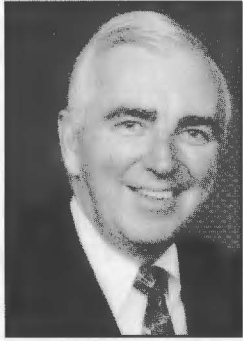


GRADUATE CATALOG

LYNN UNIVERSITY
1994 -1995





Message from the President

"Discover yourself and your future..."

At Lynn University we provide the means for you to "discover yourself and your future." We believe that education is a pathway to the future...one that can lead to exciting challenges and new horizons.

We care deeply about the welfare and personal growth of each and every one of our students and pledge to develop the skills necessary for a successful career, as well as the values to guide you honorably throughout your life.

The journey to a successful future depends upon the commitment of the traveler and the experiences encountered along the way. We invite you to join us at Lynn University as together we undertake a journey toward the realization of your potential and your dreams.

A handwritten signature in black ink that reads "Donald E. Ross". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Donald E. Ross, President

MISSION

Lynn University is a private, coeducational institution, located in Boca Raton, Florida. Founded in 1962, the University was accredited by the Southern Association of Colleges and Schools in 1967.

The University is under the direction of a Board of Trustees, whose vision and commitment has been to develop academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange.

The University offers Associate's, Bachelor's, and Master's degrees designed for traditional-aged students, as well as a growing population of adult learners. Today, over 1500 students come from the local South Florida community, the United States, and 40 nations. Lynn University is proud of its tradition of educating men and women who assume positions of responsibility as competent professionals, as well as leaders in their chosen professions.

The University, small by design, provides an environment within and outside the classroom in which a community of learners can pursue academic excellence. Faculty, staff, and students contribute to an atmosphere that nurtures creativity, fosters achievement, and values diversity.

The University is committed to student-centered learning, where faculty and staff provide personalized attention to students who have varying levels of academic proficiency and are motivated to excel. A full range of academic and support programs is coordinated to serve the increasingly diverse needs of undergraduate and graduate students.

Lynn's academic curricula and programs are structured to provide a balance between the theoretical and the practical, along with opportunities to become involved in community-based organizations and industries. Education and service are fully integrated to meet the changing needs of the local and global community. This integrative design prepares our graduates to meet the dynamic needs of the emerging global society.

Lynn University will have fulfilled its purposes if its graduates leave with knowledge, confidence, and competence, imbued with a sense of values for their worth and the world in which they live.

Accreditation: Lynn University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor, and Master degrees.

HISTORY OF THE UNIVERSITY

Lynn University was originally founded in 1962 as Marymount College, a two-year junior college for women. In December 1967, the College achieved the distinction of obtaining accreditation from the Southern Association of Colleges and Schools at the earliest possible date.

The College became coeducational in 1972, and later in 1974 the institution was renamed the College of Boca Raton. In 1982, the College expanded its offerings to include Bachelor's degrees and offered its first Master's degree program in 1985.

Based on the institution's goal of expanding its focus nationally and internationally, the Board decided to attain university status, which was accomplished in September 1991. Coinciding with that important event, the institution was renamed Lynn University.

THE PURPOSE OF THE SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies fulfills the mission of Lynn University by providing its graduates with the knowledge, competencies, and skills needed for leadership in the 21st century.

In order to achieve these purposes, the curricula of our graduate degree and certificate programs are reviewed on a regular bases to assure the academic quality and relevance of course offerings.

Committed to individualized student attention and mentoring, our faculty foster and help learners realize the development of their innate leadership talents and intellectual abilities.

Our synergistic learning environment stimulates and challenges students to

1. Understand the dynamic nature of our contemporary transformation into a global society;
2. Analyze the resulting opportunities and choices; and
3. Create new alternatives to address changing human needs.

More specifically, graduate students are expected to develop advanced competencies in critical thinking and analysis, which will enable them to understand and utilize a variety of knowledge bases developed to deal with contemporary and future issues, problems, and dilemmas.

Additionally, graduates are expected to demonstrate a growing expertise throughout their graduate course work and finally by either successfully completing a Graduate Project or passing a Comprehensive Examination.

As newly developing managers and administrators, each 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.

HISTORY OF THE GRADUATE PROGRAMS AT LYNN UNIVERSITY

Graduate programs at Lynn University were initiated in 1985 with the introduction of the Master of Professional Studies in Eldercare and a Graduate Certificate in Aging Studies.

In response to the growing need for administrators in expanding fields, three new concentrations were added in 1992: Biomechanical Trauma, Hospitality Administration, and International Management.

The latest two additions to the M.P.S. concentrations are Geriatric Care Management and Sports and Athletics Administration, introduced in 1994. Also that year the M.Ed. program in Varying Exceptionalities and E.S.O.L. was offered.

GRADUATE STUDENT PROFILE

Lynn University's student population is multicultural and interested in forging new directions in addressing and serving human need, cross-culturally and globally. Our graduate students bring an excitement and wealth of experience to the learning environment.

As of Spring 1994, 58% of the graduate students came from Florida, 17% from other states, and 25% from other countries. While the programs initially drew from the local Florida area, over time the population has been broadening, which is in keeping with the purpose of the School of Graduate Studies.

Most programs vary as to which populations are attracted to each program. For example, the Biomechanical Trauma program constituted the largest proportion of students from other states (44%), whereas the International Management program had the largest proportion of international students (46%).

The Health Care Administration program with a Nursing Home Licensure Option, attracted the largest proportion of local students (88%).

The International Management program is almost equally divided between men and women (52% to 48% respectively), whereas Health Care Administration and Hospitality Administration tend to have more female students (68% and 60% respectively).

Graduate students are generally part-time in Health Care Administration (80%), equally divided in Hospitality Administration (50%) and in International Management (53%). Most graduate students tend to work and go to school at the same time.

DEGREE PROGRAMS AND CERTIFICATES

The School of Graduate Studies offers the Master of Professional Studies in Administration with concentrations in seven areas:

Biomechanical Trauma, Geriatric Care Management, Health Care Administration, Health Care Administration with a Nursing Home Administrator Licensure Option, Hospitality Administration (Hotel, Restaurant, Tourism), International Management, and Sports and Athletics Administration.

In addition, there are three certificate programs: Aging Studies, Health Care Administration, and Geriatric Care Management.

A Master's in Education with certification in Varying Exceptionalities and a teaching endorsement in E.S.O.L. is also available, as well as certificates in Varying Exceptionalities and/or E.S.O.L.

CAMPUS RESOURCES

The 123-acre campus is beautifully landscaped with a variety of tropical and semi-tropical plants and trees indigenous to the bioregion. 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 fully air-conditioned.

RONALD AND KATHLEEN ASSAF ACADEMIC CENTER

Located at the north end of the campus, the Academic Center provides classrooms, science laboratories, and art studios. The two-story structure offers a pleasant atmosphere with all rooms opening onto a scenic courtyard.

CAREER COUNSELING CENTER

Lynn University's Career Counseling Center offers a variety of workshops related to securing jobs. Recruiters from various companies conduct interviews on the campus; advanced registration is required.

COMPUTER LABORATORIES

Two computer laboratories are available to graduate students. Thirty-nine computer stations are available with the latest versions of WordPerfect, Windows, Harvard Graphics, and Works.

COUNSELING CENTER

The Counseling Center 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.

COUNT AND COUNTESS deHOERNLE SPORTS AND CULTURAL CENTER

The deHoernle Sports and Culture Complex is a 35,000 square feet, multi-purpose facility, which opened Fall 1994. The building houses a gymnasium, locker rooms, meeting rooms, conference room and offices.

FACULTY OFFICES

The **School of Business** is located in Ritter Hall on the west side of the campus. Faculty offices are located in the classroom and office complex.

The **School of Education**, which has class rooms and faculty offices, is just north of Ritter Hall.

The **School of Graduate Studies** is located, with the School of Professional and Continuing Studies, west of the Library. Gerontology and Health Services faculty have their offices here and in Wixted Hall located on the south side of the campus.

The **School of Hospitality Administration** is in its own building, adjacent to the School of Graduate Studies. **Sports and Athletics Administration** faculty are located in **Trinity Hall**.

LYNN STUDENT CENTER

The Student Center houses several important areas of the University.

The **Christine Room** is a private dining room located in the north portico. Donated by benefactors Eugene and Christine Lynn, the Christine Room is a setting for students enrolled in the Hotel and Restaurant Management Program at Lynn to practice the art of presentation for fine dining.

The **Landgren Chapel**, dedicated to the memory of Harold and Agnes Landgren, is located in the Lynn Student Center. The University Chaplain's office is adjacent to the Chapel. The Chaplain celebrates Mass daily and on Sundays, as well as hosts interfaith services and retreats.

The newly redecorated **Elmore Commons**, the student-faculty dining hall, is adjacent to the **Auditorium**.

The **Student Center**, located on the second floor, is an ideal place for students to meet or relax. A snack bar, television lounge, student conference room, as well as an outdoor terrace are the center for a variety of student activities and live entertainment.

The **Faculty Lounge** is located on the first floor of the Lynn Student Center.

UNIVERSITY BOOKSTORE

The University Bookstore is operated for the convenience of the university community. The Bookstore sells textbooks and other professional books, gift and souvenir items, University clothes, stamps, academic supplies. Snacks and beverages are also available. The Bookstore is open every day but Sundays.

LYNN UNIVERSITY INTERNATIONAL CENTER

Scheduled for completion in 1995, this 24,000 square foot state-of-the-art building will house classrooms and administrative offices, as well as offer a venue for activities involving a rapidly growing international student population. A large multi-purpose meeting room and 250-seat auditorium will be available for special programs and events.

The Center, currently located Trinity Hall, will continue its tradition of offering programs and support services designed to enhance the education of both international and American students. Seminars, lecture series, films, open fora, discussion groups, and literature promote the goal of exchanging ideas and developing a multicultural perspective. An International Club provides cross-cultural experiences and social activities.

The International Student Advisor serves as a liaison between the University community and the private agencies that have an interest in the affairs of foreign nationals. The available services involve immigration regulations, academic, financial, and personal concerns, as well as issuing forms and official documents often used by international students while in the United States.

LYNN UNIVERSITY LIBRARY

The Library, built in 1969, serves as a comprehensive learning resource center. The collection is planned to reach 200,000 volumes and is supplemented by several electronic databases. Through membership in SEFLIN, the Southeast Florida Library Information Network, the on-line catalogs of other universities in southeast Florida area are accessible to the Lynn University Library. A state-of-the-art Library with a total of 55,000 square feet, is scheduled for completion during the 1995-96 academic year.

McCUSKER SPORTS COMPLEX

This Complex encompasses an outdoor pool for year-round use, tennis courts, basketball courts, a volleyball court, and soccer and baseball fields. Golf, polo, horseback riding and bowling are available in the nearby community.

RESIDENCE HALLS

Each of the following residence halls is equipped with lounges and recreation areas.

The **Lynn Residence Center** is a new undergraduate residence hall with a modern fitness center, including weight, exercise, and aerobics areas. All rooms have private baths.

Trinity Hall is a three-story residence hall accommodating 120 women. A limited number of graduate students are housed in this residence hall, pending space availability.

Trinity Hall also houses the **Athletic Department** offices and is the temporary location of the **International Center**.

deHoernle Residence Hall houses 200 men in attractive double occupancy rooms. Each of its four wings accommodates 50 students and a Resident Assistant. **The Office of Student Services** is located in deHoernle Hall.

Wixted Hall, named for William G. Wixted, Dean Emeritus of the University, provides housing for 200 students.

Ritter Hall Located west of the library, Ritter Hall is a classroom and office complex designed for the School of Business faculty and students.

Schmidt College Center, named for Charles E. and Dorothy F. Schmidt, overlooks the entrance to the University. Located in Schmidt Center are the offices of the President and Executive Vice President, Academic Affairs, Institutional Advancement, Admissions and Financial Aid.

SCHOOL OF GRADUATE STUDIES

The School is responsible for all graduate programs at York University. The School is located in Toronto, Ontario, at the address of Professional and Continuing Studies.

