Florida Resident Access Grant application to the Office of Financial Aid.

15 Tuesday .....LAST DAY TO CHANGE COURSE SCHEDULE (Add/Drop).

21 Monday .....Martin Luther King, Jr.'s Birthday Observed - HOLIDAY (No classes).

25 Friday .....Last day to remove an "I" (Incomplete) grade from the Fall Semester.

## **FEBRUARY**

18 Monday .....President's Day - HOLIDAY (No classes).

## **MARCH**

1 Friday .....Midterm grades due from faculty.

6 Wednesday .....Last day to withdraw from any class for Spring Semester and receive a grade of "W".

8 Friday .....Spring Break begins after last class. Residence Halls close at 6:00 p.m.

17 Sunday.....Residence Halls open at 9:00 a.m.

18 Monday .....Classes resume.

18 Mon-22 Fri.....Advising week.

20 Wed-21 Thurs.....Senior Salute (for Graduating Students).

25 Monday .....Early Registration for Summer & Fall classes.

29 Friday .....SPRING HOLIDAY (No classes).

## **APRIL**

24 Wednesday .....Spring Semester Classes End.

25 Thurs-May 1 Wed FINAL EXAMS. Residence Halls close at 5:00 p.m. Wednesday.

## **MAY**

1 Wednesday .....Final grades for Graduating Seniors due from faculty no later than 12:00 p.m.

2 Thursday .....Final grades for Spring Semester due from faculty no later than 4:00 p.m.

4 Saturday .....COMMENCEMENT. Residence Halls close for graduating students at 5:00 p.m.

6 Monday .....Registration for Summer Session at 8:00 a.m. Summer Session classes begin.

7 Tuesday .....LAST DAY TO CHANGE COURSE SCHEDULE (Add/Drop).

16 Thursday.....Last day to withdraw from any class for Summer Session and receive a grade of "W".

27 Monday .....Memorial Day. (No Classes).

31 Friday .....Summer Session ends. Residence Halls close for all students at 4:00 p.m.

## **JUNE**

10 Monday .....Summer Internship Session begins.

## **JULY**

19 Friday .....Last day to withdraw from any Internship for Summer and receive a grade of "W".

## **AUGUST**

16 Friday .....Last day of Summer Internship Session. All materials must be submitted to the Director of Internships by this date.

## 2001 - ACADEMIC CALENDAR - 2002 EVENING DIVISION

TERM	CLASS DATES	HOLIDAYS (No class)
<b>MINI-MESTER</b> Saturdays	Tuesday 9/4/01-Saturday 10/6/01 9/8, 9/15, 9/29, 10/6 Last day to Add/Drop – 9/10/01 Last day to Withdraw – 9/17/01 <i>*M/W sessions will have a class on 9/7 (6-10 p.m.) in place of 9/3 class</i>	Labor Day 9/3/01*
<b>FALL</b> Saturday A Saturday B	Monday 10/8/01-Saturday 12/15/01 10/13, 10/27, 11/10, 11/16*, 11/30*, 12/8 10/20, 11/3, 11/17, 12/1, 12/15 Last day to Add/Drop – 10/15/01 Last day to Withdraw – 11/16/01 <i>*Two classes held on Friday from 6-10 p.m. to make up for the Thanksgiving holiday.</i>	Thanksgiving 11/22-25/01
<b>WINTER</b> Saturday A Saturday B	Monday 1/7/02-Saturday 3/16/02 1/12, 1/26, 2/9, 2/23, 3/9 1/19, 2/2, 2/16, 3/2, 3/16 Last day to Add/Drop – 1/14/02 Last day to Withdraw – 2/15/02	
<b>SPRING</b> Saturday A Saturday B	Monday 3/25/02-Saturday 6/1/02 3/30, 4/13, 4/27, 5/11, 5/25 4/6, 4/20, 5/4, 5/18, 6/1 Last day to Add/Drop – 4/1/02 Last day to Withdraw – 5/3/02	Memorial Day 5/27/02
<b>SUMMER</b> Saturday A Saturday B	Monday 6/10/02-Saturday 8/17/02 6/15, 6/29, 7/13, 7/27, 8/10 6/22, 7/6, 7/20, 8/3, 8/17 Last day to Add/Drop – 6/17/02 Last day to Withdraw – 7/19/02	Independence Day 7/4/02
<b>BREAKS</b>	December 17, 2001 to January 4, 2002 March 18-23, 2002 June 3-8, 2002 August 19 to September 2, 2002	

- ♦ Credits earned during a term schedule are equivalent to semester hours.
- ♦ **Fall, Winter, Spring, and Summer terms:** Classes meet ten weeks from 6:00-10:00 p.m. one night/week. Saturday classes meet every other Saturday from 9:00 a.m.-5:00 p.m. or 8:00 a.m.-12:00 p.m. every Saturday.
- ♦ **Mini-Mester term:** Classes meet five weeks from 6:00-10:00 p.m. twice per week or every Saturday from 9:00 a.m.-5:00 p.m.
- ♦ **Drop/Add/Withdrawal:** An advisor's signature is required for Drop/Add/Withdrawal.

## **PART 7. ACADEMIC SUPPORT SERVICES AND SPECIAL PROGRAMS**

### **THE ADVANCEMENT PROGRAM**

The Advancement Program is designed for students with specific learning problems who have the motivation and intellectual capacity for college level work - students whose skill and performance levels indicate that without support, their chances for success at the college level would be at risk. Specialized tutoring in all content areas including science, psychology, education and business are offered through The Advancement Program.

Accommodations for students in The Advancement Program include reduced course load, textbooks on tape, taped lectures, use of word processors, one-to-one content area tutorials, untimed examinations, verbal exams, mentoring, and social/residential support. Services offered through The Advancement Program are supervised by The Advancement Program Director and Director of Academic Advising.

### **ACADEMIC ADVISING CENTER**

The mission of the Academic Advising Center is to provide students assistance in planning and evaluating their academic programs, setting and meeting their educational goals, and evaluating their individual progress. Special assistance is also given to students who have entered the University in the Freshman Frontiers Program and the students on academic probation. The Academic Advising Center is located on the second floor of the library.

Individual and group tutorials in a variety of subjects are offered without charge within the limits of available staff time. CLEP and MAT examinations are also administered through this Center. ADA testing accommodations are provided to students when needed. Online assistance is provided to students via the University web page and accessed through the area of academics.

Students may stop by the Academic Advising Center to set up appointments to discuss program requirements, course selection, tutoring, testing needs and an interest in becoming a tutor.

### **CENTER FOR CAREER DEVELOPMENT**

The Center for Career Development is centralized, serving all students and alumni of Lynn University. The Center is located on the first floor of Trinity Hall. Its overall purpose is: to provide students and alumni access to state-of-the-art technologies to ensure a competitive edge in job markets; to help students and alumni make the most of their educational experience by assisting them in developing, evaluating, initiating and implementing their career plans; to offer programs and services for students and alumni to gain greater understanding of their beliefs and values, skills and aptitudes, interest personality characteristics, and knowledge of the world of work; and to promote a greater awareness within the University community of the needs for, and nature of career development and life planning as a life long, self-directed process.

The Director of the Center for Career Development assists students with their career selection and works with students in career and job placement. It is

recommended that students who are “undeclared” majors contact the Center for Career Development to begin examining career alternatives, thus enabling them to make appropriate course selections.

The Center for Career Development provides a variety of services to assist the student in evaluating, choosing and planning a career. Professional staff and career counselors are available to help students and alumni set their career goals, investigate employment opportunities in the field they wish to enter, and interview with companies for which they would like to work.

The Center for Career Development is also a valuable career information and resource center. A library in the center provides information about a broad cross-section of employers, careers, internship opportunities, salary surveys, corporate training programs, career and online job opportunities.

## **CENTER FOR INTERNATIONAL PROGRAMS AND SERVICES**

The Center for International Programs and Services assists, promotes, and coordinates international programs and services at Lynn University. It is located on the second floor of the de Hoernle International Building. The purpose of the Center is to provide external programs and international resources for Lynn University undergraduates and faculty seeking educational/cultural exchange and to advise students about study abroad programs. In addition, the Center assists international students with immigration procedures, provides intensive English studies classes, and offers a supportive environment for non-native English-speakers.

The Center for International Programs and Services is comprised of several programs and services including Intensive English Studies (IES), the Lynn Bridge Program, the Study Abroad office, the Asian Studies Program, the Exchange Visitor Program (J Program), and the International Student Services office (ISS). Detailed information regarding all of the Center's programs and services can be obtained by contacting the office directly.

### **Exchange Visitor Program (J Program)**

On November 24, 1999, Lynn University was designated the sponsor of an Exchange Visitor Program (J Program) in accordance with the administrative regulations issued under the Mutual Educational and Cultural Exchange Act of 1961, also known as the Fulbright - Hays Act. The University's sponsorship will be valid for five years. As a sponsor, Lynn University's Center for International Programs and Services will be operating the Exchange Visitor Program for foreign students and short-term scholars, which will promote international education and cultural exchange.

Reciprocity is an integral component of the exchange program. Lynn University students and faculty will have an exciting opportunity to study and or teach at participating universities overseas. Upon completion of the program, students and faculty will return to their home country to exercise the skills and knowledge acquired during their exchange experience.

The designation as sponsor for student and short-term scholar exchange will further Lynn University's progress towards internationalization and assist students in attaining their educational objectives.

## **Intensive English Studies**

Lynn University's Intensive English Studies program offers a wide variety of programs designed for students whose goal is to learn English for academic, business or personal reasons. Students from around the world have been coming to this program since 1986 to study English.

### **Program Features and Highlights**

- Five levels of English Language proficiency
- Highly qualified instructors and staff
- Small classes and individualized attention
- Student orientation and college advisement
- Multimedia language lab and videotaping facilities
- Certificate of program completion
- Conversational Partners Program with Americans
- University Preparatory Program

Students receive 25 hours of instruction per week including listening and speaking, reading and vocabulary, grammar, composition, electives and TOEFL preparation classes. At the end of each term, students can take the TOEFL exam. Students also receive a written evaluation and a certificate of attendance.

## **Lynn University Bridge Program**

This program has been designed for students who have scored between 470 and 499 on the TOEFL examination and are interested in enrolling in a program that combines university courses, TOEFL preparation classes and academic support services. The program provides a student with the opportunity to enroll in a Freshman English course determined by a placement test; Freshman Seminar, a required course for all entering students; one university course approved by the Academic Advisor; TOEFL preparation and Academic Support meetings. At the conclusion of the first term, the student is required to take the TOEFL examination. If a score of 500 or higher is earned, the student will be permitted to proceed into the full-time undergraduate program.

## **International Student Services**

The International Student Affairs Office is an important source of information and provides assistance to international students while they are in the United States. International students should contact the International Student Advisor if they have questions and concerns relating to U.S. customs and values, academic requirements for their studies, and community facilities for medical care, banking, shopping, recreation and in handling immigration matters.

International Student Services (ISS) is an integral part of the Center for International Programs and Services. The purpose of ISS is to develop and deliver international student support services and programs outside the classroom and contribute to student leadership. ISS is also a source of comprehensive and up to date information relating to immigration and tax matters. Moreover, ISS promotes diversity-oriented activities that develop appreciation and respect for other cultures while providing experience to further develop national and global understanding.



The Cohen International House is located in the Lynn University International Center. This place provides opportunities for all students to interact with individuals from around the globe outside the classroom.

The Cohen International House provides an environment for social, intellectual and cultural programs, or just a nice place to hang out between classes. The various programs and opportunities offered create an environment for its visitors to exchange ideas and outlooks, to promote global leadership, and establish lifelong friendships.

### **Special Summer Program**

Two four-week short-term programs are offered in the summer and are designed to offer a quality English language learning experience combined with afternoon social, cultural and recreational activities. This program is designed for students who prefer an academic and recreational program. Field trips and afternoon activities include sightseeing throughout South Florida and visits to local beaches. TOEFL preparation classes are also available during the summer.

### **Study Abroad**

The purpose of the Study Abroad program is to augment the Lynn University curriculum through international educational experience. The Study Abroad Office is part of the Center for International Programs and Services. Studying abroad offers students the opportunity to extend their cultural, linguistic, and geographic horizons while earning Lynn University credit. Credit may be earned toward a Lynn degree through programs approved by the student's advisor, the Center for International Programs and Services, and the Office of Academic Affairs. Study Abroad opportunities are available in several locations, three of which are highlighted below:

#### **American College Dublin, Ireland**

American College Dublin lends another dimension to the international perspective offered to Lynn's students. Located on prestigious Merrion Square in the heart of Dublin city, the school is headquartered in the childhood home of Oscar Wilde.

American College Dublin offers a Bachelor of Arts degree in several disciplines and concentrations. The College is designated by the National Council for Educational Awards (NCEA), the state body responsible for third level education in Ireland. The following degrees are fully accredited by the NCEA:

Bachelor of Arts in **Behavioral Science**

Concentrations in Psychology and Applied Social Studies

Bachelor of Arts in **International Business**

Concentrations in International Management or International Marketing

Bachelor of Arts in **International Tourism**

Bachelor of Arts in **Liberal Arts**

Concentrations in English, History and International Relations (Political Science)

National Certificate in Humanities

Graduate Diploma in Computing (Internet and Multimedia Technology).

In addition to the degrees listed above, the College also offers a Diploma in Hospitality Management which is accredited by the Educational Institute of the American Hotel and Motel Association.

Lynn Students who will be second semester freshmen, sophomores, juniors or seniors have the opportunity to participate in a Semester Study Abroad Program in Dublin, Ireland. All students will carry fifteen (15) credits. An option is provided to take all credits on campus or to select one or two three (3) credit courses that will utilize the travel experience and subsequent comparisons found in Ireland and other European locations.

### **Asian Studies at Kansai Gaidai University**

The Asian Studies Program at Kansai Gaidai University offers students the opportunity to study in Japan and obtain a practical knowledge of the culture and language of Japan for one semester or one full academic year. The combination of a Japanese language program in addition to courses in the humanities, social sciences and business, makes it possible for students to pursue a wide variety of study areas during their stay in Japan. Aside from Japanese classes, all classes in the Asian Studies Programs are conducted in English. Previous language training is not required.

Kansai Gaidai University is located in the city of Hirakata, which is midway between Osaka, Japan's second largest industrial metropolis, and Kyoto, the ancient capital of Japan.

### **Asian Studies at Katoh Schools and Fuji Phoenix College**

The Asian Studies Program at Katoh Schools and Fuji Phoenix College in Gotemba, Japan, offers summer opportunities for Lynn students to teach for a six week period and earn credit for this experience. As part of the experience, students live with Japanese families during their stay. They share in the daily life of a Japanese household and come to understand more fully many aspects of Japanese culture and society, while learning the language by practical application.

### **TOEFL Preparation**

The Intensive English Studies Program offers a TOEFL preparation course. This 40-hour course provides students with instruction in skills and strategies for taking the TOEFL test. Students do exercises directly from the TOEFL subsections while practicing and reviewing complete tests.

### **COMPUTER LABORATORIES**

Computer laboratories are available in the Ritter Business Complex, International Center, and the Assaf Academic Center. Hospitality-oriented software is available in Assaf. The Library also has a bibliographic research system designed for literature searches. Computer stations are available with the latest versions of Windows, Harvard Graphics, StatMost and MicroSoft Office Works. Internet is available on campus.

### **COUNSELING CENTER**

The Counseling Center, located in de Hoernle Hall, offers a variety of services, including: Individual and group counseling for academic, personal, and social problems, such as substance abuse, eating disorders, relationships, self-esteem, and stress management. Interest, aptitude, and psychological testing are available by appointment. Referrals to community resources are available by request. All information is strictly confidential. Individual counseling is available to Lynn students without cost. Evening appointments may be scheduled.

## **FRESHMAN FRONTIERS**

Designed to offer a smooth transition to university life and teach learning strategies, the Freshman Frontiers Program admits students who score below 850 on the SAT, or below 18 on the ACT, and/or have a high school GPA below 2.0. These students are probationally admitted to the University. Frontiers students are provided with specialized assistance and are required to take a special 2 semester hour section of the Freshman Seminar which concentrates on learning strategies.

Typically, Freshman Frontiers students are enrolled in fourteen (14) credit hours the first semester. This combination assures that each student understands the course and curriculum requirements, while increasing confidence and excitement about learning.

## **HONORS PROGRAMS**

### **University Honors Program**

The goal of the Honors Program is to create a dynamic academic environment that may serve to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery. The innovative curriculum encompasses the full breadth of the liberal arts and sciences while promoting both an in-depth exploration and a wide intellectual synthesis of the ideas and concepts that have created the dilemmas and choices of our past, present, and future.

This particular emphasis is seen as the groundwork for developing the intellectual skills necessary to confront the global transformation currently taking place. By design, the Honors Program provides a process through which selected student-scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization, and active experimentation which then can be applied to any particular area of interest.

The outcome of the process is the development of a broadened liberal arts and sciences perspective along with a greater appreciation and grasp of the complex variables, phenomena and issues that will continue to dominate the dynamics of global change. It is intended that all qualified students, regardless of major or area of concentration, have the opportunity to participate in the Honors Program and thereby gain these enormous advantages.

### **Eligibility for the Honors Program**

Students interested in applying for the Honors Program must have a minimum AGPA of 3.25. The earliest enrollment in the Honors Program is the Fall semester of the student's sophomore year. The latest admission to the program is the Fall semester of the student's junior year.

### **Application Procedure**

Students apply for admission to the program during the Spring semester, preceding the Fall semester of enrollment. The deadline for application is April 15th. Transfer students have an extended application period with a deadline of June 15th.

An application consists of the following:

1. A completed Application Form, available from the office of the Dean of the College of Arts and Social Sciences.

2. Two letters from faculty, supporting the applicant's admission to the Honors Program.
3. A written statement of the applicant's particular interest in the Honors Program and self-assessment of creativity and imagination.
4. An interview with the Honors Committee.

## **Freshman Honors Experience**

The Freshman Honors Experience provides highly motivated first-year students an opportunity to fulfill core requirements with courses in which they can experience the challenge and exhilaration of the regular Honors Program. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

During their first semester at Lynn University, participants in the Freshman Honors Experience enroll in:

ENG	101H	Honors Freshman Composition
FRO	101H	The Freshman Honors Experience

During the second semester of their freshman year, Freshman Honors Experience students enroll in:

ENG	102H	Honors Freshman Composition II/Studies in Literature
SCI	230H	Honors Environmental Studies

The Freshman Honors Experience prepares qualified students for entrance into the University Honors Program at the beginning of the sophomore year.

## **Graduation for Honors Program Students**

Graduates of the Lynn University Honors Program having earned a GPA of 3.25 for the required 16 Honors Credits and in addition to having attained an AGPA of at least 3.25 shall receive the following degrees:

- In baccalaureate programs unqualified by field of study, Artium Baccalaureus Honoris or Scientiae Baccalaureus Honoris; or
- In baccalaureate programs qualified by field of study, (degree name), Honoris Generalis (e.g., Bachelor of Arts in Design, Honoris Generalis), whichever is appropriate.

## **INFORMATION TECHNOLOGY**

The Information Technology (IT) Department aims to fulfill the University's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks." IT coordinates faculty development sessions and thus facilitates the technological sophistication of the

University community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips our students and faculty for the emerging application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction.

IT provides resources for satisfying the computing needs of students and faculty. In so doing, our professionals assist in the use of hardware and software available to faculty, students, and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.

## **INSTITUTE FOR DISTANCE LEARNING**

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides regularly scheduled training workshops in course design, course content, and Blackboard software. The primary mode of course delivery is Internet based, asynchronous, interactive, and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet based learning and 24/7 support.

In conjunction with the respective Colleges, IDL supports the deployment of targeted programs that are selected to be delivered online. By working closely with faculty in their course development, the Institute ensures high quality programs that meet the needs of learners who seek alternate course delivery.

The Bachelor of Professional Studies, an adult degree program that validates prior learning through a Portfolio process, is available totally online with majors in Business and Behavioral Science. A large selection of general education courses and program specific courses are available each term for undergraduate students enrolled in other programs. At the graduate and doctoral levels, a number of courses are launched each term as we move toward offering entire graduate programs online.

## **INTERNSHIP PROGRAM**

The Internship Office supports the overall educational purpose of Lynn University to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning. The way in which the Internship Office helps students achieve these goals is by enabling them to gain real world work experience where they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting.

Student reflections appear in written assignments. Written employer's evaluations enable students to identify professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Depending on the academic concentration, internship assistance is available through department faculty or through the Internship Office. The Internship Office assists students studying the arts and sciences, business, fashion, hospitality, international relations, and political science. Students wishing to pursue an internship in the areas

of communications, education, human services or funeral service should consult their department faculty for internship assistance.

Internship requirements vary by College or major within the University. In general, however, students who wish to register for an internship must:

- be a full-time undergraduate student at Lynn University;
- have successfully completed at least 12 credit hours at Lynn University;
- have a minimum AGPA of 2.0;
- receive the approval of their faculty advisor;
- meet with the Internship Director or other faculty member before the internship begins;
- if an international student, have been studying for at least nine months in the U.S. on an F-1 visa.

### **LYNN EDUCATIONAL ALTERNATIVE PROGRAM (LEAP)**

The Lynn Educational Alternative Program (LEAP) is offered at the Old Forge Center in Old Forge, New York and is approved by the New York Board of Regents. LEAP is an extension of TAP and designed for students with learning problems. The program is dedicated to non-traditional learners and learning disabled students. The goals of the LEAP program include:

- (1) To prepare young men and women for career opportunities in the hospitality or human services industry,
- (2) To successfully achieve career placement, and
- (3) To enable students to acquire the skills necessary to enter college.

The internship component of LEAP provides the student with paid training positions. At our on-site restaurant facility, hospitality interns gain valuable “hands-on” experience in the areas of food production and dining room service. Human Services placements are available in childcare and eldercare facilities, as well as in various local agencies and businesses.

In the classroom, students will learn how restaurants, agencies and other small businesses are organized, financed and operated. Management responsibilities, industry opportunities, and future trends are also examined.

The LEAP program is focused around three main components: Academics, Basic Vocational Training and Social Development.

Upon successful completion of the certificate program, students are issued a certificate and qualify for positions outlined in the LEAP Certificate Program brochure. For further information and fee schedules, please call (800) 351-5327 or (315) 369-2740.

### **SUMMER ENRICHMENT**

A summer pre-college program at the Old Forge Center is available for high school juniors and those students anticipating a fall semester matriculation.

## **PART 8. DEGREE PROGRAMS**

### **Definitions of Majors, Minors, and Specializations**

#### **Definition of a major:**

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the University catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a Specialization. (see below)

#### **Definition of a dual major:**

In addition to satisfying all admission, progression, and graduation requirements of the program offering the first major in a baccalaureate degree program, students may enroll in a second major. In order to do so the student must:

1. Earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours; and
2. Satisfy the admission, progression, and graduation requirements of the program or College offering the second major.

Students may be enrolled in both major programs simultaneously.

#### **Definition of related requirements:**

With the core requirements, these related courses support the major. Related courses are in a discipline or group of disciplines other than the field of study or may be a specialized area within the discipline. The number of related courses varies with each major but should not outweigh the number of courses in the major.

#### **Definition of a minor:**

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation, or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the University. Course work should be at the upper divisional level (300+) and be specified by the appropriate College or department in which the minor courses will be acquired. The student's transcript shall indicate the minor.

#### **Definition of a specialization:**

Some majors may include an area of specialization. A specialization would consist of a sequence of no less than 15 credit hours of course work within the major. Where appropriate, the transcript shall indicate the major and the specialization (ie. Major: Business Administration and specialization in Accounting).



The following degrees are offered by Lynn University upon completion of degree requirements:

**Associate Degrees:**

Associate of Science Funeral Service (A.S.F.S.)

Associate in Occupational Studies (A.O.S.)

**Bachelor Degrees:**

Bachelor of Arts (B.A.)

Bachelor of Science (B.S.)

Bachelor of Music (B.M.)

Bachelor of Science in Business Administration (B.S.B.A.)

Bachelor of Science in Design (B.S.D.)

Bachelor of Science in Education B.S.E.)

Bachelor of Science in Hospitality Administration (B.S.H.A.)

Bachelor of Science in Nursing (B.S.N.)

Bachelor of Professional Studies (B.P.S.)

**Graduate Degrees:**

Master of Business Administration (M.B.A.)

Master of Education (M.Ed.)

Master of Science (M.S.)

Doctor of Philosophy (Ph.D.)





## ACADEMIC ORGANIZATION

Below are the academic units administered through the Office of Academic Affairs. These units (disciplines) are responsible for the associated course and program offerings.

### COLLEGE OF ARTS & SCIENCES

#### Undergraduate

<u>Degree</u>	<u>Major</u>	<u>Specialization/Minor Options</u>
B.A.	Behavioral Science# International Relations#	Criminal Justice Asian Affairs European Affairs Latin American Affairs International Communications (minor) International Business (minor)
B.P.S.*	Liberal Arts# Psychology Behavioral Science Criminal Justice	
B.S.D.#	Graphic Design Visual Design	Illustration Computer Graphics (minor)
B.S.#	Biology	

#### Graduate\*\*

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.S.	Administration	Criminal Justice Administration

### COLLEGE OF BUSINESS AND MANAGEMENT

#### Undergraduate

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
B.S.B.A.	Business Administration	Accounting Aviation Management (flight option)# Aviation Management (non-flight option)# Computer Management Systems Fashion Management# Human Resource Management* International Business Management/General Marketing
B.P.S.*	Business Studies	

#### Graduate\*\*

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.B.A.	Business Administration	International Management Health Care Administration Hospitality Administration Sports and Athletics Administration

# DONALD AND HELEN ROSS COLLEGE OF EDUCATION, HEALTH AND HUMAN SERVICES

## **Undergraduate**

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
A.O.S.#	Human Services (Old Forge Center)	
B.A.	Human Services#	
B.S.E.	Elementary Education	Grades 1-6 Plus PreK/Primary (Age 3-Grade 3) #
	Secondary Education #	Grades 1-6 English/Humanities Social Sciences

## Combined Degree (5-year M.Ed.)

B.S.E./M.Ed.#	Elementary Education 1-6 (undergraduate) <b>plus</b> Varying Exceptionalities with ESOL Endorsement (graduate)
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## Health Programs

A.S.F.S. #	Funeral Service
A.S.F.S./B.S.B.A.#	Funeral Service <b>and</b> Business Administration (in collaboration with the College of Business and Management)
B.S.	Health Care Administration * Health Care Administration/Long Term Care*
B.P.S.*	Health Care Administration

## Degree Completion Programs

B.S.N. *	Nursing	RN to BSN Completion program for Licensed Registered Nurses
B.S.B.A.	Business Administration	Completion program for Licensed Funeral Directors (in collaboration with the College of Business and Management)

## **Graduate\*\***

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.Ed.	Varying Exceptionalities	ESOL Endorsement
Ph.D.	Educational Leadership with a Global Perspective	Educational Leadership Corporate Leadership

## **Graduate\*\***

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.S.	Administration	Biomechanical Trauma Health Care Administration (with or without Nursing Home Licensure)
M.B.A.	Business Administration	Health Care Administration

## **Certificate**

Aging Studies (Graduate)**
Geriatric Care Management (Graduate)**
Health Care Administration/Long Term Care (Undergraduate* and Graduate**)

## COLLEGE OF HOSPITALITY, TOURISM AND RECREATION

### MANAGEMENT

#### Undergraduate

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
B.S.H.A.#	Hospitality Administration	Hotel, Resort, & Food Service Management International Golf Management International Hotel & Tourism Management Sports and Recreation Management
B.P.S.*	Hospitality Administration	

#### Graduate\*\*

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.B.A.	Business Administration	Hospitality Administration Sports and Athletics Administration

## COLLEGE OF INTERNATIONAL COMMUNICATIONS

#### Undergraduate

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
B.A.	Communications#	Broadcasting Film Studies International Communications Journalism

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

#### Undergraduate

<u>Degree</u>	<u>Major</u>
B.P.S.	Behavioral Science Business Studies Criminal Justice Health Care Administration Hospitality Administration

## THE CONSERVATORY OF MUSIC

#### Undergraduate

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
B.M.	Music-Performance	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
B.A.	Music	

#### Certificate

Professional Studies Diploma**		Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
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## COLLEGE OF GRADUATE STUDIES\*\*

<u>Degree</u>	<u>Major</u>	<u>Specialization Options</u>
M.B.A.	Business Administration	Health Care Administration Hospitality Administration International Management Sports and Athletics Administration
M.Ed.	Varying Exceptionalities (with or without E.S.O.L. endorsement)	
M.S.	Administration	Biomechanical Trauma Criminal Justice Administration Health Care Administration (with or without Nursing Home Administrator Licensure)
Ph.D.	Educational Leadership with a Global Perspective	Educational Leadership Corporate Leadership

# Day Division Only

\* Evening Division Only

\*\* Please refer to the Graduate Catalog for further information



## PART 9. UNDERGRADUATE CURRICULUM

### General Education and Study in the Major: Perspectives and Academic Skills

The University believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achievement of the University's overall educational purpose: *to produce graduates who possess knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.*

General education knowledge and academic skills are developed within a diverse learning community of students and faculty to foster diversity of thought and the opportunity to integrate varied perspectives, experiences, and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students' attainment of the following baccalaureate degree competencies:

**Perspectives:** *Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.*

- Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
- Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
- Breadth of learning in a variety of disciplines that informs judgements and encourages inquiry.
- Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in one's chosen profession.
- Preparation of graduates for positions of responsibility and leadership as productive global citizens who value life long learning.

#### **Academic Skills:**

- Communication: Reading, writing, speaking, and interpersonal/relationship skills.
- Mathematical Computation: Computing, interpreting, and drawing conclusions from quantitative data.
- Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
- Information Literacy: Identifying, locating, evaluating and using relevant information.
- Intellectual Strategies: Problem solving, critical and creative thinking, and inquiry.

Graduates of Associate Degree programs develop beginning perspectives, academic skills, and study in the major as competencies for the Associate Degree.

## Core Curriculum (Four-year Programs)

	<b>Cr.</b>
English Composition I, II . . . . .	.6
Mathematics Electives . . . . .	.6
Public Forum . . . . .	.3
Science Electives (with Lab) . . . . .	.8
Introduction to Computer Applications . . . . .	.3
History or Behavioral Science Electives* . . . . .	.6
Humanities/Fine Arts Electives** . . . . .	.6
Total Credits	38

## Core Curriculum (Two-year Programs)

	<b>Cr.</b>
English Composition I, II . . . . .	.6
Math Elective . . . . .	.3
Science Elective (with Lab) . . . . .	.4
Introduction to Computer Applications . . . . .	.3
History or Behavioral Science Elective* . . . . .	.3
Humanities/Fine Arts Elective** . . . . .	.3
Total Credits	22

\* Behavioral Science electives begin with the prefix: PSY, SOC, or CRJ

\* History courses are interchangeable with International Relations courses.

\*\* The following courses fulfill the Humanities/Fine Arts elective requirements:

- ADS 325
- CAP 106
- COM 235
- ENG (except 100, 101, 102, 360, 372, 470)
- HIS 360, 481
- HUM 100, 101, 102, 203, 204, 221, 230, 300, 302, 315, 350, 399, 410, 411
- LAN 320
- MUH 261, 360, 361

It is recommended that the first 3 credit hours of Humanities/Fine Arts electives be taken from the HUM 100 series: HUM 100, 101, 102.

The requirements and regulations set forth above are the minimal requirements established by the University. Students are also obligated to meet all specific requirements established by the appropriate degree program.

## Day Division Freshman Requirements

For students who have matriculated as new freshmen, the following courses must be completed within the first 30 credit hours earned:

Freshman Seminar (1 or 2 cr)

**and either**

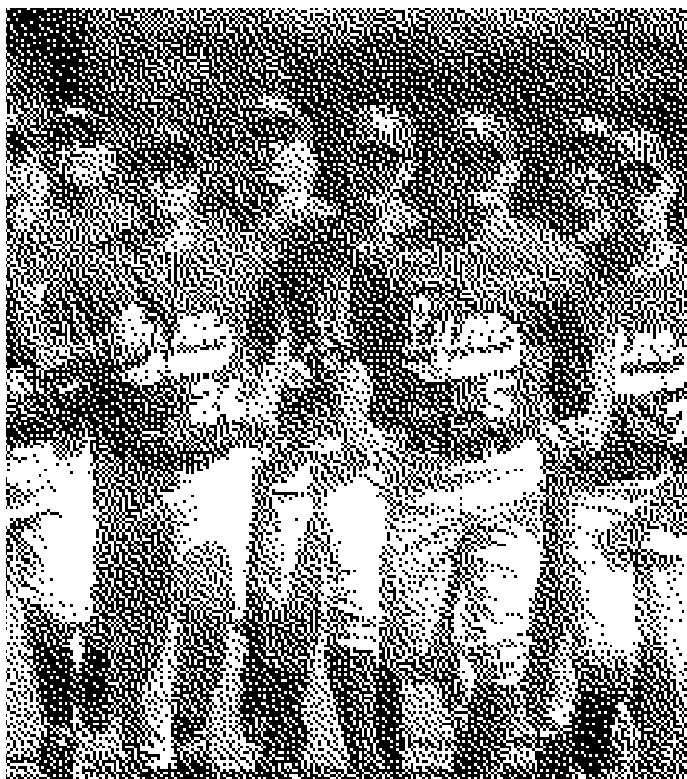
ENG 099 English Skills (3 cr) and ENG 101\* English Comp. I (3 cr)

**or**

ENG 101\* English Comp. I (3 cr) and ENG 102\* English Comp. II (3 cr)

\* ENG 101 and ENG 102 must be passed with a “C” or better.

Beginning with the first semester of the freshman year, a student must enroll in one of the above English sequences, repeatedly and in consecutive semesters, until the aforementioned requirement is fulfilled.



# COLLEGE OF ARTS AND SCIENCES

## **Mission**

The College of Arts and Social Sciences provides a meaningful interpretive context for all programs within the University in the best tradition of liberal education. Through the programmatic initiatives and curricula described below, the College seeks to support the University's international and multicultural perspectives, thereby preparing students for responsible living in the 21st century. In addition to supporting the general education curriculum in English, Communication Arts, History, Behavioral Science, Mathematics, Humanities, Fine Arts and Language, the following degree programs are offered:

Bachelor of Arts with a major in Liberal Arts; Bachelor of Arts with a major in Psychology; Bachelor of Arts with a major in Behavioral Science (specialization in Criminal Justice); Bachelor of Arts with a major in International Relations (specializations in Asian Affairs, European Affairs, and Latin American Affairs, or minors in International Communications and International Business); Bachelor of Science in Design with a major in Graphic Design; Bachelor of Science in Design with a major in Visual Design with a specialization in Illustration or a minor in Computer Graphics; Bachelor of Professional Studies with majors in Behavioral Science or Criminal Justice.

## **BIOLOGY PROGRAM**

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

### **Major: BIOLOGY**

The Bachelor of Science in Biology is a program designed for students whose career goals generally involve further professional education beyond the bachelor's degree. These careers include but are not limited to allopathic, osteopathic, dental, veterinary, and podiatric medicine; pharmacy, physical therapy, occupational therapy, optometry, chiropractor, physician's assistant, environmental science/health, and positions in research, education, and industry. The Bachelor of Science in Biology is offered on a 15-week semester schedule, as a day division undergraduate program.

### **Learning Outcomes Upon Graduation with the B.S. in Biology**

Lynn University's undergraduate baccalaureate degree competencies form the basis for developing the learning outcomes expected upon graduation with a B.S. in Biology. These include:

1. Accountability and responsibility as a learner, pre-professional member, and global citizen.
2. Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
3. Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.



4. Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.
5. Effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.
6. Depth and application of learning in the biological sciences (mastery of specialized knowledge) that serves as a foundation for professional education beyond the bachelor's degree to effectively serve and lead in one's chosen profession.
7. Knowledge and skills in scientific inquiry, an understanding of the research process and the role it plays in the decision making process.
8. An understanding of careers in health-related, biological or other scientific fields.

## **Admission, Progression, and Graduation Requirements**

### **I. Requirements for Admission to the B.S. in Biology**

- A. Satisfy admission requirements to Lynn University.
- B. If possible, schedule a personal interview and advising session with the Biology Program Coordinator.

### **II. Requirements for Progression for the B.S. in Biology**

- A. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Complete all courses with a grade of "C" or higher
- C. A maximum of two science courses may be repeated in the Biology Major.

### **III. Requirements for Graduation for the B.S. in Biology**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required course work for the biology major with a grade of "C" or higher.
- B. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University, may be held to any new requirements in effect and/or may be requested to validate prior learning.

**B.S.**  
**Major: BIOLOGY**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG 101	ENGLISH COMPOSITION I	3
__ENG 102	ENGLISH COMPOSITION II	3
__MAT 110	COLLEGE ALGEBRA	3
__MAT 221	STATISTICS	3
__CMS 200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__COA 110	PUBLIC FORUM	3
__SCI 130	GENERAL CHEMISTRY I AND LAB	4
__SCI 131	GENERAL CHEMISTRY II AND LAB	4
__PSY 150	INTRODUCTION TO PSYCHOLOGY	3
—	HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3
—	HUMANITIES/FINE ARTS ELECTIVE 300+	3
__HUM 300+	ELECTIVE	3
__FRO 101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR 101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: BIOLOGY (31 CREDITS)**

__SCI 110	THE BIOLOGICAL WORLD AND LAB	4
__SCI 111	BIOLOGICAL PATTERN AND PROCESS AND LAB	4
__SCI 260	HUMAN ANATOMY PHYSIOLOGY I AND LAB	4
__SCI 261	HUMAN ANATOMY AND PHYSIOLOGY II AND LAB	4
__SCI 230	ENVIRONMENTAL STUDIES AND LAB <b>OR</b>	**4
__SCI 360	ECOLOGY AND LAB	
__SCI 325	MICROBIOLOGY AND LAB	4
__SCI 450	GENETICS AND LAB	4
__SCI 490	BIOLOGY SENIOR SEMINAR	3

**RELATED REQUIREMENTS: (20 CREDITS)**

__MAT 320	METHODS OF CALCULUS	4
__SCI 350	PHYSICS I AND LAB	4
__SCI 351	PHYSICS II AND LAB	4
__SCI 390	ORGANIC CHEMISTRY I AND LAB	4
__SCI 391	ORGANIC CHEMISTRY II AND LAB	4

**ELECTIVES (APPROVED BY MAJOR ADVISOR): (30-31 CREDITS)\*\***

**11 credits (7-11 credits must be 300+ or higher)**

—	ELECTIVE (300+)	3
—	ELECTIVE (300+)	4
—	ELECTIVE (100+ OR 300+)	**4

**19-20 credits (100+)**

—	ELECTIVE	*3-4
—	ELECTIVE	4
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3

**TOTAL CREDITS 120**

\*Transfer Students may need an additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

\*\*45 Upper division credits (300+ level) are required.

# B.S. Major: BIOLOGY

## SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
<b>Fall</b>							
ENG	101	English Comp. I	3	ENG	102	English Comp. II	3
SCI	110	Biological World	4	SCI	111	Biological Pattern/Process	4
		HUM/Fine Arts Elective	3	PSY	150	Intro. to Psychology	3
		Elective	3	CMS	200	Intro. to Computers	3
FRO	101	Freshman Seminar <b>or</b>	1	MAT	110	College Algebra	3
TSR	101	Transfer Seminar	<u>*0</u>				<b>16</b>
			<b>13-14</b>				

		<b>SECOND YEAR</b>					
		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
<b>Fall</b>							
SCI	260	Anatomy/Physiology I	4	SCI	261	Anatomy/Physiology II	4
SCI	130	Chemistry I	4	SCI	131	Chemistry II	4
		HIS/Behavioral Sci. Elective	3	SCI	230	Intro to Environ. Studies <b>OR</b>	<b>OR</b>
MAT	221	Statistics	<u>3</u>	SCI	350	Ecology	4
			<b>14</b>	COA	110	Public Forum	<u>3</u>
							<b>15</b>

		<b>THIRD YEAR</b>					
		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
<b>Fall</b>							
SCI	350	Physics I	4	SCI	351	Physics II	4
SCI	390	Organic Chemistry I	4	SCI	391	Organic Chemistry II	4
MAT	320	Methods of Calculus	4			Elective 300+	*3-4
		Elective	<u>3</u>	HUM		Elective 300+	<u>3</u>
			<b>15</b>				<b>14-15</b>

		<b>FOURTH YEAR</b>					
		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
<b>Fall</b>							
SCI	450	Genetics	4	SCI	490	Biology Senior Seminar	3
		**Elective 100+ or 300+	4	SCI	325	Microbiology	4
		Elective 300+	4			Elective 300+	3
		Elective	<u>4</u>			Elective	3
			<b>16</b>			Elective	<u>3</u>
							<b>16</b>

**Total Credits: 120**

\*Transfer Students may need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

\*\*45 Upper division credits (300+ level) are required.

## **Bachelor of Science in Design (B.S.D.)**

The College of Arts and Social Sciences offers courses leading to the Bachelor of Science degree in Design. There are two majors in the Design program: Graphic Design and Visual Design. They provide a broad-based study of various media and techniques within which students can explore and select across concentrations. The Bachelor of Science degree in Design provides flexibility between the interpretive and the technical.

### **Graphic Design**

Graphic design is the study of two-dimensional (flat) design, with typography, that is created for mass distribution such as newspapers, magazines, television, computers, etc.

### **Visual Design**

The Visual Design major offers a specialization in Illustration or a minor in Computer Graphics.

Students graduating with a BSD in Graphic Design or Visual Design will be able to: demonstrate knowledge of various media and techniques producing commercial art; demonstrate knowledge of interpretive skills, rules, and principles of design; understand history and development of design.



**B.S.D.**  
**Major: GRAPHIC DESIGN**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 - 39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE <b>OR</b>	
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__HUM	101	ART APPRECIATION	3
__HUM	301	CREATIVE THINKING	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: GRAPHIC DESIGN (72 CREDITS)**

__ADS	105	DRAWING I	3
__ADS	106	DRAWING II	3
__ADS	120	DESIGN I	3
__ADS	121	DESIGN II	3
__ADS	230	PHOTOGRAPHY	3
__ADS	246	GRAPHICS I	3
__ADS	261	COLOR THEORY I	3
__ADS	262	COLOR THEORY II	3
__ADS	267	PORTFOLIO AND EXHIBITION I	3
__ADS	270	PROFESSIONAL PRACTICES I	3
__ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	347	GRAPHICS II	3
__ADS	351	ADVERTISING PRODUCTION	3
__ADS	365	ILLUSTRATION I	3
__ADS	372	TYPOGRAPHY	3
__ADS	429	COMMERCIAL LAYOUT AND DESIGN (QUARK)	3
__ADS	430	DESIGN TECHNOLOGY AND PRODUCTION	3
__ADS	470	ADVANCED GRAPHIC DESIGN	3
__ADS	485	INTERNSHIP	3
__ADS	490	PORTFOLIO AND EXHIBITION II	3
__ADS	493	PROFESSIONAL PRACTICES II	3
__HUM	200+	ART HISTORY ELECTIVE	3
__HUM	200+	ART HISTORY ELECTIVE	3

**FREE ELECTIVES (9-10 CREDITS)**

__		FREE ELECTIVE	*3-4
__		FREE ELECTIVE (300+)	3
__		FREE ELECTIVE (300+)	3

**TOTAL CREDITS: 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.  
 45 Upper division credits (300+ level) are required to satisfy the major requirement.

# B.S.D. Major: GRAPHIC DESIGN

## SUGGESTED PROGRAM

### FIRST YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ENG 101	English Comp I	3	ENG 102	English Comp II	3
MAT	Math Elective	3	MAT	Math Elective	3
CMS 200	Intro. Computer Application	3	COA 110	Public Forum	3
ADS 105	Drawing I	3	ADS 106	Drawing II	3
ADS 120	Design I	3	ADS 121	Design II	3
FRO 101	Freshman Seminar or	1			15
TSR 101	Transfer Seminar	*0			
		15-16			

### SECOND YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
HUM 101	Art Appreciation	3	SCI	Science Elective (with lab)	4
SCI	Science Elective (with lab)	4	ADS 326	Digital Illustration (Illustrator)	3
	HIS/Behavioral Sci. Elective	3	ADS 347	Graphics II	3
ADS 246	Graphics I	3	ADS 267	Portfolio and Exhibition I	3
ADS 230	Photography	3	ADS 270	Professional Practices I	3
		16			16

### THIRD YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
IRPS 250	Geography and World Affairs	3	ADS 327	Digital Imaging (Photoshop)	3
ADS 429	Commercial Layout & Design	3	ADS 372	Typography	3
ADS 351	Advertising Production	3	ADS 261	Color Theory I	3
HUM 200+	Art History Elective	3	HUM 200+	Art History Elective	3
	Elective	3		Elective 300+	3
		15			15

### FOURTH YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ADS 470	Advanced Graphics	3	ADS 490	Portfolio and Exhibition II	3
ADS 485	Internship	3	ADS 493	Professional Practices II	3
ADS 430	Design Technology & Prod.	3	ADS 365	Illustration I	3
HUM 301	Creative Thinking	3		Elective 300+	3-4
ADS 362	Color Theory II	3			12-13
		15			

**Total Credits: 120**

\* Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

**B.S.D.**  
**Major: VISUAL DESIGN**  
**Specialization: Illustration OR**  
**Minor: Computer Graphics**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__		HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3
__HUM	101	ART APPRECIATION	3
__HUM	301	CREATIVE THINKING	3
__FRO	101	FRESHMAN SEMINAR OR	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: VISUAL DESIGN (39 CREDITS)**

__ADS	105	DRAWING I	3
__ADS	106	DRAWING II	3
__ADS	120	DESIGN I	3
__ADS	121	DESIGN II	3
__ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	230	PHOTOGRAPHY I	3
__ADS	246	GRAPHICS I	3
__ADS	261	COLOR THEORY I	3
__ADS	267	PORTFOLIO AND EXHIBITION	3
__ADS	270	PROFESSIONAL PRACTICES I	3
__HUM	200+	ART HISTORY ELECTIVE	3
__ADS	490	PORTFOLIO AND EXHIBITION II	3
__ADS	493	PROFESSIONAL PRACTICES II	3

**SELECT A SPECIALIZATION OR A MINOR**

**ILLUSTRATION SPECIALIZATION REQUIREMENTS (21 CREDITS)**

__ADS	205	BASIC RENDERING	3
__ADS	210	BASIC LIFE DRAWING	3
__ADS	211	LIFE DRAWING FUNDAMENTALS	3
__ADS	346	RENDERING FUNDAMENTALS	3
__ADS	365	ILLUSTRATION I	3
__ADS	380	INTERPRETIVE FIGURE MATERIALS	3
__HUM	200+	ART HISTORY ELECTIVE	3

**COMPUTER GRAPHICS MINOR REQUIREMENTS (21 CREDITS)**

__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	430	DESIGN TECHNOLOGY AND PRODUCTION	3

__ADS	429	COMMERCIAL LAYOUT AND DESIGN (QUARK)	3
__CMS	340	WEB SITE DESIGN	3
__CMS	360	COMPUTER ETHICS AND LAW	3
__COM	325	WRITING FOR ELECTRONIC MEDIA	3
__COM	340	ADVERTISING WRITING AND DESIGN	3

**APPROVED ELECTIVES (12 CREDITS)**

—		ELECTIVE 300+	3
—		ELECTIVE 300+	3
—		ELECTIVE 300+	3
—		ELECTIVE 300+	3

**FREE ELECTIVES (9-10 CREDITS)**

—		ELECTIVE 300+	*3-4
—		ELECTIVE 300+	3
—		ELECTIVE	3

**TOTAL CREDITS: 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

45 Upper division credits (300+ level) are required to satisfy the major requirement.





**B.S.D.**  
**Major: VISUAL DESIGN**  
**Specialization: Illustration OR**  
**Minor: Computer Graphics**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
ENG	101	English Comp I	3	ENG	102	English Comp II	3
MAT		Math Elective	3	MAT		Math Elective	3
CMS	200	Intro. Computer Applications	3	COA	110	Public Forum	3
ADS	105	Drawing I	3	ADS	106	Drawing II	3
ADS	120	Design I	3	ADS	121	Design II	3
FRO	101	Freshman Seminar or	1				15
TSR	101	Transfer Seminar	*0				
			15-16				

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HUM	101	Art Appreciation	3	SCI		Science Elective (with lab)	4
SCI		Science Elective (with lab)	4			HIS/Behavioral Sci. Elec.	3
IRPS	250	Geography and World Affairs	3	ADS	267	Portfolio and Exhibition I	3
ADS	326	Digital Illustration (Illustrator)	3	ADS	270	Professional Practices I	3
ADS	246	Graphics I	3			Elective	3
			16				16

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HUM	301	Creative Thinking	3	ADS	261	Color Theory I	3
HUM	200+	Art History Elective	3	ADS	230	Photography	3
		Specialization/Minor	3			Specialization/Minor	3
		Specialization/Minor	3			Specialization/Minor	3
		Specialization/Minor	3			Specialization/Minor	3
			15				15

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
		Elective 300+	3	ADS	490	Portfolio and Exhibition II	3
		Specialization/Minor	3	ADS	493	Professional Practices II	3
		Approved Elective	3			Approved Elective	3
		Approved Elective	3			Elective 300+	*3-4
			3				12-13
			15				

**Total Credits: 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

**Bachelor of Arts (B.A.)**  
**Major: BEHAVIORAL SCIENCE**  
**Specialization: Criminal Justice**

The College of Arts and Social Sciences offers the Bachelor of Arts degree in Behavioral Sciences with a specialization in Criminal Justice\*. This is an interdisciplinary degree that introduces students to the study of human behavior through course work in sociology, psychology and criminal justice. The Behavioral Science program is designed to expose students to (1) various aspects of human social experience and behavior, (2) the conditions and purpose of ethics and ethical decision making, and (3) problem solving skills required for practice in the criminal justice system.

Students will acquire depth and breadth of learning following guidelines and goals of the Behavioral Science major. The goals of the Behavioral Sciences program with the specialization in Criminal Justice are to provide a curriculum that:

- Focuses on interpretation of the norms and rules that govern social behavior.
- Develops a general understanding of human development and behavior.
- Introduces students to the process and procedures of the criminal justice system.
- Evaluates the ethical implications of various social issues as they relate to the criminal justice system.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.

\* **Evening Division Students:** Please refer to p. 239 for information regarding the Bachelor of Professional Studies (B.P.S.) in Criminal Justice.

**B.A.**  
**Major: BEHAVIORAL SCIENCE**  
**Specialization: Criminal Justice**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		ELECTIVE	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__HUM		HUMANITIES/FINE ARTS ELECTIVE	3
__HUM		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR OR	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: BEHAVIORAL SCIENCE  
(SOCIOLOGY AND PSYCHOLOGY) (33 CREDITS)**

__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__SOC	220	FAMILY AND SOCIETY	3
__SOC	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
__SOC	330	THE SOCIAL WELFARE SYSTEM	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__SOC	491	SEMINAR IN SOCIOLOGY	3
__PSY	225	HUMAN SEXUALITY	3
__PSY	250	DEVELOPMENTAL PSYCHOLOGY	3
__PSY	360	SOCIAL PSYCHOLOGY	3
__PSY	370	ABNORMAL PSYCHOLOGY	3
__PSY	499	RESEARCH IN PSYCHOLOGY/ CRIMINAL JUSTICE	3

**RELATED REQUIREMENTS (21 CREDITS)**

__ENG	300+	ELECTIVE	3
__ENG	300+	ELECTIVE	3
__HIS	225	UNITED STATES GOVERNMENT	3
__		HIS OR IRPS ELECTIVE	3
__HS	100	INTRODUCTION TO HUMAN SERVICES	3
__HUM	300	GREAT ISSUES	3
__HUM	302	ETHICS	3

**SPECIALIZATION REQUIREMENTS: CRIMINAL JUSTICE (18 CREDITS)**

__CRJ	101	INTRODUCTION TO CRIMINAL JUSTICE	3
__CRJ	203	CRIMINAL LAW AND PROCEDURE	3
__CRJ	301	CRIME AND DELINQUENCY	3
__CRJ	400	GENDER, CRIME AND CRIMINAL JUSTICE	3

__CRJ	420	ETHICS IN CRIMINAL JUSTICE	3
__CRJ	480	SENIOR SEMINAR IN CRIMINAL JUSTICE	3

**ELECTIVES (9-10 CREDITS)**

—		FREE ELECTIVE	3
—		FREE ELECTIVE	3
—		FREE ELECTIVE 300+	*3-4

**TOTAL CREDITS 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 Course, or taking a 4 credit elective instead of a 3 credit elective.



**B.A.**  
**Major: BEHAVIORAL SCIENCE**  
**Specialization: Criminal Justice**

SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
PSY 150 Introduction to Psychology	3	MAT Math Elective	3
COA 110 Public Forum	3	SOC 110 Introduction to Sociology	3
CRJ 101 Intro to Criminal Justice	3	PSY 250 Developmental Psychology	3
IRPS 250 Geography & World Affairs	3	HUM Humanities/Fine Arts Elect.	3
FRO 101 Freshman Seminar or	1		<b>15</b>
TSR 101 Transfer Seminar	*0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
CMS 200 Intro to Computer Apps.	3	HUM 300 Great Issues	3
SCI Science Elective with lab	4	SCI Science Elective with lab	4
HIS OR IRPS Elective	3	CRJ 301 Crime and Delinquency	3
CRJ 203 Criminal Law and Procedure	3	MAT 221 Probability and Statistics	3
SOC 220 Family and Society	3	HS 100 Intro to Human Services	3
	<b>16</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
PSY 370 Abnormal Psychology	3	PSY 360 Social Psychology	3
HUM 302 Ethics	3	ENG 300 Elective	3
SOC 491 Seminar in Sociology	3	HIS 225 United States Government	3
SOC 335 Contemporary Social Problems	3	PSY 225 Human Sexuality	3
Free Elective	3	Free Elective	3
	<b>15</b>		<b>15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG Elective	3	SOC 261 Current Pers. Subst. Abuse	3
CRJ 420 Ethics in Criminal Justice	3	HUM Humanities/Fine Arts Elective	3
SOC 330 Social Welfare System	3	PSY 499 Research in Psychology	3
CRJ 480 Senior Seminar in Crim. Just.	3	CRJ 400 Gender, Crime & Crim. Just.	3
Free Elective	*3-4		
	<b>15-16</b>		<b>12</b>

**Total Credits 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 Course, or taking a 4 credit elective instead of a 3 credit elective.

## **Bachelor of Arts (B.A.)**

### **Major: INTERNATIONAL RELATIONS**

The International Relations program educates students to become leaders in the emerging global community. While firmly rooted in the liberal arts, the program offers an interdisciplinary degree that combines the study of global political and economic relations with foreign language training, a geographic specialization, and study abroad. A major in International Relations provides a solid basis upon which to analyze how nations and civilizations developed and how new paradigms continually shape the future.

Students completing courses in this major will:

- demonstrate depth and breadth of knowledge of historical and contemporary global issues and their relationship to major social, political, and economic events
- demonstrate knowledge of the economic and political processes of major geographic regions
- demonstrate analytical, problem-solving, and decision-making, capability suitable to international leadership
- demonstrate basic competency in skills required of international affairs professionals including: diplomacy, policy-making, intercultural awareness, and oral and written communication in a second language



**B.A.**  
**Major: INTERNATIONAL RELATIONS**  
**Specializations: Asian Affairs, European Affairs or**  
**Latin American Affairs OR**  
**Minor: International Communications or International Business**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II/ LITERATURE	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (W/ LAB)	4
__SCI		SCIENCE ELECTIVE (W/ LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HIS	113	20TH CENTURY WORLD HISTORY	3
__HIS	112	WESTERN CIVILIZATION II	3
__		HUMANITIES/ FINE ARTS ELECTIVE	3
__		HUMANITIES/ FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS (39 CREDITS)**

__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__IRPS	225	UNITED STATES GOVERNMENT	3
__IRPS	250	GEOGRAPHY & WORLD AFFAIRS	3
__IRPS	320	LATIN AMERICAN HISTORY	3
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS	330	THE POLITICS OF DEVELOPMENT	3
__IRPS	340	GOVERNMENT & POLITICS OF RUSSIA	3
__IRPS	350	COMPARATIVE POLITICAL SYSTEMS	3
__IRPS	370	MODEL ORGANIZATION OF AMERICAN STATES	3
__IRPS	470	UNITED STATES FOREIGN POLICY	3
__IRPS	475	CONTEMPORARY INTERNATIONAL RELATIONS	3
__IRPS	495	INTERNSHIPS/SPECIAL PROJECT <b>OR</b>	
__IRPS	499	WASHINGTON INTERNSHIP	6

**RELATED REQUIREMENTS (27 CREDITS)**

__BUS	171	MACROECONOMICS	3
__HUM	230	WORLD RELIGIONS	3
__INB	390	INTERNATIONAL BUSINESS	3
__ENG	470	WRITING THE MAJOR THESIS	3
__COA	451	INTERCULTURAL COMMUNICATIONS	3
__LAN		FOREIGN LANGUAGE	12



## SELECT ONE SPECIALIZATION OR ONE MINOR (15 CREDITS)

### \*\*SPECIALIZATION: ASIAN AFFAIRS (15 CREDITS)

__IRPS	395	GOVERNMENT & POLITICS OF JAPAN	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3

### \*\*SPECIALIZATION: EUROPEAN AFFAIRS (15 CREDITS)

__IRPS	420	ORIGIN AND DEVELOPMENT OF THE EUROPEAN UNION	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3

### \*\*SPECIALIZATION: LATIN AMERICAN AFFAIRS (15 CREDITS)

__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3

### MINOR REQUIREMENTS: INTERNATIONAL BUSINESS (15 CREDITS)

__BUS	170	MICROECONOMICS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__MKT	392	INTERNATIONAL MARKETING AND TRADE RELATIONS	3
__INB	491	CONTEMPORARY INTERNATIONAL BUSINESS	3
__INB	492	INTERNATIONAL BUSINESS LAW AND ORGANIZATION	3

### MINOR REQUIREMENTS: INT'L. COMMUNICATIONS (15 CREDITS)

__COM	105	INTRODUCTION TO INTERNATIONAL MASS MEDIA	3
__COM	320	INTERNATIONAL MASS COMMUNICATION	3
__COM	325	WRITING FOR VISUAL ELECTRONIC MEDIA	3
__COM	350	COMMUNICATIONS LAW AND ETHICS	3
__COM	430	INTERNATIONAL FILM HISTORY	3

**TOTAL CREDITS                    120**

\*Transfer students need an additional elective credit to satisfy the 120 credit graduation requirement.

\*\*Specialization Requirements: Students may choose to specialize in one of the following areas: Asian Affairs, European Affairs, or Latin American Affairs. The specialization shall consist of 15 credits, including a minimum of 9 upper division (300+ level) credits. All elective courses must be related to the geographic area of specialization and must be approved by the program coordinator. All or some portion of the specialization courses should be completed through study abroad.



