



Undergraduate and Graduate Catalog

2009 - 2011



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Southeastern Oklahoma State University

2009 - 2011

Undergraduate and Graduate Catalog

Accredited By:

The Higher Learning Commission

A Commission of the North Central Association of Colleges and Schools

30 N. LaSalle, Suite 2400

Chicago, IL 60602-2504

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Information Directory

www.SE.edu • 580.745.2000

Correspondence should be addressed to:

The Office or Department

Box Number

Southeastern Oklahoma State University

Durant, OK 74701-0609

Academic Information

Academic Affairs,
745-2200 or Box 4137

Adding/Dropping Classes

745-2165 or 745-4139

Admissions

745-2052 or Box 4225

Advanced Standing/Placement

Dean of Appropriate School:

Arts and Sciences, 745-2634 or Box 4107

Business, 745-2332 or Box 4128

Education and Behavioral Sciences,
745-2090 or Box 4115

Career Management Services 745-2270 or Box 4239

Certification (Teacher) 745-2608 or Box 4039

Complete Withdrawal From University

Office of the Registrar, 745-2165 or Box 4139

Continuing Education 745-2871 or Box 4232

Counseling Services/Testing 745-2988 or Box 4119

Educational Outreach 745-2200 or Box 4137

Enrollment Office of the Registrar 745-2165 or Box 4139

Fees Business Office, 745-2350 or 745-2850 or Box 4216

Financial Aid 745-2186 or Box 4113

Food Services (Sodexo) 745-2826 or Box 4175

Graduate Studies 745-2200 or Box 4137

International Student Admissions

745-2052 or Box 4225

Medical Services (Student Health) 745-2867 or Box 4088

Parking Registration Campus Police, 745-2727 or Box 4064

Public Information 745-2731 or Box 4235

Registrar's Office 745- 2165 or 745-2128 or Box 4139

Residence Life (Housing) 745-2948 or Box 2765

Room Reservation for Student Activities

Office for Student Life, 745-2840 or Box 4030

Room Reservation for Non-Student Activities

Ballroom - Special Events 745-3210 or Box 4235

Classrooms - Office of Academic Affairs,
745-2216 or Box 4137

Fine Arts Little Theatre 745-2088 or Box 4126

Magnolia Room- Special Events,
745-3210 or Box 4235

Montgomery Auditorium 745-2735 or Box 4146

Performing Arts Center 745-2735 or Box 4146

Transcripts of Record Office of the Registrar 745- 2165 or 745-2128 or Box 4139

Veterans Affairs 745-2918 or Box 4224

Withdrawal from University (see Complete Withdrawal)

Although this bulletin was prepared on the basis of the best information available at the time, all information (including admission and graduation requirements, course offerings and course descriptions, statements of tuition and fees, and room and board charges) is subject to change without notice or obligation. For current calendars, tuition rates, requirements, deadlines, etc., students should refer to the Southeastern website at www.SE.edu.

The courses listed in this bulletin are intended as a general indication of Southeastern Oklahoma State University's curriculum. Courses and programs are subject to modification at any time. Not all courses are offered every semester, and the faculty teaching a particular course or program may vary from time to time. The instructor may alter the content of a course or program to meet particular class needs.

Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendment of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

BULLETIN COST: This publication, printed by Southeastern Printing Services of Durant, OK is issued by Southeastern Oklahoma State University. A total of 5,000 copies have been published for distribution at a cost of \$2.24 per copy to the taxpayers of the State of Oklahoma.

Southeastern Oklahoma State University Catalog is published once every two years by Southeastern Oklahoma State University, (USPS 504-820), Fifth and University, Durant, OK 74701-0609. Periodical postage paid at Durant, OK 74701-0609. POSTMASTER: Send address change to Southeastern Oklahoma State University, Fifth and University, Durant, OK 74701-0609. Volume 93, August 2009.

UNIVERSITY GOVERNANCE

Southeastern is a member of the Oklahoma state system of higher education. The legal control of the University rests in two boards: (1) the Regional University System of Oklahoma, and (2) the Regional University System of Oklahoma.

Oklahoma State Regents for Higher Education

The Oklahoma State Regents for Higher Education is the coordinating board for all public institutions of higher education in the state. The board consists of nine members who are appointed by the governor and confirmed by the state senate for nine-year terms, one expiring each year. The coordinating powers of the board include the right to prescribe standards for higher education, to approve programs of study and functions for public institutions of higher education, and to establish minimum standards for admission to public institutions in the state. The present membership is as follows:

Mr. Bill W. Burgess, Jr.	Lawton, Oklahoma
Ms. Julie Carson	Claremore, Oklahoma
Mr. Marlin Glass	Newkirk, Oklahoma
Mr. Jimmy Harrel	Leedy, Oklahoma
Mr. John Massey	Durant, Oklahoma
Mr. Joseph L. Parker, Jr.	Tulsa, Oklahoma
Mr. William Stuart Price	Tulsa, Oklahoma
Dr. Ronald H. White	Oklahoma City, Oklahoma
Dr. Glen D. Johnson, Chancellor	Oklahoma City, Oklahoma

Regional University System of Oklahoma

The Regional University System of Oklahoma is the governing board for the following Oklahoma state universities: Southeastern Oklahoma State University; University of Central Oklahoma, East Central University, Northeastern State University, Northwestern Oklahoma State University, and Southwestern Oklahoma State University.

The board consists of nine members, eight of whom are appointed by the governor and confirmed by the state senate for overlapping terms. The ninth member, the state superintendent of public instruction, is ex officio. The functions of the board are to establish administrative policies, to provide general supervision and control of the institution, and to approve financial and personnel matters of the institution upon the recommendation of the university president. The present membership is as follows:

Mr. Harold Jackson	Chickasha, Oklahoma
Mrs. Belva Howard	Tulsa, Oklahoma
Dr. Joe Anna Hibler	Weatherford, Oklahoma
Ms. Jan Gordon	Broken Arrow, Oklahoma
Mrs. Connie Reilly	Okemah, Oklahoma
Mr. Michel Mitchel	Alva, Oklahoma
Mr. Terry Matlock	Garvin, Oklahoma

Mr. Mark Stansberry..... Oklahoma City, Oklahoma
Sandy Garrett..... Oklahoma City, Oklahoma

Dr. Claire StubblefieldSpecial Assistant to
the President/Director of Diversity/
Affirmative Action/Associate Professor

University Administration

Dr. Larry Minks, Interim.....President
Dr. Douglas McMillanVice President for Educational
Outreach and Project Development
Ms. Sharon Robinson .. Vice President for Student Affairs
Mr. Ross Walkup Vice President for Business Affairs
Dr. Charles Weiner... Assistant Vice President, Academic
Affairs / Director of Student
Learning & Institutional Research

Deans

Mr. Tim Boatmun.. Associate Dean of Academic Advising
and Outreach Center
Dr. Bryon Clark..... Dean of School of Graduate and
University Studies
Dr. Buddy Gaster Dean/Professor School of Business
Ms. Kristie Luke Associate Dean of Admissions and
Registrar
Dr. William Mawer Dean of School of Education and
Behavioral Sciences
Ms. Liz McCraw Dean of Enrollment Management
Ms. Camille Phelps Dean of Students
Dr. Lucretia Scoufos..... Dean of School of Arts and
Sciences

Administrative Staff

Dr. Ryan Adams Director of Development
Mr. Keith Baxter Director of Intercollegiate Athletics
Mr. Alan Burton Director, Public Information
Ms. Susan Chalk..... Director, Business Office
Ms. Michele Claxton..... Director, Continuing Education
Mr. Jon Clouse Director/Chief, Public Safety
Ms. Cathy Conway..... Director, Human Resources
Ms. Stephanie Davison Director of Alumni Relations
Dr. Vivian Guarnera..... Assoc. Professor/
Director of Teacher Education
Ms. Sherry Hudson Director, Student Financial Aid
Mr. Eddie Harbin Director, Physical Plant
Ms. Kathy Hendrick..... Director, Center for Regional
Competitiveness
Mr. Wes Lovell..... Director, Ancillary Services
Dr. Shannon McCraw Associate Professor
Communication & Theater / Director of Forensics
Mr. Dan Moore Executive Director / Information
Technology
Ms. Sharon Morrison..... Library Director / Associate
Professor
Dr. Grady Pennington State Director, Oklahoma Small
Business Development Center
Ms. Kay Lynn Roberts..... Director of Finance/Controller
Mr. Kyle Stafford..... Executive Director / University
Advancement

University Seal

Southeastern Oklahoma State University's hexagon-shaped seal identifies it as one of six sister institutions by the Regional University System of Oklahoma. In the center is a replica of Morrison Hall, the building that is the embodiment of Southeastern. At the bottom of the seal is a single magnolia blossom which represents the "Campus of a Thousand Magnolias." At the hexagon's center is a triangle, symbolizing the convergence of the geographic region's three rivers—Red River, Blue River, and Washita River. At the base of the seal is the date of Southeastern's founding, 1909. On either side of the seal, are two words—Progress and Education. Each word is given equal status, which conveys the message so boldly and simply: Progress through Education—Education through Progress.



General Information

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HISTORICAL PERSPECTIVE

Community and Location

The University is linked by tradition to the geographic region of southeastern Oklahoma and north central Texas. Although new programs have produced many changes in the geographic origins and ethnic backgrounds of the student body, they are still primarily products of small towns and rural communities in Oklahoma and Texas. The present student body numbers approximately 4,100, representing 35 states and 32 foreign countries.

Located in the southeastern part of Oklahoma in the city of Durant, the University is 15 miles from the Oklahoma/Texas border; 90 miles north of Dallas, Texas; 148 miles southeast of Oklahoma City; and 12 miles east of Lake Texoma (one of the largest manmade lakes in the world with approximately 580 miles of shoreline). Durant is a city in excess of 14,500 population. It is surrounded by productive farm land, excellent grazing land, three rivers, and a state park and recreational area. The economy of Durant is changing from one that has been primarily agricultural to one that is more diverse. This change has been influenced by the recreational opportunities at nearby Lake Texoma, which serves more than 5,000,000 visitors annually and by the presence of more than 300 business and industrial firms.

History of Development

On March 6, 1909, the Second Oklahoma State Legislature approved an act designating Durant as the location for a normal school to serve the following 12 county region: Atoka, Bryan, Carter, Choctaw, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Pittsburg, and Pushmataha. Southeastern Oklahoma State University first opened its doors to students on June 14, 1909, as Southeastern State Normal School. The early program of instruction consisted of four years of high school and the freshman and sophomore college years. The first sessions of the school were held in temporary quarters pending completion of Morrison Hall in January, 1911, long known as the Administration Building.

The original purpose of Southeastern was the education of teachers for the public schools of Oklahoma. The two-year graduates were awarded life teaching certificates. In 1921, the institution became a four-year college and was renamed Southeastern State Teachers College. The primary function remained that of teacher education and the degrees of Bachelor of Arts in Education and Bachelor of Science in Education were authorized.

In 1939, the purpose of the college was expanded. Courses leading to two newly authorized noneducation degrees—Bachelor of Arts and Bachelor of Science—were added. At this time,

the college was renamed Southeastern State College. In 1954, the curriculum was enlarged by the addition of a graduate program leading to the Master of Teaching degree. In 1969, the name of the degree was changed to Master of Education.

On May 27, 1968, the Oklahoma State Regents for Higher Education designated Southeastern as an Area Community College. While retaining previous functions, the college moved in the direction of providing greater postsecondary educational opportunities by expanding its curriculum to include new programs in areas such as business, technology, aviation, and conservation.

In 1971, the Oklahoma State Regents for Higher Education requested that the state supported institutions of higher education review and evaluate their functions as members of the State System of Higher Education. Upon completion of the review, a comprehensive "Plan for the Seventies" was prepared by each institution and submitted to the Regents. On June 1, 1972, Southeastern submitted its plan to the Regents which was, subsequently, approved on March 29, 1973. The Master of Education degree was changed to the Master of Behavioral Studies and, subsequently, the University was approved to offer a graduate program in business which culminates in the degree of Master of Administrative Studies. Four options of the Master of Behavioral Studies degree were re-titled Master of Education in August, 1979.

On August 15, 1974, the name of Southeastern State College was changed to Southeastern Oklahoma State University by an act of the Oklahoma State Legislature. Since 1974, Southeastern, through institutional reorganizations, has continued to diversify, so that, presently, there are three academic schools: Arts and Sciences, Business, and Education and Behavioral Sciences.

The faculty and administration of Southeastern Oklahoma State University continue to review, evaluate, and revise its curriculum to keep abreast with the changing times. In 1989, Southeastern was authorized to offer a specialty degree, the Bachelor of Music, and in 1991 the Music Education program was re-designated as the Bachelor of Music Education. In April 1997, the Oklahoma State Regents for Higher Education approved a Master of Business Administration program to replace the Master of Administrative Studies in Business, and five existing business programs were re-designated as Bachelor of Business Administration.

More recently, the Oklahoma State Regents for Higher Education approved a Bachelor of Arts in Spanish in February 2004 and a Master of Science in Occupational Safety and Health in 2006 and a Master of Education-Math Specialist degree in 2008.

Growth

Over 90 years have passed since Southeastern first opened its doors. The 20 acres and no buildings of 1909 have expanded to approximately 268 acres and 80 buildings. The 39 faculty members and 324 students have increased to approximately 161 full-time and 109 part-time faculty members and 3,800 students. The total assets of the University have grown from less than \$1,000 in 1909 to over \$66,100,000.

Current Institutional Mission

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

Scope and Function

The major emphasis at Southeastern continues to be a quality undergraduate education. The University offers an array of baccalaureate-level programs that prepare students for a changing society. In addition, selected graduate level programs are provided to serve the needs of the region.

In fulfilling its mission, Southeastern fosters the region's cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well being.

Consistent with Southeastern's mission and regional focus the University concentrates on achieving the following objectives:

For students Southeastern will:

1. Provide an opportunity to succeed through a challenging, learner-centered academic environment.
2. Offer an undergraduate foundation in the liberal arts and sciences, with an emphasis on integrating critical thinking, communication skills and appropriate technological applications into the curriculum across all disciplines.
3. Provide a general education program that familiarizes students with major areas of scholarship.
4. Provide professional, academic and career-oriented undergraduate and graduate programs to meet the changing needs of the workforce.
5. Provide an environment for non-academic experiences, which fosters the development of personality, social living and effective citizenship.
6. Present a system of governance that provides reliable information and, as appropriate, involves the students in the decision-making process.
7. Actively recruit traditionally under-represented

students and offer scholarship programs to attract students of various socioeconomic and academic levels.

For the faculty and staff Southeastern will:

1. Provide opportunities for professional development.
2. Use assessment to improve student learning and effective teaching.
3. Adhere to well-defined organizational structures, policies, and procedures.
4. Adapt to a changing higher education environment.
5. Administer a system of shared governance that provides dependable information to the institution's constituencies.
6. Nurture a campus community responsive to the needs of a diverse population.

For the region Southeastern will:

1. Provide in-service instruction for educators and other professionals needed to make Southeastern competitive in national and world markets.
2. Continue its historical preparation of quality educators for Oklahoma.
3. Provide advanced graduate studies and research in areas of particular strength and need for the region and the state of Oklahoma.
4. Provide opportunities for global awareness.
5. Share human, academic, and technological resources with schools, industries, and public agencies through economic development, partnerships, and outreach activities.
6. Serve as a cultural, artistic, and information center.

Assessment Policy

The Oklahoma State Regents for Higher Education and The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools require accredited colleges and universities to conduct periodic assessments of their students for the purpose of monitoring and improving their educational programs.

All students at Southeastern are required to participate in a variety of assessment activities. Upon admission to Southeastern basic skills testing is required in English, mathematics, reading, and science for placement purposes. Mid-level testing of freshman, sophomores, juniors and seniors is conducted to assess general education skills in the areas of reading, writing, mathematics, science and critical thinking. Exit level assessment is conducted during the senior year in the major field. Assessments within the major may also be required at other times. In addition to the above activities, students are required to respond to surveys and submit samples of their work for portfolios.

Nondiscrimination, Equal Opportunity and Affirmative Action Policy

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University shall, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, American with Disabilities Act of 1990, and other federal laws and regulations does not discriminate on the basis of race, ethnicity, color, national origin, sex, age, religion, disability, or status as a veteran, special disabled veteran, or any status protected under applicable federal, state, or local law or ordinance in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of Southeastern Oklahoma State University to take every available opportunity to ensure that each applicant who is offered a position at the University shall have been selected solely on the basis of qualification, merit, and professional capability.

It is further the policy of the University to be in voluntary compliance with any and all statutes, regulations, and executive orders which deal with equal opportunity and nondiscrimination, regardless of whether such statutes, regulations, or executive orders be of federal or of state origin.

The University subscribes to the fullest extent the principle of the dignity of all persons and of their labors. In order to ensure complete equal opportunity, the University shall actively recruit applicants for positions from all segments of the population locally and nationally.

Affiliation and Accreditation

Southeastern Oklahoma State University is a member of the Oklahoma System of Higher Education and is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, American Association of Colleges for Teacher Education, American Council on Education, National Commission on Accrediting, and the National Council for Accreditation of Teacher Education. Southeastern is also accredited by the Oklahoma State Board of Education with respect to the program of preparation for all elementary and secondary teachers' certificates which it offers, and the standard certificate for principals and superintendents. Through its accreditation efforts with The Higher Learning Commission and approved by the Oklahoma Regents for Higher Education, Southeastern is an institution of higher education granting the bachelor's and master's degrees. In addition to the above accreditation, the Department of Fine Arts in the School of Arts and Sciences is accredited by the National

Association of Schools of Music; and the School of Business is accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees:

- * The Bachelor of Business Administration (B.B.A.) with majors in Accounting, General Business, Finance, Management and Marketing
- * The Master of Business Administration (M.B.A.)

University Faculty

The faculty at Southeastern is one of the University's fundamental strengths, and is dedicated to the students, the University, and the region. Of the 161 members, the majority have completed their doctorates or are in advanced stages of their doctoral programs. The faculty's mean age is about 51 and represents a cross section of our world and society. Degrees have been earned at universities such as Auburn, Colorado State, Duke, Georgia, Louisiana State, New Mexico State, New York, North Carolina, Oklahoma, Oklahoma State, Purdue, Texas, etc.

The faculty is well qualified to carry out the programs of the University and is concerned with maintaining courses which are timely and draw upon the latest findings in their field. Many of the faculty continue to upgrade their credentials by attending summer courses, as well as pursuing independent reading and research programs in their disciplines. The University faculty exhibit a genuine concern for the personal and professional development of their students.

Faculty and Administrative Committees

The committee organization of the faculty is outlined in the Academic Policies and Procedures Manual. The functions and makeup of the committees are the responsibility of the faculty. Certain adhoc and administrative committees are appointed to carry out functions not specifically assigned to one of the committees of the faculty. The committee membership list, which includes faculty, students, and alumni, is updated and published at the beginning of each academic year.

Library

The Henry G. Bennett Memorial Library provides materials and services to meet the information needs of faculty and students both on campus and remotely. The library's collection holds more than 184,570 monograph volumes, over 588,000 microform units, and subscriptions to 730 periodical titles. The library serves as a regional depository and review center for Oklahoma State adopted textbooks and is a United States Government Document Depository which selects about thirty percent of government publications annually giving a collection total of over 161,915 items. The Library also serves as a depository of Oklahoma State Documents, with a collection of over 11,290 documents. The Library belongs to AMIGOS Bibliographic Network, and is a member of OCLC, and the Oklahoma Library Technology Network. The Library has signed reciprocal

agreements with both networks to provide and receive materials to and from other member libraries within the state and nation. The library is open seventy-six hours a week with Reference Services available sixty-five hours a week by a librarian.

SIRSI's Unicorn system provides the library with a totally integrated automated library system. It provides the library's web-based Public Access Catalog and the integrated technical service modules. The library's webpage (www.SE.edu/lib) serves as a gateway to all library resources such as Internet access to the library's Public Access Catalog, periodical indexes, Electronic Reserves, Electronic Interlibrary Loan, and links to GPO, Medline and many other electronic resources. The library subscribes to a number of databases that are accessible from the webpage including: ABI/Inform, FirstSearch, EBSCOHost, JSTOR, NetLibrary, NewsBank, Commerce Clearing House Tax Service, Mergents Company Profiles Online, PsycARTICLES, Communication and Mass Media Complete, Grove Music Online to name just a few. Many of these databases have full-text or full-image capabilities. The library's webpage provides access to the full-text of more than 44,000 periodical titles. The NetLibrary system, which can be accessed through the Catalog, has more than 8,000 electronic book titles in full-text which users may browse or checkout online. The Library's Government Documents webpage has links to all electronic Government Printing Office materials and links to regional and other libraries.

Interlibrary loan request forms are available in electronic form through the Public Access Catalog, periodical databases, and the ILL webpage. Interlibrary Loan articles are transmitted by Fax and Ariel, an online document delivery system.

The library continues to grow and embrace technology, to provide superior quality service to Southeastern users. The library houses a computer lab with forty-two PCs. Students have access to the Internet, information databases, and many software programs, such as Mathematica, Chemsil Builder, and the Microsoft Office programs Word, Powerpoint, Excel, Access, Publisher and Outlook. The library plays an integral part of campus instruction by providing Information Literacy classes for freshmen, upper level and graduate students.

The library has aggressively pursued collaborative agreements to provide more information resources and services that are cost effective. Under the advisement of the Executive Vice President for Academic Affairs and the Library Committee, assessment and planning have become a top priority with the development of the Library Vision, strategic and assessment plans. These endeavors will prepare the library to meet the information needs of Southeastern for the future.

Distinguished Alumni

Each year, Southeastern's Alumni Association accepts nominations for the University's Distinguished Alumni Award. One or more graduates are selected as Distinguished Alumni, the highest honor awarded at Southeastern, and recognized for exceptional service to humanity.

During Southeastern's yearly homecoming celebration, all graduates and former students are invited to attend a luncheon in honor of Distinguished Alumni who have been selected for recognition.

Photos of all Distinguished Alumni and plaques bearing their names remain on permanent display in Southeastern's Administration Building.

Distinguished Alumni

1973	Dr. E. T. Dunlap
1974	Joe F. Gary
1975	Dr. Leslie Fisher
1976	General Ira C. Eaker
1977	W. R. Bradford, D.D.S.
1978	Priscilla Utterback
1979	Rector Swearingin
1979	W. K. Haynie, M.D.
1980	Dr. Earl Willhoite
1980	Dr. Lara Hoggard
1981	Ruth G. Pendleton
1982	Robert F. (Buddy) Spencer
1983	Earle Williams, D.D.S.
1984	John Massey
1985	David Williams
1985	Reba McEntire
1985	Oscar S. Gellein
1986	Owen (Bill) Seeds
1987	Don Sands
1988	Flodelle Dyer
1988	Governor Raymond Gary
1988	Bill McCalib
1988	Sam Lee Pool, M.D.
1989	William Allen Crutcher
1989	Jack Van Doren Hough, M.D.
1990	Dr. Leonard Campbell
1990	James Seigle
1991	Brett Butler
1992	Colonel James P. Hanny
1993	Dr. Roy Troutt
1993	Senator Darryl Roberts
1994	Mick Thompson
1994	Dr. Bill J. Lillard
1995	Don Carpenter
1996	Dr. W. Scott Nobles
1996	Dr. Gerald H. Sanders
1997	Pat Phelps
1997	Otho "Sweetpea" Curtis
1998	Mr. Noel Wall
1998	Regent Joe Paul Hemphill
1998	The Honorable Mike Burrage

1999	Dr. Dina Stallings
1999	Mr. Guy Davis
1999	Mr. Albert Brigance
2000	Captain Deborah McCoy
2000	Dr. Truman Wester
2000	Chief Greg Pyle
2001	Dr. Richard Clay
2001	Lieutenant General Edward Hanlon, Jr.
2001	Mr. Allen Wheeler
2002	Dr. Henry Scott
2002	Mr. Evert Tigner
2003	Mrs. Glenda Sullivan
2003	Dr. James Miller
2004	Mr. Mike Bailey
2004	Mr. Erwin J. "Buddy" Wagner
2004	Ms. Sharla Frost
2005	Mr. Bob Rabon
2005	Mr. Bob Ledbetter
2006	Dr. Jimmy Ballard
2006	Mrs. Billie Letts
2006	Dr. Joe Wiley
2007	Mr. James Dan Batchelor
2007	Mr. Brian Campbell
2007	The Honorable Terry Matlock
2008	Senator Jay Paul Gumm
2008	Dr. Chris Muzny
2008	Dr. Jeretta Horn Nord

Faculty Hall of Fame

The induction of these six great teachers into our Faculty Hall of Fame does not confer fame upon them; rather it acknowledges the fame they already have. They earned this fame: they touched the lives of thousands during their years of service. Those thousands hold them in vivid memory, recalling them with gratitude and affection. There is no fame more precious.

Faculty Hall of Fame

Dr. Wade Baskin
Dr. Leslie Dwight
Mrs. Floy Perkinson Gates
Mr. Thomas Allen Houston
Dr. James D. Morrison
Dr. Eugene E. Slaughter

Faculty

Faculty

AARON L. ADAIR (2007), Assistant Professor of Musical Theatre; Director of Theatre; B.A., B.M., Southeastern Oklahoma State University; M.A., Texas A&M University - Commerce; Ph.D., The University of Texas at Dallas.

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COLLIN W. BOWEN (1966-1985), Professor of Education and Psychology; Dean, School of Behavioral Studies; Graduate Dean; B.A., M.Ed., Southeastern Oklahoma State University; Ed.D., Oklahoma State University.

RUBY L. BOWEN (1975-1987), Assistant Professor of Business Education; B.S., M.Ed., Southeastern Oklahoma State University.

EDWIN C. BOYNTON (1959-1994), Professor of Education, B.B.A., Stephen F. Austin State University; M.A., Louisiana State University; Ed.D., University of Texas.

WALTER C. BRITT (1976-2001), Professor of Music; Chair, Department of Music; B.M.E., M.M.E., Florida State University; D.M.A., University of Texas.

MARY A. CASTLEBERRY (1961-1987), Registrar and Vice President for Admissions and Records; B.S., M.B.S., Southeastern Oklahoma State University.

LAHOMA E. CLARK (1963-1991), Assistant Professor of Education, Veterans Coordinator; B.S., M.Ed., Southeastern Oklahoma State University; graduate study, East Texas State University.

DONALD D. COLLIER (1958-1987), Professor of Chemistry; B.S., Southeastern Oklahoma State University; M.S., Oklahoma State University; Ed.D., North Texas State University.

GEORGE A. COLLIER, JR. (1972-1994), Professor of Economics; Chair, Department of Accounting, Economics, and Finance; B.S., Purdue University; M.S., Ph.D., Oklahoma State University.

F. WAYNE COSTON (1970-1999), Assistant Professor of Political Science, Director of Distance Learning Center; B.S., M.S., East Texas State University; graduate study, North Texas State University and St. Mary's University.

JAMES E. CUNNINGHAM (1976-2008), Professor of Occupational Safety and Health; B.S., West Texas State University; M.T., Southwestern Oklahoma State University; Ph.D., Texas A&M University – College Station.

DOROTHY DAVIS (1980-2004), Professor; Director of Libraries; B.S., Southeastern Oklahoma State University; M.L.S., University of Oklahoma; Ph.D., University of North Texas.

BARBARA DECKER (1994-2004), Professor of Education; B.S.E., M.Ed., Ed.D., University of Arkansas.

CLINT DILBECK (1978-1990), Assistant Professor of Education; B.A., M.Ed., Southeastern Oklahoma State University; graduate study, University of Oklahoma and Oklahoma State University.

JANICE C. DILL (1985-2004), Assistant Professor of Business Information Management; B.S., M.A.S., Southeastern Oklahoma State University; Ed.D., Texas A&M University – Commerce.

SAUNDRA L. DIPENTO (1989-2009), Professor of Education; B.S., M.S., Slippery Rock University; Ed.D., Indiana University of Pennsylvania.

WILLIAM G. DODD (1966-1984), Instructor in Aerospace, Business, and Safety; Assistant to the Dean, School of Business and Industry; Affirmative Action Officer; B.S., Southeastern Oklahoma State University.

PATRICIA A. DUNHAM (1980-1998), Professor of Education; B.S., Phillips University; M.B.S., Southeastern Oklahoma State University; Ed.D., East Texas State University.

PHIL R. DUNHAM (1971-1987), Professor of Education; B.S., University of Central Oklahoma; M.S., Ed.D., Oklahoma State University.

BILLY L. EDWARDS (1975-1996), Instructor of Aerospace; Chair, Department of Aerospace; B.S., M.A.S., Southeastern Oklahoma State University.

A. JEANETTE ENGLES (1981-2003), Assistant Professor of Psychology and Counseling; B.S., Oklahoma Baptist University; M.S., Oklahoma State University; graduate study, Tulsa University and East Texas State University.

PAMELA G. FAHRENDORF (1998-2006), Assistant Professor of Computer Science; B.S., Oklahoma Panhandle State University; M.Ed., Southwestern Oklahoma State University.

DON P. FERGUSON (1967-2002), Professor of Health, Physical Education and Recreation; B.S., M.S., Ed.D., Oklahoma State University.

JOHN EDWARD GECKS (1965-1991), Associate Professor of Education; Director of Teacher Education; B.S., M.Ed., Southeastern Oklahoma State University; graduate study, Oklahoma State University.

FLAVIL GEORGE (1984-1995), Associate Professor of Education; B.A., East Central Oklahoma State University; M.Ed., Ed.D., North Texas State University.

KATHERINE GIBSON (1988-2002), Professor of Education; B.A., M.Ed., M. Lib. Sci., Ph.D., University of Oklahoma.

C. HENRY GOLD (1967-1995), Professor of Business Administration; Senior Faculty Liaison; B.B.A., M.Ed., Ed.D., University of Oklahoma.