The Graduate Council is a body of the graduate students and faculty is responsible for reviewing the academic requirements of the graduate programs at York.

The School is responsible for providing the facilities for graduate students at York.

1. Establishes academic requirements for graduate programs and to all requirements.
2. Establishes a system of graduate studies.
3. Coordinates with the Department of Education.

PART 1

GRADUATE POLICIES AND PROCEDURES

GRADUATE ADMISSION REQUIREMENTS

All applicants must possess a Bachelor's degree from an accredited college or university and must have a minimum "B" average in their final year of study. Applicants who have completed a graduate program will also be given priority. Applicants should be aware that the requirements for admission to graduate programs are subject to change without notice. Applicants should contact the School of Graduate Studies for more information.

APPLICATION REQUIREMENTS

Application requirements may be found at:

- Admission Office
- 1100 Keele Street
- Box 3707, Toronto, Ontario M3J 1P3
- Phone: (416) 496-8773
- Fax: (416) 496-8773

SCHOOL OF GRADUATE STUDIES

The School is responsible for all graduate programs at Lynn University. The School is located in the same building as the School of Professional and Continuing Studies.

The Graduate Council, consisting of the graduate deans and faculty, is responsible for upholding the academic standards of the graduate programs, and as such

1. Establishes the standards and criteria for graduate admissions to Lynn University,
2. Establishes academic policies for the graduate programs and its exit requirements,
3. Conducts on-going curriculum review,
4. Assesses graduate student academic progress, and
5. Plans and evaluates new graduate programs and concentrations.

GRADUATE ADMISSION REQUIREMENTS

All applicants must possess a Bachelor's degree from an accredited college or university and should have a minimum "B" average in upper division (junior and senior) course work. Consideration will also be given to those, who do not have the required GPA, but do show promise and ability to do graduate level work as demonstrated through their supporting application materials.

APPLICATION REQUIREMENTS

Application inquiries may be directed to

Admissions Office
Lynn University
3601 North Military Trail
Boca Raton, Florida 33431-5598

Telephone: (407) 994-0770
1-800-544-8035

GRADUATE ADMISSION REQUIREMENTS

Applicants for the M.P.S. degree and one of its associated graduate concentrations or the M.Ed. degree must provide:

- A completed application form along with a non-refundable application fee of \$35.00
- Two letters of recommendation
- A resume of work experience
- Official transcripts
- A Statement of Professional Goals
- An acceptable graduate level entrance examination score

Applicants, who have not completed their undergraduate degrees at the point of application, should send official transcripts of their progress to date. Upon completion of the degree, they are required to submit an official final transcript, which includes the date of degree conferral.

If applicants have not completed the necessary undergraduate work in their field of proposed graduate study, specifically Hospitality Administration or International Management, they may be required to take a minimum of 3-9 credits in undergraduate preparatory courses prior to taking their concentration courses. Contact the Dean of the appropriate School for additional information and clarification.

The M.Ed. also requires an interview and third letter of recommendation as part of the application process.

GRADUATE ENTRANCE TESTING REQUIREMENTS

The M.Ed. requires the Miller's Analogies Test. The M.P.S. concentrations require the following entrance tests:

Miller's Analogies Test (MAT)

Biomechanical Trauma

Geriatric Care Management

Health Care Administration

Graduate Management Admissions Test (GMAT)

Hospitality Administration

International Management

Sports and Athletics Administration

NOTE: A Graduate Record Examination (GRE) test taken within five years of application to the School of Graduate Studies may be substituted for the MAT if the scores fall within the acceptable standard established by the University. Applicants must request a waiver for this substitution from the Director of Admissions.

INTERNATIONAL APPLICATIONS

International students, who need a Certification of Eligibility (Form I-20) for their student visa **must also submit with their application:**

1. Official transcripts with a certified English Translation.

Applicants, who have not completed their undergraduate degrees at the point of application, should send official transcripts of their progress to-date. Upon completion of the degree, they are required to submit an official final transcript, which includes the date of degree conferral.

2. Certification of finances from a bank showing sufficient funds to cover at least one year's tuition, room and board, travel and miscellaneous expenses at Lynn University

OR A letter guaranteeing sufficient financial support from an employer, government or other sponsoring agent, with certification of finances from their bank.

3. Applicants from academic institutions where English is not the language of instruction must demonstrate their proficiency in the English language by submitting the results of the **Test of English as a Foreign Language (TOEFL)** as part of their application. A minimum **TOEFL** score of 550 is required for graduate study.

The **TOEFL** is the only acceptable test for English proficiency. The test is offered four times a year in the United States and many foreign countries. Further information may be obtained at the American Consulate or by writing directly to:

Test of English as a Foreign Language (TOEFL)

P.O. Box 6155

Princeton, New Jersey 08541-6155, U.S.A.

Tel. (609) 951-1100

4. When an admission decision is reached, those applicants who are accepted receive with their notification letter a request for a \$200.00 deposit as a confirmation of their plans to attend the University. **An I-20 is issued upon receipt of the deposit.**

THE GRADUATE ADMISSIONS COMMITTEE

The Graduate Admissions Committee, chaired by the Dean of Admissions and Enrollment Management, evaluates each applicant on a case-by-case basis when his/her file is complete. Based on a review of the materials, the Committee may request additional information or require an interview.

Applicants who do not meet the minimal requirements for admission may be considered for probationary admission. Admission on probation is completely at the discretion of the Graduate Admissions Committee. Students admitted on probation must maintain a minimum GPA of 3.0 in their first twelve credits of course work to become fully matriculated.

1994-95 GRADUATE TUITION AND FEES

The University reserves the right to change, with or without notice, any of the fees printed in this catalog. Increases should be expected in subsequent years.

Limited space is available in student housing for graduate students. For information on costs of room and/or board, contact the Office of Student Services.

Application Fee.....	\$ 35.00
International Student Deposit ,,,,,,	\$ 200.00
U.S. Student Deposit	\$ 200.00
Tuition per credit hour.....	\$ 330.00
Registration Fee (each Term)	\$ 25.00
Late Registration Fee*	\$ 25.00
BMT Service Fee (each Quadrant)**	\$ 200.00
Transcript Requests (per transcript)	\$ 3.00
Graduation Fee.....	\$ 125.00

*** Approval must be obtained in writing from the Vice President for Academic Affairs**

**** For students enrolled in the M.P.S. Biomechanical Trauma concentration**

Non-Refundable University Fees

All application fees, tuition deposits, registration fees, residence hall deposits service (only for graduate students living on campus), deferred payment charges and BMT service fees are non-refundable.

FINANCIAL AID

For all financial aid programs, the Free Application for Student Aid (FAFSA) must be completed and mailed to the Federal Processing Center. In approximately three weeks a report will be mailed to the student and one to Lynn University. Lynn University will then determine the student's eligibility for the loan program. An award letter must be signed by the student. Financial aid transcripts must be received from all prior schools, even if no financial aid was received, and all verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank.

International Students are not eligible for federal financial aid.

Publications regarding grants and scholarships are available in the Financial Aid Office.

Federal Stafford Student Loan (formerly Guaranteed Student Loan)

Funds for this program are provided directly by banks, credit unions and other lending institutions. Federal Stafford Loans are need-based. The maximum amount available per academic year for a graduate student is \$ 8,500. The interest rate on this loan is a variable rate not to exceed 8.25%. Repayment begins six months after leaving school, and students have up to 10 years to repay.

Unsubsidized Federal Stafford Student Loan

Funds for this program are provided directly by banks, credit unions, and other lending institutions. The Unsubsidized Federal Stafford Loan is not need-based. However, a determination of the student's need has to be made before eligibility can be met.

The maximum amount available per academic year is \$ 18,500, and if combined with the Federal Stafford Loan Program cannot exceed this limit. Students pay the interest during in-school and deferment periods. Students will be required to pay an origination fee of 3%.

Repayment begins six months after the student stops attending school at least half-time. The borrower is responsible for the interest during the grace period and has the option to pay it or have it capitalized as agreed by the borrower and lender.

Assistantships

Graduate Assistantships are available in each graduate division. Students must apply before June 15th for the next academic year, which begins in September. Students must demonstrate financial need, have a 3.0 grade point average or higher, and meet specific qualifications.

Assistantships cover the cost of full-time tuition (6 credits for each 10 week term) for Terms 1 through 3. A total of 36 weeks of employment will be required at 20 hours per week.

Applications can be obtained in the Financial Aid Office.

Private Scholarships

A limited number of private scholarships are available. Applicants must have a 3.0 grade point average, demonstrate financial need, and submit letters of recommendations. Applications may be obtained in the Financial Aid Office and submitted by August 1st.

Veterans Benefits

Lynn University is approved for Veterans training. Students are required to achieve a specified level of academic performance. Failure to do so will result in termination of benefits.

M.ED. DEGREE COMPLETION REQUIREMENTS

For the M.Ed. degree, a **graduate student without an undergraduate degree in education** is required to complete four courses, specifically

- EDU 211 Language Arts
- EDU 315 Reading in the Elementary School
- EDU 316 Diagnosis and Evaluation of Reading Problems
- EDU 318 Math in the Elementary School.

The Florida State Department of Education will require additional course work in professional education prior to the issuance of the 5-year certificate if such work was not taken as part of the undergraduate degree program.

For the M.Ed. degree, both graduate students with and without an undergraduate degree in education are required to

- Complete 15 credit hours of E.S.O.L. course work to obtain an endorsement and 27 credit hours in varying exceptionalities to be certified for a total of 42 credits.

M.P.S. DEGREE COMPLETION REQUIREMENTS

The graduate faculty has established three essential requirements for the successful completion of the MPS degree.

The first two requirements are to

- Complete the degree in four calendar years from the date of a student's initial registration; and
- Maintain a cumulative 3.0 GPA.

The third requirement varies with the MPS concentration or the degree program.

1. For the Biomechanical Trauma concentration, a student must

Complete 36 graduate credits, consisting of 15 credits of core courses, 21 credits of required concentration courses, including the completion and symposium presentation of a publishable research paper.

2. For the Geriatric Care Management concentration, a graduate student must

Complete 36 graduate credits, consisting of 15 credits of core courses, 18 credits of required and elective concentration courses, and 3 credits in a 500 hour internship in a geriatric care management setting. During the internship, the student must demonstrate competency in geriatric care practice. In addition, students must pass a Comprehensive Examination.

3. For the Health Care Administration concentration, a graduate student must

Complete 36 credits, consisting of 15 credits of core courses, 21 credits of required and elective concentration courses including a 500 hour internship in health care administration, and successfully complete a Graduate Project or pass a Comprehensive Examination.

4. For the Health Care Administration concentration with the Nursing Home Administrator Licensure Option, a graduate student must

Complete 42 graduate credits, consisting of 15 credits of core courses, 27 credits of required and elective concentration courses including a 500 hour administrative internship in long term care, and pass a Comprehensive Examination.

5. For the Hospitality or International Management concentrations, a graduate student must

Complete 36 graduate credits, consisting of 15 credits of core courses, 21 credits of required and elective courses, and either pass a Comprehensive Examination OR successfully complete a Graduate Project.

6. For the Sports and Athletics Administration concentration of the MPS, a graduate student must

Complete 36 graduate credits, consisting of 15 credits of core courses, 21 credits of required and elective concentration courses, including: a 6-credit internship and the successful completion of a Graduate Project.

COMPREHENSIVE EXAMINATION

The Comprehensive Examination is scheduled twice a year in November and April. The dates are posted in the Graduate Academic Calendar each year. The Comprehensive Examination, scheduled on a Saturday, begins at 8:00 a.m. and is completed by 4:00 p.m. with a break for lunch.

Applications for the Comprehensive Examination are available at the School of Graduate Studies. Completed applications are then sent to the student's advisor for approval. Students receive a letter confirming the date, times, place for the Comprehensive Examination.

In the event that a student does not pass the first time, s/he may repeat the Comprehensive Examination up to two times. The limit is three applications for the examination.

Application deadlines normally two weeks prior to the Comprehensive Examination are posted in the Graduate Academic Calendar. An application must be approved by the applicant's advisor.