**B.A.**  
**Major: INTERNATIONAL RELATIONS**  
**Specializations: Asian Affairs, European Affairs or**  
**Latin American Affairs OR**  
**Minor: International Communications or**  
**International Business**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>				
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
ENG 101	English Composition I	3	ENG 102	English Composition II	3	
HIS 112	Western Civilization	3	HIS 113	20th Century World History	3	
COA 110	Public Forum	3	CMS 200	Intro to Computer Apps	3	
HUM	HUM/Fine Arts Elective	3	HUM	HUM/Fine Arts Elective	3	
IRPS 150	Contemp. Political Science	3	BUS 171	Macroeconomics	3	
FRO 101	Freshman Seminar	1				15
TSR 101	Transfer Seminar	*0				
		15-16				

		<b>SECOND YEAR</b>				
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
MAT	Math Elective	3	MAT	Math Elective	3	
SCI	Science Elective (with lab)	4	SCI	Science Elective (with lab)	4	
IRPS 250	Geography and World Affairs	3	HUM 230	World Religions	3	
IRPS 225	United States Government	3	IRPS 320	Latin American History	3	
COA 451	Intercultural Communication	3	IRPS 325	International Diplomacy	3	
		16				16

		<b>THIRD YEAR</b>				
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
IRPS 350	Comparative Political Systems	3	IRPS 330	Politics of Development	3	
IRPS 470	American Foreign Policy	3	IRPS 370	Model O.A.S.	3	
INB 390	International Business	3	INB 391	Comparative Econ. Systems	3	
LAN	Foreign Language	3	LAN	Foreign Language	3	
IRPS 475	Cont. International Relations	3				12
		15				

		<b>FOURTH YEAR</b>				
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
IRPS 495/499	Spec. Project/Internship	3	IRPS 340	Gov. and Pol. of Russia	3	
IRPS 495/499	Spec. Project/Internship	3		Specialization or Minor Elective	3	
	Specialization or Minor Elective	3		Specialization or Minor Elective	3	
	Specialization or Minor Elective	3		Specialization or Minor Elective	3	
LAN	Foreign Language	3	LAN	Foreign Language	3	
		15				15

**Total Credits: 120**

\*Transfer students need an additional elective credit to satisfy the 120 credit graduation requirement.

## **Bachelor of Arts (B.A.) Major: LIBERAL ARTS**

The Liberal Arts major is designed to provide students with a broad background in a variety of disciplines; namely, literature, the arts, history, philosophy, contemporary social issues and concerns, historical, social, and political epochs. The major in Liberal Arts facilitates competency in critical thinking skills, analytical skills, communication skills of speaking, writing, and aesthetic appreciation. Further, the liberal arts major fosters an appreciation for lifelong learning and prepares students to use criteria and rules from the specializations to judge the quality and impact of information. The liberal arts major is appropriate for those students who intend to pursue a law degree, to pursue graduate studies, or to seek careers in broad-range areas including information-based agencies and human and cultural communication.

Students who graduate with a Bachelor of Arts in Liberal Arts will be able to:

- identify and recognize the rules of human communication as they are practiced personally, interpersonally, or publicly
- recognize, interpret, and evaluate the quality of the influence of communication rules, patterns, and dynamics on a social, cultural, or political event
- apply rules of cross-cultural perceptions, perspectives, and attitudes to their own behavior in a variety of social and business contexts
- read and write critically
- be competent in expository writing
- recognize major thematic development in literary works
- demonstrate analysis, interpretation, and judgment of works of literature
- recognize major literacy genres
- recognize modern traditional works
- appreciate global perspectives
- demonstrate an understanding of themselves and their world
- demonstrate the development of political thought and legislative governance
- produce information on major political trends in western civilization
- recognize, differentiate, and analyze a range of the functions of historical documents
- recognize trends, patterns, and stylistic differences in political governance and legislative procedures in nonwestern societies
- identify patterns of cultural, intellectual and aesthetic development in American and other world cultures
- appreciate the value of cultural groups and historical periods
- evaluate/interpret the needs, functions, and role of individuals in social interactions.

# B.A. Major: LIBERAL ARTS

## DEGREE REQUIREMENTS

### CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATH I <b>OR</b>	
__MAT	106	APPLIED MATH II <b>OR</b>	
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE (WITH LAB)	4
__SCI		SCIENCE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HIS	111	WESTERN CIVILIZATION I	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE <b>OR</b>	
__IRPS	250	GEOGRAPHY & WORLD AFFAIRS	3
__HUM	100	INTRODUCTION TO HUMANITIES <b>OR</b>	
__HUM	101	ART APPRECIATION	3
__HUM	102	MUSIC APPRECIATION	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

### MAJOR REQUIREMENTS: LIBERAL ARTS (60 CREDITS)

__COA	101	FUNDAMENTALS OF COMMUNICATION	3
__COA	380	COMMUNICATION ANALYSIS AND CRITICISM	3
__COA	451	INTERCULTURAL COMMUNICATION	3
__ENG	330	AMERICAN LITERATURE I <b>OR</b>	
__ENG	331	AMERICAN LITERATURE II	3
__ENG	340	BRITISH LITERATURE I <b>OR</b>	
__ENG	341	BRITISH LITERATURE II	3
__ENG	345	MULTICULTURAL LITERATURE	3
__ENG	470	WRITING FOR THE MAJOR THESIS	3
__HIS	221	AMERICAN HISTORY I <b>OR</b>	
__HIS	222	AMERICAN HISTORY II	3
__HIS	360	AMERICAN EXPERIENCE THROUGH FILM	3
__HIS	481	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST <b>OR</b> CIVIL RIGHTS HISTORY	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	230	WORLD RELIGIONS	3
__HUM	301	CREATIVE THINKING	3
__HUM	399	COMMUNITY AWARENESS	3
__HUM	495	INTERNATIONAL STUDIES IN ART AND HUMANITIES	3
__LAN		LANGUAGE ELECTIVE	3
__LAN		LANGUAGE ELECTIVE	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY <b>OR</b>	
__SOC	110	INTRODUCTION TO SOCIOLOGY**	3
__SOC	220	FAMILY AND SOCIETY**	3
__SOC	330	THE SOCIAL WELFARE SYSTEM** <b>OR</b>	
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS**	3

**ELECTIVES (21-22 CREDITS) (12 CREDITS AT 300+ LEVEL)**

—	FREE ELECTIVE 300+	*3-4
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE	3
—	FREE ELECTIVE	3
—	FREE ELECTIVE	3
—		
	<b>TOTAL CREDITS</b>	<b>120</b>

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.  
45 upper division credits (300+ level) are required to satisfy the major requirement.  
Liberal Arts Majors may select any minor approved by the Dean.

\*\*SOC 110 is a prerequisite for SOC 220, SOC 330, and SOC 335.



# B.A. Major: LIBERAL ARTS

## SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
ENG	101	English Composition I	3	ENG	102	English Composition II	3
HIS	111	Western Civilization I	3	IRPS	150	Cont. Political Science <b>or</b>	
SOC	110	Intro to Sociology** <b>or</b>		IRPS	250	Geography & World Affairs	3
PSY	150	Intro to Psychology	3	HUM	102	Music Appreciation	3
COA	110	Public Forum	3	MAT		Math Elective	3
HUM	100	Intro to Humanities <b>or</b>		CMS	200	Intro to Computer Apps.	3
HUM	101	Art Appreciation	3				<b>15</b>
FRO	101	Freshman Seminar <b>or</b>	1				
TSR	101	Transfer Seminar	*0				
			<u>15-16</u>				

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
MAT	221	Probability & Statistics	3	SOC	220	Family and Society**	3
HIS	221	American History I <b>or</b>		HUM	221	Intro. to Philosophy	3
HIS	222	American History II	3	HUM	230	World Religions	3
COA	101	Fund. of Communication	3	SCI		Science Elec. (with lab)	4
LAN		Language Elective	3	LAN		Language Elective	3
SCI		Science Elective (with lab)	4				<b>16</b>
			<u>16</u>				

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
		Elective	3	ENG	345	Multicultural Literature	3
		Elective	3	ENG	340	British Literature I <b>or</b>	
SOC	330	Social Welfare System** <b>or</b>		ENG	341	British Literature II	3
SOC	335	Contemp. Social Problems**	3	COA	380	Comm. Analysis & Criticism	3
HUM	301	Creative Thinking	3			Elective 300+	3
ENG	330	American Literature I <b>or</b>				Elective	3
ENG	331	American Literature II	3				<b>15</b>
			<u>15</u>				

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
COA	451	Intercultural Communication	3	ENG	470	Writing the Major Thesis	3
HIS	360	American Exp. through Film	3	HUM	495	Int'l Studies in Art/Hum.	3
HIS	481	Seminar in Historical Studies	3			Elective 300+	3
HUM	399	Community Awareness	3			Elective 300+	*3-4
		Elective300+	3				<b>12-13</b>
			<u>15</u>				

**Total Credits 120**

\*Transfer Students need one additional elective to satisfy the 120 credit graduation requirement.

\*\*SOC 110 is a prerequisite for SOC 220, SOC 330, and SOC 335.

# **Bachelor of Arts (B.A.)**

## **Major: PSYCHOLOGY**

The College of Arts and Social Sciences offers the Bachelor of Arts degree in Psychology. This program is designed to expose students to the biopsychological, developmental, cognitive, and sociocultural domains of psychology, as well as research methodology. The student will also understand the relevance of psychology in contemporary society. This major will prepare a student for employment in human services or for graduate school in counseling or psychology.

Students will acquire depth and breadth of learning following guidelines and goals of the Psychology major. At the completion of this program students will be able to:

- Demonstrate techniques and methods of research used in experimental psychology.
- Display a basic understanding of the biological bases of behavior.
- Show a basic understanding of sensation, perception and knowledge of motivation and emotion.
- Produce information on the principles of learning, thinking and language, and states of consciousness.
- Demonstrate a basic understanding of individual differences and personality theory.
- Demonstrate knowledge of various psychological disorders and the treatment of those disorders.
- Show a basic understanding of the social and cultural dimensions of behavior.



**B.A.**  
**Major: PSYCHOLOGY**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT	221	PROBABILITY & STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI	280	HUMAN BIOLOGY <b>OR</b>	
__SCI	261	ANATOMY AND PHYSIOLOGY II	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE <b>OR</b>	
__IRPS	250	GEOGRAPHY & WORLD AFFAIRS	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__HUM		HUMANITIES/ FINE ARTS ELECTIVE	3
__HUM		HUMANITIES/ FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: PSYCHOLOGY COURSES (52 CREDITS)**

__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__PSY	200	ORIENTATION TO THE STUDY OF PSYCHOLOGY	3
__PSY	225	HUMAN SEXUALITY	3
__PSY	250	DEVELOPMENTAL PSYCHOLOGY	3
__PSY	260	PERSONALITY THEORY	3
__PSY	300	EXPRESSIVE STUDIES: MOVEMENT, ART, AND MUSIC <b>OR</b>	
__PSY	305	EXPRESSIVE STUDIES: DRAMA EXPRESSION <b>OR</b>	
__PSY	310	EXPRESSIVE STUDIES: POETRY AND NARRATIVE	3
__PSY	315	PSYCHOLOGICAL TESTS & MEASUREMENTS	3
__PSY	349	INTRODUCTION TO APPLIED COUNSELING	3
__PSY	350	FACILITATOR TRAINING	3
__PSY	355	PRINCIPLES OF LEARNING	3
__PSY	360	SOCIAL PSYCHOLOGY	3
__PSY	370	ABNORMAL PSYCHOLOGY	3
__PSY	400	PROCESS: PERSONAL GROWTH PSYCHOLOGY	3
__PSY	410	EXPERIMENTAL PSYCHOLOGY	4
__PSY	420	PHYSIOLOGICAL PSYCHOLOGY	3
__PSY	490	SEMINAR IN PSYCHOLOGY	3
__PSY	499	RESEARCH IN PSYCHOLOGY	3

**RELATED REQUIREMENTS (18 CREDITS)**

__HS	301	HUMAN SERVICES PROFESSIONALS	3
__HUM	201	LOGIC OR HUM 301 CREATIVE THINKING	3
__HUM	302	ETHICS	3
__SOC	220	FAMILY & SOCIETY	3
__SOC	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3

**FREE ELECTIVES (12 CREDITS)**

__		FREE ELECTIVE (300+)	3
__		FREE ELECTIVE	3
__		FREE ELECTIVE	3
__		FREE ELECTIVE OR INTERNSHIP	3

**TOTAL CREDITS 121**

# B.A.

## Major: PSYCHOLOGY

### SUGGESTED PROGRAM

#### FIRST YEAR

Fall	Cr.	Spring	Cr.
ENG 101 English Composition I	3	ENG 102 English Composition II	3
PSY 150 Introduction to Psychology	3	PSY 370 Abnormal Psychology	3
COA 110 Public Forum	3	SOC 110 Introduction to Sociology	3
HUM HUM/Fine Arts Elective	3	IRPS 150 Contemp. Political Sci <b>OR</b>	3
CMS 200 Intro to Computer Appl.	3	IRPS 250 Geography and World Affairs	3
FRO 101 Freshman Seminar <b>OR</b>	1	PSY 200 Orientation to the Study of Psychology	3
TSR 101 Transfer Seminar	<u>*0</u>		<u>15</u>

**15-16**

#### SECOND YEAR

Fall	Cr.	Spring	Cr.
PSY 350 Facilitator Training	3	PSY 250 Developmental Psychology	3
PSY 260 Personality Theory	3	PSY 355 Principles of Learning	3
SCI Science Elective	4	SCI 261 Anatomy & Physiology II <b>OR</b>	4
Free Elective	<u>3</u>	SCI 280 Human Biology	4
	<b>13</b>	HS 301 Human Svcs. Professional	3
		MAT Math Elective	<u>3</u>
			<b>16</b>

#### THIRD YEAR

Fall	Cr.	Spring	Cr.
PSY 320 Physiological Psychology	3	HUM Humanities/ Fine Arts Elective	3
HUM 302 Ethics	3	PSY 400 Process: Personal Growth	3
PSY 225 Human Sexuality	3	PSY 315 Psych. Tests and Meas.	3
MAT 221 Probability and Statistics	3	IRPS Elective	3
PSY 360 Social Psychology	<u>3</u>	SOC 220 Family and Society	<u>3</u>
	<b>15</b>		<b>15</b>

#### FOURTH YEAR

Fall	Cr.	Spring	Cr.
PSY 349 Intro to Applied Counseling	3	PSY Expressive Arts Therapy	3
PSY 499 Research in Psychology	3	PSY 410 Experimental Psychology	4
SOC 261 Current Persp. in Subst. Abuse	3	PSY 490 Seminar in Psychology	3
HUM 301 Creative Thinking	3	SOC 335 Contemp. Social Problems	3
300+ Free Elective	<u>3</u>	Free elective or Internship	<u>3</u>
	<b>15</b>		<b>16</b>

**TOTAL CREDITS 121**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

45 upper division credits (300+ level) are required to satisfy the major requirement.  
 Liberal Arts Majors may select any minor approved by the Dean.



# B.A. Major: PSYCHOLOGY

Evening Division

## SUGGESTED PROGRAM

<b>FIRST YEAR</b>							
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ENG 101	3	PSY 150	3	IRPS 150 OR 250	3	SCI 280	4
CMS 200	3	ENG 102	3	HUM/Fine Arts Elec.	3	SOC 110	3
		HUM 399	<u>1</u>	COA 110	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>7</u>		<u>9</u>		<u>7</u>
				<b>29 credits</b>			

<b>SECOND YEAR</b>							
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI Elective	4	SOC 220	3	HS 301	3	HUM/Fine Art Elec	3
MAT Elective	3	HUM 210 OR 301	3	PSY 250	3	PSY 370	3
		PSY 200	<u>3</u>			PSY 225	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>9</u>		<u>6</u>		<u>9</u>
				<b>31 Credits</b>			

<b>THIRD YEAR</b>							
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
HUM 302	3	MAT 221	3	PSY 360	3	PSY 350	3
SOC 261	3	PSY 355	3	PSY 260	3	PSY 300	3
Free Elective	<u>3</u>					PSY 410	<u>3</u>
<b>Totals</b>	<u>9</u>		<u>6</u>		<u>6</u>		<u>9</u>
				<b>30 Credits</b>			

<b>FOURTH YEAR</b>							
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
PSY 400	3	PSY 320	3	PSY 499	3	SOC 335	3
PSY 490	3	PSY 315	3	Free Elective	3	Free Elective	3
		Free Elective 300+	<u>3</u>	PSY 349	<u>3</u>	OR Internship	3
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>6</u>
				<b>30 credits</b>			

**Total Credits 120**

# **Bachelor of Professional Studies (B.P.S.)**

## **Major: BEHAVIORAL SCIENCE**

The College of Arts and Social Sciences offers the Bachelor of Professional Studies degree in Behavioral Science. This is an interdisciplinary degree that introduces students to the study of human behavior through a progression of general sociology and psychology courses. The Behavioral Science program is designed to expose students to various aspects of human social experience and behavior and the conditions and purpose of ethics and ethical decision making.

Students will acquire depth and breadth of learning following guidelines and goals of the Behavioral Science major. The goals of the Behavioral Science program are to provide a curriculum that:

- Focuses on interpretation of the norms and rules that govern social behavior.
- Develops a general understanding of human development, learning, and behavior.
- Introduces students to the social welfare system.
- Emphasizes the evaluation of the ethical implications of various social issues.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.

### **Objectives/Learning Outcomes:**

1. Recognize and validate subject competencies based on prior learning.
2. Engage learners in community leadership roles in social, economic, and political affairs.
3. Foster global awareness by providing an international dimension to its educational curriculum.
4. Provide a comprehensive core curriculum that gives learners a sound background in writing skills, computation skills, computer literacy, and liberal arts courses.
5. Requires participation in upper level coursework that is specific to the chosen discipline.
6. Stimulate participation in life long learning initiatives.
7. Encourage introspection of life transitions and identify where learning occurred.
8. Provide a vehicle for learners to strive for continued personal and professional growth.

**B.P.S.**  
**Major: BEHAVIORAL SCIENCE**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HIS		HISTORY/BEHAVIORAL SCIENCE	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS <b>OR</b>	
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

**PORTFOLIO REQUIREMENTS (UP TO 31 CREDITS)**

__		PORTFOLIO SEMINAR	1
__		PORTFOLIO CREDIT	3
__		PORTFOLIO CREDIT OR FREE ELECTIVE	27

**MAJOR REQUIREMENTS: BEHAVIORAL SCIENCE (30 CREDITS)**

__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__SOC	220	FAMILY AND SOCIETY	3
__SOC	330	SOCIAL WELFARE SYSTEM	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__SOC	491	SEMINAR IN SOCIOLOGY	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__PSY	250	DEVELOPMENTAL PSYCHOLOGY	3
__PSY	260	PERSONALITY THEORY	3
__PSY	355	PRINCIPLES OF LEARNING	3
__PSY	370	ABNORMAL PSYCHOLOGY	3

**FREE ELECTIVES (21CREDITS)**

__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3

**TOTAL CREDITS 120**

\* 45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core Requirements, Electives, Behavioral Science Courses and Portfolio credits.

# B.P.S.

## Major: BEHAVIORAL SCIENCE

Evening Division  
SUGGESTED PROGRAM

**Portfolio: up to 31 Credits**

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
PSY 150	3	MAT Elective	3	Elective 300+	3	Elective	3
ENG 101	3	ENG 102	3	PSY 260	3	SOC 110	3
Portfolio Seminar	$\frac{1}{7}$		$\frac{6}{6}$	COA 110	$\frac{3}{9}$	Elective 300+	$\frac{3}{9}$
<b>Totals</b>							

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI Elective	4	SOC 220	3	HUM/Fine Arts Elec	3	SOC 335	3
CMS 200	$\frac{3}{7}$	SCI Elective	$\frac{4}{7}$	Elective	$\frac{3}{9}$	HUM/FA 300+	$\frac{3}{6}$
				HIS Elective			
<b>Totals</b>							

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
PSY 370	3	MAT Elective	3	IRPS Elective	3	Elective	3
SOC 491	3	SOC 330	3	PSY 250	3	PSY 355	3
Elective 300+	$\frac{3}{9}$		$\frac{6}{6}$	Elective	$\frac{3}{9}$		$\frac{6}{6}$
<b>Totals</b>							

**Total Credits: 120**

\* 45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core Requirements, Electives, Behavioral Science Courses and Portfolio credits.

## **Bachelor of Professional Studies (B.P.S.) Major: CRIMINAL JUSTICE**

The College of Arts and Social Sciences offers the Bachelor of Professional Studies degree in Criminal Justice. This is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students will acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major. The goals of the Criminal Justice program are to provide a curriculum that:

- focuses on interpretation of norms, mores, laws, and rules that govern behavior in a civil society.
- develops a general understanding of a systems process within criminal justice.
- introduces students to a body of diverse theory regarding crime and causation.
- emphasizes the critical examination and evaluation of the ethical implications of various societal issues.
- enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.



**B.P.S.**  
**Major: CRIMINAL JUSTICE**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS <b>OR</b>	
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

**PORTFOLIO REQUIREMENTS (31 CREDITS)**

__		PORTFOLIO SEMINAR	1
__		PORTFOLIO CREDIT	3
__		PORTFOLIO CREDIT OR FREE ELECTIVES	*27

**MAJOR REQUIREMENTS: CRIMINAL JUSTICE (39 CREDITS)**

__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__PSY	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
__PSY	370	ABNORMAL PSYCHOLOGY	3
__CRJ	101	INTRODUCTION TO CRIMINAL JUSTICE	3
__CRJ	202	ISSUES IN CORRECTIONS	3
__CRJ	221	COMPARATIVE POLICE SYSTEMS	3
__CRJ	230	THE AMERICAN JUDICIARY	3
__CRJ	301	CRIME AND DELINQUENCY	3
__CRJ	320	CRIMINOLOGY	3
__CRJ	420	ETHICS IN CRIMINAL JUSTICE	3
__CRJ	450	RESEARCH IN CRIMINAL JUSTICE	3

**CRIMINAL JUSTICE ELECTIVES: OR FREE ELECTIVES 12 CREDITS**

__CRJ	203	CRIMINAL LAW AND PROCEDURE	3
__CRJ	322	PROBATION AND PAROLE	3
__CRJ	323	COMMUNITY CORRECTIONS	3
__CRJ	400	GENDER, CRIME AND CRIMINAL JUSTICE	3
__CRJ	410	VIOLENCE AND SOCIAL CHANGE	3
__CRJ	412	CRIME AND PUNISHMENT	3
__CRJ	495	SPECIAL TOPICS IN CRIMINAL JUSTICE	3

**TOTAL CREDITS 120**

\* 45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core Requirements, Electives, Criminal Justice Courses and Portfolio credits.

# B.P.S.

## Major: CRIMINAL JUSTICE

### Evening Division SUGGESTED PROGRAM

#### Portfolio: up to 31 Credits

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
PSY 150	3	MAT Elective	3	Elective 300+	3	Elective	3
ENG 101	3	ENG 102	3	PSY 261	3	SOC 110	3
Portfolio Seminar	$\frac{1}{7}$			COA 110	$\frac{3}{9}$	Elective 300+	$\frac{3}{9}$
<b>Totals</b>	<b>7</b>		<b>6</b>		<b>9</b>		<b>9</b>

#### 31 Credits

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI Elective	4	SOC 335	3	HUM/Fine Arts Elec.	3	CRJ 101	3
CMS 200	$\frac{3}{7}$	SCI Elective	$\frac{4}{7}$	Elective	3	PSY 370	3
				HIS/Beh. Sci. Elec.	$\frac{3}{9}$	HUM/Fine Arts	$\frac{3}{9}$
<b>Totals</b>	<b>7</b>		<b>7</b>		<b>9</b>		<b>9</b>

#### 32 Credits

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
CRJ 202	3	CRJ 221	3	CRJ 301	3	CRJ 420	3
IRPS 150 or 250	3	CRJ 230	3	CRJ 320	3	CRJ 450	3
MAT Elective	$\frac{3}{9}$			Elective	$\frac{3}{9}$		
<b>Totals</b>	<b>9</b>		<b>6</b>		<b>9</b>		<b>6</b>

#### 30 Credits

**Total Credits: 120**

\* 45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core Requirements, Electives, Criminal Justice courses and Portfolio credits.

# COLLEGE OF BUSINESS AND MANAGEMENT

## **Vision**

The College of Business and Management (CBM) seeks to support Lynn University's overall mission by preparing students for success in 21st century business and society.

## **Mission**

The College of Business and Management (CBM) and its associated *Burton D. Morgan School of Aeronautics*, is charged with providing students up-to-date practical and theoretical knowledge in the following subject areas: economics, marketing, finance, accounting, business law, and qualitative and quantitative management. All full-time and adjunct business faculty are student-centered teachers and offer Lynn students real-life, global business perspectives. Students may earn a Bachelor of Science in Business Administration Degree (BSBA) with a major in business administration. Specializations within the business administration major are: Accounting, International Business, Management (Aviation Management with or without a flight training option, Business Management/General, Fashion Management, and Human Resource Management\*) and Marketing.

To reflect the needs of the adult student, the CBM participates in offering the Bachelor of Professional Studies (BPS) with a major in Business Studies. In collaboration with the College of Graduate Studies, the MBA program\*\* is offered with specializations in International Management, Health Care Administration, Hospitality Administration, and Sports and Athletics Administration. The CBM supports the general education of the students by offering the core CMS 200 course and offers a series of CMS applications courses such as spreadsheets, web page design, and database management to students within all disciplines.

The College of Business and Management provides Lynn University students opportunities to major or minor in Business. The Business minor is designed for students majoring in other disciplines and is not available to College of Business and Management majors.

*\*Presently offered in the Evening Division Only.*

*\*\*Please see the Graduate Catalog for a further description of the MBA program.*

## **Majors, Degree Requirements, and Suggested Curriculum Plans**

The degree requirements and suggested curriculum plans are provided for each major degree program offered in the College of Business and Management. All candidates should use these academic plans as guidelines as well as work closely with their individual program advisors in completion of their degree requirements.



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

## **Major: BUSINESS ADMINISTRATION**

In keeping with the Mission of the College of Business and Management and of the University, the overall purpose of the business administration major is preparation for 21st century business and society.

Each Business Administration major completes all degree requirements including core curriculum requirements, requirements for the business administration major, and an area of specialization selected in: accounting, management, international business, or marketing. Related requirements generally support the major and/or the specialization. Business administration major requirements aim to provide breadth of knowledge in the discipline of business and its context as well as learning activities that promote the integration of business knowledge. The specializations provide in-depth study in an area of business. Variations in degree requirements for these specializations vary slightly with regard to the core and business administration major requirements.

## **B.S.B.A. Major: BUSINESS ADMINISTRATION Specialization: Accounting**

This specialization is offered in the day and evening divisions.

The College of Business and Management offers an accounting program that provides students with general business knowledge as well as an in-depth accounting foundation. Graduates of this program would possess the confidence and skills necessary to be a contributing member of an accounting firm or other business organization. Students who wish to pursue graduate education would likewise be prepared for that endeavor.

## **B.S.B.A. Major: BUSINESS ADMINISTRATION Specialization: Accounting**

### DEGREE REQUIREMENTS

#### **CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4

__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**RELATED REQUIREMENTS/BUSINESS ELECTIVES (6 CREDITS)**

__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__BUS	352	MONEY AND BANKING ( <b>OR</b> APPROVED 300+ BUS ELEC)	3

**SPECIALIZATION REQUIREMENTS: ACCOUNTING (26-27 CREDITS)**

__ACC	311	INTERMEDIATE ACCOUNTING I	4
__ACC	312	INTERMEDIATE ACCOUNTING II	4
__ACC	321	FEDERAL TAXATION I	3
__ACC	331	COST ACCOUNTING	3
__ACC	461	ADVANCED ACCOUNTING	3
__ACC	471	ACCOUNTING SYSTEMS	3
__ACC	480	AUDITING	3
__		ELECTIVE	*3-4

**TOTAL CREDITS 120**

\*Transfer and evening division students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in an additional HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective. HUM 399 COMMUNITY AWARENESS OR BUS 498, and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Accounting**

Day Division  
**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>				
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ENG	101	English Comp I	3	ENG 102	English Comp II	3
MAT	110	College Algebra	3	BUS 171	Microeconomics	3
BUS	170	Microeconomics	3	CMS 200	Intro to Computer Apps	3
		HIS/Behavioral Sci Elective	3		HIS/Behavioral Sci Elective	3
		HUM/Fine Arts Elective	3		HUM/Fine Arts Elective	3
FRO	101	Freshman Seminar <b>or</b>	1			<b>15</b>
TSR	101	Transfer Seminar	*0			
			<b>15-16</b>			

		<b>SECOND YEAR</b>				
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ACC	201	Financial Accounting	3	ACC 202	Managerial Accounting	3
MKT	250	Principles of Marketing	3	BUS 270	Managing Organizations	3
COA	110	Public Forum	3	MAT 320	Methods of Calculus	4
BUS	322	Statistics for Bus. & Econ.	3	SCI	Science Elective (with labs)	4
SCI		Science Elective (with lab)	4			<b>14</b>
			<b>16</b>			

		<b>THIRD YEAR</b>				
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ACC	311	Intermediate Accounting I	4	ACC 312	Intermediate Accounting II	4
BUS	352	Money, Banking & Monetary Policy <b>or</b> (Approved BUS Elec)*	3	ACC 331	Cost Accounting	3
			3	BUS 311	Corporate Finance	3
CMS	350	Spreadsheet Design & Apps.	3	CMS 315	Management Info Systems	3
BUS	312	Business Law I	3	BUS 313	Business Law II	3
BUS	228	Business Communications	3			<b>16</b>
			<b>16</b>			

		<b>FOURTH YEAR</b>				
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ACC	321	Federal Taxation I	3	ACC 461	Advanced Accounting	3
ACC	471	Accounting Systems	3	ACC 480	Auditing	3
BUS	422	Quantitative Business Analysis	3	BUS 460	Business Policy	3
BUS	455	Integrative Management	3	BUS 446	Hist. U.S. Ent. & Entrepren. Elective	3
			<b>12</b>			<b>*3-4</b>
						<b>15-16</b>

**Total Credits: 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 Course, or taking a 4 credit elective instead of a 3 credit elective.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Accounting**

Evening Division  
**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ENG 101	3	ENG 102	3	MAT 110	3	HUM/Fine Art Elec	3
BUS 170	3	BUS 171	3	HIS/Beh Sci Elective	3	HIS/Beh. Sci. Elec	3
		CMS 200	<u>3</u>			COA 110	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>6</u>		<u>9</u>

**30 Credits**

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 270	3	MKT 250	3	BUS 312	3	BUS 313	3
		BUS 228	3	BUS 352 OR			
				BUS Elective (300+)	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>7</u>

**31 Credits**

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI Elective	4	SCI Elective	4	CMS 350	3	HUM/Fine Art Elec	3
CMS 315	3	ACC 311	4	ACC 312	7	ACC 331	3
						BUS 311	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>8</u>		<u>7</u>		<u>9</u>

**31 Credits**

		<b>FOURTH YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
BUS 446	3	ACC 471	3	BUS 460	3	Elective	*4
BUS 422	3	BUS 455	3	ACC 321	4	ACC 480	3
						ACC 461	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>6</u>		<u>6</u>		<u>10</u>

**28 Credits**

**Total Credits: 120**

\*HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: International Business**

This specialization is offered in the day and evening divisions.

The International Business Program of the College of Business and Management seeks to expose students to a learning process that will prepare them to become technically, culturally, and ethically competent leaders in international business organizations.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: International Business**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__HIS	111	WESTERN CIVILIZATION I <b>OR</b>	3
__HIS	112	WESTERN CIVILIZATION II <b>OR</b>	3
__HIS	113	20TH CENTURY WORLD	3
__LAN		FOREIGN LANGUAGE ELECTIVE	*3
__LAN		FOREIGN LANGUAGE ELECTIVE	*3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	**0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: INTERNATIONAL BUSINESS  
(21 CREDITS)**

__INB	390	INTERNATIONAL BUSINESS	3
__INB	391	COMPARATIVE ECONOMIC SYSTEMS	3
__INB	393	MULTINATIONAL FINANCE	3
__INB	491	CONTEMPORARY INTERNATIONAL BUSINESS ISSUES	3
__INB	492	INTERNATIONAL BUSINESS LAW	3
__INB	495	INTERNATIONAL STUDY ABROAD PROGRAM (OR APPROVED BUSINESS RELATED 300+ ELECTIVE)*	**3
__MKT	392	INTERNATIONAL MARKETING	3

**RELATED REQUIREMENTS (11-12 CREDITS)**

__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__HUM	399	COMMUNITY AWARENESS*	**2-3
__LAN		FOREIGN LANGUAGE ELECTIVE 200+	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
<b>TOTAL CREDITS</b>			<b>120</b>

\*These credits would be selected for content compatibility, and/or relevance to gaining competence in one particular world region (E.g.: Asia, Latin America, Europe).

\*\*Transfer and evening division students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 3-credits of HUM 399, or taking a 4 credit elective instead of a 3 credit course. BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS ELECTIVE.



# B.S.B.A.

## Major: BUSINESS ADMINISTRATION

### Specialization: International Business

#### Day Division SUGGESTED PROGRAM

<b>FIRST YEAR</b>							
<b>Fall</b>			<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
ENG	101	English Composition I	3	ENG	102	English Composition II	3
MAT	110	College Algebra	3	BUS	171	Macroeconomics	3
BUS	170	Microeconomics	3	CMS	200	Intro Computer Applications	3
IRPS	250	Geography & World Affairs	3	IRPS	150	Contemp Political Science	3
LAN		Language Elective	*3	LAN		Language Elective	*3
FRO	101	Freshman Seminar <b>or</b>	1				<b>15</b>
TSR	101	Transfer Seminar	**0				
			<b>15-16</b>				

<b>SECOND YEAR</b>							
<b>Fall</b>			<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
ACC	201	Financial Accounting	3	ACC	202	Managerial Accounting	3
COA	110	Public Forum	3	BUS	270	Managing Organizations	3
MKT	250	Principles of Marketing	3	HUM	399*	Community Awareness	**2-3
SCI		Science Elective (with lab)	4	BUS	322	Statistics for Bus & Econ	3
			<b>13</b>	SCI		Science Elective (with lab)	4
							<b>15-16</b>

<b>THIRD YEAR</b>							
<b>Fall</b>			<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
INB	390	International Business	3	MAT	320	Methods of Calculus	4
INB	391	Comparative Economic Sys	3	BUS	313	Business Law II	3
BUS	228	Business Communication	3	HIS	111	Western Civilization I <b>or</b>	
BUS	312	Business Law I	3	HIS	112	Western Civilization II <b>or</b>	
CMS	315	Management Info Systems	3	HIS	113	20th Century World	3
			<b>15</b>	CMS	350	Spreadsheet Design & App.	3
				MKT	392	International Marketing	3
							<b>16</b>

<b>FOURTH YEAR</b>							
<b>Fall</b>			<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
INB	393	Multinational Finance	3	BUS	460	Business Policy	3
BUS	455	Integrative Mgmt	3	LAN		Language Elect (200+)	*3
BUS	422	Quantitative Bus. Analysis	3	INB	495	Intl Study Abroad <b>or</b>	
BUS	446	Hist U.S. Enterprise & Entrep.	3			Bus Elective (300+)	**3
BUS	311	Corporate Finance	3	INB	491	Contemp Business Issues	3
			<b>15</b>	INB	492	Int'l Business Law	3
							<b>15</b>

**Total Credits: 120**

\*These credits would be selected for content compatibility, and/or relevance to gaining competence in one particular world region (E.g.: Asia, Latin America, Europe).

\*\*Transfer and evening division students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 3-credits of HUM 399, or taking a 4 credit elective instead of a 3 credit course. BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: International Business**

Evening Division  
**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ENG 101	3	ENG 102	3	MAT 110	3	CMS 200	3
BUS 170	3	BUS 171	3	IRPS 250	3	IRPS 150	3
LAN	3	LAN	3				
<b>Totals</b>	<b>9</b>		<b>9</b>		<b>6</b>		<b>6</b>
<b>30 Credits</b>							

		<b>SECOND YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 270	3	MKT 250	3	BUS 312	3	BUS 313	3
		BUS 228	3	COA 110	3		
<b>Totals</b>	<b>6</b>		<b>9</b>		<b>9</b>		<b>7</b>
<b>31 Credits</b>							

		<b>THIRD YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
SCI Elective	4	SCI Elective	4	INB 391	3	BUS 311	3
CMS 315	3	INB 390	3	IRPS Elective	3	INB 393	3
				HIS 111, 112, or 113	3		
<b>Totals</b>	<b>7</b>		<b>7</b>		<b>9</b>		<b>6</b>
<b>29 Credits</b>							

		<b>FOURTH YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
BUS 446	3	INB 491	3	BUS 460	3	HUM 399	3
BUS 422	3	BUS 455	3	INB 492	3	INB 495 OR	
		MKT 392	3	LAN 200+	3	BUS Elective 300+3	6
<b>Totals</b>	<b>6</b>		<b>9</b>		<b>9</b>		<b>6</b>
<b>30 Credits</b>							

**Total Credits: 120**



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management (Aviation Management):**  
**Flight and Non-Flight Options**

This specialization is only offered in the day division.

**Aviation Management**  
**The Burton D. Morgan School of Aeronautics**

The Burton D. Morgan School of Aeronautics within the College of Business and Management offers a major in business administration with a specialization in aviation management. The concentration of course work leads to a Bachelor of Science in Business Administration (B.S.B.A.) degree. A major advantage of the aviation program is that it is firmly embedded in our traditional business curriculum. The curriculum was specifically designed with a management focus to maximize career potential enabling a student to be more marketable in the global workplace.

The B.S.B.A. with a specialization in Aviation Management provides an optional flight training program that gives the student the opportunity to earn all the certificates and ratings necessary to become a professional pilot. For this option, flight training is provided at the Lynn University Burton D. Morgan Flight Center located at the Boca Raton Municipal Airport.

The flight program provides the necessary credit hours in the ground school courses needed to qualify for the private, instrument, and commercial ratings. The student can also pursue the multi-engine, flight instructor and airline transport ratings through elective courses.

Through the pilot training program, students are trained to become professional pilots. This provides the student with the opportunity to progress from any experience level and continue through all of the levels necessary to reach a new-hire status with an airline.

Lynn University's Burton D. Morgan School of Aeronautics is FAA approved under the requirements of Part 141. This means that our programs have met the highest standards set forth by the FAA on course curricula, instructors, and training facilities. In addition, our FAA Part 142 certification qualifies the School as an official FAA approved training center. Our curricula covers ground training and high-level simulator and flight training for airline, charter, and corporate aircraft type ratings, as well as flight attendant and aircraft dispatcher training.

Internships are available in various aviation-related activities such as airport management, the National Transportation Safety Board and the FAA.

Lynn University also maintains a Crosstown Agreement with USAF ROTC Detachment 155 at the University of Miami to provide ROTC training. Students interested in pursuing this option should see the Dean of the School of Aeronautics.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Aviation Management Non-Flight Option)**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS <b>OR</b>	3
__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3
__MKT	250	PRINCIPLES OF MARKETING	3

**RELATED REQUIREMENTS/BUSINESS ELECTIVES**

**(SELECT 9 CREDITS OR 3 COURSES FROM THE FOLLOWING)**

__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__BUS	321	INVESTMENTS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__INB	393	MULTINATIONAL FINANCE	3
__BUS	420	REAL ESTATE LAW	3
__INB	390	INTERNATIONAL BUSINESS	3

__BUS	430	LABOR RELATIONS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__MKT	350	ADVERTISING	3

**SPECIALIZATION REQUIREMENTS: AVIATION (21 CREDITS)**

__AVM	102	AVIATION HISTORY	3
__AVM	330	AIR TRANSPORTATION INDUSTRY	3
__AVM	331	AVIATION REGULATION AND LAW	3
__AVM	341	AVIATION OPERATIONS I	3
__AVM	346	AVIATION OPERATIONS II	3
__AVM	441	AVIATION OPERATIONS III	3
__AVM	481	AVIATION SEMINAR	3

**ELECTIVES (2-3 CREDITS)**

__HUM	399	COMMUNITY AWARENESS OR ELECTIVE	*2-3
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**TOTAL CREDITS 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or enrolling in a 3-credit HUM 399 or elective.



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Aviation Management Non-Flight Option)**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	BUS 170 Microeconomics	3
BUS 171 Macroeconomics	3	AVM 102 Aviation History	3
CMS 200 Intro. to Computer Apps.	3	Hum/Fine Arts Elective	3
	3	HIS/Beh. Sci. Elective	<u>3</u>
FRO 101 Freshman Seminar <b>OR</b>	1		<b>15</b>
TSR 101 Transfer Seminar	<u>*0</u>		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
BUS 270 Managing Organizations	3	MKT 250 Principles of Marketing	3
COA 110 Public Forum	3	BUS 322 Statistics for Bus. & Econ.	3
SCI Science Elective (with lab)	4	SCI Science Elective (with lab)	4
	<u>3</u>	BUS 228 Business Communications	<u>3</u>
	<b>16</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
MAT 320 Methods of Calculus	4	BUS 311 Corporate Finance	3
AVM 331 Aviation Regulation and Law	3	BUS 346 Aviation Operations II	3
AVM 341 Aviation Operations I	3	CMS 315 Mgt. Info Systems <b>OR</b>	
BUS 312 Business Law I	3	CMS 300 Database Systems & Mgmt.	3
	3	BUS 313 Business Law II	3
Humanities/Fine Arts Elective	<u>3</u>	AVM 330 Air Transportation Industry	<u>3</u>
	<b>16</b>		<b>15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 422 Quantitative Business Analysis	3	BUS 460 Business Policy	3
AVM 441 Aviation Operations III	3	AVM 481 Aviation Seminar	3
BUS 446 Hist U.S. Enterprise & Entrep.	3	CMS 350 Spreadsheet Design & App.	3
BUS 455 Integrative Management	3	BUS Business Elective	<u>3</u>
HUM 399 Community Awareness <b>OR</b>			<b>12</b>
Elective	<u>*2-3</u>		
	<b>14-15</b>		

**Total Credits: 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or enrolling in a 3-credit HUM 399 or elective.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Aviation Management Flight Option)**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI	350	PHYSICS I AND LAB	4
__SCI	351	PHYSICS II AND LAB	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS <b>OR</b>	
__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: MANAGEMENT (AVIATION MANAGEMENT) (21 CREDITS)**

__AVM	102	AVIATION HISTORY	3
__AVM	330	AIR TRANSPORTATION INDUSTRY	3
__AVM	331	AVIATION REGULATIONS AND LAW	3
__AVM	341	AVIATION OPERATIONS I	3
__AVM	346	AVIATION OPERATIONS II	3
__AVM	441	AVIATION OPERATIONS III	3
__AVM	481	AVIATION SEMINAR	*3

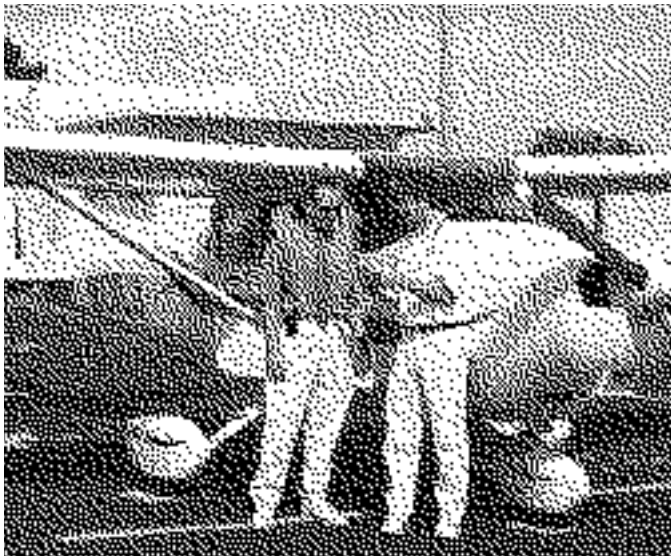
**SPECIALIZATION REQUIREMENTS: AVIATION FLIGHT OPTION  
(16 CREDITS)**

__AVM 120	PRIMARY FLIGHT THEORY AND TRAINING I	4
__AVM 121	TRAINING I	2
__AVM 220	INSTRUMENT FLIGHT THEORY	4
__AVM 221	TRAINING II	2
__AVM 230	COMMERCIAL FLIGHT THEORY	3
__AVM 231	TRAINING III	1
__AVM 471	AIRLINE EMERGENCY CABIN TRAINING**	3
__AVM 472	B-727 PILOT FAMILIARIZATION COURSE**	3
__AVM 473	B-727 PILOT SIMULATOR FAMILIARIZATION COURSE**	3
__AVM 474	B-737 PILOT FAMILIARIZATION COURSE**	3
__AVM 475	B-737 PILOT SIMULATOR FAMILIARIZATION COURSE**	3
__AVM 476	B-747 PILOT FAMILIARIZATION COURSE**	3
__AVM 477	AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE**	3

**TOTAL CREDITS 124-125**

\*IF A FLIGHT STUDENT ELECTS TO OBTAIN THE FLIGHT INSTRUCTOR RATING, AVM 310 FLIGHT INSTRUCTIONAL METHODS (CFI) SUBSTITUTES FOR AVM 481.

\*\*Simulator courses will be taught in the same semester as the familiarization ground school as a lab and will culminate with a check-ride to ensure basic handling objectives are met. These courses will have a corresponding lab fee. Students may obtain a total of 6.0 hours of academic credit from only ONE aircraft type training (i.e. 727 ground and sim fam only or 737 ground and sim fam only). If the student takes AVM 477, he/she may not receive credit for any other familiarization or simulator course. AVM 471, Airline Emergency Cabin Training, is separate from this, and may result in an additional 3 semester hours of credit.



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Aviation Management Flight Option)**

Day Division  
SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	BUS 170 Microeconomics	3
AVM 102 Aviation History	3	CMS 200 Intro to Computer Apps.	3
AVM 120 Primary Flight Theory	4	AVM 220 Instrument Flight Theory	4
AVM 121 Training I	2	AVM 221 Training II	<u>2</u>
FRO 101 Freshman Seminar or	1		<b>15</b>
TSR 101 Transfer Seminar	<u>*0</u>		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
BUS 171 Macroeconomics	3	BUS 322 Statistics for Bus. & Econ.	3
COA 110 Public Forum	3	BUS 228 Business Communications	3
BUS 270 Managing Organizations	3	MKT 250 Principles of Marketing	3
AVM 230 Commercial Flight Theory	3	MAT 320 Methods of Calculus	<u>4</u>
AVM 231 Training III	<u>1</u>		<b>16</b>
	<b>16</b>		

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
SCI 350 Physics I and Lab	4	AVM 346 Aviation Operations II	3
AVM 331 Aviation Regulation & Law	3	BUS 313 Business Law II	3
AVM 341 Aviation Operations I	3	CMS 315 Mgmt. Info Systems <b>OR</b>	3
BUS 312 Business Law I	3	CMS 300 Database Systems & Mgmt.	3
BUS 311 Corporate Finance	<u>3</u>	BUS 422 Quantitative Bus. Analysis	<u>3</u>
	<b>16</b>	SCI 351 Physics II and Lab	<u>4</u>
			<b>16</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
	3	BUS 460 Business Policy	3
BUS 446 Hist U.S. Enterprise & Entrep.	3	HIS/Beh. Sci. Elective	3
BUS 455 Integrative Management	3	AVM 441 Aviation Operations III	3
AVM 481 Aviation Seminar	3	AVM 330 Air Transportation Industry	3
	<u>3</u>	Humanities/Fine Arts Elec.	<u>3</u>
	<b>15</b>		<b>15</b>

**Total Credits: 124-125**



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Business Management/General)**

This specialization is offered in the day and evening divisions.

The College of Business and Management offers a general program for students who have not chosen or do not want to commit to a specific area of management. This program provides a solid foundation of business courses that allows a student to compete in a mid-level management position or within a graduate or professional school program.

Note: A Funeral Service Business Management Completion Program for Licensed Funeral Directors with an A.S in Funeral Service is presented under the College of Science and Health section of this catalog.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Business Management/General)**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3



__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**RELATED REQUIREMENTS/BUSINESS ELECTIVES (12 CREDITS)**

__BUS	352	MONEY & BANKING (OR 300+ BUSINESS ELECTIVE)	3
—		BUSINESS ELECTIVE (300+)	3
—		BUSINESS ELECTIVE (300+)	3
—		BUSINESS ELECTIVE (300+)	3

**SPECIALIZATION REQUIREMENTS: MANAGEMENT (BUSINESS MGMT/GENERAL) (15 CREDITS)**

__BUS	310	SMALL BUSINESS MANAGEMENT	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__ACC	321	FEDERAL TAXATION I	3
__INB	390	INTERNATIONAL BUSINESS	3

**ELECTIVES (5-6 CREDITS)**

—		ELECTIVE (200+)	*2-3
—		ELECTIVE (300+)	3

**TOTAL CREDITS 120**

\*Transfer and evening students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or taking a 3 credit elective instead of a 2 credit elective. HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Business Management/General)**

Day Division  
SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	BUS 171 Macroeconomics	3
BUS 170 Microeconomics	3	COA 110 Public Forum	3
		CMS 200 Intro to Computer Apps.	3
		HIS/Behavioral Sci Elective	3
FRO 101 Freshman Seminar <b>or</b>	1	HIS/Behavioral Sci Elective	3
TSR 101 Transfer Seminar	*0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
BUS 312 Business Law I	3	BUS 313 Business Law II	3
BUS 270 Managing Organizations	3	MKT 250 Principles of Marketing	3
BUS 322 Statistics for Bus. & Econ.	3	BUS 352 Money, Banking & Monetary	
SCI		Policy <b>or</b> Bus Elec (300+)	3
	4	SCI	4
	<b>16</b>	Science Elective (with lab)	4
			<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 350 Human Resource Management	3	Elective (300+)	2-3
INB 390 International Business	3	BUS 311 Corporate Finance	3
MAT 320 Methods of Calculus	4	BUS 310 Intro to Small Business Mgt.	3
CMS 315 Management Info Systems	3	BUS 228 Business Communications	3
		HUM/Fine Arts Elective	3
	3		
	<b>16</b>		<b>14-15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 455 Integrative Mgmt	3	BUS 460 Business Policy	3
BUS 446 Hist U.S. Enterprise & Entrep.	3	ACC 321 Federal Taxation I	3
BUS 422 Quantitative Bus. Analysis	3	Business Elective (300+)	3
CMS 350 Spreadsheet Design & App.	3	Business Elective (300+)	3
	3	Elective (300+)	3
	<b>12</b>		<b>15</b>

**Total Credits: 120**

HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Business Management/General)**

Evening Division  
SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ENG 101	3	ENG 102	3	MAT 110	3	HUM/Fine Art Elec	3
BUS 170	3	BUS 171	3	HIS/Beh. Sci. Elec.	3	HIS/Beh. Sci. Elec	3
		CMS 200	<u>3</u>			COA 110	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>6</u>		<u>9</u>

**30 Credits**

		<b>SECOND YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 270	3	MKT 250	3	BUS 312	3	BUS 313	3
		BUS 228	3	BUS 352 OR BUS Elective	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>7</u>

**31 Credits**

		<b>THIRD YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
SCI Elective	4	SCI Elective	4	BUS 350	3	Elective (300+)	3
CMS 315	3	INB 390	3	Elective (200+)	3	BUS 310	3
						BUS 311	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>7</u>		<u>6</u>		<u>9</u>

**29 Credits**

		<b>FOURTH YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
BUS 446	3	CMS 350	3	BUS 460	3	Elective (300+)	3
BUS 422	3	BUS 455	3	ACC 321	3	BUS Elec. (300+)	3
		BUS Elec. (300+)	<u>3</u>	HUM/Fine Arts Elec.	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>6</u>

**30 Credits**

**Total Credits: 120**

**B.S.B.A.**  
**MAJOR: BUSINESS ADMINISTRATION:**  
**SPECIALIZATION: MANAGEMENT (COMPUTER**  
**MANAGEMENT SYSTEMS)**

This specialization is offered in the day and evening divisions.

The Computer Management Systems (CMS) specialization combines a solid business foundation with computer technology courses to prepare the student for a management career in an information technology department. Common business application programs (programming, desktop publishing, spreadsheets, databases, etc) are combined with broader courses (management information systems, computer ethics and law, data communication and networks) to enable the graduate to effectively integrate information management and planning functions with technical operations. The ultimate goal is to make the decision-making process as effective and efficient as possible in reaching organizational goals.

**B.S.B.A.**  
**Major: Business Administration**  
**Specialization: Management (Computer**  
**Management Systems)**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	250	PRINCIPLES OF MANAGEMENT	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3

__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	445	ETHICS, ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: MANAGEMENT (COMPUTER INFORMATION MANAGEMENT): (27 CREDITS)**

__CMS	210	PROGRAMMING LANGUAGE I (QBASIC)	3
__CMS	212	PROGRAMMING LANGUAGE II (VBASIC)	3
__CMS	300	DATA BASE SYSTEMS & MANAGEMENT	3
__CMS	340	WEBSITE DESIGN	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__CMS	360	COMPUTER ETHICS AND LAW	3
__CMS	445	DATA COMMUNICATIONS AND NETWORKS	3
__CMS	481	SENIOR SEMINAR	3
__CMS	495	SENIOR PROJECT	3

**ELECTIVES (5-6 CREDITS)**

__	ELECTIVE	3
__	ELECTIVE	*2-3

**TOTAL CREDITS 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in an additional HUM 399 credit, or taking a 3 credit elective instead of a 2 credit elective.  
HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY ELECTIVE

**B.S.B.A.**  
**Major: Business Administration**  
**Specialization: Management (Computer Management Systems)**

Day Division  
 SUGGESTED PROGRAM:

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Comp I	3	ENG 102 English Comp II	3
MAT 110 College Algebra	3	BUS 171 Macroeconomics	3
BUS 170 Microeconomics	3	COA 110 Public Forum	3
		CMS 200 Intro to Computers	3
		His/Behav Sci Elective	<u>3</u>
FRO 101 Freshman Seminar or	1		<b>15</b>
TSR 101 Transfer Seminar	*0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ACC 201 Financial Acc	3	ACC 202 Managerial Acc	3
CMS 350 Spreadsheet Design	3		
BUS 250 Principles of Mgmt	3	MKT 250 Principles of Mktng	3
BUS 322 Statistics for Bus & Economics	3	MAT 320 Meth of Calculus	4
CMS 210 Programming Language I (QBASIC)	<u>3</u>	CMS 212 Programming Language II (VBASIC)	<u>3</u>
	<b>15</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
CMS 315 Mgmt Information Systems	3	CMS 360 Computer and Law	3
		BUS 311 Corporate Finance	3
BUS 312 Business Law I	3		
		Science Elective (with lab)	4
		BUS 228 Bus Communications	3
CMS 300 Database Systems and Management	<u>3</u>	BUS 313 Business Law II	<u>3</u>
	<b>15-16</b>		<b>16</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 455 Integrative Mgmt	3	BUS 460 Business Policy	3
BUS 445 Ethics, Enterprise & Entrepreneurship	3		
		Elective	3
BUS 422 Quantitative Bus Analysis	3	CMS 445 Data Communications and Networks	3
CMS 481 SENIOR SEMINAR	3		
CMS 340 WEBSITE DESIGN	<u>3</u>	CMS 495 Senior Project	<u>3</u>
	<b>15</b>		<b>12</b>

**Total Credits: 120**

HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: Business Administration**  
**Specialization: Management (Computer Management Systems)**

Evening Division  
 SUGGESTED PROGRAM:

		<b>FIRST YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ENG 101	3	ENG 102	3	MAT 110	3	HUM/FA Ele	3
BUS 170	3	BUS 171	3	HIST/BEH SCI	3	HIST/BEH SCI	3
		CMS 200	<u>3</u>			COA 110	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>6</u>		<u>9</u>

**30 Credits**

		<b>SECOND YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 250	3	MKT 250	3	CMS 210	3	CMS 212	3
CMS 350	<u>3</u>	ELECTIVE	<u>3</u>				
<b>Totals</b>	<u>9</u>		<u>9</u>		<u>6</u>		<u>7</u>

**31 Credits**

		<b>THIRD YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
SCI ELE	4	SCI ELE	4	BUS 312	3	BUS 228	3
CMS 300	3	CMS 315	3	CMS 360	3	BUS 311	3
						BUS 313	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>7</u>		<u>6</u>		<u>9</u>

**29 Credits**

		<b>FOURTH YEAR</b>					
Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
BUS 445	3	CMS 445	3	BUS 455	3	BUS 460	3
CMS 340	3	BUS 422	3	ELECTIVE	3	CMS 495	3
		HUM/FINE ARTS	<u>3</u>	CMS 481	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>6</u>

**30 Credits**

**Total Credits: 120**

HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management (Fashion Management)**

This specialization is only offered in the day division. The purpose of the Fashion Management specialization of the B.S.B.A. is to prepare a student to successfully compete, once employed by a firm, in an executive training program or entry level management position in the field with a firm that specializes in textiles and/or apparel. This specialization offers business administration majors the opportunity to specialize in the unique field of fashion products. Courses provide an interactive, active, learner-centered environment to accommodate multiple learning styles and diverse backgrounds. Students are encouraged to develop sound critical and analytical skills, effectively communicate, and to work productively in teams. Product knowledge and fashion business operations, practices and promotional techniques are examined. Assignments typically relate to current domestic and global industry situations. Internship experiences are required to complement classroom learning.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management (Fashion Management)**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATHEMATICS I	3
__MAT	110	COLLEGE ALGEBRA	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0



**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION ( 33 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	312	BUSINESS LAW I	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__MKT	250	PRINCIPLES OF MARKETING	3
__BUS	290	INTERNSHIP I	3
__BUS	499	INTERNSHIP II	3

**RELATED REQUIREMENTS/BUSINESS ELECTIVES ( 18 CREDITS)**

__BUS	310	SMALL BUSINESS MANAGEMENT	3
__MKT	305	CONSUMER BEHAVIOR	3
__MKT	321	PROFESSIONAL SELLING & SALES MANAGEMENT	3
__MKT	430	MARKETING RESEARCH	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__	300+	BUS OR MKT ELECTIVE	3

**SPECIALIZATION REQUIREMENTS: MANAGEMENT (FASHION MANAGEMENT) (27 CREDITS)**

__BUS	101	INTRODUCTION TO THE FASHION BUSINESS	3
__BUS	240	FASHION BUYING	3
__BUS	260	DESIGN HISTORY FOR MANAGERS	3
__BUS	300	FASHION EVENTS MANAGEMENT	3
__BUS	316	RETAILING MANAGEMENT	3
__BUS	320	TEXTILE KNOWLEDGE FOR MANAGERS	3
__BUS	411	MANAGING APPAREL PRODUCT DEVELOPMENT	3
__BUS	480	FASHION INDUSTRY SEMINAR	3
__MKT	325	FASHION ADVERTISING AND PROMOTION	3

**ELECTIVES ( 3 CREDITS)**

__		ELECTIVE	*3-4
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**TOTAL CREDITS 120**

\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in an additional HUM 399 credit, or taking a 4 credit elective instead of a 3 credit elective.  
HUM 399 COMMUNITY AWARENESS MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management (Fashion Management)**

SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 105 Applied Math I	3	COA 110 Public Forum	3
CMS 200 Intro to Computer Apps.	3	MAT 110 College Algebra	3
BUS 101 Intro to Fashion Business	3	BUS 260 Design History for Managers	3
	3	BUS 170 Microeconomics	3
FRO 101 Freshman Seminar <b>OR</b>	1		<b>15</b>
TSR 101 Transfer Seminar	<u>*0</u>		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
SCI Science Elective/Lab	4	SCI Science Elective/Lab	4
	3	ACC 201 Financial Accounting	3
BUS 270 Managing Organizations	3	BUS 240 Fashion Buying	3
MKT 250 Principles of Marketing	3	BUS 290 Internship I	3
BUS 228 Business Communications	3	BUS 316 Retailing Management	3
	<b>16</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
MKT 325 Fashion Advertising & Promo.	3	BUS 312 Business Law I	3
MKT 305 Consumer Behavior	3	BUS 322 Statistics for Bus. & Econ.	3
BUS 310 Small Business Management	3	MKT 321 Prof. Selling & Sales Mgt.	3
BUS 320 Textile Knowledge for Mgrs.	3	BUS 300 Fashion Events Management	3
	3	HIS/Behavioral Sci. Elective	3
	<b>15</b>		<b>15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
MKT 430 Marketing Research	3	BUS 460 Business Policy	3
BUS 455 Integrative Management	3	BUS 480 Fashion Industry Seminar	3
BUS 411 Managing Apparel Prod. Dev.	3	BUS 499 Internship II	3
CMS 350 Spreadsheet Design & App.	3	Elective	<u>*3-4</u>
	<u>3</u>		<b>12-13</b>
	<b>15</b>		

**Total Credits: 120**

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Human Resource Management)**

This specialization is only offered in the evening division.