JACQUELYN L. GOLD (1981-1995), Instructor in Business Administration; B.S., University of Oklahoma; M.A.S., Southeastern Oklahoma State University.

DOLPHUS HADDOCK (1966-1987), Assistant Professor of Accounting; B.S., Southeastern Oklahoma State University; M.Ed., North Texas State University; graduate study, idem.

CHARLES R. HAMMACK (1967-1991), Professor of Industrial Education; B.S., Southeastern Oklahoma State University; M.Ed., Ed.D., University of Missouri.

JAMES S. HARMON (1969-2003), Professor of Technology; B.S., Southeastern Oklahoma State University; M.S., Southern Illinois University; Ed.D., University of Northern Colorado.

W. O. HAWKINS (1974-1986), Assistant Professor of Industrial Technology; B.S., Southeastern Oklahoma State University; M.S., Oklahoma State University.

ROBERT E. HAYS (1988-2008), Professor of Communication; B.S., M.S., Ed.D., Texas A&M University - Commerce.

DON B. HAZELL (1963-1995), Professor of Biological Sciences; B.S., M.S., Fort Hays State University; Ph.D., Oklahoma State University; graduate study, Dallas Theological Seminary.

JACK E. HEDDEN (1980-1990), Instructor in Physical Education; Head Men's Basketball Coach; B.S., M.Ed., Southeastern Oklahoma State University.

ELBERT RAY HILL (1966-2006), Professor of English; B.A., Carson-Newman College; M.A., Memphis State University; Ph.D., University of Nebraska.

MARY HITCHCOCK (1985-2003), Professor of Education; Director of Teacher Education; B.S., M.S., Southeastern Oklahoma State University; Ed.D., University of Oklahoma.

BLANCHE N. JAMISON (1966-1997), Professor of English; B.A., M.A., Ed.D., East Texas State University.

SIDNEY L. JENKINS (1968-1996), Assistant Professor of Economics; B.S., M.S., Oklahoma State University; graduate study, Texas A&M University, University of South Carolina, and Colorado State University.

NICK C. KEITH (1981-2005), Instructor of Health, Physical Education, and Recreation; Head Women's Basketball Coach; B.S., M.Ed., Southeastern Oklahoma State University.

EARL B. KILPATRICK (1949-1984), Professor of Biological Science; Chairman of the Department of Biological Sciences; B.A., M.S., Ph.D., University of Oklahoma.

JAMES H. LATHAM (1959-1987), Assistant Professor of Industrial Education; B.S., M.S., North Texas State University; graduate study, Texas A&M University, Illinois State University, and University of Oklahoma.

JAMES E. LESTER (1972-1999), Professor of Biological Sciences; B.S., Southeastern Oklahoma State University; M.S., Fort Hays State University; Ph.D., University of Wyoming.

BILLIE D. LETTS (1981-1995), Instructor in English; B.S., Southeast Missouri State College; M.B.S., Southeastern Oklahoma State University.

JOSEPH LICATA (2001-2005), Professor of Education; Dean, School of Education and Behavioral Studies; B.S., University of Connecticut; M.A., Glassboro State; Ph.D., Penn State.

JOSEPH E. LITTLEJOHN (1969-1995), Professor of English; Dean, School of Arts and Letters; B.A., M.A., Texas Christian University; Ph.D., University of Texas at Austin.

HAROLD B. LYNN (1966-1978), Assistant Professor of Technology; Coordinator of Electronics; B.S., M.Ed., Southeastern Oklahoma State University.

JOSEPH G. MABRY (1972-1997), Assistant Professor of Sociology; B.A., Southeastern Oklahoma State University; M.S., East Texas State University; graduate study, idem, Southern Methodist University and University of Oklahoma.

CLIFTON W. MANGRUM (1974-2008), Professor of Communication; Dean, School of Arts and Sciences; B.A., Southeastern Oklahoma State University; M.Ed., University of Central Oklahoma; Ph.D., University of North Texas.

JIMMY H. MARTIN (1982-2004), Assistant Professor of Mathematics; B.S., M.Ed., Southeastern Oklahoma State University; graduate study, University of Oklahoma and University of Texas at Dallas.

MAX J. McCLENDON (1964-1987), Assistant Professor of Art; B.A., Southeastern Oklahoma State University; M.S., North Texas State University; graduate study, idem, and University of Oklahoma.

MERLE McELROY (1975-1996), Professor of Psychology and Counseling; B.S., New Mexico State University; M.Ed., Southeastern Oklahoma State University; Ed.D., East Texas State University.

KATHLEEN MEADOWS (1969-1990), Professor of Home Economics; Dean, Education and Behavioral Sciences; B.S., M.S., Ph.D., Texas Woman's University.

JAMES W. MITCHELL (1969-2000), Professor of Educational Instruction and Leadership; B.S., M.Ed., Ed.D., North Texas State University.

JAN MOORE (1994-2004), Associate Professor of Management and Marketing; B.S., B.B.A., Texas A&M University; M.S., University of Southern California; Ph.D., University of North Texas.

JORGE MORALES (1969-1996), Assistant Professor of Spanish; B.A., New Mexico State University; M.A., The University of Wisconsin; graduate study, The University of New Mexico.

CHARLES NEWELL (1984-2002), Instructor in Computer Science; B.A., M.B.S., Southeastern Oklahoma State University.

ELIZABETH NOLAN (1984-2004), Assistant Professor of Accounting; B.S., M.A.S., Southeastern Oklahoma State University; graduate study, University of Texas at Dallas and Texas A&M-Commerce; CPA.

LARRY R. NOLAN (1970-1997), Assistant Professor of Electronics; B.S., M.Ed., Southeastern Oklahoma State University.

L. DAVID NORRIS (1969-2004), Professor of History; B.A., Southern Arkansas State University; M.A., Arkansas State University; Ph.D., Southern Illinois University.

ROBERT OLIVER (1984-2000), Professor of Accounting; B.S., Oklahoma State University; M.S., Ph.D., Colorado State University; CPA.

JIMMIE D. O'STEEN (1967-1995), Assistant Professor of Computer Science; B.S., Southeastern Oklahoma State University; M.A., University of Missouri; graduate study, University of Alabama and University of Oklahoma.

KAY PARHAM (1974-1994), Director of Libraries; B.S., Southeastern Oklahoma State University; M.L.S., North Texas State University.

KENNETH VERNON PETERS (1965-1993), Assistant Professor of Music; B.A., East Central Oklahoma State University; M.M.E., University of Oklahoma; graduate study, idem.

J. B. PHILLIPS (1970-1995), Assistant Professor of Education; Director of Audio-Visual Services; B.S., Southeastern Oklahoma State University; M.Ed., East Texas State University; graduate study, idem.

PAULA P. PLATTER (1969-1994), Professor of Mathematics Education; Acting Chair, Department of Mathematics; B.A., University of Northern Colorado; M.S., East Texas State University; Ed.D., North Texas State University.

GRADY PAT POWERS (1957-2003), Professor of Psychology; B.S., M.S., University of Oklahoma; Ed.D., University of Missouri.

BARBARA G. RACKLEY (1981-2002), Associate Professor of Home Economics; Director of Placement; B.S., Oklahoma State University; M.Ed., Southeastern Oklahoma State University; Ph.D., Oklahoma State University.

JANET B. RADASINOVICH (1985-2001), Instructor in Computer Science; B.S., M.B.S., Southeastern Oklahoma State University.

RADE RADASINOVICH (1965-1995), Assistant Professor of Geography; B.A., M.A., Northwestern State University of Louisiana; graduate study, University of Oklahoma.

BOBBY RAY (1969-1987), Professor of Technology; Chair of the Department of Industrial Technology; B.S., M.S., Ed.D., East Texas State University.

PATRICIA ROBBINS (1976-1990), Professor of Business Education and Secretarial Administration; Chair, Department of Business Education and Secretarial Administration; B.S., Southeastern Oklahoma State University; M.S., East Texas State University; Ed.D., North Texas State University.

JACK L. ROBINSON (1966-2000), Professor of Chemistry; Special Assistant to the President; B.S., Southeastern Oklahoma State University; Ph.D., University of Oklahoma; Postdoctoral Research, Oak Ridge National Laboratory.

ROBERT SEMONISCK (1991-2001), Professor of Safety; Chair, Department of Occupational Safety and Health; B.S., Pittsburg State University; M.E., Wichita State University; Ed.S., Central Missouri State University; Ph.D., Southern Illinois University; Certified Industrial Technologist (CIT).

JUDITH L. SEXTON (1997-2008), Associate Professor of Health, Physical Education, and Recreation; B.S., University of Nebraska; M.S., Indiana State University; Ph.D., Texas Woman's University.

ELOISE M. SILLS (1970-1990), Instructor in Music; B.A., M.Ed., Southeastern Oklahoma State University; graduate study, Columbia University.

KATIE FRANK SLACK (1959-1987), Assistant Professor of Education and Psychology; Associate Dean of Students; B.A., Southern Methodist University; M.Ed., North Texas State University; graduate study, idem, and Universidad Nacional, Mexico City.

M. G. SMITH (1976-1987), Assistant Professor of Education; Vice President for University Services; B.A., Northeastern Oklahoma State University; Ed.M., University of Oklahoma.

JESSE O. SNOWDEN (1999-2008), Professor of Physical Sciences; Interim President; B.S., Millsaps College; M.A., Ph.D., University of Missouri-Columbia.

FRED STROUP, JR. (1963-1995), Professor of Mathematics; Chair, Department of Mathematics; B.S., Southeastern Oklahoma State University; M.A., Ph.D., University of Missouri.

PATRICIA STUBBLEFIELD (1990-2001), Assistant Professor of Sociology; B.A., Southeastern Oklahoma State University; J.D., University of Oklahoma.

ERNEST STURCH, JR. (1956-1990), Professor of Chemistry; Vice President, Academic Affairs; B.S., Southeastern Oklahoma State University; M.S., Ph.D., University of Oklahoma.

CLAUDE E. STUTEVILLE (1965-1990), Professor of Industrial Education; B.S., M.Ed., Southeastern Oklahoma State University; Ed.D., North Texas State University.

CONSTANCE E. TAYLOR (1970-1998), Professor of Biological Sciences; B.S., M.S., Ph.D., University of Oklahoma.

JACK D. TESTERMAN (1986-1996), Assistant Professor of Management; B.A., M.S., Oklahoma State University; Ph.D., University of Texas, Austin.

ROBERT D. THOMAS (1962-1985), Assistant Professor of Physical Education; Associate Dean of Students; B.A., University of Tulsa; M.S., Oklahoma State University.

BEVERLEY TULLY (1990-2004), Professor of Education; B.S., M.S., Ed.D., Oklahoma State University.

TOM VICKERS (1983-1993), Instructor in Accounting; B.S., University of Oklahoma; M.B.S., Southeastern Oklahoma State University.

ARNOLD D. WALKER (1959-1997), Associate Professor of Chemistry; B.S., M.S., University of Oklahoma; graduate study, Oklahoma State University and Iowa State University.

DOVIE M. WALKER (1976-1994), Professor of Education; Chair, Department of Elementary Education; B.S., M.B.S., Southeastern Oklahoma State University; Ed.D., East Texas State University.

ELIZABETH E. WALTERS (1974-1995), Professor of Education; B.S., Southeastern Oklahoma State University; M.Ed., University of Houston; Ph.D., Texas Woman's University.

KENNETH R. WASHBURN (1978-1995), Professor of Electronics; B.A., M.A., New Mexico Highlands University; Ed.D., University of Northern Colorado.

W. LEROY WATSON (1969-1987), Assistant Professor of Industrial Technology; B.S., Southeastern Oklahoma State University; M.S., Oklahoma State University; graduate study, University of Oklahoma.

ROBERTA P. WESCOTT (1972-1997), Professor of Health, Physical Education and Recreation; B.S., Northwestern State University of Louisiana; M.Ed., University of Arkansas; Ed.D., Oklahoma State University.

INGRID WESTMORELAND (1985-2007), Professor of History; Ph.D., University of Vienna.

PAUL WILEY (1973-1997), Assistant Professor of Safety; B.S., Southeastern Oklahoma State University; M.Ed., North Texas State University.

JOHN RAY WILLIAMS (1971-2004), Assistant Professor of Psychology and Counseling; B.S., East Central Oklahoma State University; M.Ed., Southeastern Oklahoma State University; graduate study, East Texas State University.

CATHRYN WRIGHT (1954-1984), Assistant Professor of Business Education and Secretarial Administration; B.S., Southeastern Oklahoma State University; M.B.E., University of Oklahoma; graduate study, idem, North Texas State University, and East Texas State University.

JOHN R. WRIGHT (1973-2004), Professor of Chemistry; B.S., Arkansas State University; M.S., Ph.D., University of Mississippi; Postdoctoral Research, Florida State University, Lawrence Livermore Laboratory, and Brooks Air Force Base.

GLENDA ZUMWALT (1982-2004), Professor of English; B.A., M.A., Ed.D., East Texas State University.

Admission Policies

Undergraduate Admission Policies

New Freshman Admission

Special Admission Programs

Concurrent Enrollment of High School Students

Admission by Transfer

Undergraduate Admission Policies

The Undergraduate Admission Policies of Southeastern Oklahoma State University are those established by the Oklahoma State Regents for Higher Education and are consistent with the mission of the University. These policies are based on prospective students' residence status and previous educational background. The policies stated below provide a reasonable level of entry for the majority of Southeastern's clientele. In addition, viable options are provided through special admission for those individuals desiring to continue their education but not meeting the formal requirements for admission.

Students pursuing an area of study leading to a bachelor's degree must demonstrate academic standards in two areas: **Performance Standards** and **Curricular Standards**. Performance Standards refer to a student's rank in the high school graduating class, the high school grade-point average, and admission test scores (ACT or SAT). Curricular Standards refer to a student's formal educational background in the subject areas of English, history, mathematics, and science.

For first-time entering freshmen, curricular standards require that a student must have successfully completed four years of English, three years of laboratory science, three years of mathematics (Algebra I or above), three history and citizenship skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture), and three additional units of subjects previously listed or selected from Computer Science or Foreign Language at the high school level (see High School Curricular Requirements, page 22). Those who have not completed the above stated curricular requirements at the high school level can demonstrate that they have sufficient curricular background and knowledge for college study by successfully passing an approved placement examination in an area of a deficiency or by scoring high enough on the appropriate ACT subtest area. Students with a curricular deficiency in history who test high enough in reading must complete an additional college-level history course in addition to the general education requirements within the 124 hours required for graduation.

Students seeking admission to Southeastern may be subject to college placement testing. Students who hold A.A. or A.S. degrees from institutions with whom Southeastern has executed articulation agreements will be exempted from college placement testing.

A preliminary decision for admission can be made based on seven-semester high school transcripts or on college transcripts with only the current semester outstanding, except in cases where the grade-point average, rank/number in class, or curricular deficiencies are borderline. A final decision CAN NOT be made until all credentials have been received by the Office of Admissions. Transcripts, test scores, correspondence or other materials submitted for the purpose of applying for admission become the property of the University and will not be returned.

For information regarding admission to the University or to request application forms, contact the Office of Admissions, Administration Building, Room 101, (580) 745-2052, or write to 1405 N. 4th Ave PMB 4225, Durant, OK 74701-0609.

It is recommended that applications for admission be received in the Office of Admission on or before the following dates:

August 1 for the Fall Semester
January 1 for the Spring Semester
May 1 for the Summer Session

However, students may apply, be accepted, and enroll until the published last day to enroll. Prospective students are encouraged to check enrollment dates for respective semesters listed on the web at www.SE.edu.

NON-ACADEMIC ADMISSION REQUIREMENTS

Southeastern Oklahoma State University takes into account the following non-academic criteria in admitting first-time or transfer students:

- A. Whether applicants have been expelled, suspended, denied admission or denied readmission by any other educational institution.
- B. Whether applicants have been convicted of a felony or convicted of any lesser crime involving moral turpitude.
- C. Whether the applicant's conduct has been such that, if the applicant was a student at the time of the conduct in question, the conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission at Southeastern Oklahoma State University.

READMISSION

Former students who have not attended Southeastern Oklahoma State University for a period of one 16-week semester or more (summers excluded) must be readmitted before enrollment. An application for readmission and official transcripts of all work completed since leaving Southeastern Oklahoma State University must be on file in the Office of Admissions to clear for readmission.

RESIDENT STATUS

Prospective students are classified as in-state or out-of-

state residents for admission and tuition purposes. Residency status is based on information provided on the application for admission and on other documents submitted as part of the admission process. Programs having enrollment limits may give priority admission or class enrollment preference to Oklahoma residents.

All students, except bona fide residents of Oklahoma, must pay non-resident tuition in addition to other enrollment fees. All, or a portion of, the non-resident tuition may be waived based on grade-point average. Members of the Armed Services stationed in Oklahoma and their dependents are eligible to apply for in-state tuition rates, but are classified as nonresidents and subject to nonresident admission criteria.

Any applicant presenting a transcript of credit from an educational institution outside of Oklahoma will be assumed to be a nonresident. It is the responsibility of each applicant to submit appropriate documentation relevant to residence status to the Office of the Registrar. A uniform policy concerning residence status exists for all state-supported institutions of higher education in Oklahoma. An information sheet and petition to determine residency may be obtained from the Office of the Registrar. A change of residency must be processed within the first five days of a regular term and within the first three days of a summer term.

DEFINITION OF TERMS

ACT. A standardized examination produced by the American College Testing program used for admission purposes. There are two types of ACT exams. One is referred to as “national” meaning it was taken on a national test date. These dates are scheduled a year in advance with one being offered approximately every other month. The other type is known as “residual” meaning it is offered by the college or university on a regular basis, but not on the same day a national exam is scheduled. If a student tested previously via residual or any other non-national testing, the retest should be taken on a national test date. If this is not possible, a minimum of 60 days must elapse before another residual test may be taken. If the 60-day time limit is violated, the retest scores will be canceled automatically. **NOTE:** Only the national exam is acceptable for athletic eligibility. The ACT has four subtest scores which are averaged to produce the composite score.

Class Rank. The class rank is one more than the number of students in the high school graduating class who have a grade-point average greater than the student in question.

Grade-Point Average. The grade-point average is the average of all grades (“A” equating to 4.00 and “D” equating to 1.00) taken in the 9th through 12th grades. Honors weighting will not be used in the calculation of the GPA because there is no equitable

mechanism to include the honors premium.

SAT. The Scholastic Achievement Test is a standardized examination produced by the College Board and used for admission purposes. It has two components (math score and critical thinking) added together to form the combined score. The recentered SAT began April 1, 1995.

NEW FRESHMAN ADMISSION

Southeastern Oklahoma State University’s academic admission standards are based on the applicant’s admission test scores and high school records (grade-point average and rank in graduating class). For study toward a degree, a student must have graduated from an accredited high school or meet certain academic performance and curricular requirements.

Oklahoma high schools may be accredited by either (1) the State Board of Education for Oklahoma, (2) the North Central Association of Colleges and Schools, or (3) the Independent Schools Association of the Southwest. Out-of-state high schools may be accredited by the appropriate regional association or by an appropriate state accrediting agency.

The performance and curricular requirements for admission to Southeastern Oklahoma State University are outlined below:

Performance Requirements

The following are the minimum high school performance requirements for admission. Prospective new freshmen students must satisfy one of these criteria in addition to the curricular requirements:

- Option A: Score in the top 50% ofn the ACT or SAT
- Option B: Have a cumulative high school GPA and rank in the top 50% of the graduating class
- Option C: Have a 2.7 GPA in the 15-unit High School core curricular requirements.

The exact standardized test score will be specified annually by the Oklahoma State Regents for Higher Education based on preceding three years’ ACT scores of graduating seniors, utilizing Oklahoma norms. An equivalency table will be used to determine SAT scores.

For the 2009-2010 year, the minimum performance requirements are:

- Option A: 20 ACT Composite or 940 SAT (Critical Reading + Math)
- Option B: 2.7 High School GPA (unweighted) and rank in the top 50% of the class
- Option C: 2.7 GPA in the 15-unit High School core curricular

High School Curricular Requirements

Entering freshman students must have completed the high school curricular requirements listed below.

Units (Years)	Course Areas
4	English (Grammar, Composition, Literature)
3	Lab Science (from Biology, Chemistry, Physics or any lab science certified by the school district, with the exception of General Science, with or without a lab)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus) (These may NOT be counted: applied math, statistics, computer science, intermediate algebra or math finance)
3	History and Citizenship Skills (including 1 unit of American History and 2 additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture)
2	Additional units* of subjects previously listed or selected from the following: Computer Science, Foreign Language
15	Total Required Units

The fifteen high school units set forth above will be **required** for admission. In addition, the following subjects are **recommended** for college preparation.

2	Additional units: Fine Arts –music, art, drama; Speech.
1	Additional unit: Lab Science (as described above)
1	Additional unit: Mathematics (as described above)
4	Total Recommended Units

The remaining units required by the State Board of Education for high school graduation may be selected from courses to meet students’ individual needs and interests.

While these curricular requirements will normally be met by students in grades 9 through 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

Students pursuing admission to baccalaureate degree programs may not count courses used to make up high school curricular deficiencies toward satisfaction of degree program requirements.

* A student with a deficiency in this area may also be admitted as a regular student, but will be required to take an additional three-hour college-level course in one of the subject areas listed.

Procedures for Post-High School Completion of the College Admission Curricular Requirements

Students who are admitted to Southeastern, but have not completed the curricular requirements cannot enroll in a college-level course in the discipline area in which the deficiency exists; e.g., a student lacks a laboratory science, enrollment in a college-level science course is prohibited until the deficiency is met and the grade is transcribed.

Curricular deficiencies may be met by the following options:

- 1. Successfully completing courses designated by 0-level numbers which satisfy high school equivalency courses as approved by the Oklahoma State Regents for Higher Education. Students with a curricular deficiency are admissible for the summer term only (see “Summer Provisional” section in this chapter).**

Zero-Level Courses:

ENG 0123	Pre-College English
MATH 0114	Elementary Algebra
MATH 0123	Intermediate Algebra
READ 0123	Developmental Reading
SCIE 0124	Concepts in Science

- 2. Curricular deficiencies may be cleared by performing at the 50th percentile* or higher on the appropriate College Placement Test (CPT) administered by Southeastern.**
- 3. Curricular deficiencies may be cleared by achieving a 19* or higher on the respective ACT subscore. Comparable Recentered SAT critical reading (460)* and math (460)* scores meet the curricular deficiencies in English and mathematics, respectively. The ACT reading subscore or the SAT critical reading will waive a history deficiency for admission purposes only. The additional history requirement must still be met before graduation.**

* These scores are reviewed annually by the Oklahoma State Regents for Higher Education and are subject to change without further notice. Contact the Office of Admissions for current admission/assessment standards.

** Students who have a curricular deficiency in History will be required to complete an additional three-hour history course within their baccalaureate degree programs.

Entry-Level Assessment: Basic Skills Testing and Placement

All students admitted to Southeastern Oklahoma State University are required to participate in a variety of assessment activities.

Southeastern Oklahoma State University provides a program of basic skills testing and several developmental courses that are designed to help students enhance their proficiency in the basic skill areas of English, mathematics, reading, and science. Students required to enroll in these courses (ENG 0123, MATH 0114, MATH 0123, READ 0123, and SCIE 0124) will ultimately benefit by having stronger skills in these important academic abilities.

Participation in basic skills testing [ETS Computerized Placement Tests (CPT) or departmental test] is required if a first-time freshman has the following subscores on the ACT or SAT:

- (1) ACT in English below 19*; Recentered SAT Verbal 460 (CPT)
- (2) ACT in Math below 19*; Recentered SAT Quantitative 460 (CPT)
- (3) ACT in Reading below 19*; Recentered SAT Verbal 460 (CPT)
- (4) ACT in Science below 19*; no SAT equivalent exists (Institutional Science Test)

A score on the CPT or the Institutional Science Test of the 50th percentile or higher is required to demonstrate basic skills proficiency in English, mathematics, reading and science. If a score of 50th percentile or higher is not attained, the student must enroll in the appropriate developmental course to gain basic skills proficiency: ENG 0123 or equivalent course; MATH 0114, MATH 0123, or equivalent course; READ 0123 or equivalent course; and/or SCIE 0124 or equivalent course. These courses must be completed within the first twenty-four semester hours attempted; otherwise, future enrollments by the student may be limited to only the required zero-level courses until successful completion.

- * These scores are reviewed annually by the Oklahoma State Regents for Higher Education and are subject to change without further notice. Contact the Office of Admissions for current admission/assessment standards.

SPECIAL ADMISSIONS PROGRAM

Students who do not qualify for admission under the previously stated academic and curricular requirements may be considered for admission under the following special admission programs:

Alternative Admissions

Any student not meeting the performance or curricular requirements for admission to Southeastern Oklahoma State University may petition for admission under the Alternative Admissions Category.

Any student who petitions for admission under the alternative admissions category will be interviewed by the Director of Admissions and submitted to an academic screening process to

determine whether any curricular/skills deficiencies exist in the areas of English, mathematics, reading, and/or science. Any student admitted under this category whose results indicate that s/he has one or more curricular and/or skills deficiencies will be required to enroll in a remediation program designed to eliminate any curricular and/or skills deficiencies.

Students showing promise for academic success as determined by the interview and screening process will be admitted (up to maximum limits established by the Oklahoma State Regents for Higher Education) generally from one of the following categories:

1. Students meeting the performance standards but not the curricular standards.
2. Students meeting the curricular standards but not the performance standards.
3. Students having unusual talent in art, drama, music, or sports.
4. Non-high school graduates, whose class has graduated, who are under 21 years of age.

Summer Curricular Deficiency Program

Students who lack high school curricular requirements in one or two areas but who meet performance requirements may take a maximum of two course deficiencies in the summer term prior to the fall or spring semester of desired entry. Each course attempted in the summer to clear a deficiency must be successfully completed with at least a "C" or equivalent for the student to be admitted for enrollment in the regular semester.

Summer Provisional Admission Program

Students who have met the State Regents' curricular requirements for admission but have not satisfied the ACT or high school performance requirements may be admitted if they successfully complete summer course work (no grade lower than a "C"). To qualify, students must have a minimum composite ACT score of 17 OR a minimum high school GPA of 2.5.

Adult Admissions

Any adult who is 21 years of age or older or on active military duty and who does not qualify for regular admission to Southeastern Oklahoma State University may apply for admission under the Adult Admissions Category.

Any adult seeking admission under this category will be admitted to the University if the performance standards as set for new freshman admission have been met.

Any adult not meeting the performance standards for new freshmen must participate in the American College Testing Program, the Scholastic Aptitude Test, or a similar battery of tests (CPT) and be interviewed by the Director of Admissions. If it is

determined that the adult student has a reasonable chance of academic success, s/he will be admitted to the University.

Any adult considered for admission under this category will be screened to determine if any basic skills deficiencies exist. This screening may involve participation in one or more of the College Placement Tests (CPT) administered by the University. Any student whose screening results indicate that skills deficiencies do exist will be required to enroll in a program designed to remediate those deficiencies.

Special Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements. Once a student has successfully completed the designated number of hours, should s/he wish to enroll in additional course work, s/he is required to meet the formal admission or transfer criteria. Retention standards will be enforced. Non-degree seeking students may not enroll in the areas of English, math, history, or science without showing proficiency in those areas.

Home Study or Non-Recognized Accredited or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency will be eligible for admission to Southeastern Oklahoma State University by meeting the following criteria:

1. Submit an official transcript or document reflecting graduation.
2. Participate in the ACT or SAT program and achieve the requisite composite score, as defined by the Oklahoma State Regents for Higher Education (see New Freshman Admission).
3. The student's high school class of his or her peers must have graduated.
4. Satisfy the high school curricular requirements listed for freshmen, as certified by the school or, for home study, the parent(s).

Opportunity Admissions/Exceptional Student

Students who have not graduated from high school whose composite standard score on the ACT places them at the 99th percentile of all students using Oklahoma norms, or whose combined verbal and mathematical score on the SAT places them at the 99th percentile of all students using national norms may apply for full enrollment at Southeastern.

Southeastern will determine admissibility based on test scores; evaluation of the student's level of maturity and ability to function in the adult college environment; and whether the

experience will be in the best interest of students intellectually and socially.

International Student Admission and Admission of Students for Whom English is a Second Language

International students are required to meet equivalent academic performance standards as previously listed under **New Freshman Admission**. International students transferring from U.S. universities must be in proper status with the US Customs and Immigration Services (USCIS). Any F1 visa holder who has been out of school a semester (other than summer vacation) or has been a part-time student must make application for reinstatement of USCIS status before being accepted to study at Southeastern.

Applications for admission should be received in the Office of Admissions on or before:

June 1 for the Fall Semester
November 1 for the Spring Semester
April 1 for the Summer Session

English Proficiency Requirement

Students for whom English is a second language must present evidence of proficiency in the English language prior to admission. Students must meet one of the described below to demonstrate their competency in English:

- A. First-time undergraduate students
 1. Students must score 500 paper/173 computer or higher on the Test of English as a Foreign Language (TOEFL), or score 6.0 or higher on the International English Language Testing System (IELTS) Examination: or,
 2. Students must score 460 paper/140 computer or higher on the TOEFL, or 5.0 or higher on the IELTS Examination and successfully complete a minimum of 12 weeks of study at an Individualized Education Program approved by the State Regents.
Scores must be sent directly to Southeastern from the testing center and are valid for two (2) years from date of acceptance.
- B. Transfer undergraduate students
 1. Students must score 500 paper/173 computer or higher on the Test of English as a Foreign Language (TOEFL), or score 6.0 or higher on the International English Language Testing System (IELTS) Examination: or,
 2. Students must score 460 paper/140 computer or higher on the TOEFL, or 5.0 or higher on the IELTS Examination and successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents: or,
 3. Students must attend an accredited, United

States college/university for a minimum of 24 semester hours with passing grades and the successful completion of English Composition I. Scores must be sent directly to Southeastern from the testing center and are valid for two (2) years from date of acceptance.