GRADUATE PROJECT

A Graduate Project provides graduate students with an opportunity and means to demonstrate acquisition, mastery, and integration of the knowledge, skills, and aptitudes required by their concentration program. The Project itself focuses on a particular area of student interest.

Project Proposal Development

1. During **MPS 505 Research Methods**, the student identifies a specific research question or professional issue to be pursued. This topic requires approval by both the course instructor and the student's advisor.
2. The student develops a plan (the methodology) for the way in which the question or issue is to be addressed, the type(s) of data needed, and the form in which the final product is to be presented.
3. At the conclusion of MPS 505, the student will have a draft of the Project Proposal. The Graduate Project Proposal is submitted to the student's advisor for review, recommendations, and final approval. Once approved, the student must follow the project plan. Any changes or deviations from the plan must be approved by the advisor. A copy of the proposal is placed in the student's permanent record.

The Graduate Project Components

The completed Project must have the following sections:

1. An **Introduction**, consisting of a statement of the problem or question to be addressed in the Project, its professional importance, and relevance.
2. A **Literature Review**, including the latest theories, research, and contemporary thinking about problem or question, in terms of its cause(s), effect(s), and methods of investigation,
3. The **Methodology** section involves a plan for identification of data sources, data gathering, instrument(s) selection, protecting or establishing the validity and reliability of the data, data analysis and any anticipated limitations.
4. The **Results** section encompasses an organized and systematic presentation of the findings.

5. The **Discussion and Conclusions** involves an interpretation of the findings, their limits, and application to the question or problem under investigation.

6. A **List of References** concludes the Graduate Project.

The final project also may include such additional products as a videotape or computer program. However, complimenting this type of project will be a written abstract summarizing the five elements above and including a list of references.

Completion of Graduate Project

The approved completed version of the Project is submitted in triplicate, the original plus one for the School's library and one for the Lynn University Library.

Projects must be completed within one year of the date of the accepted proposal.

ETHICAL AND ACADEMIC
STANDARDS

STUDENT RESPONSIBILITY

Each student is responsible for understanding the nature and scope of the program and the responsibilities of the student. The student should be aware of the academic standards and the consequences of academic dishonesty. The student should be aware of the academic standards and the consequences of academic dishonesty.

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INTEGRITY

PART 2

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ETHICAL AND ACADEMIC STANDARDS

DEFINING ACADEMIC DISHONESTY

Each student is responsible for understanding the nature and scope of the program and the responsibilities of the student. The student should be aware of the academic standards and the consequences of academic dishonesty. The student should be aware of the academic standards and the consequences of academic dishonesty.

1. Cheating: Intentionally using unauthorized materials, information, or aids to complete an examination.
2. Fabrication: Intentionally creating or falsifying data, information, or sources in a report, paper, or other academic work.
3. Plagiarism: Intentionally using the words or ideas of another person without proper acknowledgment.
4. Self-plagiarism: Intentionally using one's own previously submitted work in a new submission without proper acknowledgment.
5. Violation of Academic Standards: Intentionally violating any of the academic standards.

STUDENT RESPONSIBILITY

Lynn University encourages its students to take the major responsibility for their own academic activities and to accept the resulting consequences. No student should behave or act in a manner that would harm the educational environment or diminish the learning experience of any other member of the academic community.

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

INTEGRITY

All members of the university community, faculty, administrators, staff, AND students are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation.

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.

DEFINING ACADEMIC DISHONESTY

Academic dishonesty includes **but is not limited to:**

1. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or 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 the Academic Rights of Others:** Such as defacement or theft of library material.
6. **Falsification of Academic Records:** Modification or changes on academic records.

PENALTIES FOR ACADEMIC DISHONESTY

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

1. **First Offense** - a grade of "F" will be given for the course in which the irregularity occurred.
2. **Second Offense** - dismissal from the University.

A student may appeal a charge of academic dishonesty through the Academic Appeals Committee.

DISMISSAL FROM THE UNIVERSITY

A graduate student may also be subject to academic dismissal due to a lack of academic progress, specifically when the graduate student has a second consecutive semester on academic probation. The academic records of these students are reviewed by their advisor and the Graduate Council to determine what action(s) will be taken. The Dean of the appropriate School sends the official decision to the student.

If there are sufficient and extenuating circumstances, the student may appeal the academic dismissal in writing to the Dean of the appropriate College. The Dean will review the petition with the graduate advisor and faculty for the final disposition.

Dismissed students, with the exception of anyone dismissed for academic dishonesty, may apply to the University for re-admission after one year from the term of dismissal. Readmission decisions will be based on documentation of graduate-level academic achievement at another university.

**VETERAN STUDENTS WILL HAVE
Their Benefits Terminated If
They Fail To Attain A 3.0 CGPA
After Two Consecutive Terms On
Probation.**

Every University admits students of any race, color, gender, religion, national origin, ethnic or social origin, political beliefs, marital status, sexual orientation, gender identity or expression, age, intellectual ability, physical or mental disability, or any other distinguishing characteristics. The University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, age, intellectual ability, physical or mental disability, or any other distinguishing characteristics in its educational policies, administrative policies, admission policies, scholarship and award programs, and financial and other student assistance programs.

ADMISSION TO CLASS

Students are permitted to withdraw from a course through the online registration process until the withdrawal deadline. After the deadline, a student may be required to petition the Registrar's Office for a withdrawal.

CAMPUS HOUSING **PART 3**

A student who is a member of the University community is entitled to live in campus housing. The University does not discriminate in its housing policies on the basis of race, color, gender, religion, national or ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, age, intellectual ability, physical or mental disability, or any other distinguishing characteristics.

GENERAL UNIVERSITY POLICIES

CANCELLATION OF COURSES

The University does not discriminate in its policies regarding the cancellation of courses. The University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, age, intellectual ability, physical or mental disability, or any other distinguishing characteristics.

CHANGE OF NAME, ADDRESS OR MARITAL STATUS

Students who change their name, address, or marital status should notify the Registrar's Office. The Registrar's Office will update the student's information in the University's database. The Registrar's Office is located in the Registrar's Office building.

CLASSIFICATION OF GRADUATE STUDENTS

A graduate student is classified as follows: 1. First-Year Graduate Student: A student who has completed a minimum of 3 credits in a graduate program. 2. Second-Year Graduate Student: A student who has completed a minimum of 6 credits in a graduate program. 3. Third-Year Graduate Student: A student who has completed a minimum of 9 credits in a graduate program. 4. Fourth-Year Graduate Student: A student who has completed a minimum of 12 credits in a graduate program.

Students registered for less than six credits are considered part-time.

COURSE SCHEDULE CHANGES

Students may request course schedule changes through the online registration process. The Registrar's Office will update the student's information in the University's database. The Registrar's Office is located in the Registrar's Office building.

Lynn University admits student of any race, color, gender, religion, national and ethnic origin to all 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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION TO CLASS

Students are permitted to enter class only after completing the formal registration procedure **AND** obtaining financial clearance from the Business Office.

CAMPUS HOUSING

A limited number of campus accommodations are available to graduate students on a space available basis. For applications and information about costs for room and board, contact the Office of Student Services.

CANCELLATION OF COURSES

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

CHANGE OF NAME, ADDRESS OR MARITAL STATUS

To insure that the University maintains accurate records, students who change their personal status (name, marital status, home address, etc.) should notify their advisor, the Registrars Office and Business office as soon as possible.

CLASSIFICATION OF GRADUATE STUDENTS

A graduate student is classified as full-time if registered for six or more credits a term. A minimum of 6 credits each term is the requirement to qualify for federal financial aid.

A student registered for less than six credits is considered part-time.

COURSE SCHEDULE CHANGES

Graduate students may change their course schedule only within the one-week period following registration at the beginning of each term. The deadline is posted on the School of Graduate Studies Academic Calendar.

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 reasonable cause. Since the University must make its financial commitments for an entire academic year, no reduction or refund of fees will be made in cases of a dismissal or suspension of a student.

FINANCE POLICY AND CHARGES

A finance charge is 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 applied credits and payments received during the preceding month.

If a student's account shows a past-due balance of any nature, the University will **NOT**

- a. Issue grades or a diploma to that student,**
- b. Allow the student to enroll for subsequent terms,**
- c. Transfer college credits, and**
- d. Release transcripts of college credits until the student's account is fully paid.**

Failure to meet any financial obligations to the University could subject the student to the withholding grades for the current term; eviction from University housing (if applicable); 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.

GRADUATE GRADING SYSTEM

Faculty members have the responsibility of providing the University with an evaluation of the work of each student registered for their classes. Final course grades are entered on the student's permanent University record at the close of each term or quadrant.

For graduate students, no more than six credits of graduate course work with a "C" grade is acceptable.

Graduate students are expected to maintain an AGPA of 3.0 each term or quadrant, as well as throughout their graduate academic career. Graduate students unable to maintain the required 3.0 AGPA will be placed on academic probation.

Any course with a grade of "F" must be repeated prior to taking additional graduate courses.

Graduate students, who receive a grade of "F", are in serious academic jeopardy and may be dismissed from a graduate program. A thorough review of the student's academic progress is initiated by the coordinator of the program when this occurs, in order to determine whether or not and under what circumstances the student will be allowed to remain in the program.

The graduate grading system of Lynn University is as follows:

A	Excellent
B+	Above Average
B	Good
C+	Below Average
C	Minimum for Credit
F	Failure

Other symbols in use and not included in computation of average include the following:

W	Officially withdrawn from the course
AU	Audit
R	Repeated
I	Incomplete
IP	In Progress (for internships extending over one term)
P	Passing
NP	Not passing (used only for grading internships)
NR	Grade not reported
NG	No grade

A grade of "NG" is assigned to students, who enroll in a course, but do not attend any session and do not officially withdraw. A temporary grade of "NR" is also recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade will be recorded as soon as possible, upon its receipt.

Add/Drop

A student who withdraws from a course during the first week of the term does not receive a grade, and the course does not appear on the permanent University record. A student who withdraws from school between the second and sixth week of the term receives a "W". A graduate student may withdraw from a specific required course no more than once.

Incomplete ("I")

An "I" is given for a course only under the following conditions: A student who is passing a course, but who has not met the course requirements by the end of the term receives an "I". The grade of "I" reflects neither passing nor failing work. An "I" is not included in the calculation of the grade point average.

The student is responsible for completing the course requirements during the first two weeks of the following term. Failure to complete the course requirements within this time results in a grade of "F" for the course.

Internship Grading

A grade of "P" (designating Passing) is used for all internships. The "P" indicates that the student has fulfilled all academic requirements, professional obligations, and work associated with the internship, including the completion of the required hours in the field.

The credit hours are recorded, and the "P" is not used in the calculation of the grade point average.

A grade of "NP" (designating Not Passing) is used when the requirements, professional obligations, and work associated with the internship have not been completed successfully or when the required hours in the field have not been satisfied. Neither the credit hours nor any quality points are entered in a student's record.

A designation of "IP" is used to denote that an internship requirement has not been completed in one term and is continuing for an additional term.

GRADUATE GRADE POINT AVERAGE (GPA)

At the end of each term a GPA is computed as follows:

Grade Quality Points for Each Credit

A	4
B+	3.5
B	3
C+	2.5
C	2
F	0

A cumulative record of the quality point standing of each student is maintained. Students who fail to meet minimum standards are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 throughout the graduate program.

GRADUATION

Graduate students graduate either in December or May with one commencement scheduled in May. Students who complete their course work by Term 2 will be eligible to participate in the May 1995 commencement. Those completing their course work after Term 2 will be eligible to participate in the 1996 commencement.

Application

Applications for graduation are available in the Registrar's Office. Deadlines for applications are posted on the Graduate Calendar and occur in the last week of September for December graduation and the first week of December for a May graduation.

Fees

The 1994-95 graduation fee is \$ 125.00. This fee applies to all graduates and their share of the expenditures related to both the individual graduate and the graduating class. The fee is payable whether or not the graduate participates in commencement. The fee includes costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities.

LATE REGISTRATION

Late registration requires the written approval from the Vice President for Academic Affairs. An additional Late Registration Fee is also charged.