This specialization targets learners with a special interest in the study of Human Resource Management (HRM). The program provides an overview of the theoretical perspectives of the nature and methodologies employed in the study of human resource management. Components of all aspects of the changing environment of Human Resources as a strategic partner in the organization are surveyed and analyzed. Emphasis is placed on managing HRM in an international business environment with contemporary management practices.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Human Resource Management)**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3

__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: MANAGEMENT (HUMAN RESOURCE MANAGEMENT) (21 CREDITS)**

__ACC	321	FEDERAL TAXATION I	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	372	LEGAL & REGULATORY ISSUES	3
__BUS	380	DEVELOPMENT & ADMIN. OF COMPENSATION PROGRAMS	3
__BUS	470	TRAINING AND DEVELOPMENT	3
__CMS	300	DATA BASE SYSTEMS AND MANAGEMENT	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3

**RELATED REQUIREMENTS (3 CREDITS)**

__ADE		ELECTIVE (300+)	3
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**ELECTIVES \* (9 CREDITS)**

__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3

**TOTAL CREDITS 120**

\*HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY ELECTIVE.



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**  
**(Human Resource Management)**

Evening Division  
**SUGGESTED PROGRAM**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ENG 101	3	ENG 102	3	MAT 110	3	HUM/Fine Art Elec	3
BUS 170	3	BUS 171	3	HIS/Beh. Sci. Elec.	3	HIS/Beh. Sci. Elec	3
		CMS 200	<u>3</u>			COA 110	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>6</u>		<u>9</u>

**30 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 270	3	MKT 250	3	BUS 312	3	BUS 313	3
		BUS 228	<u>3</u>				
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>7</u>

**31 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
SCI Elective	4	SCI Elective	4	BUS 350	3	Elective	3
CMS 315	3	BUS 372	3	CMS 350	3	BUS 380	3
						BUS 311	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>7</u>		<u>6</u>		<u>9</u>

**29 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
BUS 446	3	BUS 300	3	BUS 460	3	Elective	3
BUS 422	3	BUS 455	3	ACC 321	3	BUS 470	3
ADE 300+	<u>3</u>			HUM/Fine Arts Elec	<u>3</u>		
<b>Totals</b>	<u>9</u>		<u>6</u>		<u>9</u>		<u>6</u>

**30 Credits**

**Total Credits: 120**

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Marketing**

This specialization is offered in the day and evening divisions.

The College of Business and Management offers a marketing program that encompasses all areas of marketing products and services to consumers and to organizations. The instruction is based on a core curriculum of basic contemporary marketing theory. It is augmented by the use of technological tools, and the inclusion of accomplished practitioners as guest lecturers, and experiential learning derived from site visits and research projects. The program actively seeks a multicultural undergraduate constituency and emphasizes marketing in a global environment.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Marketing**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (39-40 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	320	METHODS OF CALCULUS	4
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR (DAY DIVISION FRESHMEN) <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (DAY DIVISION TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3

__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3

**RELATED REQUIREMENTS/BUSINESS ELECTIVES (9 CREDITS)**

__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__INB	390	INTERNATIONAL BUSINESS	3

**SPECIALIZATION REQUIREMENTS: MARKETING (18 CREDITS)**

__MKT	305	CONSUMER BEHAVIOR	3
__MKT	321	PROFESSIONAL SELLING & SALES MANAGEMENT	3
__MKT	350	ADVERTISING	3
__MKT	370	MARKETING TOPICS	3
__MKT	392	INTERNATIONAL MARKETING	3
__MKT	430	MARKETING RESEARCH	3

**ELECTIVES (5-6 CREDITS)**

__	ELECTIVE (300+)	*2-3
__	ELECTIVE (300+)	3

**TOTAL CREDITS 120**

\*Transfer and evening students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or taking a 3 credit elective instead of a 2 credit elective.

HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Marketing**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	BUS 171 Macroeconomics	3
BUS 170 Microeconomics	3	COA 110 Public Forum	3
		CMS 200 Intro to Computer Apps.	3
		HUM/Fine Arts Elective	<u>3</u>
FRO 101 Freshman Seminar <b>or</b>	1		<b>15</b>
TSR 101 Transfer Seminar	*0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
MKT 250 Principles of Marketing	3	BUS 270 Managing Organizations	3
BUS 228 Business Communication	3	BUS 322 Statistics for Bus. & Econ.	3
SCI	4		3
	<b>13</b>	SCI	<u>4</u>
			<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 311 Corporate Finance	3	MAT 320 Methods of Calculus	4
BUS 312 Business Law I	3	BUS 313 Business Law II	3
CMS 315 Management Info Systems	3	BUS 350 Spreadsheet Design & App.	3
MKT 305 Consumer Behavior	3	MKT 370 Marketing Topics	3
MKT 350 Advertising	<u>3</u>	MKT 321 Prof. Selling & Sales Mgt.	<u>3</u>
	<b>15</b>		<b>16</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 422 Quantitative Bus. Analysis	3	MKT 392 International Marketing	3
BUS 446 Hist U.S. Enterprise & Entrep.	3	BUS 460 Business Policy	3
BUS 455 Integrative Management	3	MKT 430 Marketing Research	3
BUS 350 Human Resource Management	3		3
INB 390 International Business	<u>3</u>		<u>2-3</u>
	<b>15</b>		<b>14-15</b>

**Total Credits: 120**

HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.



**B.S.B.A.**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Marketing**

Evening Division  
**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ENG 101	3	ENG 102	3	MAT 110	3	HUM/Fine Art Elec	3
BUS 170	3	BUS 171	3	HIS/Beh. Sci. Elec.	3	HIS/Beh. Sci. Elec	3
		CMS 200	<u>3</u>			COA 110	<u>3</u>
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>6</u>		<u>9</u>

**30 Credits**

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ACC 201	3	ACC 202	3	BUS 322	3	MAT 320	4
BUS 270	3	MKT 250	3	BUS 312	3	BUS 313	3
		BUS 228	<u>3</u>	CMS 350	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>7</u>

**31 Credits**

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI Elective	4	SCI Elective	4	MKT 305	3	MKT 321	3
CMS 315	3	MKT 350	3	BUS 350	3	MKT 370	3
						BUS 311	<u>3</u>
<b>Totals</b>	<u>7</u>		<u>7</u>		<u>6</u>		<u>9</u>

**29 Credits**

		<b>FOURTH YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
BUS 446	3	MKT 392	3	BUS 460	3	Elective (300+)	3
BUS 422	3	BUS 455	3	MKT 430	3	Elective (300+)	3
		INB 390	<u>3</u>	HUM/Fine Arts Elec.	<u>3</u>		
<b>Totals</b>	<u>6</u>		<u>9</u>		<u>9</u>		<u>6</u>

**30 Credits**

**Total Credits: 120**

HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

# BUSINESS MINOR

## (Not available to Business Administration Majors)

### Curriculum

The business minor will be composed of 21 credit hours. The following courses would be taken in addition to the University core requirements and student's respective College major requirements. Students interested in a business minor should consult with their college advisor.

#### BUSINESS MINOR CORE COURSES (15 CREDITS)

__BUS 270	MANAGING ORGANIZATIONS	3
__ACC 201	FINANCIAL ACCOUNTING	3
__MKT 250	PRINCIPLES OF MARKETING	3
__BUS 255	E-BUSINESS/COMMERCE	3
__BUS 170	MICROECONOMICS <b>OR</b>	
__BUS 171	MACROECONOMICS	3

#### RESTRICTED ELECTIVES (6 CREDITS)

**Technical: Select one 3-credit hour course (Prerequisite: CMS 200)**

__CMS 315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS 320	DESKTOP PUBLISHING	3
__CMS 340	WEB SITE DESIGN	3
__CMS 350	SPREADSHEET DESIGN/APPLICATION	3

**Business/Management: Select one 3-credit hour course**

__INB 390	INTERNATIONAL BUSINESS	3
__BUS 312	BUSINESS LAW I	3
__BUS 310	INTRO TO SMALL BUSINESS MGT (Prereq: BUS 250, MKT250)	3
__BUS 350	HUMAN RESOURCE MANAGEMENT	3
__BUS 315	RETAIL MANAGEMENT (Prereq: BUS 250)	3
__MKT 305	CONSUMER BEHAVIOR (Prereq: MKT 250)	3
__AVM 441	AVIATION OPERATIONS III	3

# **Bachelor of Professional Studies (B.P.S)**

## **Major: BUSINESS STUDIES**

This program is offered in the Evening Division only.

To reflect the needs of the adult student, the College of Business and Management participates in offering the Bachelor of Professional Studies (BPS) with a major in Business Studies. This degree recognizes the academic value of professional work experience and permits adult learners to earn up to thirty (30) credits through portfolio validation. The BPS in Business Studies is for adult learners who currently work in the business industry as well as for those seeking an entry level position in the business industry.

### **Objectives/Learning Outcomes:**

1. Recognize and validate subject competencies based on prior learning.
2. Engage learners in community leadership roles in social, economic, and political affairs.
3. Foster global awareness by providing an international dimension to its educational curriculum.
4. Provide a comprehensive core curriculum that gives learners a sound background in writing skills, computation skills, computer literacy, and liberal arts courses.
5. Requires participation in upper level course swork that is specific to the chosen discipline.
6. Stimulate participation in life long learning initiatives.
7. Encourage introspection of life transitions and identify where learning occurred.
8. Provide a vehicle for learners to strive for continued personal and professional growth.

**B.P.S.**  
**Major: BUSINESS STUDIES**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__HUM	302	ETHICS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

**BACHELOR OF PROFESSIONAL STUDIES (BPS) (UP TO 31 CREDITS)**

__CED	198	PORTFOLIO SEMINAR	1
__		PORTFOLIO CREDIT	3
__		PORTFOLIO CREDITS OR FREE ELECTIVES	27

**MAJOR REQUIREMENTS: BUSINESS STUDIES (30 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	171	MACROECONOMICS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__MKT	250	PRINCIPLES OF MARKETING	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3

**RELATED REQUIREMENTS/ELECTIVES (12 CREDITS)**

__CMS	300	DATABASE SYSTEMS AND MANAGEMENT OR	
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__INB	390	INTERNATIONAL BUSINESS	3
__BUS	300+	ELECTIVE	3
__BUS	300+	ELECTIVE	3

**ELECTIVES (9 CREDITS)**

__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3

**TOTAL CREDITS 120**

A tentative plan for portfolio and elective credits is established early in the program.

\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core requirements, Portfolio Credits, BUS credits and electives.

HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

# B.P.S.

## Major: BUSINESS STUDIES

Evening Division  
SUGGESTED PROGRAM

**Portfolio: up to 30 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
CMS 200	3	HIS/Beh. Sci. Elec.	3	HUM/Fine Arts Elec.	3	IRPS 150	3
ENG 101	3	ENG 102	3	MAT 110	3	COA 110	3
CED 198	1	BUS 171	3		-	Elective*	3
	<u>7</u>		<u>9</u>		<u>6</u>		<u>9</u>

**31 Credits**

Term V	Cr.	Term I	Cr.	Term II	Cr.	Term III	Cr.
BUS 270	3	MKT 250	3	Elective*	3	BUS 311	3
ACC 201	3	ACC 202	3	BUS 322	3	SCI Elective	4
	-		-	BUS 312	3		-
	<u>6</u>		<u>6</u>		<u>9</u>		<u>7</u>

**28 Credits**

Term V	Cr.	Term I	Cr.	Term II	Cr.	Term III	Cr.
CMS 315	3	BUS 455	3	BUS 460	3	INB 390	3
SCI Elective	4	HUM 302	3	Elective*	3	BUS Elec. (300+)*	3
	-		-	CMS 300 or 350	3	BUS Elec. (300+)*	3
	<u>7</u>		<u>6</u>		<u>9</u>		<u>9</u>

**31 Credits**

**Total Credits: 120**

\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core Requirements, Electives, Portfolio Credits, Business and Electives.

HUM 399 COMMUNITY AWARENESS OR BUS 498 AND/OR BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

# **THE DONALD & HELEN ROSS COLLEGE OF EDUCATION, HEALTH AND HUMAN SERVICES**

The Ross College of Education has Florida State Program approval, which leads to teacher certification. The Ross College of Education offers:

- Bachelor of Science in Education Major: Elementary Education Grades 1-6
- Bachelor of Science in Education Major: Grades 1-6 Specialization: Pre-K/Primary (age 3 – grade 3)
- Bachelor of Science in Education Major: Secondary Education: Specialization: English (grades 6-12)
- Bachelor of Science in Education Major: Secondary Education Specialization: Social Science (grades 6-12)
- 5-Year combined Master's Program Bachelor of Science in Education Master's of Science in Education Major: Elementary Education Varying Exceptionalities Specialization: Elementary Education (grades 1-6) Varying Exceptionalities (K-12) with the ESOL Endorsement
- Bachelor of Arts in Human Services

The Donald & Helen Ross College of Education fulfills the mission of Lynn University since its inception in 1962, by providing its students with knowledge, competencies, and skills needed for educational leadership in the 21st century. Our synergistic learning environment stimulates and challenges students to:

- understand and analyze the dynamic nature of our contemporary transformation into a global society.
- experience creativity that fosters academic achievement and social awareness
- create new alternatives to address diversity, and the importance of a global perspective.s
- integrate theory and practice through experiential learning.

More specifically, education students are expected to develop competencies in critical thinking and analysis, as related to educational theory and practice. This will enable them to understand and utilize a variety of knowledge bases developed to deal with contemporary and future issues, problems, and dilemmas.

Committed to individualized student attention and mentoring, our faculty foster and help learners realize the development of their innate leadership talents and intellectual abilities. Each individual will acquire the associated skills to communicate, inspire, and educate those for whom they have professional responsibility. Clearly these skills are couched within a moral and ethical context, which governs their choices and decisions as professionals, individuals, and members of the greater community.

## **Admission and Graduation Requirements for the Ross College of Education**

**Admission to Lynn University does not admit the student to the Ross College of Education.**

**All Education students are required to take the CLAST Preparation at the beginning of the sophomore year. (non-credit)**

In accordance with Florida School Law 240.529 Public Accountability and State Approval of Teacher Education Programs, all Ross College of Education students must meet one of the following pre-requirements for admission to the Ross College of Education Undergraduate Teacher Education program [240.529(b)]:

1. Receive a passing score at the 40th percentile or above, as established by state board rule on nationally standardized college entrance examination (SAT test scores of 960, or Composite ACT of 20).
2. A cumulative grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies.

In addition, the students must demonstrate that they have:

1. Completed at least 45 credit hours;
2. **Passed** the CLAST;
3. Submitted a completed application form before deadline date;
4. Obtained a minimum of 2.5 in all teacher education courses with no grade lower than a "C".

### **OR**

If a student has demonstrated difficulty in achieving the requisite levels on the SAT and/or ACT in at least two attempts, the student may substitute a cumulative grade point average of at least 3.00 overall and at least 3.5 in Education courses taken at Lynn University.

**Through a portfolio assessment that demonstrates the effective teaching principles the Ross College of Education Faculty will review the candidate's file and make a decision as to the status of admission to the Teacher Education Program.**

## **Graduation Requirements for All Teacher Education Programs**

**Students in all Education Programs must pass both parts of the Florida Professional Teacher Education Examination.**

**B.S.E.**  
**Major: ELEMENTARY EDUCATION**  
**Specialization: (Grades 1-6) Plus**  
**Pre K/Primary (Age 3-Grade 3)**

SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	EDU 105 Early Childhood Education	3
EDU 101 Introduction to Education	3	EDU 160 Child Development	3
CMS 200 Intro to Computer Apps.	3	SCI 130/350 Physical Science	4
COA 110 Public Forum	3	EDU 270 Pre-Primary Lang. Arts & Creative Activities	3
FRO 101 Freshman Seminar <b>OR</b>	1		
TSR 101 Transfer Seminar	0		
	<b>15-16</b>		<b>16</b>

**Summer**

HUM 100 Humanities/Fine Arts Elec.	3
PSY 150 Introduction to Psychology	3
	<b>6</b>

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 215 Emerg. Lit., Comm. & Culture	6	EDU 210 Eff. Tchg. Elem. School	3
	0	MAT 221 Probability and Statistics	3
EDU 250 Pre-Primary Math & Science	3	SCI 250 Environmental Science	4
SCI 280 Human Biology	4	IRPS 250 Geography & World Affairs	3
EDU 261 Family & Community Involv.	3	PSY 260 Personality Theory	3
	<b>16</b>		<b>16</b>

**Summer**

EDU 219 Social Studies in Elem. School	3
	<b>3</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 214 Art/Music in the Elem. School	3	EDU 356 Principles of Learning	3
EDU 314 Child. Lit./Educ. Media & Lib.	3	MAT 301 Finite Math	3
EDU 260 Educational Computer Apps.	3	EDU 318 Math in the Elem. School	3
EDU 315 Reading in the Elem. School	3	EDU 316 Diagnosis/Eval Reading Prob	3
EDU 330 Educ. in a Multicultural Soc.	3	EDU 355 Child Guid. & Clsrm. Mgt.	3
	<b>15</b>		<b>15</b>

**Summer**

HUM 221 Introduction to Philosophy	3
HIS 221 U.S. History	3
	<b>6</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 257 PE/Health & Safety in Schools	3	EDU 461 Excep. Stdnts. in Reg Clsrms	3
EDU 317 Science, Health, & Nutrition in the Elementary School	3	EDU 481 Student Teaching	9
	<b>3</b>		<b>12</b>
EDU 420 Educ. Measurement & Eval.	3		
EDU 460 Children at Risk	3		
EDU 480 Practicum	3		
	<b>15</b>		

**Total Credits: 136**



**Bachelor of Science in Education (B.S.E.)**  
**Major: ELEMENTARY EDUCATION**  
**Specialization: Grades 1-6**

The Elementary Education major is designed to prepare students to teach in grades one through six. Elementary Education students will have experiences which combine learning theory with practical applications, promote the integration of technology and ESOL performance standards and encompass a variety of field experiences. Students enrolled in the Elementary Education program will be encouraged to recognize and appreciate the diversity of today's children and to be able to meet their varied educational needs in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida.

**B.S.E.**  
**Major: ELEMENTARY EDUCATION**  
**Specialization: Grades 1-6**

DEGREE REQUIREMENTS

This program is offered in both the day and evening program divisions

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG 101	ENGLISH COMPOSITION I	3
__ENG 102	ENGLISH COMPOSITION II	3
__MAT 110	COLLEGE ALGEBRA	3
__MAT 221	PROBABILITY AND STATISTICS	3
__COA 110	PUBLIC FORUM	3
__SCI 130/350	PHYSICAL SCIENCE (CHEMISTRY OR PHYSICS) WITH LAB	4
__SCI 250	ENVIRONMENTAL SCIENCE WITH LAB	4
__CMS 200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HIS 221	U.S. HISTORY	3
__PSY 150	INTRODUCTION TO PSYCHOLOGY	3
__HUM 221	INTRODUCTION TO PHILOSOPHY	3
__HUM 100	INTRODUCTION TO HUMANITIES	3
__FRO 101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR 101	TRANSFER SEMINAR	*0

**CERTIFICATION REQUIREMENTS (13 CREDITS)**

__JRPS 250	GEOGRAPHY AND WORLD AFFAIRS	3
__PSY 260	PERSONALITY THEORY	3
__MAT 301	FINITE MATH	3
__SCI 280	HUMAN BIOLOGY AND LAB	4

**PROGRAM REQUIREMENTS (69 CREDITS)**

__EDU 101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU 160	CHILD DEVELOPMENT	3
__EDU 210	EFFECTIVE TEACHING ACROSS ELEM. SCHOOL CURRICULUM*	3
__EDU 214	ART AND MUSIC IN THE ELEMENTARY SCHOOL	3

__EDU	215	EMERGING LITERACY, COMMUNICATION AND CULTURE*	6
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	260	EDUCATIONAL COMPUTER APPLICATIONS	3
__EDU	314	CHILDREN'S LITERATURE/EDUC. MEDIA AND LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOL	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOL	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOL	3
__EDU	330	EDUCATION IN A MULTICULTURAL SOCIETY*	3
__EDU	355	CHILD GUIDANCE AND CLASSROOM MANAGEMENT	3
__EDU	356	PRINCIPLES OF LEARNING	3
__EDU	420	EDUCATIONAL MEASUREMENT AND EVALUATION*	3
__EDU	461	EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

**TOTAL CREDITS: 121**

\* ESOL



**B.S.E.**  
**Major: ELEMENTARY EDUCATION**  
**Specialization: Grades 1-6**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
COA 110 Public Forum	3	CMS 200 Intro. to Computer Science	3
MAT 110 College Algebra	3	EDU 160 Child Development	3
EDU 101 Intro. to Educ. Foundations	3	MAT 221 Probability and Statistics	3
HUM 100 Introduction to Humanities	3	SCI 130/350 Physical Science with lab	4
FRO 101 Freshman Seminar <b>OR</b>	1		<b>16</b>
TSR 101 Transfer Seminar	*0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 210 Eff. Teaching Elem. Sch. Curr.	3	EDU 215 Emerg. Lit., Comm., Culture	6
EDU 214 Art/Music in the Elem. School	3	EDU 219 Social Studies in Elem. Sch.	3
	0	EDU 260 Educational Computer Apps.	3
PSY 150 Introduction to Psychology	3	HUM 221 Introduction to Philosophy	3
SCI 280 Human Biology	4		<b>15</b>
IRPS 250 Geography and World Affairs	3		
	<b>16</b>		

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
PSY 260 Personality Theory	3	HIS 221 U.S. History	3
EDU 257 PE/Health & Safety in Schools	3	EDU 314 Children's Literature	3
EDU 315 Reading in the Elem. School	3	EDU 316 Diagnosis/Eval Reading Prob	3
MAT 301 Finite Math	3	EDU 330 Educ. in a Multicultural Soc.	3
SCI 250 Environmental Science	4	EDU 355 Child Guid. & Clsrn. Mgt.	3
	<b>16</b>		<b>15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 317 Science in the Elem. School	3	EDU 318 Math in the Elem. School	3
EDU 356 Principles of Learning	3	EDU 481 Student Teaching	9
EDU 461 Exc. Students in Reg. Clsrms	3		<b>12</b>
EDU 420 Educ. Measurement & Eval.	3		
EDU 480 Practicum	3		
	<b>15</b>		

**Total Credits: 121**

**B.S.E.**  
**Major: ELEMENTARY EDUCATION**  
**Specialization: Grades 1-6**

Evening Division  
**SUGGESTED PROGRAM**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
ENG 101	3	ENG 102	3	COA 110	3	CMS 200	3
MAT 110	3	EDU 101	3	EDU 160	3	HUM 100	3
HUM 399	*1	MAT 221	3	SCI 130/150	4	EDU 210	3
<b>Totals</b>	<b>7</b>		<b>9</b>		<b>10</b>		<b>9</b>

**35 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
EDU 215	6	EDU 214	3	EDU 219	3	PSY 150	3
IRPS 250	3	HUM 221	3	SCI 280	4	EDU 260	3
CLAST Prep.	0	PSY 260	3	EDU 257	3	HIS 221	3
<b>Totals</b>	<b>9</b>		<b>9</b>		<b>10</b>		<b>9</b>

**37 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
EDU 315	3	EDU 316	3	EDU 314	3	SCI 250	4
MAT 301	3	EDU 330	3	EDU 355	3	EDU 318	3
		EDU 356	3				
<b>Totals</b>	<b>6</b>		<b>9</b>		<b>6</b>		<b>7</b>

**28 Credits**

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
EDU 480	3	EDU 481	9	EDU 481 Continued	3		
EDU 317	3	EDU 461	3				
EDU 420	3						
<b>Totals</b>	<b>9</b>		<b>12</b>		<b>0</b>		

**21 Credits**

**Total Credits: 121**

\*Evening division students may need to take HUM 399 (1 credit) in place of FRO 101 to meet the 120 credit degree requirements.

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: English Grades 6-12**

The Secondary English Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each developmental level and subject area. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: English Grades 6-12**

DEGREE REQUIREMENTS

This specialization is offered in the day division program only.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI	130/350	PHYSICAL SCIENCE (CHEMISTRY OR PHYSICS) WITH LAB	4
__SCI	250	ENVIRONMENTAL SCIENCE WITH LAB	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	100	INTRODUCTION TO HUMANITIES	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR CERTIFICATION REQUIREMENTS (57 CREDITS)**

__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	205	ADOLESCENT DEVELOPMENT	3
__EDU	231	EFFECTIVE TEACHING AND SECONDARY SCHOOL CURRICULUM*	3
__EDU	260	EDUCATIONAL COMPUTER APPLICATIONS	3
__EDU	315	READING IN THE ELEMENTARY SCHOOL	3
__EDU	330	EDUCATION IN A MULTICULTURAL SOCIETY/FIELD EXP.*	3
__EDU	332	READING IN SECONDARY SCHOOL*	3
__EDU	334	CLASSROOM/BEHAVIOR MANAGEMENT	3
__EDU	350	EDUCATIONAL MEDIA AND LIBRARY	3
__EDU	356	PRINCIPLES OF LEARNING*	3
__EDU	364	SECONDARY LANGUAGE AND WRITING*	3
__EDU	365	METHODS OF TEACHING LITERATURE-SECONDARY	3

__EDU	420	EDUCATIONAL MEASUREMENT AND EVALUATION/FIELD EXP.*	3
__EDU	461	EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9
__HIS	481	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST	3

### **CERTIFICATION REQUIREMENTS (7 CREDITS)**

__MAT	301	FINITE MATH	3
__SCI	280	HUMAN BIOLOGY	4

### **CONTENT AREA REQUIREMENTS (27 CREDITS)**

__ENG	310	CREATIVE WRITING	3
__ENG	360	INTRODUCTION TO LINGUISTICS	3
__ENG	470	WRITING THE MAJOR THESIS	3
__COA	310	ORAL INTERPRETATION	3

### **Choose 12 hours:**

6 hours in area of concentration, either American, British, or World Literature, with an additional 3 hours in each of the other two areas.

__ENG	330	AMERICAN LITERATURE I	3
__ENG	331	AMERICAN LITERATURE II	3
__ENG	345	MULTICULTURAL LITERATURE	3
__ENG	340	BRITISH LITERATURE I	3
__ENG	341	BRITISH LITERATURE II	3
__ENG	260	MASTERPIECES OF WORLD LITERATURE	3
__ENG	320	WORLD DRAMA	3

### **Choose 3 hours:**

__EDU	314	CHILDREN'S LITERATURE	3
__EDU	366	ADOLESCENT LITERATURE	3
__ENG	211	THE SHORT STORY	3
__ENG	255	TOPICS IN LITERATURE I	3
__ENG	300	THE BIBLE AS LITERATURE	3
__ENG	312	THE MODERN NOVEL	3
__ENG	325	SHAKESPEARE	3
__ENG	350	STUDIES IN POETRY	3
__ENG	355	TOPICS IN LITERATURE II	3
__ENG	410	BIOGRAPHY AND AUTOBIOGRAPHY	3

**TOTAL CREDITS: 130**

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: English Grades 6-12**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	COA 110 Public Forum	3
CMS 200 Intro. to Computer App.	3	MAT 221 Probability and Statistics	3
IRPS 250 Geography & World Affairs	3	HUM 221 Introduction to Philosophy	3
HUM 100 Introduction to Humanities	3	EDU 101 Intro to Educ. Foundations	3
FRO 101 Freshman Seminar <b>OR</b>	1		<b>15</b>
TSR 101 Transfer Seminar	0		
	<b>15-16</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 205 Adolescent Development	3	EDU 231 Eff. Tchg Second. Sch. Curr.	3
SCI Physical Science (with lab)	4	EDU 260 Educ. Computer Apps.	3
	0	EDU 330 Educ. in Multicultural Soc.	3
ENG 310 Creative Writing	3	ENG Choose from *	3
ENG English Elective	3	SCI 250 Environmental Science	4
MAT 301 Finite Math	3		<b>16</b>
	<b>16</b>		

**Summer**

PSY 150 Introduction to Psychology	3
SCI 280 Human Biology	4
	<b>7</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 356 Principles of Learning	3	EDU 350 Educ. Media & Library	3
EDU 364 Secondary Lang. & Writing	3	EDU 334 Classroom/Behavior Mgt.	3
EDU 365 Methods Teaching Lit.-Secondary	3	ENG Choose from **	3
EDU 332 Reading in Secondary Schools	3	COA 310 Oral Interpretation	3
EDU 315 Reading In Elem. Schools	3	HIS 481 Seminar in Historical Studies: The Holocaust	3
	<b>15</b>		<b>15</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 420 Educ. Measurement & Eval./ Field Experience	3	EDU 481 Student Teaching Elective	9
EDU 461 Excep. Students in Reg Clsrms	3		<b>12</b>
ENG 470 Writing the Major Thesis	3		
EDU 480 Practicum	3		
ENG 360 Intro to Linguistics	3		
English Elective	3		
	<b>18</b>		

**Total Credits: 130**

\* 12 hours in English Literature as described in program plan (ENG 330, 331, 340, 341, 260, 320 or 345). 6 hours in area of concentration with 3 hours in each of the other two other areas. Example: Choose 6 hours in British concentration and take 3 hours in American and 3 hours in World.

\*\* 3 hours from ENG 211, 255, 300, 312, 325, 350, 410, 355, or EDU 314, or 366.

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: Social Sciences Grades 6-12**

The Secondary Social Science Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each subject area and developmental level. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: Social Sciences Grades 6-12**  
 DEGREE REQUIREMENTS

This specialization available in day division only.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG 101	ENGLISH COMPOSITION I	3
__ENG 102	ENGLISH COMPOSITION II	3
__MAT 110	COLLEGE ALGEBRA	3
__MAT 221	PROBABILITY AND STATISTICS	3
__COA 110	PUBLIC FORUM	3
__SCI 130/350	PHYSICAL SCIENCE (CHEMISTRY OR PHYSICS) WITH LAB	4
__SCI 250	ENVIRONMENTAL SCIENCE WITH LAB	4
__CMS 200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS 250	GEOGRAPHY AND WORLD AFFAIRS	3
__PSY 150	INTRODUCTION TO PSYCHOLOGY	3
__HUM 221	INTRODUCTION TO PHILOSOPHY	3
__HUM 100	INTRODUCTION TO HUMANITIES	3
__FRO 101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR 101	TRANSFER SEMINAR	*0

**MAJOR CERTIFICATION REQUIREMENTS (54 CREDITS)**

__EDU 101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU 205	ADOLESCENT DEVELOPMENT	3
__EDU 231	EFFECTIVE TEACHING AND SECONDARY SCHOOL CURRICULUM	3
__EDU 260	EDUCATIONAL COMPUTER APPLICATIONS	3
__EDU 315	READING IN ELEMENTARY SCHOOL	3
__EDU 330	EDUCATION IN A MULTICULTURAL SOCIETY/FIELD EXPERIENCE*	3
__EDU 332	READING IN SECONDARY SCHOOL*	3
__EDU 333	METHODS OF TEACHING SOCIAL STUDIES - SECONDARY	3
__EDU 334	CLASSROOM/BEHAVIOR MANAGEMENT	3
__EDU 350	EDUCATIONAL MEDIA AND LIBRARY	3
__EDU 356	PRINCIPLES OF LEARNING*	3



__EDU	364	LANGUAGE AND WRITING IN THE SECONDARY SCHOOL	3
__EDU	420	EDUCATIONAL MEASUREMENT AND EVALUATION/FIELD EXP.*	3
__EDU	461	EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

### **CERTIFICATION REQUIREMENTS (7 CREDITS)**

__MAT	301	FINITE MATH	3
__SCI	280	HUMAN BIOLOGY	4

### **CONTENT AREA REQUIREMENTS (30 CREDITS)**

__IRPS		ELECTIVE	3
__HIS	111	WESTERN CIVILIZATION I <b>OR</b>	
__HIS	112	WESTERN CIVILIZATION II	3
__IRPS	225	UNITED STATES GOVERNMENT	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__HIS	320	LATIN AMERICAN HISTORY	3

#### **Choose 6 hours from U.S. History Electives:**

__HIS	221	AMERICAN HISTORY I	3
__HIS	222	AMERICAN HISTORY II	3
__HIS	230	SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES	3
__HIS	360	THE AMERICAN EXPERIENCE	3
__IRPS	471	THE AMERICAN PRESIDENCY	3

#### **Choose 3 hours from Political Science Electives:**

__IRPS	350	COMPARATIVE POLITICS	3
__IRPS	470	UNITED STATES FOREIGN POLICY	3
__IRPS	475	CONTEMPORARY INTERNATIONAL RELATIONS	3
__IRPS	483	POLITICAL SCIENCE SEMINAR	3

#### **Choose 6 hours from Economics Electives:**

__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	390	INTRO TO INTERNATIONAL BUSINESS	3
__BUS	415	ECONOMIC AND PUBLIC POLICY	3

**TOTAL CREDITS 130**

**B.S.E.**  
**Major: SECONDARY EDUCATION**  
**Specialization: Social Sciences Grades 6-12**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT 110 College Algebra	3	COA 110 Public Forum	3
EDU 101 Intro to Educ. Foundations	3	CMS 200 Intro to Computer Science	3
HIS or Beh. Science Elective	3	SCI 280 Human Biology	4
HUM 100 Introduction to Humanities	3	SCI 250 Environmental Science	4
FRO 101 Freshman Seminar or	1		<b>17</b>
TSR 101 Transfer Seminar	0		
	<b>16-17</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
HIS 111 Western Civilization I or		IRPS	3
HIS 112 Western Civilization II	3	IRPS 225 U.S. Government	3
EDU 231 Eff. Teaching & Sec. School	3	BUS	3
EDU 205 Adolescent Development	3	SCI	4
IRPS 250 Geography & World Affairs	3	EDU 260 Educational Computer Apps.	3
	0		<b>16</b>
MAT 221 Probability and Statistics	3		
HUM 221 Introduction to Philosophy	3		
	<b>18</b>		

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 330 Educ. in Multicultural Soc./		EDU 334 Classroom/Behavior Mgmt	3
Field Experience	3	EDU 364 Secondary Lang & Writing	3
EDU 333 Social Studies - Secondary	3	EDU 332 Reading in Secondary School	3
EDU 350 Educational Media & Library	3	EDU 356 Principles of Learning	3
EDU 315 Reading in Elem. School	3	IRPS/HIS U.S. History Elective*	3
PSY 150 Introduction to Psychology	3	IRPS/HIS History Elective	3
HIS 481 Seminar in Historical			<b>18</b>
Studies: The Holocaust	3		
	<b>18</b>		

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
EDU 420 Educ. Measurement & Eval.	3	EDU 481 Student Teaching	9
EDU 480 Practicum	3	EDU 461 Excep. Stdnts in Reg Clsrms	3
MAT 301 Finite Math	3		<b>12</b>
HIS 320 Latin American History	3		
IRPS/HIS History Elective	3		
	<b>15</b>		

**Total Credits: 134**

\* U.S. History Electives: HIS 221, 222, 230, 360, IRPS 471

\*\* Economics Electives: BUS 170, 171, 390, 415

\*\*\*Political Science Electives: IRPS 350, 470, 475, 483

# FUNERAL SERVICE EDUCATION PROGRAMS

## Purpose of the Funeral Service Education Programs

In 1982, Lynn University was the first private, four year institution in the country to offer a two-year Associate of Science Degree in Funeral Service (ASFS). The associate degree program is designed to provide the foundations for entry level positions in Funeral Service. In addition to the AS in Funeral Service, students may now choose a combined 4-year degree program. Upon completion of the four year program, the student will receive an Associate of Science in Funeral Service and a Bachelor of Science in Business Administration, with a specialization in Business Management (ASFS/BSBA). Finally, licensed funeral directors/embalmers who completed an associate degree in Funeral Service may enroll in the “BSBA Completion Program for Funeral Directors/Embalmers”.

*The central aim of funeral service education is the “recognition of the importance of funeral service personnel as (1) members of a human service profession, (2) members of the community in which they serve, and (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains” (from ABFSE, April 1997, p.8-3).*

Since the licensure requirements for each State vary, students must contact their individual State for its specific requirements. Updated information may be obtained in the library.

## Program Objectives of the Funeral Education Program (A.S.F.S.)

Upon graduation from Lynn University's A.S. Program, the graduate will be able to:

1. Demonstrate responsibility and accountability in the funeral service role as a member of a human service profession according to: legal, regulatory, ethical, professional, educational, and affiliating funeral home standards.
2. Integrate changing societal influences, funeral service developments, and the needs of the local, national, and global community in the role as an important member of communities served and as a global citizen.
3. Use knowledge from the sciences and the arts as a foundation to and complement of funeral service knowledge and every phase of funeral service (public health role of the licensed embalmer and funeral director).
4. Demonstrate sensitivity, responsibilities, knowledge, and technical skills of public health, safety, and welfare in caring for human remains necessary in the profession.
5. Demonstrate appropriate affective behaviors and effective interpersonal communication, interprofessional and intraprofessional relationships, and counseling skills necessary as participants in the intimate relationship between bereaved families and those engaged in the funeral service profession.
6. Demonstrate competencies in skills necessary for the profession, including effective written and oral communication, computer, information literacy, mathematical computation, critical thinking, resourcefulness, and business management skills, in funeral service, education, and community environments.

7. Implement research role to improve practice and the field of funeral service (read research, use research findings in practice, and identify researchable problems).

Please see the Funeral Service Student Handbook for further information.

### **Associate of Science in Funeral Service (A.S.F.S.)**

This program is offered on the 15-week semester schedule. Eligible adult students may qualify for a special funeral service student tuition and fee rate. Tuition and fees for all other students follow the Day Division Full-Time Undergraduate Program.

### **Admission, Progression, and Graduation Requirements (A.S.F.S.)**

Lynn University offers the Associate of Science in Funeral Service. Completion of this degree does not guarantee licensure. Students must take the National Board examination and it is their responsibility to ascertain State requirements for licensing.

#### **I. Requirements for Admission to the A.S. in Funeral Service**

- A. Contact the Director of the Funeral Service Program for an application. The Director will assist in determining eligibility as a FSE adult student or full-time undergraduate and provide the appropriate application. The application is returned to the Director of the Funeral Service program, with a non-refundable application fee.
- B. Submit the following to the Director of the Funeral Service Education Program:
  1. Official transcript indicating completion of high school or G.E.D.
  2. Official transcripts of course work taken at other accredited colleges or universities (other than Lynn University).
  3. Official transcripts from CLEP, if CLEP credits are to be used for college credit.
  4. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
- C. Submit completed Lynn University Health Forms
- D. If possible, schedule a personal interview and advising session with the Director of the Funeral Service Program. The applicant should be prepared to discuss readiness to pursue studies, and educational and career goals.
- E. Satisfy Admission requirements to the University and to the A.S.F.S. Program.

#### **II. Requirements for Progression for the A.S. in Funeral Service**

- A. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Complete all FSE courses with a grade of "C" or higher.
- C. A maximum of two FSE courses may be repeated in the program.

#### **III. Requirements for Graduation for the A.S. in Funeral Service**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required FSE courses with a grade of "C" or higher.
- B. Complete all program requirements for the A.S. in Funeral Service.
- C. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University may be held to any new requirements in effect.

**A.S.F.S.**  
**Major: FUNERAL SERVICE**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (22-23 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__SCI	270	HUMAN ANATOMY & PHYSIOLOGY I W/ LAB FOR FUNERAL SERVICE	*4
__HUM	302	ETHICS	3
__MAT	105	APPLIED MATH	3
__FRO	101	FRESHMAN SEMINAR	OR 1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS (33 CREDITS)**

__FSE	101	HISTORY OF FUNERAL SERVICE	2
__FSE	131	PRINCIPLES OF FUNERAL SERVICE	2
__FSE	150	FUNERAL SERVICE CHEMISTRY/SANITATION	3
__FSE	210	THANATOLOGY, GRIEF, AND BEREAVEMENT COUNSELING	3
__FSE	215	COMPUTER APPLICATIONS FOR FUNERAL SERVICE	1
__FSE	220	FUNERAL SERVICE LAW	1
__FSE	240	FUNERAL HOME MANAGEMENT	3
__FSE	252	MICROBIOLOGY/PATHOLOGY	3
__FSE	263	EMBALMING	6
__FSE	270	RESTORATIVE ART	4
__FSE	281	FUNERAL SERVICE SEMINAR	2
__FSE	291	FUNERAL SERVICE PRACTICUM	3

**RELATED REQUIREMENTS (19 CREDITS)**

__BUS	312	BUSINESS LAW I	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__ACC	201	FINANCIAL ACCOUNTING	3
__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__COA	110	PUBLIC FORUM	3
__SCI	271	HUMAN ANATOMY & PHYSIOLOGY II W/ LAB FOR FUNERAL SERVICE	*4

**TOTAL CREDITS\* 74-75**

\*Transfer Students may need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

\*\*Students who wish to transfer SCI 270 and 271 from another institution must successfully complete a challenge exam.

# A.S. Major: FUNERAL SERVICE

## Day Division SUGGESTED PROGRAM

### FIRST YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ENG 101	English Composition I	3	ENG 102	English Composition II	3
SOC 110	Intro. to Sociology	3	PSY 150	Introduction to Psychology	3
SCI 270	Anatomy and Physiology I	4	MAT 105	Applied Math	3
FSE 101	History of Funeral Svc.	2	FSE 150	Fun. Svc. Chem./Sanitation	3
FSE 131	Prin. of Funeral Svc.	2	SCI 271	Anatomy and Physiology II	4
COA 110	Public Forum	3			<b>16</b>
FRO 101	Freshman Seminar <b>or</b>	1			
TSR 101	Transfer Seminar	0			
		<b>17-18</b>			

<b>Summer</b>		<b>Cr.</b>
CMS 200	Intro Computer Applications	3
BUS 312	Business Law I	3
ACC 201	Financial Accounting	<u>3</u>
		<b>9</b>

### SECOND YEAR

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
HUM 302	Ethics	3	FSE 240	Funeral Home Mgmt.	3
FSE 252	Microbiology/Pathology	3	FSE 270	Restorative Art	4
FSE 263	Embalming	6	FSE 291	Funeral Service Practicum	3
FSE 210	Thanatology, Grief, and Bereavement Counseling	3	FSE 215	Computer Apps. for Fun. Svc	1
FSE 220	Funeral Service Law	<u>1</u>	FSE 281	Funeral Service Seminar	2
		<b>16</b>	BUS 310	Intro to Small Bus. Mgmt.	<u>3</u>
					<b>16</b>

**Total Credits: 74-75**

**4-Year Combined Degree Program:  
A.S.F.S./B.S.B.A.  
Associate of Science in Funeral Service (A.S.F.S.)  
and  
Bachelor of Science in Business Administration  
(B.S.B.A.)  
with a Specialization in Business Management**

This combined degree program is a day division full-time undergraduate program. It is offered on the 15-week semester schedule. In this program, students are co-advised by the College of Business and the Funeral Service Education (FSE) program. Your FSE advisor will coordinate co-advisement. Tuition and fees for all students follow the day division full-time undergraduate program.

Students enrolled in the combined degree program (A.S. in Funeral Service and B.S.B.A.: Business Administration major, with a specialization in Management) must meet all admission, progression, and graduation requirements for the A.S. in Funeral Service.

- Please review the Admission, Progression, and Graduation requirements for the A.S.F.S. described in the previous section.
- Please review the College of Business section of this catalog for information about the B.S.B.A.

**Admission, Progression, and Graduation Requirements**

**I. Requirements for Admission to the 4-Year Combined Degree Program (ASFS/BSBA):**

A. Satisfy admission requirements to the University and to the A.S.F.S. Program.

**II. Requirements for Progression for the 4-Year Combined Degree Program (ASFS/BSBA):**

A. Satisfy progression requirements for the A.S.F.S. and B.S.B.A.

**III. Requirements for Graduation for the 4-Year Combined Degree Program: (ASFS/BSBA):**

A. Satisfy graduation requirements for the ASFS and BSBA. This includes completion of 45 upper division credits.

**A.S.F.S./B.S.B.A.**  
**A.S.F.S. FUNERAL SERVICE**  
**Plus**  
**B.S.B.A. BUSINESS ADMINISTRATION**  
**Specialization: Management**  
DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__COA	110	PUBLIC FORUM	3
__SCI	270	HUMAN ANAT. & PHYSIOLOGY I W/ LAB FOR FUNERAL SVC.	4
__SCI	271	HUMAN ANAT. & PHYSIOLOGY II W/ LAB FOR FUNERAL SVC.	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__		HUMANITIES/FINE ARTS ELECTIVE 300+	3
__HUM	302	ETHICS	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (36 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	171	MACROECONOMICS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: BUSINESS MANAGEMENT (18 CREDITS)**

__ACC	321	FEDERAL TAXATION I	3
__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	430	MANAGING GROWING BUSINESSES	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__MKT	350	ADVERTISING	3

**MAJOR REQUIREMENTS: FUNERAL SERVICE: (33 CREDITS)**

__FSE	101	HISTORY OF FUNERAL SERVICE	2
__FSE	131	PRINCIPLES OF FUNERAL SERVICE	2
__FSE	150	FUNERAL SERVICE CHEMISTRY/SANITATION	3



__FSE	210	THANATOLOGY, GRIEF, AND BEREAVEMENT COUNSELING	3
__FSE	215	COMPUTER APPLICATIONS FOR FUNERAL SERVICE	1
__FSE	220	FUNERAL SERVICE LAW	1
__FSE	240	FUNERAL HOME MANAGEMENT	3
__FSE	252	MICROBIOLOGY/PATHOLOGY	3
__FSE	263	EMBALMING	6
__FSE	270	RESTORATIVE ART	4
__FSE	281	FUNERAL SERVICE SEMINAR	2
__FSE	291	FUNERAL SERVICE PRACTICUM	3

**TOTAL CREDITS 125-126**

\*Students who wish to transfer SCI 270 or 271 from another institution must successfully complete a challenge exam.

45 Upper division credits (300+ level) are required.

\*Transfer Students may need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.



**A.S.F.S./B.S.B.A.**  
**A.S.F.S. FUNERAL SERVICE**  
**Plus**  
**B.S.B.A. BUSINESS ADMINISTRATION**  
**Specialization: Management**

Day Division  
SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
SOC 110 Introduction to Sociology	3	PSY 150 Intro to Psychology	3
MAT 110 College Algebra	3	CMS 200 Intro to Computer App.	3
FSE 101 History of Funeral Svc.	2	FSE 150 Fun. Svc. Chem./Sanitation	3
BUS 171 Macroeconomics	3	COA 110 Public Forum	3
FRO 101 Freshman Seminar or	1		15
TSR 101 Transfer Seminar	*0		
	<b>14-15</b>		

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
FSE 131 Prin. of Funeral Svc.	2	CMS 350 Spreadsheet Design & App.	3
SCI 270 Anatomy & Physiology I	4	SCI 271 Anatomy & Physiology II	4
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
MKT 250 Principles of Marketing	3	BUS 322 Statistics for Bus. & Econ.	3
BUS 270 Managing Organizations	3	HUM 302 Ethics	3
	<b>15</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 310 Intro to Small Bus. Mgmt.	3	Humanities or Fine Arts 300+	3
FSE 210 Thanatology, Grief and Bereavement Counseling	3	FSE 240 Funeral Home Mgmt.	3
FSE 252 Microbiology/Pathology	3	MKT 350 Advertising	3
ACC 321 Federal Taxation I	3	BUS 228 Bus. Communication	3
BUS 312 Business Law I	3	BUS 350 Human Resource Mgmt.	3
FSE 220 Funeral Service Law	1	BUS 311 Corporate Finance	3
	<b>16</b>		<b>18</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
BUS 431 Managing Growing Bus.	3	BUS 460 Business Policy	3
BUS 446 Hist. US Enterprise & Entrepr.	3	FSE 291 Funeral Service Practicum	3
BUS 455 Integrative Management	3	CMS 315 Management Info. Systems	3
FSE 263 Embalming	6	FSE 215 Computer App. for Fun. Svc.	1
	<b>15</b>	FSE 270 Restorative Art	4
		FSE 281 Funeral Service Seminar	2
			<b>16</b>

**Total Credits: 125-126**

\*Transfer Students may need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

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

## **Completion Program: Funeral Service to B.S.B.A.**

### **For Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service**

Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service may complete requirements for a Bachelor of Science in Business Administration in the B.S.B.A. Completion Program. The curriculum for the BSBA degree is under the auspices of the College of Business. The FSE Director coordinates co-advisement with the College of Business and is responsible for verifying Funeral Service credits and licensure. Students may attend the day division schedule or the evening division schedule (if eligible).

- **Day Division B.S.B.A. Completion Program:** This is offered on the 15 week semester schedule. Tuition and fees follow the Day Division Full-Time Undergraduate Program.
- **Evening Division B.S.B.A. Completion Program:** This is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

Please review the College of Business section of this catalog for information about the B.S.B.A.

## **Admission, Progression, and Graduation Requirements**

### **I. Requirements for Admission to B.S.B.A. Completion Program:**

- A. Contact the Director of the Funeral Service Program for an application. The Director will assist in determining eligibility as a FSE adult student or full-time undergraduate student and provide the appropriate application. The application is returned to the Director of the Funeral Service program, with a non-refundable application fee.
- B. Submit the following to the Director of the Funeral Service Education Program:
  1. An official transcript from an accredited associate degree program in Funeral Service (or equivalent).
  2. Official transcripts of course work taken at other accredited colleges or universities (other than Lynn University).
  3. Official transcripts from CLEP, if CLEP credits are to be used for college credit.
  4. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
  5. Evidence of active licensure as a Funeral Director and/or Licensed Embalmer.

C. Pre-Requisites or Equivalents:

**Funeral Service Education Courses:** FSE 101, 131, 150, 210, 215, 220, 240, 252, 263, 270, 281, 291;

**Core Curriculum Requirements:** ENG 101-102, SOC 110, PSY 150, CMS 200, COA 110, SCI 270-271, and HUM 302;

**Business Courses:** BUS 312, BUS 310, ACC 201.

D. Demonstrate a minimum cumulative grade point average of 2.0 (on a 4.0 scale).

E. Schedule a personal interview and advising session with the Director of the Funeral Service Program. The applicant should be prepared to discuss readiness to pursue studies, and educational and career goals.

F. Satisfy Admission requirements to the University.

Students who meet the above stated requirements are admitted into the B.S.B.A. Completion Program for Licensed Funeral Directors/Embalmers.

**Conditional Admission:** While awaiting transcripts, catalog descriptions on selected courses, special communications from colleges, or evidence of licensure, students may be admitted on a conditional basis. Conditionally admitted students may take up to 12 credits of the B.S.B.A. Completion Program for Licensed Funeral Directors/Embalmers.

**II. Requirements for Progression Beyond the First 12 Credits for the B.S.B.A. Completion Program:**

A. Meet all stated admission requirements.

B. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).

**III. Requirements for Graduation for the B.S.B.A. Completion Program:**

A. A cumulative grade point average of 2.0 (on a 4.0 scale).

B. Complete all program requirements for the FSE to B.S.B.A. Completion Program, including 45 upper division credits.

C. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University may be held to any new requirements in effect.

**B.S.B.A. Completion Program**  
**For Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service**  
**Major: BUSINESS ADMINISTRATION**  
**Specialization: Management**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__COA	110	PUBLIC FORUM	3
__SCI	270	HUMAN ANATOMY AND PHYSIOLOGY I FOR FUNERAL SERVICE	4
__SCI	271	HUMAN ANATOMY AND PHYSIOLOGY II FOR FUNERAL SERVICE	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__		HUMANITIES/FINE ARTS ELECTIVE 300+	3
__HUM	302	ETHICS	3
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (30 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	171	MACROECONOMICS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	312	BUSINESS LAW I	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__MKT	250	PRINCIPLES OF MARKETING	3

**SPECIALIZATION REQUIREMENTS: BUSINESS MANAGEMENT (24 CREDITS)**

__ACC	321	FEDERAL TAXATION I	3
__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__BUS	311	CORPORATE FINANCE	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	430	MANAGING GROWING BUSINESSES	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__MKT	350	ADVERTISING	3

**APPROVED ELECTIVES (28 CREDITS)**

**Approved by Funeral Service Program Director**

__FSE	LOWER DIVISION (100-200)	*28
		<b>TOTAL CREDITS 120</b>

\*Students must have an Associate Degree and be licensed as a Funeral Director/Embalmer.

45 Upper division credits (300+ level) are required.

\*Transfer Students may need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

# B.S.B.A. Completion Program

For Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service

## Major: BUSINESS ADMINISTRATION Specialization: Management

### Day Division SUGGESTED PROGRAM

#### FIRST YEAR

Fall	Cr.	Spring	Cr.
MAT 110 College Algebra	3	CMS 350 Spreadsheet Design & App.	3
MKT 250 Principles of Marketing	3	MKT 350 Advertising	3
BUS 171 Macroeconomics	3	ACC 202 Managerial Accounting	3
BUS 270 Managing Organizations	3	BUS 350 Human Resource Mgt.	3
	3		12
TSR 101 Transfer Seminar	0		
	<b>15</b>		

#### SECOND YEAR

Fall	Cr.	Spring	Cr.
BUS 430 Managing Growing Bus.	3	BUS 460 Bus. Policy	3
BUS 311 Corporate Finance	3	BUS 228 Bus. Communication	3
BUS 446 Hist. US Enterprise/Entrepren.	3	CMS 315 Management Info. Systems	3
BUS 455 Integrative Management	3	BUS 322 Statistics for Bus. & Econ.	3
ACC 321 Federal Taxation I	3		12
	<b>15</b>		

**Total Credits: 120\***

### Evening Division SUGGESTED PROGRAM

#### FIRST YEAR

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
MAT110	3	ACC 202	3	BUS 322	3	HUM/Fine Arts300+	3
BUS 270	3	MKT 250	3	BUS 350	3	BUS 311	3
	3	BUS 171	3		6		9
<b>Totals</b>	<b>6</b>		<b>9</b>		<b>6</b>		<b>9</b>

#### SECOND YEAR

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
BUS 446	3	MKT 350	3	ACC 321	3	BUS 228	3
CMS 315	3	BUS 455	3	BUS 460	3	BUS 430	3
	3	MIS 350	3		6		6
<b>Totals</b>	<b>6</b>		<b>9</b>		<b>6</b>		<b>6</b>

**Total Credits: 120\***

\*Prerequisites or Equivalents applied to the BSBA Degree: Associate Degree in Funeral Service, including: Approved Electives (**Funeral Service Education**): up to 28 FSE credits or equivalents; **Core Curriculum Requirements:** ENG 101-102, SOC 110, PSY 150, CMS 200, COA 110, SCI 270-271, HUM 302; **Business Courses:** BUS 312, BUS 310, ACC 201

# HEALTH CARE ADMINISTRATION PROGRAMS

## Purpose

The Health Care Administration programs prepare individuals for leadership roles in the profession of health care. The degree programs focus on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to the issues facing the health care executive in the 21st century.

The **Bachelor of Science (BS) in Health Care Administration** program at Lynn University is a four-year program. The programs are designed for the working adult with classes taught in the evenings and/or Saturdays. Daytime hours are required for the Internship Course. The Internship can take place in a variety of health care settings. There are two options: (1) the BS in Health Care Administration and (2) the BS in Health Care Administration/Long-Term Care. The Bachelor of Science (BS) in Health Care Administration in Long-Term Care includes preparation to become a licensed Nursing Home Administrator. Passing a state licensing examination by the Florida Board of Nursing Home Administrators is a requirement for professional practice as a nursing home administrator in the state of Florida.

The **Bachelor of Professional Studies (BPS) with a major in Health Care Administration** is offered for the adult learner. This degree recognizes the academic value of professional work experience and permits adult learners to earn up to thirty (30) credits through portfolio validation. The major in Health Care Administration requires 30 credits. It is for adult learners who currently work in the health care industry as well as for those seeking an entry level position in the health care industry. A field experience is provided. Please see general objectives of the Bachelor of Professional Studies in this catalog.

An elective core of **Therapeutic Recreation** courses are also offered in the Health Care Administration program. There are 9 credits of courses that focus on therapeutic and supportive programs for the elderly, clinical aspects of therapeutic recreation, and administrative principles in therapeutic recreation. The BS and BPS in Health Care Administration have elective credits to accommodate the special interest of students in this emerging field.

Lynn University offers a **Certificate in Health Care Administration (Long-Term Care)** at the undergraduate level. The 27 credit Certificate requires 24 credits of course work and a 3-credit Field Practicum. This Certificate is intended for professionals who work in the health care industry. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care).

In addition to undergraduate programs, the MS in Administration provides a specialization in health care administration with and without nursing home administrator licensure (NHAL). The Biomechanical Trauma specialization of the MS in Administration is also offered. Health Care Administration is also offered as a specialization of the MBA degree. Please see the Graduate Catalog.

Employment opportunities in the field of health care administration are excellent in a wide variety of settings such as: retirement communities, state and federal agencies, home health agencies, health maintenance organizations, day care centers and hospices, as well as assisted living facilities, skilled nursing facilities and hospitals.

## **General Program Objectives for all Health Care Administration Majors**

1. Develop verbal and written mastery of the concepts, principles and practices involved in the management of health care organizations.
2. Develop verbal and written mastery of the clinical issues involved in the management of health care organizations.
3. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as managers and administrators.

### **Bachelor of Science in Health Care Administration**

The Bachelor of Science in Health Care Administration prepares students with the knowledge, confidence and competence necessary to provide quality health care leadership as managers and administrators. They are prepared to practice the profession of health care in an ethical, competent, equality focused, cost-effective manner as they meet today's health care challenges.

#### **Health Care Administration Program Objectives**

1. Demonstrate an understanding of the role of managers and administrators in health settings including hospitals, home health agencies, assisted living facilities, retirement communities, hospices and outpatient clinics.
2. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in outpatient clinics, rehabilitation hospitals, acute care hospitals, health agencies, hospice, and adult day care programs.
3. Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.

#### **Health Care Administration with Nursing Home Administrator Licensure (Additional Program Objectives)**

1. Demonstrate an understanding of the role of Nursing Home Administrator.
2. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in nursing home facilities.
3. Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.
4. Demonstrate the competencies necessary to successfully complete the state licensing examination for Nursing Home Administrators.



# **Bachelor of Science (B.S.) HEALTH CARE ADMINISTRATION PROGRAMS**

**Evening Division Program:** The B.S. in Health Care Administration and B.S. in Health Care Administration/Long-Term Care (LTC) are offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

## **Admission, Progression, and Graduation Requirements**

### **I. Admission Requirements: BS in HCA and BS in HCA/LTC**

- A. Evening Division. Enrollment is limited to adult students. Contact the Director of the HCA Program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Center for Professional and Continuing Education with a non-refundable application fee.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
  - 1. Submit to the Director of the Health Care Administration Programs official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
  - 2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
- D. Satisfy admission requirements to the University and to the BS/HCA program.

### **II. Requirements for Sophomore Level Progression Status: BS in HCA and BS in HCA/LTC**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 30 credits of the Health Care Administration Curriculum with a grade of "C" or higher.
- C. PSY 150; SOC 110; ENG-101 and ENG 102 are prerequisites for 200 level HCA courses. HCA 120 is a prerequisite for HCA 220.

### **III. Requirements for Junior Level Progression Status: BS in HCA and BS in HCA/LTC**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the BS Health Care Administration Curriculum with a grade of "C" or higher.
- C. During the program, only one upper health care administration course may be repeated.
- D. MAT 221; HCA 100, 120, 210, 220, and 240 are prerequisites for HCA 300; ACC 202 is a prerequisite for HCA 450; SCI 260 is a prerequisite for SCI 261.

### **IV. Requirements for Senior Level Progression Status: BS in HCA and BS in HCA/LTC:**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 90 credits of the Health Care Administration curriculum with a grade of "C" or higher.
- C. During the program, only one upper level health care administration course may be repeated.
- D. CMS 200 is a prerequisite for CMS 315; HCA 470 is a prerequisite for HCA 495 and HCA 498.