C. Graduate Students

1. Students must score 550 paper/213 computer or higher on the Test of English as a Foreign Language (TOEFL), or score 6.5 or higher on the International English Language Testing System (IELTS) Examination; or,
2. Students must score 500 paper/173 computer or higher on the TOEFL, or 5.5 or higher on the IELTS Examination and successfully complete a minimum of 12 weeks of study at an Individualized Education Program approved by the State Regents.

Scores must be sent directly to Southeastern from the testing center and are valid for two (2) years from date of acceptance.

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

High School Seniors

Twelfth grade students enrolled in an accredited high school may be admitted provisionally to Southeastern Oklahoma State University by fulfilling the following requirements:

- a. Must participate in the ACT or SAT and meet one of the following requirements:
 - (1) Achieve a composite score on the ACT which places him/her at or above the 50th percentile using Oklahoma norms. The required score for 2009-10 academic year: minimum composite score of 20 on the ACT. These minimum requirements are subject to change each year.
 - (2) Achieve a combined critical reading and mathematical score on the SAT which places him/her at or above the 50th percentile using national norms. The required score for 2009-10 academic year: minimum score of 940 (recentered) on the SAT. These minimum requirements are subject to change each year.
 - (3) Have a 3.0 grade-point average and rank in the top 50% of his/her class.
- b. Must provide a signed letter of recommendation from their high school counselor confirming their eligibility to satisfy by spring of the senior year the high school graduation requirements including curricular requirements for college admission.
- c. Must provide written permission from their parent(s).
- d. Must submit an Application for Admission, a high school transcript reflecting GPA and rank in class,

and admission test scores (ACT or SAT) to the Office of Admissions.

High School Juniors

Eleventh grade students enrolled in an accredited high school may be admitted provisionally to Southeastern Oklahoma State University by fulfilling the following criteria:

- a. Must participate in the ACT or SAT and meet one of the following requirements:
 - (1) Achieve a composite score on the ACT, which places him/her at or above the 72nd percentile using Oklahoma norms. The required score for 2009-10 academic year: minimum composite score of 23 on the ACT. These minimum requirements are subject to change each year.
 - (2) Achieve a combined critical reading and mathematical score on the SAT which places him/her at or above the 72nd percentile using national norms. The required score for 2009-10 academic year: minimum score of 1060 (recentered) on the SAT. These minimum requirements are subject to change each year.
 - (3) Have a 3.5 grade-point average. Class rank is not considered.
- b. Must provide a signed letter of recommendation from their high school counselor confirming their eligibility to satisfy by spring of the senior year the high school graduation requirements including curricular requirements for college admission.
- c. Must provide written permission from their parent(s).
- d. Must submit an Application for Admission, a high school transcript reflecting GPA and rank in class, and admission test scores (ACT or SAT) to the Office of Admissions.

Students from Unaccredited High Schools or Home Study

Students receiving high school level instruction from an unaccredited high school or at home may be admitted provisionally to Southeastern as a special student by meeting **one** of the following criteria:

- a. Be 17 years of age or older, have participated in the ACT or SAT program and meet Southeastern's requirements for a high school senior as stated earlier.
- b. Be 16 years of age, have participated in the ACT or SAT program and achieved a composite or combined score at or above the 90th percentile on the ACT (Oklahoma norms) or SAT (national norms) and meet Southeastern's requirements for a high school junior as stated earlier.

Additional Admission & Enrollment Requirements for All Concurrent Students

A high school student admitted under the provision set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

The completion of the high school curricular requirements as set for new freshman admission shall not be required of concurrently enrolled high school students for purposes of admission. Concurrent students must meet assessment requirements in English, mathematics, science, and reading by obtaining a minimum subject score on the ACT in order to enroll in courses in those subject areas. Concurrent students will not be permitted to enroll in courses outside of those subject areas without meeting the minimum ACT assessment requirement in reading. Institutional secondary assessments are not permitted for concurrent students, and concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if s/he achieves a college cumulative grade-point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to Southeastern or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.

ADMISSION BY TRANSFER

A transfer student is any undergraduate student with greater than six attempted credit hours, excluding remedial (zero-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

Transfer Students From Within the Oklahoma State System

An undergraduate student who wishes to transfer to Southeastern Oklahoma State University from another State institution may do so under the following conditions:

1. All students must meet the curricular requirements as outlined for new freshman admission before transferring to Southeastern Oklahoma State University.
2. Students transferring to Southeastern before achieving 24 attempted semester credit hours, must meet the academic performance standards as required for new freshman admission and must have a grade-point average high enough to meet Southeastern's retention requirements.
3. Students who do not meet Southeastern's performance requirements for new freshman admission and are transferring after achieving 24 or more attempted semester credit hours must have a grade-point average high enough to meet Southeastern's retention requirements, based on regularly graded (A, B, C, D, F) college work.

Transfer students may be subject to College Placement testing.

Transfer Students From Out-of-State Institutions

Undergraduate students wishing to transfer from an out-of-state college or university to Southeastern Oklahoma State University must meet Southeastern's entrance requirements as outlined above and fulfill the appropriate criteria listed below:

1. Submit official transcripts of record from all colleges or universities accredited by the The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools or other regional associations and meet the following criteria:
 - a. Be in good standing with the institution from which s/he plans to transfer.
 - b. Have made satisfactory progress (an average grade of "C" or better; 2.0 on 4.0 scale) in the institution from which s/he plans to transfer.
2. Official transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the University has had an opportunity to validate the courses or programs.
 - a. Each nonresident undergraduate applicant must meet both conditions listed in Criteria 1 above.
 - b. Each nonresident undergraduate applicant who meets Criteria 1 will also be required to validate the transferred credit by making satisfactory progress (an average of "C" or better; 2.0 on 4.0 scale) for at least one semester.

Transfer Probation

Students who do not meet the academic criteria for transfer students, including curricular/skills requirements set for new freshman admission, and have not been formally suspended may be admitted as "transfer probation" students.

Students seeking admission in this category must fulfill the following criteria:

1. Apply in writing to the Office of Admissions.
2. Be interviewed by the Director of Admissions.
3. Have participated or participate in the ACT or similar battery of tests.
4. Be screened for skills deficiencies.

A student admitted with a deficiency (either curricular or skills), will be referred to the Advising Center for supervision in removing the deficiency within the first 12 hours of enrollment.

Students in this category are admitted on probation and must maintain a 2.0 GPA each semester, excluding activity/performance courses, while on probation to raise their cumulative retention/graduation GPA to the designated level, as detailed in the retention requirements. In addition, a student will not be able to pre-enroll while on probation so retention standards can be monitored.

Articulation Policy

In accordance with the Oklahoma State Regents for Higher Education, Southeastern Oklahoma State University fully participates in the articulation policy for the transfer of students among Oklahoma public institutions. A student transferring to Southeastern Oklahoma State University with an Associate of Arts or an Associate of Science degree from any State System institution will be considered to have completed the general education requirements of the baccalaureate degree. There may be some exceptions to this policy, where some students may have to take additional courses in general education to meet minimum professional certification requirements as defined by the State.

Articulation Agreements

Southeastern Oklahoma State University has articulation agreements with four junior colleges in North Texas: Collin County Community College, Grayson County College, Paris Junior College, and North Central Texas College. A student who is transferring from one of these colleges with an associate degree, **as listed below**, shall have acceptance of academic credits earned at the junior college, with the condition that all requirements for graduation from Southeastern be met within his or her program of studies at the junior college and Southeastern Oklahoma State University.

Collin County Community College

Associate of Arts or
Associate of Science

Paris Junior College

Associate of Arts or
Associate of Science

Grayson County College

Associate of Science

North Central Texas College

Associate of Arts or
Associate of Science
(Plus two semesters of lab science and one semester of college-level mathematics.)

These agreements are subject to the following provisions:

1. The student shall have earned a minimum cumulative grade-point average of 2.0 on a 4.0 scale (an average grade of "C" or better) or the equivalent.
2. The core curriculum for the associate degrees listed above will be accepted as satisfying the general education requirements at Southeastern, with the exception of North Central Texas College, where students must have also completed two semesters of lab science and one semester of college-level mathematics.
3. Courses that are academically equivalent to courses at Southeastern will be transferred, and they will receive credit at the lower-division level. A few selected courses may require validation to substitute for Southeastern courses.
4. The student shall earn a minimum of sixty (60) semester hours at Southeastern (excluding physical education activity courses) for a minimum of 124 semester hours for a baccalaureate degree. Some programs (i.e., teacher education and aerospace studies) may have more restrictive degree or admission criteria.

These articulation agreements may be modified or terminated by any institution involved at any time.

Acceptance of Transfer Credits

Southeastern Oklahoma State University accepts credits earned at junior and senior colleges that are accredited by the regional accrediting associations, such as the The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. Students transferring from junior community colleges need to be aware that a minimum of 60 semester hours of course work (excluding physical education activity courses) applied toward the bachelor's degree must be earned at a senior institution.

Work taken at junior or community colleges cannot be counted in meeting the upper-division requirements of Southeastern Oklahoma State University, even if the course is equated to a 3000/4000 level course at Southeastern. Upper-division requirements relate to junior and senior (3000/4000 level) courses of study.

Transfer credits are accepted and applied to degree programs generally in accordance with the recommendations in the Transfer Credit Practices Guide published by AACRAO

(American Association of Collegiate Registrars and Admissions Officers). Consequently, credits from some technical colleges and professional schools may not be applicable toward degree requirements at Southeastern Oklahoma State University due to the highly technical or specialized nature of the credits earned.

Once the student is currently enrolled in course work at Southeastern Oklahoma State University, transfer credits will be recorded from the official transcript of each accredited institution attended by the student. Transfer credit will not be recorded if the student is not currently enrolled at Southeastern.

Student Costs and Financial Aid

General Enrollment Fees and Charges

Tuition and Fees

Auxiliary Services

Financial Aid

Student Costs and Financial Aid

GENERAL ENROLLMENT FEES AND CHARGES

General enrollment fees supplement the state appropriations to Southeastern Oklahoma State University. These fees help to provide and maintain a healthy academic environment and cause the students to make a financial commitment to the advancement of their education. Revenue received through this source is used to provide a competent faculty, maintain instructional facilities, and supply instructional materials.

The minimum enrollment fees for any term are: undergraduate, \$143.85 (lower) and \$143.85 (upper); graduate, \$176.45.

All fees are subject to change. All fees and charges listed are for 2008-2009. Please consult the website at www.SE.edu/future-students/expected-cost for current fees.

TUITION AND FEES

Oklahoma Residents

Regular Classes-Any Term Per Semester Hour

Lower Division Courses (1000 and 2000).....	\$121.30
Upper Division Courses (3000 and 4000).....	121.30
Graduate Courses (5000).....	153.90
Audit-Any Term.....	Same as regular classes
Off-Campus, Electronic Media, and Correspondence Courses: Tuition, assessment fee, academic records fee and supplemental fee of	
.....	82.00 per hour: undergraduate
.....	97.00 per hour: graduate

Nonresidents of Oklahoma

All except bona fide residents of Oklahoma must pay a nonresident fee. Any student who enrolls as a resident student and is later found to be a nonresident, according to the policy of the Oklahoma State Regents for Higher Education, will be required to pay the nonresident fees.

Regular Classes-Any Term Per Semester Hour

Lower Division Courses (1000 and 2000).....	\$333.65
Upper Division Courses (3000 and 4000).....	333.65
Graduate Courses (5000).....	405.95
Audit-Any Term.....	Same as regular classes
Off-Campus, Electronic Media, and Correspondence Courses: Tuition, assessment fee, academic records fee and supplemental fee of	
.....	82.00 per hour: undergraduate
.....	97.00 per hour: graduate

Grayson County Campus

	Lower/Upper Division	Graduate Division
Tuition	\$100.35	\$133.55
Non-Resident Tuition	\$212.35	\$252.05
IETV or WEB	<u>\$82.00</u>	<u>\$97.00</u>
	\$394.70	\$482.60

Additional Required Fees

	<u>Per Semester Hour</u>
Student Activity Fee	5.30
Student Technology Fee	5.60
Student Union Fee	11.65

	<u>Per Semester</u>
Application fee	20.00/application
International Student Status Maintenance Fee	35.00
Freshmen Student Fee	100.00 for first semester
Workshops	Same as general enrollment fee and nonresident tuition

Special Instructional Fees

(These charges are in addition to the tuition fees.)

Supplemental Remedial Course Fee (zero-level courses)	\$30.00/sem. hr.
Applied Music:	
Private Instruction	\$50.00/sem. hr.
Semi-private Instruction	25.00/sem. hr.
Recital Performance Fee	\$50.00/sem
Instrumental Accompanying Fee.....	\$15.00/hr
Vocalists Accompanying Fee	\$20.00/hr
Art Supplies & Materials ranging from	\$30-\$60 per semester
Art Studio Fees	\$30.00/sem
Classroom/Laboratory Supplies	
Fees.....	\$10 - \$40 per hour
Testing/Clinical Service Fee	National test rate or direct cost of service
Hybrid off-campus/electronic media fee..	\$5-\$10 per hour
COUN 5283, 5343, 5333, 5323 & PSY 4353.....	\$40 per course
COUN 5523	\$50.00 per course
Special deposits are required for most aviation courses.	

Advanced Standing Fee

A fee of \$7.50 per semester hour will be charged for the administration of advanced standing examinations. There is no charge for credit received through advanced standing.

National Testing Agency rates will be used for Nationally Developed Examinations.

Other Fees and Charges

Graduation Fee (Bachelor's Degree), diploma only	\$25.00
Graduation Fee (Master's Degree), diploma only	25.00
Late Enrollment Fee.....	15.00
Yearbook on CD.....	5.00

Refunds of Tuition and Fees

1. Changes in Schedules (dropping/adding)

Drop/Add Periods

- (a) **Full Term Courses:** The drop/add period ends on the fifth class day for a fall or spring term and the third class day for a summer term. A full term course meets sixteen weeks during the fall or spring terms and eight weeks during a summer term.
- (b) **Intensive Courses:** The drop/add period for shorter duration classes will vary according to the length of the class. An intensive course is one that meets less than sixteen weeks during a fall or spring term and less than eight weeks during a summer term.

Changes in Schedules

Changes prior to the last day of the drop/add period for full term classes will result in full charges for courses added and full refund for courses dropped. Charges and refunds for an intensive course will vary according to the length of the class.

2. Complete Withdrawal from the Institution

- (a) **Policy:** A complete withdrawal prior to the last day of the drop/add period for full term courses will result in full refund of tuition and fees.
The institution will not automatically cancel a student's enrollment. Complete withdrawal from the institution is the sole responsibility of each student.
- (b) **Procedure:** To insure complete withdrawal you must contact the Office of the Registrar.
- (c) **Intensive Courses:** Shorter duration classes meeting less than the full term will have proportional refund periods.

NOTE: No refunds for changes in schedules or withdrawal from the institution will be made after the drop/add period for that semester except as stipulated for Title IV recipients who are first-time attendees.

All fees are subject to change by the appropriate Boards without notice.

OFFICE OF BUSINESS SERVICES

The primary function of Office of Business Services at Southeastern Oklahoma State University is to provide a total living environment for the students. The Office of Business Services works closely with the University Food Services (Sodexo) and Residence Life. THESE SERVICES ARE FINANCED THROUGH SELF-LIQUIDATING REVENUE BONDS AND NO MONEY FROM THE STATE OF OKLAHOMA IS INVOLVED. Only money received from the services rendered and the sale of goods is used in financing these services and retiring bonds. Information concerning these services may be obtained by visiting the Office of Business Services in the Hallie McKinney Building or by writing to Business Services, 1405 N 4th Ave, PMB 4216, Durant, OK 74701-0609.

Food Services (Sodexo Campus Services)

Food services are designed to meet the culinary and nutritional needs of the student. There is a wide selection of meal plans which enable the student to choose the meal plan that best fits his/her eating needs and daily schedule. The Residence Life Department is proud of our dining services, featuring many cook-to-order items. Sodexo Campus Services is known as a leader in providing quality dining services to universities all over the country. A meal plan is required for all contracted residential students each semester. A variety of meal plan options are listed below.

Meal Plans

<u>Meal Plan</u>	<u>Rates</u>
<u>Description</u>	
LS 85	\$770.00
(Shearer Hall & Suites Residents only)	
LS165	\$1,270.00
LS225	\$1,370.00 (no Thunderbucks)
	\$1,460.00 (includes Thunderbucks)
10-MPW	\$1,255.00
14-MPW	\$1,315.00
19-MPW	\$1,415.00 (no Thunderbucks)
19-MPW	\$1,505.00 (includes Thunderbucks)

The "**Lifestyles**" (**LS**) meal plans are the most flexible, and enable the student to use as many or as few meals in any given week as is desired. Lifestyles meals carry over from week to week. The students can treat a family member or friend to a meal with this plan. LS 85 and LS 165 require the addition of \$100 Thunderbuck dollars.

The **10, 14 & 19 Meals per Week** provide the best value. The "meals per week" (MPW) plans are designed for those students that know that they will eat the majority of their meals on campus. These plans provide a lower cost per meal, for the specified number of meals per week. The number of meals in

the plan selected is to be used within a meal plan week which begins with Friday breakfast and continues through Thursday dinner of the next calendar week. Meals that are not eaten within the week do not carry over to the next week and only the student may eat the meals. Ten and fourteen MPW meal plans require the addition of Thunderbuck dollars. On the nineteen meal plan it is optional.

Thunderbuck Dollars are “add on” dollars that can be used in The Magnolia Eatery, University Concession stands and the University Café. The Magnolia Eatery provides ‘fast food’ type meals with an individual cost per item. Thunderbuck dollars carry over from fall through summer term, but does not carry over into the following fall semester. A minimum of \$100 Thunderbuck dollars are required for all meal plans except the LS 225 and the 19 MPW option. Additional Thunderbuck dollars can be added at the Office of Business Services. Payment is required at time of purchase.

Once inside the café, entrees are limited to one serving at a time, but the student may go back as often as he/she wishes. Some limitations may apply to special meals. Extra food may not be taken from the café dining room.

Upon check in, each resident student will need to validate their ID card and confirm their meal plan option. Students may not be able to use their meal plan until a meal plan option has been confirmed and the student’s ID card has been validated by the Business Services Office. The ID card is to be presented for all meals. Any resident student who does not select a meal plan option by the first Monday of each semester will automatically be designated the LS 165 meal plan option.

Students who live off campus may purchase a Commuter meal plan. There is a minimum purchase of \$50. You may purchase as much as you like. Any unused portion will carry over from fall through summer, but does not carry over into the following fall semester.

FINANCIAL AID

The primary purpose of the financial aid programs at Southeastern Oklahoma State University is to identify deserving students in order to provide them with financial assistance for attending college. These programs are intended to supplement personal efforts in meeting college expenses. Continued support requires that the student remain in good academic standing with the University.

Student Financial Aid Services

Financial Aid is money, or the opportunity to earn money, which helps students attend the college or university of their choice. The Office of Financial Aid at Southeastern Oklahoma State University offers several basic types of financial aid:

Grants. That form of aid which does not require repayment or that work be performed. Southeastern participates in the

following grant programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Oklahoma Tuition Aid Grant (OTAG)
- Academic Competitiveness Grant (ACG) - for Freshmen and Sophomores
- SMART - for Juniors and Seniors
- National Science and Mathematics Access to Retain Talent Grant

Loans. Money provided to students which must be repaid. Generally, student loans have low interest rates and permit a long term repayment. Southeastern participates in the following loan programs:

- Federal Perkins Loan [formerly National Direct Student Loan (NDSL)]
- Federal Stafford Student Loan

Student Employment. An award for which the student must work. Money is earned hourly and paid twice monthly. The maximum amount a student can earn under these programs is determined by financial need and availability of funds. Southeastern participates in the following student employment programs: Federal College Work Study and Regular University Student Employment

Alternative Types of Financial Aid

Federal Unsubsidized Stafford Loan. This loan has the same terms and conditions as the Federal Stafford Loan except that the borrower is responsible for interest that accrues during the deferment periods (including in-school) and during the six-month grace period.

Federal PLUS (Parent Loan for Undergraduate Students). This is a loan to parents regardless of income. Funds are made co-payable to parent and university and sent to the university. Repayment begins 60 days after the loan is disbursed.

For information concerning the above programs, contact the Office of Financial Aid, 1405 North 4th, PMB 4113, Durant, OK 74701-0609; phone (580) 745-2186.

Scholarships

Fee waiver scholarships are available to students who are pursuing baccalaureate and master’s degrees. The scholarships are awarded through the Office of Admissions and Recruitment Services and through academic departments on campus. The amount of scholarship assistance will be determined by grade-point average, ACT scores, leadership, and in some cases, financial need. Applications are available in the Office of Financial Aid, the Office of Admissions and Recruitment Services, or from high school administrators. Completed applications should be returned to the Office of Admissions and Recruitment Services (A101); 1405 North 4th, PMB 4139, Durant, OK 74701-0609; phone (580) 745-2817. Visit our website at www.SE.edu/finaid.

Bureau of Indian Affairs

The United States government through the Bureau of Indian Affairs provides annual scholarship grants to assist eligible students to attend institutions of higher education. In order to qualify, a student must prove Indian blood and meet certain residence, need, and scholastic requirements. Grants may cover such items as tuition, books, room and board, travel, and miscellaneous expenses. Further information may be obtained from the Office of Financial Aid, 1405 North 4th, PMB 4113, Durant, OK 74701-0609; phone (580) 745-2186.

Rehabilitation Services

The Department of Rehabilitation Services provides benefits to students with substantial physical, mental, or emotional handicaps. Eligibility and the vocational objectives of the student must be approved by a Vocational Rehabilitation Counselor prior to receiving assistance. Financial assistance includes tuition, fees, and textbook allowance based on financial need and financial aid. This information and policy is subject to change when Federal and/or State policies are changed. Inquiries and/or application should be made at the Durant office located at 801 West Main, Suite A, Durant, OK 74701, or by calling (580) 9242677.

Veterans Affairs

The U.S. Department of Veterans Affairs provides a variety of financial aid to undergraduate and graduate students who qualify for veteran's benefits. In order to qualify for full subsistence, applicants who are undergraduates must enroll in a minimum of twelve semester hours in a regular semester and six semester hours in a summer session. A graduate student must enroll in a minimum of nine semester hours in a regular semester and five semester hours in a summer session. Regular attendance and satisfactory academic progress is required throughout the semester to remain eligible to receive benefits. Tutoring is available to qualified students through the U.S. Department of Veterans Affairs. Limited work study funds are available to veterans. Further information concerning veteran's benefits may be obtained from the Veteran's Coordinator, (580) 745-2918, Office of Financial Aid, Administration Building, Room 107.

Adult Students

To be eligible to receive funds under any Title IV, Higher Education Act of 1965, financial aid program, an adult student who does not have a high school diploma or its recognized equivalent must achieve or exceed the minimum score on the ACT in a single testing; i.e., English – 14, Math – 15.

Student Services and Activities

Student Advisement

Dean of Students' Office

Counseling Center

Career Management Services

Office of Violence Prevention

Multicultural Student Office

Residence Life

Student Support Services

Student Tutorial Services

Student Health Services

Student Activities

Student Services and Activities

The University maintains several offices that provide assistance for students in a broad range of activities and services. Most student services are administered through the Student Affairs Division. These offices provide advocacy for the individual student, promote diversity, responsible citizenship and student achievement. The Division of Student Affairs cultivates a student-centered, holistic environment which fosters personal growth, a sense of community, and learning through both curricular and co-curricular experiences. The Dean of Students' Office is concerned with and directly involved in the matter of student conduct. The on-line Student Handbook sets forth the various regulations on student conduct as adopted by the Regional University System of Oklahoma's (RUSO) Board of Regents. It is the responsibility of the Office of the Dean of Students to administer these regulations. Another important service is provided by the Career Management Center which assists all students in career decision-making and access to on-campus student work, internships and professional employment after graduation. The Counseling Center offers assistance in the form of counseling, tutoring, wellness, etc. A Student Health Services Center addresses the medical and wellness needs of students. The Multicultural Student Office provides assistance to all ethnic populations, including international students. The Office for Student Life provides students with co-curricular activities to enhance their collegiate experience. The Office of Residence Life provides a comprehensive living and learning environment for on-campus resident students.

Specialized services administered by the offices of Financial Aid, Vocational Rehabilitation, and Auxiliary Services are discussed in the chapter, Student Costs and Financial Aid.

STUDENT ADVISEMENT

Upon completion of the admission process, the Academic Advising and Outreach Center or Student Support Services will assist new students in establishing a schedule that maximizes the opportunities for success. Professional advisors will assist students in understanding specific course and degree requirements, explore interests, explain university services and help establish a plan to reach short-term and long-term goals. Students with disabilities should work directly with Student Support Services in order to determine the needs of the students within the guidelines of Americans with Disabilities Act. Music majors need to begin their advisement with the Department of Music.

Each semester a student must receive academic advisement before enrolling in the next semester. An "advisement hold" is placed on student enrollment every semester and this must be removed by a faculty or professional advisor before the student is allowed to enroll. It is highly suggested that students schedule an appointment with their advisor early in the enrollment period in order to give themselves the best chance at securing the courses they need.

DEAN OF STUDENTS' OFFICE

The Dean of Students' Office provides information, policy interpretation, and adjustment of students' rights; handles disciplinary and social adjustment problems; and assists in the coordination of orientation and retention programs. Staff members are available for general counseling, campus information, assistance with special problems, and help with many phases of campus life. The Dean's Office will either assist students with a particular problem or will direct them to the appropriate location for a solution. The Dean of Students is located in the Union.

COUNSELING CENTER

The Counseling Center offers programming and support in addressing a variety of issues. Therapeutic services provided include screenings, counseling, interventions, consultations, and referrals regarding substance abuse, trauma recovery, eating disorders, mood disorders, and relationship problems which could ultimately impact academic performance. In addition, the Counseling Center provides informational, educational, and awareness/prevention programs addressing health and wellness issues. Students may seek counseling on their own initiative or be referred to counseling by faculty members, Student Affairs personnel, and/or other interested persons. Two full-time counselors are available for student assistance. Access the website at www.SE.edu/counseling-center.

CAREER MANAGEMENT CENTER

The Career Management Center (CMC) provides resources and services, including deciding on a major, resume tips, interviewing skills development and other services related to careers. The CMC provides SE students/alumni with access to employers through on-campus interviews, career fairs and other events. The CMC works with other university career centers and Workforce offices in both Oklahoma and Texas (and other states) to provide job search assistance for students/alumni. CMC services are provided at no extra cost to currently enrolled SE students. Visit our website for more information at <http://placement.SE.edu>

OFFICE OF VIOLENCE PREVENTION

The Office of Violence Prevention's (OVP) mission is to provide confidential assistance to SE students, faculty and staff who have been victimized through threatened or actual violence and to support the healing process. Traditional college-aged students are an at-risk population for violence, and OVP is dedicated to assisting students so they remain successful in their academic pursuits. In addition, OVP seeks to enhance safety and promote healthy relationships by sponsoring awareness activities, prevention education, peer education and collaborating with university officials. Through clinical practice and research, the Office of Violence Prevention aims to contribute to the body of knowledge and influence public policy regarding issues related to victimization.

The Office of Violence Prevention Program is a partner of Regional University System of Oklahoma – Violence Prevention Project (RUSO-VPP), Grant No. 2007-WA-AX-0004, awarded by the Office on Violence Against Women, U.S. Department of Justice.

MULTICULTURAL STUDENT OFFICE

The Multicultural Student Office serves as an advocate and resource for international students and all students from diverse backgrounds attending Southeastern by providing social and educational opportunities for students to adjust to college life.

RESIDENCE LIFE

The University offers a variety of housing options that provide an exciting living and learning environment. Residence Halls are suite style, with the students sharing a room and two rooms sharing a bathroom and a new suite style building with private rooms.

All single, first-time students under age 20 are required to live in University Housing. Our four residence halls meet the needs of everyone.

Chickasaw and Choctaw Halls

Choctaw Hall is one of the two designated freshmen residence halls. Chickasaw Hall houses primarily upper class students and offers a limited number of guaranteed private rooms. The majority of rooms in Choctaw and Chickasaw Halls are a suite-style design, in which two students share a room and two rooms share a foyer and a bath. Each room has individual heat/air control, premium cable TV service, local telephone and internet service.

North Hall

One of the two designated freshmen residence halls, North Hall houses our freshmen success communities, including Freshmen in Residence Succeeding Together (FIRST), Freshmen Honors Community, Freshmen PLC Community and the Freshmen Leadership Community (Leadership, Education, Action, Development or LEAD Program).

The majority of the rooms are suite style. Two students share a room and two rooms share a bath. Each room has individual heat/air control, premium cable TV service, local telephone and internet service. North Hall also boasts a large TV lounge and computer lab.

Shearer Hall and Suites

Shearer Hall and Suites is our premier living facility. It offers private rooms with private bath or semi-private bathrooms in a suite with a living room and kitchenette. Shearer Hall and Suites boasts a large community room with a full kitchen, computer labs, small student floor lounges and laundry facilities on every floor.

Like all our residence hall rooms, Shearer comes with local phone service, internet access and premium cable in each bedroom and internet and premium cable in the living rooms. Each suite has individual temperature control and bedrooms are equipped with ceiling fans.

Specialty communities include the following:

F.I.R.S.T.

The F.I.R.S.T. (Freshmen in Residence Succeeding Together) is a comprehensive residential and academic experience designed to increase success for first year SE students! F.I.R.S.T. Year students will have the opportunity to live and learn in a supportive environment, sharing similar class schedules with other members of the F.I.R.S.T. Year Program.

Modeled after some of the most successful first year student experience practices in higher education, the F.I.R.S.T. Program integrates a supportive and active living environment with an academic plan designed to foster student success. The academic plan includes partial clustering of classes, participation by faculty members who have expressed an interest and skill in working with first year students, and academic advisors and mentors that have office hours in the residence hall. The program also includes activities that are designed to support and enhance community development, personal growth and student success.