RECORDS

The Family 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 entries.

Lynn University makes every effort to comply with this law. 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 course work are released to third parties and then only with the written authorization of the student.

An adult student (age 21 or older) has the right to challenge any entry in their education record that 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 records are maintained in the Office of the Registrar.

All documentation used in the admission and placement processes, while considered non-permanent, also is maintained in the Office of the Registrar during the period of the student's period of enrollment.

REFUND POLICY

The student is responsible for initiating a written request for a refund to the Business Office. Refunds are then calculated on the basis of total term charges payable after other deductions for non-refundable deposits and fees.

A properly filed Request for Withdrawal form through the Registrar's Office establishes the date to which the University refund schedule applies.

When a withdrawing student has been awarded financial aid, the financial aid program funds will be reimbursed to the appropriate agency in accordance with federal regulations. Priority will be given to the following federal student aid programs under Title IV, such as the Federal Stafford Loan and the Federal Unsubsidized Stafford Loan.

Calculation of Refundable Amounts

Prior to the start of the term	100%
Through the first week of the term	75%
Withdrawal from classes	No Refund

REGISTRATION FOR CLASSES

Registration occurs a week prior to the beginning of each of the four terms. Schedules of Class Offerings are available for each academic year prior to Term 1 in September. Students may pre-register for their courses prior to the formal registration period.

From September to May, the Registrar, Financial Aid, and Business Offices are open Monday through Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m. for the convenience of students.

Prior to Registration, the student should contact his/her advisor to assist in program planning and approval for final course selection(s).

Registration Procedures

Once the advisor has approved a student's course selection, registration may begin. The first step is to go to the Business Office to pay the tuition pre-registration fee and then proceed to the Registrar's Office to complete the registration process.

Registration Week Procedures

The Graduate Calendar available in the Graduate Catalog, the Registrar's Office and the School of Graduate Studies lists the dates for Registration Week. Students may register once their advisors approve course selections.

The first step is to pay for tuition and fees at the Business Office and then proceed to the Registrar's Office to complete the registration process.

SATISFYING FINANCIAL OBLIGATIONS TO THE UNIVERSITY

The University will not grant a degree, issue a transcript or release term grades until all financial obligations have been satisfied.

TRANSCRIPTS

Requests for transcripts should be directed to the Registrar's Office. Each transcript is \$3.00. Cash or checks made payable to Lynn University must accompany each request.

TRANSFERS TO ANOTHER M.P.S. CONCENTRATION

Should a graduate student wish to transfer to another M.P.S. concentration, a Request for Change of M.P.S. Concentration must be completed and approved. Forms are available in the School of Graduate Studies.

A copy of the approved form is filed with the Registrar, Business Office, School of Graduate Studies, and the new advisor. The student also receives a copy of the approved form.

TRANSFER OF GRADUATE CREDITS FROM OTHER COLLEGES AND UNIVERSITIES

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the MPS or M.Ed. programs if they meet the following School of Graduate Studies criteria:

1. The course(s) must be at the graduate level with a grade of B or better, AND the course(s) must be taken no more than four years prior to admission to Lynn University.
2. Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Graduate Catalog AND part of the proposed course of study.
3. For course titles not specifically listed in the catalog and curriculum, the Dean of the appropriate School will determine whether transfer credit will be awarded.
4. Credits taken at 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. In certain cases competency testing may be required.
5. If a particular course does not meet a specific curriculum or elective requirement in the planned program of study, the student may need to take more than the minimum number of courses in order to graduate.

Procedure:

Requests for Transfer of Credits should be directed in writing to the Dean of the appropriate School **during the first term of graduate study**. Appropriate documentation should accompany the request, consisting of an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course, or completed written assignments for the course.

No requests for Transfer of Credit will be honored after the first term of graduate study at Lynn University.

WITHDRAWAL

Withdrawal from the University is a formal procedure, which requires submission of a Request for Withdrawal form available in the Registrar's Office. At that time the Student ID card must be returned to the Business Office.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted at any time while on University property, such as classes, meetings, programs, sporting activities, events, parking areas or any other University property.

DRIVING REGULATIONS

All students who part in operating a motor vehicle in the University community are subject to the laws of the State of Florida and the University.

TRAFFIC REGULATIONS

PART 4

SAFETY AND SECURITY REGULATIONS

4.1 Through:

5. All vehicles must comply with all traffic laws and regulations.

6. Driving, parking or loading a motor vehicle on University property is prohibited.

7. Drivers are to maintain their vehicles at all times. The driver and vehicle are jointly responsible in compliance with Florida State Traffic Laws.

8. All vehicles, with the exception of those in Florida State Police, Law Enforcement, or other law enforcement agency, must be properly licensed, insured, and the driver must be properly licensed.

9. No vehicle, driving or parked, including bicycles, is permitted to be used on the outside of any emergency or maintenance road or other emergency-driving privileges.

ILLEGAL DRUGS

Upper University has a "no-tolerance" policy regarding the use of illegal drugs. Upper University does not tolerate the illegal possession, use, or distribution of drugs, including marijuana. Anyone using, possessing or selling drugs will be reported to the police. Drugs are defined as compounds which are illegal under state laws, unless they are a prescription.

SMOKING

To respect the rights of non-smoking students and to ensure the safety of the University buildings, smoking is prohibited in all indoor buildings and in other power areas. Where smoking is permitted, students and staff must be urged to be respectful to the needs and feelings of others.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in "public" areas of the University, such as lobbies, classrooms, lounges, building corridors, offices, parking areas or any outdoor areas on campus.

DRIVING REGULATIONS

All persons who park or operate a motor vehicle on the University campus do so under the laws of the State of Florida and the rules of the University.

TRAFFIC REGULATIONS

1. Pedestrians have the right of way on campus.
2. Maximum Speed Limit on campus is 15 miles per hour.
3. All loading zones must be cleared after completion of loading and unloading of vehicles.
4. Driving is permitted only on paved roads.
5. All vehicles come to a full stop at intersections marked with a Stop sign.
6. Driving, stopping, or parking on a lawn, sidewalk, or driveway is prohibited.
7. Drivers are to control their vehicle at all times. The driver and vehicles will be properly registered in accordance with Florida State Statutes.
8. In general, vehicle operators will be subject to Florida State Vehicle Laws, i.e., keeping to the right side of the road, turning properly, use of the directional signals, and the safe operation of a vehicle.
9. Reckless driving of any kind, including, but not limited to persons riding on the outside of car or endangering pedestrians will result in loss of campus driving privileges.

ILLEGAL DRUGS

Lynn University has a "no tolerance" policy on drugs. In essence, the University does not condone the illegal possession, use, provision or sale of drugs, including marijuana. Anyone using, providing or selling drugs will be reported to the police. Drugs are defined as compounds which are illegal except when taken under a doctor's prescription.

SMOKING

To respect the rights of non-smoking persons and to insure the upkeep of the University buildings, smoking is prohibited in University classrooms and in other posted areas. Where smoking is permitted, students and staff alike are urged to be sensitive to the needs and feelings of others.

THE MASTER OF EDUCATION (M.ED.)
WITH CERTIFICATION IN VARYING
EXPERIENCES AND
A TEACHER'S LICENSURE FOR ESOL

THE CURRICULUM AND SYLLABUS

TRAIL, 1998

FLORIDA DEPARTMENT OF
EDUCATION

3300
TALLAHASSEE, FLORIDA 32309

PART 5

**THE GRADUATE DEGREE
PROGRAMS**

FLORIDA DEPARTMENT OF EDUCATION

3300 TALLAHASSEE, FLORIDA 32309

The following information is provided to assist in the selection of appropriate courses for the Master of Education (M.Ed.) program. The Department of Education has approved the following courses for the M.Ed. program. The Department of Education has approved the following courses for the M.Ed. program. The Department of Education has approved the following courses for the M.Ed. program.

**SPECIAL COURSE REQUIREMENTS FOR THOSE
WITHOUT AN UNDERGRADUATE DEGREE IN
EDUCATION**

Florida's public schools are currently facing a number of challenges. The Department of Education has approved the following courses for the M.Ed. program. The Department of Education has approved the following courses for the M.Ed. program.

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**THE MASTER OF EDUCATION (M.ED.)
WITH CERTIFICATION IN VARYING
EXCEPTIONALITIES AND
A TEACHING ENDORSEMENT FOR E.S.O.L.**

THE CURRICULUM OF THE M.ED.

The M.Ed. program is a 42-credit graduate degree with certification in Varying Exceptionalities and a teaching endorsement in English for Speakers of Other Languages (E.S.O.L.).

Because of the increase in linguistically diverse students in Florida schools, the State has mandated that all classroom teachers serving E.S.O.L. students have additional training.

Effective the 1993/94 school year, teachers with no prior experience teaching E.S.O.L. will need to take 15 credit hours to obtain an E.S.O.L. endorsement.

Varying exceptionalities represents a distinct category of certification provided by the State of Florida Department of Education. Certification requires completing 27 credit hours of course work in varying exceptionalities, characterizing a diverse group of mildly handicapped students in a K-12 setting. Included in this category are students who may be emotionally handicapped, mentally handicapped or learning disabled.

**SPECIAL COURSE REQUIREMENTS FOR THOSE
WITHOUT AN UNDERGRADUATE DEGREE IN
EDUCATION**

For those applicants, who do not have an undergraduate degree in education, the State of Florida may require additional courses in the field for certification, prior to issuing the 5-year certificate.

For these applicants, four additional undergraduate courses are required prior to beginning graduate study, specifically:

- * EDU 211 Language Arts
- * EDU 315 Reading in the Elementary School
- * EDU 316 Diagnosis and Evaluation of Reading Problems
- * EDU 318 Math in the Elementary School

MASTER OF EDUCATION COURSE DESCRIPTIONS

- EDU 500 FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION**
An exploration and analysis of exceptional student education with focus on government policy, particularly P.L. 94-142 and the A.D. areas contributing to the history of special education, legal and ethical issues in exceptional student education, and major theories associated with mildly handicapped situations. (3 credit hours)
- EDU 510 LANGUAGE DEVELOPMENT AND LEARNING**
Theories of language acquisition, various models and patterns of language adaptation, types of listening and variables that affect listening, formal language tests, informal assessment measures of language problems, and specific teaching strategies in the areas of expressive and receptive language. (3 credit hours)
- EDU 511 CHARACTERISTICS, NEEDS AND INSTRUCTIONAL STRATEGIES FOR MILDLY HANDICAPPED STUDENTS**
An in-depth study of the characteristics and needs of the mildly handicapped student (mentally handicapped, specific learning disabilities, emotionally handicapped) along with the use of various teaching strategies and individual instruction. Suggested materials and methods utilizing microcomputers, self-correcting materials, instructional games and personalized education activities. (3 credit hours)
- EDU 512 INSTRUCTIONAL STRATEGIES FOR EMOTIONALLY HANDICAPPED STUDENTS**
Specialized strategies for teaching emotionally handicapped (EH) students. Overview of instructional techniques, motivational strategies. Highlighted are the development, implementation and evaluation of individualized educational plans along with data base management. (3 credit hours)
- EDU 513 INSTRUCTIONAL STRATEGIES FOR THE MENTALLY HANDICAPPED STUDENT**
An exploration of unique teaching strategies for mentally handicapped (MH) students. Highlighted are the development, implementation, and evaluation of individualized educational plans. Special approaches include teaching functional skills, developmental programming, and data base management. (3 credit hours)
- EDU 514 INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES**
Individualized instructional strategies for teaching students with specific learning disabilities (SLD), including specialized approaches to teaching basic skills and adaptation of curriculum. (3 credit hours)

- EDU 521 CURRICULUM AND MATERIALS DEVELOPMENT FOR E.S.O.L.**
Application of second language acquisition theory, principles and research. Emphasis on appropriate curriculum and materials adaptation or development for students learning English as a second language. Procedures for evaluating materials. (3 credit hours)
- EDU 522 ADVANCED PRACTICES IN CURRICULUM AND METHODS OF TEACHING E.S.O.L.**
Continuing exploration of curriculum and materials adaptation or development for students learning English as a second language. Advanced applications of theory, research and principles to strategies for teaching and materials development. (**Prerequisite:** EDU 521) (3 credit hours)
- EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING**
Identification of cultural issues relevant to communication, classroom interaction, academic content, along with parent and community involvement. Activities designed to foster the importance and appreciation of greater understanding, compassion, and appreciation among cultures. (3 credit hours)
- EDU 524 APPLIED LINGUISTICS**
Examination of modern English as used in the United States in light of current linguistic theories. Application of theory to teaching English to students of diverse ethnic and linguistic backgrounds. (3 credit hours)
- EDU 525 TESTING AND EVALUATION IN E.S.O.L.**
Selection, development, and administration of evaluative instruments suitable for use with students with limited English proficiency. Particular emphasis on discrete point versus pragmatic testing, formal versus informal assessment and non-biased assessment. (3 credit hours)
- EDU 534 CLASSROOM BEHAVIOR MANAGEMENT**
Developing strategies to formulate a standard of behavior in special needs classrooms. Methods to promote instructional momentum for special needs classrooms, as well as special educators working within regular classrooms. (3 credit hours)
- EDU 561 ASSESSMENT OF EXCEPTIONAL STUDENTS**
Comprehensive guide to collegiate, counseling, residential, social and vocational programs, serving adolescents and young adults with learning disabilities and other mild handicaps. (3 credit hours)

THE MASTER OF PROFESSIONAL STUDIES (M.P.S.)