### **V. Requirements for Graduation: BS in HCA and BS in HCA/LTC**

- A. Students must complete all requirements for the Bachelor of Science Degree in Health Care Administration or Bachelor of Science Degree in Health Care Administration/Long-Term Care.
- B. Students must complete 120 semester hour requirements with a GPA of 2.0 or higher.
- C. Students must complete a minimum of 30 resident credits in Health Care Administration.

**B.S.**  
**Major: HEALTH CARE ADMINISTRATION**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__COA	110	PUBLIC FORUM	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__	300+	HUMANITIES/FINE ARTS ELECTIVE (300+)	3
__SCI	260	HUMAN ANATOMY & PHYSIOLOGY I AND LAB	4
__SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4
__		HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY/BEHAVIORAL SCIENCE ELECTIVE	3

**MAJOR REQUIREMENTS: HEALTH CARE ADMIN. (39 CREDITS)**

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	120	HEALTH CARE ADMINISTRATION I	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	220	HEALTH CARE ADMINISTRATION II	3
__HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN	3
__HCA	300	RESEARCH METHODS IN HCA	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3
__HCA	495	UNDERGRAD. ADM.IN RESIDENCY	3

**RELATED REQUIREMENTS: HEALTH CARE ADMIN. (31 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	399	COMMUNITY AWARENESS	1
__MKT	250	PRINCIPLES OF MARKETING	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3

**ELECTIVES (12 CREDITS)**

__		ELECTIVE (300+)	3
__		ELECTIVE (300+)	3
__		ELECTIVE (300+)	3
__		ELECTIVE (300+)	3

**TOTAL CREDITS 120**

45 Upper division credits (300+ level) are required.

# B.S.

## Major: HEALTH CARE ADMINISTRATION

### Evening Division SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
ENG 101	3	ENG 102	3	COA 110	3	ACC 202	3
HCA 100	3	HCA 120	3	ACC 201	3	SOC 110	3
HUM 399	$\frac{1}{7}$	MAT 110	$\frac{3}{9}$	PSY 150	$\frac{3}{9}$		$\frac{6}{6}$

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
HCA 220	3	HCA 240	3	HCA 210	3	MKT 250	3
CMS 200	3	MAT 221	$\frac{3}{9}$	HUM 221	$\frac{3}{9}$	HUM/Fine Arts Elec.	$\frac{3}{6}$
HIS/IRPS Elective	$\frac{3}{9}$		<b>6</b>	BUS 270	$\frac{3}{9}$		<b>6</b>

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
SCI 260	4	SCI 261	4	HUM/Fine Arts 300+	3	BUS 300+	3
HCA 300	3	HCA 320	3	HCA 390	3	HCA 350	3
	$\frac{7}{7}$		$\frac{7}{7}$		$\frac{6}{6}$	BUS 228	$\frac{3}{9}$

		<b>FOURTH YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
HIS/IRPS Elec	3	CMS 315	3	BUS 350	3	Elective 300+	3
HCA 450	3	HCA 470	3	HCA 495	3	Elective 300+	3
HCA 460	$\frac{3}{9}$	Elective 300+	$\frac{3}{9}$		$\frac{6}{6}$		$\frac{6}{6}$

**Total Credits: 120**

**B.S.**  
**Major: HEALTH CARE ADMINISTRATION/  
LONG-TERM CARE (LTC)**  
DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__COA	110	PUBLIC FORUM	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HUM/FINE ARTS ELECTIVE	3
__	300+	HUM/FINE ARTS ELECTIVE	3
__SCI	260	HUMAN ANATOMY & PHYSIOLOGY I AND LAB	4
__SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4
__		HIS/BEHAV SCI ELECTIVE	3
__	300+	HIS/BEHAV SCI ELECTIVE	3

**MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC  
(45 CREDITS)**

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	120	HEALTH CARE ADMINISTRATION I	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	220	HEALTH CARE ADMINISTRATION II	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN.	3
__HCA	300	RESEARCH METHODS IN HCA	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3
__HCA	498	UNDERGRAD. ADMIN. RESIDENCY IN LONG-TERM CARE	3

**RELATED REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC  
(34 CREDITS)**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	399	COMMUNITY AWARENESS	1
__MKT	250	PRINCIPLES OF MARKETING	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3

**ELECTIVES (6 CREDITS)**

__	300+	ELECTIVE	3
__	300+	ELECTIVE	3

**TOTAL CREDITS 120**

45 Upper division credits (300+ level) are required.

**B.S.**  
**Major: HEALTH CARE ADMINISTRATION/  
LONG-TERM CARE (LTC)**

Evening Division  
SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-Jun</b>		<b>June-Aug</b>	
ENG 101	3	ENG 102	3	COA 110	3	ACC 202	3
HCA 100	3	HCA 120	3	ACC 201	3	SOC 110	3
HUM 399	$\frac{1}{7}$	MAT 110	$\frac{3}{9}$	PSY 150	$\frac{3}{9}$		$\frac{6}{6}$

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-Jun</b>		<b>June-Aug</b>	
HCA 220	3	HCA 240	3	HCA 210	3	MKT 250	3
CMS 200	3	MAT 221	$\frac{3}{9}$	HUM 221	$\frac{3}{9}$	HCA 230	$\frac{3}{9}$
HIS/IRPS Elective	$\frac{3}{9}$		$\frac{6}{6}$	BUS 270	$\frac{3}{9}$		$\frac{6}{6}$

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-Jun</b>		<b>June-Aug</b>	
SCI 260	4	SCI 261	4	HUM/Fine Arts Elec.	3	BUS 300+	3
HCA 300	3	HCA 320	3	HCA 390	3	HCA 350	3
	$\frac{7}{7}$		$\frac{7}{7}$		$\frac{6}{6}$	BUS 228	$\frac{3}{9}$

		<b>FOURTH YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-Jun</b>		<b>June-Aug</b>	
HIS/IRPS Elec. 300+	3	CMS 315	3	BUS 350	3	HUM/FA 300+	3
HCA 450	3	HCA 470	3	HCA 498	3	Elective 300+	3
HCA 460	$\frac{3}{9}$	HCA 420	$\frac{3}{9}$		$\frac{6}{6}$		$\frac{6}{6}$

**Total Credits: 120**

# **Bachelor of Professional Studies (B.P.S.)**

## **Major: HEALTH CARE ADMINISTRATION**

**Evening Division Program:** The BPS in Health Care Administration is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

### **Admission, Progression, and Graduation Requirements**

**Please see program requirements and objectives for all students in BPS degree programs in this catalog.**

#### **I. Admission Requirements for B.P.S. in Health Care Administration:**

- A. Evening Division. Enrollment is limited to Adult Students. Contact the Director of the HCA Program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Center for Professional and Continuing Education with a non-refundable application fee.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
  1. Submit to the Director of the Health Care Administration Programs official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
  2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs and BPS Coordinator Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, educational and career goals, and establish a tentative plan for portfolio and elective credits.
- D. Satisfy admission requirements to the University and to the BPS/HCA program.

#### **II. Requirements for Sophomore Level Progression Status: BPS in Health Care Administration**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 30 credits of the BPS/Health Care Administration Curriculum with a grade of "C" or higher.
- C. PSY 150; SOC 110; ENG-101 and ENG 102 are prerequisites for 200 level HCA courses. HCA 120 is a prerequisite for HCA 121.

#### **III. Requirements for Junior Level Progression Status: BPS in Health Care Administration**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the BPS/Health Care Administration Curriculum with a grade of "C" or higher.
- C. During the program, only one upper level health care administration course may be repeated.

#### **IV. Requirements for Senior Level Progression Status: BPS in Health Care Administration**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).

- B. Completion of 90 credits of the BPS/Health Care Administration Curriculum with a grade of "C" or higher.
- C. During the program, only one upper level health care administration course may be repeated.

**V. Requirements for Graduation: BPS in Health Care Administration**

- A. Students must complete all requirements for the Bachelor of Professional Studies in Health Care Administration Program.
- B. Students must complete 120 semester hour requirements with a GPA of 2.0 or higher, including 45 upper division (300+) credits.
- C. Students must complete a minimum of 30 resident credits in Health Care Administration. These may be earned through portfolio, the major requirements, or in HCA electives.

**B.P.S.  
Major: HEALTH CARE ADMINISTRATION**

**DEGREE REQUIREMENTS**

Evening Division

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__COA	110	PUBLIC FORUM	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HUM/FINE ARTS ELECTIVE	**3
__		HUM/FINE ARTS ELECTIVE	**3
__SCI	260	HUMAN ANATOMY & PHYSIOLOGY I AND LAB	4
__SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3

**BACHELOR OF PROFESSIONAL STUDIES (BPS) (UP TO 31 CREDITS)**

__CED	198	PORTFOLIO SEMINAR	1
__		PORTFOLIO CREDIT	3
__		PORTFOLIO CREDITS OR FREE ELECTIVES	**27

**MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION (30 CREDITS)**

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	**3
__HCA	350	MENTAL HEALTH AND AGING	**3
__HCA	390	FIELD PRACTICUM IN HCA	**3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	**3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	**3
__HCA	460	HEALTH IN THE LATER YEARS	**3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	**3



**ELECTIVES (\*\*21 CREDITS)**

—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
—	ELECTIVE	3
<b>TOTAL CREDITS</b>		<b>120</b>

\*\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of HUM/FINE ARTS Electives, Portfolio Credits, HCA Credits and Electives.

**B.P.S.**  
**Major: HEALTH CARE ADMINISTRATION**

Evening Division  
**SUGGESTED PROGRAM**

**Portfolio: 30 Credits**

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
HCA 100	3	PSY 150	3	HCA 210	3	HCA 230	3
ENG 101	3	ENG 102	3	MAT 110	3	COA 110	3
CED 198	$\frac{1}{7}$	SOC 110	$\frac{3}{9}$		$\frac{6}{9}$	Elective	$\frac{3}{9}$
		<b>31 Credits</b>					

		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
SCI 260	4	HCA 320	3	HUM/Fine Arts Elec.	3	HCA 350	3
CMS 200	3	SCI 261	4	HCA 390	3	HUM/Fine Arts	3
	$\bar{7}$		$\bar{7}$	Elective	$\frac{3}{9}$	Elective	$\bar{6}$
		<b>29 Credits</b>					

		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
HCA 450	3	HCA 470	3	MAT 221	3	Elective	3
HCA 460	3	HCA 420	3	Elective	3	Elective	3
	$\bar{6}$	Elective	$\frac{3}{9}$	Elective	$\frac{3}{9}$		$\bar{6}$
		<b>30 Credits</b>					

**Total Credits: 120**

\*\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of HUM/FINE ARTS Electives, Portfolio Credits, HCA credits and Electives.

## **Certificate in Health Care Administration (Long-Term Care)**

Lynn University offers a Certificate in Health Care Administration (Long-Term Care) at the undergraduate level. The 27 credit Certificate requires 24 credits of course work and a 3-credit Field Practicum and is distributed over an 18 month period. This Certificate is intended for professionals who work in the health care industry. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care).

**Evening Division Program:** The Health Care Administration Certificate Program is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply for enrollment in academic credit.

### **Admission, Progression, and Completion Requirements**

#### **I. Admission Requirements for Health Care Administration Certificate Program**

- A. Evening Division. Enrollment is limited to adult students. Contact the Center for Professional and continuing Education for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Director of the HCA Program with a non-refundable application fee.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
  1. Submit to the Director of the Health Care Administration Programs official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
  2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
- D. Satisfy admission requirements to the University and to the HCA Certificate Program.

#### **II. Progression Requirements for the Health Care Administration Certificate Program**

- A. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.
- B. Students must attain a "C" or higher in each HCA course.
- C. A cumulative grade point average of 2.0 (on a 4.0 scale).

#### **III. Requirements for Completion of the HCA Certificate Program**

- A. Students must complete all requirements for the Certificate Program with a grade of "C" or higher.
- B. Students must complete 27 credits with a GPA of 2.0 or higher.
- C. Students must complete a minimum of 21 resident credits in their Certificate Program.
- D. Students failing to complete requirements within 7 years of the date of enrollment in their first health care course may be held to any new requirements in effect and/or may be required to validate prior learning.

## Certificate in Health Care Administration (Long-Term Care)

### HEALTH CARE ADMINISTRATION CERTIFICATE PROGRAM (27 CREDITS)\*

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3

**TOTAL CREDITS 27**

\*Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.

## Certificate in Health Care Administration (Long-Term Care)

### Evening Division SUGGESTED PROGRAM

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.	Term II Mar-June	Cr.	Term III June-Aug	Cr.
HCA 100	3	HCA 320	3	HCA 210	3	HCA 230	3
	$\bar{3}$		$\bar{3}$		$\bar{3}$	HCA 350	$\bar{3}$
							<b>6</b>

Term V Oct-Dec	Cr.	Term I Jan-Mar	Cr.
HCA 460	3	HCA 470	3
HCA 390	$\bar{3}$	HCA 420	$\bar{3}$
	<b>6</b>		<b>6</b>

**Total Credits: 27**

# **Bachelor of Science in Nursing (B.S.N.) RN TO BSN PROGRAM**

## **For Licensed Registered Nurses with a Diploma or Associate Degree in Nursing**

The Christine E. Lynn School of Nursing (SON), established in 1994, offers an “RN to BSN” Program, exclusively designed for Licensed Registered Nurses seeking a baccalaureate degree. The RN to BSN Program provides the upper division professional major for graduates of hospital diploma or collegiate associate degree nursing programs. Nursing roles of provider, designer, manager, coordinator and professional member are expanded to meet the health needs of diverse people in the local community and global society. Educational experiences in the RN to BSN Program are integrated to promote personal and professional development in students. Because registered nurses are adult students that primarily work full-time, the program places a high priority on promoting a smooth and successful transition into the University, flexible scheduling and course delivery, and preparation for practice in the changing health care environment. As a means of assuring continuous improvement, the SON adheres to the standards of recognized professional certifying agencies, endeavors to efficiently and effectively develop and utilize resources, and engages in an ongoing agenda of planning and evaluation.

### **Learning Outcomes and Competencies**

The RN to BSN curriculum is organized to achieve role development in the following areas:

1. Personal, professional, and social responsibility and accountability (life long learner, professional member and global citizen);
2. Global nursing role;
3. Knowledge user and decision maker in the delivery of high quality outcomes-based care that is clinically beneficial, cost-effective and satisfying to consumers in changing health situations;
4. Communication, computation, information literacy, intellectual strategies, assessment and use of computer and health technologies;
5. Leader, manager, designer, and collaborator roles in a variety of health care environments;
6. Research consumer and colleague to improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people;
7. Health educator and counselor with individuals and groups;
8. Problem solver to achieve health promotion, protection, illness prevention, restoration, rehabilitation, and palliative care goals; and
9. Therapeutic provider of care (culturally sensitive and technically competent interventions at primary, secondary, and tertiary levels of prevention).

*Please see the Nursing Student Handbook for a full description of the purposes of the Christine E. Lynn School of Nursing and RN to BSN Program, BSN Program objectives and other information.*

**Evening Division Program:** The RN to BSN Completion Program is offered on

the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

## **Admission, Progression, and Graduation Requirements**

### **I. Requirements for Admission Status to the RN-BSN Program:**

- A. Evening Division. Enrollment is limited to adult students. Contact the Director of the RN to BSN program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Center for Professional and Continuing Education with a non-refundable application fee.
- B. Submit the following to the Center for Professional and Continuing Education
  1. An official transcript from a state approved program in nursing (diploma or associate degree). Graduates of U.S. diploma programs must have the school provide a letter indicating the school was NLN accredited at the time of student attendance.
  2. Official transcripts indicating completion of high school or G.E.D. and any college courses taken at accredited colleges or universities.
  3. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
  4. Official standardized test results including ACT/PEP, CLEP, NLN, and/or Mosby examinations taken at other institutions, if they are to be used for college credit or validation.
  5. Evidence of active licensure as a registered nurse in the State of Florida.
- C. Demonstrate a minimum cumulative grade point average of 2.0 (on a 4.0 scale).
- D. Schedule an interview and advising session with the Director of the BSN program. The student should be prepared to discuss readiness to pursue studies, and educational and career goals.

NOTE: Registered Nurse students admitted to Lynn University may enroll in NUR 301 prior to admission to the Nursing Program by consent of the Director of the BSN Program.

Additional costs to be incurred by students include books, materials, required health examinations including diagnostic tests, immunizations, CPR, liability insurance, transportation costs to and from clinical agencies, clinical laboratory fees as established by the University, standardized testing, and other miscellaneous items as required.

### **II. Requirements for Junior Level Progression Status for the RN to BSN Program:**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the Nursing Curriculum with a grade of "C" or higher.
- C. Clinical Validation.
- D. Health examination and proof of required immunizations. Evidence of current: professional liability insurance (1 million/incident and 3 million/aggregate year); licensure as a registered nurse in the State of Florida; certification for CPR-Course C.

- E. A grade of "C" or higher is required to progress to sequential nursing courses.
- F. During the program, only one upper division nursing course may be repeated.

On a case by case basis, students may be progressed into NUR 302 and NUR 303 while awaiting transcripts, catalog descriptions on selected courses or special communications from schools. However, all junior level progression requirements must be satisfied to progress to NUR 306.

### **III. Requirements for Senior Level Progression Status for the RN to BSN Program:**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of the following courses (or equivalents) with a grade of "C" or higher: ENG 101, ENG 102; mathematics elective; 12 credits in science (including credit or validation of prior learning in anatomy, chemistry, microbiology, and physiology); psychology elective; sociology elective; HUM, Fine Arts, LAN, ENG, EXP, COA, or HIS (Civilization) elective; CMS 200; cultural study elective; HUM 302; 25 lower division nursing credits; NUR 301, 302, 303, 304, 305; 9 general education elective credits.
- C. SOC 335 is a prerequisite or corequisite for NUR 401; MAT 221 is a prerequisite or corequisite for NUR 404; IRPS 475 is a prerequisite or corequisite for NUR 402; HUM 301 is a prerequisite for NUR 403; and COA 110 is a prerequisite or corequisite to NUR 403.
- D. A grade of "C" or higher is required to progress to sequential nursing courses.
- E. During the Program, only one upper division (300+) nursing course may be repeated.
- F. Health examination. Evidence of current: professional liability insurance; licensure as a registered nurse in the State of Florida; certification for CPR-Course C.

### **IV. Requirements for Graduation for the RN to BSN Program:**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required course work with a grade of "C" or higher.
- B. Complete all program requirements for the Bachelor of Science in Nursing Degree, including 45 upper division credits and at least 63 general education credits.
- C. Students failing to complete requirements within 7 years of the date of enrollment in their first nursing course at Lynn University, may be held to any new requirements in effect and/or may be required to validate prior learning.

**B.S.N.**  
**Major: NURSING**

**For Licensed Registered Nurses with a Diploma or Associate Degree in Nursing**  
**DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		ELECTIVE: APPLIED MATHEMATICS (MAT 105) OR HIGHER	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE WITH LAB	*4
__SCI		SCIENCE ELECTIVE WITH LAB	*4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__PSY		PSYCHOLOGY ELECTIVE	3
__SOC		SOCIOLOGY ELECTIVE	3
__HUM	301	CREATIVE THINKING	3
__HUM	302	ETHICS	3

**MAJOR REQUIREMENTS: NURSING (RN TO BSN) (60 CREDITS)**

__NUR	010	NURSING ELECTIVES (LOWER DIVISION CREDITS BY TRANSFER)	25
__NUR	301	TRANSITIONS IN PROFESSIONAL NURSING	3
__NUR	302	NURSING HEALTH ASSESS., COMM. & COLLABORATION	3
__NUR	303	NURSING CARE IN HEALTH PROMOTION, PROTECTION, AND ILLNESS PREVENTION: PRIMARY PREVENTION	3
__NUR	306	NURSING IN HEALTH RESTORATION, REHABILITATION AND PALLIATIVE CARE: SECONDARY AND TERTIARY PREVENTION	3
__NUR	401	NURSING CARE OF FAMILIES	6
__NUR	402	NURSING CARE IN THE COMMUNITY	3
__NUR	403	LEADERSHIP, MGT, & CHANGE IN PROF. NURSING PRACTICE	4
__NUR	404	RESEARCH IN PROFESSIONAL NURSING	3
__NUR	405	PROFESSIONAL NURSING ISSUES, TRENDS AND CHALLENGES	3

**RELATED REQUIREMENTS: RN TO BSN MAJOR (16 CREDITS)**

**CULTURAL ELECTIVE:**

__		CULTURAL ELECTIVE: ENG 345 (MULTICULTURAL LIT.), FOREIGN LANGUAGE, CULTURAL COURSE, STUDY OF A MINORITY OR FOREIGN CULTURE OR STUDY ABROAD ELECTIVE	3
__		HUM/FINE ARTS, LAN, ENG, COA, HIS (CIVILIZATION) OR STUDY ABROAD ELECTIVE	3
__IRPS	475	CONTEMPORARY INTERNATIONAL RELATIONS OR STUDY ABROAD ELECTIVE	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__SCI		SCIENCE ELECTIVE	*4

**ELECTIVES \*\*(6 CREDITS)**

__		ELECTIVE	3
__		ELECTIVE	3

**TOTAL CREDITS 120**

\*12 total science credits are required (including 2 lab science courses).

\*College credit or validation of prior learning required in the areas of anatomy, physiology, chemistry, & microbiology

\*RN to BSN students who had anatomy, physiology, chemistry, and/or microbiology integrated in their basic nursing program rather than through specific science course enrollment will have the opportunity to:

- Earn credits through NLN, CLEP, or equivalent examinations;
- Validate prior learning through non-credit NLN, CLEP, or equivalent examinations;
- Earn credit through course enrollment.

\*\*45 upper division credits (300+ level) are required.

## B.S.N. Major: NURSING

**For Licensed Registered Nurses with a Diploma or Associate Degree in Nursing**  
Evening Division

### SUGGESTED PROGRAM

#### 2-1/2 Year Plan\*

		<b>FIRST YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
CMS 200	3	MAT 221	3	NUR 301	3	NUR 302	<u>3</u>
	<u>3</u>	HUM 302	<u>3</u>	SOC 335	<u>3</u>		<u>3</u>
			<b>6</b>		<b>6</b>		<b>3</b>
		<b>SECOND YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>	<b>Term II</b>	<b>Cr.</b>	<b>Term III</b>	<b>Cr.</b>
<b>Oct-Dec</b>		<b>Jan-Mar</b>		<b>Mar-June</b>		<b>June-Aug</b>	
NUR 303	3	NUR 306	<u>6</u>	NUR 401	3	COA 110	3
Cultural Elective	<u>3</u>		<u>6</u>	NUR 404	<u>3</u>	HUM 301	<u>3</u>
			<b>6</b>		<b>6</b>		<b>6</b>
		<b>THIRD YEAR</b>					
<b>Term V</b>	<b>Cr.</b>	<b>Term I</b>	<b>Cr.</b>				
<b>Oct-Dec</b>		<b>Jan-Mar</b>					
NUR 402	4	NUR 403	4				
IRPS 475	<u>3</u>	NUR 405	<u>3</u>				
	<b>7</b>		<b>7</b>				

\*Shorter curriculum plans are available depending on terms of enrollment and general education courses completed.

### **RN to BSN Completion Program for Licensed Registered Nurses**

Prerequisites or equivalents generally applied to the BSN from prior education:

- ◆ Core Curriculum Requirements: ENG 101-102; MAT Elective; PSY Elective, SOC Elective; SCI 8 Credits;
- ◆ Nursing Courses (up to 25 Nursing lower credits or equivalents);
- ◆ Related Requirements: SCI 4 Credits; HUM/FA or Civilization Elective;
- ◆ Electives: up to 9 Credits.



## **Bachelor of Arts (B.A.)**

### **Major: HUMAN SERVICES**

Under the umbrella of The Ross College of Education, a degree in Human Service is offered. The purpose of the Human Service degree is to provide students with the opportunities to learn skills appropriate for entrance level positions in the human or social service area. The Human Service program offers career enhancement through a connection between our community and its agencies. In addition the program's four internships are designed to offer experiential opportunities in related human and social service fields. The Human Service degree additionally has become an alternative for teacher education candidates who have decided or were advised to consider other majors for a variety of reasons including a desire to work in a non-public school setting. Students interested in the human services tend to be and remain interested in a practical, hands-on experience in the helping profession but not in traditional public school settings.

The Ross College of Education Human Services program fulfills the mission of Lynn University by providing its students with knowledge, competencies, and skills needed for the Human Services in the 21st century. Our vigorous learning environment stimulates and challenges students to:

- Experience creativity that fosters social awareness.
- Consider, analyze, and judge contemporary issues, problems, and dilemmas in the Human Service field.
- Explore and understand leadership characteristics attributed to successful employment in the Human Service field.
- Understand and implement a variety of models of Human Service delivery programs.
- Comprehend the Human Service field from a historical perspective.

# B.A. Major: HUMAN SERVICES

## DEGREE REQUIREMENTS

### CORE CURRICULUM REQUIREMENTS (39 CREDITS)

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATION	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__HUM	100	INTRODUCTION TO HUMANITIES	3
__		HUMANITIES ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b> HUM 399 COMMUNITY AWARENESS <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	0

### MAJOR REQUIREMENTS (36 CREDITS)

__HS	100	INTRODUCTION TO HUMAN SERVICES	3
__HS	150	INTRODUCTION TO LEADERSHIP	3
__HS	301	HUMAN SERVICES PROFESSIONALS	3
__HS	350	INTERNSHIP	3
__HS	375	INTERNSHIP	3
__HS	400	LEADERSHIP BEHAVIOR	3
__HS	450	HUMAN SERVICES INTERNSHIP PLACEMENT I	6
__HS	475	HUMAN SERVICES INTERNSHIP PLACEMENT II	6
__HS	482	HUMAN SERVICES SENIOR SEMINAR	3

### MAJOR ELECTIVES: Select 3 credits from:

__HS	320	COMPARATIVE EDUCATION AND HUMAN SERVICES	3
__HS	330	THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES	3
__HS	355	THE ADMINISTRATION OF CHANGE	3

### RELATED REQUIREMENTS (30 CREDITS)

__ENG	260	WORLD LITERATURE	3
__ENG		ENGLISH ELECTIVE	3
__BUS	171	MACROECONOMICS <b>OR</b>	
__MKT	250	PRINCIPLES OF MARKETING	3
__BUS	270	MANAGING ORGANIZATIONS	3
__HIS	221	AMERICAN HISTORY I	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__SOC	311	INTERPERSONAL PROCESSES <b>OR</b>	
__COA	305	INTERPERSONAL COMMUNICATION	3
__		BEHAVIORAL SCIENCE ELECTIVE	3
__		BEHAVIORAL SCIENCE ELECTIVE (300+)	3
__		BEHAVIORAL SCIENCE ELECTIVE (300+)	3

**ELECTIVE REQUIREMENTS (12 CREDITS)\*\***

- ELECTIVE
- ELECTIVE (300+)
- ELECTIVE (300+)
- ELECTIVE (300+)

**TOTAL CREDITS: 120**

\*Transfer students must complete 1 credit of HUM 399 during this program to satisfy the 120 credit degree requirements.

\*\*ELECTIVE REQUIREMENTS SHOULD BE IN:  
Business, Education, or Behavioral Sciences



# B.A. Major: HUMAN SERVICES

## SUGGESTED PROGRAM

### FIRST YEAR

Fall		Cr.	Spring		Cr.
ENG 101	English Composition I	3	ENG 102	Eng. Composition II	3
PSY 150	Introduction to Psychology	3	SOC 110	Introduction to Sociology	3
CMS 200	Intro to Computer Science	3	IRPS 250	Geography & World Affairs	3
COA 110	Public Forum	3	MAT	Mathematics Elective	3
FRO 101	Freshman Seminar <b>OR</b>	1	HUM 100	Introduction to Humanities	3
TSR 101	Transfer Seminar	*0			15
		<u>13</u>			

### SECOND YEAR

Fall		Cr.	Spring		Cr.
SOC 230	Introduction to Social Work	3	BUS 171	Macroeconomics <b>OR</b>	3
HIS 221	American History I	3	MKT 250	Principles of Marketing	3
HS 100	Intro to Human Services	3	ENG 260	World Literature	3
SCI	Science Elective (with lab)	4	HUM	Humanities Elective	3
HS 150	Intro. To Leadership	3	SCI 301	Science Elective (with lab)	4
		<u>16</u>	HS 301	Human Services Professionals	3
					<u>16</u>

### THIRD YEAR

Fall		Cr.	Spring		Cr.
COA 305	Interpersonal Communication	3		Behavioral Science Elective	3
HS 350	Internship	3	BUS 270	Managing Organizations	3
HS	Major Elective	3	ENG	English Elective	3
	Behavioral Sci. Elec. (300+)	3	HS 375	Internship	3
MAT	Math Elective	3		Elective	3
		<u>15</u>			<u>15</u>

### FOURTH YEAR

Fall		Cr.	Spring		Cr.
	Behavioral Sci. Elec. (300+)	3	HS 482	Human Services Senior Sem.	3
HS 400	Leadership Behavior	3	HS 475	Human Serv. Intern II	6
HS 450	Human Services Internship I	6		Elective 300+	3
	Elective 300+	3		Elective 300+	3
		<u>15</u>			<u>15</u>

### TOTAL CREDITS: 120

\*Transfer students must complete 1 credit of HUM 399 during this program to satisfy the 120 credit degree requirements.

\*\*ELECTIVE REQUIREMENTS SHOULD BE IN:

Business, Education, or Behavioral Sciences

**Associate in Occupational Studies (A.O.S.)**  
**Major: HUMAN SERVICES**  
**Old Forge Center, NY**

The New York Board of Regents has granted permission to award the Associate in Occupational Studies (A.O.S.) degree, through the Old Forge Center located in Old Forge, New York. The Associate in Occupational Studies with a major in human services is a new innovative and exciting program for students with severe learning disabilities. The program is designed for students who have the innate skills and desire to pursue higher education but who would be academically at risk enrolled in a traditional college program. The freshman class begins each June with the required pre-freshman summer semester. A summer semester between the freshman and sophomore years is required. The A.O.S. program is an interwoven mix of academics, vocational training and social development. Each spring, students matriculate in paid internships adding an experiential component to the program in a human service area.

**Admissions Policy**

Based on the information documented in the submitted diagnostic battery and the personal interview, the student will be considered for admission if the following criteria have been met:

- Demonstrated the potential to live independently.
- Earned a high school diploma or G.E.D.
- Scored 70 - 90 in verbal and performance areas on WISC or WAIS-R.
- Has documentation from clinical/medical/educational specialists of a learning disability.
- Has an interest in the field of human services.
- Submits SAT/ACT scores (SACS).

**A.O.S.**  
**Major: HUMAN SERVICES**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (23 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	*2
__ENG	102	ENGLISH COMPOSITION II	*2
__HIS	221**	AMERICAN HISTORY I	*2
__IRPS	250**	GEOGRAPHY AND WORLD AFFAIRS	*2
__CMS	200**	INTRODUCTION TO COMPUTER APPLICATIONS	3
__SCI	230#	INTRO TO ENVIRONMENTAL STUDIES AND LAB	4
__HUM	100	INTRO TO HUMANITIES	*2
__MAT	105	APPLIED MATH I	*2
__MAT	106**	APPLIED MATH II	*2
__FRO	103	FRESHMAN / TRANSFER SEMINAR	2

**MAJOR REQUIREMENTS: HUMAN SERVICES (25 CREDITS)**

__HS	100	INTRO TO HUMAN SERVICES I	3
__HS	101#	INTRO TO HUMAN SERVICES II	3
__HS	200#	INTERPERSONAL PROCESS IN HUMAN SERVICES	3
__HS	250#	HUMAN SERVICES PRACTICUM	3
__HS	251	INTERNSHIP I	3
__HS	252#	INTERNSHIP II	3
__PSY	150#	INTRODUCTION TO PSYCHOLOGY	*2
__SOC	110	INTRODUCTION TO SOCIOLOGY	*2
__SOC	261#	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3

**SELECT A GROUP OF 3 COURSES (MAJOR ELECTIVES) (6-9 CREDITS)**

__PSY	201	THE AGING PROCESS	*2
__PSY	210	DEATH AND DYING	*2
__HCA	100	HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEMS	*2
__EDU	105	EARLY CHILDHOOD EDUCATION	*2
__EDU	160	CHILD DEVELOPMENT	*2
__EDU	230	CREATIVE ACTIVITIES	*2
__HA	100	INTRO TO HOSPITALITY AND TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163**	HOSPITALITY EMPLOYEE DEVELOPMENT	3

**RELATED REQUIREMENTS (7 CREDITS)**

__COA	110**	PUBLIC FORUM	3
__ENG	100	ENGLISH SKILLS	*2
__PE	100#	PHYSICAL EDUCATION	1
__PE	150#	PHYSICAL EDUCATION	1
__TAP	010	LANGUAGE AND LEARNING DEVELOPMENT-OFC	0
__TAP	011	RESEARCH AND WRITING	0

**TOTAL CREDITS\* 61-64**

\* Students attending Lynn University-Old Forge Center, NY, receive 2 credits for these courses as mandated by the New York State Board of Regents. Student who matriculate into a degree program at Lynn University-Boca Raton Campus, will have the equivalency of a 3-credit course for all 2-credit courses, except FRO 103 taken at Old Forge Center.

\*\*Courses taken at Old Forge Center via distance learning (world wide web and video conferencing) from the Boca Raton Campus.

# Courses taken at Boca Raton Campus.

# A.O.S.

## Major: HUMAN SERVICES

Day Division  
SUGGESTED PROGRAM  
Old Forge Center, NY

### FIRST YEAR

<b>Summer</b>		<b>Cr.</b>			<b>Cr.</b>	
TAP	010	Language and Learning	0			
TAP	011	Research and Writing	0			
FRO	103	Freshman/Transfer Seminar	<u>2</u>			
			<b>2</b>			
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
ENG	100	English Skills	*2	ENG	101 English Composition I	*2
SOC	110	Intro to Sociology	*2	PSY	150# Intro to Psychology	*2
CMS	200**	Intro to Computer Apps.	3	MAT	106** Applied Math II	*2
HS	100	Intro to Human Services I	3	HS	101# Intro to Human Services II	3
MAT	105	Applied Math I	<u>*2</u>	PE	100# Physical Education	1
			<b>12</b>		Major Elective	<u>2-3</u>
						<b>12-13</b>

### SECOND YEAR

<b>Summer</b>		<b>Cr.</b>			<b>Cr.</b>	
SOC	261#	Current Persp. in Subst. Abuse	3			
HS	250#	Human Services Practicum	3			
SCI	230#*	Intro to Environmental Studies and Lab	<u>4</u>			
			<b>10</b>			
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>	
HS	200#	Interpersonal Proc. Hum. Svcs.	3	COA	110** Public Forum	3
ENG	102	English Composition II	*2	IRPS	250** Geography & World Affairs	*2
HIS	221**	American History I	*2	PE	150# Physical Education	1
HS	251	Internship I	3	HUM	100* Intro to Humanities	*2
		Major Elective	<u>2-3</u>	HS	252# Internship II	3
			<b>12-13</b>		Major Elective	<u>2-3</u>
						<b>13-14</b>

**Total Credits: 61-64**

**5-year Combined Degree Program (B.S.E./M.Ed.)  
B.S.E. Major: ELEMENTARY EDUCATION  
(Grades 1-6)  
Plus  
M.Ed. Major: VARYING EXCEPTIONALITIES  
(Grades K-12) with ESOL Endorsement**

The combination of an Elementary Education Degree and a Master's Degree in Varying Exceptionalities is designed to prepare students to teach classes in elementary education grades one through six and teach special needs children in Varying Exceptionalities in grades kindergarten through twelve. Students will have experiences which combine learning theory with practical applications, promote the integration of technology and encompass a variety of field experiences. At the Master's level, students will develop advanced competencies to use critical thinking skills to employ a variety of knowledge bases in order to deal with contemporary issues, problems and dilemmas in the field of Special Education/Varying Exceptionalities. The intent is to produce graduates who are able not only to address the needs of this increasingly diverse student population as classroom teachers, but also to provide leadership to coordinate innovative programs and professional activities to better serve this population of children.

The Ross College of Education learning environment challenges students to:

- Understand and analyze the dynamic nature of our contemporary transformation into a global society.
- Experience creativity that fosters academic achievement and social awareness.
- Create new alternatives to address diversity and the importance of a global perspective.
- Integrate theory and practice through experiential learning.
- Develop advanced competencies in treating children with special needs.
- Provide leadership for innovative programs.
- Use critical thinking skills to understand and employ a variety of knowledge bases.
- Consider and analyze contemporary issues, problems and dilemmas in diverse learning environments.



**B.S.E./M.Ed.**  
**B.S.E. IN ELEMENTARY EDUCATION (Grades 1-6)**  
**Plus**  
**M.Ed. in VARYING EXCEPTIONALITIES**  
**(Grades K-12) and ESOL Endorsement**

DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	110	COLLEGE ALGEBRA	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI	130/350	PHYSICAL SCIENCE (CHEMISTRY OR PHYSICS) WITH LAB	4
__SCI	250	ENVIRONMENTAL SCIENCE WITH LAB	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HIS	221	U.S. HISTORY	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	100	INTRODUCTION TO HUMANITIES	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	0

**CERTIFICATION REQUIREMENTS (13 CREDITS)**

__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__PSY	260	PERSONALITY THEORY	3
__MAT	301	FINITE MATHEMATICS	3
__SCI	280	HUMAN BIOLOGY	4

**PROGRAM REQUIREMENTS (51 CREDITS)**

__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	160	CHILD DEVELOPMENT	3
__EDU	210	EFFECTIVE TEACHING ACROSS ELEMENTARY CURRICULUM*	3
__EDU	214	ART AND MUSIC IN THE ELEMENTARY SCHOOL	3
__EDU	215	EMERGING LITERACY, COMMUNICATION AND CULTURE*	6
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	260	EDUCATIONAL COMPUTER APPLICATIONS	3
__EDU	314	CHILDREN'S LITERATURE/EDUCATION MEDIA AND LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOL	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOL	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOL	3
__EDU	334	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	356	PRINCIPLES OF LEARNING	3
__EDU	420	EDUCATIONAL MEASUREMENT AND EVALUATION*	3

**MASTER'S DEGREE PROGRAM CERTIFICATION REQUIREMENTS  
(30 CREDITS)**

__EDU 500	FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION	3
__EDU 510	LANGUAGE DEVELOPMENT AND LEARNING	3
__EDU 511	CHARACTERISTICS & NEEDS OF STUDENTS WITH MILD DISABILITIES	3
__EDU 512	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES	3
__EDU 513	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES	3
__EDU 514	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES	3
__EDU 523	CROSS CULTURAL COMMUNICATION AND UNDERSTANDING	3
__EDU 534	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU 561	ASSESSMENT OF EXCEPTIONAL STUDENTS	3
__EDU 570	CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS	3

**STUDENT TEACHING REQUIREMENTS (18 CREDITS)**

__EDU 581	STUDENT TEACHING IN THE ELEMENTARY SCHOOL/ INCLUSION WITH EXCEPTIONALITIES	9
__EDU 582	STUDENT TEACHING MIDDLE/HIGH SCHOOL VARYING EXCEPTIONALITIES	9

**TOTAL CREDITS: 151**

\*ESOL

Note: See Graduate Catalog for 500 level course descriptions.



**B.S.E./M.Ed.**  
**B.S.E. IN ELEMENTARY EDUCATION (Grades 1-6)**  
**Plus**  
**M.Ed. in VARYING EXCEPTIONALITIES**  
**(Grades K-12) and ESOL Endorsement**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
FRO	101	Freshman Seminar	1	ENG	102	English Composition II	3
TSR	101	Transfer Seminar	0	COA	110	Public Forum	3
ENG	101	English Composition I	3	MAT	221	Probability and Statistics	3
CMS	200	Intro to Computer Apps.	3	HUM	100	Introduction to Humanities	3
MAT	110	College Algebra	3	PSY	260	Personality Theory	3
EDU	160	Child Development	3				<b>15</b>
EDU	101	Intro to Educ. Foundations	3				
			<b>15-16</b>				

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
EDU	210	Effective Tchg. Elem. Curr.	3	EDU	214	Art/Music in Elem. School	3
EDU	215	Emerg. Lit., Comm. & Culture	6	SCI	250	Environmental Science	4
SCI	130/350	Physical Science	4	PSY	150	Introduction to Psychology	3
IRPS	250	Geography and World Affairs	3	HIS	221	U.S. History	3
			<b>16</b>	HUM	221	Introduction to Philosophy	3
							<b>16</b>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
EDU	257	PE/Health & Safety in School	3	EDU	260	Educ. Computer Appl.	3
EDU	315	Reading in the Elem. School	3	EDU	316	Diagnosis & Eval. Read.	3
EDU	317	Science in the Elem. School	3	EDU	318	Math in the Elem. School	3
EDU	334	Classroom Behavior Mgt.	3	EDU	356	Principles of Learning	3
MAT	301	Finite Mathematics	3	SCI	280	Human Biology	4
			<b>15</b>				<b>16</b>

**SUMMER (between 3rd and 4th year)**

		<b>Cr.</b>	
EDU	219	Social Studies in Elem. Sch.	3
EDU	314	Child. Lit./Ed. Media & Lib.	3
EDU	420	Educ. Measurement & Eval.	3
		<b>9</b>	

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
EDU	500	Foundations of Spec. Ed.	3	EDU	512	Inst. Strategy for EH	3
EDU	510	Language Dev. & Learning	3	EDU	513	Inst. Strategy for MR	3
EDU	511	Char. & Needs for MHS	3	EDU	514	Inst. Strategy for SLD	3
EDU	523	Cross-Cultural Communication	3	EDU	561	Assess. of Excep. Students	3
EDU	534	Classroom Behavior Mgt.	3	EDU	570	Career Mgt. and Transition	3
			<b>15</b>				<b>15</b>

## FIFTH YEAR

Fall		Cr.	Spring		Cr.
EDU 581	Student Teaching (Elem. School Inclusion)	$\frac{9}{9}$	EDU 582	Student Teaching (Middle/High School Varying Exceptionalities)	$\frac{9}{9}$

**TOTAL CREDITS: 151**

Neither admission to Lynn University nor registering as an education major constitutes admission as a Teacher Education major. In addition to the regular University admission, students are required to officially gain admittance to the Teacher Education Program. Students must make application September 15 or March 15 for admission to the Teacher Education Program for the following semester. Students should note any course prerequisites and be aware that many education courses require field experiences. Students transferring into the bachelor's degree program in Education must complete a practicum at Lynn University. Student teaching is the culminating phase of an education degree program. It is considered a full-time schedule which lasts for 14 weeks. Students should consult the Student Teaching Handbook for more details regarding student teaching.



# COLLEGE OF HOSPITALITY, TOURISM AND RECREATION MANAGEMENT

## **Vision**

To be a leading university in Hospitality, Tourism and Recreation Management, enhancing the practices of each discipline and preparing leaders to meet the challenges and needs of an evolving, multicultural, global society.

## **Mission**

The College of HTRM offers baccalaureate and graduate degree programs. Programs are offered in the day, evening and graduate divisions through a variety of venues. We share a common commitment to academic excellence. We facilitate learning, practice, engage in scholarship, and provide University and community service (to organizations, professions, communities and evolving societies). We blend academic and career preparation to prepare our graduates to be equipped to manage change and exercise leadership and service to meet the dynamic needs of the emerging global society for the 21st century.

## **Our graduates:**

- Leave with the knowledge, confidence, and competencies necessary to provide quality hospitality tourism and recreation management services.
- Are prepared to meet the needs of the community.
- Practice hospitality, tourism and recreation management services in an ethical, competent, equality focused, cost-effective way.
- Leave the University with the commitment to continue personal and professional growth through life long learning.

The College of HTRM was established in the Fall of 1991. Academic programs include a major in hospitality administration (B.S.H.A.) with specializations in Hotel, Food Service, and Resort Management; in International Hotel, and Tourism management; in International Golf Management; and in Sports Recreation Management. A B.P.S. in Hospitality Administration is also offered. The B.S.H.A. is offered in the day division program only. The B.P.S. is offered in the evening division program. Graduate degree programs include the MBA specialization in Hospitality Administration and MBA in Sports Athletics Administration.

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: Hotel, Resort & Food Service Management**

This program is offered in the day division program.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATH I <b>OR</b> MAT 110 COLLEGE ALGEBRA	3
__MAT	106	APPLIED MATH II <b>OR</b> MAT 221 PROBABILITY & STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS (57 CREDITS)**

__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	360	FOOD SERVICE OPERATIONS I	1
__HA	361	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3

**SPECIALIZATION REQUIREMENTS (24 CREDITS)**

__HA	301	RESORT SPECIAL /TOPICS	3
__HA	322	SECURITY MANAGEMENT	3
__HA	343	HOSPITALITY PURCHASING	3
__HA	347	FOOD SERVICE SANITATION	3
__HA	353	HOSPITALITY SYSTEMS AND OPERATIONS	3
__HA	370	GROUP & CONVENTION MANAGEMENT	3
__	300+	HOSPITALITY ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3

**TOTAL: 120 CREDITS**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: Hotel, Resort & Food Service Management**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	100	Intro to Hospitality & Tourism	3	HA	163	Hospitality Employee Dev.	3
HA	140	Front Office Operations	3			HUM/Fine Arts Elective	3
ENG	101	English Composition I	3	ENG	102	English Composition II	3
CMS	200	Intro to Computer Apps.	3	IRPS	250	Geography and World Affairs	3
		HIS OR Beh. Sci. Elective	3	MAT	105	Applied Math OR	
FRO	101	Freshman Seminar OR	1	MAT	110	College Algebra	3
TSR	101	Transfer Seminar	0				<b>15</b>
			<b>16</b>				

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	215	Hospitality Computer Syst.	3	HA	301	Resort Management	3
COA	110	Public Forum	3	HA	332	International Study Tours	3
SCI		Science Elective (with lab)	4	HA	375	Hospitality Strategic Mktg.	3
HA	322	Security Management	3	MAT	106	Applied Math II OR	
		HUM/Fine Arts Elective	3	MAT	221	Probability and Statistics	3
			<b>16</b>	SCI		Science Elective (with lab)	4
							<b>16</b>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	201	Hospitality Financial Acctg.	3	HA	311	Mgmt Acct for Hosp. Ind.	3
HA	361	Food Service Operations I	1	HA	300+	Hospitality Elective	3
HA	362	Food Service Operations II	4	HA	390	Hospitality Internship	3
HA	363	Food Service Operations III	4	HA	310	Hospitality Law	3
HA	350	MIS for Hospitality Industry	3				<b>12</b>
			<b>15</b>				

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	353	Hospitality Systems & Ops.	3	HA	347	Food Service Sanitation	3
HA	365	Hosp. Human Resources Mgt.	3	HA	370	Group & Convention Mgt.	3
HA	343	Hospitality Purchasing	3	HA	490	Hospitality Internship	3
HA	355	Customer Service	3	HA	481	Hospitality Seminar	3
HA	358	Hospitality Labor Relations	3	HA	300+	Hospitality Elective	3
			<b>15</b>				<b>15</b>

**TOTAL CREDITS: 120**



# B.S.H.A.

## Major: HOSPITALITY ADMINISTRATION

### Specialization: International Hotel & Tourism Management

This program is offered in the day division program.

#### CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATH I <b>OR</b> MAT 110 COLLEGE ALGEBRA	3
__MAT	106	APPLIED MATH II <b>OR</b> MAT 221 PROBABILITY & STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

#### MAJOR REQUIREMENTS (57 CREDITS)

__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	361	FOOD SERVICE OPERATIONS I	1
__HA	362	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3

#### SPECIALIZATION REQUIREMENTS (24 CREDITS)

__HA	300	HOTEL SPECIAL TOPICS	3
__HA	332	INTERNATIONAL STUDY TOUR	3
__HA	370	GROUP CONVENTION	3
__HA	380	WORLD TOURISTIC ATTRACTIONS	3
__HA	385	TOURISM PLANNING & DEVELOPMENT	3
__		INTERNATIONAL ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3

**TOTAL: 120 CREDITS**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.



**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: International Hotel & Tourism Management**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	100	Introduction to Hospitality	3	HA	163	Hospitality Employee Dev.	3
HA	140	Front Office Operations	3	ENG	102	English Composition II	3
ENG	101	English Composition I	3	MAT	105	Applied Math I <b>OR</b>	
CMS	200	Intro. to Computer Apps.	3	MAT	110	College Algebra	3
		History <b>OR</b> Behav. Sci. Elec.	3	IRPS	250	Geography & World Affairs	3
FRO	101	Freshman Seminar <b>OR</b>	1			HUM/Fine Arts Elective	3
TSR	101	Transfer Seminar	0				<u>15</u>
			<u>16</u>				

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	332	International Study Tour	3	COA	110	Public Forum	3
HA	332	International Study Tour	3	HA	215	Hosp. Computer Systems	3
		International Elective	3	HA	361	Food Service Operations I	1
HA	300+	Elective	3	HA	362	Food Service Operations II	4
HA	300+	Elective	3	HA	363	Food Service Operations III	4
			<u>15</u>				<u>15</u>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	358	Hospitality Labor Relations	3			HUM/Fine Arts Elective	3
MAT	221	Probability & Stats. <b>OR</b>	3	HA	310	Hospitality Law	3
MAT	106	Applied Math II	3	SCI		Science Elective (w/lab)	4
SCI		Science Elective (w/lab)	4	HA	201	Hosp. Financial Accounting	3
HA	350	MIS for Hospitality Industry	3	HA	370	Group Conventions	3
HA	390	Hospitality Internship	3				<u>16</u>
			<u>16</u>				

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	311	Mgr. Acctg. for Hospitality	3	HA	380	World Touristic Attractions	3
HA	355	Customer Service	3	HA	375	Hosp. Strategic Marketing	3
HA	300	Hotel Special Topics	3	HA	385	Tourism Planning & Dev.	3
HA	481	Hospitality Seminar	3	HA	490	Hospitality Internship	3
HA	365	Hosp. Human Resource Mgt.	3				<u>12</u>
			<u>15</u>				

**TOTAL CREDITS: 120**

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: International Golf Management**

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG 101	ENGLISH COMPOSITION I	3
__ENG 102	ENGLISH COMPOSITION II	3
__MAT 105	APPLIED MATH I <b>OR</b> MAT 110 COLLEGE ALGEBRA	3
__MAT 106	APPLIED MATH II <b>OR</b> MAT 221 PROBABILITY & STATISTICS	3
__COA 110	PUBLIC FORUM	3
__SCI	SCIENCE ELECTIVE (W/LAB)	4
__SCI	SCIENCE ELECTIVE (W/LAB)	4
__CMS 200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__	HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS 250	GEOGRAPHY AND WORLD AFFAIRS	3
__	HUMANITIES/FINE ARTS ELECTIVE	3
__	HUMANITIES/FINE ARTS ELECTIVE	3
__FRO 101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR 101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS (57 CREDITS)**

__HA 100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA 140	FRONT OFFICE OPERATIONS	3
__HA 163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA 201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA 215	HOSPITALITY COMPUTER SYSTEMS	3
__HA 310	HOSPITALITY LAW	3
__HA 311	MANAGEMENT ACCOUNTING FOR HOSP.	3
__HA 332	INTERNATIONAL STUDY TOURS	3
__HA 350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA 358	HOSPITALITY LABOR RELATIONS	3
__HA 355	CUSTOMER SERVICE	3
__HA 361	FOOD SERVICE OPERATIONS I	1
__HA 362	FOOD SERVICE OPERATIONS II	4
__HA 363	FOOD SERVICE OPERATIONS III	4
__HA 365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA 375	HOSPITALITY STRATEGIC MARKETING	3
__HA 390	HOSPITALITY INTERNSHIP	3
__HA 481	HOSPITALITY SEMINAR	3
__HA 490	HOSPITALITY INTERNSHIP	3

**SPECIALIZATION REQUIREMENTS (24 CREDITS)**

__HA 160	ADVANCED GOLF SKILLS I	3
__HA 250	GOLF SEMINAR I	3
__HA 371	CLUB MANAGEMENT	3
__HA 340	ADVANCED GOLF SKILLS II	3
__HA 360	METHODS/MATERIALS TEACHING GOLF	3
__HA 446	SPORTS & RECREATION SEMINAR	3
__HA 455	CLUB FACILITIES MANAGEMENT	3
__HA 485	TURF & LANDSCAPE MANAGEMENT	3

**TOTAL CREDITS 120**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: International Golf Management**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	100	Intro to Hospitality & Tourism	3	HA	163	Hospitality Employee Dev.	3
HA	140	Front Office Operations	3	ENG	102	English Composition II	3
ENG	101	English Composition I	3	MAT	105	Applied Math I <b>OR</b>	
HA	160	Advanced Golf Skills I	3	MAT	110	College Algebra	3
		History <b>OR</b> Behav. Sci. Elec.	3	IRPS	250	Geography & World Affairs	3
FRO	101	Freshman Seminar <b>OR</b>	1			HUM/Fine Arts Elective	3
TSR	101	Transfer Seminar	0				
			<b>15-16</b>				<b>15</b>

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
CMS	200	Intro. to Computer Apps.	3	HA	201	Hosp. Financial Accounting	3
COA	110	Public Forum	3	HA	361	Food Service Operations I	1
HA	250	Golf Seminar I	3	HA	362	Food Service Operations II	4
SCI		Science Elective (with lab)	4	HA	363	Food Service Operations III	4
MAT	106	Applied Math II <b>OR</b>		HA	215	Hosp. Computer Systems	3
MAT	221	Probability and Statistics	3				<b>15</b>
			<b>16</b>				

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	371	Club Management	3	HA	310	Hospitality Law	3
HA	350	MIS for Hospitality Industry	3	HA	360	Meth./Mat. Teaching Golf	3
HA	332	International Study Tours	3	HA	365	Hosp. Human Resource Mgt.	3
HA	358	Hospitality Labor Relations	3	SCI		Science Elective (with lab)	4
HA	390	Hospitality Internship	3				<b>13</b>
			<b>15</b>				

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	311	Mgmt. Accounting for Hosp.	3			HUM/Fine Arts Elective	3
HA	340	Advanced Golf Skills II	3	HA	455	Club Facilities Management	3
HA	490	Hospitality Internship	3	HA	375	Hosp. Strategic Marketing	3
HA	481	Hospitality Seminar	3	HA	355	Customer Service	3
HA	460	Golf Seminar II	3	HA	485	Turf & Landscape Mgmt.	3
			<b>15</b>				<b>15</b>

**TOTAL CREDITS: 120**

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: Sports & Recreation Management**

This program is offered in the day division program.

**CORE CURRICULUM REQUIREMENTS (39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATH I <b>OR</b> MAT 110 COLLEGE ALGEBRA	3
__MAT	106	APPLIED MATH II <b>OR</b> MAT 221 PROBABILITY & STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__SCI		SCIENCE ELECTIVE (W/LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY <b>OR</b> BEHAVIORAL SCIENCE ELECTIVE	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	*0

**MAJOR REQUIREMENTS (57 CREDITS)**

__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	361	FOOD SERVICE OPERATIONS I	1
__HA	362	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3

**SPECIALIZATION REQUIREMENTS (24 CREDITS)**

__HA	125	SPORTS & RECREATION MANAGEMENT	3
__HA	218	BEGINNING SPORTS SKILLS - GOLF	3
__HA	216	BEGINNING SPORTS SKILLS - TENNIS	3
__HA	318	ADVANCED SPORTS SKILLS - GOLF	3
__HA	316	ADVANCED SPORTS SKILLS - TENNIS	3
__HA	326	METHODS OF TEACHING SPORTS SKILLS	3
__HA	416	SPORTS & RECREATION FACILITIES	3
__HA	446	SPORTS & RECREATION SEMINAR	3

**TOTAL CREDITS : 120**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

**B.S.H.A.**  
**Major: HOSPITALITY ADMINISTRATION**  
**Specialization: Sports & Recreation Management**

SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	100	Intro to Hospitality & Tourism	3	MAT	105	Applied Math I <b>OR</b>	
HA	140	Hosp. Front Office Operations	3	MAT	110	College Algebra	3
ENG	101	English Composition I	3	ENG	102	English Composition II	3
HA	125	Sports & Recreation Mgmt.	3	HA	163	Hospitality Employee Dev.	3
		HUM/Fine Arts Elective	3	IRPS	250	Geography and World Affairs	3
FRO	101	Freshman Seminar <b>OR</b>	1			HIS <b>OR</b> Beh. Sci. Elective	<u>3</u>
TSR	101	Transfer Seminar	0				<b>15</b>
		<b>15-16</b>					

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
CMS	200	Intro. to Computer Apps.	3	MAT	106	Applied Math II <b>OR</b>	
HA	216	Beginning Sports Skills - Tennis	3	MAT	221	Probability and Statistics	3
HA	201	Hospitality Financial Acctg.	3	HA	215	Hosp. Computer Systems	3
COA	110	Public Forum	3	SCI		Science Elective (with lab)	4
SCI		Science Elective (with lab)	4	HA	218	Beg. Sports Skills - Golf	<u>3</u>
		<b>16</b>					<b>13</b>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	311	Mgmt. Acctg. for Hosp. Ind.	3	HA	316	Adv. Sport Skills - Tennis	3
HA	332	International Study Tour	3	HA	375	Hosp. Strategic Marketing	3
HA	350	MIS for Hospitality Industry	3	HA	355	Customer Service	3
HA	310	Hospitality Law	3	HA	365	Hosp. Human Resource Mgt.	3
HA	390	Hospitality Internship	<u>3</u>	HA	318	Adv. Sports Skills - Golf	<u>3</u>
		<b>15</b>					<b>15</b>

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
HA	361	Food Service Operations I	1	HA	481	Hospitality Seminar	3
HA	362	Food Service Operations II	4	HA	326	Meth. Teaching Sports Skills	3
HA	363	Food Service Operations III	4	HA	358	Hosp. Labor Relations	3
HA	446	Sports & Recreation Seminar	3	HA	416	Sports & Rec. Facilities	3
		HUM/Fine Arts Elective	<u>3</u>	HA	490	Hospitality Internship	<u>3</u>
		<b>15</b>					<b>15</b>

**TOTAL CREDITS: 120**

# **Bachelor of Professional Studies (B.P.S.)**

## **Major: HOSPITALITY ADMINISTRATION**

To meet the needs of adult students, the College of Hospitality, Tourism, and Resort Management offers the Bachelor of Professional Studies (B.P.S.) with a major in Hospitality Administration. This degree recognizes the academic value of professional work experience and permits adult learners to earn up to thirty (30) credits through portfolio validation. The major in Hospitality Administration requires 30 credits. It is for those adults currently working in the hospitality, tourism, or recreational management industries.

Admission into the B.P.S. Hospitality Administration program is coordinated through the Center for Professional and Continuing Education and requires applicants to have either full-time four years work experience or an Associate Degree plus one year full-time work experience.

### **Objectives/Learning Outcomes:**

1. Recognize and validate subject competencies based on prior learning.
2. Engage learners in community leadership roles in social, economic, and political affairs.
3. Foster global awareness by providing an international dimension to its educational curriculum.
4. Provide a comprehensive core curriculum that gives learners a sound background in writing skills, computation skills, computer literacy, and liberal arts courses.
5. Requires participation in upper level course work that is specific to the chosen discipline.
6. Stimulate participation in life long learning initiatives.
7. Encourage introspection of life transitions and identify where learning occurred.
8. Provide a vehicle for learners to strive for continued personal and professional growth.