Students interested in the F.I.R.S.T. Year Program must enroll in classes and reserve their residence hall room at the same time. Due to the limited number of available spaces, we encourage students to act quickly to ensure a space in the F.I.R.S.T. Program.

LEAD Community.

The LEAD Community (Leadership Education Action Direction in Community) is designed to support students that are interested in becoming involved in student leadership on campus and/or in developing skills that will prepare them for leadership roles in the future. Members of the LEAD Community agree to become actively involved in student leadership organizations, must be committed to volunteerism and must participate in community meetings (floor meetings). The LEAD Community will have the opportunity to develop a system of self governance by setting community standards, expectations and consequences. Honors students have priority in this community.

Academically Themed Halls.

Academically Themed Halls offer students in different majors an opportunity to live in a community with other students enrolled in the same or similar classes. Our Aviation Community and Band/Music Communities have been very popular and successful.

Application and Payment Plans

To request an application and more information, contact the Office for Residence Life at (580) 745-2948.

Housing Rates

Housing and meal plan rates are available on the University website: www.se.edu/residence-life.

STUDENT SUPPORT SERVICES

Student Support Services is a federally funded program which provides tutoring, counseling, academic advisement, workshops, disability services, cultural experiences, career exploration, graduate school planning, and academic accommodations for low income, first generation students and students with disabilities. By offering these services, the Student Support Services program strives to increase the retention and graduation rate of these students. All services are free to those who meet the guidelines as specified by the Department of Education. Other federally funded university programs are Texoma Upward Bound, Upward Bound, STEPS-Educational Talent Search, Educational Opportunity Center and Upward Bound Math/Science. Additional information concerning these federally funded programs can be found in the section titled Specialized Programs and Projects.

Student Tutorial Services

Students may receive free tutoring either through the Student Support Services office or through supplemental University funds. Tutoring may be provided in group or individual sessions as resources are available. To request tutoring, contact the Tutor Coordinator for Student Support Services, Student Union, Suite 204. Students qualified to serve as tutors are encouraged to make application at the Student Support Services office. Free online tutoring is available 24 hours a day, 7 days a week for all SE students. Students access the free tutoring through their Blackboard account.

STUDENT HEALTH SERVICES

Student medical services are provided through Student Health Services located in the basement of the Hallie McKinney building. Regular office hours are maintained Monday through Friday by the staff nurse. The physicians' hours are posted at the clinic at the start of each semester. First aid and health information are also provided. For more information, check out our website at www.SE.edu/student-health.

The University cannot and does not assume responsibility for medical expenses or hospitalization for students injured when taking part in intramural athletic programs, physical activity courses, regular class work, or any other campus activity. The University recommends that each student be covered by health and accident insurance. Information on the University endorsed insurance plan can be found at www.ahpcare.com/SE.

WELLNESS CENTER

The Wellness Center is located in the Student Union and is designed for a variety of activities and games such as basketball, volleyball, cardio and strength training. The facility houses an indoor walking track, fitness room and gym floor. Future plans are underway for a racquetball court and aerobic room. Facilities can be booked through the Office for Student Life for special events. Member rules and information can be found on our website at www.SE.edu/wellness-center.

INTRAMURAL ACTIVITIES

The University Intramural Program is directed by the Wellness Center located in the Student Union. The program provides an opportunity for the general student population to participate in competition in a variety of sports and planned activities. More information can be found on planned activities at www.SE.edu/wellness-center/intramurals.

STUDENT ACTIVITIES

Office of Student Life

The Office of Student Life (OSL) is the place to start with campus life. The OSL is comprised of five areas: Special Events, Student Organizations, Greeks, New Student Orientation, and Educational Programming. The Office for Student Life is committed to providing an environment in which students can learn from their experiences in co-curricular activities as a complement to their classroom experience.

Participation in campus organizations and University sponsored events is a way to find balance, meet new people, and develop life skills. The OSL is the resource for all student organizations and for students who seek to make the most out of their college experience. The OSL provides assistance with event planning and organization management, acts as a liaison between organizations and the University, and strives

to meet the unique needs of Southeastern students through cultural, social and educational programming. If you would like information about involvement on campus, contact the Office of Student Life or visit our website at www.SE.edu/student-life.

Student Organizations/Performing Groups

A description of the over 70 student organizations and performing groups can be found on the Office of Student Life website at www.SE.edu/student-life, along with guidelines for the establishment of new student organizations. Southeastern encourages students to get involved in campus life through participation in one of the many campus organizations. The Office of Student Life is the link between students and organizations. Southeastern offers opportunities for involvement through the following types of organizations: academic organizations, choral and instrumental music groups, honor societies, religious groups, service and support organizations, political organizations, multicultural organizations, professional organizations, student government, leisure/special interest clubs, fraternities and sororities, and spirit organizations.

Student Government Association

The Student Government Association (SGA) of Southeastern Oklahoma State University is responsible for (1) engendering a close relationship among the student body, faculty, staff, and administration; (2) preserving revered traditions; (3) encouraging wholesome school spirit comprised of loyalty, cooperation, and unity among students; (4) fiduciary responsibility and duty to expend the SGA budget. Membership in the SGA includes the Executive officers, Student Senate, Supreme Court and all students of SE. The executive and legislative powers of this organization are vested in a Student Senate. The Senate is composed of 25 senators and 3 officers elected by the Student Body. A 3 member Supreme Court is appointed by the SGA President with the advice and consent of the Senate. Copies of the Student Government Association Constitution are available in the SGA Office or online at www.SE.edu/student-government-association.

Student Publications

The University newspaper, The Southeastern, and the University yearbook are published by journalism students under the supervision of a faculty publications advisor. The newspaper and yearbook offices are located in the Fine Arts Building. The Office of Student Affairs and the Dean of Students' Office create the Student Handbook, which contains the Code of Student Conduct. It is available on-line at www.SE.edu/policies and in student planner format.

Student Identification Cards

Student IDs are made Monday – Friday, 12 pm – 4 pm at the Campus Police office located at the corner of University and Third Avenue. New cards are not required every semester however, at the beginning of each semester cards must be updated at the Library or Auxiliary Business Office. The card is designed to hold four years worth of information.

To obtain an ID, a current semester class schedule and a valid photo ID such as a driver's license or passport must be presented to Campus Police. If a student does not have a valid photo ID, the Student ID will not be made. The name on the class schedule must match the name on the photo ID. If a student has a name change for any reason, they must go to the Registrar's office in the Administration Building (A100) and complete a name change form. A copy of this form along with the schedule and photo ID must be presented to Campus Police to obtain a new card.

If an ID is lost or stolen and it was made during the current semester, a replacement ID can be made by paying \$5.00 at the Auxiliary Business Office in Hallie McKinney Building. The receipt can then be taken to Campus Police, where a reprint of the ID will be made. An additional photo will not be taken and number on the ID will not be changed.

Current Student Identification cards are needed for the following:

- To use the Wellness Center (the indoor walking track, the gym or fitness equipment)
- To access services provided by the Student Health Center (to see the nurse or doctor)
- To eat--Food Services (all resident students' meal plans are downloaded to their student IDs)
- To check out books--Library (for circulation of library materials or use of reserve books/materials)
- Attend Sporting events (for all SE sporting events on campus)
- Sell books back to the Campus Bookstore
- Important University announcements are sent to your SE student email address, including notices to accept student financial aid awards.
- SE Instructors using the Blackboard system will send class information to your student email address.
- SE Advisors will send communication to student email addresses.
- Spam filtering and other modern features are available with your SE student email account.
- Plenty of storage space and bandwidth on the email server.
- Some services require a ".edu" address
- A student may also choose to forward their SE email to a personal account.

PARKING PERMIT INFORMATION

Every person operating a vehicle on the campus of SE must obtain and display a current parking permit on their vehicle. These permits are to be displayed on the rear bumper or on the back glass of the vehicle. Student permits are good for one (1) year and expire on the last day of August.

To receive a parking permit, students are required to bring proof of enrollment, vehicle registration and the vehicle tag number to the Campus Police Department. There is no charge for these permits. Proof of enrollment is your schedule for the current semester, bill for current semester or updated ID card.

You cannot receive a parking permit without your tag number and proof of enrollment.

If you do not have your tag number at the time you enroll, (example: you just purchased the vehicle and still have temporary tag), you must wait until you have the official metal tag to receive a decal.

Not receiving a parking permit will not exempt you from responsibility for traffic or parking violations. Campus Police can identify the owner by tracing the tag number through the Department of Public Safety.

Permit holders are responsible for all charges made against their vehicle, regardless of the driver at the time of the offense.

Being unable to find a designated parking spot or parking incorrectly because someone else is improperly parked is NOT justification for improper parking.

Vehicles with excessive tickets are subject to being booted. You will be required to pay a removal fine before it will be removed.

Cars parked in FIRE ZONES and HANDICAPPED ZONES will receive a ticket and possibly be towed away at the owner's expense.

If you have any questions, please feel free to contact Campus Police at 745-2727.

Academic Information

General

Advisement and Enrollment Preview Clinics

Student's Rights to Privacy

Academic Forgiveness Policy

Retention, Probation, and Readmission Policies

Appeal of An Assigned Grade

Changes and Withdrawals

Honor Rolls

Honor Graduates

Seniors in Graduate Courses

Senior Assessment

General Education Program

General Education Assessment

Teacher Education Program

Educational Outreach

Non-formal Credit

Non-Credit Advanced Placement

Religious Education

Academic Information

This chapter provides information and states academic policies that are a matter of public record. The purpose of these policies is to promote quality education and to provide systematic and equitable administration of the academic program.

Academic policies are developed by the faculty of the University and approved by the appropriate committees and councils within the University. In certain instances, policies are set by the University’s governing board, the Board of Regents of Oklahoma Colleges, and the coordinating board, the Oklahoma State Regents for Higher Education.

GENERAL

Academic Year

The academic year consists of two semesters, August through December and January through May, and a summer session in June and July.

Semester Hour

A semester hour consists of one class period per week in a subject for one semester, with the exception of laboratories, practicums, or physical education activity classes in which two periods per week is a semester hour. In the summer session, the period of class contact per semester hour is doubled. It is the University’s policy that each semester hour represents sixteen faculty-student contact periods per term, or thirty-two hours of regularly scheduled laboratory, or other formal course activity per term.

Course Numbering System

Courses are numbered so as to indicate the degree of advancement. In general, courses numbered lowest are those which should be completed first. Zero-level courses (i.e., MATH 0123) are remedial and do not count as college credit hours in meeting academic/degree requirements. Courses with numbers beginning in the 1000 and 2000 series are lower-division and considered designed for freshman and sophomore students. Courses with numbers in the 3000 and 4000 series are upper-division level to be taken by junior and senior students. Courses numbered in the 5000 series are for graduate students only.

Students should also be aware that the last digit of the course number indicates the amount of semester-credit-hours awarded for the course completion. For example, ENG 1113 is a three-hour course, THTR 3432 is a two-hour course.

Student Classification

Students are classified according to their earned college-level credits as follows: freshman, 0-29 semester hours; sophomore, 30-59 semester hours; junior, 60-89 semester hours; senior, 90 semester hours and above.

Academic Load

A regular undergraduate student is classified as full-time if he/she is enrolled in twelve (12) or more hours. A summer term undergraduate student is classified as full-time if he/she is enrolled in six (6) or more hours.

The maximum load that an undergraduate student will normally be permitted to carry is 18 hours per semester. Students attaining a retention/graduation grade-point average of at least 3.0 and having completed a minimum of 15 semester hours will be permitted to carry up to a maximum of 21 hours during the next semester. Verification that the above criteria have been satisfied will be provided by the Office of the Registrar.

During the summer session, nine hours of work is the normal maximum load. Ten hours may be taken provided the student has attained an overall grade-point average of 3.0 and has completed a minimum of 15 semester hours. Verification that the above criteria have been satisfied will be provided by the Office of the Registrar.

Permission of the Dean of the School within which the student is majoring will be required for all other overload situations.

In the event of dual enrollment by a student at more than one institution, the preceding load limits apply to all college courses in which the student is enrolled.

Grades and Grade-point Calculations

Grade Points	Grade	Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Grade Points	Grade	Semester Hour
P	Passed	*
NP	No Pass	*
S	Satisfactory	**
U	Unsatisfactory	**

- * GPA Neutral
- ** GPA Neutral—used for zero-level courses only

Other Symbols

I An incomplete may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. To receive an "I", the student should have satisfactorily completed a substantial portion of the course work for the semester but be unable to complete the remaining work due to extenuating circumstances. The "I" will become permanent within one year of the date of its posting. An "I" is GPA neutral.

AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. Enrollment in a course under audit status requires permission of the academic department offering the course. The allowable time to change an enrollment status from audit to credit or from credit to audit is within the first five class days of a regular semester and within the first three class days of the summer term. An "AU" is GPA neutral.

N A grade of "N" is used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" must be replaced by the appropriate letter grade prior to the end of the subsequent semester. An "N" is GPA neutral.

W Withdrawals transacted during the first five days of a regular semester or during the three days of a summer term will not be recorded on the student transcript. A "W" will be recorded on the transcript for all withdrawals occurring during the sixth day through the eighth week in a regular semester or during the fourth day through fourth week in a summer session. Following these deadlines for automatic "W's", the student will receive a "W" or an "F" depending upon whether the student is passing or failing the course at the time of withdrawal. No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term. These deadlines are for regularly scheduled, full-term courses. All other courses will have proportional withdrawal timelines. A "W" is GPA neutral.

AW An administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn for disciplinary or financial reasons or for inadequate attendance. An "AW" is GPA neutral.

X Indicates that a graduate thesis or dissertation is in progress; will be subsequently replaced by an appropriate grade. An "X" is GPA neutral.

ADVISEMENT

Southeastern faculty and staff believe that the advising process is one of the most important steps in enrolling for classes at Southeastern. Because of this belief, a mandatory advisement policy was implemented in the Spring 2003 semester requiring all new and returning students to visit an academic advisor prior to enrollment each semester. An academic advising session consists of a student meeting with an advisor (usually a faculty

member or specially-trained staff person) to plan the student's academic future.

NEW STUDENT ORIENTATION/ PREVIEW

New Freshmen

New first-time entering freshmen are required to attend a preview day which is designed to make the transition to college life as easy as possible. This preview day is for everyone - resident, commuter, and non-traditional student. Students will have the opportunity to meet one-on-one with an academic advisor, enroll in classes, connect with faculty and other students, learn about Student Affairs and campus life, and make Southeastern feel more like home before classes begin. Several preview day dates are available for new freshmen students beginning in a fall semester but only one preview day is available for a spring semester. Preview day dates and contact information will be listed at www.SE.edu for each semester.

Southeastern recommends that all first-time freshmen enroll in a two- hour orientation course, ORIE 1002 COLLEGE SUCCESS. This course is designed to provide an opportunity for freshmen to learn, practice, and adopt specific strategies to support their success in college. Class time is spent in a variety of activities, including lectures, exercises, and group discussions of issues relevant to student success. This course is required for students enrolled in remedial courses and for students who are undecided majors.

Transfer Student Information Session

An orientation session especially for enrolled transfer students is scheduled at the beginning of each fall and spring semester. All transfer students are encouraged to attend this session to make the transition to Southeastern as easy as possible. Information concerning dates and contact information can be found at www.SE.edu.

STUDENT'S RIGHT TO PRIVACY

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Vice President for Student Affairs written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the

student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. This may include updated or corrected information. This includes disciplinary and health records, with the caveat that it must be related to the student's enrollment or transfer.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Oklahoma State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
- (5) The right to request that the following directory information pertaining to them not be published. The law requires that written approval from the

student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information and in response to a Federal Grand Jury subpoena. Other exceptions are listed in the Notification of Rights section in the SE Student Handbook.

Directory information is a category of information and does not refer to a publication known as a "directory." Students have the right to refuse the release of information which has been identified as directory information. However, if the student chooses to exercise that right, he or she must appear in person in the Office of the Registrar by the last day to drop/add a class and sign a form stipulating that information not be released. Information that Southeastern Oklahoma State University has declared to be directory information is listed below:

- * Student's name
- * Local and permanent addresses
- * Telephone number
- * Date of birth
- * Place of birth
- * Last school attended
- * Major field of study
- * Academic classification
- * Participation in officially recognized organizations, activities and sports
- * Dates of attendance at Southeastern Oklahoma State University
- * Degree(s) held, date granted, and institution(s) granting such degree(s)
- * Enrollment status (full, part-time, undergraduate, graduate)
- * Awards granted (Honor Rolls, Who's Who, etc.)
- * Photographs
- * Weight and height of members of athletic teams
- * Electronic mail addresses

Students wanting to know more about FERPA may go to 20U.S.C§1232g or go to the SE website and look for FERPA in Student Handbook.

ACADEMIC FORGIVENESS POLICY

Southeastern provides three Academic Forgiveness options to help eligible students overcome low academic standing. Although the transcript will still be a full and accurate reflection of the student's academic performance/history, the retention/graduation grade point average (GPA) will reflect any academic forgiveness. The academic forgiveness options available are: Repeated Courses, Academic Reprieve, and Academic Renewal. A student may only receive one academic reprieve or renewal in his/her academic career and only one option can be used. The repeated course provision may be used independently within the limits listed below.

Repeated Courses

The first four courses (not to exceed eighteen hours) of repeated course work in which the original grade was a “D” or “F” are the only courses in which the original course grade will not be included in the Retention/Graduation GPA. If such a course is repeated more than once, all grades with the exception of the original course grade, will count in computing the GPA. Students may repeat courses above the first four courses or eighteen hours of “Ds” or “Fs” and they may also repeat courses with grades of “C” or better; however, in each of these instances all grades will be included when calculating the GPA.

It is the student's responsibility to notify the Office of the Registrar when a repeated course situation occurs, whether the original course or the repeat course was taken at SE or any other institution. If either course (original or repeat) was taken at another institution, it may be necessary for the student to obtain verification from the appropriate SE academic department that the original course and the repeat course are in fact deemed to be equivalent courses. To comply with this policy, the student should request a “Repeated Course Notification” form from the Office of the Registrar, Administration Building, Room 100. This form should be filed with the Registrar as soon as a repeated course situation occurs.

Academic Reprieve

A student may request and be granted an Academic Reprieve for a maximum of two consecutive terms of enrollment at any institution subject to the following guidelines:

1. A minimum of three years must have elapsed since the end of the semester(s) being considered for reprieve.
2. Prior to requesting the reprieve and subsequent to the semester(s) for which the reprieve is being requested, the student must have completed at least twelve semester hours of regularly graded course work, excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The student must have earned no grade below “C” subsequent to the semester(s) for which the reprieve is requested.
4. The student must be currently enrolled at Southeastern.

Academic reprieves will not be granted for students who have received a bachelor's or higher degree from any institution, or for students who are attending, or seeking admission to, another institution (in state or out of state).

Further information and appropriate forms regarding academic reprieves are available in the Office of Academic Affairs, Administration Building, Room 307.

Academic Renewal

A student may request and be granted an Academic Renewal of previous terms of enrollment from any institution subject to the following guidelines:

1. A minimum of five years must have elapsed since the end of the semester(s) being considered for renewal.
2. Prior to requesting the renewal and subsequent to the semester(s) for which the renewal is being requested, the student must have completed at least twelve semester hours of regularly graded course work, excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The student must have earned no grade below “C” subsequent to the semester(s) for which the reprieve is requested.
4. The student must be currently enrolled at Southeastern.

For the academic renewal, the student must indicate the term from which all prior course work is requested to be excluded from the retention/graduation gpa calculation.

Academic renewals will not be granted for students who have received a bachelor's or higher degree from any institution, or for students who are attending, or seeking admission to, another institution (in state or out of state).

Further information and appropriate forms regarding academic renewals are available in the Office of Academic Affairs, Administration Building, Room 307.

RETENTION, PROBATION AND READMISSION POLICIES

Southeastern Oklahoma State University, in cooperation with the Oklahoma State Regents for Higher Education, has adopted the following policy relating to retention of students pursuing undergraduate course work. The three-phase policy combines an early notification of students experiencing academic difficulties with a gradual increase in the overall standards required for retention/continued enrollment at the University. All courses in which a student has a recorded grade will be counted in the calculation of the retention/graduation grade-point average (GPA) with the exception of those courses excluded as detailed in the preceding section, “Academic Forgiveness Policy”.

All students at Southeastern Oklahoma State University will be classified in one of the following categories for retention purposes:

Good Academic Standing

Any student who meets the retention requirements as set forth in this section will be considered as being in good academic standing.

Academic Notice

Any student with 30 or fewer credit hours with a cumulative retention/graduation GPA of 1.70 to 1.99 will be placed on academic notice.

Academic Probation

Any student whose cumulative retention/graduation GPA falls below the retention requirements as stated herein will be placed on Academic Probation.

Students placed on Academic Probation must maintain a minimum GPA of 2.00 (excluding activity/performance courses) for each term of enrollment until they achieve the cumulative retention/graduation GPA necessary to regain “Good Academic Standing” status.

Academic Suspension

Any student who is on “Academic Probation” and does not achieve a term GPA of 2.00 (excluding activity/performance courses) will be immediately suspended and will not be eligible for reinstatement until one regular semester (fall or spring) has elapsed.

Retention Requirements

Credit Hours	Retention/Graduation*
<u>Attempted</u>	<u>GPA</u>
0 through 30	1.7
Greater than 30	2.0

*NOTE: All courses in which a student has a recorded grade will be counted in the calculation of the retention/graduation GPA excluding any courses academically forgiven as detailed in this chapter under the “Academic Forgiveness Policy” and excluding remedial/development (pre-college) courses. Beginning in Fall 1994, the retention/graduation GPA will also exclude physical education activity courses.

Continued Enrollment of Suspended Seniors

A senior student (90 or more semester credit hours) in a specified degree program who has failed to meet the retention/graduation GPA of 2.0 or the semester GPA of 2.0, which would allow him/her to continue, may enroll in an additional 15 semester hours in a further attempt to achieve the requirements for graduation. Such students will be afforded this extension one time only.

Procedures for Reinstatement of Suspended Students

Students suspended from Southeastern Oklahoma State University will not be allowed to reenter the institution for at least one regular semester (fall or spring) except as provided in the suspension appeals process. Any suspended student who has been suspended for at least one regular semester may apply for readmission to Southeastern Oklahoma State University. An interview will be conducted with the student by the Director of Admissions in an effort to determine if the conditions that led to the academic suspension have been corrected. If, in the judgment of the Director of Admissions, the student has a reasonable chance of academic success, s/he will be permitted to reenter the University.

The following criteria will apply to all students readmitted to Southeastern Oklahoma State University after serving at least one regular semester on academic suspension:

- 1. Suspended students can be readmitted only once.
- 2. Such students will be readmitted on probationary status and must maintain a 2.0 grade-point average (GPA) each semester attempted while on probation or raise their retention/graduation GPA to the designated retention level.
- 3. Should a student who has been reinstated be suspended a second time from Southeastern Oklahoma State University, s/he cannot return to Southeastern until such time as s/he has demonstrated, by attending another institution, the ability to succeed academically by raising his/her retention/graduation GPA to the retention standard.

Appeal for Immediate Readmission after Suspension from Southeastern

Students who feel that they have had extraordinary personal circumstances which contributed to their academic difficulties may petition for immediate reinstatement by requesting an “Application for Academic Appeal” from the Office of Academic Affairs, Administration Building, Room 307, (580) 745-2200. If approved, the student will be reinstated for one semester on a probationary basis and must meet the retention requirements at the end of the semester for continued enrollment at Southeastern Oklahoma State University. Should a subsequent suspension occur, the student will not be allowed to reapply until such time as s/he has demonstrated an ability to succeed academically by attending another institution and subsequently raising his/her retention/graduation GPA to meet retention requirements.

Procedures for Admission of Students Suspended From Other State System Institutions

In some instances, students with no more than one suspension from another State (Oklahoma) System institution

may apply for Probational Admission. To be considered for Probational Admission students must meet either Option A or Option B as follows:

Option A:

1. At the time of first college admission, met all other applicable Southeastern Oklahoma State University admission criteria.
2. Must sit out a regular (fall or spring) semester.
3. Interview with the Director of Admissions. Skills testing may be required at this time.

Option B:

1. Meet the first requirement stated in Option A.
2. Students who do not wish to sit out a semester (fall or spring), may request consideration for Probational Admission through the Academic Appeals Committee. The Committee will determine whether or not the circumstances surrounding the suspended student's appeal warrant admission to Southeastern Oklahoma State University and will make a recommendation to the Director of Admissions. The Director of Admissions will then consider the recommendation of the Academic Appeals Committee and determine whether or not to admit the student. An "Application for Academic Appeal" may be obtained from the Office of Academic Affairs, Administration Building, Room 307, (580) 745-2200.

If approved, the student is admitted on academic probation. Future enrollments will depend upon the student maintaining a 2.0 grade-point average (GPA) each semester attempted while on probation or by raising his/her retention/graduation GPA to the designated retention level.

A student entering Southeastern through this process may be required to participate in Basic Skills Testing in order to enhance his/her academic chances of success. Additional information concerning this requirement may be obtained from the Office of Admissions.

Student Support Services will also be available to any student admitted under this category.

APPEAL OF AN ASSIGNED GRADE

The Academic Appeals Committee acts upon appeals received in writing from faculty or students who seek to have grades or records altered. Students will have one calendar year from receipt of a grade to file an appeal. Faculty are required to retain student grades/exams and papers for one calendar year. Exceptions for appeal beyond one year will be considered in extenuating circumstances in which student's exam grades/papers would not be necessary in order to consider the appeal. The decision of the Academic Appeals Committee will be final. The procedure for submitting a grade appeal is as follows:

1. Request an "Application for Academic Appeal" from the Office of Academic Affairs, Administration Building, Room 307, (580) 745-2200.
2. Submit the application form along with a letter stating the reasons for the appeal to the Office of Academic Affairs.
3. After the application is received, the Office of Academic Affairs will inform the student in writing of the meeting date. The Committee usually meets at the beginning of each semester.
4. The student is encouraged to appear before the committee.
5. The final decision of the Academic Appeals Committee is submitted to the student by mail.

The Academic Appeals Committee is composed of eleven members. Eight faculty members, two from each academic school, are appointed through the University Committee Structure for two-year staggered terms and two students of upper-division or graduate standing are appointed by the President for one-year terms. The administrative liaison for the committee is the Assistant Vice President for Academic Affairs.

CHANGES AND WITHDRAWALS

Students finding it necessary to terminate their work in any class before the last day to drop a class should contact their academic advisor for appropriate forms and instruction concerning withdrawal procedures. Students terminating their entire enrollment should initiate the complete withdrawal with the Office of the Registrar.

Class withdrawals, including complete withdrawals, when transacted as a change of schedule during the first five days of a regular semester or during the first three days of a summer term, will not be recorded on the academic transcript.

Any student who withdraws from a course during the sixth day through the eighth week in a regular semester or the fourth day through the fourth week in a summer session, will receive a grade of "W" in the course.

After the end of the eighth week in a regular semester and the end of the fourth week in a summer session, a student may still withdraw until the twelfth week of the regular term or the sixth week of the summer term. The student will receive a grade of "W" or "F," depending upon the student's standing in the class at the time of withdrawal.

No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term.

It should be noted that the preceding deadlines for class withdrawals are for regularly scheduled, full-term classes. Shorter duration (accelerated) courses—interim courses and intensive courses (length less than sixteen weeks, fall or spring;

eight weeks, summer)—will have proportional timelines and refund periods.

HONOR ROLLS

Undergraduate students who have achieved superior academic performance are recognized by Southeastern Oklahoma State University each semester by being named to the President's Honor Roll or the Dean's Honor Roll. Eligibility for this recognition is as follows:

President's Honor Roll

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours of college-level courses (1000-4999) with a 4.0 grade-point average* (no grade lower than A).

For a summer term, the student must complete a minimum of six (6) semester hours of college-level courses (1000-4999) with a 4.0 grade-point average* (no grade lower than A).

Dean's Honor Roll

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours of college-level courses (1000-4999) with a 3.5 grade-point average* and no grade lower than B.

For a summer term, the student must complete a minimum of six (6) semester hours of college-level courses (1000-4999) with a 3.5 grade-point average* and no grade lower than B.

*NOTE: Courses graded with an I, N, P, or S are excluded from the minimum credit hours required to be considered for the honor roll.

HONOR GRADUATES

The ten percent of each graduating class representing the highest grade-point averages are recognized as honor graduates at the commencement exercises. The honor graduates are recognized in three groups: summa cum laude (top 2%), magna cum laude (top 3% to 5%), and cum laude (top 6% to 10%). For consideration as an honor graduate, a student must fulfill the following requirements:

- Must be completing the requirements for his/her first bachelor's degree.
- Must complete a minimum of 40 semester hours in residence at Southeastern Oklahoma State University exclusive of the final semester of enrollment.
- Must complete all courses required for the degree. (A student with an incomplete grade (I) in any course required for graduation will not be considered.)

In computing the grade-point average, all courses attempted, including those from other institutions attended and those forgiven by repeating, academic reprieve or academic renewal, will be considered.

SENIORS IN GRADUATE COURSES

Senior students at Southeastern Oklahoma State University, enrolling in their final semester of undergraduate study, may enroll in graduate courses provided they have fulfilled the following criteria:

1. Have a cumulative overall GPA of 2.75 or a GPA of 3.00 on the last sixty (60) semester hours attempted.
2. Be enrolled in enough undergraduate course work to complete the requirements for the bachelor's degree.
3. Have a total credit hour enrollment not exceeding sixteen semester hours in a regular semester (fall or spring) or eight semester hours in a summer session.
4. Submitted up-to-date transcripts of all college work to the Graduate Office.
5. Obtained permission from the Dean of Graduate Studies, Administration Building, Room 307.

Seniors receiving permission to enroll in graduate courses are provisionally admitted to graduate study.