The M.P.S. is designed to develop leaders and managers, who serve in the private and public sector, and understand the impact of the global transformations that affect our daily lives.

Dedicated to professional leadership development, our challenge is to empower our graduate students to cultivate their unique potential and talents on the one hand and to promote mastery of the knowledge, skills, and aptitudes necessary for effective leadership, on the other.

We at Lynn University believe this balance enables our graduates to make a difference by creating new opportunities and providing workable solutions to the problems that face us now and await in the 21st century.

THE CURRICULUM OF THE M.P.S.

The M.P.S. has a unifying core curriculum of five required courses, reflecting the knowledge and practices required for effective administration and management, specifically:

MPS 500 Management and Administration, MPS 505 Research Methods, MPS 510 Legal Aspects, MPS 515 Management and Public Policy, and MPS 520 Marketing

This 15-credit core is designed to assure that students have the foundation needed to pursue their individual interests through one of seven concentrations:

- 1. Biomechanical Trauma**
- 2. Health Care Administration**
- 3. Health Care Administration with a Nursing Home Administrator Licensure Option**
- 4. Geriatric Care Management**
- 5. Hospitality Administration**
- 6. International Management**
- 7. Sports and Athletics Administration**

The M.P.S. degree requires the completion of 36 credits, except for the Health Care Administration concentration with the Nursing Home Administrator Licensure Option, which due to specific courses needed for licensure in the State of Florida requires 42 credits.

THE M.P.S. CORE COURSE DESCRIPTIONS

Two of the required M.P.S. courses provide a foundation for the knowledge, comprehension, and application of effective management and administration theories and practices. The additional three courses in research, marketing, and legal aspects are designed to broaden and deepen the student's professional outlook and familiarity with the changing world of the 21st century.

MPS 500 MANAGEMENT AND ADMINISTRATION

An examination of management functions, concepts, and principles. Exploration of managerial roles and administrative implications of systems theory. Management theory applied to case studies. Preparation of schematic models to solve problems. (3 credit hours)

MPS 505 RESEARCH METHODS

An examination of the methods of inquiry within the framework of management theory. Includes a critique of assessment issues in experimental and qualitative research, descriptive and exploratory studies in the management literature. Students design a research project and draft a research proposal. (3 credit hours)

MPS 510 LEGAL ASPECTS OF ADMINISTRATION AND MANAGEMENT

An advanced analysis of legal issues affecting industry. Examination of common law and statutes relating to the development and operation of business. Study of the corporate structure and legal liabilities affecting industry and business. An advanced analysis of legal case studies involving common law, federal, state, and local statutes. (3 credit hours)

MPS 515 MANAGEMENT AND PUBLIC POLICY

The relation of business to society and government regulations. Topics for discussion and analysis include First Amendment rights, environmental concerns, poverty, anti-trust, civil rights and OSHA. (3 credit hours)

MPS 520 MARKETING

A rigorous examination of marketing concepts. Market research to determine market needs and internal marketing including merchandising, advertising, promotion, public relations, and pricing. (3 credit hours)

BIOMECHANICAL TRAUMA CONCENTRATION

The Master's program in Professional Studies with a concentration in Biomechanical Trauma is offered to licensed health care professionals who have a terminal degree in their specialty. Because this degree program is the first of its kind in the United States, it attracts professionals from all over the country.

The primary goal of this innovative program is to understand the modern treatment of Biomechanical Trauma. An added dimension of the program is the opportunity for interdisciplinary dialogue with health care professionals of various specialties.

This 36-credit degree requires 21 concentration credits. The program has an intensive seminar format, enabling students to complete their degree in 21 months. At the beginning of each quadrant (a 12-week period), students meet for five days (Wednesday through Sunday). During seven extended weekends, students come to Lynn campus to participate in seminars, visit clinical sites, meet with experts in the field and receive classroom instruction.

CURRICULUM OVERVIEW

Quadrant 1

- MPS 505 RESEARCH METHODS (3 credit hours)
- BMT 540 INTRODUCTION TO BIOMECHANICS (1.5 credit hours)

Quadrant 2

- MPS 500 MANAGEMENT & ADMINISTRATION (3 credit hours)
- BMT 541 ERGONOMICS (1.5 credit hours)
- BMT 570 DIRECTED RESEARCH (1 credit hour)

Quadrant 3

- MPS 510 LEGAL ASPECTS (3 credit hours)
- BMT 542 BIOMECHANICS OF HARD AND SOFT TISSUE INJURIES (1.5 credit hours)
- BMT 571 DIRECTED RESEARCH (1 credit hours)

Quadrant 4

- MPS 520 MARKETING (3 credit hours)
- BMT 543 BIOMECHANICS OF MOTOR VEHICLE ACCIDENTS (1.5 credit hours)
- BMT 572 DIRECTED RESEARCH (1 credit hour)

Quadrant 5

- BMT 550 NEUROLOGY I (1.5 credit hours)
- BMT 560 ORTHOPAEDICS AND REHABILITATION OF THE SPINE AND UPPER EXTREMITIES (1.5 credit hours)

- BMT 544 BIOMECHANICS OF THE SPINE AND UPPER EXTREMITIES
(1.5 credit hours)
BMT 573 DIRECTED RESEARCH (1 credit hour)

Quadrant 6

- BMT 551 NEUROLOGY II (1.5 credit hours)
BMT 561 ORTHOPAEDICS AND REHABILITATION OF THE LOWER
EXTREMITIES AND SPORTS INJURIES (1.5 credit hours)
BMT 545 BIOMECHANICS OF THE LOWER EXTREMITIES AND
SPORTS INJURIES (1.5 credit hours)
BMT 574 DIRECTED RESEARCH (1 credit hour)

Quadrant 7

- MPS 515 MANAGEMENT AND PUBLIC POLICY (3 credit hours)
BMT 575 BIOMECHANICAL RESEARCH SEMINAR (1 credit hours)

BIOMECHANICAL CONCENTRATION COURSE DESCRIPTIONS

BMT 540 INTRODUCTION TO BIOMECHANICS

Overview of basic terminology and physics of materials, solid mechanics, statistics and dynamics with emphasis on clinical trauma applications. (1.5 credit hours)

BMT 541 ERGONOMICS

Conceptual overview of basic motion analysis, biological signals, force and energy measurements and uses for estimating body mechanics. Applications to a variety of activities, such as daily living and work tasks. Evaluation of injuries, task and device design to minimize mechanical demands to injured subjects. (1.5 credit hours)

BMT 542 BIOMECHANICS OF HARD AND SOFT TISSUE INJURIES

Analysis of the mechanical behavior of hard and soft tissues with relation to mechanism of injury, evaluation of injury patterns, mechanical stability of injured limb parts and the biomechanics of orthopaedic management of injuries. (1.5 credit hours)

BMT 543 BIOMECHANICS OF MOTOR VEHICLE ACCIDENTS

Basic physics of impact mechanics on vehicles and occupants. Analysis of the relationship between impact mechanics on occupants and their injury patterns. Biomechanical and legal reconstruction of motor vehicle accidents and injuries in relation to motor vehicle design, function of safety features, and strategies for trauma management. (1.5 credit hours)

- BMT 544 BIOMECHANICS OF THE SPINE AND UPPER EXTREMITY INJURIES**
 Application of biomechanical principles to the evaluation of spine and upper extremity injuries of the hard and soft tissues along with the biomechanics of their treatment. Biomechanics of orthopaedic devices and constructs utilizing orthopaedic devices related to principles of management. (1.5 credit hours)
- BMT 545 BIOMECHANICS OF THE LOWER EXTREMITIES AND SPORTS INJURIES**
 Application of biomechanical principles to the evaluation of sports and lower extremity injuries of hard and soft tissues, as well as their biomechanics of treatment. Biomechanics of orthopaedic devices and constructs utilizing orthopaedic devices related to the principles of management. (1.5 credit hours)
- BMT 550 NEUROLOGY I**
 An overview of the neurophysiological basis of Biomechanical Trauma, including: associated neuropathology, diagnosis, instrumentation, and practical considerations for diagnostic protocols. (1.5 credit hours)
- BMT 551 NEUROLOGY II**
 An examination of the clinical management of Biomechanical Trauma from a neurophysiological perspective, including: pharmacology, rehabilitative and other treatment strategies for specific diagnoses. (1.5 credit hours)
- BMT 560 ORTHOPAEDICS AND REHABILITATION OF THE SPINE AND UPPER EXTREMITIES**
 Classification and analysis of injuries, incidence of injuries, as well as management strategies for acute and definitive care, rehabilitation and outcomes. (1.5 credit hours)
- BMT 561 ORTHOPAEDICS AND REHABILITATION OF THE LOWER EXTREMITIES AND SPORTS INJURIES**
 Classification and analysis of injuries, incidence of injuries, as well as management strategies for acute and definitive care, rehabilitation and outcomes. (1.5 credit hours)
- BMT 570-74 DIRECTED RESEARCH**
 Ongoing consultation with the research advisor about the progress of the publishable research and final product. (1 credit hour each)
- BMT 575 BIOMECHANICAL RESEARCH SEMINAR**
 Presentation of the publishable research in a symposium format. (1 credit hour)

GERIATRIC CARE MANAGEMENT CONCENTRATION

Geriatric care management is a collaborative multidisciplinary process dedicated to improving an older person's quality of life. The clinical and evaluation process begins with individualized assessment and planning.

The geriatric care plan involves coordination, implementation and advocacy on behalf of the client for necessary services. Ongoing follow-up includes: comprehensive monitoring, evaluation and communication to promote and maintain effective care.

Geriatric Care Managers come from a variety of backgrounds, including social work, nursing and business. However, all need training in gerontology, as well as in management and administration. Geriatric Care Managers are usually self-employed or employed by human service agencies, health care organizations, and insurance companies.

At this time there is no license required. However, since several national organizations are working on credentialing, licensing will be required in the future. In the interim a graduate degree provides assurance that the care manager possesses the education, skills, and experience required to render appropriate services based on sound principles of practice.

As the United States shifts from an institutional focus for providing health care to the elderly to an "aging in place" (aging at home) model, the need for Geriatric Care Managers increases.