**B.P.S.**  
**Major: HOSPITALITY ADMINISTRATION**  
 DEGREE REQUIREMENTS  
 Evening Division

**CORE CURRICULUM REQUIREMENTS (38 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT	105	APPLIED MATH I <b>OR</b> MAT 110 COLLEGE ALGEBRA	3
__MAT	106	APPLIED MATH II <b>OR</b> MAT 221 PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__		HISTORY OR BEHAVIORAL SCIENCE ELECTIVE	3
__HUM	302	ETHICS	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

**BACHELOR OF PROFESSIONAL STUDIES (BPS) (UP TO 31 CREDITS)**

__CED	198	PORTFOLIO SEMINAR	1
__		PORTFOLIO CREDIT	3
__		PORTFOLIO CREDITS OR FREE ELECTIVES	27

**MAJOR REQUIREMENTS (30 CREDITS)**

__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	311	MANAGEMENT ACCOUNTING FOR HOSPITALITY INDUSTRY	3
__HA	322	SECURITY MANAGEMENT	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	355	CUSTOMER SERVICE	3
__HA	481	HOSPITALITY SEMINAR	3

**ELECTIVES \*(21 CREDITS)**

__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3

**TOTAL CREDITS 120**

A tentative plan for portfolio and elective credits is established early in the program.

\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core requirements, Portfolio credits, HA credits and electives. HUM 399 COMMUNITY AWARENESS OR HA 290, 390, or 490 HOSPITALITY INTERNSHIPS MAY BE USED FOR ANY ELECTIVES.

# B.P.S.

## Major: HOSPITALITY ADMINISTRATION

Evening Division  
SUGGESTED PROGRAM

### Portfolio: 30 Credits

		<b>FIRST YEAR</b>					
<b>Term V Oct-Dec</b>	<b>Cr.</b>	<b>Term I Jan-Mar</b>	<b>Cr.</b>	<b>Term II Mar-June</b>	<b>Cr.</b>	<b>Term III June-Aug</b>	<b>Cr.</b>
CMS 200	3	HIS/Beh. Sci. Elec	3	HUM/Fine Arts Elec	3	MAT 106 or 221	3
ENG 101	3	ENG 102	3	MAT 105 or 110	3	COA 110	3
CED 198	1	HA 100	3		-	Elective*	3
<b>Totals</b>	<b>7</b>		<b>9</b>		<b>6</b>		<b>9</b>

### 31 Credits

		<b>SECOND YEAR</b>					
<b>Term V Oct-Dec</b>	<b>Cr.</b>	<b>Term I Jan-Mar</b>	<b>Cr.</b>	<b>Term II Mar-June</b>	<b>Cr.</b>	<b>Term III June-Aug</b>	<b>Cr.</b>
HA 140	3	HA 201	3	Elective*	3	HA 322	3
HA 163	3	HIS/Beh. Sci. Elec	3	HA 215	3	SCI Elective	4
		HA 311	3		3		
<b>Totals</b>	<b>6</b>		<b>6</b>		<b>9</b>		<b>7</b>

### 28 Credits

		<b>THIRD YEAR</b>					
<b>Term V Oct-Dec</b>	<b>Cr.</b>	<b>Term I Jan-Mar</b>	<b>Cr.</b>	<b>Term II Mar-June</b>	<b>Cr.</b>	<b>Term III June-Aug</b>	<b>Cr.</b>
HA 350	3	HA 355	3	HA 481	3	Elective*	3
SCI Elective	4	HUM 302	3	Elective*	3	Elective*	3
		Elective	3	Elective*	3		
<b>Totals</b>	<b>7</b>		<b>9</b>		<b>9</b>		<b>6</b>

### 31 Credits

**Total Credits: 120**

\*45 upper level credits (300 or 400 level courses) are required. These may be earned through a combination of Core requirements, Portfolio credits, HA credits and electives.

HUM 399 COMMUNITY AWARENESS OR HA 290, 390, or 490 HOSPITALITY INTERNSHIPS MAY BE USED FOR ANY ELECTIVES.



# COLLEGE OF INTERNATIONAL COMMUNICATIONS

## **Vision**

Lynn University's College of International Communications aims to prepare the next generation of reporters, producers, writers, public relations experts, advertising and media executives. The Communication program teaches the students to apply ethical values in a diverse, complex and interconnected society. The College is committed to developing academic programs that reflect the importance of global transformation, multicultural awareness and international communications and trade.

## **Mission**

The College offers a Bachelor of Arts in Communication with specializations in the fields of Broadcasting, Film Studies, International Communications, and Journalism. The College has a commitment to academic excellence and strives to blend education and career preparation to meet the demands of an emerging global society of the 21st century. The College seeks to create and constantly improve educational experiences with state-of-the-art communication technology and by partnering with the media industries to create access to worldwide networks.

## **Purpose**

The objective of the College is to prepare students for careers as executives in Cable & Broadcasting, the Movie Industry, Journalism, and Advertising and Public Relations.

## **Facility**

The state-of-the-art digital facility houses radio and television production, post production centers concentrating on studio production, field production, news production, 2-D and 3-D graphic animation, and linear and non-linear editing. The faculty provides educational experiences in producing, directing, writing, camera work, lighting, set design, editing, and on-air talent. The multimedia center looks to the future with web design and maintenance, business presentations, and interactive video. Lynn University prides itself in the marriage of a strong Liberal Arts concentration and hands-on experience, best preparing students for the marketplace.

Under the direction of Dean Irving R. Levine, formerly NBC's Chief Economics Correspondent, the College of International Communications looks toward preparing students for successful and satisfying careers in an ever-widening global community. One of the world's most renowned and respected journalists, Mr. Levine now shares his experiences and global outlook with the students.

## **Communication Major**

In addition to providing strong liberal arts education and a discipline-specific theoretical foundation, the curriculum provides direction to the creative expression of the students by offering a diversified technological expertise and practical training. The end-result of the program is to educate the students to function as decision makers and managers in the media industries.

### **Broadcasting**

The students are provided academic and practical training in all creative and business functions of managing a radio station, a TV station, or a cable outfit. The course work covers both business and professional aspects of program development, production, advertising, and human resource management.

### **Film Studies**

This degree provides the students with theoretical and practical training in the art and craft of cinema. Upon completion of their degrees, the students are ready to assume roles as film critics, teachers, producers, writers, and directors.

### **International Communications**

To meet the challenges of globalization in communication and business, this specialization prepares the students to analyze, prepare, and deliver media messages for the international markets. A balance of course work in communication and business offers the students the tools to function as decision makers in an international setting.

### **Journalism**

This program emphasizes the training in writing, design, and production of print media such as newspapers, magazines, PR materials, and press releases. The students acquire hands-on experience by working on the award-winning student newspaper and other university publications.

**Policy regarding internship:** Three to six credit hours of internship are available to students who have (1) completed 90 credit hours, and (2) have a minimum GPA of 2.5 in the major. Students not meeting the GPA requirement may take additional upper level course/s in their major.

**Policy regarding transfer of credits:** All transferred course work must be completed with a grade of “C” or higher. Credits earned toward an Associate degree or at a two-year college may only transfer 100 and 200 level courses. Students transferring an Associate degree in Communication or a related field must complete 45 credit hours of upper level course work in the College of International Communications.

**B.A.**  
**Major: COMMUNICATION**  
**Specialization: Broadcasting**  
 DEGREE REQUIREMENTS

This program is offered in the day division program only.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATHEMATICS ELECTIVE	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__SOC	110	INTRODUCTION TO SOCIOLOGY <b>OR</b>	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY <b>OR</b>	3
__BUS	171	MACROECONOMICS	3
__HUM	101	ART APPRECIATION	3
__HUM	102	MUSIC APPRECIATION	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: COMMUNICATION (39 CREDITS)**

__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	230	FILM STUDIES	3
__COM	240	AUDIO PRODUCTION	4
__COM	245	TELEVISION PRODUCTION	4
__COM	250	FILM PRODUCTION	4
__COM	325	WRITING FOR ELECTRONIC MEDIA	3
__COM	330	ORGANIZATIONAL COMMUNICATION	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	435	MEDIA MANAGEMENT	3
__COM	490	COMMUNICATION SEMINAR: NEWS REPORTING	3

**SPECIALIZATION REQUIREMENTS: BROADCASTING (16 CREDITS)**

__COM	255	FILM AND TV EDITING	4
__COM	260	TV FIELD PRODUCTION	4
__COM	380	DOCUMENTARY PRODUCTION	4
__COM	450	ADVANCED RADIO/TV/FILM PRODUCTION	4

**RELATED REQUIREMENTS: BROADCASTING (15 CREDITS)**

__ADS	327	DIGITAL IMAGING	3
__COM	305	MEDIA AND SOCIETY	3
__COM	340	ADVERTISING WRITING AND DESIGN	3
__COM	375	ADVERTISING AND SOCIETY	3
__ENG	310	CREATIVE WRITING	3

**APPROVED ELECTIVES: BROADCASTING (SELECT 4 COURSES)  
(12 CREDITS)**

__ADS	330	COLOR PHOTOGRAPHY	3
__COM	220	PHOTOJOURNALISM	3
__COM	300	AUDIO PRACTICUM	3
__COM	315	NARRATIVE WRITING FOR FILM AND TV	3
__COM	320	WORLD MEDIA SYSTEMS	3
__COM	335	CONTEMPORARY AMERICA THROUGH FILM	3
__COM	345	TV PRACTICUM	3
__COM	355	FILM PRACTICUM	3
__COM	370	MEDIA PROGRAMMING	3
__COM	475	SENIOR COMMUNICATIONS PROJECT	3
__COM	480	DOMESTIC INTERNSHIP	3
__ENG	320	WORLD DRAMA	3

**TOTAL CREDITS 120**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.



**B.A.**  
**Major: COMMUNICATION**  
**Specialization: Broadcasting**

Day Division Only  
**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
ENG	101	English Composition I	3	ENG	102	English Composition II	3
MAT		Math Elective	3	MAT	221	Probability and Statistics	3
COA	110	Public Forum	3	COM	105	Introduction to Mass Media	3
HUM	101	Art Appreciation	3	HUM	102	Music Appreciation	3
IRPS	150	Contemporary Political Sci.	3	BUS	171	Macroeconomics <b>or</b>	
FRO	101	Freshman Seminar <b>or</b>	1	PSY	150	Intro to Psychology	
TSR	101	Transfer Seminar	*0	SOC	110	Intro to Sociology	3
			<b>15-16</b>				<b>15</b>

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
SCI		Science Elective	4	COM	240	Audio Production	4
CMS	200	Intro to Computer Science	3	COM	325	Writing for Electronic Media	3
COM	110	Introduction to Journalism	3	COM	350	Comm. Law and Ethics	3
COM	230	Film Studies	3	ADS	327	Digital Imaging	3
COM	305	Media and Society	3	ENG	310	Creative Writing	3
			<b>16</b>				<b>16</b>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
COM	245	Television Production	4	COM	250	Film Production	4
COM	330	Organizational Comm.	3	COM	260	TV Field Production	4
COM	255	Film and TV Editing	4	COM	360	Communication Theories	3
SCI		Science Elective	4	COM		Approved Elective	3
			<b>15</b>				<b>14</b>

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
COM	375	Advertising and Society	3	COM	435	Media Management	3
COM	490	Comm. Seminar: News Rep.	3	COM	380	Documentary Production	4
COM	340	Advertising Writing & Design	3	COM		Approved Elective	3
COM	450	Adv. Radio/TV/Film Prod.	4			Approved Elective	3
COM		Approved Elective	3				<b>13</b>
			<b>16</b>				

**Total Credits: 120-121**

**B.A.**  
**MAJOR: COMMUNICATION**  
**SPECIALIZATION: FILM STUDIES**

DEGREE REQUIREMENTS

This program is offered in the day division program only.

**CORE CURRICULUM REQUIREMENTS: (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATHEMATICS ELECTIVE	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__HUM	101	ART APPRECIATION	3
__HUM	102	MUSIC APPRECIATION	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__BUS	171	MACROECONOMICS <b>OR</b>	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY <b>OR</b>	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (Transfer Students)	*0

**MAJOR REQUIREMENTS: COMMUNICATION (39 CREDITS)**

__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	230	INTRODUCTION TO FILM STUDIES	3
__COM	240	AUDIO PRODUCTION	4
__COM	245	TELEVISION PRODUCTION	4
__COM	250	FILM PRODUCTION	4
__COM	325	WRITING FOR ELECTRONIC MEDIA	3
__COM	330	ORGANIZATIONAL COMMUNICATION	3
__COM	350	COMMUNICATION LAW & ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	435	MEDIA MANAGEMENT	3
__COM	490	COMMUNICATION SEMINAR	3

**SPECIALIZATION REQUIREMENTS: FILM STUDIES (16 CREDITS)**

__COM	235	FILM HISTORY (1895-1950)	3
__COM	315	NARRATIVE WRITING FOR FILM & TV	3
__COM	335	CONTEMPORARY AMERICA THROUGH FILM	3
__COM	380	DOCUMENTARY PRODUCTION	4
__COM	430	INTERNATIONAL FILM HISTORY	3

**RELATED REQUIREMENTS: FILM STUDIES (17 CREDITS)**

__COM 220	PHOTOJOURNALISM	3
__COM 255	FILM & TV EDITING	4
__COM 260	TV FIELD PRODUCTION	4
__COM 450	ADVANCED RADIO/TV/FILM PRODUCTION	4
__ENG 310	CREATIVE WRITING	3

**APPROVED ELECTIVES: FILM STUDIES (SELECT 3 COURSES, 9 CREDITS)**

__ADS 330	COLOR PHOTOGRAPHY	3
__COM 300	AUDIO PRACTICUM	3
__COM 345	TV PRACTICUM	3
__COM 355	FILM PRACTICUM	3
__COM 370	MEDIA PROGRAMMING	3
__COM 375	ADVERTISING AND SOCIETY	3
__COM 475	SENIOR COMMUNICATION PROJECT	3
__COM 480	DOMESTIC MEDIA INTERNSHIP	3
__ENG 320	WORLD DRAMA	3

**TOTAL CREDITS 120-121**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.





**B.A.**  
**Major: COMMUNICATION**  
**Specialization: Film Studies**

Day Division  
SUGGESTED PROGRAM

**FIRST YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
ENG 101 English Composition I	3	ENG 102 English Composition II	3
MAT Math Elective	3	MAT 221 Probability and Statistics	3
COA 110 Public Forum	3	COM 105 Introduction to Mass Media	3
HUM 101 Art Appreciation	3	HUM 102 Music Appreciation	3
IRPS 150 Contemporary Political Sci.	3	BUS 171 Macroeconomics <b>or</b>	
FRO 101 Freshman Seminar <b>or</b>	1	PSY 150 Intro to Psychology <b>or</b>	
TSR 101 Transfer Seminar	*0	SOC 110 Intro to Sociology	3
	<b>15-16</b>		<b>15</b>

**SECOND YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
SCI Science Elective	4	COM 240 Audio Production	4
CMS 200 Intro to Computer Science	3	COM 325 Writing for Electronic Media	3
COM 110 Intro to Journalism	3	COM 350 Comm. Law and Ethics	3
COM 230 Film Studies	3	COM 330 Organizational Comm.	3
COM 220 Photojournalism	3	COM 235 Film History	3
	<b>16</b>		<b>16</b>

**THIRD YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
SCI Science Elective	4	COM 260 TV Field Production	4
COM 245 Television Production	4	COM 335 Cont. Amer. through Film	3
COM 250 Film Production	4	COM 360 Comm. Law and Ethics	3
ENG 310 Creative Writing	3	COM 255 Film and TV Editing	4
	<b>15</b>		<b>14</b>

**FOURTH YEAR**

<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>	<b>Cr.</b>
COM 430 International Film History	3	COM 435 Media Management	3
COM 490 Comm. Seminar: News Rep.	3	COM 380 Documentary Production	4
COM 315 Narrative Writing for Film/TV	3	COM Approved Elective	3
COM 450 Adv. Radio/TV Film Prod.	4	COM Approved Elective	3
COM Approved Elective	3		<b>13</b>
	<b>16</b>		

**Total Credit hours: 121**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.



**B.A.**  
**Major: COMMUNICATION**  
**Specialization: International Communications**  
 DEGREE REQUIREMENTS

This program is offered in the day division program only.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATHEMATICS ELECTIVE	3
__MAT	221	PROBABILITY AND STATISTICS	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__SCI		SCIENCE ELECTIVE (WITH LAB)	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__SOC	110	INTRODUCTION TO SOCIOLOGY <b>OR</b>	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY <b>OR</b>	3
__BUS	171	MACROECONOMICS	3
__HUM	101	ART APPRECIATION	3
__HUM	102	MUSIC APPRECIATION	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: COMMUNICATION (39 CREDITS)**

__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	230	FILM STUDIES	3
__COM	240	AUDIO PRODUCTION	4
__COM	245	TELEVISION PRODUCTION	4
__COM	250	FILM PRODUCTION	4
__COM	325	WRITING FOR ELECTRONIC MEDIA	3
__COM	330	ORGANIZATIONAL COMMUNICATION	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	435	MEDIA MANAGEMENT	3
__COM	490	COMMUNICATION SEMINAR: NEWS REPORTING	3

**SPECIALIZATION REQUIREMENTS: INTERNATIONAL COMMUNICATION (15 CREDITS)**

__COM	250	FILM PRODUCTION	4
__COM	260	TV FIELD PRODUCTION	4
__COM	320	WORLD MEDIA SYSTEMS	3
__COM	430	INTERNATIONAL FILM HISTORY	3
__COM	475	SENIOR INTERNATIONAL COMMUNICATION PROJECT	3

**RELATED REQUIREMENTS: INTERNATIONAL COMMUNICATION  
(15 CREDITS)**

__COA	451	INTERCULTURAL COMMUNICATION	3
__ENG	345	MULTICULTURAL LITERATURE	3
__LAN		FOREIGN LANGUAGE I	3
__LAN		FOREIGN LANGUAGE II	3
__IRPS	325	INTERNATIONAL DIPLOMACY	3

**APPROVED ELECTIVES: INTERNATIONAL COMMUNICATION  
(SELECT 4 COURSES) (12 CREDITS)**

__COM	305	MEDIA AND SOCIETY	3
__COM	340	ADVERTISING WRITING AND DESIGN	3
__COM	375	ADVERTISING AND SOCIETY	3
__COM	440	PUBLIC RELATIONS	3
__COM	480	DOMESTIC MEDIA INTERNSHIP	3
__COM	485	INTERNATIONAL MEDIA INTERNSHIP	3
__ENG	320	WORLD DRAMA	3
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS	330	POLITICS OF DEVELOPMENT	3
__IRPS	350	COMPARATIVE POLITICS	3
__IRPS	470	U.S. FOREIGN POLICY	3

**TOTAL CREDITS 121**



**B.A.**  
**Major: COMMUNICATION**  
**Specialization: International Communications**

This program is offered in the day division program only.

**SUGGESTED PROGRAM**

		<b>FIRST YEAR</b>					
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>			
ENG	101	English Composition I	3	ENG	102	English Composition II	3
MAT		Math Elective	3	MAT	221	Probability and Statistics	3
COA	110	Public Forum	3	COM	105	Introduction to Mass Media	3
HUM	101	Art Appreciation	3	HUM	102	Music Appreciation	3
IRPS	150	Contemporary Political Sci.	3	BUS	171	Macroeconomics <b>or</b>	
FRO	101	Freshman Seminar <b>or</b>	1	PSY	150	Intro to Psychology <b>or</b>	
TSR	101	Transfer Seminar	*0	SOC	110	Intro to Sociology	3
			<b>15-16</b>				<b>15</b>

		<b>SECOND YEAR</b>					
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>			
SCI		Science Elective	4	COM	240	Audio Production	4
CMS	200	Intro to Computer Science	3	COM	245	Television Production	4
COM	110	Intro to Journalism	3	COM	325	Writing for Electronic Media	3
COM	230	Film Studies	3	COM	330	Organizational Comm.	3
COM	320	World Media Systems	3				<b>14</b>
			<b>16</b>				

		<b>THIRD YEAR</b>					
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>			
SCI		Science Elective	4	COM	260	TV Field Production	4
COM	430	International Film History	3	ENG	345	Multicultural Literature	3
COM	250	Film Production	4	COM	350	Comm. Law and Ethics	3
COM	255	Film and TV Editing	4	LAN		Foreign Language	3
			<b>15</b>			Approved Elective	3
							<b>16</b>

		<b>FOURTH YEAR</b>					
		<b>Fall</b>	<b>Cr.</b>	<b>Spring</b>			
LAN		Foreign Language	3	COA	450	Intercultural Comm.	3
COM	435	Media Management	3	COM	490	Comm. Seminar: News Rep.	3
COM	360	Communication Theories	3	COM	475	Senior Comm. Project	3
IRPS	325	International Diplomacy	3			Approved Elective	3
			3			Approved Elective	3
			<b>15</b>				<b>15</b>

**Total Credit hours: 121**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

**B.A.**  
**Major: COMMUNICATION**  
**Specialization: Journalism**

DEGREE REQUIREMENTS

This program is offered in the day division program only.

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG 101	ENGLISH COMPOSITION I	3
__ENG 102	ENGLISH COMPOSITION II	3
__MAT	MATHEMATICS ELECTIVE	3
__MAT 221	PROBABILITY AND STATISTICS	3
__COA 110	PUBLIC FORUM	3
__SCI	SCIENCE ELECTIVE (WITH LAB)	4
__SCI	SCIENCE ELECTIVE (WITH LAB)	4
__CMS 200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS 150	CONTEMPORARY POLITICAL SCIENCE	3
__SOC 110	INTRODUCTION TO SOCIOLOGY <b>OR</b>	3
__PSY 150	INTRODUCTION TO PSYCHOLOGY <b>OR</b>	3
__BUS 171	MACROECONOMICS	3
__HUM 101	ART APPRECIATION	3
__HUM 102	MUSIC APPRECIATION	3
__FRO 101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR 101	TRANSFER SEMINAR (TRANSFER STUDENTS)	*0

**MAJOR REQUIREMENTS: COMMUNICATION (39 CREDITS)**

__COM 105	INTRODUCTION TO MASS MEDIA	3
__COM 110	INTRODUCTION TO JOURNALISM	3
__COM 230	FILM STUDIES	3
__COM 240	AUDIO PRODUCTION	4
__COM 245	TELEVISION PRODUCTION	4
__COM 250	FILM PRODUCTION	4
__COM 325	WRITING FOR ELECTRONIC MEDIA	3
__COM 330	ORGANIZATIONAL COMMUNICATION	3
__COM 350	COMMUNICATION LAW AND ETHICS	3
__COM 360	COMMUNICATION THEORIES	3
__COM 435	MEDIA MANAGEMENT	3
__COM 490	COMMUNICATION SEMINAR: NEWS REPORTING	3

**SPECIALIZATION REQUIREMENTS: JOURNALISM (15 CREDITS)**

__COM 220	PHOTO JOURNALISM	3
__COM 210	NEWS WRITING AND REPORTING	3
__COM 310	NEWSPAPER PRODUCTION	3
__COM 365	FEATURE WRITING	3
__COM 440	PUBLIC RELATIONS	3

**RELATED REQUIREMENTS: JOURNALISM (16 CREDITS)**

__CMS 320	DESKTOP PUBLISHING	3
__COM 260	TV FIELD PRODUCTION	4
__COM 320	WORLD MEDIA SYSTEMS	3
__COM 340	ADVERTISING WRITING AND DESIGN	3
__ENG 310	CREATIVE WRITING	3

**APPROVED ELECTIVES: JOURNALISM (SELECT 4 COURSES) (12 CREDITS)**

__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	429	COMMERCIAL LAYOUT AND DESIGN (QUARK)	3
__COM	305	MEDIA AND SOCIETY	3
__COM	375	ADVERTISING AND SOCIETY	3
__COM	475	SENIOR COMMUNICATION PROJECT	3
__COM	480	SENIOR DOMESTIC INTERNSHIP	3
__ENG	320	WORLD DRAMA	3
__IRPS	470	U.S. FOREIGN POLICY	3

**TOTAL CREDITS 120**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.



**B.A.**  
**Major: COMMUNICATION**  
**Specialization: Journalism**

Day Division  
**SUGGESTED PROGRAM**

**FIRST YEAR**

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
ENG 101	English Composition I	3	ENG 102	English Composition II	3
MAT	Math Elective	3	MAT 221	Probability and Statistics	3
COA 110	Public Forum	3	COM 105	Introduction to Mass Media	3
HUM 101	Art Appreciation	3	HUM 102	Music Appreciation	3
IRPS 150	Contemporary Political Sci.	3	BUS 171	Macroeconomics <b>or</b>	
FRO 101	Freshman Seminar <b>or</b>	1	PSY 150	Intro to Psychology <b>or</b>	
TSR 101	Transfer Seminar	*0	SOC 110	Intro to Sociology	3
		<b>15-16</b>			<b>15</b>

**SECOND YEAR**

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
SCI	Science Elective	4	SCI	Science Elective	4
CMS 200	Intro. to Computer Science	3	COM 210	News Writing and Reporting	3
COM 220	Photojournalism	3	CMS 320	Desktop Publishing	3
COM 110	Intro. to Journalism	3	COM 240	Audio Production	4
COM 230	Film Studies	3			<b>14</b>
		<b>16</b>			

**THIRD YEAR**

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
COM 245	Television Production	4	COM 365	Feature Writing	3
COM 310	Newspaper Production	3	COM 360	Communication Theories	3
COM 325	Writing for Electronic Media	3	COM 250	Film Production	4
COM 350	Comm. Law and Ethics	3	COM 320	World Media Systems	3
COM 330	Organizational Comm.	3	ENG 310	Creative Writing	3
		<b>16</b>			<b>16</b>

**FOURTH YEAR**

<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>		<b>Cr.</b>
COM 260	TV Field Production	4	COM 435	Media Management	3
COM 440	Public Relations	3	COM 340	Advertising Writing & Design	3
COM 490	Comm. Seminar: News Rep.	3		Approved Elective	3
COM	Approved Elective	3		Approved Elective	3
	Approved Elective	3			<b>12</b>
		<b>16</b>			

**Total Credit hours: 120**

\* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

## **THE COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION**

The College of Professional and Continuing Education (CPCE) is responsible for coordinating and scheduling programs for adults who seek higher education for training or degree completion. CPCE's purpose and goals are designed to nurture the adult learner, with special attention to their unique needs.

Accelerated programs are designed by the college that allow a student to earn a baccalaureate degree in less time than through traditional non-accelerated formats. Major goals for CPCE students are the development of their individual talents, understanding the value of their experience, and the ability to sustain self-directed life long learning.

To address working adult commitments, CPCE maintains extended office hours (Monday through Thursday 8:00 a.m. until 6:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.). Classes are conducted on our campus in the evening and on weekends. Four accelerated ten-week terms and one five-week mini-mester are offered throughout the year. In addition, selected courses are available via online distance learning and classes are offered at selected off-campus sites. A number of non-credit certificate programs are offered to fulfill the needs of the community.

The Colleges' aim is to provide a full range of academic and support programs tailored to meet the diverse needs of adult learners, many of whom have demanding professional and personal time requirements. In keeping with Lynn University's philosophy of respect and care for the needs of the individual, students have advising and counseling available each term when making course selections.

The College recognizes the value of prior learning through professional and/or volunteer experiences. The Bachelor of Professional Studies Degree is specifically designed for working adult learners and presents the opportunity to turn prior learning into equivalent college credits. The blending of prior learning with academic and career preparation transforms learners into well-prepared practitioners who have the necessary skills to meet today's workforce challenges.

The College of Professional and Continuing Education coordinates the Bachelor of Professional Studies (BPS) degree program in collaboration with four colleges offering this degree. BPS degrees are offered in the following majors:

- Behavioral Science
- Business Studies
- Criminal Justice
- Health Care Administration
- Hospitality Administration

The Bachelor of Professional Studies degree provides adults who have a minimum of four years of work experience the opportunity to earn up to thirty (30) credits toward their degree from their professional experience. Determination of credits to be awarded is through the creation of a portfolio. Supervision of this process is coordinated through the BPS Coordinator in the College of Professional and Continuing Education.

The Bachelor of Professional Studies curricula are structured to:



- Recognize and validate subject competencies
- Engage learners in community leadership roles in social, economic, and political affairs
- Foster global awareness by providing an international dimension to its curriculum.
- Provide a comprehensive curriculum that gives learners a sound background in writing skills, computation skills, computer literacy, and liberal arts
- Require participation in upper level course work that is specific to the chosen discipline
- Stimulate participation in life long learning initiatives
- Encourage introspection of life transitions and identify where learning occurred
- Provide a vehicle for learners to strive for continued personal and professional growth.

## **THE CONSERVATORY OF MUSIC**

The Conservatory of Music at Lynn University provides high quality, professional performance education for gifted young musicians. Students are selected for enrollment from across the United States and globally through a stringent audition process. Artistic talent and ability are the primary criteria for admission.

The Conservatory offers baccalaureate and post-baccalaureate level programs of study to music students who have previously had extensive preparation in musical performance. The program focuses on rigorous, professional performance instruction, and offers a full and progressive curriculum leading to the Bachelor of Music - Performance degree, or Professional Studies Diploma. In addition, the Conservatory offers a Bachelor of Arts degree with a major in music designed for the undergraduate music student who is interested in a liberal arts education with a broad range of topics. The Bachelor of Arts degree also offers the music student the opportunity to have a minor in a different discipline.

It is the goal of The Conservatory at Lynn University to set a superior standard for music performance education worldwide, and to play an active role in the cultural life of South Florida.

### **Bachelor of Music - Performance (B.M.)**

A four-year program of study with specialization in piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, french horn, trombone, bass trombone, tuba, or percussion, including music and academic courses.

Upon completion of this program, B.M. students will:

- work independently to prepare performances of the highest possible level;
- be intimately familiar with the solo and ensemble literature for their instrument;



- have presented at least two major solo recitals;
- be able to communicate musical ideas, concepts and requirements to professionals and non-professionals through a variety of media;
- have an advanced level of musicianship and knowledge of musical elements, structures, repertoire and historical contexts;
- have definite career goals and have the skills to accomplish these goals.

### **Bachelor of Arts - Music (B.A.)**

A four-year program of study including music and academic courses firmly rooted in the liberal arts. This program is designed for undergraduate students who are interested in a broad program of general education rather than intense specialization. Music majors will also be able to minor in a different discipline due to the flexibility of the program.

Students completing this program will be able to:

- Think, speak and write clearly and effectively;
- Understand mathematical, physical and biological concepts;
- Address culture and history from a variety of angles;
- Understand and experience arts other than music;
- Develop and defend musical judgements;
- Understand the compositional process and the different musical styles and how these shape and are shaped by cultural sources;
- Work conceptually and in practice with the elements of music- rhythm, melody, harmony and structure;
- Perform in a variety of musical styles

For further information, guidelines and audition requirements, please refer to The Conservatory's Student Handbook and the "Profile" booklet, or contact The Conservatory at Lynn University at (561) 999-4386 or [music@lynn.edu](mailto:music@lynn.edu).



**B.M.**  
**Major: MUSIC PERFORMANCE**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__MUT		EAR TRAINING I - IV *	4
__SCI	300	ACOUSTICS <b>OR</b> SCIENCE WITH LAB	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS <b>OR</b>	3
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	
__MUH	261	HISTORY OF WESTERN MUSIC: MEDIIEVAL/RENAISSANCE/BAROQUE *	3
__LAN		FOREIGN LANGUAGE ELECTIVE	3
__LAN		FOREIGN LANGUAGE ELECTIVE	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	0

**MAJOR REQUIREMENTS (86 CREDITS) (PIANO: 84 CREDITS)**

__MUS		APPLIED MAJOR INSTRUMENT I-VIII	32
__MUG	301	BASIC CONDUCTING	2
__MUG	480	CAREER DEVELOPMENT SEMINAR	2
__MUH	360	HISTORY OF WESTERN MUSIC II: CLASSICAL/ROMANTIC *	3
__MUH	361	HISTORY OF WESTERN MUSIC III: 20TH CENTURY MUSIC *	3
__MUR	300	RECITAL (JUNIOR)	0
__MUR	400	RECITAL (SENIOR)	0
__MUT	200	FUND. OF MUSIC I: COUNTERPOINT/ELEM. HARMONY */**	3
__MUT	201	FUND. OF MUSIC II: ADVANCED HARMONY *	3
__MUT	300	FUND. OF MUSIC III: TONAL ANALYSIS *	3
__MUT	301	FUND. OF MUSIC IV: 20TH CENTURY THEORY *	3
__MUT		SOLFEGE I - IV *	4

**FOR STRINGS, WINDS, BRASS, AND PERCUSSION**

__MUS		SECONDARY PIANO I - IV FOR NON-PIANISTS *	4
__MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	16
__MUS	321	LARGE ENSEMBLE/ORCHESTRA	8

**FOR PIANISTS**

__MUP		KEYBOARD SKILLS FOR PIANISTS I - IV *	4
__MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	4
__MUP	100+	ENSEMBLE ARTS FOR PIANISTS	4
__MUS/P	200+	SMALL ENSEMBLE/CHAMBER MUSIC/ENSEMBLE ARTS	8
__MUP	325	PIANO LITERATURE I	2
__MUP	326	PIANO LITERATURE II	2
__MUP	329	PIANO PEDAGOGY	2

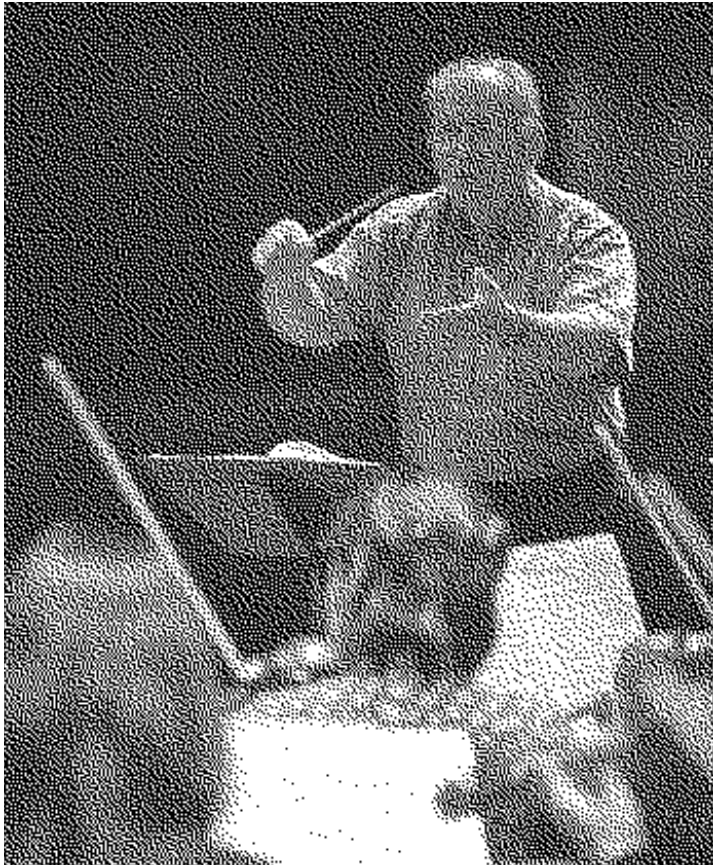
**ELECTIVES (4 CREDITS)**

__MUT 300+ MUSIC THEORY ELECTIVE	2
__MUH 300+ MUSIC HISTORY ELECTIVE	2

<b>STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS</b>	<b>129</b>
<b>PIANO TOTAL CREDITS</b>	<b>127</b>

\* Credit may be awarded through placement examination.

\*\* A student may also be required to register for MUT 099 (Rudiments of Theory) based on his/her music theory placement exam results. This is a review course designed by the teacher to meet the individual needs of each student for whom the course is required. MUT 099 is taken in addition to Freshman-level Theory. MUT 099 cannot be dropped. Credit does not count toward degrees.



# B.M.

## Major: MUSIC PERFORMANCE

### SUGGESTED PROGRAM

#### FIRST YEAR

Fall	Cr.	Spring	Cr.
ENG 101 English Composition I	3	ENG 102 English Composition II	3
FRO 101 Freshman Seminar	1	MUS 102 Applied Major Instrument	4
MUS 101 Applied Major Instrument	4	MUT 151 Ear Training II	1
MUT 150 Ear Training I	1	MUT 201 Fundamentals of Music II	3
MUT 200 Fundamentals of Music I	3	MUT 155 Solfege II	1
MUT 154 Solfege I	1	MUS 132 Secondary Piano II*	1
MUS 131 Secondary Piano I*	1	MUS 321 Large Ensemble/Orchestra*	1
MUS 321 Large Ensemble/Orchestra*	1	MUS 311 Small Ensemble/Chamber Music**	2
MUS 311 Small Ensemble/Chamber Music*	2	MUS/P Small Ensemble/Ensemble Arts**	2
MUS/P Small Ensemble/Ensemble Arts**	2		(Pianists 14) <b>16</b>
	<u>17</u>		

#### SECOND YEAR

Fall	Cr.	Spring	Cr.
COA 110 Public Forum	3	IRPS 150 Contemporary Political Sci.***	3
MUS 201 Applied Major Instrument	4	MUS 202 Applied Major Instrument	4
MUT 250 Ear Training III	1	MUT 251 Ear Training IV	1
MUT 300 Fundamentals of Music III	3	MUT 301 Fundamentals Of Music IV	3
MUT 254 Solfege III	1	MUT 255 Solfege IV	1
MUS 231 Secondary Piano III*	1	MUH 261 Music History I	3
MUS 321 Large Ensemble/Orchestra*	1	MUS 232 Secondary Piano IV*	1
MUS 311 Small Ensemble/Chamber Music*	2	MUS 321 Large Ensemble/Orchestra*	1
MUS/P Small Ensemble/Ensemble Arts**	2	MUS 311 Small Ens./Chamber Music*	2
	<u>16</u>	MUS/P Small Ens./Ensemble Arts**	2
			(Pianists 17) <b>19</b>

#### THIRD YEAR

Fall	Cr.	Spring	Cr.
CMS 200 Intro to Computer Applications	3	SCI Acoustics or SCI with lab	4
MUS 301 Applied Major Instrument	4	MUS 302 Applied Major Instrument	4
MUH 360 Music History II	3	MUH 361 Music History III	3
MUG 301 Basic Conducting	2	MUR 300 Junior Recital	0
MUS 321 Large Ensemble/Orchestra*	1	MUS 321 Large Ensemble/Orchestra*	1
MUS 311 Small Ensemble/Chamber Music*	2	MUS 311 Small Ens./Chamber Music**	2
MUS/P Small Ensemble/Ensemble Arts**	2	MUS/P Small Ens./Ensemble Arts**	2
MUP 325 Piano Literature I**	2	MUP 326 Piano Literature II**	2
MUP 313 Keyboard Skills for Pianists I**	1	MUP 314 Keyboard Skills for Pianists II**	1
	<u>15</u>		(Pianists 16) <b>14</b>

#### FOURTH YEAR

Fall	Cr.	Spring	Cr.
MAT Math Elective	3	MAT Math Elective	3
LAN Language Elective	3	LAN Language Elective	3
MUG 480 Career Development Seminar	2	MUS 402 Applied Major Instrument	4
MUS 401 Applied Major Instrument	4	MUH 300+ Music History Elective	2
MUT 300+ Music Theory Elective	2	MUR 400 Senior Recital	0
MUS 321 Large Ensemble/Orchestra*	1	MUS 321 Large Ensemble/Orchestra*	1
MUS 311 Small Ensemble/Chamber Music*	2	MUS 311 Small Ens./Chamber Music**	2
MUS/P Small Ensemble/Ensemble Arts**	2	MUS/P Small Ens./Ensemble Arts**	2
MUP 329 Piano Pedagogy**	2	MUP 414 Keybd. Skills For Pianists IV**	1
MUP 413 Keyboard Skills For Pianists III**	1		(Pianists 15) <b>15</b>
	<u>17</u>		

**Total Credits: 127 For Pianists**  
**129 For Strings, Winds, Brass and Percussion**

\* For strings, winds, brass, and percussion only.

\*\* For pianists only.

\*\*\* IRPS 250 (Geography and World Affairs) may be taken in place of IRPS 150 (Contemporary Political Science).

**B.A.**  
**Major: MUSIC**  
 DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (38-39 CREDITS)**

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II	3
__MAT		MATH ELECTIVE	3
__MAT		MATH ELECTIVE	3
__COA	110	PUBLIC FORUM	3
__SCI		SCIENCE ELECTIVE WITH LAB	4
__SCI		SCIENCE ELECTIVE WITH LAB	4
__CMS	200	INTRODUCTION TO COMPUTER APPLICATIONS	3
__		BEHAVIORAL SCIENCE ELECTIVE (PSY <b>OR</b> SOC <b>OR</b> CRJ)	3
__HIS	111	WESTERN CIVILIZATION I <b>OR</b>	
__HIS	112	WESTERN CIVILIZATION II <b>OR</b>	
__HIS	113	20TH CENTURY WORLD HISTORY	3
__HUM	100	INTRODUCTION TO HUMANITIES <b>OR</b>	
__HUM	101	ART APPRECIATION	3
__HUM	301	CREATIVE THINKING	3
__FRO	101	FRESHMAN SEMINAR <b>OR</b>	1
__TSR	101	TRANSFER SEMINAR	0

**MAJOR REQUIREMENTS (55 CREDITS)**

__MUT		EAR TRAINING I-IV*	4
__MUT		SOLFEGE I-IV *	4
__MUT	200	FUND. OF MUSIC I: COUNTERPOINT/ELEM. HARMONY */**	3
__MUT	201	FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY *	3
__MUT	300	FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS *	3
__MUT	301	FUNDAMENTALS OF MUSIC IV: 20TH CENTURY THEORY *	3
__MUH	261	HISTORY OF WESTERN MUSIC I: MEDIAEVAL/RENAISSANCE/BAROQUE *	3
__MUH	360	HISTORY OF WESTERN MUSIC II: CLASSICAL/ROMANTIC *	3
__MUH	361	HISTORY OF WESTERN MUSIC III: 20TH CENTURY MUSIC *	3
__MUS		PRINCIPAL INSTRUMENT I-VI	12
__MUS		ENSEMBLE (SMALL, LARGE OR CHORUS)	4
__MUG	301	BASIC CONDUCTING	2
__SCI	300	ACOUSTICS	4
__MUS		SECONDARY PIANO I-IV (FOR NON-PIANISTS) *	4
__MUP	325	PIANO LITERATURE I (FOR PIANISTS)	2
__MUP	329	PIANO PEDAGOGY (FOR PIANISTS)	2

**ELECTIVES (26 CREDITS)**

__MUT	300+	MUSIC THEORY ELECTIVE <b>OR</b>	
__MUH	300+	MUSIC HISTORY ELECTIVE	2
__ENG	300+	ENGLISH ELECTIVE	3
__HIS	300+	HISTORY ELECTIVE ( <b>OR</b> IRPS 300+)	3
__	300+	BEHAVIORAL SCIENCE ELECTIVE (PSY <b>OR</b> SOC <b>OR</b> CRJ)	3
__HUM	300+	HUMANITIES ELECTIVE	3
__		HUMANITIES/FINE ARTS ELECTIVE	3

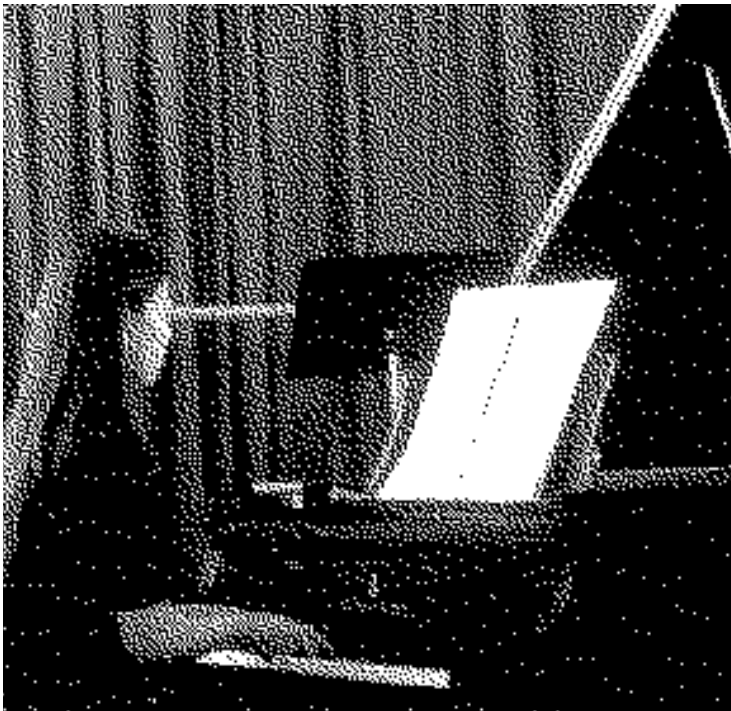
__ADS	300+	FINE ARTS ELECTIVE	3
__	300+	FREE ELECTIVE	3
__		FREE ELECTIVE (***)	3

**TOTAL CREDITS: 120**

\* Credit may be awarded through placement examination.

\*\* A student may also be required to register for MUT 099 (Rudiments of Theory) based on his/her music theory placement exam results. This is a review course designed by the teacher to meet the individual needs of each student for whom the course is required. MUT 099 is taken in addition to Freshman-level Theory. MUT 099 cannot be dropped. Credit does not count toward degrees.

\*\*\* Transfer students need one additional elective credit to satisfy the 120 credit requirement.





# B.A. Major: MUSIC

## SUGGESTED PROGRAM

		<b>FIRST YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
ENG	101	English Composition I	3	HIS	111	Western Civilization I <b>OR</b>	
FRO	101	Freshman Seminar	1	HIS	112	Western Civilization II <b>OR</b>	
HUM	100	Introduction to Humanities <b>OR</b>		HIS	113	20th Century World History	3
HUM	101	Art Appreciation	3	ENG	102	English Composition II	3
MUS	103	Principal Instrument	2	MUS	104	Principal Instrument	2
MUT	150	Ear Training I	1	MUT	151	Ear Training II	1
MUT	200	Fundamentals of Music I	3	MUT	201	Fundamentals of Music II	3
MUT	154	Solfege I	1	MUT	155	Solfege II	1
MUS	131	Secondary Piano I**	1	MUS	132	Secondary Piano II**	1
MUS		Large Ensemble <b>OR</b> Chorus**	1	MUS		Large Ensemble <b>OR</b> Chorus**	1
MUS	301	Small Ensemble***	2	MUS	301	Small Ensemble***	2
			<b>16</b>				<b>15</b>

		<b>SECOND YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
COA	110	Public Forum	3	MUH	261	Music History I	3
MAT		Math Elective	3	MAT		Math Elective	3
MUS	203	Principal Instrument	2	MUS	204	Principal Instrument	2
MUT	250	Ear Training III	1	MUT	251	Ear Training IV	1
MUT	300	Fundamentals of Music III	3	MUT	301	Fundamentals of Music IV	3
MUT	254	Solfege III	1	MUT	255	Solfege IV	1
MUS	231	Secondary Piano III**	1	MUS	232	Secondary Piano IV**	1
MUS		Large Ensemble <b>OR</b> Chorus**	1	MUS		Large Ensemble <b>OR</b> Chorus**	1
MUP	325	Piano Literature I***	2	MUP	329	Piano Pedagogy***	2
			<b>15</b>				<b>15</b>

		<b>THIRD YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
CMS	200	Intro to Computer Applications	3	SCI	300	Acoustics	4
		Behavioral Science Elective	3		300+	Behavioral Science Elective	3
ENG	300+	English Elective	3	HUM	301	Creative Thinking	3
MUG	301	Basic Conducting	2	MUS	304	Principal Instrument	2
MUS	303	Principal Instrument	2	MUH	361	Music History III	3
MUH	360	Music History II	3				<b>15</b>
			<b>16</b>				

		<b>FOURTH YEAR</b>					
<b>Fall</b>		<b>Cr.</b>	<b>Spring</b>			<b>Cr.</b>	
SCI		Science Elective with Lab	4	SCI		Science Elective with Lab	4
HUM	300+	Humanities Elective	3	HUM		Humanities/Fine Arts Elective	3
MUT	300+	Music Theory Elective <b>OR</b>		HIS	300+	History Elective <b>OR</b>	
MUH	300+	Music History Elective	2	IRPS	300+	Elective	3
ADS	300+	Fine Arts Elective	3			Free Elective	3
		Free Elective	3				<b>13</b>
			<b>15</b>				

**Total Credits: 120**

\* Transfer students need one additional elective credit to satisfy the 120 credit requirement.

\*\* For strings, winds, brass, and percussion only.

\*\*\* For pianists only.

## PART 10. COURSE DESCRIPTIONS

*A course description indicates that the University is currently offering the course; however, if a degree program is discontinued, the courses offered for that program shall be restricted to those students previously enrolled in the program.*

### Course Designation Guide

ACC	Accounting
ADE	Adult Education
ADS	Art and Design
AVM	Aviation Management
BUS	Business
CAP	Communication Arts Performance
CED	Continuing Education
CMS	Computer Management Systems
COA	Communications
COM	International Communications
CRJ	Criminal Justice
EDU	Education
ENG	English
ESL	English as a Second Language
FRO	Freshman Seminars
FSE	Funeral Service
HA	Hospitality Administration
HCA	Health Care Administration
HIS	History
HNR	Honors Seminars
HS	Human Services
HUM	Humanities
INB	International Business
IRPS	International Relations/Political Science
LAN	Language
MAT	Mathematics
MKT	Marketing
MUG	Music General
MUH	Music History
MUP	Music for Pianists
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
NUR	Nursing
PE	Physical Education
PSY	Psychology
SCI	Science
SOC	Sociology
TAP	The Advancement Program
TSR	Transfer Seminar



## Course Number Guide

The first (left-hand) digit of the course number has the following significance:

Freshman Courses	100 Level (lower division courses)
Sophomore Courses	200 Level (lower division courses)
Junior Courses	300 Level (upper division courses)
Senior Courses	400 Level (upper division courses)

*Please note: Course numbers 297, 397 and 497 denote independent research projects or other approved phases of research or independent study. They are available in all disciplines and the prerequisite is the permission of the appropriate College Dean. 1-3 credit hours.*

## Course Descriptions

### **ACC 201 FINANCIAL ACCOUNTING**

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship, partnerships, and corporations. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statements. Advisory note: Students receiving a grade less than “C” may experience academic difficulty in ACC 202. 3 credit hours.

### **ACC 202 MANAGERIAL ACCOUNTING**

The study of managerial or cost accounting concepts and techniques with applications to planning and control. Emphasis is on cost-profit-volume analysis, branch accounting, variable and absorption costing, cash flows, budgets and statement analysis. Prerequisite: ACC 201. 3 credit hours.

### **ACC 311 INTERMEDIATE ACCOUNTING I**

A course which broadens the accounting student’s knowledge of accounting theory and practice. Topics include foundations of accounting theory, the accounting process, financial statements, and a comprehensive examination of current and long-term assets. Prerequisite: ACC 202. 4 credit hours.

### **ACC 312 INTERMEDIATE ACCOUNTING II**

A continuation of Intermediate Accounting I, extending the coverage to include long-term liabilities, corporate accounting, income tax allocation, cash flow statements, changing accounting methods, financial statement analysis, pensions, leases, and non-current investments. Prerequisite: ACC 311. 4 credit hours.

### **ACC 321 FEDERAL TAXATION I**

A course covering the determination of the taxable income of individuals and business entities for federal income tax purposes. Emphasis is on the preparation of an individual’s tax return in accordance with Internal Revenue Service regulations. Prerequisite: ACC 202. 3 credit hours.

### **ACC 322 FEDERAL TAXATION II**

A study of the income taxation of partnerships, corporations, trusts, and estates and their beneficiaries. Special emphasis on new tax regulations, tax planning, and the formation of business entities. Prerequisite: ACC 321. 3 credit hours.

### **ACC 331 COST ACCOUNTING**

A course emphasizing cost accounting concepts, analysis, and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant's role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order and process costing, and inventory valuation. Prerequisite: ACC 202. 3 credit hours.

### **ACC 332 ADVANCED COST ACCOUNTING**

A continuation of the study of planning, cost control, cost standards, cost profit volume, break-even analysis, direct and variable costing. The emphasis will be on applying these concepts to management decision making using modern quantitative techniques. Prerequisite: ACC 331. 3 credit hours.

### **ACC 451 ACCOUNTING FOR NONPROFIT ORGANIZATIONS**

The accounting theory and practice of nonprofit organizations including hospitals, schools, and state and local governments. Prerequisite: ACC 312. 3 credit hours.

### **ACC 461 ADVANCED ACCOUNTING**

An advanced accounting course dealing with business combinations and consolidated entities, partnership and branch accounting, and foreign currency translation. Prerequisite: ACC 312. 3 credit hours.

### **ACC 465 ACCOUNTING THEORY**

A study of the recent trends in the accounting profession with an emphasis on researching and reviewing the accounting literature. Prerequisites: ACC 461 and Senior standing. 3 credit hours.

### **ACC 471 ACCOUNTING SYSTEMS**

A course providing a basic knowledge of information systems and their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control, and an understanding of the use of computers in accounting information systems. Prerequisites: ACC 312, CMS 315. 3 credit hours.

### **ACC 480 AUDITING**

A course representing the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing, and auditing. Prerequisite: ACC 471. 3 credit hours.

### **ACC 485 ADVANCED AUDITING**

A continuation of the study of auditing standards, concepts and assumptions with an emphasis on EDP applications. Use of case studies will be introduced. Prerequisite: ACC 480. 3 credit hours.

### **ACC 490 CPA PROBLEMS**

The theory and practice portions of the CPA exam are thoroughly discussed and analyzed. Emphasis will be on actual test taking and problem evaluation. Prerequisites: ACC 461 and Senior standing. 3 credit hours.

## **ADE 301 FULFILLING CAREER OBJECTIVES - ADULT EDUCATION**

Structured for adults in transition, designed to assist adult learners in finding more personal satisfaction and reward in the job market. This course focuses on the relationship between self-understanding and potential careers. Emphasis will be placed on dislocated workers, dual-career couples, career change and the various stages of career development. It introduces the learner to the concepts of career support systems from the employer's perspective. 3 credit hours.

## **ADE 310 CAREER MANAGEMENT AND THE ORGANIZATION - ADULT EDUCATION**

An overview of principles, practices, and procedures to apply personal and professional career objectives. Specific attention will be given to the practical steps in designing an effective campaign to launch a career and enable students to take charge of their future. Focus will be on issues relating to career choice, employability skills, implementing a job search campaign, successful interviewing strategies, networking, career management and principles of professional conduct. 3 credit hours.

## **ADS 105 DRAWING I**

A course designed to help students visualize their thoughts in drawings, beginning with the basics of drawing, to free-hand drawing of three dimensional objects. 3 credit hours.

## **ADS 106 DRAWING II**

Training in the fundamental elements of commercial and fine art drawing. Prerequisite: ADS 105. 3 credit hours.

## **ADS 120 DESIGN I**

An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition. 3 credit hours.

## **ADS 121 DESIGN II**

Lay-out, paste-up, and composition; typestyle and story boards. Prerequisite: ADS 120. 3 credit hours.

## **ADS 205 BASIC RENDERING**

The materials and methods used in advertising and graphic design. Figure indication and the preparation of roughs and comprehensives. Prerequisite: ADS 106. 3 credit hours.

## **ADS 210 BASIC LIFE DRAWING**

Through the use of the live model and lectures in basic anatomy, the course examines life drawing as a preparatory process to the creation of a finished work. 3 credit hours.

## **ADS 211 LIFE DRAWING FUNDAMENTALS**

Through the use of the live model and lectures in basic anatomy, the course uses drawing as a finished work. Figure drawing stressing the use of light and proportion. 3 credit hours.

### **ADS 223 FASHION ILLUSTRATION**

Developing awareness of design needs in the fashion world through color, fabrics, and figure proportions. Developing designer's sketches with emphasis on drawing and design rendering. 3 credit hours

### **ADS 230 PHOTOGRAPHY**

Fundamentals of photography, including picture-taking, camera technique, film developing, and print-making. Lab fee: \$30. 3 credit hours.

### **ADS 235 PRINTMAKING I**

This course deals with Lino-Cut, Wood-Block and Collographs as ways of making multiple images. 3 credit hours.

### **ADS 245 ENVIRONMENTAL DESIGN**

Basic theory and techniques of environmental design in a two-dimensional form. Areas of interest include interior design, landscape, architecture, and urban planning. 3 credit hours.

### **ADS 246 GRAPHICS I**

The basics of design are used to develop two-dimensional designs that serve specific commercial needs. Prerequisite: ADS 121 or Instructor's permission. 3 credit hours.

### **ADS 250 SCULPTURE I**

Introduction to basic sculptural processes, such as additive, subtractive, and fabrication. 3 credit hours.

### **ADS 261 COLOR THEORY I**

Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are learned. 3 credit hours.

### **ADS 262 COLOR THEORY II**

Development of color awareness; methods of collecting and considering color images. Discussion of historical and contemporary examples. Prerequisite: ADS 261. 3 credit hours.

### **ADS 267 PORTFOLIO AND EXHIBITION I**

During this course, the student's Foundation Portfolio is assessed. Academic and career directions are planned. 3 credit hours.

### **ADS 270 PROFESSIONAL PRACTICES I**

All those things that spell the difference between amateur and professional, including ethical issues, legal proposals, contracts, work orders, patents, copyrights and trademarks. 3 credit hours.

### **ADS 271 FIGURE DRAWING MATERIALS**

An investigation into the materials available and how they relate to the expressive needs of the individual student. 3 credit hours.

### **ADS 326 DIGITAL ILLUSTRATION (ILLUSTRATOR)**

In this course the student will be using a vector based program in the creation of digital line art. In addition to technical proficiency, design and craft will play a strong role in the course objectives. Projects ranging from basic form to commercial graphics will be explored. As an Art and Design course, students will be expected to leave the course with several portfolio quality pieces. Prerequisite: CMS 200. Lab fee: \$30. 3 credit hours.

### **ADS 327 DIGITAL IMAGING (PHOTOSHOP)**

This course will focus entirely on the Adobe Photoshop application. As a standard in the graphic design, photographic and visual art industries, Photoshop has become a powerful contributor to the digital art world. The student will learn to manipulate various media in a variety of ways. A companion lesson book and several projects will be executed during this course. Prerequisite: ADS 230, ADS 326, or permission of instructor. Lab hours will be required. 3 credit hours.

### **ADS 330 COLOR PHOTOGRAPHY**

Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisites: ADS 230, ADS 231. Lab fee: \$30. 3 credit hours.

### **ADS 333 ADVANCED PHOTOGRAPHY**

Further study of photography as an art form; includes use of color in photography, experimentation in composition, and techniques of processing. Prerequisite: ADS 230. Lab fee: \$30. 3 credit hours.

### **ADS 342 THREE DIMENSION DESIGN**

Development of basic skills for building three-dimensional, conceptual and presentation models of products, furniture, and buildings. 3 credit hours.

### **ADS 346 RENDERING FUNDAMENTALS**

The methods of rendering presentations for a variety of projects, depending on the major of the student: interior, graphic, product, or environmental. Prerequisite: ADS 205. 3 credit hours.

### **ADS 347 GRAPHICS II**

A further investigation into the materials and methods of graphic design. Prerequisite: ADS 146. 3 credit hours.

### **ADS 351 ADVERTISING PRODUCTION**

Layout and production of mechanical artwork for printing process, including layout mechanics and skills, photostating and typography. 3 credit hours.

### **ADS 352 PRINTMAKING II**

Expands on the intaglio process, including line etching, engraving, aquatints and lift grounds. Includes lectures in printmaking history. Prerequisite: ADS 140. 3 credit hours.

### **ADS 353 PRINTMAKING MATERIALS**

Advanced intaglio process. Advanced techniques in color printing and photo-etching. Prerequisite: Permission of instructor. 3 credit hours.

## **ADS 360 CORPORATE IDENTITY**

Students research and develop those design elements that identify and advertise a corporation: logos, trademarks, stationery, annual reports. Prerequisite: ADS 121. 3 credit hours.

## **ADS 361 SCULPTURE II**

An exploration of the casting process. Students participate in all areas of sound, basic foundry processes including ceramic shell, direct and experimental casting. Metals include bronze and aluminum. Prerequisite: ADS 250. 3 credit hours.