SENIOR ASSESSMENT

All students at Southeastern are required to participate in a variety of assessment activities. Exit-level assessment is conducted during the senior year in the major field. Assessments within the major may also be required at other times. In addition to the above activities, students are required to respond to surveys and submit samples of their work for portfolios.

GENERAL EDUCATION PROGRAM

Mission

The General Education Program at Southeastern Oklahoma State University seeks to provide a broad foundation of intellectual skills, knowledge, and perspectives essential to all students by virtue of their involvement as human beings in a diverse, technological, and evolving global society. The program is designed to ensure that students acquire a broad understanding of human kind's cultural heritage in both the arts and sciences, think logically, critically, and creatively, communicate clearly and effectively, and develop skills, values, and attitudes essential to living meaningful and responsible lives.

Vision

To ensure that students perceive general education as a unified and related curriculum, courses within the general education curriculum should share certain components so that students clearly recognize common threads woven into the tapestry of their educational experience. To that end, every general education course should include a strong communi-

cation component and provide students with active practice in critical thinking and creative problem solving. In addition, when practical, a general education course should include integration with other disciplines and provide students with global and multicultural perspectives.

Goals of General Education

- A. Communication Goal:** The goal of the communication component of general education is to enhance the ability of students to effectively convey and receive information at the college level of competence.
- B. Computer Literacy Goal:** The goal of the computer literacy component of general education is to develop the computer skills of students so that they may use computers and associated technology for communicating, researching, organizing, storing, accessing, and presenting information.
- C. Mathematical or Quantitative Reasoning Goal:** The goal of the mathematical or quantitative reasoning component of general education is to develop the ability of students to understand and apply mathematical abstraction.
- D. Science Reasoning Goal:** The goal of the science reasoning component of general education is to promote scientific literacy in students.
- E. Critical Thinking Goal:** The goal of the critical thinking component of general education is to enhance the ability of students to integrate new information with previously acquired information to solve novel complex problems.
- F. Social and Political Institutions Goal:** The goal of the social and political institutions component of general education is to promote an understanding of the forces that have influenced the development of social, governmental, political, and/or economic institutions.
- G. Wellness Goal:** The goal of the wellness component of general education is to improve the ability of students to recognize the factors that promote healthy lifestyles.
- H. Humanities Goal:** The goal of the humanities component of general education is to enhance the awareness of students of the cultural heritage of humans.
- I. Fine Arts Goal:** The goal of the fine arts component of general education is to enhance the appreciation and understanding of the nature and value of the fine arts.

- J. Ethics and Values Goal:** The goal of the ethics and values component of general education is to promote an understanding of ethical issues implicit in their personal behavior and in the operation of political, social, and economic institutions.

Learning Outcomes by Goal

- A. Communication Goal**--students will demonstrate the ability to:
 1. communicate ideas clearly and effectively using Standard Written English.
 2. communicate ideas clearly and effectively orally using Standard English.
 3. engage in writing as a process of critiquing, revising, and editing.
 4. critically read a passage to gather information and develop an appropriate reaction to the content.
 5. critically listen to oral communication to gather information and develop an appropriate reaction to the content.
 6. communicate at a novice level in oral and written form in a language other than English.
- B. Computer Literacy Goal**--students will demonstrate the ability to:
 1. use contemporary word processing software to create a document.
 2. use contemporary presentation software to make an oral presentation.
 3. use contemporary spreadsheet software to organize, manipulate, and present numeric data.
 4. use the Internet and e-mail to retrieve and communicate information.
 5. develop strategies to address questions by searching and retrieving information available electronically.
 6. recognize unethical and illegal use of technology including copyright and privacy issues.
- C. Mathematical or Quantitative Reasoning Goal**--students will demonstrate the ability to:
 1. solve problems using the principles of algebra or symbolic logic.
 2. apply mathematical reasoning to analyze and interpret quantitative information.
 3. use and interpret mathematical formulas.
- D. Science Reasoning Goal**--students will demonstrate the ability to:
 1. design an experiment suitable for scientific investigation to test a scientific hypothesis and interpret the results.
 2. use the basic language of science.
 3. identify the unifying principles of science and apply them to contemporary issues of science, technology, and society.
 4. use and interpret formulas, graphs, and tables.

5. differentiate between scientific and non-scientific explanations.
6. evaluate the interaction between science and societal change.

E. Critical Thinking Goal--students will demonstrate the ability to:

1. reason by deduction, induction, and analogy.
2. distinguish between cause and effect.
3. examine information for alternative explanations and possible implications.
4. solve problems described verbally, graphically, symbolically, or numerically.
5. identify, analyze, and evaluate arguments.

F. Social and Political Institutions Goal--students will demonstrate the ability to:

1. critically evaluate at least one major period in history by explaining the factors such as political, demographic, geographic, social, cultural, and/or technological that influenced the thoughts and/or actions of citizens, immigrants, and indigenous people.
2. discuss the origins, organization, and/or operation of the political and/or governmental functions of the United States of America.
3. understand the origins and processes of political, social, and/or economic institutions in the context of a dynamic global community.
4. think critically about how individuals are influenced by current and previous political, social, economic, and/or family institutions.
5. understand the role of geographic factors in shaping today's world.

G. Wellness Goal--students will demonstrate the ability to:

1. identify the elements necessary to maintain a healthy lifestyle including physical, emotional, social, mental, and spiritual dimensions.
2. describe the impact of diet, life style, physical activity, environment, genetics, and mental health on living well.
3. critically examine contemporary health and wellness topics.

H. Humanities Goal--students will demonstrate the ability to:

1. understand the diversity human experience through an examination of human cultures and/or artifacts.
2. evaluate current cultural and societal activities in light of their historical roots.
3. identify selected influential and representative scholarly, literary, and artistic achievements of the past.

I. Fine Arts Goal--students will demonstrate the ability to:

1. identify and explain at least one major form of artistic expression and the creative process therein.
2. recognize that interpretation of works of art may be influenced by the social and cultural environment and change through time.
3. appreciate the fact that the fine arts enrich their lives.

J. Ethics and Values Goal--students will demonstrate the ability to:

1. differentiate between moral and other kinds of problems.
2. tolerate and understand the diversity of human behavior, points of view, and values.
3. recognize how values are formed, transmitted, and modified.

Forty-four semester hours of general education, distributed as described in the degree requirements, are required of all students working toward a bachelor's degree. Some degree plans require specific courses to fulfill the General Education categories stated. Bachelor of (Specialty) requires the same General Education as the B.A. and B.S. degrees unless otherwise specified.

GENERAL EDUCATION ASSESSMENT

All students at Southeastern are required to successfully complete a variety of assessment activities. Students from all undergraduate classifications are selected to participate in university-wide mid-level testing either on assessment day or in targeted courses each semester. The mid-level assessment is administered on the first Wednesday in March and October. University-wide assessment examines the general education skills of students in the areas of reading, writing, mathematics, science reasoning, and critical thinking. Students selected for mid-level assessment are notified that their enrollment in the following semester will be delayed if they fail to successfully complete the assessment test when notified. Students also are required to complete departmental assessments in general education courses; this assessment will target specific learning outcomes addressed by each course. Students also may be required to respond to surveys, submit samples of their work for portfolios, or complete exit interviews.

TEACHER EDUCATION PROGRAM

We welcome you to visit Southeastern's Teacher Education website to view or print a full copy of the Handbook for Teacher Education, Handbook for Student Teaching, and the Portfolio (www.SE.edu/teacher-education/handbooks).

Southeastern offers fourteen Teacher Education Programs (ten at the undergraduate level; four at the graduate level). Each of the fourteen specialty program areas has designated advisors and advisement sheets available. These advisement sheets may be obtained from the department offering the certificate program.

Undergraduate Teacher Education Programs

- Elementary Education
- Art Education
- Music Education
- Physical Education
- Spanish Education
- Special Education
- Science Education
- English Education
- Mathematics Education
- Social Studies Education

Graduate Education Programs

- School Administration
- School Counseling
- Reading Specialist
- Math Specialist (Spring 2009)

The Teacher Education Program at Southeastern Oklahoma State University is based on the shared vision that candidates should be trained to be competent, committed and ethical. The theme statement *Professionals for the 21st Century: Competent, Committed, and Ethical* indicates that our graduates will effectively utilize technology in planning and delivering instruction for diverse students while motivating and assessing all the students.

Teacher Education Admission

Teacher candidates at Southeastern Oklahoma State University may be admitted to the Teacher Education Program after they have:

- a. a minimum of fifty semester hours from an accredited institution of higher learning.
- b. a minimum of eight hours at Southeastern Oklahoma State University.
- c. a minimum of 2.5 grade-point average (at SE, major, and cumulative) in all course work attempted.
- d. grade of C or better in English 1113, 1213, and Communication 2213.
- e. passed the Oklahoma General Education Test (OGET)
- f. completed Criminal History Disclosure page.
- g. completed the "Proof of Experience Working with Children" form.
- h. written a commitment to teaching.
- i. submitted application to major department for approval and departmental completion of the Dispositions Evaluation and interview.

The Office of Teacher Education Services verifies each applicant's records and reports findings to the Teacher Education Admission/Retention Committee (TEARC). The Committee meets prior to each enrollment period. The Committee may admit the candidate, grant temporary admission, deny admission, or revoke admission. Applicants denied admission may request a review by the TEARC with new or additional information. The Committee conducts a special inquiry and a personal hearing for the student. If the denial status prevails after the special inquiry, the student may appeal to the Teacher Education Council. The TEARC members are not present during this appeal. The Teacher Education Council is the last appeal at Southeastern.

All education majors should secure a Handbook for Teacher Education for more detailed information on-line at www.SE.edu/teacher-education/handbooks. For further information, consult with your advisor or the Office of Teacher Education Services.

Admission requirements are subject to change on an annual basis.

Alternative Admission Standards

Alternative Grade-Point Option

Southeastern has implemented a policy for candidates who completed thirty (30) semester hours of college credit in an accredited institution of higher education who have not been enrolled in school at least five (5) years prior to application for admission to teacher education provided the student has the following:

1. A grade-point average of 3.0 in the last thirty (30) new semester hours of college work.
2. A minimum of fifteen (15) semester hours in required courses in the area of specialization with a minimum grade-point average of 3.0.

NOTE: This alternative grade-point option replaces the Southeastern, major, and cumulative grade-point requirements. All other admission criteria must be met. Southeastern requires a 3.0 GPA be maintained for admission to student teaching.

Temporary Admission

Teacher candidates who do not meet admission criteria may apply for temporary admission to enroll in restricted professional education courses through the respective departmental advisor and department chair. The department chair then formally requests approval for the temporary admission from the Teacher Education Admission/Retention Committee. Temporary admission is valid for one semester only.

Temporary admission in restricted professional education courses may be granted to a candidate who can meet full admission requirements by the end of the semester in which the temporary admission is allowed. To continue enrollment in any restricted professional education courses, full admission requirements must be met. Teacher candidates are respon-

sible for securing the advisement needed to ensure that full admission is obtained.

Retention in Teacher Education

Each semester the teacher candidate's advisor and the Office of Teacher Education Services audits grade-point averages on candidates admitted to Teacher Education. Those teacher candidates failing to maintain at least a 2.5 grade-point average at SE, major, and cumulative) after admittance will automatically be placed on probation.

Failure to achieve at least the 2.5 grade-point averages during the probationary term may cause the Teacher candidate to be withdrawn from the Teacher Education Program. Teacher candidates wishing to remain in the program who are in this category must secure written approval from their major department to remain in the program.

Any disposition deemed unworthy by the major department will be presented for assessment by the Teacher Education Admission/Retention Committee. Committee action will be final unless the Teacher candidate requests an appeal. The appeal process must be initiated by the Teacher candidate through the major department.

Student Teaching Admission and Placement

A Teacher candidate makes application for admission to student teaching in the first two weeks of the semester preceding the semester in which enrollment in student teaching is anticipated. The Teacher candidate will have completed 90 semester hours prior to submitting an application for admission to student teaching. The application is in the Handbook for Student Teaching which may be accessed on-line at www.SE.edu/teacher-education/handbooks.

All course work in general education, specialty, and professional education are completed prior to the commencement of student teaching. However, some methods courses and EDUC 4000 & Pre-Student Teaching Field Experience III, may be taken on an accelerated basis during the first part of the student teaching semester. The Teacher candidate then devotes 12 weeks full time to student teaching during the remainder of the semester

To be admitted to Student Teaching the applicant must have met and maintained all criteria for admission to the Teacher Education Program, including the required grade-point averages (overall, SE, and major). The applicant must have the approval of the appropriate department chairperson.

The Office of Teacher Education Services verifies all information and submits the application to the Teacher Education Admission/Retention Committee, which grants or refuses the student admission on the basis of its findings. If a Teacher candidate is denied admission, guidance is provided that aims to meet the vocational needs. In the event the Teacher candidate requests reconsideration, the resulting decision stands for one semester; at the end of which time, the committee will reconsider a case if the Teacher candidate presents new evi-

dence and requests reconsideration. Appeals will be made to the Teacher Education Council.

General Certification Information

Upon completion of the certificate program, the certification officer certifies that the candidate has fulfilled the requirement for Southeastern Oklahoma State University's approved program and recommends the credential be issued by the Oklahoma State Department of Education. The candidate is responsible for completing the online certification process.

All first-time credentialed teachers must have on file with the Oklahoma State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation (OSBI) as well as a national fingerprint-based criminal history record provided by the Federal Bureau of Investigation (FBI). The OSBI and FBI requirement applies to a person who has never held a license or certificate in Oklahoma.

EDUCATIONAL OUTREACH

Higher Education Centers/Branch Campuses/Extension Campuses

Southeastern Oklahoma State University offers residence credit courses and programs at one branch campus – Southeastern Oklahoma State University in McCurtain County, two higher education centers—the Ardmore Higher Education Center in Ardmore, Oklahoma, the McAlester Higher Education Center located on Eastern Oklahoma State College's McAlester campus in McAlester, Oklahoma, and an extension campus located at Grayson County College in Denison, Texas. These campuses and centers of higher education provide courses in most academic disciplines and selected programs at the undergraduate and graduate level. The Office of Academic Affairs (A307) or the Office of Continuing Education (UC228) can help you decide which location best serves your needs. Each campus and center is a cooperative effort between Southeastern Oklahoma State University and other Oklahoma and Texas institutions of higher education:

Ardmore	East Central Oklahoma State University and Murray State College
Idabel	Carl Albert State College and Eastern Oklahoma State College
Grayson	Grayson County College

In addition to the formally structured higher education campuses and centers, Southeastern serves the educational needs of the people of Southeastern Oklahoma through residence credit course offerings at various locations in the historical geographic service area of the University.

Interactive Educational Television (IETV)

Southeastern Oklahoma State University is authorized by the Oklahoma State Regents for Higher Education and The

Higher Learning Commission of the North Central Association of Colleges and Schools to offer and receive courses via Interactive Educational Television (IETV). Beginning in 1998, Southeastern began offering a limited number of interactive television courses from the campus to the Higher Education Centers in Ardmore and Idabel and to other locations in Southeastern Oklahoma. Courses offered via interactive television are marked with IETV under the in the class listings at www.SE.edu/academics/class-schedule each semester. Coordination of IETV courses is handled by the Office of Telecommunications on campus. For information call (580) 745-2102 or write to Mr. Wayne Williamson, Director, Telecommunications, Box 4238, Durant, OK 74701-0609.

NON-FORMAL CREDIT

Extra-institutional Credit

Extra-institutional credit is credit granted through means other than the completion of formal college-level courses (e.g., testing and noncollegiate sponsored instruction). Testing methods include institutionally prepared examinations, institutionally administered performance testing, and standardized national tests especially designed for the establishment of credit. Noncollegiate sponsored instruction includes military training/learning, workplace courses, etc. The following requirements pertain to all methods of extra-institutional credit described in this section:

Validation: Extra-institutional credit earned through any of the following methods must be validated by successful completion of 12 or more semester hours of academic work at Southeastern Oklahoma State University and will be recorded on the transcript only if the student is currently enrolled.

Grading. All credit through extra-institutional means will be recorded with a grade of "P". Only those courses for which the minimum passing score is attained will be recorded.

Southeastern Departmental Advanced Standing Examinations

Advanced standing credit can be earned at Southeastern by evaluating a student's previous learning experiences through testing. Most departments offer some courses by examination. Students should consult with the chair of the department offering the course of interest as to whether it can be taken by examination.

Application forms for these examinations can be obtained from the office of the appropriate academic dean. Administration of the examination and the granting of the credit must be approved by the respective department chair and the dean of the school.

The charge for administering an institutional advanced standing examination is \$7.50 per semester credit hour and must be paid prior to taking the examination. This fee is subject to change.

For courses offered by examination, see the department chair of the course of interest.

CLEP Testing and Course Equivalencies

Southeastern is a National (open) testing center. Exams taken through the National or open testing conditions are transferable to any institution accepting CLEP scores (check receiving institution's criteria for accepting and awarding credit).

Students may not take a CLEP exam more than once in a particular subject area. In addition, a CLEP exam may not be taken in a particular subject area in which the student has previously enrolled. Other restrictions may apply.

Southeastern's CLEP code is 6657. Cost is \$87 per test, however, prices are subject to change. Advance registration is required. Forms are available in the Learning Center by calling (580) 745-2452. Written requests should be sent to the Learning Center, Southeastern Oklahoma State University, Box 4090, Durant, OK 74701-0609.

CLEP Exams

CLEP EXAMINATION	SE COURSE EQUIVALENCY SCORE	MINIMUM HR. CREDIT	SEMESTER
College Algebra	MATH 1513	52	3
Trigonometry	MATH 1613	58	3
Calculus with Elem Functions	MATH 2215	61	5
General Chemistry	CHEM 1315 & 1415	50	10
General Biology	BIOL 1114	50	4
	BIOL 1404		
	OR BIOL 1504	60	4
Introductory Business Law	BLAW 3123	63	3
Prin. of Macroeconomics	ECON 2113	50	3
Prin. of Microeconomics	ECON 2213	50	3
Principles of Accounting	ACCT 2103	50	3
	ACCT 2103 & 2203	55	6
College French Language	FREN 1113	46	3
College German Language	GERM 1113	47	3
College Spanish Language	SPAN 1113	50	3
	SPAN 1113 & 1223	55	6
	SPAN 1113 & 1223 & 2113	60	9
Introductory Sociology	SOC 1113	50	3
Introductory Psychology	PSY 1113	50	3
Human Growth & Development	PSY 3213	50	3
College Mathematics	MATH 1303	55	3
English Composition with Essay	ENG 1113	50	3

There are "Immediate Candidate Score Reports" for all examinations except English Composition with Essay. For English Composition with Essay, candidates will receive their

scores in the mail (three to four weeks) after CLEP has scored the essay portion of the exam.

Advanced Placement Program

The Advanced Placement Program (AP), offered through the College Entrance Examination Board, allows high school students to take examinations for credit at the college level. High school counselors assist students with testing arrangements. The following table lists the courses for which Southeastern awards credit if the student scores at a level three (3) or higher.

Advanced Placement Program Exams and Course Equivalencies

TESTNAME	3	SCORE 4	5
American Government	POSC 1513	POSC 1513	POSC 1513
American History	HIST 1513,1523	HIST 1513,1523	HIST 1513,1523
Biology	BIOL 1114	BIOL 1404 or 1504	BIOL 1404 or 1504
Chemistry	NONE	CHEM 1315,1415	CHEM1315,1415
Computer Science	CS 1003	CS 1003	CS 1003
Economics-Macro	ECON 2113	ECON 2113	ECON 2113
Economics-Micro	ECON 2213	ECON 2213	ECON 2213
English Language & Composition	ENG 1113	ENG 1113,1213	ENG 1113,1213
English Literature & Composition	ENG 1113	ENG 1113,1213	ENG 1113,1213
Environmental Science	CONS 1124 & Lab	CONS 1124 & Lab	CONS 1124 & Lab
European History	HIST 2723	HIST 2723	HIST 2723
French Language	FREN 1113,1223	FREN 1113,1223	FREN 1113,1223
French Literature	FREN 2113	FREN 2113	FREN 2113
German	GERM 1113,1223	GERM 1113,1223	GERM 1113,1223 & 2113
History of Art	ART 1103	ART 1103	ART 1103
Math-Calculus AB	MATH 2215	MATH 2215	MATH 2215
Math-Calculus BC	MATH 2215	MATH 2215,2315	MATH 2215,2315
Music	MUS 1123	MUS 1123	MUS 1123
Physics B	PHYS 1114	PHYS 1114	PHYS 1114
Physics C	PSCI 1114	PSCI 1114	PSCI 1114
Psychology	PSY 1113	PSY 1113	PSY 1113
Spanish Language	SPAN 1113,1223	SPAN 1113,1223	SPAN 1113,1223
Statistics	STAT 2153	STAT 2153	STAT 2153
Studio Art:			
Drawing Portfolio	ART 1213	ART 1213	ART 1213
General Portfolio	ART 2013	ART 2013	ART 2013

Credit for Military/Training

Veterans may be granted credit for basic training, for formal service school courses, and for approved college-level examinations passed while in military service. In general, the credit is granted in accordance with the recommendations of the Commission on Accreditation of Service Experiences, an agency of the American Council on Education (ACE).

Students who want to establish credit for educational experiences in the military should submit the following documents as applicable:

1. Army personnel and veterans who entered active duty or reserve personnel starting on or after October 1, 1981: Submit an Army/American Council on Education Registry Transcript (AARTS). AARTS transcripts may be ordered by contacting the AARTS Operations Center by phone at 1-866-297-4427, by web at aarts.army.mil, or by mail at 298 Grant

Avenue, Ft. Leavenworth, KS 66027-1254.

2. Army veterans who entered active duty or reserve prior to October 1, 1981: Submit a DD form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.
3. Navy and Marine Corps (enlisted and officer) personnel who are currently on active duty or reserve, and those who separated or retired from active duty on or after January 1, 1975 (Sailors) or January 1, 1990 (Marines): Submit a Sailor/Marine/ACE Registry Transcript (SMART). SMART transcripts may be ordered through a Navy College Office or Marine Corps Education Center. For further information, contact the Navy College Center at 1-877-253-7122 or e-mail ncc@navy.mil. The website is <https://www.navycollege.navy.mil>.
4. Air Force personnel and veterans: Submit an official transcript from the Community College of the Air Force (CCAF) for work taken as an undergraduate student or from the Air University for work taken as a graduate student. CCAF transcripts may be ordered by sending a written request to: CCAF/DFRS, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6613. For more information, contact the CCAF at 334-953-2794 or www.au.af.mil/au/ccaf/. Air University transcripts may be obtained by writing to the Registrar's Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex, AL 36118-5643.
5. DANTES: Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support). Many tests taken under DANTES carry American Council on Education credit recommendations recognized by Southeastern. Transcripts may be ordered from Thomson Prometric, ATTN: DSST/CLEP (DANTES) Transcripts, PO Box 6604, Princeton, NJ 08541-6604, Fax: 609-895-5026, Phone: 877-471-9860.
6. DD Form 295 for Active Duty Personnel: If you are not able to obtain one of the documents listed above, active duty personnel should submit a DD form 295, Application for the Evaluation of Learning Experiences During Military Service.

ACE College Credit Recommendation Service (CCRS)

The American Council on Education (ACE) administers the Registry of Credit Recommendations for organizations participating in the College Credit Recommendation Service (CCRS) [formerly called Program on Noncollegiate Sponsored Instruction (PONSI)]. The registry offers the sponsor's course participants a permanent, computerized record of all courses evaluated by the College Credit Recommendation Service.

Currently enrolled students may be granted credit in accordance with the American Council on Education (ACE) recommendations, after completion of 12 semester hours of course work at Southeastern Oklahoma State University. To

obtain credit, the student must have a transcript provided by the American Council on Education (ACE).

For information on obtaining a transcript or obtaining additional information, call (202) 939-9433, e-mail (credit@ace.nche.edu), or write to College Credit Recommendation Service, American Council on Education, One Dupont Circle NW, Suite 250, Washington, DC 20036-1193.

Correspondence Study

Correspondence courses are not offered at Southeastern Oklahoma State University; however, credit is accepted for most courses completed by correspondence through other accredited institutions. Correspondence work will be recorded on the transcript only if the student is currently enrolled and has successfully completed 12 or more semester hours of academic work at Southeastern Oklahoma State University.

Maximum Non-Formal Credit

Maximum credit accepted through non-formal means (extracurricular and correspondence study) depends on the type of degree program a student is pursuing:

Non-education Degree

For non-education degree programs (B.A. or B.S.), the amount of non-formal credit (advanced standing, CLEP, correspondence, military training, etc.) which may be awarded shall not exceed one-half of the total semester hours required at the lower-division level, and not more than one-half of the total semester hours required at the upper-division level for the B.A. and B.S. degrees.

Education Degree

For education degree programs (B.A. or B.S.), not more than one-fourth of the work used to satisfy requirements in any area of preparation (professional education, general education, specialized education) nor more than one-fourth of the total academic work submitted in an approved teacher-certificate program may be taken by non-formal study (advanced standing, CLEP, correspondence, military training, etc.).

NON-CREDIT ADVANCED PLACEMENT

In certain fields, students may enter a study sequence at an advanced level by means of advanced placement. Advanced placement is based on certain recorded competencies such as ACT scores, high school course of study and grades, and examinations administered by the academic department in which advanced placement is requested. No credit is granted for courses by-passed by advanced placement. Arrangements for advanced placement exams should be made with the chair of the academic department.

RELIGIOUS EDUCATION

Religious education is not offered through a formal department or program at Southeastern Oklahoma State University. Courses are offered for credit by the University through the various churches and religious organizations from the surrounding community and are listed each semester on the Southeastern website at www.SE.edu/class-schedule.

Baccalaureate Degrees and Requirements

Types of Baccalaureate Degrees

Liberal Arts and Sciences

Graduation and Changes in Degree Requirements

Baccalaureate Degree Requirements

Program Policies

Honor Graduates

Second Bachelor's Degree

Graduation Information

Degrees Offered by Major Field

Baccalaureate Degrees and Requirements

The bachelor's degree is an academic title conferred on an individual in recognition of the successful completion of a three or four-year course of study. The title is awarded upon recommendation by the faculty of the University.

The baccalaureate program is composed of three separate parts: general education, specialized education, and elective elements. In a typical program, the three parts will be approximately equal. In a traditional bachelor's degree program, the part devoted to general education will predominate, whereas in a professional program, specialized courses will consume a larger share of the total hours required for the degree.

TYPES OF BACCALAUREATE DEGREES

Southeastern offers three types of baccalaureate degrees: the Bachelor of Arts degree is awarded for successful completion of a program of study that is primarily liberal arts and sciences, the Bachelor of Science degree is awarded for successful completion of a program of study designed to lead to graduate study or entry into a particular profession; the Bachelor of (Specialty) degree is awarded for successful completion of a program of study that is designed primarily for entry into an occupational field.

Undergraduate degrees are distinguished by the minimum amount of liberal arts and sciences required for each degree type as described below:

- A. At least 80 semester credit hours (or the equivalent) of the course work for the Bachelor of Arts (B.A.) degree shall be in the liberal arts and sciences.
- B. At least 55 semester credit hours (or the equivalent) of the course work for the Bachelor of Science (B.S.) shall be in the liberal arts and sciences.
- C. At least 40 semester credit hours (or the equivalent) of the course work for the Bachelor of (Specialty) shall be in the liberal arts and sciences. The Bachelor of (Specialty) is restricted to a small number of fields in which traditional national practice or demands of the field or discipline require that the degree title include the name of the profession or discipline.

LIBERAL ARTS AND SCIENCES

The liberal arts and sciences are defined as those traditional fields of study in the humanities, social and behavioral sciences; communication; natural and life sciences; mathematics; and the history, literature, and theory of the fine arts (music, art, drama, dance). Courses directed toward specific occupational or professional objectives, or courses in the arts

which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Education Program are not necessarily synonymous or mutually exclusive with the Liberal Arts and Sciences.

Courses which apply toward fulfillment of the Liberal Arts and Sciences degree requirements are marked with a # in the title of the course (see Course Descriptions, page 162).

GRADUATION AND CHANGES IN DEGREE REQUIREMENTS

Students must meet all the requirements for a degree outlined in one catalog. The student may elect any catalog in force during his or her enrollment at the University, provided enrollment is continuous. A student who breaks enrollment (either voluntarily or by compulsion) for two consecutive semesters (excluding summer terms) may not elect a catalog earlier than the one in force at the time of re-entry. Under no circumstances may a catalog more than 10 years old be used.

Notwithstanding the provisions in the above paragraph, students in Teacher Education programs seeking state teacher certification shall in all cases be subject to curriculum changes insofar as these are necessary to meet certification requirements, without reference to the dates on which these students entered college.

From time to time, degree programs are deleted. When this happens, active students are given a deadline to complete the program. After the final deletion date for the program, the program is no longer viable. Any student (active or inactive) who fails to finish the requirements by the deadline will have to convert to an active degree program.

BACCALAUREATE DEGREE REQUIREMENTS

DEGREE REQUIREMENTS

General Education Requirements

All students must complete the general education program requirements to be eligible for graduation with a baccalaureate degree. A total of forty-four (44) hours are required in general education. (For more information on the general education program, see page 48.)

Teacher education candidates in elementary education and special education must complete special coursework in the following areas: language arts, mathematics, social studies, and science (see page 117 for specific courses). Most of these courses can be completed within the general education program. The general education courses that may also be used for teacher education are marked with an asterisk (*).