GERIATRIC CARE MANAGEMENT CONCENTRATION OVERVIEW

I. Required Courses: 15 credit hours

- MGC 530 MANAGERIAL FINANCE AND REIMBURSEMENT IN HEALTH CARE SYSTEMS
- MGC 540 HEALTH/MENTAL HEALTH DELIVERY SYSTEMS
- MGC 550 CLINICAL ASPECTS OF MEDICAL CARE
- MGC 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE
- MGC 570 CARE MANAGEMENT: THEORY AND PRACTICE

II. Elective Courses: 3 credit hours

- MGC 610 CARE MANAGEMENT ADMINISTRATION
- MGC 620 ELDER LAW

III. Internship: 3 credit hours

- MGC 680 CARE MANAGEMENT INTERNSHIP OR
- MGC 681 ADVANCED CARE MANAGEMENT INTERNSHIP

GERIATRIC CARE MANAGEMENT COURSE DESCRIPTIONS

MGC 530 MANAGERIAL FINANCE AND REIMBURSEMENT FOR HEALTH CARE SERVICES

An examination of various aspects of finance and reimbursement systems for health care services, ranging from budget development to cost containment. Review of private insurance, Medicare and Medicaid eligibility, reimbursement and other government entitlements. Analysis of marketplace forces that drive the costs of health care. (3 credit hours)

MGC 540 HEALTH/MENTAL HEALTH CARE DELIVERY SYSTEMS

Overview of the goals, structure and outcomes of health and mental health services in the U.S. Analysis of health and mental health system and utilization patterns at federal, state, and local levels. Specific services analyzed in terms of access, quality, and effectiveness. (3 credit hours)

MGC 550 CLINICAL ASPECTS OF MEDICAL CARE

Overview of anatomy and physiology of aging. Disease processes and manifestations in the elderly are discussed along with health behavior and nutritional needs. Pharmacological and medical treatments reviewed along with professional and medical ethics. (3 credit hours)

MGC 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE

Overview of the behavioral aspects of aging across the life span: need stressors, psychodynamics, personality, emotions, and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care, models of effective treatment services. (3 credit hours)

MGC 570 CARE MANAGEMENT: THEORY AND PRACTICE

Understanding the theory and practice of care management and its practice implications. Skills development in interviewing, assessment instruments, and report writing. Other topics include: crisis management, family dynamics, advocacy, and confidentiality. (3 credit hours)

MGC 610 CARE MANAGEMENT ADMINISTRATION

Development and administration of a care management business. Topics include: developing a business plan, strategic planning, systems implementation, legal liability, licensing, financing and accounting methods and computerization. Service delivery aspects include: staffing, quality assessment, risk management, billing procedures and systems. (3 credit hours)

MGC 620 ELDER LAW

Various aspects of law related to the older adult, including common law and statutes. Highlighted is the study of advanced directives (living wills, health surrogates and durable power of attorney), as well as guardianship, wills and living trusts. Issues of abuse, crime, patient rights, conflicts of interest and ethics covered. (prerequisite: MPS 510) (3 credit hours)

MGC 670-673 SPECIAL TOPICS IN CARE MANAGEMENT

Contemporary topics affecting Geriatric Care Management.
(3 credit hours)

MGC 680 CARE MANAGEMENT INTERNSHIP

A supervised 500 hour internship in an eldercare agency or organization. Designed for those who do not have experience in the field. Requires a written log, reports, and evaluations, as well as regularly scheduled meetings with both the field supervisor and the faculty advisor.
(3 credit hours)

MGC 681 ADVANCED CARE MANAGEMENT INTERNSHIP

A supervised 500 hour internship in an eldercare agency or organization. Designed for those with documented experience in the field. Requires a written log, reports, and evaluations, as well as regularly scheduled meetings with both the field supervisor and the faculty advisor. (3 credit hours)

Certificate in Geriatric Care Management

The graduate Certificate in Geriatric Care Management is intended for professionals who work directly with seniors in a clinical capacity or indirectly in an administrative capacity. The Certificate provides an opportunity to up-date knowledge of this new specialization and various aspects of coordinated service delivery. The 21-credit graduate certificate requires 18 credits in course work and a 3-credit 500 hour supervised internship.

HEALTH CARE ADMINISTRATION

As health care reform find its place on the legislative agenda, the industry is undergoing intense scrutiny and profound challenges in defining and providing quality medical care to all Americans. With the growing number of Americans lacking adequate preventive and primary care, new forms of private and public health insurance and service delivery systems will continue to develop.

The administrative complexity of the industry along with its escalating costs requires knowledgeable administrators, who can provide leadership in redefining the industry, its services, and its standards within a cost-effective, patient-centered, coordinated service delivery system.

Health care administration spans a wide variety of health-medical care institutions, such as HMOs, hospitals, nursing homes, mental health clinics, and home health care agencies. Administration of these and other facilities focuses on an understanding of the health care industry, its problems and challenges.

The master's degree program is intended for health care professionals or those interested in pursuing a career as a practitioner-administrator in the field and/or career advancement. By design, the mixture of required and elective courses along with an internship affords maximum flexibility in designing a course of study to fit individual needs.

HEALTH CARE ADMINISTRATION CONCENTRATION OVERVIEW

I. Required Courses: 12 credit hours

HCA 530	MANAGERIAL FINANCE AND REIMBURSEMENT FOR HEALTH CARE
HCA 540	HEALTH/MENTAL HEALTH CARE DELIVERY SYSTEMS
HCA 550	CLINICAL ASPECTS OF MEDICAL CARE
HCA 560	CLINICAL ASPECTS OF MENTAL HEALTH CARE

II. Elective Courses: 6 credit hours

A Graduate Project (3 credit hours) is an elective option for those interested in pursuing a project of professional importance in lieu of a Comprehensive Examination.

HCA 665	GRADUATE PROJECT IN HEALTH CARE ADMINISTRATION
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III. Internship: 3 credit hours

HCA 680	HEALTH CARE ADMINISTRATION INTERNSHIP OR
HCA 681	ADVANCED HEALTH CARE ADMINISTRATION INTERNSHIP

HEALTH CARE ADMINISTRATION CONCENTRATION COURSE DESCRIPTIONS

- HCA 530 MANAGERIAL FINANCE AND REIMBURSEMENT FOR HEALTH CARE SERVICES**
Examination of various finance and reimbursement systems for health care services, ranging from budget development to cost containment. Review of private insurance, Medicaid and Medicare eligibility, reimbursement, and other government entitlements. Analysis of marketplace forces that drive the costs of health care. (3 credit hours)
- HCA 540 HEALTH/MENTAL HEALTH CARE DELIVERY SYSTEMS**
Analysis of the goals, structure and outcomes of health and mental health services in the U.S. Analysis of health and mental health systems and utilization patterns at federal, state, and local levels. Specific services analyzed in terms of access, quality, and effectiveness. (3 credit hours)
- HCA 550 CLINICAL ASPECTS OF MEDICAL CARE**
Overview of anatomy and physiology of illness and disease processes. Acute and chronic illness processes and their manifestations along with health behaviors and nutritional needs. Pharmacological and medical treatment reviewed along with professional and medical ethics. (3 credit hours)
- HCA 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE**
Examination of the psychological theories of aging over the life span. Identification of the behavioral aspects: needs, stressors, psychodynamics, personality, emotions, and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care, models of effective treatment services. (3 credit hours)
- HCA 665 GRADUATE PROJECT IN HEALTH CARE ADMINISTRATION**
The Graduate Project option allows a student to pursue an area of professional relevance, in order to demonstrate mastery and integration of the concentration theory and knowledge base with contemporary professional practice. Project preparation begins in MPS 505 Research Methods, where a student selects an advisor-approved topic and develops a preliminary practice-oriented proposal. (Pre-requisite: An advisor-approved Project Proposal) (3 credit hours)
- HCA 670-673 SPECIAL TOPICS IN HEALTH CARE ADMINISTRATION**
Special Topics include important contemporary topics with implications for today and tomorrow. (3 credit hours)

HCA 680 HEALTH CARE ADMINISTRATION INTERNSHIP
A supervised 500 hour internship in a health care setting. Designed for those who do not have experience in the field. Requires a written log, reports, and evaluations, as well as regularly scheduled meetings with both the field supervisor and the faculty advisor. (3 credit hours)

HCA 681 ADVANCED HEALTH CARE ADMINISTRATION INTERNSHIP
A supervised 500 hour internship in a health care setting for those with documented experience in the field. Requires a written log, reports, and evaluations, as well as regularly scheduled meetings with both the field supervisor and the faculty advisor. (3 credit hours)

Certificate in Health Care Administration

Lynn University offers a graduate Certificate in Health Care Administration. The 21-credit Graduate Certificate requires 18 credits of course work and a 3-credit, 500 hour supervised internship in the field.

This certificate is intended for professionals who work in the health care industry in a variety of settings. The Certificate provides an opportunity to up-date knowledge of models of effective administrative practice in health care, as well as trends and prospects in the industry. The emphasis is on the improvement and coordination of patient care services to maximize quality care within budgetary constraints.

HEALTH CARE ADMINISTRATION WITH A NURSING HOME ADMINISTRATOR LICENSURE OPTION

With the dramatic increase in life expectancy and the growing number of agencies serving adults, the M.P.S. Health Care Administration concentration with a Nursing Home Administrator Licensure Option offers academic preparation for careers in administering programs, services and facilities for the elderly.

The demographics of aging reflect the need for well-trained professionals to design and create supportive environments that foster independence, dignity, and quality of life. Our graduates are employed in a variety of long-term care settings: retirement communities, adult day care and senior centers, adult congregate living facilities, and skilled nursing centers.

Nursing Home Administrator Licensure (NHAL) Option

The NHAL Option of the Health Care Administration concentration requires the completion of 42 credit hours. In addition to the core courses, the NHAL Option involves 21 credits of required courses, 3 credits of an elective, and a 500 hour nursing home administration internship, necessary for licensure eligibility as a Nursing Home Administrator in the State of Florida.

HEALTH CARE ADMINISTRATION CONCENTRATION OVERVIEW

NHAL OPTION

I. Required Courses: 21 credit hours

- GHS 530 MANAGERIAL FINANCE AND REIMBURSEMENT FOR
 HEALTH CARE SERVICES
- GHS 541 ELDERCARE RESIDENTIAL AND COMMUNITY SYSTEMS
- GHS 542 ELDERCARE INSTITUTIONAL SYSTEMS
- GHS 550 CLINICAL ASPECTS OF MEDICAL CARE
- GHS 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE
- GHS 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS
- GHS 580 COMPUTER APPLICATIONS

II. Elective Courses: 3 credit hours

III. Internship: 3 credit hours

- GHS 680 NURSING HOME ADMINISTRATION INTERNSHIP

NURSING HOME ADMINISTRATOR LICENSURE OPTION COURSE DESCRIPTIONS

GHS 530 MANAGERIAL FINANCE AND REIMBURSEMENT FOR HEALTH CARE SERVICES

An examination of various aspects of finance and reimbursement systems for health care services, ranging from budget development to cost containment. Review of private insurance, Medicare and Medicaid eligibility, reimbursement and other government entitlements. Analysis of marketplace forces that drive the costs of health care. (3 credit hours)

GHS 541 ELDERCARE RESIDENTIAL AND COMMUNITY SYSTEMS

Examination of the structure, services, and regulatory requirements of adult congregate living facilities, home health agencies, adult day care centers, and hospice. Licensing, structural requirements, roles-duties of administrators, staffing patterns, therapeutic programming, services and reimbursement. State codes and statutes. (3 credit hours)

GHS 542 ELDERCARE INSTITUTIONAL SYSTEMS

Analysis of the structure, services, and regulatory requirements of nursing homes. Licensing, structural requirements, roles-duties of administrators, staffing patterns, therapeutic programming, services, and reimbursement. State codes and statutes. (3 credit hours)

- GHS 550 CLINICAL ASPECTS OF MEDICAL CARE**
 Overview of anatomy and physiology of illness and disease processes. Focus on acute and chronic illness processes and their manifestation along with health behaviors and nutritional needs. Pharmacological and medical treatment reviewed along with professional and medical ethics. (3 credit hours)
- GHS 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE**
 Overview of the psychological theories of aging over the life span: needs, stressors, psychodynamics, personality, emotions, and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care, models of effective treatment services. (3 credit hours)
- GHS 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS**
 An examination of personnel practices and labor relations, including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. (3 credit hours)
- GHS 580 COMPUTER APPLICATIONS**
 An overview of the rapidly expanding technology of computers and Management Information Systems for administrators. Data systems and software commonly used in management are highlighted. (3 credit hours)
- GHS 680 NURSING HOME ADMINISTRATION INTERNSHIP**
 Developing professional competence in administering a nursing home facility approved for a 500-hour internship placement. Internship covers the 6 areas of practice stipulated in Chapter 61G12-16 and 61G12-17 of the Florida Statutes for Nursing Home Administration: personnel, finance, marketing, physical resource, management, and resident care. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Intern. (3 credit hours)

Certificate in Aging Studies

The graduate Certificate in Aging Studies (CAS) is intended for professionals who wish to increase their knowledge about the physiological processes, characteristics, and psychosocial aspects of aging. The Certificate is useful for those working with the elderly, either as clinicians or administrators. The Certificate consists of 21 credits, which include 18 credits in course work and a 3-credit, 500 hour supervised internship in the field.