## **ADS 362 SCULPTURE MATERIALS**

Development of individual vision through an exploration of various materials. Options include clay, wood, stone, plaster and metal. Prerequisite: Permission from instructor. 3 credit hours.

## **ADS 363 PAINTING MATERIALS**

Emphasis on an individual aesthetic related to materials. This is developed through a series of self-directed problems. Prerequisite: ADS 106. 3 credit hours.

## **ADS 365 ILLUSTRATION I**

An advanced drawing class stressing personal and creative use of tools and techniques to illustrate products, packaging, books, and magazines. 3 credit hours.

## **ADS 371 FIGURE DRAWING METHODS**

Explores the various methods used for finding individual styles of expression. Includes discussions of the historical and contemporary use of the figure in art. Prerequisite: Permission of instructor. 3 credit hours.

## **ADS 372 TYPOGRAPHY**

Typographical forms studies as both visual and verbal means of communication. Prerequisite: Permission of instructor. 3 credit hours.

## **ADS 380 INTERPRETIVE FIGURE MATERIALS**

The course will focus on the dialogue between figuration and abstraction. The materials used will be those chosen by the student as a result of his/her participation in ADS 271, or from consultation with instructor. Prerequisite: Permission of instructor. 3 credit hours.

## **ADS 429 COMMERCIAL LAYOUT AND DESIGN (QUARK)**

As the only industrial type and layout program accepted by the international graphic design community, QuarkXpress is a mandatory program for every graphic designer. In addition to gaining a technical fluency in the program, the student will be required to do four projects with substantial focus given to design as well as technical skill. Students will be expected to produce several portfolio quality pieces. Prerequisite: ADS 327. Lab hours will be required. Lab fee: \$30. 3 credit hours.

### **ADS 430 DESIGN TECHNOLOGY AND PRODUCTION**

This “capstone” course will enhance the knowledge gained in earlier technology and design courses. Issues such as pre-press and printing will also be seriously addressed. Students will attend a field trip to a local printer and service bureau. In addition to a required packaging solution, students will have an opportunity to propose their own projects. Prerequisite: Permission of instructor. Lab hours will be required. Lab fee: \$30. 3 credit hours.

### **ADS 441 APPLIED PHOTOGRAPHY**

Studio and on-site photography, working with requirements particular to the industry. Prerequisite: ADS 230. 3 credit hours.

### **ADS 460 SIGNAGE DESIGN**

Designing signs from billboards to bulletin boards, from doorways to roadways. Designing for the appropriate materials and technology. 3 credit hours.

### **ADS 470 ADVANCED GRAPHIC DESIGN**

Design as it relates to visual communications. Typography, symbol, image, and visual organization are considered in the context of contemporary practice. Prerequisite: ADS 372. 3 credit hours.

### **ADS 481 ILLUSTRATION II**

Advanced drawing working with a variety of media and techniques. Prerequisite: ADS 365. 3 credit hours.

### **ADS 485 INTERNSHIP**

Under the direction of the Art/Design faculty, the student has the opportunity to pursue experience with practicing professionals in the Boca Raton area. 3 credit hours.

### **ADS 490 PORTFOLIO AND EXHIBITION II**

A “capstone” course which assesses and enhances each student’s portfolio. The students, as a group, demonstrate their ability to collaborate by designing and mounting an exhibition of their best work. For graduating seniors in the ADS program. Prerequisite: ADS 276. 3 credit hours.

### **ADS 491 ART AND DESIGN SEMINAR**

A “capstone” course, the main objective of which is to assess the degree to which the student has assimilated the knowledge and information of preceding courses. This is done through discussion, papers, essay exams and group critiques of work-to-date. For graduating seniors in the ADS program. 4 credit hours.

### **ADS 492 GRAPHICS PRACTICUM**

Individual project where the instructor acts as client and critic. Student follows through from proposal and contract to final presentation. 3 credit hours.

### **ADS 493 PROFESSIONAL PRACTICES II**

A capstone course that increases the students’ ability to seek employment and to succeed in the design professions. Students design, prepare and deliver individual and team presentations, including portfolio and resume to a small audience. Prerequisite: ADS 270 Senior standing and permission of instructor. 3 credit hours.

## **ADS 494 THESES DRAWING I**

This course will be designed by the individual student based on initial group discussions. The priorities of a useful Theses drawing class will be established. Questions that will be asked are: What does each Theses need in the way of support drawings? Which source materials are best suited for each Theses (the figure, abstraction, nature, the city)? How will drawing aid in the development of personal imagery? Group and individual critiques. Prerequisite: Permission of instructor. 4 credit hours.

## **ADS 495 THESES DRAWING II**

This course is a continuation of Theses Drawing I with an emphasis on preparations for a variety of presentation techniques including framing, portfolios, and slides. Group and individual critiques. 4 credit hours.

## **ADS 499 (MAJOR) THESIS**

A “capstone” course involving the production of a body of work in which personal imagery, concept and technique are successfully integrated. Includes a written description of the student’s personal aesthetic. For graduating seniors in the ADS program. 4 credit hours.

## **AVM 102 AVIATION HISTORY**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential. 3 credit hours.

## **AVM 120 PRIMARY FLIGHT THEORY**

Provides the student with the theoretical knowledge necessary to meet all FAA requirements (written examination and oral test) for a private pilot’s certificate for a single-engine, land class airplane. Lab fee: \$50. 4 credit hours.

## **AVM 121 PRIMARY FLIGHT TRAINING**

Provides the student with the skills and aeronautical experience necessary to meet the requirements for solo flight in a single-engine, land category airplane and prepares the student for the flight test required for a private certificate. 2 credit hours.

## **AVM 220 INSTRUMENT FLIGHT THEORY**

Advanced flight theory which prepares the student for the FAA written and oral tests leading to the instrument rating. Prerequisite: AVM 120. Lab fee: \$100. 4 credit hours.

## **AVM 221 INSTRUMENT FLIGHT TRAINING**

Advanced training which provides the student with the necessary piloting skills and knowledge required for the FAA flight test leading to the instrument rating. Prerequisite: AVM 121. 2 credit hours.

## **AVM 226 AVIATION WEATHER**

A study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination as they relate to and impact flight operations. 3 credit hours.



### **AVM 230 COMMERCIAL FLIGHT THEORY**

Provides the required flight theory and prepares the student for the FAA written and oral tests for the commercial pilot certificate. Prerequisite: AVM 220. Lab fee: \$100. 3 credit hours.

### **AVM 231 COMMERCIAL FLIGHT TRAINING**

Completes the required flight knowledge and skills, and prepares the student for the FAA flight test leading to the commercial pilot certificate. Prerequisite: AVM 221. 1 credit hour.

### **AVM 250 AVIATION SAFETY AND HUMAN FACTORS**

A study of the physiological, psychological, and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement. 3 credit hours.

### **AVM 310 FLIGHT INSTRUCTION METHODS AND PROCEDURES**

Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructor's ratings are involved. Lab fee: \$30. 4 credit hours.

### **AVM 330 AIR TRANSPORTATION INDUSTRY**

An overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration, aircraft, and its future. 3 credit hours.

### **AVM 331 AVIATION REGULATION AND LAW**

A study of the evolution of aviation regulation and law, which together govern air transportation and the aviation industry. Included are certain sections of current Federal Air Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed. 3 credit hours.

### **AVM 341 AVIATION OPERATIONS I**

A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities, applicable local, state, and national regulatory requirements, together with preparation of an airport's master plan. 3 credit hours.

### **AVM 346 AVIATION OPERATIONS II**

An analysis of all aspects of fixed base operations, including flight training, charters and rentals, contract services, transient flight operations, and community relations. 3 credit hours.

### **AVM 441 AVIATION OPERATIONS III**

An analysis of contemporary management techniques applied to the airline industry, present industry problems, and flight operations. Included are aspects of scheduling, passenger service, maintenance, aircraft selection, labor relations, strategic planning, all included in a major student project. 3 credit hours.

### **AVM 471 AIRLINE EMERGENCY CABIN TRAINING**

At the completion of this course, students will have a basic understanding of airline emergency situation procedures and demonstrate the ability to make appropriate responses. Includes 30 hours of classroom instruction and 15 hours of practical demonstration and practice on aircraft mockups and use of emergency equipment. Prerequisites: Enrollment in the aviation program or approval of the department head. 3 credit hours.

### **AVM 472 B-727 PILOT FAMILIARIZATION**

At the completion of this course, students will have a basic understanding of major B-727 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Includes 45 hours of classroom and part task mockup (PTM) instruction. Prerequisite: FAA commercial pilot certificate with an instrument rating. 3 credit hours.

### **AVM 473 B-727 PILOT SIMULATOR FAMILIARIZATION**

At the completion of this course students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-727. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 472. 3 credit hours.

### **AVM 474 B-737 PILOT FAMILIARIZATION**

At the completion of this course, students will have a basic understanding of major B-737 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating. 3 credit hours.

### **AVM 475 B-737 PILOT SIMULATOR FAMILIARIZATION**

At the completion of this course, students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-737. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 474. 3 credit hours.

### **AVM 476 B-747 PILOT FAMILIARIZATION**

At the completion of this course, students will have a basic understanding of major B-747 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating. 3 credit hours.

### **AVM 477 AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE**

This course will result in attaining the Airline Transport Pilot (ATP) certificate. Lynn University is authorized under our FAR Part 142 certificate to provide ATP training. The syllabus is FAA approved. Lynn students will receive academic credit for this work. A student may take the ATP credit or the 737 familiarization credit, but not both. Prerequisite: FAA Commercial License and 1500 flying hours. A lab fee is required. 3 credit hours.

### **AVM 481 AVIATION SEMINAR**

A series of discussions and analysis of contemporary management problems in aviation. Individual student research and reports are required. 3 credit hours.

### **BUS 101 INTRODUCTION TO THE FASHION BUSINESS**

An examination of the scope of fashion industry opportunities. The production and distribution of fashion products are explored leading to an awareness of interaction of various aspects of the industry. 3 credit hours.

### **BUS 170 MICROECONOMICS**

Introduces the student to the basic principles of microeconomics which are concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy. 3 credit hours.

## **BUS 171 MACROECONOMICS**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment, and the influence of the nation's economy upon contemporary social problems. 3 credit hours.

## **BUS 200 INTRODUCTION TO BUSINESS**

For the non-business student, an introduction to various key facets of the business spectrum, including economics and business systems, forms of organizations, the management and marketing processes, accounting and financial matters, legal and regulatory aspects, and ethics and social responsibilities of business. (This course is open only to students outside the College of Business and Management.) 3 credit hours.

## **BUS 228 BUSINESS COMMUNICATION**

A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem - solving, and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102. 3 credit hours.

## **BUS 240 FASHION BUYING**

The student focuses on the role of the buyer in the retail organization and on buying techniques in the planning, obtaining and controlling of merchandise assortments. Consumer buying motivations are analyzed in terms of implications for retail buying. Prerequisite: BUS 101. 3 credit hours.

## **BUS 255 FUNDAMENTALS OF E-BUSINESS**

This course provides an overview of electronic business, the Internet, and the World Wide Web and enabling technologies. The course explores how today's advanced technologies impact business systems and processes. It also discusses connectivity and the relationship between the organization and its constituencies, which may include customers and suppliers, among others. It will also address corporate, national and global information infrastructures. Additionally, this course will cover important peripheral matters such as auditing procedures, risks, ethics, privacy, legal and security issues. Prerequisite: CMS 200. 3 credit hours.

## **BUS 260 DESIGN HISTORY FOR MANAGERS**

A study of design details of apparel, including an analysis of historical influences and contemporary fashion creators. Student projects and presentations required with a focus on management decisions. Prerequisite: BUS 101. 3 credit hours.

## **BUS 270 MANAGING ORGANIZATIONS**

Introduction to the basic concepts of organizational management. Emphasis is on analysis of managerial functions and organizational behavior factors that influence effective management. 3 credit hours.

## **BUS 290 FASHION INTERNSHIP I**

Opportunity for fashion students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. 3 credits.

## **BUS 300 FASHION EVENTS MANAGEMENT**

Fashion events and their role in retail sales are examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion events. Individual projects are required, included detailed plans for a fashion event. Group projects are also incorporated in the course, including community contacts with local apparel firms. Prerequisites: BUS 101 and computer word processing ability. 3 credit hours.

## **BUS 310 INTRODUCTION TO SMALL BUSINESS MANAGEMENT**

A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for those that prove viable. Prerequisites: BUS 250 and MKT 250. 3 credit hours.

## **BUS 311 CORPORATE FINANCE**

The theories, practices, procedures, and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. Prerequisites: ACC 201 and ACC 202. 3 credit hours.

## **BUS 312 BUSINESS LAW I**

An introduction to business law with primary focus on contract, agency, negotiable instruments, and sales. 3 credit hours.

## **BUS 313 BUSINESS LAW II**

A continuation of business law topics with emphasis on business organization, personal and real property, estates, and bankruptcy. Prerequisite: BUS 312. 3 credit hours.

## **BUS 316 RETAILING MANAGEMENT**

Study of organization and operation of retail establishments from a management perspective. Topics include customer service, information systems, staffing, and managing responsibilities. Prerequisite: BUS 250. 3 credit hours.

## **BUS 320 TEXTILE KNOWLEDGE FOR MANAGERS**

Comprehensive survey of the materials and production methods involved in making fabrics with focus on fiber, yarn, and construction. Federal regulations pertaining to textiles are also covered with an emphasis on typical managerial decisions. 3 credit hours.

## **BUS 321 INVESTMENTS**

Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisites: ACC 202 and BUS 311. 3 credit hours.

## **BUS 322 STATISTICS FOR BUSINESS AND ECONOMICS**

A conceptual introduction to the field of statistics and its many applications, particularly in the fields of business and economics. Topics include descriptive statistics, probability distributions, sampling, hypothesis testing, regression analysis and statistics methods for quality control. Prerequisite: MAT 110. 3 credit hours. (Note: This course may satisfy a core math requirement.) **Math credit will not be awarded for both BUS 322 and MAT 221.**

## **BUS 350 HUMAN RESOURCE MANAGEMENT**

A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, comprehensive systems, employee benefits design, and training program design and evolution. Prerequisite: BUS 250. 3 credit hours.

## **BUS 352 MONEY, BANKING, AND MONETARY POLICY**

Nature, functions, and sources of money, domestic and international features of monetary systems, monetary and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy, and their relationship to fiscal policy. Prerequisites: BUS 170 and BUS 171. 3 credit hours.

## **BUS 370 BUSINESS – SPECIAL TOPICS**

A course that will explore different areas of business. Topics may include specific industries, organizational behavior, legal aspects, finance, management strategies and e-commerce. 3 credit hours. Can be repeated for credit as topics change.

## **BUS 371 FASHION INDUSTRY TOUR**

This seminar, held in a fashion center, consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sale, apparel design, fashion retail, advertising, apparel manufacturing and journalism providing an overview of the fashion industry at work. Discussion and required written projects focus on current topics of concern to the primary market, secondary market and retailers. Enrollment is limited. Prerequisite: Permission of the instructor. 3 credit hours.

## **BUS 372 LEGAL AND REGULATORY ASPECTS OF MANAGEMENT**

This course addresses the legal and ethical assumptions of laws and administrative rules and procedures that affect the management process. Prerequisite: BUS 250. 3 credit hours.

## **BUS 380 DEVELOPMENT AND ADMINISTRATION OF COMPENSATION PROGRAMS**

This course is designed to examine and evaluate factors affecting an employee's salary and compensation package. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. Prerequisite: BUS 350. 3 credit hours.

## **BUS 400 FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES**

An introduction to the study of financing small businesses and entrepreneurial ventures. Emphasis will be on introducing government sources, commercial banking sources, investment banking, and other potential venture capital sources. The student will develop a financial business plan to present to a financial institution. Prerequisites: ACC 202, BUS 310. 3 credit hours.

## **BUS 411 MANAGING APPAREL PRODUCT DEVELOPMENT**

Topics include analysis of design and construction methods, CAD techniques, global sourcing, apparel manufacturing processes, quality control and management of apparel production. Student projects required. Prerequisites: BUS 101, 260. 3 credit hours.

## **BUS 420 REAL ESTATE LAW**

A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation, and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications. 3 credit hours.

## **BUS 422 QUANTITATIVE BUSINESS ANALYSIS**

Application of quantitative analysis to business problems. Topics include: probability concepts, forecasting, decision, making use of probabilities under certainty and uncertainty, cost volume-profit analysis and inventory. EOQ models, linear programming, simplex method, networking, integer programming, simulation, queuing theory, and Markoff analysis. Prerequisite: BUS 322. 3 credit hours.

## **BUS 430 LABOR RELATIONS**

A study of the collective bargaining process and its impact on the economy. Included are case studies and arbitration cases in the private and public sectors. Prerequisite: BUS 350. 3 credit hours.

## **BUS 431 MANAGING GROWING BUSINESSES**

An emphasis on the necessary changes in management strategies as a business grows from its inception through maturity. Prerequisite: BUS 310. 3 credit hours.

## **BUS 432 MANAGING FAMILY BUSINESSES**

Emphasis on particular problems associated with family businesses such as taxes, estate planning, financing, and contractual agreements. Prerequisite: BUS 310. 3 credit hours.

## **BUS 446 HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP**

Course content explores historical and external forces that impact entrepreneurial efforts in business enterprises. Emphasis will be on the role of government as it influences business goals, structures, and operations of U.S. enterprises. Legal and regulatory constraints as well as political, social and technological factors that influence managerial/nonmanagerial behavior in the firm and the firm's impact on society will be discussed. Prerequisites: Senior standing and business major. 3 credit hours.



### **BUS 451 REAL ESTATE INVESTMENTS**

Fundamental problems and principles involved in the organization, management, and control of real estate operations. Analysis of real estate financing, including sources and procedures for financing different types of real estate. Prerequisite: ACC 202. 3 credit hours.

### **BUS 455 INTEGRATIVE MANAGEMENT**

Focuses on the activities and interactions among functional units of a firm. Emphasis is on organizational learning, culture and change. Prerequisites: Business major and Senior standing. 3 credit hours.

### **BUS 460 BUSINESS POLICY**

Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing, and production are studied. Prerequisites: BUS 455 and Senior standing. 3 credit hours.

### **BUS 470 TRAINING AND DEVELOPMENT**

Course focuses on the training and development of employees at all levels in the organization relative to the following topics: training and development practices; identifying employer development needs; isolating training from nontraining needs; designing the training program and assessing results; facilitating organizational change; creating and evaluating training packages; exploring training and instructional styles for adult learners in a corporate/business setting. 3 credit hours.

### **BUS 480 FASHION INDUSTRY SEMINAR**

A capstone course for fashion students to integrate merchandising, management, design production, and marketing topics in preparation for employment in the industry. Guest speakers are incorporated. Student presentations required. Prerequisite: BUS 411. 3 credit hours.

### **BUS 490 FASHION INTERNSHIP II**

Opportunity for fashion management students to gain on-the-job experience through an internship placement. Prerequisite: BUS 290 and Advisor/Dean permission. 3 credit hours.

### **BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM**

A four to five month internship in the student's area of study will be conducted through a partner university or college. The partnership schools, (for example, Lynn University's sister campus in Dublin, American College Dublin; Katoh Schools and Fuji Phoenix College in Gotemba, Japan; and École Condé in Lyon, France) cooperate with Lynn University in the administrative and academic support of each other's students in their respective countries. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business. 6 credit hours.



## **BUS 498/499 BUSINESS INTERNSHIPS**

Opportunity for business students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. 3 - 6 credits.

### **CAP 106 ACTING I**

An introduction to the history, appreciation and criticism of theater combined with fundamental acting exercises designed to lead the student toward credibility on the stage. 3 credit hours.

### **CAP 206 ACTING II**

Fundamental acting exercises designed to lead the student toward credibility on the stage. 3 credit hours.

### **CAP 306 ACTING III**

Continuation of CAP 206. Prerequisite: CAP 206 or permission of instructor. 3 credit hours.

### **CED 198 PORTFOLIO SEMINAR**

Seminar designed to guide students through the process of developing a Portfolio of their experiential learning. 1 credit hour.

### **CMS 200 INTRODUCTION TO COMPUTER APPLICATIONS**

An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee: \$30. 3 credit hours.

### **CMS 210 PROGRAMMING LANGUAGES I (QBASIC)**

QBASIC will be used as a vehicle to explore the fundamentals of structured programming, data types, control structures, functions, subroutines and algorithms. Lab fee: \$30 Prerequisite: CMS 200. 3 credit hours.

### **CMS 212 PROGRAMMING LANGUAGES II (VBASIC)**

VBASIC is a continuation of CMS 210 in a visual object oriented environment. Lab fee: \$30. Prerequisite: CMS 210. 3 credit hours.

### **CMS 215 ARTIFICIAL INTELLIGENCE**

A survey of the concepts and trends in artificial intelligence. Topics include neural networks, knowledge representation, machine learning, deduction, image processing, voice recognition and expert systems. Lab fee: \$30. Prerequisite: CMS 200. 3 credit hours.

### **CMS 260 COMPUTER ARCHITECTURE**

A study of the internal design features, organization, components and arrangements that make a modern microcomputer. Hardware, logic, firmware and software will be discussed. Lab fee: \$30. Prerequisite: CMS 200. 3 credit hours.

## **CMS 300 DATABASE SYSTEMS AND MANAGEMENT**

Study of database concepts, systems, and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to database management systems. A survey of available software and public and commercial database services and practice in the application of microcomputer packages is included. Prerequisite: CMS 200. Lab fee: \$30. 3 credit hours.

## **CMS 310 JAVA PROGRAMMING**

Concepts, structure, and applications of the Java programming language. Prerequisite: CMS 212. Lab fee: \$30. 3 credit hours.

## **CMS 315 MANAGEMENT INFORMATION SYSTEMS**

An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisites: CMS 200 and BUS 250. Lab fee: \$30. 3 credit hours.

## **CMS 320 DESKTOP PUBLISHING**

An introduction to methods, techniques, conventions, and limitations of desktop publishing. Hands-on instruction will make use of a professional desktop publishing program. Projects will include composition and production of brochures, flyers, newsletters and short magazines. Course includes layout, composition, freehand art, clip art, scanning, and photo retouching. Prerequisite: CMS 200. Lab fee: \$30. 3 credit hours.

## **CMS 330 LOGIC DESIGN**

Fundamentals of logic design including Boolean Algebra, simplification of expressions, Grey Code, combination logic, state machines, PLD's and hardware description language. Prerequisite: CMS 260. Lab fee: \$30. 3 credit hours.

## **CMS 340 WEB SITE DESIGN**

This is an undergraduate elective course designed to expose students to the techniques and principles of good web site design. This course will focus on creating and incorporating a series of linked web pages into a cohesive web site suitable for publishing on the INTERNET. A popular graphic program will be used in the preliminary design of the site. Enhancements and more advanced features will be added to the web pages utilizing HTML code. Java scripts will be used and manipulated. Simple animation and multimedia elements will be created and added to the pages as appropriate. Prerequisites: CMS 200 and BUS 228, or permission of instructor. Lab fee: \$30. 3 credit hours.

## **CMS 345 ASSEMBLY LANGUAGE PROGRAMMING**

Development of low level computer programs and firmware. Mnemonic operators, symbolic addresses, indexing, indirect addressing, macros and stack operations will be discussed. Prerequisite: CMS 330 and MAT 313. Lab fee: \$30. 3 credit hours.

### **CMS 350 SPREADSHEET DESIGN AND APPLICATION**

Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Available commercial software packages are reviewed. Activities in the course include constructing advanced financial spreadsheet models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Prerequisite: CMS 200. Lab fee: \$30. 3 credit hours.

### **CMS 360 COMPUTER ETHICS AND LAW**

Study of legal issues related to computer users and institutions. Topics include theft of services, rights to privacy, trademarks, patents, copyrights, contracts and royalties. 3 credit hours.

### **CMS 365 DATA STRUCTURES**

Study of classic data structures and objects. Topics include stacks, queues, binary trees, linked lists, polymorphism, inheritance, searching and sorting techniques. Prerequisite: CMS 330. Lab fee: \$30. 3 credit hours.

### **CMS 370 OPERATING SYSTEM DESIGN PRINCIPLES**

A study of software based management techniques for the control of computer hardware including microprocessors, memory, storage devices, peripherals, interrupt handling, stack operations and file management. Prerequisite: CMS 345 and CMS 365. Lab fee: \$30. 3 credit hours.

### **CMS 380 SYSTEMS ANALYSIS**

Structured systems analysis including data flow, data representation, decision trees and tables, fault tolerant computing, performance analysis, deterministic and stochastic models. Prerequisite: CMS 365. Lab fee: \$30. 3 credit hours.

### **CMS 420 ENCRYPTION AND DATA SECURITY**

Fundamental concepts and survey of encryption methods and algorithms. Data security over computer networks and verification methods will be emphasized. Prerequisite: CMS 365. Lab fee: \$30. 3 credit hours.

### **CMS 445 DATA COMMUNICATIONS AND NETWORKS**

This course covers topics such as telecommunications, modems and client/server technology, networking, multiplexing, switching, protocols and architecture. Prerequisite: CMS 365 and BUS 322. Lab fee: \$30. 3 credit hours.

### **CMS 455 PROCEDURAL ORIENTED PROGRAM DESIGN**

Program design and development using objects to enhance reliability, portability and security. A current programming language will be used to illustrate these concepts. Prerequisite: CMS 212. Lab fee: \$30. 3 credit hours.

### **CMS 456 OBJECT ORIENTED SOFTWARE DESIGN**

Software design and development principles including modularity system, decomposition and data representation using objects as structures. A current programming language will be used as a representative language. Prerequisite: CMS 455. Lab fee: \$30. 3 credit hours.

## **CMS 481 SENIOR SEMINAR**

This course provides an opportunity for students as a group to explore emerging technologies or special interest areas. Site visits and guest lecturers will be used as part of the course strategy. Prerequisite: Senior standing or permission of the Dean. 3 credit hours.

## **CMS 495 SENIOR PROJECT**

This course is designed for senior level students as a way of providing them an opportunity to explore through research or practical experience areas of Computer Science or Information Systems. Prerequisite: Senior Standing. Lab fee: \$30  
3 credit hours.

## **CMS 497 TOPICS IN COMPUTER SCIENCE**

Study of selected topics current to the technology industry. 3 credit hours.

## **COA 101 FUNDAMENTALS OF COMMUNICATIONS**

Introduction to mass media and its historical and contemporary function in society. Topics include mass media industries' organization and operations, economics, responsibilities and ethics, and career considerations in the field. 3 credit hours.

## **COA 110 PUBLIC FORUM**

A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning and on interpersonal communication, especially in the context of large groups. Prerequisite: COA 120 and ENG 102.  
3 credit hours.

## **COA 305 INTERPERSONAL COMMUNICATION**

This course examines the nature of the communication process as it occurs in the "one-on-one" (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110, PSY 150. 3 credit hours.

## **COA 320 GENDER AND COMMUNICATIONS**

This course examines a variety of relationships between communication and gender. It emphasizes how communication creates and maintains gender and power roles and how communication behaviors reflect, maintain and influence social and political conceptions of gender. Prerequisite: COA 110. 3 credit hours.

## **COA 340 PERSUASION AND PROPAGANDA**

An analysis of the forces which shape public opinion and spread ideas, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COA 110. 3 credit hours.

## **COA 380 COMMUNICATION ANALYSIS AND CRITICISM**

This is an upper level course that studies the skills of communication criticism in social, cultural, and political domains of communication. The course draws from the principles of rhetoric to understand and interpret the meaning of communication events and social transactions and measures and assesses their significance by applying the practice of rhetorical criticism. Prerequisite: COA 110. 3 credit hours.

## **COA 451 INTERCULTURAL COMMUNICATION**

This course illustrates the diversity and variables in intercultural communication and examines communicative problems that may arise with contact between individuals or organizations from different ethnic or cultural backgrounds. 3 credit hours.

## **COM 105 INTRODUCTION TO MASS MEDIA**

An introductory course on mass media that deals with the nature and function of mass media in the United States and offers insight into the history and structure of the book industry, newspapers, magazines, motion pictures, radio, music industry, television and advertising. The course also analyzes the mass media audience, media uses and effects. Prerequisite: ENG 101. 3 credit hours. Offered: Fall, Spring, Summer.

## **COM 110 INTRODUCTION TO JOURNALISM**

The nature, language, mechanics and ethics of reporting. An overview of journalistic styles and techniques, and practical experience by writing for the student newspaper, The Pulse. Prerequisite: ENG 102, COM 105. 3 credit hours. Offered: Fall, Spring, Summer.

## **COM 210 NEWS WRITING AND REPORTING**

An intermediate level course to sharpen the skills and techniques for news writing and reporting for print and electronic media. Exercises include information gathering and story presentation for newspapers, radio and television. Students also learn about the balance between the rights of an individual and the ethical and moral responsibility in journalism. Prerequisite: COM 110. 3 credit hours. Offered: Spring.

## **COM 220 PHOTOJOURNALISM**

Photojournalism as practiced in contemporary print media. Students plan and produce assignments mixing photography and text, with emphasis on the interrelationships of words and pictures. Prerequisite: COM 105. 3 credit hours. Offered: Fall, Spring.

## **COM 230 FILM STUDIES**

Study of cinema as an art form, a craft, and a major commercial industry. Students learn about the language and grammar of cinema, narrative structure, stylistic techniques and the basics of film criticism. Prerequisite: COM 105. 3 credit hours. Offered: Fall, Spring.

## **COM 235 FILM HISTORY (1895-1950)**

An introduction to the historical evolution of motion pictures from a novelty entertainment to an art and industry. Topics include: the modest beginning in New York, the move to Hollywood, the rise of the star system, the emergence of the studios, introduction of sound, and the beginning of the demise of the studio system in 1948. Prerequisite: ENG 102. 3 credit hours. Offered: Fall, Spring, Summer.

## **COM 240 AUDIO PRODUCTION**

Introduction to the place of sound (voice, music, sound effects) in radio, television and motion pictures. An overview of technology and its use in audio recording and editing; using analog and digital equipment. Prerequisite: ENG 102, COM 105. Lab fee: \$40. 4 credit hours. Offered: Fall, Spring.

## **COM 245 TELEVISION PRODUCTION**

A course exploring the methods and equipment for studio production, including lighting, audio, camera, video switching, control room operation, set design and on-air performance. Projects include producing commercials and newscasts. Prerequisite: ENG 102, COM 105. Lab fee: \$40. 4 credit hours. Offered: Fall, Spring.

## **COM 250 FILM PRODUCTION**

This course is an introduction to the basic principles and techniques of fictional narrative motion picture production. Students in partnerships will produce two short productions, emphasizing dramatic development and creative visual storytelling through image composition, camera movement, editing and sound. Prerequisite: ENG 102, COM 105. Lab fee: \$40. 4 credit hours. Offered: Fall, Spring.

## **COM 255 FILM AND TV EDITING**

Introduction to the techniques and aesthetics of film and TV editing using on-line and off-line editing equipment. The course covers theories of editing and their application in narrative, instructional, and informational programs. Prerequisite: COM 245 or COM 250. Lab fee: \$40. 4 credit hours. Offered: Fall, Spring.

## **COM 260 TV FIELD PRODUCTION**

Introduction to principles and techniques of producing on-location programs. Students plan, script, storyboard, record and edit news packages, interviews and narrative pieces. Prerequisite: COM 255. Lab fee: \$40. 4 credit hours. Offered: Fall, Spring, Summer.

## **COM 299 TOPICS IN COMMUNICATION**

Specialized courses on national cinema, various trends in TV and movies, director studies or any other topic not covered in the existing courses but relevant to the study of contemporary mass media. Prerequisite: COM 105. 3 credit hours.

## **COM 300 AUDIO PRACTICUM**

An independent study of sound recording and its application in radio, television or film. Prerequisite: COM 240. 3 credit hours. Offered: Spring.

## **COM 305 MEDIA AND SOCIETY**

Investigation of social, psychological, political and economic implications of the mass media for a society and its subcultures. Prerequisite: COM 105. 3 credit hours. Offered: Spring.

### **COM 310 NEWSPAPER PRODUCTION**

This course will serve as a practical workshop for planning, production, and distribution of the student newspaper, The Pulse. Skills in integration of visual and text elements, copy editing, headline writing, photo cropping and sizing, page layout and commercial aspects of advertising and production. Prerequisite: COM 110 & COM 220. 3 credit hours. Offered: Fall, Spring.

### **COM 315 NARRATIVE WRITING FOR FILM AND TV**

Art and craft of screenwriting for the conventional narrative film and for TV. Students develop a treatment, and master scenes of a full-length project in an appropriate format. Prerequisite: COM 325. 3 credit hours. Offered: Spring.

### **COM 320 WORLD MEDIA SYSTEMS**

A comparative analysis of the media systems across the world. An in-depth study of different forms of control, access, ownership, distribution, and uses of mass media; the role of international media in communication among and between nations and people. Prerequisite: COM 105. 3 credit hours. Offered: Fall.

### **COM 325 WRITING FOR ELECTRONIC MEDIA**

Principles and practices of writing for radio and television. Exercises include news writing, feature stories, commentaries and developing intros, links, and closings for radio and TV programs. Prerequisites: ENG 102 and COM 110. 3 credit hours. Offered: Fall, Spring, Summer.

### **COM 330 ORGANIZATIONAL COMMUNICATION**

A study of communication within an organization as well as communicating with clients, competitors and regulatory agencies. Principles of communication in groups, effective leadership and empowerment as they apply to mass media organizations. Prerequisite: COM 105. 3 credit hours. Offered: Fall, Spring.

### **COM 335 CONTEMPORARY AMERICA THROUGH FILM (1950-PRESENT)**

Study of the motion picture industry after the decline of the studio system, the rise of independent film production, and the interaction with television.

Prerequisite: COM 235. 3 credit hours. Offered: Spring.

### **COM 340 ADVERTISING WRITING AND DESIGN**

Writing advertising copy and designing effective layouts. This course includes creating ads, motivating readers, planning and developing campaigns. Prerequisite: COM 110. 3 credit hours. Offered: Fall, Spring.

### **COM 345 TV PRACTICUM**

Students will develop, write, produce, and edit special projects for specific clients. Projects may vary in nature and scope. Prerequisite: Junior standing, COM 245.

Lab fee: \$40. 3 credit hours.

### **COM 350 COMMUNICATION LAW AND ETHICS**

Legal and ethical aspects of mass communications practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, and Freedom of Information Act. Prerequisite: COM 105. 3 credit hours. Offered: Fall, Spring.

### **COM 355 FILM PRACTICUM**

Students will develop, write, produce, and edit either a 16-mm film or a single-camera film-style program for a specific client. Prerequisite: Junior standing, COM 245 or COM 250. 3 credit hours.

### **COM 360 COMMUNICATION THEORIES**

Discussion of the process of communication theory construction, including a survey of social science paradigms and major theories of communication. Prerequisite: COM 105. 3 credit hours. Offered: Fall, Spring.

### **COM 365 FEATURE WRITING**

Writing and analyzing feature articles for newspapers, magazines, and other news media. Layout, design and production of a magazine. Prerequisite: COM 110. 3 credit hours. Offered: Spring.

### **COM 370 MEDIA PROGRAMMING**

Categories and sources for selecting materials used in radio, television and cable programs to attract, build and sustain the audience. Prerequisite: COM 105. 3 credit hours. Offered: Spring.

### **COM 375 ADVERTISING AND SOCIETY**

History, organization and the role of advertising in American society. Advertising media such as newspapers, magazines, radio, television and the internet are explored. Prerequisite: COM 105. 3 credit hours. Offered: Fall.

### **COM 380 DOCUMENTARY PRODUCTION**

An examination of American and world nonfiction film. The study and practice of documentary production from script to screen. Lectures and laboratory. Prerequisite: COM 245 or COM 250. Lab fee: \$40. 4 credit hours. Offered: Fall.

### **COM 399 ISSUES IN COMMUNICATION**

A variable topic seminar dealing with research and issues in mass communication. Prerequisite: Junior standing. 3 credit hours.

### **COM 430 INTERNATIONAL FILM HISTORY**

A sociopolitical overview of the development of cinema in Europe, Russia, and Asia. Special attention is paid to forms in narrative, structure, genre and aesthetic. Prerequisite: COM 235. 3 credit hours. Offered: Spring.



### **COM 435 MEDIA MANAGEMENT**

This course introduces the student to the business aspect of the communication industries. Topics include human resource management, marketing, operations management, finance, accounting and ethical concerns in running a commercial enterprise. Prerequisite: Senior standing. 3 credit hours. Offered: Fall, Spring.

### **COM 440 PUBLIC RELATIONS**

This course defines and conceptualizes the history, ethics, and techniques for molding and cultivating favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations, and mass media. Prerequisite: Senior standing. 3 credit hours. Offered: Fall, Spring.

### **COM 450 ADVANCED RADIO/TV/FILM PRODUCTION**

An advanced planning, pre-production, production and postproduction workshop in which students complete a 25-minute radio, TV or film project from start to finish. Formats may vary from narrative to newscasts, from documentaries to debates, from game shows to newsmagazines. Prerequisite: COM 245 or COM 250. Lab fee: \$40. 4 credit hours. Offered: Spring.

### **COM 475 SENIOR COMMUNICATION PROJECT**

A capstone course that enables a student to apply theoretical and practical knowledge to develop either a research paper or a video project. Either outcome is expected to serve as a portfolio item. Prerequisite: Senior standing. 3 credit hours. Offered: Fall, Spring, Summer.

### **COM 480 DOMESTIC INTERNSHIP**

Practical work experience in a mass communications business such as radio or television station, production facility, advertising or public relations agency, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Senior standing, 2.5 GPA in major. 3-6 credit hours. Offered: Fall, Spring, Summer.

### **COM 485 INTERNATIONAL MEDIA INTERNSHIP**

Practical work experience in an international mass communications business, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Senior standing, Minimum GPA 2.5. 3-6 credit hours. Offered: Fall, Spring, Summer.

### **COM 490 COMMUNICATION SEMINAR**

A practical course designed to develop professional reporting skills for television and radio for those interested in a career in broadcast journalism. Emphasis is on demonstrating the relationship between text, images, and sound. Exercises include identifying news stories, gathering facts, organizing materials; working within time limitations, deadlines, and program formats. Prerequisite: Senior standing. 3 credit hours. Offered: Fall, Spring.

## **COM 495 COMMUNICATION RESEARCH**

The theoretical and practical concerns underlying procedures commonly used in communication research including content analysis, survey research, historical research, legal research and secondary analysis. Prerequisite: Senior standing. 3 credit hours. Offered: Fall.

## **CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE**

A survey of the agencies and processes involved in the administration of criminal justice. This includes review of the functions of legislature, the police, the prosecutor, the courts, and an analysis of the problems of law enforcement in a democratic society. 3 credit hours.

## **CRJ 203 CRIMINAL LAW AND PROCEDURE**

A survey of substantive American criminal law, and an analysis of the accused's procedural rights. 3 credit hours.

## **CRJ 301 CRIME AND DELINQUENCY**

A general orientation to the field of criminology which considers the following topics: development of delinquent and criminal behavior, initial handling and proper referral, preventive police techniques. Specific police problems are also studied, including addicts, the mentally ill, compulsive and habitual offenders. Special attention is given to police handling of juveniles and youths. Prerequisite: CRJ 101 or CRJ 203. 3 credit hours.

## **CRJ 302 ISSUES IN CORRECTIONS**

This course examines contemporary issues surrounding the legal and social construction of confinement, against a background of controversy, idealism, and unfulfilled social promise. The nature of punishment and its purpose is examined. Alternative correctional models are reviewed, and future trends are considered. 3 credit hours.

## **CRJ 320 CRIMINOLOGY**

This course presents an examination of the systematic study of the nature, extent, etiology, and control of law-breaking behavior. It seeks to establish empirical knowledge about crime and its control, based upon qualitative and quantitative research that forms a basis for understanding, explanation, prediction, prevention, and criminal justice policy. 3 credit hours.

## **CRJ 321 COMPARATIVE POLICE SYSTEMS**

This course compares and contrasts the law enforcement systems of different countries throughout the world, highlighting important features and differences of each. Students learn how law enforcement systems may vary across cultures and why. Each student will be responsible for the in-depth examination of a particular system against a comparative systems background. 3 credit hours.

## **CRJ 322 PROBATION AND PAROLE**

This course examines imposition of conditions and the supervision of offenders in the community as an alternative to imprisonment. Both probation and parole are examined in a historical and contemporary context. Consideration is given to the effects that probation and parole have upon the rest of the criminal justice system. 3 credit hours.

### **CRJ 323 COMMUNITY CORRECTIONS**

This course considers the community treatment of offenders. While examining the concept of Community Corrections, it notes the historical development and problems that offenders face when they enter community programs. Community resource provision and prerelease preparation are emphasized. 3 credit hours.

### **CRJ 330 THE AMERICAN JUDICIARY**

This course examines the structure and process of the American judicial system from a local, state, and federal perspective, with emphasis upon civil, criminal, administrative, and regulatory issues. Consideration is given to legal and political influences upon the judicial system and the court's role in influencing public policy in the criminal justice system. 3 credit hours.

### **CRJ 400 GENDER, CRIME AND CRIMINAL JUSTICE**

An overview of how gender affects women's involvement in the criminal justice system as offenders, victims and professionals. Considerable attention is given to women as victims of crime, the social system and the criminal justice process. Prerequisites: CRJ 101 and CRJ 203 or 301. 3 credit hours.

### **CRJ 410 VIOLENCE AND SOCIAL CHANGE**

This course examines the theory, nature, and content of violence as an act of human behavior, an entity, a social structure, a system, or a process. Attention is given to ethno-violence. Relationships to victimization theory are explored, as well as cultural models of violence. 3 credit hours.

### **CRJ 412 CRIME AND PUNISHMENT**

This course is an interdisciplinary study of the concepts of crime and punishment as social values, and how these values are reflected upon by different academic disciplines in the context of events important to people in society. 3 credit hours.

### **CRJ 420 ETHICS IN CRIMINAL JUSTICE**

An identification and in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, traditional ethical theories will be examined and applied to such topics as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations, and privacy. Prerequisites: CRJ 101 and CRJ 203 or 301. 3 credit hours.

### **CRJ 450 RESEARCH IN CRIMINAL JUSTICE**

This course consists of a study of research design, as well as qualitative and quantitative methods of data collection and analysis. A properly formatted, well-developed, research-based paper is a requirement for the course. Students develop an independent project and oral presentation of their findings. Prerequisite: MAT 221. 3 credit hours.

### **CRJ 480 SENIOR SEMINAR IN CRIMINAL JUSTICE**

An intensive study of a selected topic relative to the concept of criminal justice. Emphasis is placed on meaningful research in the area selected. Prerequisites: CRJ 101, 203, and 301. 3 credit hours.

## **EDU 099 CLAST PREPARATION (NON-CREDIT) (3 HOURS)**

This course reviews skills, competencies, and strategies necessary for successfully completing the CLAST. Math review includes arithmetic, algebra, geometry/measurement, probability/statistics, and logical reasoning. Verbal preparation includes reading comprehension, English language skills, and essay writing.

## **EDU 100 LANGUAGE AND LEARNING DEVELOPMENT**

This course has been designed to help students understand the notion of multiple intelligences and the relationship of intelligence to learning. Linguistic intelligence as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities personnel, to identify their learning styles, cognitive strengths and weaknesses and the sensory modalities that will assist students in their pursuit of college education. 3 credit hours.

## **EDU 101 INTRODUCTION TO EDUCATION**

An introduction to the historical, philosophical, and sociological foundations of education as well as the legal, social, sociocultural, financial, and political environment of schools. 3 credit hours.

## **EDU 105 EARLY CHILDHOOD EDUCATION \***

Investigation of the historical, philosophical and sociological perspectives in early childhood education as they relate to the programs currently available for young children, including the principles and practices utilized for the development of scientific, creative, social, linguistic, and cultural concepts. 3 credit hours.

## **EDU 111 PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES**

An introduction to the pre-primary/primary curriculum, age 3 through grade 3, and the development of activities and materials for each of the seven curricula areas. 3 credit hours.

## **EDU 160 CHILD DEVELOPMENT \***

This course will focus on the theories and concepts of human growth and development from conception to age 8. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child's personality and behavior. 3 credit hours.

## **EDU 205 ADOLESCENT DEVELOPMENT**

A survey of the major concepts and theories of child development during adolescence. 3 credit hours.

## **EDU 210 EFFECTIVE TEACHING ACROSS THE ELEMENTARY SCHOOL CURRICULUM**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare elementary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in elementary classrooms. 3 credit hours.

## **EDU 211 LANGUAGE ARTS IN THE ELEMENTARY SCHOOL**

Development of methods and materials for teaching, listening, reading, thinking, speaking and writing skills for all children in the elementary school. Field observation and participation required. 3 credit hours.

## **EDU 212 ART IN THE ELEMENTARY SCHOOL**

Development of instructional skills, techniques, and strategies for teaching art to all children in the elementary school. 3 credit hours.

## **EDU 213 MUSIC IN THE ELEMENTARY SCHOOL**

Designed to provide the student with competencies necessary for the development and implementation of music instruction appropriate for all children in the elementary curriculum. 3 credit hours.

## **EDU 214 ART AND MUSIC IN THE ELEMENTARY SCHOOL**

Development of instructional skills, techniques, and strategies as it relates to art, and music for the elementary school teacher working in a multicultural classroom. 3 credit hours.

## **EDU 215 EMERGING LITERACY, COMMUNICATION AND CULTURE**

This course is an introduction to the acquisition and development of language and literacy theories, processes, instructional strategies and assessments for implementing effective teaching practices for all children with special consideration for the specific academic and sociocultural needs of English Language Learners in multicultural classrooms. 3 credit hours.

## **EDU 219 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL**

Development of instructional skills, techniques, strategies and related technologies for teaching social studies appropriate for all children as a mode of inquiry in elementary school. 3 credit hours.

### **EDU 230 CREATIVE ACTIVITIES \***

Integration of art, music and movement in the pre-primary and primary environment (age 3 through grade 3) with developmental emphases on the use of art supplies and techniques, acquisition of basic movement skills and familiarization with types of music and musical instruments for use in multicultural classrooms. 3 credit hours.

### **EDU 231 SECONDARY SCHOOL CURRICULUM AND EFFECTIVE TEACHING**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare secondary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in middle and/or high school. 3 credit hours.

### **EDU 240 PRE-PRIMARY LANGUAGE ARTS**

Emphasis upon developing and using meaningful strategies for involving all children in language arts experiences at the pre-primary/primary level, age 3 through grade 3. 3 credit hours.

### **EDU 250 PRE-PRIMARY MATH AND SCIENCE**

An introduction to the math and science concepts appropriate to the developmental level of the pre-primary/primary child, age 3 through grade 3. Activities will be examined and creative ideas explored as the student develops math and science lesson plans appropriate for diverse learners. 3 credit hours.

### **EDU 257 PHYSICAL EDUCATION, HEALTH, SAFETY IN THE SCHOOLS (PE/HEALTH-ELEMENTARY)**

The objective of this course is to develop an understanding of the important aspects of physical education, as well as health and safety, as it relates to the age 3 through grade 3 and elementary school teacher. 3 credit hours.

### **EDU 260 EDUCATIONAL COMPUTER APPLICATIONS**

The use of microcomputers and related technologies in elementary and secondary classrooms is discussed. Software evaluation, instructional materials generation, record keeping, and the use of technology to benefit culturally and linguistically diverse students, as well as exceptional students, are covered. 3 credit hours.

### **EDU 261 FAMILY AND COMMUNITY INVOLVEMENT**

A study of family systems and their impact on the education, growth and development of all children. Understanding the importance of involving families and communities, including culturally diverse families and their communities working cooperatively, in all phases of school programs. 3 credit hours.

## **EDU 265 WRITING PROCESS IN THE ELEMENTARY SCHOOL**

Materials, methods, and strategies to teach all children the writing process as an integral part of reading, language, and literacy development. Prerequisites: ENG 101, ENG 102, and EDU 211. 3 credit hours.

## **EDU 270 PRE-PRIMARY LANGUAGE ARTS & CREATIVE ACTIVITIES**

Students will acquire a basic understanding of pre-reading and reading skills while integrating art, music and movement activities to enable them to develop and implement appropriate lessons for all pre-primary/primary age children. 3 credit hours.

## **EDU 314 CHILDREN'S LITERATURE/ EDUCATIONAL MEDIA & LIBRARY**

Selection and use of children's books, storytelling, and creative writing for use with all children in elementary school, and the development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off -site locations. 3 credit hours.

## **EDU 315 READING IN THE ELEMENTARY SCHOOL**

Approaches, methods, and materials appropriate to teaching all young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, word attack skills, vocabulary, and comprehension as all are part of a whole language philosophy. Field observation and practice will be required. 3 credit hours.

## **EDU 316 DIAGNOSIS AND EVALUATION OF READING PROBLEMS**

Focuses on the evaluative processes. Proficiency in recognizing and diagnosing reading problems and prescribing and using a variety of appropriate methods and materials to increase and facilitate reading performance for all children. 3 credit hours.

## **EDU 317 SCIENCE IN THE ELEMENTARY SCHOOL**

Contemporary elementary science methods and materials, courses of study, and science texts are examined, including development and use of science teaching units. 3 credit hours.

## **EDU 318 MATHEMATICS IN THE ELEMENTARY SCHOOL**

Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use with diverse students in elementary school mathematics. 3 credit hours.

### **EDU 330 EDUCATION IN A MULTICULTURAL SOCIETY**

A study of the multicultural dimensions of American society and their relationship to the educational process. International dimensions of curriculum will be examined. Field experience in a multicultural setting required. 3 credit hours.

### **EDU 332 READING IN THE SECONDARY SCHOOL**

Materials and approaches to develop and reinforce reading skills for all students necessary for success in content areas. Emphasis on academic vocabulary development and comprehension skills. 3 credit hours.

### **EDU 333 SOCIAL STUDIES METHODS IN THE SECONDARY SCHOOL**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334. 3 credit hours.

### **EDU 334 CLASSROOM BEHAVIOR MANAGEMENT**

Strategies used to formulate a standard of student behavior in the classroom. Methods that promote instructional momentum. Emphasis on instructional planning effective for all learners. 3 credit hours.

### **EDU 335 SCIENCE METHODS IN THE SECONDARY SCHOOL**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in science. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334. 3 credit hours.

### **EDU 336 MATH METHODS IN THE SECONDARY SCHOOL**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in math. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334. 3 credit hours.

### **EDU 350 EDUCATIONAL MEDIA AND LIBRARY**

Development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations. 3 credit hours.



### **EDU 355 CHILD GUIDANCE AND CLASSROOM MANAGEMENT**

The study and comparison of child guidance methods in relationship to classroom management skills as an integral part of effective teaching for all children. 3 credit hours.

### **EDU 356 LEARNING PRINCIPLES FOR EDUCATORS**

A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization, and utilization of information by all learners. Topics examined include: classical conditioning, instrumental condition, observational learning, and memory. 3 credit hours.

### **EDU 364 LANGUAGE AND WRITING METHODS IN SECONDARY SCHOOL**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with students' varying levels of literacy development. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334. 3 credit hours.

### **EDU 365 LITERATURE METHODS IN THE SECONDARY SCHOOL**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334. 3 credit hours.

### **EDU 366 ADOLESCENT LITERATURE**

A survey of the teaching techniques that utilize the major works of adventure, biography, autobiography, folk literature, historical fiction, mystery, mythology, science fiction, and poetry for working with all adolescents. Some recreational and motivational works are also reviewed. 3 credit hours.

### **EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION**

Development of instructional objectives and classroom evaluation measures for all students. An overview of alternative assessment strategies; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Field experience in a multicultural classroom is required. 3 credit hours.

### **EDU 460 CHILDREN AT RISK**

A study of research based information of the identification, resources, and effective instructional practices for all children with special needs who are at risk of school failure from age 3 through grade 3. Procedures and intervention approaches for appropriate and effective family support are discussed. 3 credit hours.

## **EDU 461 EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS**

Review of research based information on the identification and remediation of exceptional students in the regular classroom. Development of practical teaching strategies and use of technology that regular educators need to respond effectively to exceptional students, including linguistically and culturally diverse students in regular classroom settings. Field observation and practice in a multicultural classroom required. 3 credit hours.

## **EDU 462 CHILDREN AT RISK AND EXCEPTIONAL STUDENT EDUCATION**

A study of research based information on the identification, redemption and resources for children who are at risk of school failure (age 3 through grade 3), and those already designated as exceptional students. Development of practical teaching strategies, procedures and intervention approaches to effectively respond to the needs of these students, and their families, including linguistically and culturally diverse students and families. Field observations and practice in a multicultural setting required. 3 credit hours.

## **EDU 480 PRACTICUM**

Guided practice under supervision of an ESOL endorsed elementary classroom teacher in at least two multicultural classrooms at different grade levels. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$30. 3 credit hours.

## **EDU 481 STUDENT TEACHING**

Independent practice teaching in a multicultural classroom. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$30. 9 credit hours.

## **ENG 099 ENGLISH SKILLS\***

A three (3) credit course in basic writing, grammar, and sentence structure as a prerequisite for ENG 101 when required. Includes writing lab requirements. This course is graded Pass/Fail and course credit does not apply toward graduation requirements.

## **ENG 101 ENGLISH COMPOSITION I\***

A course in clear, effective expression designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. Includes writing lab requirement. 3 credit hours.

## **ENG 102 ENGLISH COMPOSITION II/STUDIES IN LITERATURE \***

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing. Prerequisite: ENG 101. 3 credit hours.

## **ENG 211 THE SHORT STORY**

A survey of major short story writers and themes, representing a cross section of both traditional and modern works in the genre. Includes American, British, and international authors. Prerequisite: ENG 102. 3 credit hours.

## **ENG 255 TOPICS IN LITERATURE I**

A study of selected themes, genres, or authors. May include Irish literature, multicultural literature, women's literature, or Latin-American literature. Prerequisite: ENG 102. 3 credit hours.

## **ENG 260 MASTERPIECES OF WORLD LITERATURE**

A study of the major literary works of the Ancient World, Middle Ages, and Renaissance. Prerequisite: ENG 102. 3 credit hours.

## **ENG 300 THE BIBLE AS LITERATURE**

An investigation of literary forms used in the Scriptures, such as parable, allegory, lyric poetry, as well as dramatic, narrative, midrashic, apocalyptic, and prophetic modes. Prerequisite: ENG 102. 3 credit hours.

## **ENG 310 CREATIVE WRITING**

A practical course in writing poetry, short stories, plays, and film scripts. Prerequisite: ENG 102. 3 credit hours.

## **ENG 312 THE MODERN NOVEL**

A study of significant American, British, and Continental novels from the 18th century to the present. Prerequisite: ENG 102. 3 credit hours.

## **ENG 320 WORLD DRAMA**

A study of dramatic literature from the Greeks to the present including such dramatists as Sophocles, Shakespeare, Molière, Ibsen, Pirandello, and Miller. Prerequisite: ENG 102. 3 credit hours.

## **ENG 322 HISTORY OF THE ENGLISH LANGUAGE**

This course is an introduction to the historical development of the English language from its Indo-European and Teutonic origins to its present format with attention to influences of other languages. Prerequisite: ENG 102. 3 credit hours.

## **ENG 325 SHAKESPEARE**

An intensive study of the plays and sonnets of William Shakespeare. Prerequisite: ENG 102. 3 credit hours.

## **ENG 330 AMERICAN LITERATURE I**

A study of major American authors through 1865 with an emphasis on Romanticism. Prerequisite: ENG 102. 3 credit hours.

## **ENG 331 AMERICAN LITERATURE II**

A study of major American authors from 1865 to the present, emphasizing the movement from Naturalism to Realism to Modern. Prerequisite: ENG 102. 3 credit hours.

### **ENG 340 BRITISH LITERATURE I**

A study of the major British authors up to the Neo-Classical Period. Prerequisite: ENG 102. 3 credit hours.

### **ENG 341 BRITISH LITERATURE II**

A study of the major British authors from the Neo-Classical Period to the present. Prerequisite: ENG 102. 3 credit hours.

### **ENG 343 ANGLO/IRISH WRITERS**

Survey of prominent Anglo/Irish writers including Shaw, Joyce, Wilde, Beckett, O'Casey, Swift, and Syngo. Prerequisite: ENG 102. 3 credit hours.

### **ENG 345 MULTICULTURAL LITERATURE**

An appreciation of writings of the diverse ethnic groups comprising American history and culture in each historical period of the nation. Prerequisite: ENG 102. 3 credit hours.

### **ENG 350 STUDIES IN POETRY**

A survey of the genre focusing on various forms of poetry found in Eastern and Western cultures. Prerequisite: ENG 102. 3 credit hours.

### **ENG 355 TOPICS IN LITERATURE II**

An advanced study of selected themes, genres, or authors. May include Irish literature, multicultural literature, women's literature or Latin-American literature. Prerequisite: ENG 102. 3 credit hours.

### **ENG 360 INTRODUCTION TO LINGUISTICS**

An introduction to the basic principles of applied linguistics. Emphasis on phonology (the study of sounds), morphology (the study of word formation), syntax, nature and acquisition of language and the application of these features to the study of the English language as a means of communication. Prerequisite: ENG 102. 3 credit hours.

### **ENG 372 ADVANCED EXPOSITION**

This course is an upper division writing class in which students study and model exemplary nonfiction across the disciplines. Students write a series of essays in at least four fields of study as well as a research paper in their major field. Prerequisite: ENG 102. 3 credit hours.

### **ENG 410 BIOGRAPHY AND AUTOBIOGRAPHY**

A study of ancient and modern biographies and autobiographies of people who have contributed to the historical and cultural development of society. Prerequisite: ENG 102. 3 credit hours.

### **ENG 470 WRITING THE MAJOR THESIS**

This is an upperdivision writing workshop in which students receive instruction and feedback in writing as well as reinforcement of writing skills. Taught by an English professor, the course allows students to develop writing projects for assignments in their major program and to receive guidance on these projects from the planning stages through completion. Input from faculty members in the student's major program is encouraged. Prerequisite: ENG 102. 3 credit hours.

## **ESL 100 ENGLISH SKILLS FOR INTERNATIONAL STUDENTS**

This course emphasizes reading/writing for international students to prepare for collegelevel composition skills through vocabulary development and interpretation of reading passages. Students utilize vocabulary and develop good expository essays in response to the readings. Individualized work is required. 3 credit hours.

## **FRO 101 FRESHMAN SEMINAR: THE UNIVERSITY EXPERIENCE**

Designed to increase students' success by assisting in obtaining the knowledge and skills necessary to reach their educational objectives. Topics in this course include the nature of education, time planning, test taking, communication skills, study techniques, college procedures, resources and services, health/wellness issues, and personal issues that face many college students. Students earn a letter grade for this course. 1 credit hour. (Note: This course is required of all first semester freshmen.)

## **FRO 102 FRESHMAN SEMINAR FOR FRONTIER PROGRAM**

Similar to the FRO 101, this course is designed for those students admitted to the Freshman Frontier Program. Besides those topics discussed in FRO 101, students in FRO 102 will work on learning strategies specific to their needs. 2 credit hours. (Note: This course is limited to Frontier students.)

## **FRO 103 FRESHMAN/TRANSFER SEMINAR**

Designed to increase students' success by assisting them in obtaining the knowledge and skills necessary to reach their educational goals. Topics in this seminar include: the nature of education; time planning; communication skills; study and test taking techniques; college procedures, resources, and services; and personal issues that face many college students. NOTE: This seminar is a requirement for graduation for the AOS degree and is required of all first semester freshmen and transfer students at Old Forge Center. 2 credit hours.

## **FSE 101 HISTORY OF FUNERAL SERVICE**

A survey of the funeral practices and beliefs of all major western cultures from pre-Egyptian times to the present. American practices are discussed in light of their roots in Judeo-Christian tradition. Emphasis is placed on modern (1800 to present) developments in funeral service education, regulation and associations at both the state and national levels. This course meets 2 lecture hours per week. Prerequisite: Consent of Director. 2 credit hours.