General Education Courses

I. Communications9 hours

1. English (6 hours)

ENG 1113 Composition I*

ENG 1213 Composition II*

2. Speech Communication (3 hours)

One of the following:

COMM 1233 Interpersonal

Communication

COMM 2213 Business & Prof Speaking*

II. Social and Behavioral Sciences12 hours

1. Political Science (3 hours)

POSC 1513 US Federal Government*

2. United States History (3 hours)

One of the following:

HIST 1513 US History to 1876*

HIST 1523 US History since 1876*

3. Social Sciences (3 hours)

One of the following:

ECON 2113 Macroeconomics

GEOG 2723 Regional Geog of World*

HIST 3513 US Social & Cultural Hist

SOC 1113 Principles of Sociology

4. Mental and Physical Health (3 hours)

One of the following:

HPER 1113 Wellness & Positive Life

PSY 1113 General Psychology

III. Science and Mathematics.....14 hours

1. Biological Sciences (4 hours)

One of the following:

BIOL 1114 General Biology*

BIOL 1404 Principles of Biology

2. Physical Sciences (4 hours)

One of the following:

PSCI 1114 General Physical Science*

PSCI 1214	General Earth Science
PSCI 3114	General Astronomy
CHEM 1004	Chemical Concepts
CHEM 1114	Basic Chemistry I
CHEM 1315	General Chemistry I
PHYS 1114	General Physics
PHYS 2015	Engineering Physics

3. Mathematics (3 hours)

One of the following:

MATH 1303 Math in Liberal Arts*

MATH 1513 College Algebra*

MATH 1543 Algebra for the Sciences

MATH 1613 Trigonometry

MATH 2013 Intro to Discrete Math

MATH 2113 Analytic Geometry

MATH 2143 Brief Calculus with Applic

MATH 2215 Calculus I

MATH 2283 Introduction to Logic

4. Computer Proficiency (3 hours)**

One of the following:

CIS 1003 Computers in Society*

BIM 1553 Business Computer Applic

IV. Humanities9 hours

1. Hum, Philosophy & Literature (3-6 hrs)

One of the following:

HUM 2113 Humanities*

HUM 2223 Humanities*

HUM 2453 Philosophy in Life

HUM 2313 Introduction to Literature*

ENG 2313 Introduction to Literature

ENG 3893 World Literature in

Translation

PHIL 2113 Introduction to Philosophy

2. Fine Arts (3-6 hours)

One of the following:

ART 1003 Art and Visual

Communication

ART 1103 Art Appreciation

ART 2103 Art and World Cultures

ART 3013 Comic Book Art

ART 3083 Issues in Aesthetics &

Criticism

MUS 1113 Music in American Society

MUS 1123 Music Literature & Apprec

THTR 1143 Theatre Appreciation

THTR 1183 Film Appreciation

THTR 2183 Film Genres

THTR 3183 Film and Culture

3. Foreign Language (0-3 hours)

One of the following:

CHTW 1513 Choctaw Language & Culture*

FREN 1113 Elementary French I*

GERM 1113 Elementary German I*

SPAN 1113 Elementary Spanish*

SPAN 1223 Principles of Spanish

Any 3-hr introductory foreign language course*

One additional course from #1 or #2 above

- * See page 117 for information on Teacher Education/General Education crossover courses. Contact your major advisor for complete details.
- ** See General Education Program Requirements for more details.

General Education Program Requirements

1. A student must have a 2.00 retention/graduation GPA in all general education coursework completed.
2. A student must have a 2.00 retention/graduation GPA in all general education coursework completed at Southeastern.
3. Students must successfully complete either CIS 1003 or BIM 1553 (or their equivalent at another institution of higher education), or earn advanced standing credit in either course by passing a computer proficiency test offered by the Department of Chemistry, Computer, and Physical Sciences or Department of Management and Marketing at Southeastern. One year of computer science in high school will no longer satisfy the computer proficiency requirement at Southeastern.
4. A student must complete English Composition I (ENG 1113), the Math requirement, and the Computer Proficiency requirement in his/her first 30 hours of college coursework at Southeastern.
5. A student must complete ENG 1213 and COMM 1233 or COMM 2213 within the first 45 hours of coursework at Southeastern.
6. Some programs/majors require specific general education courses. Refer to the program requirements as listed in the department information for additional guidance.
7. A maximum of ten semester hours of credit used in meeting the requirements in the major field may be used to satisfy the requirements in general education.
8. A maximum of three semester hours of credit used in meeting the requirements in the minor field may be used to satisfy the requirements in general education.

Field of Specialization/Major Requirements

All students must complete one of following Field of Specialization options in addition to the General Education requirements to be eligible for a baccalaureate degree:

1. One major program and one minor program,
2. One major-minor program, or
3. A double major program

For Education Programs, students must complete the requirements as outlined in the department including a minimum of 50% of upper-division credit plus 33 semester hours of Professional Education courses as listed on page 117.

Refer to the following section on "Program Policies" for more information on major requirements.

Upper-Division Course Requirements

A minimum of forty (40) semester hours of the total hours required for graduation must be completed in upper-level courses (3000-4000) excluding physical education activity courses. Lower-level courses transferred from other institutions that have been equated to Southeastern upper-level courses will still be counted as lower level.

Liberal Arts and Sciences Requirement

Each type of baccalaureate degree program requires a minimum amount of liberal arts and sciences courses as indicated below:

Bachelor of Arts (B.A.).....	80 semester hours
Bachelor of Science (B.S.).....	55 semester hours
Bachelor of (Specialty).....	40 semester hours

Senior Institution (4-Year School) Credit

A minimum of sixty (60) semester hours counting toward the degree program excluding physical education activity courses must be completed at a senior-level (baccalaureate granting) institution.

Junior College (2-Year School) Credit

A maximum of sixty-four (64) semester hours completed at accredited two-year junior/community colleges (including no more than four (4) hours of physical education activity courses) may be counted toward the completion of a baccalaureate degree. Students may complete additional 2-year college credit above the 64 hours to fulfill lower-level curriculum requirements; however, a minimum of 60 semester hours (excluding physical education activity courses) must be completed at a four-year institution. All credit completed at regionally accredited institutions will be recorded on the Southeastern transcript.

Residence Requirements

A student completing a baccalaureate degree program at Southeastern must meet the following residence requirements excluding physical education activity courses:

1. Complete a minimum of thirty weeks and thirty semester hours of formal course work in residence at Southeastern.
2. Complete at least fifteen of the final thirty semester hours applied toward degree requirements or at least fifty percent of the semester hours required in the major field in residence at Southeastern.
3. Complete at least two courses in each major field and one course in each minor field which are used to meet degree requirements in residence at Southeastern.
4. Programs

- a) Non-education programs: complete a minimum of one-half of the total credits required for graduation in residence at approved institutions.
- b) Teacher education programs: complete three-fourths of the total credit for graduation in residence at approved institutions: this requirement is applied separately and individually to work in general education, professional teacher education, and the field of specialization (major).
- c) See the Department of Aerospace for special residency requirements for its programs.

Course credits achieved by non-formal study (see NON-FORMAL CREDIT, page 53) do not count as residence credits in fulfilling any of the preceding residence requirements.

Grade-Point Average Requirements

The student must have achieved at least a 2.00 retention/graduation grade-point average in each of the following areas (excluding physical education activity courses) to be eligible for a baccalaureate degree:

1. All course work completed;
2. All course work completed at Southeastern;
3. All course work completed separately and individually in the major, the minor, and professional education;
4. All course work completed at Southeastern separately and individually in the major, the minor, and professional education;
5. All general education course work completed; and
6. All general education course work completed at Southeastern.

NOTE: All Bachelor of Business Administration, Bachelor of Arts in Education and Bachelor of Science in Education programs have an additional grade-point requirement. For details, see specific chapter for each degree.

Minimum Credit Requirement

The minimum semester hours required for graduation is one hundred twenty-four (124), which may include at most four semester hours of physical education activity courses.

PROGRAM POLICIES

1. **Major Field Program Requirements.** A major shall not exceed 40 semester hours as outlined by the department, including a minimum of 50% of upper-division credit. (Deviations from these requirements may be made when needed to meet specialty accreditation standards.)
2. **Major-Minor Program Requirements.** A major-minor shall not exceed 58 semester hours as outlined by the department, including a minimum of 40%

of upper-division credit. These programs must use courses from at least two program areas and shall not exceed 40 semester hours from any one program area. (Deviations from these requirements may be made when needed to meet specialty accreditation standards.)

3. **Minor Program Requirements.** A minor will consist of 18 to 24 semester hours including a minimum of six semester hours of upper-division credit.
4. **Multiple Majors.** A student may earn more than one undergraduate major, including major-minors, by satisfying the requirements of each major program and completing a minimum of 30 unduplicated semester credit hours for each major.
5. **Multiple Minors.** When the same course(s) are required in both the major and the minor, two majors or two minors, the course(s) must be replaced with an equal number of hours from either of the two areas.
6. **General Education and Major/Minor Requirements.** A maximum of ten semester hours of credit used in meeting the requirements in the major field may be used to satisfy the requirements in general education. A maximum of three semester hours of credit used in meeting the requirements in the minor field may be used to satisfy the requirements in general education. When the same courses are required in both the major or minor and general education in excess of the amounts listed previously, the excess courses must be replaced with an equal number of hours from the major or minor area(s).

HONOR GRADUATES

The ten percent of each graduating class representing the highest grade-point averages are recognized as honor graduates at the commencement exercises. The honor graduates are recognized in three groups: summa cum laude (top 2%), magna cum laude (top 3% to 5%), and cum laude (top 6% to 10%). For consideration as an honor graduate, a student must fulfill the following requirements:

- Must be completing the requirements for his/her first bachelor's degree.
- Must complete a minimum of 40 semester hours in residence at Southeastern Oklahoma State University exclusive of the final semester of enrollment.
- Must complete all courses required for the degree. (A student with an incomplete grade (I) in any course required for graduation will not be considered.)

In computing the grade-point average, all courses attempted, including those from other institutions attended and those forgiven by repeat, academic reprieve or academic renewal, will be considered.

SECOND BACHELOR'S DEGREE

A student with a bachelor's degree from an accredited university may receive a second bachelor's degree from Southeastern by fulfilling all of the following:

1. All the current requirements for the second degree.
2. A minimum of 30 additional undergraduate semester hours, of which 15 must be in residence at Southeastern, which were not used in meeting any requirements for the first degree. (i.e., a minimum of 154 undergraduate semester hours completed)
3. A minimum of 15 of the additional 30 hours must be at the 3000-4000 level.
4. A major used for the first bachelor's degree cannot be used as a major for the second bachelor's degree.
5. Only one degree will be conferred at one commencement.

GRADUATION INFORMATION

Degrees are formally conferred during the fall and spring commencement exercises and awarded in absentia at the end of each summer session. Diplomas are mailed approximately six weeks following the official graduation date for summer and eight weeks for fall and spring. The degree and date of the diploma are entered on the student's permanent transcript record. It is the student's responsibility to make sure all degree requirements have been met. Students completing degree requirements at the end of a summer semester may participate in the following fall commencement.

Application for Graduation

Students seeking a bachelor's degree should obtain an "Application for Graduation" from the Office of the Registrar and apply for graduation the semester in which they plan to complete all degree requirements. To begin the application process, an appointment for a final graduation check should be made in the Office of the Registrar for bachelor's degrees and in the Graduate Office for master's degrees by April 1 (Spring), July 1 (Summer), or November 1 (Fall). **It is the responsibility of the student to initiate the process for graduation.** Students should request a General Education evaluation by the Office of the Registrar upon completion of 60 semester hours.

A graduation fee of \$25 must be paid in the Business Office upon completing the application process. Diplomas are mailed to the student's permanent address on record in the Office of the Registrar.

Graduation Check List

The process to apply for graduation is a multi-step process. To ensure proper application for graduation, students should complete the following steps in sequential order:

1. Contact the Office of the Registrar to make an appointment for a final graduation check.
2. Obtain and complete an "Application for Graduation" from the Office of the Registrar.
3. Present your "Application for Graduation" when you appear for your appointment in the Office of the Registrar. The Office of the Registrar will review your file and perform a final graduation check to ensure that you have completed all general education and graduation requirements.
4. Make an appointment to meet with your advisor to complete a final degree check. Your advisor must verify that all major requirements will be met by the end of the semester and provide a final "Clearance Note". Depending on your major and/or minor, approval from the department chair and/or second major/minor advisors may also be required.
5. Once approved for graduation by your advisor, return the Clearance Note to the Office of the Registrar.
6. To finalize the process, you will be given a "Graduation Clearance Note" (GCN). In addition, you will receive information on participation in the commencement ceremony.
7. Take the GCN to the Financial Aid Office.
8. When cleared by the Financial Aid Office, take the GCN to the Business Office where you will pay the \$25 graduation fee.
9. Take the Business Office receipt and GCN to the Office of the Registrar.

Upon completion of these steps, you will be officially approved for graduation.

DEGREES OFFERED BY MAJOR FIELD

Southeastern Oklahoma State University offers degrees with the following majors and major options (see page as listed for additional information):

Bachelor of Arts degrees (B.A.)

Art	83
Communication	84
Organizational and Strategic Communication	
Media Studies	
Criminal Justice.....	113
English	87
English w/Writing Emphasis	
English Education	87
History	95
Music.....	91
Political Science	95
Psychology.....	114
Social Studies Education	96
Sociology	115
Spanish	88
Spanish Education	88
Theatre.....	85
Acting/Directing	
Technical Theatre Design	
Theatre Management Promotion	
Musical Theatre	

Bachelor of Science degrees (B.S.)

Aviation	104
Professional Pilot	
Aviation Management	105
Business	
Maintenance	
Safety	
Security	
Art Education	83
Biology	76
Biological Health Sciences	
Botany	
Zoology	
Medical Sciences	
Biotechnology (Interdisciplinary)	77, 79
Chemistry	79
Medical Sciences	
Computer Information Systems	80
Computer Science	80
Fisheries and Wildlife	78
Elementary Education	117
Graphic Design & Visual Media	83
Health & Physical Education	119
Mathematics	89
Mathematics Education	90
Occupational Safety & Health	93

Recreation.....	119
Science Education	81
Special Education- Moderate Disabilities.....	117

Bachelor of (Specialty) degrees

Bachelor of Business Administration (B.B.A.)	
Accounting	102
General Business	109
Finance.....	102
Management.....	106
Marketing.....	107
Bachelor of Music (B.M.).....	92
Emphasis in Performance	
Bachelor of Music Education (B.M.E.)	91
Instrumental	
Vocal	
Bachelor of General Studies (B.G.S.)	70

Masters Degrees

Master of Business Administration (M.B.A.).....	139
Master of Behavioral Studies (M.B.S.).....	136
Community Counseling	
Master of Education (M.Ed)	
Elementary Education	143
General Elementary Education	
Reading Specialist	
Special Education	
Mathematics Specialist	145
School Administration	145
School Counseling	146
Master of Science (M.S.)	
Aerospace Administration & Logistics	148
Occupational Safety and Health	149
Master of Technology (M.T.).....	151

Courses and Curricula

Course Information

School of Arts and Sciences

School of Business

School of Education and Behavioral Sciences

Other Courses

Course Information

Courses within the following fields of study are offered at Southeastern by the department indicated beside each subject listing. Also listed are the course prefixes which the University uses to identify courses in each field. The courses and descriptions are listed alphabetically by departments, beginning on page 162.

SCHOOL OF ARTS AND SCIENCES

Field of Study	Course Prefix	Department
Art	ART	Fine Arts
Automotive.....	PMCH	Occupational Safety & Health
Biology.....	BIOL.....	Biological Sciences
Botany	BOT	Biological Sciences
Chemistry	CHEM	Chem, CS & Phys. Science
Communication.....	COMM	Communication and Theatre
Choctaw.....	CHTW	English, Humanities, & Languages
Computer Info. Systems....	CIS.....	Chem, CS & Phys. Science
Computer Science	CS	Chem, CS & Phys. Science
Conservation	CONS.....	Biological Sciences
Economics	ECON.....	Social Sciences
Electronics Engineering Technology	EET	Chem, CS & Phys. Science
English.....	ENG	English, Humanities, & Languages
French	FREN.....	English, Humanities, & Languages
Geography	GEOG	Social Sciences
German.....	GERM	English, Humanities, & Languages
History	HIST.....	Social Sciences
Humanities.....	HUM.....	English, Humanities, & Languages
Journalism	COMM	Communication and Theatre
Language Methods.....	LANG.....	English, Humanities, & Languages
Mathematics	MATH.....	Mathematics
Music	MUS.....	Fine Arts
Occupational Safety and Health.....	SFTY	Occupational Safety & Health

Philosophy	PHIL.....	English, Humanities, & Languages
Physical Science	PSCI.....	Chem, CS & Phys. Science
Physics	PHYS.....	Chem, CS & Phys. Science
Political Science	POSC.....	Social Sciences
Science Education.....	SCIE.....	Biological Sciences and Chem, CS & Phys. Science
Statistics	STAT	Mathematics
Social Studies.....	SOST	Social Sciences
Spanish.....	SPAN.....	English, Humanities, & Languages
Speech	COMM	Communication and Theatre
Technology	TECH.....	Chem, CS & Phys. Science
Theatre	THTR.....	Communication and Theatre
Zoology.....	ZOOL.....	Biological Sciences

JOHN MASSEY SCHOOL OF BUSINESS

Field of Study	Course Prefix	Department
Accounting	ACCT	Accounting and Finance
Airframe & Powerplant.....	AP	Aerospace
Aviation	AVIA.....	Aerospace
Aviation Management.....	AVIA.....	Aerospace
Business (General).....	BUS	Accounting and Finance/Management and Marketing
Business Information Management	BIM.....	Management and Marketing
Business Law	BLAW.....	Accounting and Finance
Finance.....	FIN.....	Accounting and Finance
Leadership	LEAD	Management and Marketing
Management.....	MNGT	Management and Marketing
Marketing.....	MKT	Management and Marketing

SCHOOL OF EDUCATION AND BEHAVIORAL SCIENCES

Field of Study	Course Prefix	Department
Counseling.....	COUN	Psychology and Counseling
Criminal Justice	CJ.....	Sociology
Education Administration	EDAD.....	Educational Instruction and Leadership
Education.....	EDUC.....	Educational Instruction and Leadership
Elementary Education	ELED	Educational Instruction and Leadership
Health and Physical Education	HPER.....	Health, Physical Education, and Recreation
Professional Education....	EDUC.....	Educational Instruction and Leadership
Psychology	PSY	Psychology and Counseling
Recreation	HPER.....	Health, Physical Education, and Recreation
Social Gerontology	SGER.....	Sociology
Sociology	SOC.....	Sociology
Special Education.....	SPED.....	Educational Instruction and Leadership

OTHER COURSES

Field of Study	Course Prefix	Department
Orientation	ORIE	Academic Affairs
Religious Education.....	REL	Academic Affairs
Org. Leadership.....	ORGL.....	Academic Affairs

Remedial Courses Learning Resources and Retention Center

The following courses are offered through or coordinated with the Learning Resources and Retention Center to enable students to satisfy high school curricular requirements or to enhance their proficiency in the basic skills areas of English, Mathematics, Reading, and Science. These are developmental courses and, therefore, carry no college credit:

ENG 0123	Pre-College English
MATH 0114.....	Elementary Algebra
MATH 0123.....	Intermediate Algebra
READ 0123.....	Developmental Reading
SCIE 0124	Concepts in Science

Bachelor of General Studies Degrees

BACHELOR OF GENERAL STUDIES

Mission Statement

The **Bachelor of General Studies** degree program permits students to design a course of study that suits their individual educational goals. It empowers students to have more control over the college academic experience, and, because of the broad-based curriculum, allows them to exercise creativity, innovation, and pragmatism as they plan for their own careers.

This degree program is intended, primarily, for those students who have accumulated a considerable amount of credit hours but have not decided on a particular major field. The flexibility the program offers will help these students to obtain a baccalaureate degree without a considerable loss of time and academic credit.

The traditional “major” is replaced with a “general studies concentration” that involves four of seven different possible areas of study. The primary focus of the degree is to provide a strong liberal arts background.

The Bachelor of General Studies degree program has three components. These components are general education, general studies concentration, and electives. Students must have a minimum of 40 upper-division (3000 and above) credit hours.

Three Components of the Bachelor of General Studies Degree

1. The **general education** component will consist of 41 hours. Additionally, students will have to satisfy the computer proficiency requirement.
2. The **general studies concentration** component requires the completion of a minimum of 12 semester hours of course work in four of the following seven concentration groups. In addition, students must complete a major

concentration by earning an additional 24 semester hours in one of the selected groups, giving 36 total hours in one group and a total of 72 hours in the general studies component. (Note: Some of the areas within the groups listed below require admission to programs (e.g. nursing) and some of the courses in these areas may have prerequisites.) **See Figure A.**

3. The **electives** component will consist of 8-11 hours depending on the amount of credit needed to complete the 124 hour degree requirement.

Enrollment Information

Listed below are the requirements and steps necessary to pursue the Bachelor of General Studies degree program.
Be admitted to Southeastern Oklahoma State University.
Contact Betty Acevedo (580.745.2436; bacevedo@SE.edu) or Bryon Clark (580.745.2064; bclark@SE.edu), about developing a degree plan.
Enroll in courses outlined by the degree plan.

Advanced Outcomes for the Bachelor of General Studies Degree

A student completing a B.G.S. degree should be able to:

1. Demonstrate a general knowledge and appreciation of the achievements of the sciences and humanities.
2. Show competence in the cognitive analysis of information including the identification of elements, analysis of relationships, and recognition of organizing principles.
3. Exhibit curiosity, independence, resourcefulness, objectivity, and integrity in the pursuit of knowledge and formation of ideas.
4. Form value judgments on ethical issues in the conduct of activities related to science

Figure A

Group I Arts	Group II Humanities	Group III Natural Sciences	Group IV Applied Sciences	Group V Behavioral Sciences	Group VI Applied Behavioral Sciences
Art	English	Biological Sci.	Aviation	Geography	Comm.
Music	History	Environ. Sci.	Comp. Sci.	Political Sci.	Criminal Justice
Theater	Languages	Mathematics	Educ. Tech.	Psychology	Education
	Philosophy	Physical Sci.	Nursing	Sociology	HPER
			Safety		Leadership
			Wildlife/Cons		

and humanities.

5. Manifest both written and oral communication skills in the presentation of complex topics, critical thinking, and problem solving.
6. Show interpersonal skills that will promote the accomplishment of team goals in small groups.
7. Demonstrate skills in the acquisition, analysis, and organization of information or experimental data.
8. Show proficiency in library and technology skills in obtaining information, analyzing data, and problem solving.
9. Manifest a knowledge and comprehension of the limitations of technology and experimental science.
10. Demonstrate the knowledge and understanding necessary for successful participation in society.

School of Arts and Sciences

Dr. Lucretia Scoufos, Dean

Departments/Discipline

Biological Sciences
Chemistry, Computer and Physical Sciences
Art, Communication and Theatre
English, Humanities, and Languages
Music
Mathematics
Occupational Safety and Health
Social Sciences

School of Arts and Sciences

Mission

The mission of the School of Arts and Sciences is to provide students with the knowledge and skills for both professional success and personal fulfillment. In an era of increased educational specialization, the faculty recognizes the essential nature of a broad foundation in the arts and sciences to meet the demands of a rapidly changing world. An appreciation for all that is enduring in human civilization and the ability to communicate well are vital to one's capacity to think both globally and critically, respond creatively, and thrive in the twenty-first century. A respect for intellectual and cultural diversity and an appreciation for the aesthetic values of life prepare one for a lifetime of learning, intellectual growth, and personal enrichment.

Purpose

The eight departments of the School of Arts and Sciences are biological sciences; chemistry, computer science and physical science; art, communication and theatre; English, humanities, and languages; mathematics; music; occupational safety and health; and social sciences. The School seeks to develop citizens well equipped to assume leadership roles in the community and the world. Focusing considerable attention upon the development of future educators, the School also endeavors to produce graduates well-prepared for success in graduate school, professional school, and a wide variety of careers.

Specifically, the goals of the School are to help students

- develop an inquiring attitude;
- recognize, cherish, and stimulate critical and creative thought;
- become skilled in speaking, reading, and writing;
- identify and preserve the highest values of human beings through exploration of the record of the past in all areas of the sciences and humanities;
- develop awareness of and appreciation for diverse cultures;
- advocate freedom of thought;
- develop aesthetic appreciation of the achievements of the arts;
- distinguish between taste and judgment;
- participate knowledgeably in the institutions of society;
- accept opportunity and responsibility.

Program Process

The faculty who provide the programs within the School of Arts and Sciences are dedicated to teaching with integrity by employing sound methods supported by appropriate course study material. The faculty's dedication to the teaching profession and to society is evident in their participation in professional

organizations. They are involved in many aspects of both the campus and off-campus communities. The School takes great pride in the involvement of its faculty with student organizations and activities.

The School provides enrichment beyond the classroom such as performances from visiting artists, presentations by visiting scientists, guest lecturers, arranged tours and field trips, speech and debate tournaments, and professional meetings. The Oklahoma Shakespearean Festival, a theatre company recognized throughout the state for its excellence, is housed on the campus and complements fine arts programs in the School.

DEPARTMENTS AND DEGREE PROGRAMS

Department of Biological Sciences

Biology (B.S.)

- Biological Health Sciences
- Botany
- Medical Sciences (Interdisciplinary Double Major)
- Zoology

Biotechnology (B.S.)

Fisheries and Wildlife (B.S.)

Science Education (B.S.)

Department of Chemistry, Computer, and Physical Sciences

Biotechnology (B.S.)

Chemistry (B.S.)

- Medical Sciences (Interdisciplinary Double Major)

Computer Information Systems (B.S.)

Computer Science (B.S.)

Science Education (B.S.)

Department of Art, Communication and Theatre

Art (B.A.)

Art Education (B.S.)

Graphic Design and Visual Media (B.S.)

Communication (B.A.)

- Media Studies
- Organizational/Strategic Communication

Theatre (B.A.)

- Acting/Directing
- Musical Theatre
- Technical Theatre Design
- Theatre Management Promotion

Department of English, Humanities, and Languages

English (B.A.)

English Education (B.A.)

Spanish (B.A.)

Spanish Education (B.A.)

Department of Music

Music (B.A.)

Music (B.M.)

-Emphasis in Performance

Music Education (B.M.E.)

-Instrumental

-Vocal

Department of Mathematics

Mathematics (B.S.)

Mathematics Education (B.S.)

Department of Occupational Safety and Health

Occupational Safety and Health (B.S.)

Department of Social Sciences

History (B.A.)

Political Science (B.A.)

Social Studies Education (B.A.)

BIOLOGICAL SCIENCES

Dr. Diane Dixon, Chair; Dr. Bryon K. Clark; Dr. Erica Corbett; Ms. Sunya Dixon; Dr. Teresa Golden; Dr. Brad Ludrick; Ms. Josie Mendenall; Dr. Tim Patton; Ms. Helen Petre; Dr. Stanley Rice; Dr. Judy Williams; Dr. Doug Wood.

Mission Statement

The Department of Biological Sciences is dedicated to providing the courses and programs that enable students to discover and achieve their highest potential. Students are prepared for careers by the breadth and rigor of each program; students develop the knowledge, skills, and habits necessary for responsible citizenship and continued self-improvement through lifelong learning.

Vision

Faculty in the Department of Biological Sciences provide personal attention to students in the classroom and laboratory, on field trips, and during extracurricular activities. Faculty exemplify excellence in teaching, grantsmanship, research, scholarship, and service. The Department is innovative and responsive to changing technologies and demographics and continues to pursue partnerships with regional constituencies.

Goals

1. The Department will develop new programs and modify existing programs to meet the changing needs of students and society.
2. The Department will monitor course offerings such that the needs of changing enrollments can be accommodated.
3. The Department will improve advisement to increase student retention.
4. The Department will upgrade its educational technology.
5. The Department will collaborate with its regional educational and governmental partners.

Statement for Assessment and Student Learning

The Department of Biological Sciences continuously strives to enrich the quality of teaching and learning through self, course, program, and departmental assessment. The Department will be responsive to the changing needs of students and society while preserving the integrity of the core curriculum required of excellent programs in the biological sciences.

Brief Description of Department and Programs

The Department of Biological Sciences offers four undergraduate degree programs. Biology majors may select from three options: Biological Health Sciences, Botany, or Zoology.

The Biological Health Sciences option prepares students for professional schools (e.g., medical, pharmacy, and veterinary medicine). The Botany and Zoology options allow students to become more specialized and concentrate on either plants or animals, respectively.

The Biotechnology degree program is a collaborative effort of the departments of Biological Sciences and Chemistry, Computer Science and Physical Science that prepares students with a solid foundation in the biological and chemical processes that occur at the molecular and cellular level and also the techniques used in the manipulation and utilization of genetic material.

The Fisheries and Wildlife Science degree provides students with a background in zoology, botany, ecology, conservation law and the principles and techniques currently used by fish and wildlife professionals. The program combines traditional theoretical and classroom approaches along with a hands-on, field component. The degree is intended for students that plan to become professionals in any of several fields related to fisheries and wildlife or that plan to pursue graduation studies. Students in this program often find rewarding careers with state or federal agencies, non-profit organizations and private corporations.

Students may choose to major in Science Education; this degree program is a collaborative effort of the departments of Biological Sciences and Chemistry, Computer Science and Physical Science (Educational Instruction and Leadership also teaches the professional education courses). Graduates of this program are well prepared to teach a variety of science courses in public or private schools.

Most departmental faculty have a doctorate in the discipline that they are teaching. Faculty members are active in research and scholarly activities, professional societies, University service, and community service. Faculty and staff have the common goal of providing efficient and personal attention to students so that their individual needs are met. The faculty provide personal attention to students in the classroom and laboratory, on field trips, and during extracurricular activities.

The Department is housed in a facility with over 30,000 square feet of teaching, research, and office space. This facility has four lecture rooms, seven teaching laboratories, one computer laboratory, five research laboratories, an animal care facility, preparatory space for each laboratory, and a student lounge. Two other buildings are primarily used for storage, field-oriented courses, and research. Twelve research ponds are situated on the 9-acre dedicated green space on the northwest corner of campus. This facility is connected to the remainder of campus by the scenic Centennial Walkway.

BIOLOGY (6) BACHELOR OF SCIENCE

Major 40 Semester Hours
(Must include 20 semester hours of upper-division courses; BIOL 1404 Principles of Biology I and CHEM 1315 General Chemistry I must be taken as part of General Education.)