HOSPITALITY ADMINISTRATION CONCENTRATION

As the global economy becomes a reality, Hospitality Management becomes an international career. The growing administrative and technological complexity of the industry requires knowledgeable administrators, who can demonstrate their leadership in maintaining high quality standards of hospitality, while responding to the ever changing needs of an increasingly sophisticated clientele.

Hospitality Administration is the art and science of providing highly personalized service graciously and effortlessly, while assuring a smooth running operation. This requires knowledge of the industry itself, management skills, and the ability to supervise and develop highly trained personnel.

The hospitality industry and its challenges offer exciting career options and mobility for the skilled administrator. Specialized areas within the industry include: food service, recreation, resort development and management, hospitality training and development, hospitality information systems, and financial management. Each brings an important focus on the diverse opportunities available in this growing field.

Graduates of the program are prepared to assume management positions in hospitality industry businesses, such as hotels, resorts, travel, recreation, clubs and food service operations.

The MPS in Hospitality Administration provides a graduate degree specifically designed for management in the service sector. Management, marketing, and human resources are the three functional areas of study. Such concepts as service produced in real time, customer interaction during the service production process, quality control techniques, and the service-factory entity are subjects of study, analysis, and discussion.

The master's degree program is intended for those either working in the hospitality field or interested in pursuing a career as an administrator. The Master's degree provides the professional with expertise necessary for administrative career advancement or further opportunities in Hospitality Administration.

HOSPITALITY ADMINISTRATION CONCENTRATION OVERVIEW

Prerequisite Course

Those who do not have an undergraduate degree in Hospitality Administration are required to take HA 475 Introduction to the Hospitality Industry.

I. Required Courses: 15 credit hours

HA 525 FOOD SERVICE ADMINISTRATION OR
HA 530 RESORT DEVELOPMENT AND MANAGEMENT
HA 540 HOSPITALITY INFORMATION SYSTEMS

- HA 550 HOSPITALITY TRAINING AND DEVELOPMENT
- HA 560 HOSPITALITY FINANCIAL MANAGEMENT
- HA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS

II. Elective Courses: 6 credit hours

- HA 650 HOSPITALITY ADMINISTRATION EDUCATION
- HA 660 INDEPENDENT STUDY IN HOSPITALITY ADMINISTRATION
- HA 665 GRADUATE PROJECT IN HOSPITALITY ADMINISTRATION
- HA 670-673 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION

**HOSPITALITY ADMINISTRATION
COURSE DESCRIPTIONS**

- HA 475 INTRODUCTION TO THE HOSPITALITY INDUSTRY**
Introduction to the Hospitality Industry, its principles, basic concepts, and terminology. (3 undergraduate credit hours)
- HA 525 FOOD SERVICE ADMINISTRATION**
Food service systems and operations. Controls and financial management of efficient food service operations. (3 credit hours)
- HA 530 RESORT DEVELOPMENT AND MANAGEMENT**
Principles of resort management with particular reference to the social, economic, and environmental issues involved in resort development and management. (3 credit hours)
- HA 540 HOSPITALITY INFORMATION SYSTEMS**
The selection, operation, maintenance and development of hospitality industry computer systems. Primary focus on management information systems, software and hardware for various locations, the flow of information to aid in the management decision-making process. (3 credit hours)
- HA 550 HOSPITALITY TRAINING AND DEVELOPMENT**
Preparation to design training programs, as well as employee and management development programs for the hospitality industry. (3 credit hours)
- HA 560 HOSPITALITY FINANCIAL MANAGEMENT**
An introduction to hospitality financial management both short term and long term, including: pricing, cost analysis, forecasting, financial statement analysis. (3 credit hours)
- HA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS**
An examination of personnel practices and labor relations including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. (3 credit hours)

HA 650 HOSPITALITY ADMINISTRATION EDUCATION

An overview of educational research, curriculum development, and the role of the faculty member in Hospitality Administration education. (3 credit hours)

HA 660 INDEPENDENT STUDY IN HOSPITALITY ADMINISTRATION

(3 credit hours)

HA 665 GRADUATE PROJECT IN HOSPITALITY ADMINISTRATION

The Project is developed in an area of professional interest and importance in the Hospitality field. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter. (3 credit hours)

HA 670-673 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION

Analysis of special topics of current interest that reflect the latest developments or current trends in the industry. (3 credit hours)

INTERNATIONAL MANAGEMENT CONCENTRATION

The Master of Professional Studies concentration in International Management is designed to prepare students for a career in the international environment. The courses form an intellectual foundation through which students cultivate expertise in corporate, institutional or governmental service.

In the emerging global economy, various enterprises continue to cross traditional borders and international management becomes a new career option. The growing administrative and technological complexity of the industry requires knowledgeable administrators, who can demonstrate their leadership in maintaining high-quality standards, while responding to the ever changing needs of an increasingly sophisticated marketplace.

International Management is the art and science of management in a complex and dynamic global environment. Successful management must cultivate expertise in corporate, institutional or governmental service. In addition, international managers must acquire knowledge and skills in marketing, finance, and comparative economics. Multicultural awareness is the essential ingredient that brings the elements together to build a foundation for international service.

The transformation of the global marketplace requires skilled managers who are at ease in a multicultural environment and understand its dimensions, intricacies and difficulties. Career opportunities are expected to increase dramatically in the future. Those with both broad and specialized knowledge areas in international management will be in demand.

Our Florida location at the crossroads of world trade, our faculty expertise, and the international backgrounds of our students blend to create a stimulating and challenging learning environment.

By design, the International Management program promotes understanding of the expanding global marketplace, while cultivating international management leadership skills. Our graduate degree provides an opportunity to integrate state-of-the-art theory, knowledge and practice, all necessary components for succeeding in today's global economy.

STUDY ABROAD OPPORTUNITIES

Lynn University is affiliated with the University of Stockholm and encourages students to attend international management courses there. Lynn University is also anticipating graduate level course work at the American College, located in Dublin, Ireland.

The University faculty also work closely with the Center for the International Exchange of Scholars, which administers the Fulbright Program for the U.S. State Department, and the University supports student involvement in these programs.

INTERNATIONAL MANAGEMENT CURRICULUM OVERVIEW

Prerequisite Courses

For those who do not have an undergraduate degree in business the following three undergraduate prerequisite courses or their equivalents must be taken prior to beginning International Management concentration courses:

1. ACC 210 Principles of Accounting
2. BFI 311 Corporate Finance
3. BUS 171 Macroeconomics

I. Required Courses: 15 credit hours

- MIM 530 INTERNATIONAL BUSINESS
- MIM 540 INTERNATIONAL MARKETING
- MIM 550 INTERNATIONAL FINANCE
- MIM 560 COMPARATIVE ECONOMIC SYSTEMS
- MIM 570 INTERNATIONAL LAW AND ORGANIZATION

II. Elective Courses: 6 credit hours

- MIM 610 QUALITY MANAGEMENT
- MIM 620 INVESTING IN THE INTERNATIONAL MARKET
- MIM 665 GRADUATE PROJECT IN INTERNATIONAL MANAGEMENT
- MIM 670-673 SPECIAL TOPICS IN INTERNATIONAL MANAGEMENT

INTERNATIONAL MANAGEMENT COURSE DESCRIPTIONS

MIM 530 INTERNATIONAL BUSINESS

International business differs from domestic business in that a firm operating across borders must deal with the forces of three kinds of environments: domestic, foreign, and international. Focus on preparing students to think in international terms by familiarization with the agents, conditions and dynamic interaction of these environments. (3 credit hours)

MIM 540 INTERNATIONAL MARKETING

Increasing cultural awareness of the pitfalls and opportunities of marketing in a foreign environment. Examination of marketing from new product development to unique distribution systems in the international marketplace. (3 credit hours)

MIM 550 INTERNATIONAL FINANCE

Overview of the tools (e.g. hedging, swaps, counter trade) and methods that financial managers use to solve financial problems that emanate from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation, and accounting practices. (3 credit hours)

MIM 560 COMPARATIVE ECONOMIC SYSTEMS

Introduction to highly divergent foreign systems with an emphasis on understanding that policies designed for economic conditions in one market may be totally unsuitable for economic conditions in another. Of all the uncontrollable forces with which a society and business must contend, economic forces are undoubtedly the most significant. (3 credit hours)

MIM 570 INTERNATIONAL LAW AND ORGANIZATION

Introduction to the legal and institutional solutions of jurisdiction, interpretation and enforcement problems. Topics include: arbitration, contract enforcement, patents, trademarks. Identification of new, unique issues evolving out of industrial espionage, antitrust and tax questions. Examination of U.S. practices, such as Foreign Corrupt Practices Act (FCPA), and other legislation used to guide American corporations. Review of international and regional court systems. **(Prerequisite: MPS 510)** (3 credit hours)

MIM 610 QUALITY MANAGEMENT

Introduction to the principles and techniques of total quality management in business, education, and government. Analysis and comparison of these principles and techniques to traditional textbook management principles. (3 credit hours)

MIM 620 INVESTING IN THE INTERNATIONAL MARKET

Overview of the fundamentals of investments and capital markets serves as the basis for exploring investment opportunities in the international market. (3 credit hours)

MIM 665 GRADUATE PROJECT IN INTERNATIONAL MANAGEMENT

The Project is developed around an area of professional interest and importance in International management. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter. (3 credit hours)

MIM 670-673 SPECIAL TOPICS IN INTERNATIONAL MANAGEMENT

Analysis of special topics of current interest that reflect the latest developments or current trends in the field. (3 credit hours)

SPORTS AND ATHLETICS ADMINISTRATION CONCENTRATION

Sports and Athletics Administration is designed for professional managers and athletics administrators pursuing careers in sports management. Opportunities for collegiate and professional entry-level positions abound in this field, especially with renewed interest in intercollegiate athletics as a business and the growth of professional sports.

Currently, sports administrators come from a variety of backgrounds, often with experience. However, the complexities of effective administration increase the desirability for an advanced degree.

Those with an undergraduate preparation in physical education, sports, science, business, recreation, or other related fields can substantially increase their marketability by pursuing this graduate degree.

A master's degree provides

1. Solid preparation for a professional career in national and international sports, and
2. Cultivation of individual talents and expertise within the sports and athletics administration field.