## **FSE 131 PRINCIPLES OF FUNERAL SERVICE**

A detailed study of the basic principles related to planning, computer utilization, implementation and directing funeral services of different religions in accordance with the psychological, pre-need counseling techniques, and the theological needs of the family. This course meets 2 lecture hours per week. Prerequisite: Consent of Director. 2 credit hours.

## **FSE 150 FUNERAL SERVICE CHEMISTRY/ SANITATION AND LAB**

This course is the study of basic chemistry principles as they relate to the funeral service profession. Emphasis placed on understanding and implementing principles involved in sanitation, disinfection, public health, and embalming practices. Included are the legal OSHA requirements, concepts of biochemistry regarding organic compounds, essential changes of the human body that occur after death, harmful chemicals and general precautions when using various embalming chemicals. This course meets 2.5 lecture hours per week and 1.5 lab hours. Prerequisite: Consent of Director. Lab fee \$30. 3 credit hours (2.5 lecture credits and .5 lab credit).

## **FSE 210 THANATOLOGY, GRIEF AND BEREAVEMENT COUNSELING**

Death in America is studied as it affects both the individual and society. Central to the course are sociological and religious phenomena related to American attitudes toward death, children and death, terminal illness, the medical profession, euthanasia and suicide. Bereavement counseling principles and techniques are introduced and applied. This course meets 3 lecture hours per week. Prerequisites: ENG 102, PSY 150, SOC 110. Prerequisites or Corequisites: FSE 101, FSE 131. 3 credit hours.

## **FSE 215 COMPUTER APPLICATIONS FOR FUNERAL SERVICE**

Computer applications interrelate computer concepts, systems and software with funeral service management. A "practical application" paper is required at the end of this course. This course meets 15 hours during the semester in block periods, the equivalent of 1 combined lecture/lab hour per week. Prerequisites: CMS 200, FSE 101, FSE 131, FSE 210, and ACC 201. Prerequisite or Corequisite: FSE 240. Lab fee \$30. 1 credit hour (combined lab/lecture).

## **FSE 220 FUNERAL SERVICE LAW**

A study of the legal aspects of funeralization with emphasis on individual state mortuary statutes, rules, and regulations pertaining to mortuaries and cemeteries. This course meets the equivalent of 1 lecture hour per week or 15 hours during the semester in block periods. Prerequisites or Corequisites: BUS 312, FSE 101, and FSE 131. 1 credit hour.

## **FSE 240 FUNERAL HOME MANAGEMENT**

A survey of all aspects of the operation and management of the funeral home, based on the Federal Trade Commission/Rules and Regulatory business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design, computer application, and applied merchandising. This course meets 3 lecture hours per week. Prerequisites: FSE 101, FSE 131, FSE 210, and ACC 201. Prerequisite or Corequisite: BUS 312. 3 credit hours.

## **FSE 252 MICROBIOLOGY/PATHOLOGY AND LAB**

A study of disease conditions that require special handling of human bodies and mortuary equipment (i.e., physiological, clinical, and microbiological abnormalities). Also included are pathological processes that affect embalming procedures and the supportive role of the embalmer/funeral director to the medical examiner relative to medicolegal investigations. This course includes: 2.5 lecture hours and 1.5 lab hours per week. Prerequisites: FSE 150, Consent of Director. Lab fee \$30. 3 credit hours (2.5 lecture credits and .5 lab credit).

## **FSE 263 EMBALMING AND LAB**

An overview of embalming practices designed to provide the student with an understanding of the basic skills, aptitudes, and qualifications necessary for licensure. An integrative, cognitive, skilled and practical approach to embalming. This course includes 4 lecture hours and 6 lab hours per week. Prerequisites: SCI 271, FSE 101, FSE 131, FSE 150. Prerequisites or Corequisites: FSE 210, FSE 220, FSE 252. Lab fee \$100. 6 credit hours (4 lecture credits 2 lab credits).

## **FSE 270 RESTORATIVE ART AND LAB**

Restorative art focuses on the recreating of the natural form and appearance of the dead human body. The learner studies the bones of the head, shapes, facial proportions and prognathism, profiles, features and color. In the laboratory, the student gains practical experience in modeling, hair replacement, coloring and reconstruction features. Lab work will also emphasize the use of specialized techniques and materials. This course includes 2.5 lecture hours and 4.5 lab hours per week. Prerequisites: FSE 252, FSE 263. Lab fee: \$75. 4 credit hours (2.5 lecture credits and 1.5 lab credits).

## **FSE 281 FUNERAL SERVICE SEMINAR**

A continuous survey of the numerous changes and articulations within the domain of funeral service. Real life experiences through field trips, progressive demonstrations in preparation room skills and techniques, guest speakers, and simulated religious and fraternal services. All students participate in a series of seminars throughout the program and they are expected to maintain a documented journal (see Funeral Service Student Handbook). In FSE 281, students evaluate their role development and the journal is submitted and graded. This course meets 3 seminar hours per week. Prerequisites BUS 312, FSE 210, FSE 220, FSE 252, FSE 263. Corequisites: FSE 240, FSE 270, FSE 291, HUM 302. 2 credit hours (2 seminar credits).

## **FSE 291 PRACTICUM**

On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. This course includes: 1.5 seminar hours per week and 8 practicum hours per week (a total of 120 practicum hours per semester). Prerequisites: FSE 210, FSE 220, FSE 252, FSE 263. Prerequisites or Corequisites: FSE 215, FSE 240, FSE 270. Corequisite: FSE 281. 3 credit hours (1 seminar credit and 2 practicum credits).

**NOTE:** For all Funeral Service courses:

1 lecture credit=1 hour/week (or approximately 15 class hours/semester)

1 seminar credit=1.5 hours/week (or approximately 22.5 hours/semester)

1 lab credit=3 hours/week (or approximately 45 hours/semester)

1 practicum credit=4 hours/week (or approximately 60 hours/semester)

## **HA 100 INTRODUCTION TO HOSPITALITY AND TOURISM**

The growth and progress of the hospitality industry. How hospitality and tourism businesses are organized, financed and operated. The industry's opportunities and future trends are stressed. 3 credit hours.

## **HA 125 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT**

A survey of the history, organizational structure and future direction of the sports and recreation industry. 3 credit hours.

## **HA 140 FRONT OFFICE OPERATIONS**

A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions. 3 credit hours.

## **HA 150 INTRODUCTION TO CAMP ADMINISTRATION**

This course offers an overview and introduction into what camp administration entails. Subjects covered will be the camp director's job, marketing and evaluation procedures, business and finance in camping, staff recruitment, training and supervision, programming and scheduling, operation and implementation of activities and programs, and risk management and safety issues. 3 credit hours.

## **HA 160 ADVANCED GOLF SKILLS I**

Emphasis on knowledge of the game as it applies to grip, aim, stance and swing. Students must demonstrate playing proficiency in these four areas. 3 credit hours.

## **HA 163 HOSPITALITY EMPLOYEE DEVELOPMENT**

Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching and counseling. Prerequisite: HA 100. 3 credit hours.

## **HA 190 INTERNSHIP**

250 hours of field work in the hospitality industry. The field experience will be accompanied by reading, reports, journals, and faculty conferences. Prerequisite: consent of the instructor. 3 credit hours.

## **HA 201 HOSPITALITY INDUSTRY FINANCIAL ACCOUNTING**

A simplified overview of accounting, basic accounting concepts, financial statements, chart of accounts, asset, liability and equity accounts, effects of business transactions, debits and credits, accounting records, journalizing and posting, the month-end accounting process, the year-end accounting process. Lab fee: \$30. 3 credit hours.



## **HA 215 HOSPITALITY INDUSTRY COMPUTER SYSTEMS**

Introduction to automation in lodging and food service operations. Includes an introduction to computer systems, hardware, software, software application, programming and systems selection for various hospitality operations. Lab fee: \$30. 3 credit hours.

## **HA 216 SPORTS SKILLS I: TENNIS**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30. 3 credit hours.

## **HA 218 SPORTS SKILLS I: GOLF**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30. 3 credit hours.

## **HA 231 HOSPITALITY MANAGEMENT AND ORGANIZATION**

Examines the skills specific to managing operations. Includes management responsibilities, operational responsibilities and the personal and professional demands of management. Prerequisite: HA 163. 3 credit hours.

## **HA 250 GOLF SEMINAR I**

Relevant topics related to the management and operation of different types of golf facilities will be discussed. Trends and advances in the sport will be emphasized. 3 credit hours.

## **HA 271 HOSPITALITY INDUSTRY HUMAN RELATIONS**

The transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. Also describes the general process of management and how to achieve organization goals by planning, organizing, coordinating, staffing, directing, controlling and evaluating functions. Prerequisite: HA 163. 3 credit hours.

## **HA 290 HOSPITALITY INTERNSHIP**

250 hours of work in the Hospitality Industry. The field experience will be accompanied by reports, journals and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.

## **HA 300 HOTEL - SPECIAL TOPICS**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hotel industry. 3 credit hours.

## **HA 301 RESORT - SPECIAL TOPICS**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the resort industry. 3 credit hours.

### **HA 302 TOURISM - SPECIAL TOPICS**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research. 3 credit hours.

### **HA 303 HOSPITALITY - SPECIAL TOPICS**

The hotel field is constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry. 3 credit hours.

### **HA 304 FOOD SERVICE - SPECIAL TOPICS**

The purpose of this courses is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry. 3 credit hours.

### **HA 306 SPORTS - SPECIAL TOPICS**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the sports industry. 3 credit hours.

### **HA 308 RECREATION - SPECIAL TOPICS**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the recreation industry. 3 credit hours.

### **HA 310 HOSPITALITY INDUSTRY LAW**

An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence and other legal relationships for hotels, motels, restaurants and clubs. 3 credit hours.

### **HA 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY**

Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control, planning cash flow; incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Prerequisite: HA 201 or ACC 201. Lab fee: \$30. 3 credit hours.

### **HA 316 SPORTS SKILLS II: TENNIS**

Continuation of HA 216. Prerequisite: HA 216. Lab fee \$30. 3 credit hours.

### **HA 318 SPORTS SKILLS II: GOLF**

Continuation of HA 218. Prerequisite: HA 218. Lab fee: \$30. 3 credit hours.

## **HA 322 SECURITY MANAGEMENT**

Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a view toward resolving operational losses. 3 credit hours.

## **HA 326 METHODS OF TEACHING SPORTS**

A professional sports management intensive course covering the techniques and methods of teaching sports such as golf, swimming, tennis and tae kno do. 3 credit hours.

## **HA 331 HOSPITALITY STUDY TOURS**

On-site experience at hospitality businesses for an evaluation of a domestic property. Management procedures, concepts and styles of operation will be scrutinized. 3 to 9 credit hours.

## **HA 332 INTERNATIONAL STUDY TOURS**

On-site experience at international hospitality businesses for a comparative evaluation of a domestic international property. Management procedures, concepts and styles of operation will be scrutinized. 3 to 9 credit hours.

## **HA 336 RECREATIONAL TURF AND LANDSCAPE MANAGEMENT**

Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses and recreational areas. 3 credit hours.

## **HA 340 ADVANCED GOLF SKILLS**

A continuation of HA 160. 3 credit hours.

## **HA 343 FOOD SERVICE PURCHASING**

Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques. 3 credit hours.

## **HA 345 FOOD PRODUCTION**

This course will serve as an introduction to food production techniques and will include: processing of meats, stocks and sauces, continental cuisine and regional cuisines of America. 3 credit hours.

## **HA 347 FOOD SERVICE SANITATION**

Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices. 3 credit hours.

## **HA 348 FOOD AND BEVERAGE COST CONTROLS**

This course will include a thorough analysis of food, beverage and labor cost control techniques from a management perspective. Prerequisite: HA 201. 3 credit hours.

## **HA 349 FOOD AND BEVERAGE MANAGEMENT**

Food and beverage management will be explained through the following areas: dining room management, beverage management, storeroom management, nutritional analysis, and menu planning. 3 credit hours.

## **HA 350 MANAGEMENT INFORMATION SYSTEMS FOR THE HOSPITALITY INDUSTRY**

Advanced topics will be covered, computer system feasibility studies, designing a computer system and an in-depth study of Lodging and Resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. Prerequisite: HA 215. Lab fee: \$30. 3 credit hours.

## **HA 353 HOSPITALITY SYSTEMS AND OPERATIONS**

Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic, and detailed analysis of case studies. Prerequisites: HA 311,350. 3 credit hours.

## **HA 355 CUSTOMER SERVICE**

An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints. 3 credit hours.

## **HA 358 HOSPITALITY LABOR RELATIONS**

Topics include history of organized labor, union organizing campaigns, labor law, employment law, collective bargaining, and union management relations. Case studies and role playing are integral parts of the course. 3 credit hours.

## **HA 360 METHODS/MATERIALS OF TEACHING GOLF**

A professional golf management intensive course covering the techniques of teaching golf. 3 credit hours.

## **HA 361 FOOD SERVICE OPERATIONS I**

The application of management techniques to the areas of food production and dining room service. Students will be placed in The University Club to gain practical application of these techniques. 1 credit hour.

## **HA 362 FOOD SERVICE OPERATIONS II**

This course is designed to teach the student the principles of menu planning and design in various types of food service operations. The University Club will provide a laboratory for the marketing and testing of these menus. 4 credit hours.

## **HA 363 FOOD SERVICE OPERATIONS III**

Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation and service will be taught for different types of food service operations. The University Club will provide the real world setting for this course. 4 credit hours.

## **HA 365 HOSPITALITY HUMAN RESOURCES MANAGEMENT**

Focus is on application of human resources principles to the hospitality industry, including selection, employment law, and health and safety. Prerequisite: HA 163. 3 credit hours.

## **HA 370 GROUP AND CONVENTION MANAGEMENT**

Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementation of more competitive service. 3 credit hours.

## **HA 375 HOSPITALITY STRATEGIC MARKETING**

Examines marketing, the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising and evaluation of case studies. 3 credit hours.

## **HA 380 WORLD TOURIST ATTRACTIONS**

A geographical, social, cultural, political and economic analysis of the major tourist areas in the world and investigation into historical foundations and developments that have contributed to or have had an impact upon an area's offerings to the tourist market and their reasons for choosing such destinations. 3 credit hours.

## **HA 385 TOURISM PLANNING AND DEVELOPMENT**

A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism's proper development within the economic, political and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations and support industries. 3 credit hours.

## **HA 390 INTERNSHIP**

250 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: consent of the instructor. 3 credit hours.

## **HA 410 HOSPITALITY LEADERSHIP AND SUPERVISION**

An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior and social responsibility. 3 credit hours.

## **HA 416 SPORTS AND RECREATION FACILITIES**

This course provides an understanding of recreational facilities and the layout of space allocation both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of facilities. 3 credit hours.

## **HA 426 HEALTH FACILITIES**

The study of administrative theory, responsibilities, personnel supervision and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth. 3 credit hours.

## **HA 445 ADVANCED FOOD PRODUCTION**

This course will provide advanced food production analysis in the following areas: quantity food production, health conscious cuisine and Garde Manger. 3 credit hours.

## **HA 446 SPORTS AND RECREATION SEMINAR**

Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research, will be covered. 3 credit hours.

## **HA 447 INTERNATIONAL BAKING AND PASTRY**

A global survey of the art and science of baking and pastry production. Topics include: breads and rolls, French pastries, cakes, tortes and other international pastries. 3 credit hours.

## **HA 449 INTERNATIONAL CUISINE**

This course will provide the advanced student an analysis of Classic French, European, Asian and various other cuisines. 3 credit hours.

## **HA 455 CLUB FACILITIES MANAGEMENT**

This course provides an understanding of golf operation facilities and the layout of space both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of these facilities. 3 credit hours.

## **HA 460 GOLF SEMINAR II**

A continuation of HA 250. 3 credit hours.

## **HA 481 HOSPITALITY INDUSTRY SEMINAR**

This capstone course will include current issues in personal and professional development for the hospitality manager. Topics include ethics, principle centered living, and situational leadership. Prerequisite: Senior standing or consent of instructor. 3 credit hours.

## **HA 485 TURF AND LANDSCAPE MANAGEMENT**

Basic care and maintenance of fine turf grass, trees, shrubs, and ornamental plants used on golf courses. 3 credit hours.

## **HA 487 TOURISM SEMINAR**

Current topics and developments within the tourism/hospitality industry with emphasis on career development in tourism and travel. Prerequisite: senior standing. 3 credit hours.

## **HA 490 INTERNSHIP**

500 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: Consent of instructor. 3 credit hours

## **HA 495 RESEARCH IN HOSPITALITY**

Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the Dean. 3 credit hours.

## **HA 499 INDEPENDENT STUDY IN HOSPITALITY II**

Independent research projects or other approved phases of research or independent study. Prerequisite: permission of the Dean. 3 credit hours.

## **HCA 100 HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEMS\***

A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their role in the prevention, diagnosis, and treatment of health care problems. 3 credit hours.

## **HCA 120 INTRODUCTION TO HEALTH CARE ADMINISTRATION I**

Fundamental theories, principles, and concepts of management are surveyed to prepare the student for a middle management position in health care. Administration theory and management principles are examined in their application to the organizational analysis of hospitals and health care facilities. 3 credit hours.

## **HCA 210 CHANGE AND LOSS ACROSS LIFE SPAN**

A study of nature and loss, especially through death as experienced by children, adults, family, and friends. The meaning of personhood is critically examined in relation to clinical brain death, along with its implications for euthanasia and living wills. Emotional differences experienced in chronic illness versus sudden abrupt change are compared. Prerequisites: PSY 150, SOC 110, ENG 101-102. 3 credit hours.

## **HCA 220 INTRODUCTION TO HEALTH CARE ADMINISTRATION II**

A continuation of Introduction to Health Care Administration I. Prerequisites: PSY 150, SOC 110; ENG 101-102; HCA 120. 3 credit hours.

## **HCA 230 SOCIAL GERONTOLOGY**

Examines the individual, group, and societal needs of the older population. Emphasis is placed on concepts and theoretical perspectives, factual information, research, social policy issues, and professional practice in the field of gerontology. Also included are historical aspects of aging, social support, income, employment, housing, institutionalization, retirement, death and dying, and health and social services for the elderly. Prerequisites: PSY 150; SOC 110; ENG 101-102. 3 credit hours.

## **HCA 240 MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION**

An examination of basic principles of medical ethics and social responsibilities of the health and human services professional. Students discuss various ethical decisions in health care from legal and societal perspectives. Prerequisites: SOC 110; ENG 102. 3 credit hours.

### **HCA 300 RESEARCH METHODS IN HEALTH AND HUMAN SERVICES**

An examination of the methods of inquiry used in applied research in health and human services. Includes case studies, survey research, needs assessments, evaluation research, epidemiological research, experimental design, and qualitative research. Other topics include resources for research, choosing a research problem, sampling, measurement issues, data analysis, and report presentation. Students design a research project and draft a research proposal. Prerequisites: MAT 221; HCA 100, 120, 210, 220, 240; PSY 150; SOC 110. 3 credit hours.

### **HCA 320 PUBLIC HEALTH POLICY IN HEALTH CARE**

An examination of health care policy in long term care including the politics of aging and the aging network as well as financial and retirement programs. Major health care and medical programs are also reviewed. Prerequisite: HCA 300 or consent of HCA Director. 3 credit hours.

### **HCA 350 MENTAL HEALTH AND AGING**

An examination of mental health problems in the United States today. Students examine the major psychological theories of aging as they relate to mental health. Basic characteristics of various functional disorders are identified, along with prevalence, prevention and treatment interventions. Alcoholism, substance abuse and suicide are discussed. Prerequisite: HCA 300 or consent of HCA Director. 3 credit hours.

### **HCA 390 PRACTICUM IN HEALTH AND HUMAN SERVICES**

The student identifies an area of interest in health and human services and develops the topic into a written project proposal. Upon approval, the project is implemented and evaluated. The course concludes with a seminar presentation and final paper. Letter grade is assigned. Prerequisite: HCA 320. 3 credit hours.

### **HCA 420 THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR THE ELDERLY**

An examination of rehabilitative and restorative care and services for the elderly, including therapeutic activity programming. Students apply techniques of assessment, activity analysis, documentation, and evaluation to activity programs as well as construct and implement a therapeutic recreation program for a specific setting and population group. Prerequisites: HCA 450 and 460. 3 credit hours.

### **HCA 425 CLINICAL ASPECTS OF THERAPEUTIC RECREATION**

An examination of the history of activity programs and therapeutic recreation programs. An extensive review of current clinical issues related to therapeutic recreation including patient assessment, documentation, regulatory compliance and standards of practice. Prerequisites: HCA 300 and HCA 320. 3 credit hours.



### **HCA 430 ADMINISTRATIVE PRINCIPLES IN THERAPEUTIC RECREATION**

The course applies management and leadership principles to the delivery of recreation services. It systematically builds a foundation of administrative and supervisory skills. Prerequisite: HCA 420. Prerequisite or Corequisite: HCA 425. 3 credit hours.

### **HCA 450 FINANCIAL REPORTING AND REIMBURSEMENT SYSTEMS IN HEALTH CARE**

The principal sources and uses of health care funds will be addressed. Financial reporting methods of health care organizations will be examined. Prospective payment system requirements of Medicare, Medicaid and private third party payers are analyzed. Managed care is addressed. Prerequisites: ACC 202; HCA 350 and 390 or consent of HCA Director. 3 credit hours.

### **HCA 460 HEALTH IN THE LATER YEARS**

A study of the biological theories and processes of aging. Major age related diseases are discussed including prevalence, prevention and treatment interventions along with their implications for health and wellness. Prerequisites: SCI 261, HCA 350 and 390. 3 credit hours.

### **HCA 470 HEALTH CARE DELIVERY IN LONG-TERM CARE**

An examination of nursing homes, health care facilities and adult congregate living facilities. Attention is given to regulatory requirements, reimbursement policy, licensing, role and duties of administrators, staffing positions, therapeutic and support care and services, standards of health and safety as well as architectural needs. State codes and statutes are reviewed. Prerequisite: HCA 450 or consent of HCA Director. 3 credit hours.

### **HCA 475 CURRENT ISSUES IN HEALTH CARE**

Various topics of current interest not covered in other courses and particularly related to Health Care Administration. Prerequisite: Senior level status. 3 credit hours.

### **HCA 495 UNDERGRADUATE ADMINISTRATIVE RESIDENCY**

Emphasis is placed on agency or facility administration in this residency. Upon assignment to an organization the student rotates through the various departments, reviewing functions as well as the policies and procedures governing them. Requires a written log, reports, evaluations and major project as outlined in the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisite: HCA 470. 3 credit hours.

## **HCA 498 UNDERGRADUATE ADMINISTRATIVE RESIDENCY IN LONG TERM CARE**

The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six domains of practice as specified in Chapter 468, Part II, Florida Statutes and Rule 64B10, Florida Administrative Code for Nursing Home Administrators: Personnel, finance, marketing, physical resources management, laws, regulatory codes, governing boards and resident care. Placement duties consist of a supervised departmental rotation, written log, evaluation and major project as outlined by the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisites: HCA 230, 420, 470. 3 credit hours.

## **HIS 111 WESTERN CIVILIZATION I**

An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval, and Non-Western civilizations; also including the Renaissance and Reformation. 3 credit hours.

## **HIS 112 WESTERN CIVILIZATION II**

An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War. 3 credit hours.

## **HIS 113 20TH CENTURY WORLD**

An examination of significant trends and events from 1930 to the present using comparative perspectives. 3 credit hours.

## **HIS 221 AMERICAN HISTORY I\***

A general examination of the social, political, cultural, and economic history of the United States from the "New World" to the Civil War. 3 credit hours.

## **HIS 222 AMERICAN HISTORY II**

A general examination of the social, political, cultural, economic, and international events influencing the United States from the Civil War to World War II. 3 credit hours.

## **HIS 225 UNITED STATES GOVERNMENT**

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with IRPS 225. 3 credit hours.

## **HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES**

A topical approach to key political and social events that have an impact on American culture. 3 credit hours.

## **HIS 240 AMERICAN SOCIETY SINCE 1945**

The aim of this course is to explore social, political, economic, and cultural change in the United States since 1945. Topics include family life, popular music, the suburban experience, women's and civil rights movements, and life in a consumer society. 3 credit hours.

## **HIS 320 LATIN AMERICAN HISTORY**

An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism, and the trend toward economic integration. Cross-listed with IRPS 320. Prerequisite: IRPS 150 or 250. 3 credit hours.

## **HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM**

Historical and contemporary America as viewed by the American Film Industry using various perspectives across disciplines such as: social and behavioral sciences, science and technologies, film, and humanities. 3 credit hours.

## **HIS 481 SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST**

This course will examine Hitler's antisemitic policies and practices, their causative factors and their implications as an example of the effect of prejudice. Prerequisite: Junior and Senior standing. 3 credit hours.

## **HIS 482 HISTORY SEMINAR**

A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. Prerequisite: Senior standing. 3 credit hours.

## **HNR 295 HONORS SEMINAR I**

Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

## **HNR 395 HONORS SEMINAR II**

Open to seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

## **HNR 495 HONORS SEMINAR III**

Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students. 1 credit hour.

## **HS 100 INTRODUCTION TO HUMAN SERVICES I**

This course surveys and discusses the theoretical concepts and principles upon which the human service field operates. Students visit agencies and human service organizations to observe community settings. They will gain a basic knowledge of the human service field. 3 credit hours.

## **HS 101 INTRODUCTION TO HUMAN SERVICES II**

Students learn to analyze the theoretical concepts and principles upon which the human service field operates. Students are introduced to agencies and human service organizations to gain knowledge and understanding of child care; early childhood education; recreation; hospitality; and eldercare settings. 3 credit hours.

## **HS 150 INTRODUCTION TO LEADERSHIP**

The course introduces students to the basic principles of contemporary management and leadership styles, differentiates between the study of management and leadership, and cites the function of leadership in education, in cultural management and other human services industries. 3 credit hours.

## **HS 200 INTERPERSONAL PROCESS IN HUMAN SERVICES**

The student gains a general knowledge of human communications, interpersonal relationships, and small group dynamics. Topics discussed include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Practical application of the theory of interpersonal process is conducted during the Human Services Practicum (HS 250) during the summer semester. Prerequisite: PSY 150. 3 credit hours.

## **HS 250 HUMAN SERVICES PRACTICUM**

Students become involved and have direct contact with clients and/or customers and field supervisors in the following fields: child care, education, eldercare, recreation, hospitality. They complete seventy (70) hours of service in an unpaid practicum. During this practicum experience the students apply the practical knowledge gained in SOC 110 and the practice necessary to understand HS 200. They also participate in field trips and weekly seminars. Prerequisite: HS 150. 3 credit hours.

## **HS 251 INTERNSHIP I**

Students complete 100-120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 250. 3 credit hours.

## **HS 252 INTERNSHIP II**

Students complete 120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 251. 3 credit hours.

## **HS 301 HUMAN SERVICE PROFESSIONALS**

Students will learn about work options in public and private agencies. This course will correlate opportunities to the interpersonal dynamics and communication skills required by the human service professional. A mentorship situation will be created to establish role model situations for students. 3 credit hours.

## **HS 320 COMPARATIVE EDUCATION AND HUMAN SERVICES**

The educational and human service systems of selected developed and developing countries studied in cross-cultural perspective. 3 credit hours.

## **HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES**

An analysis of the political processes that shape and influence educational politics and human service agencies and services in the United States at the local, state, and national levels. 3 credit hours.

## **HS 350 INTERNSHIP**

In this first of four internship experiences, students will complete field work in hotels, clubs, restaurants or human service agencies. Weekly seminars will present issues for discussion including management and leadership. Field hours TBA. 3 credit hours.

## **HS 355 THE ADMINISTRATION OF CHANGE**

Course content includes forces of change, models and strategies for intentional change diffusion, planning and managing change, and self-renewal in educational organizations and human services. 3 credit hours.

## **HS 375 INTERNSHIP**

Students will complete field work experience in a hotel, restaurant, recreational club, or human service agency. Weekly seminars will offer discussion topics including planning and management strategies, goals of businesses and organizations, marketing, and organizational behavior. Field hours TBA. 3 credit hours.

## **HS 400 LEADERSHIP BEHAVIOR**

This course is designed to provide students the opportunity to simulate the position of a human service administrator and assume the leadership of a typical agency. The content is developed around the use of simulated materials and focuses on the individual student and his/her approach to realistic problems and situations faced by a human service administrator. These responses are the basis for the student's self-examination of his/her administrative behavior and enables him/her to capitalize upon strengths and ameliorate weaknesses. Prerequisite: Consent of instructor. 3 credit hours.

## **HS 450 HUMAN SERVICE INTERNSHIP PLACEMENT I**

Students will spend 15-20 hours per week in an internship situation within a food service or hospitality placement or community organization. This internship program will be offered concurrently with weekly seminar-supervision sessions. Seminar sessions will deal with practical application of current theories and research regarding the settings in which students will be placed for their internship hours. 6 credit hours.

## **HS 475 HUMAN SERVICE INTERNSHIP PLACEMENT II**

Students will spend a minimum of 15-20 hours per week in a supervised internship within a business or community setting. Students will be required to attend weekly seminars and to complete a senior paper which will include a description and in-depth study of the student's internship setting. 6 credit hours.

## **HS 482 HUMAN SERVICE SENIOR SEMINAR**

This course will offer a study of selected issues and specialized topics in the field of human services and/or hospitality. Designed for seniors, the seminar will help prepare students for entrance level employment positions. Interviewing techniques will be explored and a written resume and work portfolio will be designed by each student. Prerequisite: Senior standing. 3 credit hours.

## **HUM 100 INTRODUCTION TO HUMANITIES \***

Principal arts and ideas of Western cultural ages from Classical Greco-Roman to Contemporary, as expressed through painting, sculpture, architecture, music, and writings. 3 credit hours.

## **HUM 101 ART APPRECIATION**

An introductory course approached through ideas rather than chronology. Using modern and contemporary art as a focal point and moving back and forth in time, the course explores subjects, themes, and stylistic tendencies that relate the present to the past. The characteristics intrinsic to each art form are explored. 3 credit hours.

## **HUM 102 MUSIC APPRECIATION**

A consideration of the principal musical forms against the background of other arts: symphony, musical drama, jazz, folk music, and experimental forms. 3 credit hours.

## **HUM 201 LOGIC**

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied. 3 credit hours.

## **HUM 203 EARLY ART HISTORY**

From prehistoric art to the art of the early Renaissance. Prerequisites: HUM 100 or 101. 3 credit hours.

## **HUM 204 MODERN ART HISTORY**

From High Renaissance (1450) to the Age of Impressionism (1850). Prerequisite: HUM 100 or 101. 3 credit hours.

## **HUM 205 HISTORY OF PHOTOGRAPHY AND FILM PRINCIPLES**

History and development of photography and film from its beginning to the present, focusing on the creative and technical aspects. 3 credit hours.

## **HUM 206 HISTORY OF PHOTOGRAPHY AND FILM CONCEPTS**

The student will gain an understanding of the basic concepts used in both photography and film, and their impact on the artist. 3 credit hours.

## **HUM 221 INTRODUCTION TO PHILOSOPHY**

A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront humankind, both collectively and individually. 3 credit hours.

## **HUM 230 WORLD RELIGIONS**

A comparative study of the world's great religions and their impact separately and collectively on the world today. 3 credit hours.

## **HUM 300 GREAT ISSUES**

An interdisciplinary approach to such topics as "Man and the Universe," "Science, Technology and Society," "Man and the Imagination," and "Faith and Morals." Prerequisite: Junior and Senior standing. 3 credit hours.

## **HUM 301 CREATIVE THINKING**

An examination of different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures for obtaining greater intellectual flexibility. Prerequisite: Junior and Senior standing. 3 credit hours.

## **HUM 302 ETHICS**

A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, and Dewey. The principles derived will be applied to the problems of the present in individual as well as social situations. 3 credit hours.

## **HUM 315 ART HISTORY: IMPRESSIONISM TO 1945**

Slide lectures beginning in 1860 with Manet, Renoir and Monet through to 1945, ending with the work of Hans Hoffman. Prerequisite: HUM 100 or 101. 3 credit hours.

## **HUM 350 AMERICAN PHILOSOPHY**

A study of the major insights of Edwards, Pierce, James, Royce, and other American philosophers. The course explores the ways philosophical ideas shaped American law, politics, morals, aesthetics, and educational structures. Prerequisite: Junior and Senior standing. 3 credit hours.

## **HUM 399 COMMUNITY AWARENESS**

An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: Junior or senior standing. 1-3 credit hours.

## **HUM 410 GREAT BOOKS**

A study of some of the seminal works of literature both fiction and nonfiction from writers around the world. The course explores their significance, depth and the degree to which they provide the challenge to reflect upon human experience. Prerequisite: HUM 100 *or* Junior or Senior standing. 3 credit hours.

## **HUM 411 ART HISTORY: 1945 TO THE PRESENT**

Slide lectures beginning with the development of Abstract Expressionism through to the artists of today. Prerequisite: Art History III or permission of instructor. 3 credit hours.

## **HUM 490 LIBERAL ARTS SEMINAR**

A capstone senior course. 3 credit hours.

## **HUM 495, 496, 497 INTERNATIONAL STUDIES IN ART AND HUMANITIES**

International studies abroad in languages, arts, and cultures of foreign nations and societies, stressing the unique experience of study in a foreign country and direct experience of another culture. Studies abroad in arts and humanities may accumulate up to nine (9) credits depending upon the nature and scope of the study or project, with fifteen (15) contact hours of instruction necessary for each hour of credit earned. Credits earned may be applied to 300+ level elective requirements in all Liberal Arts degrees, or toward 300+ level major (humanities) elective requirements in the Liberal Arts concentration. Students considering enrollment in International Studies in Arts and Humanities should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of advisor/Dean. 3-9 credit hours.

## **INB 390 INTERNATIONAL BUSINESS**

This course surveys the unique opportunities and challenges faced by firms engaged in cross-border and/or foreign business activities. Through text, lecture, case analysis, selected readings, and in-class activities, students will be exposed to the diversity and complexity of the international business environment and how it affects them as workers, consumers, citizens, and future managers. 3 credit hours.

## **INB 391 COMPARATIVE ECONOMIC SYSTEMS**

This course provides an overview of the opportunities and challenges relevant to the conduct of business in dissimilar economic systems. Students will compare international business as it is characteristically affected by differing national economic and political philosophies, patterns or government-business relationships, and strategies for economic development. Prerequisites: BUS 170, BUS 171, and INB 390. 3 credit hours.

## **INB 393 MULTINATIONAL FINANCE**

This course is designed to expose the student to the workings of the international financial management environment, foreign exchange risk management, multinational working capital management and financing of foreign operations. Prerequisites: BUS 390 and BUS 311 or permission of instructor. 3 credit hours.

## **INB 491 CONTEMPORARY INTERNATIONAL BUSINESS ISSUES**

Students will analyze the effects of currently emerging issues on developing or defending competitive international business performance. Through the integrative exercise of theory, concepts and tools acquired in their prior courses, students will demonstrate their ability to apply that broad foundation of knowledge to the formulation of strategies and tactics specific to the changing scenarios characteristic



of the constantly fluid international business environment. Prerequisites: INB 390 and 391 or permission of instructor. 3 credit hours.

### **INB 492 INTERNATIONAL BUSINESS LAW AND ORGANIZATION**

A survey of international laws, regulations and codes, plus those international institutions whose duty it is to regulate intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the “Global Village”. Prerequisite: BUS 212, 213, INB 390. 3 credit hours.

### **INB 495 INTERNATIONAL STUDY ABROAD PROGRAM**

A four to five month internship in the student’s area of study will be conducted through a partner university or college. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business. 6 credit hours.

### **INB 496 INTERNATIONAL STUDIES IN BUSINESS**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political, and economic. Studies abroad in business may accumulate up to nine (9) credits depending on the nature and scope of the project, with fifteen (15) contact hours of instruction necessary for each hour of credit earned. Students considering enrollment in International Studies in Business should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of Advisor/Dean. 3-9 credit hours.

### **IRPS 150 CONTEMPORARY POLITICAL SCIENCE**

This course explores the complex, multifaceted world of politics and government at the end of the 20th century. Topics examined include the nature of law and government, the development of the nation-state and the evolution of ideology. These developments are placed within a contemporary as well as a comparative context in order to investigate current and future political challenges including social and economic developments, problems in political democracy and issues of globalization and conflict. 3 credit hours.

### **IRPS 225 UNITED STATES GOVERNMENT**

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with HIS 255. 3 credit hours.

## **IRPS 250 GEOGRAPHY AND WORLD AFFAIRS\***

Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.

## **IRPS 320 LATIN AMERICAN HISTORY**

An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism and the trend toward economic integration. Prerequisite: IRPS 150 or 250. Cross-listed with HIS 320. 3 credit hours.

## **IRPS 325 INTERNATIONAL DIPLOMACY**

The evolution of modern diplomacy over the last two centuries will be examined. Changes in strategies and techniques, as well as distinctions in diplomatic goals will be analyzed, particularly in terms of cultural, historical and national contexts. Prerequisites: IRPS 150 and 250. 3 credit hours.

## **IRPS 330 POLITICS OF DEVELOPMENT**

This course examines divergent explanations for development and underdevelopment. Emphasis is placed upon the concepts and theories which highlight the political process and political actors involved in the politics of development. Attention is given to the role of international political and economic organizations in the development process. Where appropriate, country studies are examined to illustrate theoretical dimensions. Prerequisites: IRPS 150 and 250. 3 credit hours.

## **IRPS 340 GOVERNMENT AND POLITICS OF RUSSIA**

Russia has been a key international player for most of this century, driving the foreign policy of Western nations through the theater of confrontation known as the Cold War. The rise and fall of the Soviet Union will be a focus, as will contemporary concerns about the stability and development of the fledgling Russian Republic. Prerequisite: IRPS 150 or 250. 3 credit hours.

## **IRPS 350 COMPARATIVE POLITICS**

This course assists students in acquiring a theoretical and analytical structure in which to approach the study of comparative governments by taking a regional approach which highlights cultural, historical, economic and political features common to all or most of the states within a given geographic area. In doing so, it provides the basis for comparison not only between and among states, but also across regional boundaries. Prerequisite: IRPS 150 or 250. 3 credit hours.

## **IRPS 370 MODEL ORGANIZATION OF AMERICAN STATES**

This course introduces students to the history, structure and purpose of the Organization of American States (OAS) by preparing them to participate in a national model OAS conference. In addition to examining contemporary political relations in the Americas, students will also gain specialized knowledge of a particular country's economic, political and social framework. Prerequisite: IRPS 150 or IRPS 250. 3 credit hours.

### **IRPS 395 GOVERNMENT AND POLITICS OF JAPAN**

This course provides an overview of Japan's political system with emphasis on traditions from the past which have impact on the current political context. Particular focus will be placed upon how public and private actors, both within and without Japan, affect the contemporary policy process. Prerequisite: IRPS 150 or 250. 3 credit hours.

### **IRPS 403 GOVERNMENT AND POLITICS OF CHINA**

The 21st century has been designated as the "Chinese Century". Yet, even with expanded knowledge of as well as interaction with China, the functioning of the political system remains an enigma. This course aims to uncover the basic historical trends and cultural predispositions which will reveal how China functions both internally and externally, as well as provide a prognosis for its future development. 3 credit hours.

### **IRPS 420 ORIGINS AND DEVELOPMENT OF THE EUROPEAN UNION**

This course undertakes an examination of the circumstances leading to the creation of the European Economic Community and its eventual metamorphosis into the European Union. It considers the consequences of the Cold War and the United States' decision to promote European integration. Of special interest will be British, French and German attitudes and the policies of the Benelux countries. This course will also feature an examination of Ireland's entry into the EEC in 1973 and its role since then. Prerequisite: IRPS 150 or 250. 3 credit hours.

### **IRPS 470 UNITED STATES FOREIGN POLICY**

The purpose of this course is to illustrate how the United States makes its foreign policies in the post-cold war world. The endings of the bipolar superpower confrontations between the United States and the Soviet Union, growing global interdependence, the rise of ethnic politics and other factors have produced important changes in the way U.S. foreign policy is made. This course will uncover the changing actors and issues which comprise the new context of U.S. foreign policy. Prerequisites: IRPS 225 and 250. 3 credit hours.

### **IRPS 471 THE AMERICAN PRESIDENCY**

Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality, and leadership. Selected presidents are used as examples. Prerequisite: IRPS 225. 3 credit hours.

### **IRPS 475 CONTEMPORARY INTERNATIONAL RELATIONS**

This course explores the relationships between nations and their behavior towards one another. Analysis and conceptualization of the forces and conditions which influence the relations among nations is accomplished. In addition to examination of the basic theoretical and conceptual approaches to the analysis and prescription of world affairs, this course investigates the history of the modern nation-state system and the ways in which it is challenged today. Prerequisites: IRPS 150 and 250. 3 credit hours.

### **IRPS 483 POLITICAL SCIENCE SEMINAR (SPECIAL PROJECTS)**

Research on topical areas of political policy issues as well as, where appropriate, actual country research into the policy record of specific countries. Prerequisites: Completion of 12 credit hours in International Relations courses and approval of the IR Program Coordinator. 3 credit hours.

### **IRPS 495 SPECIAL PROJECTS/INTERNSHIPS**

Offers opportunities for students to study abroad or to pursue internships at other institutions in the public or private sectors. Special Project/Internship is monitored by an International Relations faculty member or the Internship Director.

Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator. Depending upon the workload and duration of a Special Project/Internship, credits earned would vary from 3 to 9 credit hours.

### **IRPS 499 WASHINGTON INTERNSHIP**

Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator.

### **LAN 100 FRENCH I**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials. 3 credit hours.

### **LAN 101 FRENCH II**

Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 100. 3 credit hours.

### **LAN 110 SPANISH I**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials. 3 credit hours.

### **LAN 111 SPANISH II**

Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 110. 3 credit hours.

### **LAN 120 GERMAN I**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials. 3 credit hours.

### **LAN 121 GERMAN II**

Continuation of Elementary German I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 120. 3 credit hours.

### **LAN 130 JAPANESE I**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials. 3 credit hours.

### **LAN 131 JAPANESE II**

Continuation of Elementary Japanese I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 130. 3 credit hours.

### **LAN 200 FRENCH III**

Continuation of French II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 101. 3 credit hours.

### **LAN 201 FRENCH IV**

Continuation of French III. Emphasis on conversation and composition while studying history, geography and culture of French speaking countries; business language is an integral part of this course. Prerequisite: LAN 200. 3 credit hours.

### **LAN 210 SPANISH III**

Continuation of Spanish II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 111. 3 credit hours.

### **LAN 211 SPANISH IV**

Continuation of Spanish III. Emphasis on conversation and composition while studying history, geography and culture of Spanish speaking countries; business language is an integral part of this course. Prerequisite: LAN 210. 3 credit hours.

### **LAN 230 JAPANESE III**

Continuation of Japanese II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 131. 3 credit hours.

### **LAN 231 JAPANESE IV**

Continuation of Japanese III. Emphasis on conversation and composition while studying history, geography and culture of Japanese speaking countries; business language is an integral part of this course. Prerequisite: LAN 230. 3 credit hours.

### **LAN 320 CONTEMPORARY SHORT STORIES (CUENTOS CONTEMPORARIOS)**

This is a 300 level Spanish course. It is a literature class which focuses on reading and analysis of Spanish and Latin American contemporary short stories. Appreciation of critical thinking skills such as analysis, judgment and knowledge of the sociocultural aspect of Spain and Latin America. Prerequisite: LAN 210, LAN 211, or permission of instructor. 3 credit hours.

### **MAT 099 ELEMENTARY MATH**

A three (3) credit course designed for those students who lack the necessary background to immediately address College Algebra. Topics include real number systems, radicals, graphics, and solving equations. This course is graded Pass/Fail and credit does not apply toward graduation requirements.

### **MAT 105 APPLIED MATHEMATICS I\***

Broad based, college level mathematics emphasizing both computational and mathematical skills. Topics include problem solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. 3 credit hours.

## **MAT 106 APPLIED MATHEMATICS II\***

A continuation of Applied Mathematics I designed to meet the needs of those students who will NOT take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency. 3 credit hours.

## **MAT 110 COLLEGE ALGEBRA**

Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 105 or completion of two years of high school algebra. 3 credit hours.

## **MAT 117 PRE-CALCULUS**

The course covers advanced Algebra topics such as extensive analyses of different kinds of functions, equations and systems of equations. Attention is paid to problem solving techniques and proper graphing of functions. Prerequisite: MAT 110. 3 credit hours.

## **MAT 202 MATH APPLICATIONS**

This course will combine the concepts of MAT 105 and MAT 106 with primary emphasis placed on those skills required in the CLAST exam. Topics will include arithmetic skills, geometry and measurement skills, algebra skills, probability and statistics skills, and logical reasoning. Math credit will NOT be awarded for both MAT 202 and either MAT 105 or MAT 106. 3 credit hours.

## **MAT 210 CALCULUS I**

A first course in calculus covering differentiation of algebraic and trigonometric functions, logarithmic and exponential functions and applications to geometry, simple physics phenomena and business economics. Prerequisite: MAT 117. 3 credit hours.

## **MAT 211 CALCULUS II**

A second course in calculus covering integration techniques, series, vectors, vector valued functions and partial derivatives. Prerequisite: MAT 210. 3 credit hours.

## **MAT 215 TRIGONOMETRY WITH ANALYTICAL GEOMETRY**

Topics include functions and graphs, trigonometric functions, the unit circle, graphs of trigonometric functions, analytic trigonometry, oblique triangles with popular coordinates, analytic geometry, complex numbers and vectors. Prerequisite: MAT 110. 4 credit hours.

## **MAT 221 PROBABILITY AND STATISTICS**

A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. Math credit will not be awarded for both MAT 221 and BUS 322. 3 credit hours.

### **MAT 301 FINITE MATHEMATICS**

A course which covers a variety of contemporary areas in mathematics specifically designed for education majors. Topics include problem solving strategies, word problems, ratio and proportion, permutations and combinations and their use in probability and statistics, systems of measurement and conversion, topics in plane geometry, and topics in number theory. Emphasis will be placed on methods of integrating these topics into curricula at various levels in the education system. Prerequisite: MAT 110. 3 credit hours.

### **MAT 310 LINEAR ALGEBRA**

The study of vector spaces, linear transformations, matrices, applications in analysis of systems of linear equations, Eigenvalues and Eigenvectors. Prerequisite: MAT110. 3 credit hours.

### **MAT 320 METHODS OF CALCULUS**

An introduction to the methods and applications of differentiation and integration. Primarily for business and social science majors. Prerequisite: MAT 110. 4 credit hours.

### **MAT 321 STATISTICAL APPLICATIONS**

A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 221. 3 credit hours.

### **MKT 250 PRINCIPLES OF MARKETING**

Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. 3 credit hours.

### **MKT 260 RETAILING**

Examination of the organization and operation of retail establishments. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services as well as goods. Prerequisite: MKT 250. 3 credit hours.

### **MKT 305 CONSUMER BEHAVIOR**

A study of the consumer decision process. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250. 3 credit hours.

### **MKT 321 PROFESSIONAL SELLING AND SALES MANAGEMENT**

An integrative course that introduces the professional sales process with an emphasis on selling skills and technique, and then focuses on the management of the sales team. Topics such as forecasting, relationship management, territory design and professional presentation development and delivery are components of this course. Prerequisite: MKT 250. 3 credit hours.



## **MKT 325 FASHION ADVERTISING AND PROMOTION**

Advertising, visual display and marketing methodology are utilized in establishing a sales promotion plan. Shows and special events, used to promote fashion products, are incorporated in student projects. Prerequisites: BUS 101, 140, 320 and MKT 250. 3 credit hours.

## **MKT 350 ADVERTISING**

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis, and presentation. Prerequisite: MKT 250. 3 credit hours.

## **MKT 370 MARKETING - SPECIAL TOPICS**

A course that will explore different areas of marketing. Topics may include specific industries, telemarketing, relationship marketing, direct marketing and marketing on the Internet. Can be repeated for credit as topics change. 3 credit hours.

## **MKT 392 INTERNATIONAL MARKETING AND TRADE RELATIONS**

A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing which are unique to international business and problem solving within an international context. Also, a theoretical analysis of the causes of international trade including comparative advantage, Heckcher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Prerequisites: MKT 250 and INB 390. 3 credit hours.

## **MKT 430 MARKETING RESEARCH**

Introduction to the techniques and tools of market research as an aid to decision making. Topics include problem definition, research methods, research project design, results interpretation. Prerequisites: MKT 250, BUS 322. 3 credit hours.

## **MUG 300 RHYTHMIC AND 20TH CENTURY PERFORMANCE PRACTICE**

The largest part of the work in this class pertains to rhythm. This will involve a theoretical as well as practical approach to that subject. Among the other subjects studied are changing meter, understanding and rewriting complex rhythms, cross rhythms, metric modulation, extended instrumental techniques, alternative notational systems, and new symbols. An important part of this class will consist of continuing exercises for mastering the irregular groupings such as fives and sevens, cross rhythms such as three against four and four against seven, changing meter, and metric modulation. It is expected that students will practice the various rhythmic exercises as tests will occur every few weeks. Prerequisite: MUS 202 or MUS 204. 2 credit hours.



### **MUG 310 DIRECTED STUDY**

An advanced course of individually directed study with a focus on either Music Theory or Music History topics. Does not fulfill the Music History or Music Theory elective requirement. Prerequisite: Permission of the instructor and approval of the Dean of the Conservatory. 2 credit hours.

### **MUG 329 GENERAL PEDAGOGY**

This course provides an introduction to teaching instrumental music from the first lesson through advanced levels. Students will gain practical experience in verbalizing the technical and musical aspects of playing their instrument, learn how to communicate clearly to students of various age levels, improve their problem solving skills, and have exposure to a variety of teaching styles and philosophies. Prerequisite: MUS 202 or permission of instructor. 2 credit hours.

### **MUG 480 CAREER DEVELOPMENT SEMINAR**

This course helps the Conservatory student define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and the musical community visit the seminar throughout the semester. Offered every other Fall. Prerequisite: MUS 202. 2 credit hours.

### **MUH 261 MUSIC HISTORY I: THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS**

This course traces the stylistic history of Western art music from antiquity through the Baroque era. The course presents an overview of the early history of Western art music, provides the foundation for further student of music history and literature and encourages the incorporation of historical perspective in interpretation and performance. Prerequisite: Conservatory students only. 3 credit hours.

### **MUH 360 MUSIC HISTORY II: THE CLASSICAL AND ROMANTIC PERIODS**

This course serves as a continuation of the historical study of Western art music. Commencing with the pre-Classical age, the course will traverse the eighteenth and nineteenth centuries, concluding with the contributions of Claude Debussy. Focusing upon the needs and supporting aspirations of the performing musicians, the course continually emphasizes the study of music literature through extensive analytical listening, score study and in-class performances. Prerequisite: MUH 261. 3 credit hours.

### **MUH 361 MUSIC HISTORY III: TWENTIETH CENTURY MUSIC**

The objective of this course is to familiarize students with the styles that have emerged in the music of the twentieth century. The course will largely concentrate on the main composers of the century and their works. Lecture material will also include some discussion of socio-political/economic factors and developments in other art forms to provide a background for the intellectual climate of the period. Weekly listening and reading assignments will be made throughout the course. Prerequisite: MUH 360. 3 credit hours.

### **MUH 362 HISTORY OF CHAMBER MUSIC**

This course traces the evolution of the forms of chamber music and seeks to discover how and why this evolution came about. Through a large dose of listening, discussion and comparison of standard works, students will examine the complete history of chamber music. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUH 363 HISTORY AND LITERATURE OF THE SYMPHONY**

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. Prerequisite: MUH 261. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUH 365 ART MUSIC OF THE AMERICAS**

This course is designed to introduce the student to art music from Latin America, the United States, Canada and the Caribbean. Certain vernacular musical traditions will be included because of their significant role in the development of art music on the American continents. This course will encourage the investigation of music literature that may be unfamiliar or uncommon and focus upon the musical achievements in the Americas. Composers included in the course are Villa-Lobos, Ginastera, Chavez, Champagne, R. Murray Schafer, Sousa, Griffes, Ives, Copland, Cage, Cowell, Armstrong and Ellington, among others. Fulfills the Music History elective requirement. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUH 366 CHORAL REPERTOIRE AND ART SONG**

This course serves as an introduction to choral repertoire and art song from the Renaissance to the present. One objective of the course is to enrich the musicianship of each student by examining the vocal arts through the repertoire. Works by the following composers will be studied: Britten, Stravinsky, Brahms, Verdi, Beethoven, Machaut, Bach, Handel, Josquin, Schubert, Schumann, Wolf, Duparc, Debussy, Schoenberg and others. Fulfills the Music History elective requirement. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUH 367 SURVEY OF WORLD MUSIC**

This course serves as an introduction to the folk traditions of various societies throughout the world. Some of the music and musical traditions to be discussed include those of Africa, India, Indonesia, China, Japan, South America, Native Americans, African Americans, the folk music of Eastern Europe, as well as jazz and the influence of ethnic music on 20th-century classical music. Lectures will concentrate on placing these various music traditions in their proper social context

with an emphasis on understanding the different ways that music can function. Musical examples will also be analyzed in purely musical terms. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. Fulfills the Music History elective requirement. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUH 368 AN OVERTURE TO OPERA**

This course will introduce the student to the world of opera via study of its history and literature (surveyed chronologically), performance excerpts, and operas on video. Additionally, arias and other short excerpts from a variety of styles will be transcribed for the respective instruments of students in the class. These arias will then be performed by the students and their interpretive insights and solutions will serve as models for comparison with a singer's solutions as revealed in historical and contemporary recordings. Fulfills the Music History elective requirement. MUH 362, 363, 365, 366, 367 and 368 are offered on a rotating schedule. Prerequisite: Permission of instructor. 2 credit hours.

### **MUP 311 ENSEMBLE ARTS FOR PIANISTS**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing. Prerequisite: An audition may be required. 2 credit hours.

### **MUP 313 KEYBOARD SKILLS FOR PIANISTS**

Several essential skills are introduced to pianists through the four levels of this course. Each skill is continually developed during the four semester curriculum. Skills include sight-reading, score-reading, improvisation, harmonic progressions, realization of figured bass, and transposition. Offered when needed. Prerequisite: Placement exam. 1 credit hour.

### **MUP 314 KEYBOARD SKILLS FOR PIANISTS**

Continuation of MUP 313. Prerequisite: MUP 313 or placement exam. 1 credit hour.

### **MUP 325 PIANO LITERATURE I**

This course provides an overview of significant piano repertoire and is designed to foster in each student a desire to continually investigate all aspects of the vast piano literature. Listening to recorded performances supplements the students' direct contact through sight-reading of the repertoire. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Offered every other Fall. Prerequisite: Permission of instructor. 2 credit hours.

## **MUP 326 PIANO LITERATURE II**

Through sight-reading chamber music repertoire, this course provides an overview of piano chamber music literature: concerti, art song, two-piano and four-hand duet music, piano/string and piano/wind music. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Offered every other Spring. Prerequisite: MUP 325. 2 credit hours.

## **MUP 329 PIANO PEDAGOGY**

This course serves as an introduction to the world of piano teaching. It addresses the musical, technical, theoretical and practical concerns of the piano pedagogue. Students will develop teaching skills in the basic elements of music at the piano as well as a broad array of keyboard techniques. Assignments include readings, sight-reading, teaching repertoire, short papers, practice teaching and examinations. Offered when needed. Prerequisite: Conservatory students only. 2 credit hours.

## **MUP 413 KEYBOARD SKILLS FOR PIANISTS**

Continuation of MUP 314. Prerequisite: MUP 314 or placement exam. 1 credit hour.

## **MUP 414 KEYBOARD SKILLS FOR PIANISTS**

Continuation of MUP 413. Prerequisite MUP 413 or placement exam. 1 credit hour.

## **MUR 300 JUNIOR RECITAL**

The Recital 300 should consist of 45 to 50 minutes of music and be played without intermission. The student must present one complete work, and one selection must be memorized. The instructor may require that additional works be presented from memory. Program information must be submitted to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisites: MUS 202, Junior standing and permission of the instructor. 0 credit hour.

## **MUR 400 SENIOR RECITAL**

The Recital 400 should consist of 70 to 90 minutes of music and should include an intermission. Repertoire should include a 20th century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require that additional works be presented from memory. The student is to write the program and present it to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisites: MUR 300, Senior standing and permission of the instructor. 0 credit hour.

## **MUS 100 APPLIED MUSIC: ELECTIVE**

This course is designed to allow any student to study a string, brass, wind, percussion or piano instrument privately with an instructor. Prerequisite: Audition. 1 credit hour.

## **MUS 131 SECONDARY PIANO I**

This is a course for music students with minimal or no previous experience playing the piano. Work in this course focuses on learning major and minor five-finger patterns, major scales and arpeggios, four types of triads, dominant seventh chords and their inversions, one basic chord progression, repertoire, sight-reading and harmonization. Prerequisite: Placement exam. 1 credit hour.

## **MUS 132 SECONDARY PIANO II**

After reviewing the skills learned in MUS 131, work in this course focuses on learning minor scales and arpeggios, modal scales, five types of seventh chords, and other chord progressions, repertoire, sight-reading and harmonization. Prerequisite: MUS 131 or placement exam. 1 credit hour.

## **MUS 230 CHORUS**

A performance-oriented course made up of students singing in a mixed choral ensemble of the standard grouping SATB (soprano, alto, tenor and bass voices). Course requirements include a two-hour rehearsal once each week and at least one public performance during the semester. Repertoire for the group will include both sacred and secular works chosen from the Renaissance through the twentieth century. Prerequisite: None. 1 credit hour.

## **MUS 231 SECONDARY PIANO III**

After reviewing the skills learned in MUS 132, work in this course focuses on learning dominant seventh arpeggios, secondary dominants, more chord progressions, repertoire, sight-reading and harmonization. Prerequisite: MUS 132 or placement exam. 1 credit hour.

## **MUS 232 SECONDARY PIANO IV**

After reviewing the skills learned in MUS 231, work in this final upper level course focuses on learning diminished seventh arpeggios, Neopolitan and augmented sixth chords, modulatory chord progressions, repertoire, sight-reading and harmonization. Prerequisite: MUS 231 or placement exam. 1 credit hour.

## **MUS 311 SMALL ENSEMBLE**

The chamber music program focuses on the process of coming together to achieve the most rewarding musical experience while recognizing the substantial individual and collective responsibility required of each ensemble member. Regular coaching and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform as they become ready, both on campus and throughout the community. Prerequisite: An audition may be required. 2 credit hours.

## **MUS 321 LARGE ENSEMBLE**

This course provides students with an opportunity to learn and perform orchestral repertoire from a wide range of periods and styles. It is a class in ensemble performance; rehearsals and concerts provide a guided practical experience in all factors of music making (including phrasing, pacing, articulation, intonation, balance, rhythm, ensemble, and sound quality.) Prerequisite: An audition may be required. 1 credit hour.

## **MUS X01 & X02 APPLIED MUSIC: MAJOR INSTRUMENT**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory BM students only. 4 credit hours.

## **MUS X03 & X04 PRINCIPAL INSTRUMENT**

This course is designed to develop each student's musical and technical performance ability. Students receive training through scales, arpeggios, etudes, exercises, and repertoire from different musical styles. Students take weekly individual lessons and attend studio class. Prerequisite: Conservatory BA students only. 2 credit hours.

## **MUT 099 RUDIMENTS OF THEORY**

This course is designed to provide a brief review of basic elements of music and musical notation necessary to begin work in music theory and ear training classes. Prerequisite: Placement exam. 1 credit hour.

## **MUT 150 EAR TRAINING I**

The main goal of this course is to establish a firm foundation for continued work in ear training. In-class activity will consist of rhythmic drills and dictation exercises and will be coordinated with materials from MUT 200. Subjects covered will include: intervals (melodic and harmonic); short rhythmic patterns; short melodic patterns; triads and short two-voice exercises. Prerequisite: Placement exam. 1 credit hour.