Core Curriculum (13 semester hours):

BIOL 3404	Genetics
BIOL 3414	Ecology
BIOL 3814	Cell and Molecular Biology
BIOL 4981	Senior Seminar

One of the following options may be chosen:

A. Biological Health Sciences Option

Core curriculum (13 semester hours)

Additional required courses (16 semester hours)

BIOL 1504	Principles of Biology II
BIOL 2114	Introductory Microbiology
BIOL 3614	Human Physiology
BIOL 3624	Human Anatomy

Electives in Biological Sciences (BIOL, BOT, CONS, and/or ZOOL) to complete the 40 semester hours

B. Botany Option

Core curriculum (13 semester hours)

Additional required courses (19 semester hours):

BIOL 4303	Evolution
BOT 2114	General Botany
BOT 4214	Systematic Botany
BOT 4274	Forest Systematics
ZOOL 2114	General Zoology

Electives in Biological Sciences (BIOL, BOT, CONS, and/or ZOOL) to complete the 40 semester hours

C. Zoology Option

Core curriculum (13 semester hours)

Additional required courses (15 semester hours):

BIOL 4303	Evolution
BOT 2114	General Botany
BIOL 3614	Human Physiology
ZOOL 2114	General Zoology

Two of the following:

ZOOL 4134	Aquatic Invertebrate Taxonomy
ZOOL 4234	Entomology
ZOOL 4334	Ichthyology
ZOOL 4524	Herpetology
ZOOL 4534	Ornithology
ZOOL 4634	Mammalogy

Electives in Biological Sciences (BIOL, BOT, CONS, and/or ZOOL) to complete the 40 semester hours

Required Program Support Courses:

CHEM 1415 General Chemistry II

One of the following:

STAT 2153 Statistical Methods

Three to five hours of mathematics above MATH 1543 with approval of advisor.

Note: For students planning to attend a graduate or health professional school, the following additional courses are highly recommended:

CHEM 3053 Organic Chemistry I
 CHEM 3062 Organic Chemistry I Laboratory
 CHEM 3153 Organic Chemistry II
 CHEM 3162 Organic Chemistry II Laboratory
 CHEM 4115 Biochemistry
 PHYS 1114 General Physics I
 PHYS 1214 General Physics II
 MATH 2215 Calculus I
 MATH 2315 Calculus II

Students should contact the graduate or health professional schools to which they plan to apply for specific requirements.

NOTE:

The major program is just one component of a baccalaureate degree. For other degree requirements, see pages 58-61.

Biology Minor 20 Semester Hours

BIOL 1404 Principles of Biology I
 BIOL 1504 Principles of Biology II
 One of the following:
 BIOL 3404 Genetics
 BIOL 3414 Ecology
 BIOL 3814 Cell and Molecular Biology

Electives in the Biological Sciences (BIOL, BOT, CONS, and/or ZOOL) to complete the 20 semester hours. A minimum of six semester hours of the twenty must be upper division.

MEDICAL SCIENCES

Interdisciplinary Double Major 76 Semester Hours

Biology Component (38 semester hours):

BIOL 1404 Principles of Biology I
 BIOL 1504 Principles of Biology II
 BIOL 2114 Introductory Microbiology
 BIOL 3404 Genetics
 BIOL 3814 Cell and Molecular Biology
 BIOL 3614 Human Physiology
 BIOL 3624 Human Anatomy

Ten hours of elective Biological Sciences (BIOL, BOT, CONS, and/or ZOOL)

Chemistry Component (38 semester hours):

CHEM 1315 General Chemistry I
 CHEM 1415 General Chemistry II
 CHEM 3053 Organic Chemistry I
 CHEM 3062 Organic Chemistry I Laboratory
 CHEM 3153 Organic Chemistry II
 CHEM 3162 Organic Chemistry II Laboratory
 CHEM 3425 Chemical Analysis
 CHEM 4115 Biochemistry

Eight hours of elective Chemistry (CHEM)

Additional Support Courses:

BIOL/CHEM 4193 (Metabolism) and BIOL/CHEM 4314

(Immunology) are required as either chemistry or biology electives.

BIOL/CHEM 4981 (Senior Seminar) is required and may be counted in the 76 total hours.

NOTE:

All interdisciplinary double majors will be required to take six hours of mathematics (approved by the advisor) within their first twenty hours of chemistry.

The double major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Interdisciplinary Minor 24 Semester Hours

The department offers for all students majoring in Biological Sciences an option for an interdisciplinary minor:

CHEM 1315 General Chemistry I
 CHEM 1415 General Chemistry II
 PHYS 1114 General Physics I
 PHYS 1214 General Physics II

Six hours of upper-division chemistry, mathematics, physics, or physical science courses

**BIOTECHNOLOGY (104)
 BACHELOR OF SCIENCE**

Major-Minor 58 Semester Hours

(BIOL 1404 Principles of Biology I and CHEM 1315 General Chemistry I must be taken as part of General Education.)

BIOL 1504 Principles of Biology II
 BIOL 2114 Introductory Microbiology
 BIOL 3404 Genetics
 BIOL 3614 Human Physiology
 BIOL 3814 Cell and Molecular Biology
 BIOL 4124 Molecular Genetics
 BIOL 4314 Immunology
 BIOL 4981 Senior Seminar
 BIOL 4990 Research (4 hours)
 CHEM 1415 General Chemistry II
 CHEM 3053 Organic Chemistry I
 CHEM 3062 Lab Organic Chemistry I

CHEM electives-Five hours from the following 3 options:

- CHEM 3153 Organic Chemistry II
 CHEM 3162 Lab Organic Chemistry II
- CHEM 3525 Instrumental Analysis
- A total of 5 elective credits from a combination of 4000-level CHEM elective courses, such as CHEM 4970 (Special Topics) and CHEM 4193 Metabolism. At least 2 of the 5 credits must emphasize laboratory techniques, instrumentation, or computer technology.
 CHEM 3425 Chemical Analysis
 CHEM 4115 Biochemistry

Required Program Support Course

STAT 2153 Statistical Methods

FISHERIES AND WILDLIFE (11) BACHELOR OF SCIENCE

Major-minor 58 Semester Hours

(BIOL 1404 Principles of Biology I and CHEM 1114 Basic Chemistry I must be taken as part of General Education.)

BIOL 3414	Ecology
BIOL 3913	Biostatistics
BOT 2114	General Botany
BOT 4214	Systematic Botany
CONS 1124	Conservation Natural Resources
CONS 2224	Fundamentals of Soil Science
CONS 4224	Techniques in Fisheries and Wildlife Management
CONS 4523	Environmental Policy and Law
CONS 4534	Limnology
CONS 4723	Management of Fisheries and Wildlife Resources
CONS 4981	Senior Seminar
ZOOL 2114	General Zoology
ZOOL 4334	Ichthyology
ZOOL 4524	Herpetology
ZOOL 4534	Ornithology
ZOOL 4634	Mammalogy

Required Program Support Courses:

CHEM 1214	Basic Chem. II
ENG 3903	Technical and Professional Writing

Conservation Minor 20 Semester Hours

BIOL 1404	Principles of Biology I
BIOL 1504	Principles of Biology II
CONS 1124	Conservation of Natural Resources
BIOL 3414	Ecology

Additional electives in the Biological Sciences (BIOL, BOT, CONS, and/or ZOOL) to total 20 semester hours. A minimum of six semester hours of the twenty must be upper division.

CHEMISTRY, COMPUTER AND PHYSICAL SCIENCES

Dr. W. Jerry Polson, Chair; Dr. Margaret M. Avar; Dr. James Britton; Dr. Mo Chehbouni; Ms. Betty Clay; Dr. Gordon L. Eggleton; Dr. David S. McKim; Mr. C. Michael Morris; Dr. Nancy L. Paiva; Dr. Lie Qian; Ms. Rhonda Richards; Dr. Joel T. Smith; Dr. Ming-shan Su; Dr. Loide M. Wasmund

Mission Statement

The Department of Chemistry, Computer and Physical Sciences is dedicated to preparing its students to face the challenges and take advantage of the opportunities of the 21st century by providing excellence in teaching, outstanding academic programs, and relevant research opportunities.

Vision

The Department of Chemistry, Computer and Physical Sciences will continue to exemplify excellence in teaching, grantsmanship, research, and scholarship. It will be innovative and responsive to changing technologies and demographics and continue to pursue partnerships with regional constituencies.

The Department of Chemistry, Computer and Physical Sciences is offers undergraduate programs leading to B.S. degrees in biotechnology, chemistry, computer science, computer information systems, and science education. The Department also participates in the Master of Technology degree program in the area of Information Technology, see Graduate Programs page 127.

The objectives of the department are to:

- (1) prepare students for career opportunities in business, industry, and government;
- (2) provide students the pre-professional training required for entrance into schools of medicine, osteopathy, dentistry, veterinary medicine, optometry, nursing, physical therapy, engineering, pharmacy, and allied public health fields;
- (3) prepare students to enter the teaching profession in science education;
- (4) prepare students for graduate study in biotechnology, chemistry, computer science and computer information systems.

The interested student is encouraged to participate in a directed research experience as an integral part of the science program. All students majoring in biotechnology, chemistry, computer science or computer information systems will be required to take a mid-level assessment exam at the beginning of their junior year and a major field achievement examination as part of Senior Seminar during their senior year.

BIOTECHNOLOGY (104) BACHELOR OF SCIENCE

The biotechnology degree program prepares students for careers in industry, agriculture, research, medical science, and for graduate study. It provides students with a solid foundation in the chemical and biological processes that occur at the molecular and cellular level and also the techniques used in the manipulation and utilization of genetic material.

Major-Minor 58 Semester Hours

(BIOL 1404 Principles of Biology I and CHEM 1315

General Chemistry I must be taken as part of General Education.)

BIOL 1504	Principles of Biology II
BIOL 2114	Introductory Microbiology
BIOL 3404	Genetics
BIOL 3614	Human Physiology
BIOL 3814	Cell and Molecular Biology
BIOL 4124	Molecular Genetics
BIOL 4314	Immunology
BIOL 4981	Senior Seminar
BIOL 4990	Research (4 hours)
CHEM 1415	General Chemistry II
CHEM 3053	Organic Chemistry I
CHEM 3062	Lab Organic Chemistry I

CHEM electives-Five hours from the following 3 options:

- CHEM3153 Organic Chemistry II
CHEM 3162 Lab Organic Chemistry II
- CHEM 3525 Instrumental Analysis
- A total of 5 elective credits from a combination of 4000-level CHEM elective courses, such as CHEM 4970 (Special Topics) and CHEM 4193 Metabolism. At least 2 of the 5 credits must emphasize laboratory techniques, instrumentation, or computer technology.
CHEM 3425 Chemical Analysis
CHEM 4115 Biochemistry

Required Program Support Course

STAT 2153 Statistical Methods

CHEMISTRY (10) BACHELOR OF SCIENCE

The department offers a Bachelor of Science with both a major and a major-minor in Chemistry and an interdisciplinary double major in Medical Sciences to prepare students for careers in industry, for graduate study in chemistry or related fields, and for professional training in areas such as dentistry, medicine, optometry, and pharmacy. All chemistry majors should file a degree plan with their advisor upon completion of 20 hours of chemistry.

Related work required: All chemistry majors will be required to take six hours of mathematics (approved by the advisor) within their first twenty hours of chemistry.

Major-Minor: 58 Semester Hours

CHEM 1415	General Chemistry II
CHEM 3053	Organic Chemistry I
CHEM 3062	Organic Chemistry I Laboratory
CHEM 3153	Organic Chemistry II
CHEM 3162	Organic Chemistry II Laboratory
CHEM 3425	Chemical Analysis
CHEM 3525	Instrumental Analysis
CHEM 4115	Biochemistry
CHEM 4333	Advanced Inorganic Chemistry
CHEM 4553	Physical Chemistry I
CHEM 4662	Thermodynamics Laboratory
CHEM 4980 (one hour)	Senior Seminar
CHEM 4992	Research
PHYS 2014	Engineering Physics I
MATH 2315	Calculus II

Seven elective hours selected from the following:

CHEM 2112	Intermediate Inorganic Chemistry
CHEM 4055	Advanced Organic Chemistry
CHEM 4124	Molecular Genetics
CHEM 4193	Metabolism
CHEM 4215	Advanced Analytical Chemistry
CHEM 4562	Advanced Laboratory
CHEM 4653	Physical Chemistry II
PHYS 2114	Engineering Physics II
PHYS 3612	Radioactivity and Nuclear Measurement
MATH 3113	Multivariate Calculus
MATH 3213	Differential Equations
MATH 4133	Linear Algebra

Specified General Education Requirements:

CHEM 1315	General Chemistry I
MATH 2215	Calculus I

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Major: 40 Semester Hours

CHEM 1315	General Chemistry I
CHEM 1415	General Chemistry II
CHEM 2112	Intermediate Inorganic Chemistry
CHEM 3053	Organic Chemistry I
CHEM 3062	Organic Chemistry I Laboratory
CHEM 3425	Chemical Analysis
CHEM 4980 (one hour)	Senior Seminar

Seventeen elective hours of chemistry. (CHEM 4314 may not be used as an elective in the major.)

MEDICAL SCIENCES

Interdisciplinary Double Major 76 Semester Hours

Chemistry Component (38 semester hours):

CHEM 1315	General Chemistry I
CHEM 1415	General Chemistry II
CHEM 3053	Organic Chemistry I
CHEM 3062	Organic Chemistry I Laboratory
CHEM 3153	Organic Chemistry II

CHEM 3162 Organic Chemistry II Laboratory
 CHEM 3425 Chemical Analysis
 CHEM 4115 Biochemistry

Eight hours of elective Chemistry (CHEM)

Biology Component (38 semester hours):

BIOL 1404 Principles of Biology I
 BIOL 1504 Principles of Biology II
 BIOL 2114 Introductory Microbiology
 BIOL 3404 Genetics
 BIOL 3814 Cell and Molecular Biology
 BIOL 3614 Human Physiology
 BIOL 3624 Human Anatomy

Ten hours of elective Biological Sciences (BIOL, BOT, CONS, and/or ZOO)

Additional Support Courses:

BIOL/CHEM 4193 (Metabolism) and BIOL/CHEM 4314 (Immunology) are required as either chemistry or biology electives.

BIOL/CHEM 4981 (Senior Seminar) is required and may be counted in the 76 total hours.

NOTE: All interdisciplinary double majors will be required to take six hours of mathematics (approved by the advisor) within their first twenty hours of chemistry.

The double major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Chemistry Minor.....20 Semester Hours

CHEM 1315 General Chemistry I
 CHEM 1415 General Chemistry II

Ten hours of elective Chemistry (six of which must be upper-division credit, CHEM 2014, CHEM 2024 and CHEM 4314 may not be used as an elective in the minor).

Chemical Sciences Minor.....20 Semester Hours

CHEM 1114 Basic Chemistry I or CHEM 1315 General Chemistry I
 CHEM 1214 Basic Chemistry II or CHEM 1415 General Chemistry II

Ten to twelve hours of elective Chemistry (six of which must be upper-division credit; CHEM 2014, CHEM 2024 and CHEM 4314 may be used as an elective in the minor).

**COMPUTER SCIENCE (52)
 BACHELOR OF SCIENCE**

Major-Minor 58 Semester Hours

CS 1613 Computer Science I
 CS 1623 Computer Science II
 CS 2510 Seminar in Programming (3 hours)
 CS 2813 Data Structures
 CS 3143 Computer Architecture
 CS 4113 Operating Systems
 CS 4223 Algorithm Analysis

CS 4413 Systems Analysis
 CS 4423 Software Engineering
 CS 4623 Advanced Web-based Application Dev
 CS 4643 Distributed Networks
 CS 4980 Senior Seminar (one credit hour)
 CIS 2343 Web Page Design/Internet Programming
 CIS 3223 Net-Centric Computing
 CIS 3323 Advanced Database Analysis
 CIS 4343 Applied Net-Centric Computing
 MATH 2013 Introduction to Discrete Mathematics
 STAT 2153 Statistical Methods

Six hours elective approved by department

Specified General Education Requirement:

MATH 2215 Calculus I

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Computer Science Minor..... 18 Semester Hours

CS 1613 Computer Science I
 CS 1623 Computer Science II

Twelve elective hours approved by the department; six of which must be upper division.

**COMPUTER INFORMATION SYSTEMS (61)
 BACHELOR OF SCIENCE**

Major-Minor 58 Semester Hours

ACCT 2103 Fundamentals of Financial Accounting
 ACCT 2203 Fundamentals of Managerial Accounting
 CIS 1613 * Computer Information Systems I
 CIS 1623 ** Computer Information Systems II
 CIS 2103 Intermediate Productivity Software
 CIS 3103 Advanced Productivity Software
 CIS 3123 Intermediate Database Analysis
 CIS 3323 Advanced Database Analysis
 CIS 3533 Advanced Business Solutions
 CIS 4113 Data Communications Technology
 CIS 4413 Systems Analysis
 CIS 4980 Senior Seminar (one credit hour)
 BUS 2633 ^ Business Statistics
 ECON 2213 Principles of Microeconomics
 ENG 3903 Technical and Professional Writing
 MKT 3233 Principles of Marketing
 MNGT 3113 Management and Organizational Behavior

Nine elective hours (nine upper-division) approved by the department.

* CS 1613 may be substituted

** CS 1623 may be substituted

^ STAT 2153 may be substituted

Specified General Education:

ECON 2113	Principles of Macroeconomics
MATH 1513	College Algebra (or higher level math)

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Information Technology Minor..... 18 Semester Hours

CIS 1613*	Computer Information Systems I
CIS 2103	Intermediate Productivity Software
CIS 4413	Systems Analysis

*CS 1613 may be substituted

Nine elective hours approved by the department, three of which must be upper division.

NOTE: Courses taken for the Major cannot be counted in the Minor.

Electronic Engineering**Technology Minor 18 Semester Hours**

EET 1053	Survey of Electronics
EET 2083	DC Circuit Analysis
EET 2113	Digital Logic
EET 2173	AC Circuit Analysis
EET 3233	Basic Semiconductors

Three elective hours of upperdivision Electronics

SCIENCE EDUCATION (43) BACHELOR OF SCIENCE

Major-Minor 58 Semester Hours

BIOL 1404	Principles of Biology I
BIOL 1504	Principles of Biology II
BIOL 3404	Genetics
BIOL 3414	Ecology
BIOL 3614	Human Physiology
BIOL 4303	Evolution
BIOL 4642	Bioethics
CHEM 1114	Basic Chemistry I
CHEM 1214	Basic Chemistry II
CHEM 2014	Organic Chemistry/Biochemistry
PHYS 1114	General Physics I
PHYS 1214	General Physics II
PSCI 1214	Earth Science

Nine hours of upper-division elective hours selected from the biological or physical Science to complete the 58 semester hours. Elective hours must be approved by the Science Education advisor.

NOTE: In addition to the major-minor program, an education degree requires a professional education component

(see page 118 for details). For other degree requirements see pages 54-57.

Multi-Disciplinary Minor 18 Semester Hours

The department offers for all students majoring in Chemistry, Computer Science and Physical Science an option for an multidisciplinary minor. The multidisciplinary minor will require eighteen hours (six of which must be upper-division) which must include a minimum of two courses in each of the two disciplines to be chosen from the following disciplines: Physics, Biology, Business, Computer Science, Electronics, Modern Language, Mathematics, Speech, Psychology, Humanities, Economics and Sociology.

ART, COMMUNICATION AND THEATRE

Mr. Dell McLain, Chair; Dr. Aaron Adair; Mr. David Barnes; Dr. Gleny Beach; Dr. Lacinda Brese; Mrs. Riley Coker; Dr. James G. Cunningham; Mr. Ray Gaskin; Ms. Kathleen Hardgrove; Dr. Faye Gothard Mangrum; Dr. Shannon K. McCraw; Mr. Jack A. Ousey; Dr. Lucretia C. Scoufos.

The Department of Art, Communication and Theatre offers dynamic academic instruction and a wide variety of activities that support the student's growth in the visual art, communication and theatre disciplines. Within the art program students may choose from three options: Art Education, Studio Art, or Graphic Design and Visual Media. In the communication program, students may choose from one of two options: Media Studies or Organizational and Strategic communication. In theatre, students may choose from four options: Acting/Directing, Musical Theatre, Technical Theatre Design, or Theatre Management/Promotion. In all degree programs the faculty within that program act as advisors to students, ensuring personal attention in curricular and career development.

The Department provides activities available to all university students, including exhibits at the Centre Gallery, a speech and debate team, The Southeastern newspaper (and its Web site, www.SE.edu/thesoutheastern). The Savage Storm digital yearbook, KSSU radio station (FM 91.9), Theatre at Southeastern, Chorvettes Stageworks Company, and the Sparks Dance Company. The Department also offers several chapters of organizations in which students may participate: Lambda Pi Eta (communication), National Broadcasting Society, Alpha Epsilon Rho (broadcasting), Pi Kappa Delta (speech and debate) and the Alpha Psi Omega (theatre).

Art

The Art Program offers degree plans designed to prepare graduates for a diversity of placement opportunities.

The Bachelor of Science in Art Education provides training for students in preparation for teacher certification and a career in art education, or continued development in graduate school.

The Bachelor of Art in Art, with a studio emphasis prepares students with knowledge and skills in visual art preparing students to pursue studio art professions or advanced study.

The Bachelor of Science in Graphic Design and Visual Media degree provides students with the design knowledge and coursework in utilizing graphic software tools necessary for a career in one of the many exciting fields of graphic design, or continuation to graduate school in the same field of study.

Communication

The mission of the communication program is to challenge students to develop and enhance oral and written communication skills, research competence, and media production skills. The communication program equips students with theoretical, critical, and practical knowledge to prepare students for entry into graduate school, professional school, and the workforce.

Options in Communication:

The Media Studies option provides students an excellent opportunity to pursue an interest in advertising, public relations, broadcasting and journalism, offering a comprehensive overview of the theoretical and practical approaches of mass communication. The advertising/public relations emphasis uses an integrated approach, which reflects the most modern perspectives of the industry. It is designed to prepare students by using mass media, problem solving techniques and creative endeavors for career preparation in advertising/public relations firms, institutions, business, politics, government and other organizations. The broadcasting emphasis prepares students for careers in the electronic media industry. It is designed to provide students with a theoretical foundation along with practical experiences. Students in the broadcasting emphasis have access to state-of-the-art broadcasting facilities, which include a radio station and video-editing suites. The journalism emphasis is designed to prepare students in all aspects of the journalism profession. This emphasis is designed to give students practical experiences combined with a theoretical foundation. Students in this emphasis have access to a technologically advanced newsroom that produces a weekly newspaper, its Web site and a fully digital yearbook. Journalism graduates are recruited by newspapers, magazines, trade publications and public relations firms.

The Organizational and Strategic Communication option provides a flexible and challenging program for students seeking professional careers and administrative positions in business, educational, health, legal, political, and religious organizational units. The Organizational/Strategic Communication track blends theory, faculty research, and experience-based instruction, to facilitate active learning vital to the contemporary organization. Students develop critical communication skills, learn how communication functions in organizational structures and develop rhetorical strategies characteristic of various organizational units. Recent graduates have secured employment in training and employee development, organizational development and public affairs, while others have pursued law degrees and graduate degrees in communication.

Theatre

The mission of the theatre program is to provide students with important facets of our cultural heritage through recreating historical, as well as, contemporary drama and musical theatre productions. It also qualifies students for entry into professional companies and graduate programs at other institutions. Finally, it improves the cultural, artistic, extracurricular and academic

environment of Southeastern Oklahoma through exposure to live presentations of quality dramatic literature.

Options in Theatre:

The Acting/Directing option allows majors to receive training in various acting methods, styles and historical periods that will give the student an overall understanding of the craft of acting. A vigorous production season provides ample opportunity for on-stage experiences in the option.

The Musical Theatre option offers training in music, dance, vocal performance, and acting. The option, which contains rigorous production and historical elements, prepares majors for a myriad professional opportunities including touring companies, theme parks, cruise ships, and regional theatres.

The Technical Theatre/Design option focuses on the “behind the scenes” aspect of theatre. Students learn through coursework and practical application methodologies used to create visual and auditory imagery on the stage.

The Theatre Management option affords majors the opportunity for hands on experience in the stage management, marketing, promotion and administrative aspects of the theatre. This option includes meaningful cross-curricular courses in communications and business.

ART (3) BACHELOR OF ARTS

Major-Minor 54 Semester Hours
Core

ART 1213	Drawing I
ART 2013	2-D Design
ART 2023	3-D Design
ART 1413	Ceramics I
ART 2313	Painting I
ART 3123	Color Theory
ART 2103	Art and World Cultures
ART 3213	Drawing II
ART 2113	Art History Survey I
ART 3133	Art History Survey II
ART 3103	Survey of Native North Amer Art
ART 3323	Painting II
ART 3433	Sculpture I
ART 3083	Issues in Aesthetics and Criticism
ART 4213	Printmaking I

Nine elective hours of Art

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor 24 Semester Hours

ART 1103	Art Appreciation
ART 1213	Drawing I
ART 1413	Ceramics I
ART 2013	2-D Design

ART 2023 3D Design

ART 2313 Painting I

Six elective hours of upperdivision Art

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

ART EDUCATION (4) BACHELOR OF SCIENCE

Major 45 Semester Hours
Core

ART 1213	Drawing I
ART 1413	Ceramics I
ART 2013	2-D Design
ART 2023	3-D Design
ART 2313	Painting I
ART 3123	Color Theory
ART 2103	Art and World Cultures
ART 3213	Drawing II
ART 2113	Art History Survey I
ART 3083	Issues in Aesthetics and Criticism
ART 3503	Art in the Elementary Classroom
ART 3133	Art History Survey II
ART 2903	Digital Imaging I
ART 3433	Sculpture I
ART 4213	Printmaking I

9 elective hours of Art

Specified General Education:

ART 1103 Art Appreciation

NOTE: In addition to the major program, an education degree requires a professional education component (see page 118 for details). For other degree requirements see pages 54-57.

GRAPHIC DESIGN AND VISUAL MEDIA(101) BACHELOR OF SCIENCE

Major-Minor:.....58 semester hours
Core Curriculum

ART 1213	Drawing I
ART 2013	2-D Design
ART 2023	3-D Design
ART 2313	Painting I
ART 2333	Computer Graphics I

Additional required courses:

ART 2633	Web Page Design I
ART 3033	Computer Graphics II
ART 3313	History and Theory of Design
ART 3633	Web Page Design II
ART 2903	Digital Imaging I
ART 3903	Digital Imaging II
ART 4513	Applied Graphic Design (Capstone)
COMM 3773	Advertising Copyrighting & Design

COMM 3893 Communication Campaigns
COMM 3573 Video Production

COMM 4853 Media Law & Ethics

OR

CIS 4103 Computer Ethics

Ten Elective hours see Department.

Guided General Education Elective

ART 1103 Art Appreciation

Graphic Design and Visual Media Minor

.....**24 semester hours**

Required*

ART 2333 Computer Graphic
ART 2903 Digital Imaging I
ART 2633 Web Page Design I
ART 3033 Computer Graphics II
ART 3903 Digital Imaging II
COMM 3773 Advertising Copywriting & Design**
COMM 3893 Communication Campaigns**
COMM 4853 Media Law & Ethics**

*ART 2013 2-D Design is recommended before beginning this minor

**Communication Majors required to take these courses in their major, may substitute the following courses:

ART 3633 Web Page Design II
ART 3313 History & Theory of Design
COMM 3573 Video Production

COMMUNICATION (49) BACHELOR OF ARTS

Major: Core plus

Option A or B36-40 Semester Hours

Core Courses7-9 Semester Hours

COMM 1013 Survey of Communication
COMM 3113 Communication Theory
COMM 4950 Research in Communication (one to three semester hours)

A. Media Studies30-33 Semester Hours

Requires Media Studies Core and an Emphasis Area:

Media Studies Core 15 Semester Hours

COMM 1153 Desktop Presentations
COMM 2113 Writing for Mass Communication I
COMM 2253 Survey of Mass Media
COMM 2573 Audio Production
COMM 4853 Media Law and Ethics

Advertising/Public Relations

Emphasis (349)..... 18 Semester Hours

COMM 2583 Principles of Public Relations
COMM 3773 Advertising Copywriting and Design
COMM 3583 Public Relations Case Studies
COMM 3893 Communication Campaigns
COMM 4893 Advertising Sales
COMM 4940 Communication Internship

Broadcasting Emphasis (351) 15 Semester Hours

COMM 3573 Video Production
COMM 3663 Broadcast and Cable Programming
COMM 4773 Electronic Media Management

Six elective hours at the broadcast advisor's recommendation.

A minimum of two semesters as either a paid staff member or a volunteer at the campus radio station.

Journalism Emphasis (350) 15 Semester Hours

COMM 2223 Writing for Mass Communication II
COMM 3223 Editing in Print Media
COMM 3283 Photojournalism

Six elective hours at the print advisor's recommendation.
A minimum of two semesters as a staff member on the newspaper and/or yearbook.

B. Organizational and Strategic Communication 31 semester Hours

Organizational and Strategic Communication Core (12 hours)

COMM 1233 Interpersonal Communication
COMM 3883 Organizational Communication
COMM 3453 Political Communication
COMM 3543 Argument and Advocacy

Organizational Communication 9 hours required

COMM 1553 Listening
COMM 3123 Nonverbal Communication
COMM 3273 Health Communication
COMM 3323 Group Discussion
COMM 3513 Family Communication
COMM 4433 Intercultural Communication

Strategic Communication 9 hours required

COMM 2563 Communication and Leadership
COMM 3313 Great Speeches of the 20th Century
COMM 3463 Theories of Persuasion
COMM 4443 Communication Criticism
COMM 4463 Freedom of Speech

Capstone Experience 1 hour required

COMM 4690 Senior Capstone

NOTE: This major requires that each student complete a career portfolio in order to graduate, and that the portfolio be completed and on file in the department prior to receiving a graduation check.