I. Required Courses: 6 credit hours

SAM 530	SPORTS ADMINISTRATION
SAM 535	ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL SPORTS ADMINISTRATION

II. Elective Courses: 6 credit hours

SAM 610	PUBLIC RELATIONS AND DEVELOPMENT
SAM 620	SPORTS PSYCHOLOGY
SAM 621	SPORTS MEDICINE
SAM 630	LEGAL ASPECTS OF ATHLETICS
SAM 631	SPORTS AND ATHLETICS GOVERNANCE
SAM 660	INDEPENDENT STUDY IN SPORTS AND ATHLETICS ADMINISTRATION
SAM 670-673	SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION

III. Internships: 6 credit hours

SAM 600	BEGINNING INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION
SAM 601	ADVANCED INTERNSHIP IN ADMINISTRATION

IV. Graduate Project: 3 credit hours

SAM 665	GRADUATE PROJECT IN SPORTS AND ATHLETICS ADMINISTRATION
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SPORTS AND ATHLETICS ADMINISTRATION COURSE DESCRIPTIONS

SAM 530 SPORTS ADMINISTRATION

Application of management theory and practice to sports administration. Emphasis on organizing, structuring, and maintaining a successful department. Day-to-day operations reviewed along with facility management, fiscal and budgetary aspects, personnel selection and supervision, public relations and office management. **(Prerequisite: MPS 500)** (3 credit hours)

SAM 535 ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL SPORTS ADMINISTRATION

An overview of critical issues of national interest in both collegiate and professional sports, Title IX, Gender Equity, scholarships and payment of athletes, recruiting policies, professional agents, and other current matters of prime importance in the field. (3 credit hours)

SAM 610 PUBLIC RELATIONS AND DEVELOPMENT

Matters related to interactions with all constituencies of the sports arena: faculty, staff, alumni, students, and fans. Emphasis on the inter-relationship of these facets of public interests. Basic principles of public relations in sports and athletics administration and development activities. (3 credit hours)

SAM 620 SPORTS PSYCHOLOGY

Study of selected and specialized current topics in the field of sports psychology. Included are the processes underlying and resulting from group interactions with particular reference to the study of personal growth in the areas of sports. (3 credit hours)

SAM 621 SPORTS MEDICINE: TECHNIQUES IN THE CARE AND PREVENTION OF ATHLETIC INJURIES

Techniques and procedures designed to prevent injuries: preventative taping, injury recognition and immediate care of athletic injuries. Designed for athletic personnel and those interested in the field of athletic training. (3 credit hours)

SAM 630 LEGAL ASPECTS OF ATHLETICS

General overview of the fundamentals of sports. Emphasis on those areas of sports law that impinge on the daily business routines of lawyers and sports professionals. Topics include: school, coach, and medical liability, as well as liability, injuries, warnings, waivers, contracts, and discrimination. **(Prerequisite: MPS 510)** (3 credit hours)

SAM 631 SPORTS AND ATHLETICS GOVERNANCE

Introduction to the structure and principles of governance in Intercollegiate Athletics for institutions who are members of the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. Focus on the structure and responsibilities of the NCAA/NAIA, the constitution and bylaws, application of rules and regulations, the structure and responsibilities of the university/college compliance office, and ethics. Upon completion, members should be capable of passing the NCAA annual recruiting examination. (3 credit hours)

SAM 660 INDEPENDENT STUDY IN SPORTS AND ATHLETICS ADMINISTRATION

Opportunities for both research and practical experience, surveys and testing in the areas of sports and athletics administration. Flexibility to explore both career directions and areas of individual interest.

SAM 670-673 SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION

Various topics of current interest not covered in other courses and particularly related to coaching administrative skills, which meet state certification requirements in education or other areas. (3 credit hours)

SAM 600 INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION
(3 credit hours)

SAM 601 ADVANCED INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION

(3 credit hours)

SAM 665 GRADUATE PROJECT IN SPORTS AND ATHLETICS ADMINISTRATION

The Project is developed around an area of professional interest and importance. The project must reflect an integration of theory and practice, as well as demonstrate expertise in the subject matter.. (3 credit hours)

GRADUATE CERTIFICATE PROGRAMS

The School of Graduate Studies offers three graduate certificate programs, each requiring 21 credits, including both course work and a 500-hour supervised internship. The certificate programs are in Health Care Administration, Aging Studies, and Geriatric Care Management.

Certificate in Aging Studies

a. Required Courses: 9 credits

GHS 541	Eldercare Residential and Community Systems or
GHS 542	Eldercare Institutional Systems
GHS 550	Clinical Aspects of Medical Care
GHS 560	Clinical Aspects of Mental Health Care

b. Elective Courses: 9 credits

c. Internship: 3 credits

GHS 682	Internship in Eldercare
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Certificate in Geriatric Care Management

a. Required Courses: 15 credits

MGC 530	Managerial Finance and Reimbursement for Health Care Services
MGC 540	Health/Mental Health Care Delivery Systems
MGC 550	Clinical Aspects of Medical Care
MGC 560	Clinical Aspects of Mental Health Care
MGC 570	Care Management: Theory and Practice

b. Elective Course: 3 credits

c. Internship: 3 credits

MGC 682	Internship in Care Management
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Certificate in Health Care Administration

a. Required Courses: 18 credits

HCA 530	Managerial Finance and Reimbursement for Health Care Services
MPS 500	Management and Administration
HCA 570	Human Resource Management and Labor Relations
MPS 510	Legal Aspects
MPS 515	Management and Public Policy
MPS 520	Marketing

b. Internship: 3 credits

HCA 682 INTERNSHIP IN HEALTH CARE ADMINISTRATION

**CERTIFICATES FOR MATRICULATED
M.P.S. STUDENTS**

For students who are matriculated in the M.P.S. degree program concentration in HCA, HCA with NHAL, or MGC and wish to earn a certificate in an additional area, the 21-credit standard is waived because of the common course core of the concentrations. Therefore, 12 additional credits would be required in a combination of courses, internship and/or a Graduate Project:

- a. **Courses:** 9 credits from courses designated as certificate courses or those required or elective for the certificate concentration
- b. **Choice of EITHER** a Graduate Project: 3 credits

OR an Internship: 3 credits (500 hours) in the certificate concentration

In cases where the courses are not otherwise scheduled in a timely manner or the student's career interests warrant it, the certificate may include both a Graduate Project and internship plus two courses to complete the 12-credit requirement.

LYNN UNIVERSITY ADMINISTRATION AND GRADUATE FACULTY

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The Board of Overseers assists the President in the future development of the University and the expansion and enrichment of its programs. In particular, the Board of Overseers assists, either through representation on committees or through recommendation, in the general activities of the University, including academic development, career development, and public relations.

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Ph.D. St. Louis University
Licensed Clinical Social Worker
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Ph.D. New York University
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Licensed Marriage and Family Therapist
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M.S. University of Miami, Biomedical Engineering
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 M.A. Northwestern University, Ph.D. University of Illinois

Richard Gropper, **Adjunct** Professor,
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 M.A., Ph.D. Florida International University

SCHOOL OF GRADUATE STUDIES 1994-95 ACADEMIC CALENDAR

August 1994

24 - 28.....BMT Quadrant 1

September 1994

12 - 14.....***** TERM 1 REGISTRATION *****
 19Term 1 Classes Begin
 26Last Day to change Course Schedule
 30**Last day to register for December Graduation**
 Welcome Party for Graduate Students (TBA)

October 1994

12 - 13.....Nursing Home Preceptor Training
 15GMAT Testing, Lynn-deHoernle Lecture Hall
 26Graduate Certificate Awards Ceremony
 31Deadline to apply for November Comprehensive Examination

November 1994

3Health Care Seminar 8:00 a.m. - 4:00 p.m.
 12Comprehensive Examination 8:00 a.m. - 4:00 p.m.
 16 - 20.....**BMT Quadrant 2**
 21 - 25.....Thanksgiving Holiday
 28Term 1 Final Examinations Begin

December 1994

2**Last day to register for May Graduation**
 3Term 1 Final Examinations End and Last Day of Term
 Annual Student-Faculty Holiday Gathering (TBA)
 4 - 31.....Holiday Break

January 1995

2New Year's Day Holiday
 3 - 6.....***** TERM 2 REGISTRATION *****
 9Term 2 Classes Begin
 16Last Day to change Course Schedule

February 1995

8 - 12.....**BMT Quadrant 3**
 23Health Care Seminar 8:00 a.m. - 4:00 p.m.

March 1995

13 - 18.....Term 2 Final Examinations
 16Nursing Home Preceptor Update
 18Last Day of Term 2
 20 - 24.....***** TERM 3 REGISTRATION *****
 27Term 3 Classes Begin

April 1995

3Last Day to change Course Schedule
 3Deadline to apply for April Comprehensive Examination
 15Comprehensive Examination 8:00 a.m. - 4:00 p.m.

May 1995

- 6Commencement
- 10 - 14.....**BMT Quadrant 4**
- 28Term 3 Final Examinations Begin
- 29Memorial Day Holiday

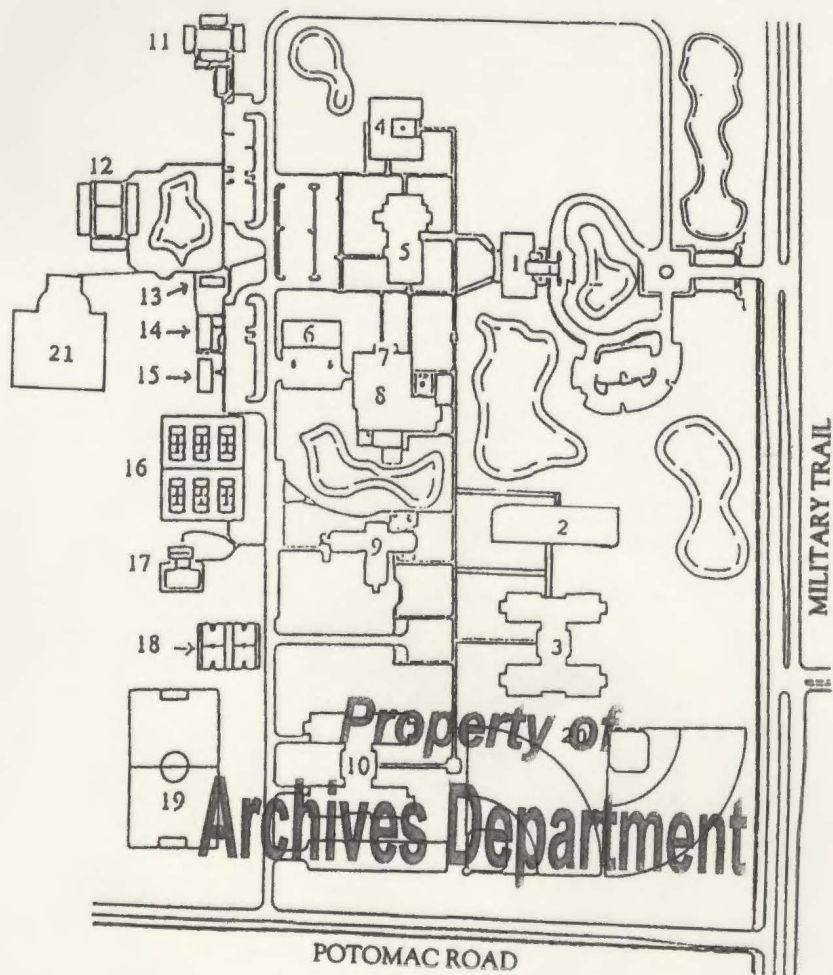
June 1995

- 5Term 3 Final Examinations End and Last Day of Term
- 5 - 8.....*** TERM 4 REGISTRATION *****
- 12Term 4 Classes Begin
- 14Last Day to change Course Schedule
- 17GMAT Testing, Lynn-deHoernle Lecture Hall

July 1995

- 4Independence Day Holiday
- 17 - 22.....Term 4 Final Examinations
- 22Last day of Term 4

LYNN UNIVERSITY CAMPUS MAP



- | | |
|--|--|
| 1. SCHMIDT COLLEGE CENTER | 12. RITTER ACADEMIC CENTER |
| 2. LYNN RESIDENCE HALL | 13. HOSPITALITY MANAGEMENT OFFICES |
| 3. WIXTED HALL | 14. PERSONNEL AND PROFESSIONAL STUDIES OFFICES |
| 4. ASSAF ACADEMIC CENTER | 15. CAMP OFFICES |
| 5. LIBRARY BUILDING | 21. DeHOERNLE SPORTS AND CULTURAL CENTER |
| 6. MAINTENANCE BUILDING | McCUSKER SPORTS COMPLEX |
| 7. THE UNIVERSITY CLUB | 16. TENNIS COURTS |
| 8. LYNN STUDENT CENTER | 17. POOL |
| 9. TRINITY HALL | 18. BASKETBALL COURTS |
| ATHLETIC OFFICES | 19. SOCCER FIELD |
| 10. DeHOERNLE HALL | 20. BASEBALL FIELDS |
| 11. SCHOOL OF EDUCATION AND ACADEMIC RESOURCE CENTER | |



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