## **MUT 151 EAR TRAINING II**

This course will build upon MUT 150. In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include: compound intervals (melodic and harmonic); short rhythmic patterns introducing syncopation; short melodic patterns introducing chromatic notes; triads and seventh chords (including inversions); short chord progressions; two-voice exercises; and four-measure and eight-measure melodies. Subject matter will also include elementary concepts of melodic improvisation. Prerequisite: MUT 150 or placement exam. 1 credit hour.

## **MUT 154 SOLFEGE I**

Solfège develops a high level of sight-reading ability which fosters overall musical literacy and fluency. Musical exercises are used to develop sight-reading, intonation, rhythm and knowledge of clefs. Prerequisite: Placement exam. 1 credit hour.

## **MUT 155 SOLFEGE II**

A continuation of Solfège I. Prerequisite: MUT 154 or placement exam. 1 credit hour.

## **MUT 200 FUNDAMENTALS OF MUSIC I: COUNTERPOINT/ELEMENTARY HARMONY**

This course is divided into two parts: as a preparation for the study of tonal harmony, the first half of the course will be a study of strict species counterpoint in two-voices (through all five species). The second half of the course will begin the study of the basic harmonic materials of "functional" tonal music of the Common-Practice period. Topics covered will include: the structure of triads and Roman numeral analysis; concepts of voice-leading; inversions of chords; harmonic progressions in four parts based on the Bach Chorales; the importance and creation of bass lines, the harmonization of bass lines and figured bass. Written work will consist of one or two short assignments per week. Prerequisite: MUT 099 or placement exam. 3 credit hours.

## **MUT 201 FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY**

This course is a continuation of the study begun in Fundamentals I of the basic materials of tonal music, using the four-part chorale style of J.S. Bach as the basis for study. Topics covered will include: cadences, non-harmonic tones, triads in second inversion, the structure and treatment of seventh chords, the harmonization of melodies, secondary function chords, modulation and chromaticism. Written work will consist of one or two short assignments each week. Prerequisite: MUT 200 or placement exam. 3 credit hours.

## **MUT 250 EAR TRAINING III**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include: chromatic harmony; 4-part chorales; syncopation and irregular subdivisions of the beat and modulations. Subject matter will include a continuation of improvisation studies. Prerequisite: MUT 151 or placement exam. 1 credit hour.

## **MUT 251 EAR TRAINING IV**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include: melodies involving increased chromaticism; progressions involving chromatic chords and foreign modulations; nontertian chord structures; melodies using the church modes, twelve-tone and "free" atonality; and advanced rhythmic exercises. Subject matter will include a continuation of improvisation studies. Prerequisite: MUT 250 or placement exam. 1 credit hour.

## **MUT 254 SOLFEGE III**

A continuation of Solfege II. Prerequisite: MUT 155 or placement exam. 1 credit hour.

## **MUT 255 SOLFEGE IV**

A continuation of Solfege III. Prerequisite: MUT 254 or placement exam. 1 credit hour.

## **MUT 300 FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS**

This course is concerned with the analysis of selected movements and complete compositions from the Common-Practice Period of functional tonal music and the development of the necessary analytical skills to achieve this goal. This will be



done in a number of ways: (1) the continued development and refinement of the student's ability to perform harmonic analysis, as begun in Fundamentals I and II; (2) the expansion of analytical techniques to include analysis of rhythm, meter, phrase structure, articulation, etc; and (3) study of the principal forms from the Common-Practice Period, with some consideration of their historical development. Weekly analysis assignments will be required. Prerequisite: MUT 201 or placement exam. 3 credit hours.

### **MUT 301 FUNDAMENTALS OF MUSIC IV: TWENTIETH CENTURY THEORY**

This course is concerned with the theoretical concepts of 20th century music and the compositional techniques used in this music. At the beginning of the course, there will also be an introduction to the analysis of Medieval and Renaissance music. This course will be a survey of a variety of different compositional and analytical techniques and will not be historical in nature. Weekly analysis assignments will be required. Prerequisite: MUT 300 or placement exam. 3 credit hours.

### **MUT 374 ADVANCED COUNTERPOINT AND FUGUE**

The main goals of this course will be: (1) through the writing of strict "species" counterpoint exercises in 18th century style to prepare the student to go on to (2) more advanced stylistic composition exercises employing true 18th-century forms, such as "dance" suite movements, two and three-part inventions, chorale preludes and fugues; and (3) to develop the student's ability to analyze, both in terms of harmony and form, contrapuntal compositions from the 18th century. The course will begin with strict species counterpoint and then move on to the specific style and techniques of 18th century counterpoint. Listening assignments of selected works by J.S. Bach and others will be required. Fulfills the Music Theory elective requirement. MUT 374, 375 and 377 are offered in rotation every Spring. Prerequisite: MUT 300. 2 credit hours.

### **MUT 375 TONAL COMPOSITION**

This course involves imitation of basic forms of tonal music, and focuses on the techniques of motivic transformation, melody, harmony and rhythm. The weekly assignment is a short composition in a traditional form as a final project. Fulfills the Music Theory elective requirement. MUT 374, 375 and 377 are offered in rotation every Spring. Prerequisite: MUT 300. 2 credit hours.

### **MUT 377 ANALYSIS FOR MUSICAL PERFORMANCE**

This course deals with the detailed analysis of musical compositions with particular emphasis on the implications for musical performance. Some of the topics that will be discussed include: articulation and phrasing; accent, rhythm and meter; analysis of structural pitches; and 'correct' stylistic interpretation. Students will be required to present in-class reports. They should also expect to prepare pieces for performance and to work together as an ensemble. Fulfills the Music Theory elective requirement. MUT 374, 375 and 377 are offered in rotation every Spring. Prerequisites: MUT 251 and 301 and/or permission of the instructor. 2 credit hours.



### **MUT 378 FINALE 2001/MUSIC NOTATION**

This course is designed to introduce students to the art of music notation using Finale 2001 software. Topics to be covered in this course will include: professional notation; scores; piano music; lead sheets; and real-time MIDI entry. Fulfills the Music Theory elective requirement. Prerequisite: Permission of instructor. 2 credit hours.

### **NUR 301 TRANSITIONS IN PROFESSIONAL NURSING**

Introduction to the purpose, philosophy and organizing framework of the program. The development of nursing and the global environment of health care delivery, professional socialization, professional values, professional role development, and legal, ethical, and professional practice standards are examined. Fundamentals of critical and creative thinking and use in decision making processes, information literacy, and communication are emphasized. Self-awareness and philosophy development provide the basis for role transition. 40 class hours. Prerequisite: Admission status or consent by the Nursing Program Director. 3 credit hours (3 class credits).

### **NUR 302 NURSING HEALTH ASSESSMENT, COMMUNICATION AND COLLABORATION**

Techniques and methods of health assessment as a basis for professional nursing practice with the individual, family, and community across the life span. Dimensions of human functioning form the structure for assessment and diagnosis of health and illness responses in the problem solving process. Communication and collaboration in nurse-client and nurse-health team relationships and use of health technologies are emphasized. Practice setting: Lab. 33 class hours and 20 lab hours. Prerequisite: Junior level progression status. Prerequisite or Corequisite: NUR 301. 3 credit hours (2.5 class and .5 lab credits).

### **NUR 303 NURSING CARE IN HEALTH PROMOTION, PROTECTION AND ILLNESS PREVENTION: PRIMARY PREVENTION**

Professional nursing practice design focusing on health promotion, protection and illness prevention goals and interventions at the primary prevention level for healthy individuals across the life span (focusing on older adults). The client is viewed in the context of family. Promoting continuity of care, health educator and counselor, and research consumer roles, and *Healthy People 2010* are emphasized in meeting aggregate health needs in the community. 33 class hours and 20 clinical hours. Prerequisite: Junior level progression status. Prerequisites or Corequisites: NUR 301, NUR 302, computer literacy. 3 credit hours (2.5 class and .5 lab credits).

### **NUR 306 NURSING IN HEALTH RESTORATION, REHABILITATION AND PALLIATIVE CARE: SECONDARY AND TERTIARY PREVENTION**

Professional nursing practice design focusing on restorative, rehabilitation and palliative goals and secondary and tertiary prevention interventions for children and adults (focusing on older adults) experiencing acute and critical physical and psychosocial illness, and chronic, disabling, and terminal illness. The individual as client is viewed in the context of family. Role development emphasizes: research

consumer, discharge planner, educator and counselor, nursing care manager, case management, facilitator and coordinator of care, and health team collaborator in acute care, psychiatric hospitals, long-term care, subacute care (rehabilitation), palliative care (hospice), the home and the community. 66 class hours and 40 clinical hours. Prerequisites: NUR 302 and NUR 303. 6 credit hours (5 class credit hours and 1 clinical credit hour).

### **NUR 401 NURSING CARE OF FAMILIES**

Professional nursing practice design focusing on care of healthy developing families and those experiencing illness. Childbearing, childrearing, and contracting families are viewed in the context of community and contemporary family problems. All health goals and interventions at all levels of prevention are applied. Health planning in a community project is initiated. Role development emphasizes: research consumer, family educator and counselor, family case manager, home health nursing, facilitator and coordinator of care, and health team collaborator in home and community settings. 27 class hours and 40 clinical hours. Prerequisite: Senior level progression status. Prerequisite or Corequisite: SOC 335. 3 credit hours (2 class and 1 clinical credits).

### **NUR 402 NURSING CARE IN THE COMMUNITY**

Professional nursing practice design focusing on care of individuals, families, and other aggregate groups in the community who may be healthy or experiencing illness with continued home health experience. The community is viewed in the context of a global society, with aggregate focused care and public and world health examined. All health goals and interventions at all levels of prevention are applied. Role development emphasizes: research consumer (epidemiology and population based data), community educator and counselor, case management, health project management, facilitator and coordinator of care, collaborator with leaders and consumers in the community (mental health, public health, home health, primary care, ambulatory care, support associations, crisis centers, employee health, day care and schools). 33 class hours and 60 clinical hours. Prerequisites: NUR 401 and NUR 404. Prerequisite or Corequisite: IRPS 475. 4 credit hours (2.5 class and 1.5 clinical credits).

### **NUR 403 LEADERSHIP, MANAGEMENT AND CHANGE IN PROFESSIONAL NURSING**

Professional nursing practice design focusing on effective leadership and management of the care of multiple clients. Change management, negotiation, supervision, delegation and coordination in the context of the health care organization are emphasized. Nursing management and leadership practices, organizational policies, nursing practices, and effectiveness of outcomes-based practice are critically analyzed. Staff development through roles of health team educator and professional communicator are implemented. Setting: Any health care agency. 33 class hours and 60 clinical hours. Prerequisite: NUR 402; HUM 301. Prerequisite or Corequisite: COA 110. 4 credit hours (2.5 class and 1.5 clinical credits).

## **Tentative Clinical Learning Experiences:**

### **NUR 404 RESEARCH IN PROFESSIONAL NURSING**

Acquiring positive attitudes, knowledge and skills to critique research processes and outcomes relevant to nursing. Developing the nursing research consumer and colleague roles and strategies for utilization of research results that improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people are emphasized. 40 class hours. Prerequisite: Senior level progression status. Prerequisite or Corequisite: MAT 221. 3 credit hours (3 class credits).

### **NUR 405 PROFESSIONAL NURSING ISSUES, TRENDS AND CHALLENGES**

In-depth historical and contemporary analysis of issues, trends, and global challenges in professional nursing and health care delivery. Problem solving and decision making strategies are applied to ethical and legal issues, economic/financial and health policy trends, and professional and political challenges. Professional role development, life long learner, global citizen and opportunities for organizational participation and leadership as a professional member are evaluated. 40 class hours. Prerequisite: NUR 402. Corequisite: NUR 403. 3 credit hours (3 class credits).

#### **Note:**

For all nursing courses, the ratio of class (lecture) to lab or clinical hours is 1:3.

1 class (lecture) credit = 13.3 hours

.5 clinical or lab credit = 20 hours

1 clinical or lab credit = 40 hours

### **PE 100 PHYSICAL EDUCATION**

Designed to provide the student an opportunity to improve overall physical fitness. The student gains knowledge in health related areas and acquires, improves and utilizes life long recreational sports and activities. 1 credit hour.

### **PE 150 PHYSICAL EDUCATION**

This course is designed to reinforce the student's ability to improve physical fitness and knowledge of physical health issues, as well as to continue the pursuit of lifelong recreational activities. 1 credit hour.

### **PSY 150 INTRODUCTION TO PSYCHOLOGY**

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology in contemporary society. 3 credit hours.

### **PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY**

This course introduces students to the professional language in psychology, the protocol of research, and ethical conduct related to the field. Emphasis is placed on career choices and the importance of understanding research methods in psychology. Prerequisite: psychology major or approval from the instructor. 3 credit hours.

## **PSY 201 THE AGING PROCESS\***

A study of the processes of aging and their behavioral effects on the individual. To better understand the capacities and potential of the mature, older person, topics studied include: age changes and biological functions; sensations; perception; intelligence; learning; memory; and creativity. 3 credit hours.

## **PSY 210 DEATH AND DYING\***

This course focuses on death as an event in history. The topics of discussion include: concerns and fears of illness and death; grief and bereavement; society's values and conflicts regarding life and death. Credit may not be given for both PSY 210 and HCA 210. 3 credit hours.

## **PSY 225 HUMAN SEXUALITY**

Anatomy and physiology of the human reproductive system, human sexual response, the range of sexual behaviors and sources of attitudes and beliefs about sexuality will be explored in this course. Prerequisite: PSY 150 or SOC 110. 3 credit hours.

## **PSY 250 DEVELOPMENTAL PSYCHOLOGY**

Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a life long process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral, and linguistic. Prerequisite: PSY 150. 3 credit hours.

## **PSY 260 PERSONALITY THEORY**

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. Prerequisite: PSY 150. 3 credit hours.

## **PSY 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110. 3 credit hours.

## **PSY 270 HUMAN MOTIVATION**

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. Prerequisite: PSY 150. 3 credit hours.

## **PSY 300 EXPRESSIVE STUDIES: MOVEMENT, ART AND MUSIC**

Students will be exposed to the fundamental theory and application of each art form. Through didactic presentation, discussion, experiential work and art making, students will develop an understanding of the arts and their therapeutic dimensions. Prerequisites: PSY 150 and Junior or Senior standing. 3 credit hours.

### **PSY 305 EXPRESSIVE STUDIES: DRAMA EXPRESSION**

Students will be introduced to the theory and technique of expressive performance with an emphasis on psychotherapeutic and aesthetic dimensions. Students will study a dramatic piece, explore the theory behind psychodrama and create an original dialogue expressing a psychological theme. Prerequisite: PSY 150 and junior or senior standing. 3 credit hours.

### **PSY 310 EXPRESSIVE STUDIES: POETRY AND NARRATIVE**

Students will study the theories and techniques of literary process and explore the ways in which poetry and narrative literature reflect the authors' processes of expression and healing. In addition, the course will include a creative writing component in which students produce their own poetry, stories and journals and examine the dynamics of expressive articulation. Prerequisites: PSY 150 and Junior or Senior standing. 3 credit hours.

### **PSY 315 PSYCHOLOGICAL TESTS AND MEASUREMENTS**

Theory and use of psychological tests of ability and personality. Includes laboratory sessions. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

### **PSY 349 INTRODUCTION TO APPLIED COUNSELING**

Focus is on developing counseling competencies and specialized skills and techniques used in the counseling process for individuals and groups. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

### **PSY 350 FACILITATOR TRAINING COURSE**

This course is designed to develop: (1) improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding; and (2) counseling skills which are effective in dealing with emotional problems. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

### **PSY 352 COMMUNITY PSYCHOLOGY**

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Discussion with psychologically trained change agents in human service roles. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

### **PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY**

Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. The course examines issues in the following areas: supervisory, leadership, morale, personnel selection, training, human factors engineering, and consumer psychology. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

## **PSY 355 PRINCIPLES OF LEARNING**

A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization, and utilization of information. Topics examined include: classical conditioning, instrumental conditioning, observational learning, and memory. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

## **PSY 360 SOCIAL PSYCHOLOGY**

A study of the processes underlying and resulting from group interactions. Topics examined include: persuasion, conformity, aggression, prejudice, interpersonal evaluation, and interpersonal attraction. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

## **PSY 370 ABNORMAL PSYCHOLOGY**

A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. Maladaptive behavior patterns which are examined include: the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. Prerequisites: PSY 150 and at least one 200 level psychology course. 3 credit hours.

## **PSY 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY**

A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Prerequisites: PSY 150. 3 credit hours.

## **PSY 410 EXPERIMENTAL PSYCHOLOGY**

Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in conducting research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisite: MAT 221 and at least 12 hours in psychology. 4 credit hours.

## **PSY 420 PHYSIOLOGICAL PSYCHOLOGY**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as SCI 320. Prerequisites: SCI 261 or 280 and 12 hours in psychology. 3 credit hours.

## **PSY 481 INTERNSHIP IN PSYCHOLOGY**

The experience involves applying the knowledge acquired in prerequisite psychology courses in the community through placement in a mental health clinic/community service agency. Supervision on-site and by practicum supervisor. Written report and evaluation of goals and objectives required. Prerequisites: Junior or Senior standing and at least 12 hours in psychology. 3 to 6 credit hours.

## **PSY 490 SEMINAR IN PSYCHOLOGY**

A study of selected and specialized topics in the field of psychology. Prerequisites: Junior or Senior standing and at least 12 credit hours in psychology. 3 credit hours.

## **PSY 499 RESEARCH IN PSYCHOLOGY/OR CRIMINAL JUSTICE**

A study of research design and qualitative and quantitative methods of data collection and analysis. The student selects and carries out independent library and/or empirical research, including a well developed research paper and oral presentation of research project. Faculty supervision is provided on an individual basis. Prerequisites: MAT 221 and at least 12 credit hours in psychology or criminal justice. 3 credit hours.

## **SCI 100 PRINCIPLES OF SCIENCE FOR HEALTH PROFESSIONALS**

An integrated science course that introduces basic scientific principles involved in the health professions. Selected topics from biology, microbiology, chemistry and physics are included. This course may not be used to fulfill the core curriculum laboratory science requirement. 3 credit hours.

## **SCI 110 THE BIOLOGICAL WORLD AND LAB**

Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in the evolutionary perspective. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.00. 4 credit hours (3 lecture and 1 lab credits).

## **SCI 111 BIOLOGICAL PATTERN AND PROCESS AND LAB**

Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

## **SCI 130 GENERAL CHEMISTRY I AND LAB**

This course provides a background in the basic concepts of chemistry. Topics include discussion of units of measurements, structure of atoms, stoichiometry, types of chemical reactions, concepts of bonding, ideal gases, atomic structure and periodicity, and thermochemistry. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite or Corequisite: MAT 110. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

## **SCI 131 GENERAL CHEMISTRY II AND LAB**

This course continues from SCI 130 and presents an introduction to the properties of solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, spontaneous processes and entropy, and the chemistry of representative elements from the periodic table. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 130. Lab fee: \$30.00. 4 credit hours (3 lecture and 1 lab credits).



**SCI 170 ASTRONOMY OF THE STARS AND GALAXIES AND LAB**

The study of the lives of the stars and galaxies by using tools of scientific inquiry and observation. It covers the basic principles and tools of the trade in order to study the Universe beyond the Solar System. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

**SCI 206 THE BIOLOGY OF PLANTS AND ALGAE AND LAB**

An introduction to the form, function, diversity, evolution, natural history and cultural significance of green plants and other photosynthetic organisms. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110 and 111. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits)

**SCI 215 MARINE BIOLOGY AND LAB**

An introduction to marine organisms: their diversity, adaptations and ecological interrelationships. Laboratory and mandatory field trips. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 110. 4 credit hours (3 lecture and 1 lab credits).

**SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB**

An introduction to the ecosystems of humanity and nature emphasizing basic principles of pattern and process, and analysis of current biological, technological, social, political, economic, resource and energy issues in relation to the environment. This course meets 3 lecture hours and 3 lab hours per week. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

**SCI 260 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB**

Exploration of basic human anatomy and physiology as an integrated whole covering cells and tissues, skeletal, muscular, circulatory, and digestive systems. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

**SCI 261 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB**

Exploration of basic human anatomy and physiology covering the nervous, respiratory, excretory, endocrine, and reproductive systems. A survey of major human diseases, development, heredity, and aging. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 260 or permission of Biology Program Coordinator. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

**SCI 270 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB FOR FUNERAL SERVICE**

A didactic and lab practice approach is used to understand anatomical and physiological terminology, and the location, structure, and function of the integumentary, skeletal, muscular, digestive, urinary, reproductive, endocrine,



circulatory, nervous and respiratory systems. An introduction to the circulatory system and relationship of systems studied to the circulatory system is the focus. An emphasis is on those systems providing the foundation for embalming, pathology, public health, and restorative arts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: Consent of Director. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 271 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB FOR FUNERAL SERVICE**

This course is a continuation of Anatomy and Physiology I. A didactic and lab practice approach is used to understand anatomical and physiological terminology, the location, structure, and function of the lymphatic, endocrine, and nervous systems, and relationships to the circulatory system. A special focus is to demonstrate a mastery of knowledge of the location, structure, and function of the circulatory system. An emphasis is on those systems providing the foundation for embalming, pathology, public health, and restorative arts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 270 and Consent of Funeral Service Director. Lab Fee \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 280 HUMAN BIOLOGY AND LAB**

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: PSY 150. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 300 ACOUSTICS AND LAB**

This course explores the physics of sound and its relationship to music. Topics covered include the physics of vibrating systems, waves, intensity, timbre, frequency, tuning and temperament, the physics of musical instruments and the psychology of sound. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: An ability to read music notation. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 320 PHYSIOLOGICAL PSYCHOLOGY**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as PSY 320. Prerequisites: SCI 261 and PSY 150. 3 credit hours.

### **SCI 325 MICROBIOLOGY AND LAB**

An introduction to the morphology, physiology, life history and ecology of microbes (chiefly bacterial) and viruses. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110, 111, 130, and 131. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 350 PHYSICS I AND LAB**

Exposition of the fundamental laws and phenomena of mechanics, fluids, heat, wave motion and sound. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: MAT 110. MAT 320 as a Pre or Corequisite is recommended. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 351 PHYSICS II AND LAB**

Exposition of the fundamental laws and phenomena of electricity, magnetism, optics, special relativity, atomic, and nuclear physics. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 350. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 360 ECOLOGY AND LAB**

An in-depth study of ecosystems at various levels of pattern and process, broadly emphasizing material/energy interrelationships in concept, time and space. This course meets 3 lecture hours and 3 lab hours per week. Laboratory and mandatory field trips. Prerequisites SCI 110, MAT 110; SCI 230 or permission of Biology Program Coordinator. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 390 ORGANIC CHEMISTRY I AND LAB**

This course covers the fundamental topics of organic chemistry which include structure and bonding, bonding and molecular properties, the nature and stereochemistry of alkanes and cycloalkanes, structure and reactivity of alkenes, stereochemistry, mechanisms of the common type of organic reactions, and the nomenclature of organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 131 or equivalent. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 391 ORGANIC CHEMISTRY II AND LAB**

This course provides a detailed survey of the synthetic reactions of various organic functional groups. The main thrust of the course is the thorough mechanistic understanding of the organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 390. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

### **SCI 450 GENETICS AND LAB**

A study of the nature, inheritance and expression of genes. Laboratory work emphasizes genetic experimentation and statistical analysis of genetic data. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110 and 111 (or SCI 260 and 261) and MAT 221. Lab fee: \$30. 4 credit hours (3 lecture and 1 lab credits).

## **SCI 490 BIOLOGY SENIOR SEMINAR**

Special topics/capstone course for biology majors. Senior standing and permission of Biology Program Coordinator. 3 credit hours.

*NOTE: Lab Credits: For each 1 credit of lab: All upper division (300+) lab science courses and some lower division (100+) lab science courses meet for 3 hours of lab per week. Other lab science courses meet for a 2 hour lab.*

## **SOC 110 INTRODUCTION TO SOCIOLOGY\***

A survey course designed to introduce the student to the science of sociology. Introduction to fundamental concepts of social relationships and group life. Culture, social institutions, and deviance are discussed. 3 credit hours.

## **SOC 210 INTRODUCTION TO ANTHROPOLOGY**

A two-part course introducing the fields of physical and cultural anthropology through the investigation of human biology and behavior. Emphasis is placed on a cross-cultural examination of family and kinship, religion, economics and politics. 3 credit hours.

## **SOC 220 FAMILY AND SOCIETY**

Study of the institutional character of the family, its history and relationship to other institutions. Problems encompassing premarital concerns, internal dynamics of family life, children, and divorce are discussed. Prerequisite: SOC 110. 3 credit hours.

## **SOC 230 INTRODUCTION TO SOCIAL WORK**

An examination of modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and the community organization. Prerequisite: SOC 110. 3 credit hours.

## **SOC 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110. 3 credit hours.

## **SOC 311 INTERPERSONAL PROCESSES**

The course involves the study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Instructional emphasis is placed on providing an understanding of the behavioral, emotional, and cognitive components of interpersonal communication in contemporary society. Prerequisite: PSY 150 or SOC 110. 3 credit hours.

## **SOC 330 THE SOCIAL WELFARE SYSTEM**

Programs, policies and services on local, state and national level are examined. Goals and approaches of various social work agencies are explored. Particular problems of various social, racial, ethnic groups are studied. Prerequisite: SOC 110. 3 credit hours.

### **SOC 335 CONTEMPORARY SOCIAL PROBLEMS**

A presentation of methods of identifying social problems. Analysis of such problems as crime, drug abuse, discrimination and disadvantage, family disorganization, ecology and armed conflict are discussed. Prerequisite: SOC 110. 3 credit hours.

### **SOC 491 SEMINAR IN SOCIOLOGY**

A study of selected and specialized topics in the field of sociology. Prerequisites: Two upper level SOC courses. 3 credit hours.

### **TAP 010 LANGUAGE AND LEARNING DEVELOPMENT—OLD FORGE CENTER**

A course designed to help students understand the notion of multiple intelligence and the relationship of intelligence to learning. Linguistic intelligence, as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities and career development personnel, to identify their learning styles, cognitive strengths and weaknesses, and the sensory modalities that will assist students in their pursuit of a college education. Non-credit prerequisite: 0 credit hours.

### **TAP 011 RESEARCH AND WRITING**

A diagnostic course which offers students an opportunity to explore their strengths, learning style, college skills, and computer abilities. Instruction is provided through a combination of lectures, group discussions, class projects, and computer activities which will reinforce the student's understanding of the research process. Non-credit prerequisite: 0 credit hours.

### **TSR 101 TRANSFER STUDENT SEMINAR: THE UNIVERSITY EXPERIENCE**

This course is designed to orient students to the specific policies, procedures, programs, and services available at Lynn University. 0 credit hours.

\*Students attending Lynn University-Old Forge Center, NY, receive 2 credits for these courses as mandated by the New York State Board of Regents. Students who matriculate into a degree program at Lynn University-Boca Raton campus will have the equivalency of a 3-credit course for all 2-credit courses except FRO 103 taken at Old Forge Center.

# PART 11. UNIVERSITY COMMUNITY

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*Assistant Director, Center for International Programs and Services*  
*Assistant Responsible Officer (ARO), Designated School Official (DSO)*

Anita Kessler, B.A., M.Ed.  
*Intensive English Studies*

Toshimi Abe-Janiga, B.A.  
*Director, Asian Studies Program*

**COLLEGE OF PROFESSIONAL AND  
CONTINUING EDUCATION**

Cindy L. Skaruppa, B.S., M.A., Ed.D.  
*Dean*

KC Coyle, B.S., M.S.  
*Program Coordinator, Bachelor of Professional Studies  
Academic Advisor*

Lisa Koch, B.A.  
*Academic Advisor*

**COLLEGE OF ARTS AND SCIENCES**

Lorna Shaw, B.A., M.A., Ph.D.  
*Dean  
Program Coordinator, Liberal Arts*

Frederick Cichocki, B.S., M.S., Ph.D.  
*Program Coordinator, Biology*

Ann Crawford, B.S., M.S., M.P.S., Ph.D.  
*Program Co-Coordinator, B.P.S. Behavioral Science*

Jennifer Gerz-Escandon, B.A., M.A., Ph.D.  
*Program Coordinator, International Relations*

Richard McMonagle, B.S., M.S., Ph.D.  
*Curricular Coordinator, Criminal Justice*

Ernest Ranspach, B.S., M.F.A.  
*Program Coordinator, Design*

Robert Riedel, B.A., M.S., Ph.D.  
*Program Coordinator, Behavioral Science-Criminal Justice  
Program Co-Coordinator, B.P.S. Behavioral Science*

## **COLLEGE OF BUSINESS AND MANAGEMENT**

Ralph J. Norcio, B.S., M.S., M.B.A., Ph.D.  
*Interim Dean*

Jeffrey C. Johnson, B.S., M.A.S.  
*Associate Dean*  
*Curricular Coordinator, Aviation Management*

Eldon Bernstein, B.A., M.B.A., Ph.D.  
*Curricular Co-Coordinator, International Business*

James P. Miller, B.A., M.A., M.B.A., Ph.D.  
*Curricular Coordinator, Management*  
*Curricular Co-Coordinator, International Business*

Ralph J. Norcio, B.S., M.S., M.B.A., Ph.D.  
*Curricular Coordinator, Accounting*

Donna Sullivan, B.S., M.Ed.  
*Curricular Coordinator, Fashion Management*

TBA  
*Curricular Coordinator, Marketing*

Farideh Farazmand, B.S., M.S., Ph.D.  
*Program Coordinator, M.B.A.*

## **BURTON D. MORGAN SCHOOL OF AERONAUTICS**

Jeffrey C. Johnson, B.S., M.A.S.  
*Dean*

**DON AND HELEN ROSS COLLEGE OF EDUCATION,  
HEALTH AND HUMAN SERVICES**

Richard Cohen, B.S., M.S., Ed.D.  
*Dean*

*Program Coordinator, Elementary Education; Chair, Teacher Certification*

Fred Dembowski, B.S., M.S., Ed.D.  
*Program Coordinator, Ph.D. Educational Leadership*

Virginia Salus, B.A., M.A., Ed.D.  
*Program Coordinator, Secondary Education*

Carole Warshaw, B.A., M.S., Ed.D.  
*Program Coordinator, M.Ed.; Program and State Compliance Director*

Kristine Veras Sanchez, A.S., B.E.S., M.S.  
*Program Coordinator, Human Services*

Rita Nacken Gugel, B.S., M.S., Ph.D.  
*Coordinator, M.S. Health Care Administration*

Sonia Villaverde, B.S., D.P.T.  
*Academic Clinical Coordinator, Physical Therapist Assistant Program  
Curricular Coordinator, Biomechanical Trauma Program*

**COLLEGE OF HOSPITALITY, TOURISM AND  
RECREATION MANAGEMENT**

Linsley T. DeVeau, B.S., M.S., M.B.A., Ed.D.  
*Dean*

*Director, Hospitality Administration Program*

**COLLEGE OF INTERNATIONAL COMMUNICATIONS**

Irving R. Levine, B.A., M.S.  
*Dean*

Sharaf Rehman, D.F.P., B.A., M.S., M.F.A., M.Ed., Ed.S., M.B.A., Ph.D.  
*Associate Dean*

*Program Coordinator, Communications*

## **THE CONSERVATORY OF MUSIC**

Claudio Jaffé, B.A., M.M., M.M.A., D.M.A.

*Dean*

*Director, Lynn Music Preparatory*

*Associate Professor of Music*

Thomas L. McKinley, B.M., M.M., A.M., Ph.D.

*Curriculum Coordinator, Music*

Abram Kreeger, B.S., M.B.A.

*Marketing and Sales Manager*

Paula Linder

*Concert Manager*

Olga M. Vasquez, B.M., M.M.

*Music Dean Assistant*

Sue Richman, B.A., M.A.

*Music Librarian*

Jean Olasky

*Assistant Music Librarian*

Hannelore Schleu

*Assistant Music Librarian*

Jodie DeSalvo, B.M., M.M.

*Staff Accompanist*

Lisa Leonard, B.M., M.M.

*Staff Accompanist*

Tao Lin, B.M., M.M.

*Staff Accompanist*

Edward Turgeon, B.M., M.M., M.M.A., D.M.A.

*Staff Accompanist*

## **INSTITUTE FOR DISTANCE LEARNING**

Mary L. Tebes, B.A., M.Ed.

*Executive Director*

Elizabeth Yagodzinski, B.S.

*Instructional Designer*

## **LIBRARY**

Charles Kuhn, B.A., M.S.L.S.  
*Library Director*

Judith Alsdorf, B.A., M.L.S.  
*Collection Librarian*

Leecy Barnett, B.A., M.A.  
*Serials Manager*

Bart Gierson, B.A., M.I.S.  
*Technology Librarian*

Clement T. Imhoff, B.A., M.A.  
*Assistant Reference Librarian*

Linda Krawchuk  
*Circulation Manager*

Patricia Presti, B.A., M.I.St.  
*Instruction Librarian*

Sally Seaman, B.M., M.S., M.S.L.S.  
*Catalog Librarian*

Susan Thyng  
*Administrative Assistant*

## **OFFICE OF INTERNSHIPS**

Carol Clyde, B.S., M.Ed.  
*Director of Internships*

## **THE ADVANCEMENT PROGRAM**

Polly Ana Peterson, B.S., M.S.W., Ph.D.  
*Director*

Michael Callahan, B.A., M.Ed.  
*Assistant Director*

Frank Panico, B.S., M.S.  
*Tutoring and Testing Coordinator*

# FACULTY

## College of Arts and Sciences

**Lorna Bell Shaw** ..... Communications  
*B.A., University of West Indies* *Dean*  
*M.A., University of West Indies* *Professor*  
*Ph.D., Howard University*

**Khalique Ahmed** ..... Chemistry/Physics  
*B.S., Punjab University* *Associate Professor*  
*M.S., Quaid-I-Azam University*  
*M.S., Quaid-I-Azam University*  
*Ph.D., University of Manitoba*

**Steve Aiello** ..... English  
*B.A., Tufts University* *Instructor*  
*M.A., Skidmore College*

**Karen Casey-Acevedo** ..... Criminal Justice  
*B.S., Niagara University* *Associate Professor*  
*M.A., State University of NY at Albany*  
*Ph.D., State University of NY at Albany*

**Diane Baird** ..... English  
*B.A., University of Florida* *Visiting Professor*  
*M.A., Florida Atlantic University*

**Sherri Belanger** ..... Mathematics  
*B.S., Nicholls State University* *Visiting Professor*  
*M.S., Louisiana State University*

**Joanne Bock** ..... Humanities  
*B.A., College of New Rochelle* *Associate Professor*  
*M.A., Catholic University of America*  
*M.A., SUNY-Oneonta*  
*M.A., University of Michigan*  
*Ph.D., University of Michigan*

**Kathleen Cheek-Milby** ..... International Relations  
*B.S., The Ohio State University* *Affiliated Faculty*  
*M.A., George Washington University* *Professor*  
*Ph.D., University of Cincinnati*

**Gregg Cox** ..... Mathematics  
*B.S., University of Florida* *Professor*  
*M.Ed., Florida Atlantic University*  
*Ed.D., Florida Atlantic University*



- Frederick Cichocki** .....Biology  
*B.S., University of Miami Associate Professor*  
*M.S., University of Miami*  
*Ph.D., University of Michigan*
- Ann M. Crawford** ..... Anatomy/Physiology, Psychology  
*B.S., Florida State University Professor*  
*M.S., Florida State University*  
*M.P.S., New York Institute of Technology*  
*Ph.D., The Union Institute*
- Robert Curran** ..... Philosophy  
*B.A., Fordham University Associate Professor*  
*M.A., Fordham University*
- Rev. Martin Devereaux** ..... Behavioral Science  
*B.S., St. Mary's Seminary Assistant Professor*  
*B.A., University of Notre Dame*  
*M.A., Barry University*  
*Psy.D., Nova Southeastern University*
- Philip Fishman** .....English  
*B.S., Ohio State University Instructor*  
*M.A., Ohio State University*
- Ann Gazourian** .....Education  
*B.A., Ohio University Visiting Professor*  
*M.A., Cornell University*
- Jennifer Gerz-Escandon** .....International Relations  
*B.A., Georgetown University Associate Professor*  
*M.A., University of Miami*  
*Ph.D., University of Miami*
- Maureen Goldstein** .....English  
*B.A., Marquette University Assistant Professor*  
*M.A., University of South Carolina*  
*Ph.D., University of South Carolina*
- Graciela Helguero** .....Modern Languages  
*B.A., St. John's University Assistant Professor*  
*M.A., New York University*  
*M.A., American University*
- Blaine Kauffman** .....English  
*B.A., University of Illinois Visiting Professor*  
*M.Ed., St. Francis College*  
*Ph.D., Ohio University*

**Sindee Kerker** .....Criminal Justice  
*B.A., University of Florida* *Instructor*  
*J.D., Whittier College of Law*

**Edmund Konczakowski** .....International Relations  
*B.A., Niagara University* *Visiting Professor*  
*M.A., Niagara University*  
*M.A., University of Pennsylvania*  
*Ph.D., University of Pennsylvania*

**Gary Martin** .....Psychology  
*B.S., Virginia Polytechnic Institute and* *Affiliated Faculty*  
*State University*  
*M.S., Nova Southeastern*  
*Ed.D., Candidate*  
*University of Sarasota*

**Patricia Kowalchick** .....Freshman Frontiers  
*B.S., Saint Joseph's University* *Affiliated Faculty*  
*M.Ed., Villanova University*

**Richard McMonagle** .....Criminal Justice  
*B.S., Nova Southeastern University* *Associate Professor*  
*M.S., Nova Southeastern University*  
*Ph.D., The Union Institute*

**Julia McNair** .....English  
*B.A., Mississippi State University* *Visiting Professor*  
*M.A., University of Mississippi*

**Jeff Morgan** .....English  
*B.A., Ohio University* *Assistant Professor*  
*M.A., University of Texas Pan Am*  
*Ph.D., Case Western Reserve University*

**John R. Pickering** .....History  
*B.A., Stetson University* *Professor*  
*M.A., Florida State University*  
*Ph.D., University of Denver*

**Ernest Ranspach** .....Art  
*B.S., University of Michigan* *Professor*  
*M.F.A., Wayne State University*

**Diane Richard-Allerdyce** .....English  
*B.A., Florida Atlantic University* *Professor*  
*M.A., Florida Atlantic University*  
*Ph.D., University of Florida*

**Robert Riedel** ..... Psychology  
*B.A., Moorhead State University* ..... *Associate Professor*  
*M.S., St. Cloud State University*  
*Ph.D., Colorado State University*

**Tom Rockwell** ..... Graphic Design  
*B.F.A., Cleveland Institute of Art* ..... *Visiting Professor*

**Lionel Rosen** ..... Mathematics  
*B.S., Concordia University* ..... *Assistant Professor*  
*M.S., Florida Atlantic University*  
*Ph.D., LaSalle University*

**Kelly Sullivan** ..... Graphic Design  
*B.F.A., Amherst, New York* ..... *Visiting Professor*  
*M.A.T., Florida Atlantic University*

**Louise Sundermeier** ..... Business  
*B.P.S., Barry University* ..... *Affiliated Faculty*  
*B.S., University of the State of New York*  
*M.Ed., Florida Atlantic University*

**Mark Taylor** ..... Photography  
*B.A., Long Island University* ..... *Visiting Professor*  
*M.F.A., Rhode Island School of Design*

**Glenn Toscano** ..... Graphic Design  
*B.F.A., Rhode Island School of Design* ..... *Assistant Professor*  
*M.A., University of Massachusetts*

**Paul Turner** ..... English  
*B.S., East Stroudsburg State University* ..... *Affiliated Faculty*  
*M.A., Lehigh University* ..... *Assistant Professor*

## College of Business and Management

**Ralph J. Norcio** ..... Finance and Accounting  
*B.S., Georgetown University* ..... *Interim Dean*  
*M.S., Georgetown University*  
*M.B.A., Cornell University*  
*Ph.D., The Union Institute*  
*Certified Public Accountant*  
*Certified in Financial Management*  
*Certified Management Accountant*

**Eldon Bernstein** ..... Management  
*B.A., University of Connecticut* ..... *Professor*  
*M.B.A., University of Connecticut*  
*Ph.D., University of Connecticut*

**Farideh Farazmand** . . . . . Computer Management Systems  
*B.S., University of Tehran, Iran* . . . . . *Assistant Professor*  
*M.S., Syracuse University*  
*Ph.D., Syracuse University*

**Jeanette D. Francis** . . . . . International Business  
*B.A., Southern California College* . . . . . *Associate Professor*  
*M.B.A., United States International University*  
*Ph.D., United States International University*

**Robert D. Green** . . . . . Marketing  
*B.Ed., University of Miami* . . . . . *Associate Professor*  
*B.B.A., University of Miami*  
*M.B.A., Nova Southeastern University*  
*D.B.A., Nova Southeastern University*

**James P. Miller** . . . . . Management & Accounting  
*B.A., St. Lawrence University* . . . . . *Professor*  
*M.A., Catholic University of America*  
*M.B.A., Syracuse University*  
*Ph.D., American University*

**Michael Petroski** . . . . . Computer Management Systems  
*B.S., Lehigh University* . . . . . *Assistant Professor*  
*M.S., Lehigh University*

**John Purland** . . . . . Computer Management Systems  
*B.S., Bentley College* . . . . . *Instructor*  
*M.B.A., Suffolk University*

**Alison Rampersad** . . . . . Computer Management Systems  
*B.A., Kean University* . . . . . *Visiting Professor*  
*M.A., New York University*

**Donna Sullivan** . . . . . Fashion Management  
*B.S., University of Vermont* . . . . . *Associate Professor*  
*M. Ed., Florida Atlantic University*

**David Weinstein** . . . . . Business Law  
*B.S., University of Pennsylvania* . . . . . *Visiting Professor*  
*M.S., University of Pennsylvania*  
*Ll.B., Temple University*  
*J.D., Temple University*

**Roy Wimmer** . . . . . Computer Management Systems  
*B.A., Rutgers University* . . . . . *Visiting Professor*  
*M.A., The University of North Carolina*  
*Ph.D., Greenwich University*

## Burton D. Morgan School of Aeronautics

**Jeffrey C. Johnson** .....Aviation  
*B.S., U.S. Air Force Academy* *Dean*  
*M.A.S., Embry-Riddle Aeronautical University* *Assistant Professor*

**Mark Herzberg** .....Aviation  
*B.S., Embry-Riddle Aeronautical University* *Instructor*

**Elton K. Morice** .....Aviation  
*B.S., Worcester Polytechnic* *Assistant Professor*  
*M.P.S., Lynn University*

**Roberta Wassel** .....Aviation  
*FAA Instrument Flight Instructor* *Instructor*

## Don and Helen Ross College of Education, Health and Human Services

**Richard Cohen** ..... Education  
*B.S., Kansas State College* *Dean*  
*M.S., University of Kansas* *Professor*  
*Ed.D., University of Kansas*

**Bernard S. Brucker** ..... Psychology  
*B.A., Monmouth College* *Visiting Professor*  
*M.A., Eastern New Mexico University*  
*Ph.D., New York University*

**Michael Callahan** ..... Education  
*B.A., Cleveland State University* *Assistant Director of the TAP Program*  
*M.Ed., Lynn University*

**Frederick Dembowski** ..... Educational Leadership  
*B.S., SUNY-Oswego* *Professor*  
*M.S., SUNY-Oswego*  
*Ed.D., The University of Rochester*

**Rita Gugel** .....Health Care Administration  
*B.S., Hartwick College* *Professor*  
*M.S., SUNY--Oneonta*  
*Ph.D., New York University*

**Aldett Francis Jolye** .....Funeral Services  
*A.S.F.S., Lynn University* *Affiliated Faculty*  
*B.P.S., Lynn University*  
*M.S., New York Institute of Technology*

**Leah Kinneburgh** ..... Education  
*B.S., University of Montevallo* *Assistant Professor*  
*M.Ed., University of Montevallo*

**Ellen P. Kirbert** ..... Education  
*B.S., Cornell University* *Associate Professor*  
*M.S., Florida State University*

**Deirdre Krause** ..... Nursing  
*B.S., Hunter College* *Associate Professor*  
*M.A., New York University*  
*Ph.D., University of Miami*

**Loren Latta** ..... Graduate Studies  
*B.S., Michigan State University* *Visiting Professor*  
*M.S., University of Miami*  
*Ph.D., University of Miami*

**William Leary** ..... Education  
*B.S., Boston College* *Professor*  
*M.Ed., Boston State College*  
*Ed.D., Boston University*  
*Ed.D., Harvard Graduate School of Education*

**Marcella Piasecki** ..... Funeral Service Education  
*B.S., Alliance College* *Assistant Professor*  
*M.A., Seton Hall University*  
*Licensed Practitioner of Funeral Service and Embalmer*

**Joseph Quinn** ..... Funeral Service Education  
*B.S., St. Francis College* *Assistant Professor*  
*M.Div., Washington Theological Union*  
*Licensed Practitioner of Funeral Service and Embalmer*

**Virginia Salus** ..... Secondary Education  
*B.A., Indiana State University* *Assistant Professor*  
*M.A., George Washington University*  
*Ph.D., George Washington University*

**Kris Sanchez** ..... Human Services  
*A.S., St. Louis Community College* *Assistant Professor*  
*B.E.S., University of Missouri*  
*M.S., Southern Illinois University*

**Joan Scialli** ..... Nursing  
*B.S., Michigan State University* *Faculty*  
*M.S.N., West Virginia University* *Professor*  
*Ed.D., West Virginia University*

**Cheryl Serrano** ..... Education  
*B.S., The University of Wisconsin* *Associate Professor*  
*M.A., University of North Colorado*  
*Ph.D., Florida State University*

**Cindy Skaruppa** ..... Educational Leadership  
*B.S., Ohio State University* *Faculty*  
*M.A., Ohio State University* *Professor*  
*Ed.D., University of Miami*

**Sonia Villaverde** ..... Biomechanical Trauma  
*B.S., Kansas State University* *Assistant Professor*  
*D.P.T., Creighton University*

**Carole Warshaw** ..... Education  
*B.A., Hunter College* *Associate Professor*  
*M.S., Hofstra University*  
*Ed.D., St. John's University*

## College of Hospitality, Tourism, and Recreation Management

**Linsley DeVeau** ..... Hospitality and Tourism Administration  
*B.S., University of Nevada at Las Vegas* *Dean*  
*S.P.C., University of New Haven* *Professor*  
*M.S., University of New Haven*  
*M.B.A., University of New Haven*  
*Ed.D., University of Bridgeport*  
*Certified Hospitality Accountant Executive*  
*Certified Hotel Administrator*  
*Certified Human Resource Executive*

**James Downey** ..... Hospitality and Tourism Administration  
*B.A., Pennsylvania State University* *Professor*  
*M.S., University of Wisconsin*  
*Ph.D., Purdue University*

**Joseph Rooney** ..... Hospitality and Tourism Administration  
*B.S., Indiana State University* *Associate Professor*  
*M.S., Florida International University*  
*D.B.A., Nova Southeastern University*  
*Ford Management Professional*

**David Schapiro** ..... Hospitality and Tourism Administration  
*B.S., University of Nevada at Las Vegas* *Assistant Professor*  
*M.P.S., Lynn University*

**Richard Thomas**  
*B.S., Boston University*  
*M.Ed., Boston University*  
*Ph.D., Florida State University*

Sports and Recreation Management  
*Associate Professor*

**James Vine** . . . . .  
*B.A., University of South Carolina*  
*M.S., Lynn University*

Hospitality and Tourism Administration  
*Visiting Professor*

**Richard Young** . . . . .  
*B.S., Ohio State University*  
*M.S., Ohio State University*  
*Ph.D., Bowling Green State University*

Sports and Athletics Administration  
*Director of Intercollegiate Athletics*

## College of International Communications

**Irving R. Levine** . . . . .  
*B.S., Brown University*  
*M.S., Columbia's Graduate School of Journalism*

*Dean*  
*Professor*

**Sharaf Rehman** . . . . .  
*D.F.P., The London Film School*  
*B.A., Royal University of Lund*  
*M.Sc., Uppsala University*  
*M.F.A., Royal University of Lund*  
*M.Ed., Bowling Green State University*  
*Ed.S., University of Toledo*  
*M.B.A., West Texas State University*  
*Ph.D., Bowling Green State University*

Communications  
*Associate Dean*  
*Professor*

**Coleman Bender** . . . . .  
*B.A., Pennsylvania State University*  
*M.A., Pennsylvania State University*  
*Ph.D. University of Illinois*

Communications  
*Visiting Professor*

**James Brosemer** . . . . .  
*B.A., University of Miami*

Communications  
*Affiliated Faculty*

**David Jaffe** . . . . .  
*B.A., Albright College*  
*M.S., Temple University*  
*Ph.D., University of Iowa*

Communications  
*Professor*

**Myles Ludwig** . . . . .  
*B.A., University of North Carolina*  
*M.A., University of North Carolina*

Communications  
*Visiting Professor*



**Erika Bovenizer** ..... Communications  
 B.A., Muskingum College *Visiting Professor*  
 M.A., Miami University  
 Ph.D., Europa - Universität Viadrina Frankfurt

## The Conservatory of Music

**Claudio Jaffé** ..... Music  
 B.A., Yale University *Associate Professor*  
 M.M., Yale University School of Music  
 M.M.A., Yale University School of Music  
 D.M.A., Yale University School of Music

**John Dee** ..... Oboe  
 B.M., Northeastern Illinois University *Artist Faculty*

**Jodie DeSalvo** ..... Piano  
 B.M., Hartt School of Music *Artist*  
 Faculty  
 M.M., Manhattan School of Music

**Philip Evans** ..... Piano  
 B.M., Michigan State University *Artist Faculty*  
 B.S., The Julliard School  
 M.S., The Julliard School

**Laura Gilbert** ..... Flute  
 B.A., Sarah Lawrence College *Artist Faculty*  
 B.M., New England Conservatory  
 B.M., The Juilliard School  
 M.M., The Juilliard School  
 D.M.A., SUNY Stony Brook

**Paul Green** ..... Clarinet  
 B.A., Yale University *Part-time Artist Faculty*  
 M.S., The Juilliard School

**Mark Hetzler** ..... Trombone  
 B.M., Boston University *Artist Faculty*  
 M.M., New England Conservatory

**Shigeru Ishikawa** ..... Double Bass  
 B.A., Keio University *Part-time Artist Faculty*  
 M.M., The Juilliard School

**Thomas McKinley** ..... Theory  
 B.M., University of Cincinnati *Associate Professor*  
 M.M., University of Cincinnati  
 A.M., Harvard University  
 Ph.D., Harvard University

<b>Gregory Miller</b> .....	French Horn
<i>B.M., Oberlin College</i>	<i>Artist Faculty</i>
<b>Johanne Perron</b> .....	Cello
<i>D.P.S., Quebec Conservatory of Music</i>	<i>Assistant Professor</i>
<i>M.M., Yale University School of Music</i>	<i>Artist Faculty</i>
<b>Marc Reese</b> .....	Trumpet
<i>B.M., Boston University</i>	<i>Part-time Artist Faculty</i>
<i>M.M., New England Conservatory of Music</i>	
<b>Roberta Rust</b> .....	Piano
<i>B.M., University of Texas at Austin</i>	<i>Professor of Music</i>
<i>P.C., Mozarteum-Salzburg</i>	<i>Artist Faculty</i>
<i>M.M., Manhattan School of Music</i>	
<i>D.M.A., University of Miami</i>	
<b>Sergiu Schwartz</b> .....	Violin
<i>D.P.S., The Juilliard School</i>	<i>Artist Faculty</i>
<b>Arthur Weisberg</b> .....	Bassoon and Conductor
<i>Attended The Juilliard School</i>	<i>Artist Faculty</i>
<b>Laura Wilcox</b> .....	Viola
<i>B.A., SUNY-Purchase</i>	<i>Artist Faculty</i>
<i>M.M., McGill University</i>	

## PART 12. LYNN UNIVERSITY CAMPUS

### Campus Resources

The picturesque 123-acre campus is beautifully landscaped with a variety of tropical and semi-tropical plants and trees. Seven lakes reflect the natural beauty of the setting and the harmonious design of the architecture. All buildings have been constructed since 1962 and are completely air-conditioned.

The **Schmidt College Center**, named for Charles E. and Dorothy F. Schmidt, defines the entrance to the University. It includes the offices of the President, Institutional Advancement, Undergraduate Admissions, Center for Professional and Continuing Education, and In-House Counsel.

The **Ronald and Kathleen Assaf Academic Center**, located at the north end of the campus, provides classrooms, science labs, art studios and the offices of the College of Science and Health. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard. The Sensormatic Wing houses additional classrooms for health sciences.

The **Lynn Student Center** includes The Christine Room, student commons, chapel, auditorium, Faculty Club, snack bar, outdoor terrace for dining, Student Activities offices, and student meeting room.

The **Landgren Chapel** is dedicated to the memory of Harold and Agnes Landgren. Liturgy is celebrated here regularly and the Chaplain's Office is adjacent. The Chaplain's Office assists students of all faiths.

The **Eugene M. and Christine E. Lynn Library**, built in 1996, houses a collection of over 90,000 library material units, including books, microforms, videos and other audio/visual formats. The collection is supplemented by a network of electronic databases. Through membership in SEFLIN, the Southeast Florida Library Information Network, the on-line catalogs of other universities in the area are accessible to the Lynn Library users as is the Internet. Reciprocal borrowing privileges are extended to all members of SEFLIN academic libraries. The library also houses the Lynn College of International Communications, including two studios, control rooms, computer lab and editing rooms.

**Louis and Anne Green Center for Expressive Arts** is located in the former Library directly west of the Schmidt College Center. This facility includes offices for Academic Affairs, the Office of Student Financial Services, the Registrar's Office, and a performing arts and teleconferencing area, and a flexible conference setting appropriate for art exhibits, cultural events and workshops.

**Ritter Hall**, located west of the de Hoernle International Center, is a classroom complex housing faculty offices for the College of Business and Management as well as classrooms specifically dedicated to each major program within this division.

**The Coleman Electronic Lab**, located at the northwest section of the Lynn Library, contains Dell computers, and an area designated for study, both individually and in groups.

**Lynn Residence Center** is an upperclassmen residence center with a state-of-the-art fitness center which includes weight, exercise, and aerobics areas. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. All rooms have private baths and students reside three to a room.

**Trinity Hall** is a three-story residence hall accommodating 120 women. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. The Center for Career Development and other offices are located in this facility.

**de Hoernle Residence Hall** houses 240 students in four residential wings. This residence hall has its own lounges and a computer lab. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. The office of Student Services is in the de Hoernle Residence Hall.

**Freiburger Residence Hall** provides housing for 200 students. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. Faculty Offices for the College of Arts and Social Sciences are also located in the Freiburger Residence Hall.

The **McCusker Sports Complex** includes two outdoor pools for year-round use, tennis courts, basketball courts, soccer and baseball fields, space for volleyball, and similar sports. Golf, polo, horseback riding, and bowling are available nearby.

The **Count and Countess de Hoernle Sports and Cultural Center** is a 35,000 square feet, multi-purpose facility. The building houses a gymnasium, locker rooms, meeting rooms, a conference room, and Athletic Department offices.

The **Lynn University International Center**, a 35,000 square feet state-of-the-art building, combines classrooms, administrative and activities facilities for the rapidly growing international student population, a large multi-purpose meeting room, reception area, The Amarnick - Goldstein Concert Hall and the Cohen International House. The Donald and Helen Ross College of Education is located on the third floor.

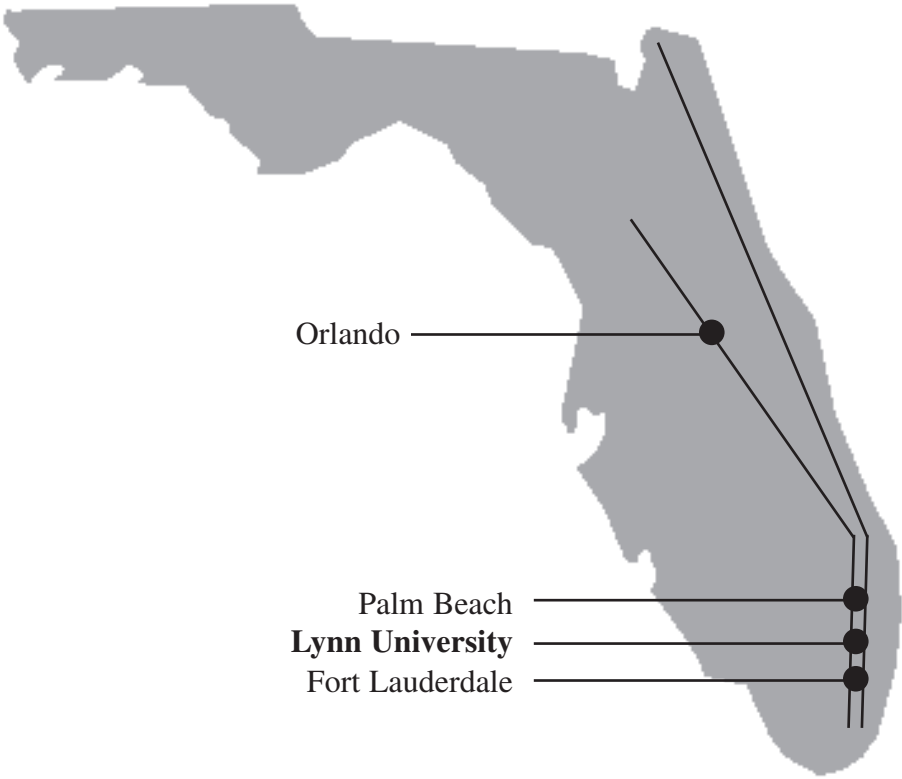
The **Lynn University Bookstore** is a mini-shopping center. Textbooks, supplies, clothing, snacks, and gifts can be purchased. The bookstore also provides check cashing and postal services.

The **Burton D. Morgan School of Aeronautics**, a 2700 square feet facility, located at the Boca Raton Airport, houses the state-of-the-art Frasca flight simulator and is home to the University's fleet of Cessna 172 aircraft.



## LYNN UNIVERSITY

- |   |  |  |
|---|--|--|
| 1. SCHMIDT COLLEGE CENTER<br>EXECUTIVE OFFICES<br>ADMISSIONS OFFICE<br>FINANCIAL AID<br>PROFESSIONAL AND<br>CONTRACTING STUDIES OFFICE                              | 7. THE UNIVERSITY CLUB<br>8. LYNN STUDENT CENTER<br>9. TRINITY HALL<br>ATHLETIC OFFICES  | 24. SENIORHATIC DINING<br>25. JIM HOORNLE INTERNATIONAL<br>CENTER  |
| 2. LYNN RESIDENCE HALL<br>3. FREDLUGGER RESIDENTIAL HALL<br>4. ASHAF ACADEMIC CENTER<br>5. GREEN CENTER<br>BUSINESS OFFICE<br>REGISTRAR<br>JIM HOORNLE LECTURE HALL | 10. JIM HOORNLE HALL<br>STUDENT SERVICES<br>11. SECURITY<br>12. WITTEP ACADEMIC CENTER<br>13. HOSPITALITY MANAGEMENT OFFICES<br>14. PERSONNEL & GRADUATE STUDIES<br>15. CAMP OFFICES | 26. EUGENE M AND CHRISTINE E<br>LYNN RESIDENCE CENTER  |
| 6. BOOKSTORE<br>6a. MAINTENANCE BUILDING  | 21. JIM HOORNLE SPORTS AND CULTURAL<br>CENTER<br>22. LYNN LIBRARY<br>23. PARKING FACILITY  | <b>MUCUSKER SPORTS COMPLEX</b><br>16. TENNIS COURTS<br>17. SWIMMING POOL<br>18. BASKETBALL COURTS<br>19. SOCCER FIELD<br>20. BASEBALL FIELDS |



Orlando

Palm Beach  
**Lynn University**  
Fort Lauderdale



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