NOTE: Specified General Education requirement for Communication major: COMM 2113 Business and Professional Speaking

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Communication Minor24 Semester Hours

COMM 1233 Interpersonal Communication

COMM 2213 Business and Professional Speaking

COMM 3113 Communication Theory

Fifteen elective hours of Communication (chosen in consultation with an advisor; six hours must be upper-level credit)**

**Any combination of credit in communication is acceptable for a communication minor. The student is advised, however, to select courses which will give a depth of experience in one of the broad fields of advertising and public relations, journalism, organizational/strategic communication, or radio and television, with some knowledge of all of them. Students who minor in communication need to schedule courses in conjunction with a faculty advisor from the Department of Communication.

Interpersonal/Organizational Studies

Minor.....24 semester hours

COMM 1013 Survey of Communication

COMM 1233 Interpersonal Communication

COMM 3113 Communication Theory

COMM 3323 Group Discussion

COMM 3883 Organizational Communication

COMM 4433 Intercultural Communication

Six semester hours with consultation of an advisor.

Journalism Minor21 Semester Hours

COMM 2113 Writing for Mass Communication I

COMM 2223 Writing for Mass Communication II

COMM 3223 Editing in Print Media

Twelve semester hours selected from the following courses in consultation with the advisor:

COMM 2243 Publication Production and Design

COMM 2253 Survey of Mass Media

COMM 3233 Feature Writing

COMM 3243 Editorial Writing

COMM 3283 Photojournalism

COMM 4920 Communication Practicum

COMM 4940 Communication Internship

COMM 4970 Special Studies

COMM 4980 Seminar

COMM 4990 Research

NOTE: Students pursuing a journalism minor are expected to complete at least two semesters in a staff position on either *The Southeastern* or *The Savage*.

Media Studies Minor24 semester hours

COMM 1013 Survey of Communication

COMM 3113 Communication Theory

COMM 1153 Desktop Presentations

COMM 2113 Writing for Mass Communication I

COMM 2253 Survey of Mass Media

COMM 2573 Audio Production

COMM 4853 Media Law and Ethics

Three semester hours with consultation of an advisor

Rhetorical Studies Minor.....24 semester hours

COMM 1013 Survey of Communication

COMM 3113 Communication Theory

COMM 3453 Political Communication

COMM 3463 Theories of Persuasion

COMM 3543 Argument and Advocacy

COMM 4463 Free Speech

COMM 4443 Communication Criticism

Three semester hours with consultation of an advisor

**THEATRE (60)
BACHELOR OF ARTS**

Major: Core plus

Option A, B, C or D.....40 Semester Hours

Core Courses18 semester hours

THTR 1113 Introduction to Theatre

THTR 1133 Introduction to Technical Theatre

THTR 1213 Introduction to Acting

THTR 3513 History of Theatre to 1700

THTR 3613 History of Theatre: 1700 to Present

THTR 2163 Movement for the Theatre Artist

A. Acting/Directing.....22 semester hours

THTR 1312 Character Analysis

THTR 3432 Directing

THTR 3963 Acting Workshop: Period Styles

THTR 4412 Directing Workshop

Thirteen upper level hours required and can be selected from the following:

THTR 1552 Stage Makeup

THTR 3333 Stage Management

THTR 3423 Scene Design

THTR 3942 Acting Workshop: Audition

THTR 4222 Stage Dialects

THTR 4232 Advanced Performance

THTR 4313 Theatre Administration and Management

THTR 4422 Directing Internship

Courses in theatre dance, special projects, theatre practicum, as advised by faculty and approved by the Director of Theatre, can also fulfill this requirement.

B. Technical Theatre Design ...22 semester hours

THTR 2753	Fundamentals of Theatre Design
THTR 3333	Stage Management
THTR 3342	Costuming
THTR 3423	Scene Design
THTR 3453	Lighting Design

Eight upper level hours required and can be selected from the following:

THTR 1660	Theatre Practicum (one-two hours)
THTR 1552	Stage Makeup
THTR 3432	Directing
THTR 4332	Advanced Lighting Design
THTR 4342	Design Internship
THTR 4382	Advanced Scene Design
THTR 4572	Advanced Costume Design

It is strongly recommended that Technical Theatre Design students consider an art minor. If this is not possible, the following courses are recommended: ART 1103, 1213, 2223, and 2023 (or any comparable class.) Substitution in design areas may be made with permission of the Director of Theatre.

C. Theatre Management Promotion.....22 semester hours

COMM 3773	Advertising Copywriting and Design
COMM 3883	Organizational Communication
MKT 3233	Principles of Marketing
MKT 3533	Principles of Advertising
THTR 3333	Stage Management
THTR 3783	Theatre Publicity and Promotion
THTR 4313	Theatre Administration and Management
THTR 4980	Seminar (one hour)

It is also recommended that students take the following courses:

ACCT 2103	Fundamentals of Financial Accounting
MNGT 1133	Introduction to Business

Courses in communication, art and marketing, as advised by faculty and approved by the Director of Theatre, can also fulfill this requirement.

D. Musical Theatre22 semester hours

THTR 3013	Musical Theatre Performance I
THTR 3023	History of Musical Theatre
THTR 3033	Musical Theatre Performance II
THTR 3043	Musical Theatre Audition
THTR 3942	Acting Workshop Audition
THTR 4013	Musical Theatre Workshop
THTR 4232	Advanced Performance

THTR 4980 Seminar (three hours)

NOTE: Students are required to demonstrate a vocal and piano proficiency prior to graduation. Details on these proficiencies are available from the Director of Theatre.

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Theatre Minor24 Semester Hours*

THTR 1113	Introduction to Theatre
THTR 1133	Introduction to Technical Theatre
THTR 1213	Introduction to Acting
THTR 2753	Fundamentals of Theatre Design

Twelve elective hours of theatre, of which six hours must be upper-level.

*Substitution in design areas may be made with permission of the Director of Theatre.

Dance Minor24 Semester Hours*

THTR 1152	Dance I
THTR 1162	Dance II
THTR 2152	Dance III
THTR 2162	Dance IV
THTR 3152	Dance V
THTR 3162	Dance VI
THTR 3172	Choreography
THTR 4172	Dance Audition

Eight elective hours selected from the following courses:

THTR 4152	Dance VII
THTR 4162	Dance VIII
THTR 1271	Pointe I
THTR 2271	Pointe II
THTR 3271	Pointe III
THTR 4271	Pointe IV
THTR 2172	Dance Workshop
THTR 4250	Dance Company

ENGLISH, HUMANITIES AND LANGUAGES

Dr. John Brett Mischo, Chair; Dr. Paula Smith Allen; Dr. F. Daniel Althoff; Dr. Jani L. Barker; Dr. Lisa L. Coleman; Dr. Margaret Cotter-Lynch; Mr. Kim McGehee; Dr. Virginia A. Parish; Dr. Randy Prus; Ms. Wilma Shires; Dr. Mark B. Spencer; Dr. R.J. Tudor; Dr. Caryn Witten

The study of language, literature, and the humanities is integral to every institution of higher learning. The Department of English, Humanities, and Languages fulfills a vital role in Southeastern's General Education Program by offering courses in English, Humanities, Spanish, Choctaw, and Philosophy.

ENGLISH

Our mission is to prepare students for careers in education, professional writing, technical writing and communications, administration, and public relations. The major programs also prepare students to pursue graduate degrees in English and law. We offer three different concentrations leading to the B.A. degree:

English Education is a major for students planning to enter the teaching profession.

English is a major for those primarily interested in literary studies.

English Writing Emphasis is a major for students interested in enhancing their skills in writing and other forms of communication.

The Department hosts a chapter of Sigma Tau Delta, the national English honor society, and also publishes *Green Eggs & Hamlet*, a student-produced literary and art journal.

LANGUAGES

The Department offers two degrees in Spanish: the B.A. in Spanish Education and the B.A. in Spanish. The mission of the B.A. degree program in **Spanish Education** is to produce well-qualified teachers who demonstrate a broad mastery of Hispanic language and culture. The B.A. in **Spanish** is a liberal arts degree with the potential for many practical applications. It is ideal as a double major for students seeking to enhance their employability or who plan to work with a Spanish-speaking customer base.

The Summer Spanish Immersion Program in Saltillo, Coahuila (Mexico) is open to qualified Southeastern students, and majors are strongly encouraged to participate.

The Department hosts a chapter of Sigma Delta Pi, the national Hispanic honor society.

The Department also offers courses in **Choctaw** language and culture in partnership with the Choctaw Nation, either as an elective or as part of the Native American Studies minor. Courses in **French** and **German** are occasionally offered.

ENGLISH EDUCATION (18) BACHELOR OF ARTS

Major 39 Semester Hours

ENG 2413	Critical Approaches to Literature
ENG 2873	Language and Culture
ENG 3543	English Literature to 1800
ENG 3773	American Literature to 1865
ENG 4113	Shakespeare
ENG 4133	History of the Novel
ENG 4783	English Grammar
ENG 4863	Composition Theory and Practice
One of the following:	
ENG 4253	World Literature
ENG 4463	American Ethnic Literatures

Six hours of 4000 level literature electives. ENG 3903 may not be used as an elective

Six hours of writing electives. (ENG 3903, 4103, 4383 and special writing seminars).

An English major with a Bachelor of Arts in English Education fulfills the requirements of the Oklahoma Standard Certificate to teach language arts in the secondary school.

NOTE: In addition to the major program, an education degree requires a professional education component (see page 118 for details). For other degree requirements see pages 54-57.

ENGLISH (17) BACHELOR OF ARTS

Major: Select Option A or B..... 40 Semester Hours

Option A: English

ENG 2413	Critical Approaches to Literature
ENG 2873	Language and Culture
ENG 3543	English Literature to 1800
ENG 3773	American Literature to 1865
ENG 4113	Shakespeare
ENG 4133	History of the Novel

One of the following:

ENG 4253	World Literature
ENG 4463	American Ethnic Literatures

One of the following:

ENG 4383	Advanced Composition
ENG 4663	Literary Theory and Criticism

ENG 4990 Research (one semester hour)

Nine hours of 4000 level literature electives. ENG 3893 may not be used as an elective.

Six hours of writing Courses (ENG 3903, ENG 4103, ENG 4383, ENG 4863 and writing seminars)

At least 20 hours in the major must be from upper-division courses.

Option B: English with a Writing Emphasis40 Semester Hours

Required	
ENG 2413	Critical Approaches to Literature
ENG 2873	Language and Culture
ENG 4990	Research (one semester hour)

Fifteen hours of English Writing and Language Courses chosen from:

ENG 3903	Technical and Professional Writing
ENG 4103	Creative Writing
ENG 4203	Non-Fiction Writing
ENG 4303	Fiction Writing
ENG 4383	Advanced Composition
ENG 4403	Writing and Visual Media
ENG 4783	Grammar
ENG 4863	Composition Theory and Practice
ENG 4980	Seminar in Writing

Twelve more hours of ENG classes

Six hours of upper-division literature courses except ENG 3893

Twelve hours chosen in any combination from the following after consultation with the advisor:
3000/4000 level ENG courses (except 3893)
and/or any of the following (six hours must be at 3000/4000 level):

ART 2633	Webpage Design I
ART 3083	Issues in Aesthetics and Criticism
COMM 1153	Desktop Presentations
COMM 2113	Writing for Mass Communications I
COMM 2223	Writing for Mass Communications II*
COMM 2243	Publication Production and Design
COMM 3113	Communication Theory
COMM 3223	Editing in Print Media*
COMM 3233	Feature Writing*
COMM 3243	Editorial Writing*
COMM 3463	Theories of Persuasion
COMM 3543	Political Communication
COMM 3583	Public Relations Case Studies
COMM 3773	Advertising Copywriting and Design
COMM 3783	Broadcast News Writing (pre-requisite COMM 2573 or instructor permission)
COMM 4443	Communication Criticism
COMM 4463	Freedom of Speech
COMM 4853	Media Law and Ethics
COMM 4950	Research in Communication (*pre-requisite COMM 2113 or instructor permission)

NOTE: The major program is just one component of a baccalaureate degree.

English Minor 18 Semester Hours Required

ENG 2413	Critical Approaches to Literature
ENG 2873	Language and Culture

Twelve elective hours from upper-division (3000/4000) English courses except ENG 3893.

SPANISH EDUCATION (97) BACHELOR OF ARTS**Major 39 Semester Hours**

SPAN 1223	Principles of Spanish
SPAN 2113	Intermediate Spanish I
SPAN 2223	Intermediate Spanish II
SPAN 3113	Intermediate Spanish Grammar and Composition
SPAN 3123	Intermediate Spanish Conversation
SPAN 3133	Introduction to Hispanic Literature
SPAN 3143	Hispanic Civilization and Culture
SPAN 4113	Spanish Peninsular Literature
SPAN 4133	Advanced Spanish Grammar and Composition
SPAN 4143	Advanced Spanish Conversation
SPAN 4223	Latin American Literature
SPAN 4303	Spanish Phonetics and Dialects

One of the following:

SPAN 2333	Spanish Vocabulary Building
SPAN 4183	Study Abroad in Spanish

NOTE: In addition to the major program, an education degree requires a professional education component.

SPANISH (106) BACHELOR OF ARTS**Major 39 Semester Hours**

SPAN 1223	Principles of Spanish
SPAN 2113	Intermediate Spanish I
SPAN 2223	Intermediate Spanish II
SPAN 3113	Intermediate Spanish Grammar and Composition
SPAN 3123	Intermediate Spanish Conversation
SPAN 3133	Introduction to Hispanic Literature
SPAN 3143	Hispanic Civilization and Culture
SPAN 4113	Spanish Peninsular Literature
SPAN 4133	Advanced Spanish Grammar and Composition
SPAN 4143	Advanced Spanish Conversation
SPAN 4223	Latin American Literature
SPAN 4303	Spanish Phonetics and Dialects

One of the following:

SPAN 2333	Spanish Vocabulary Building
SPAN 4183	Study Abroad in Spanish

Spanish Minor: 18 Semester Hours

SPAN 1223	Principles of Spanish
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SPAN 2113 Intermediate Spanish I
SPAN 2223 Intermediate Spanish II

SPAN 3123 Intermediate Spanish
Conversation

or

SPAN 4143 Advanced Spanish Conversation

Two electives from the following list:

SPAN 2333 Spanish Vocabulary Building
SPAN 3113 Intermediate Spanish Grammar &
Comp
SPAN 3133 Introduction to Hispanic Literature
SPAN 3143 Hispanic Civilization & Culture
SPAN 4113 Spanish Peninsular Literature
SPAN 4133 Advanced Spanish Grammar &
Comp
SPAN 4223 Latin American Literature
SPAN 4303 Spanish Phonetics & Dialects
SPAN 4163 Special Projects
SPAN 4183 Study Abroad in Spanish

MATHEMATICS

Dr. Charles Matthews, Chair; Dr. Brett Elliott; Dr. Karl Frinkle;
Mr. Layne Heitz; Dr. Linda Kallam; Dr. Christopher Moretti; Mr.
Nevyle (Buddy) Pierce; Dr. Patrick Reardon

Mathematics has become essential and pervasive in our modern society. Today, people with mathematical ability and sound mathematical preparation are sought by employers in almost all fields. The mathematical preparation for students of tomorrow requires emphasis on understanding the conceptual bases of mathematics, an ability to communicate mathematical ideas to others, the ability to reason mathematically, and familiarity with the use of various technological tools in learning and applying mathematics.

The mission of the mathematics and mathematics education programs at Southeastern Oklahoma State University is to prepare students to become teachers of mathematics, to enter graduate programs in the field of mathematics, to secure positions in business and government that require preparation in mathematics, and to satisfy the individual's curiosity concerning the patterns of thought found within the body of mathematics. The mathematics and the mathematics education programs are based upon the philosophy that the study and application of mathematics requires the cultivating of thought processes and intellectual attitudes that are important and useful to all students in all academic disciplines. In keeping with this philosophy, the Mathematics Department has traditionally provided courses for other academic programs and courses designed to fulfill general education requirements.

In order to insure the continued success of the mathematics and mathematics education programs at Southeastern, all majors will be expected to participate in our on-going assessment program. The assessment program is designed to provide the mathematics faculty with information concerning the overall effectiveness of academic programs in the department.

MATHEMATICS (28) BACHELOR OF SCIENCE

Major 37 Semester Hours

MATH 2315 Calculus II
MATH 3283 Foundations of Mathematics
MATH 4133 Linear Algebra
MATH 4233 Abstract Algebra I
MATH 4113 Real Analysis
MATH 4980 (two hours) Senior Seminar

One of the following:

MATH 3113 Multivariate Calculus
MATH 3213 Differential Equations

One of the following:

STAT 3363 Probability Theory
STAT 4353 Mathematical Statistics

One of the following:

MATH 4213 Complex Variables
MATH 4333 Abstract Algebra II
STAT 4463 Probability Theory II

Nine hours of electives, as follows, approved by the Department of Mathematics:
 Six hours of upper-division mathematics or statistics.
 Three hours of computer science programming or MATH 2003 Technology for Mathematics.

Specified General Education Requirement:

MATH 2215 Calculus I

Minor 18 Semester Hours

MATH 2215 Calculus I

MATH 2315 Calculus II

Eight hours of elective mathematics, six of which must be upper division, approved by the Department of Mathematics.

**MATHEMATICS EDUCATION (29)
BACHELOR OF SCIENCE**

Major 39 Semester Hours

MATH 2003 Technology for Mathematics

MATH 2215 Calculus I

MATH 2315 Calculus II

MATH 3283 Foundations of Mathematics

MATH 3323 College Geometry

MATH 4133 Linear Algebra

MATH 4233 Abstract Algebra I

MATH 4653 History of Mathematics

MATH 4980 (two hours) Senior Seminar

One of the following:

MATH 4113 Real Analysis

MATH 4213 Complex Variables

MATH 4223 Point Set Topology

One of the following:

STAT 3363 Probability Theory

STAT 4353 Mathematical Statistics

Three additional hours of elective upper division mathematics or statistics approved by the Department of Mathematics.

Specified General Education Requirement:

MATH 2113 Analytic Geometry

NOTE: In addition to the major program, an education degree requires a professional education component (see page 118 for details). For other degree requirements see pages 54-57.

MUSIC

Dr. Steven W. Emge, Chair; Dr. Jeri Bonnin, Donna Massey Professor of Music Education; Dr. Mary Ann Craige; Dr. Robert McFadden; Dr. Jacob Wallace; Dr. Stacy Weger; Dr. Marc White; Ms. Betty Wintle; Dr. James Wintle.

The Department of Music's function and its products have value in and for our society. The values we pursue are in support of self-fulfillment and self-determination. The Department of Music recognizes that the ability to communicate artistically is vital to one's capacity to think globally, creatively and critically in the twenty-first century. Students will leave our programs with a permanent curiosity and an attitude open to life as an unending learning experience, and will have been prepared to be effective self-teachers with high artistic and humanitarian standards.

Emphasis in the Department of Music is upon quality instruction and superior student performance with close personal relationships between students and faculty. Comprehensive offerings serve the needs and interests of students majoring in music degree programs. Music courses and enrichment opportunities are also provided for all other students in the University.

Courses in music support the general education, liberal arts study for non-majors, as well as, encourage respect for cultural diversity and aesthetic values. In general education and degree program major and minor courses, the Department of Music faculty recognizes the importance of preparing students to appreciate cultural and societal expression in the arts throughout history while preparing program major students for careers in professional fields of education or post-graduate study. Whether the student seeks preparation as a professional musician, educator, graduate studies, or as a foundation for lifelong learning, the Department of Music's mission is to facilitate that goal. Department resources actively support the arts within the community by providing activities of cultural interest to the surrounding areas of southern Oklahoma and northern Texas.

The Department of Music offers degree plans designed to prepare graduates for a diversity of placement opportunities. The Bachelor of Music Education degree provides training for students in preparation for teacher certification and a career in public music education, or continued development in graduate school. Specialization areas include instrumental music education K-12, and vocal music education K-12. The Bachelor of Music degree affords an opportunity for the study, development and refinement of a high level of musical performance and related skills in order to prepare the student for a career in performance, or continued growth in graduate programs. Specialization areas include instrumental music, vocal music and piano. The Bachelor of Arts degree offers students an opportunity to expand their musical development through course work, ensemble participation, and applied study with a concentration in liberal studies. The Bachelor of Arts degree can be combined with any guided degree minor program to prepare students for graduate study or a variety of professions.

in the music business and professional communities.

The Department of Music is an accredited member of the National Association of Schools of Music. In all music degree programs the faculty within that program act as advisors to students, ensuring personal attention in curricular and career development. Membership in all music ensembles, and possible scholarship opportunities, is open to qualified students throughout the university through an audition process. Contact the Department of Music for more information.

MUSIC (36) BACHELOR OF ARTS

Major 37 Semester Hours

Music Theory and Literature

MUS 1101	Music Theory and Literature I Aural Laboratory
MUS 1203	Music Theory and Literature I; Introduction to Music Study
MUS 1231	Music Theory and Literature II Aural Laboratory
MUS 1243	Music Theory and Literature II; Elementary Writing and Analysis
MUS 2201	Music Theory and Literature III Aural Laboratory
MUS 2213	Music Theory and Literature III: Intermediate Writing and Analysis
MUS 2231	Music Theory and Literature IV Aural Laboratory
MUS 2243	Music Theory and Literature IV; Advanced Writing and Analysis

Music History

MUS 1123	Music Literature and Appreciation
MUS 3123	History of Music II

Conducting

MUS 3471	Principles of Conducting
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Applied Music

Six semesters Ensemble
Eight hours Applied Music of which 2 must be Piano Class

Liberal Studies

Twenty-five semester hours in addition to General Education which must include the following: ART 1103 or 3083; THTR 3613 or 3183; ENG 2313 or 3893, six hours of Foreign Language, and ten hours of electives.

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor minimum 18 Semester Hours

BACHELOR OF MUSIC EDUCATION (37) (B.M.E.)

Major: Select Option A or B

A. Instrumental..... 55 Semester Hours

Music Theory and Literature

MUS 1101	Music Theory and Literature I Aural Laboratory
MUS 1203	Music Theory and Literature I; Introduction to Music Study
MUS 1231	Music Theory and Literature II Aural Laboratory
MUS 1243	Music Theory and Literature II; Elementary Writing and Analysis
MUS 2201	Music Theory and Literature III Aural Laboratory
MUS 2213	Music Theory and Literature III: Intermediate Writing and Analysis
MUS 2231	Music Theory and Literature IV Aural Laboratory
MUS 2243	Music Theory and Literature IV; Advanced Writing and Analysis
MUS 3201	Music Theory and Literature V Aural Laboratory
MUS 3213	Music Theory and Literature V; Contrapuntal Writing and Analysis

History of Music

MUS 3113	History of Music I
MUS 3123	History of Music II

Conducting

MUS 3471	Principles of Conducting
MUS 3481	Instrumental Conducting

Music Education

MUS 1302	Intro to Music Education
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Applied Music

Four hours Piano (MUS 2341, 2441, 2541, 2641)+	
Fourteen hours Primary Instrument (2510, 4510) (minimum six hours upper level)	
MUS 2402	Brass Methods
MUS 2412	Woodwing Methods
MUS 2431	Percussion Methods
MUS 2421	String Methods
MUS 2361	Adolescent Voice

B. Vocal..... 53 Semester Hours

Music Theory and Literature

MUS 1101	Music Theory and Literature I Aural Laboratory
MUS 1203	Music Theory and Literature I; Introduction to Music Study
MUS 1231	Music Theory and Literature II Aural Laboratory
MUS 1243	Music Theory and Literature II; Elementary Writing and Analysis
MUS 2201	Music Theory and Literature III Aural Laboratory
MUS 2213	Music Theory and Literature III; Intermediate Writing and Analysis

MUS 2231	Music Theory and Literature IV Aural Laboratory
MUS 2243	Music Theory and Literature IV; Advanced Writing and Analysis
MUS 3201	Music Theory and Literature V Aural Laboratory
MUS 3213	Music Theory and Literature V; Contrapuntal Writing and Analysis

History of Music

MUS 3113	History of Music I
MUS 3123	History of Music II

Conducting

MUS 3471	Principles of Conducting
MUS 3491	Choral Conducting

Music Education

MUS 1302	Intro to Music Education
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One of the following:

- (I) Applied Music for Voice Majors: Seven hours of Piano or Organ (MUS 2341, 2441, 2541, 2641, 3441, 3541, 3641) or (ORG 1510, 3510)*; fourteen hours of Voice (VCE 2510, 4510); (minimum of four hours upper level) and two (2) hours of secondary instruments.
- (2) Applied Music for Piano or Organ Majors: Seven hours of Voice (VCE 1510, 3510); fourteen hours of Piano or Organ (PNO or ORG 2510, 4510)*; (minimum of four hours upper level) and two (2) hours of secondary instruments.

The courses prescribed above fulfill the requirements for a Major-minor combination for the Bachelor of Music Education degree and for a first and second Major for the Bachelor of Music degree. Students majoring in Music Education must take MUS 4303 (Elem Music Methods), and either MUS 4313 (Instrumental Methods), or MUS 4323 (Chorale Methods) to meet Methods and Materials requirements of professional education.

- + If the student's primary instrument is piano, another (nonkeyboard) instrument is to be substituted for the piano requirement.
- * If the student has sufficient proficiency on the piano, he or she may substitute up to two hours of organ for the piano requirement.

NOTE: In addition to the major program, an education degree requires a professional education component (see page 118 for details). For other degree requirements see pages 54-57.

BACHELOR OF MUSIC (68) (B.M.)

BM PERFORMANCE

Entrance Audition - All students wishing to pursue the BM-Performance degree MUST audition to gain admittance into the program. This audition can take place in any semester but must be attempted by the end of the fourth semester of study.

Major-Minor:72-77 Semester Hours

Core Courses: (32 hours)**Music Theory and Literature**

MUS 1101	Music Theory and Literature I Aural Laboratory
MUS 1203	Music Theory and Literature I; Introduction to Music Study
MUS 1231	Music Theory and Literature II Aural Laboratory
MUS 1243	Music Theory and Literature II; Elementary Writing and Analysis
MUS 2201	Music Theory and Literature III Aural Laboratory
MUS 2213	Music Theory and Literature III; Intermediate Writing and Analysis
MUS 2231	Music Theory and Literature IV Aural Laboratory
MUS 2243	Music Theory and Literature IV; Advanced Writing and Analysis
MUS 3201	Music Theory and Literature V Aural Laboratory
MUS 3213	Music Theory and Literature V; Contrapuntal Writing and Analysis
MUS 3231	Music Theory and Literature VI Aural Laboratory
MUS 3243	Music Theory and Literature VI; Contemporary Writing and Analysis

History of Music

MUS 3113	History of Music I
MUS 3123	History of Music II

Conducting (two hours selected from)

MUS 3471	Principles of Conducting
MUS 3481	Instrumental Conducting
MUS 3491	Choral Conducting

Emphasis in Performance..... (40-46 hours)**Performance core:**

Applied Music: Twelve lower level and
Sixteen upper level hours of Major Instrument
or Voice (2510, 4510)

Two hours of solo literature

Two hours of pedagogy

Two hours of directed reading in Music History

Two hours of directed reading in Music

- **Emphasis in Instrumental Performance:**

Performance core

Four hours of Piano

- **Emphasis in Voice Performance:**

Performance core plus:

Six hours in foreign language (3 hours are counted in General Educ and 3 hours in music)
Six hours in Piano (MUS 2341, 2441, 2541, 2641, 3441, 3541)

- **Emphasis in Keyboard Performance:** performance core plus:
Two semesters each of MUS 2301 Piano Accompanying and
MUS 4401 Piano Chamber Ensemble (four hours)
Two semesters of major ensemble (two hours)
Two hours of Secondary Instrument or Voice
Six hours Foreign language three of which will apply to General Educ requirements

Bachelor of Music Education majors are required to participate in a major ensemble for seven (7) semesters. Instrumental and Vocal Bachelor of Music Performance majors must participate in a major ensemble for eight (8) semesters. Participation in an ensemble is recommended for all students taking applied music.

Bachelor of Arts and Bachelor of Music majors must complete eight (8) semesters of MUS 1400. Bachelor of Music Education majors must complete seven (7) semesters of MUS 1400. Attendance at faculty and senior recitals, Musical Arts concerts and departmental concerts is required for music majors. A grade of "P" or "I" will be recorded on the transcript.

A half-recital, or a senior project, is required of all senior Music Education degree candidates. Candidates for the Bachelor of Music with an emphasis in Applied Music will present full recitals during both Junior and Senior years of study.

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Music Minor 18 Semester Hours

MUS 1101	Music Theory and Literature I Aural Laboratory
MUS 1203	Music Theory and Literature I; Introduction to Music Study
MUS 3123	History of Music II
	Three hours of Piano
	Three hours of Voice or Instrument
	Two hours of Ensemble (band or chorale)
	Three hours of upperlevel electives

OCCUPATIONAL HEALTH AND SAFETY

Dr. Wayne Jones, Chair; Mr. Chris Bradshaw; Dr. Nick Nichols; Dr. Hal Poovey

When asked what you do for a living, how many can say I SAVE LIVES! In these trying times of homeland security, occupational safety & health is a very popular career field. From industrial safety managers to commercial inspectors, loss prevention specialists, loss control managers, emergency program managers, and safety specialists with military, federal, state, and local governments, the career field is wide open. The placement rate is high, and entry-level salaries are even higher.

The academic curricula includes the face-to-face Bachelor of Science degree program in Occupational Safety and Health and a Master of Science degree in Occupational Safety and Health in a primarily online format. This program will enable students from around the country to benefit from our advanced degree.

In addition, students may pursue a Safety Option under the Aviation degree program (see the Aviation Sciences Institute for more information).

In the preparation of students for professional positions in business, industry, government, and education, the department conducts an annual assessment which consists of program evaluation, alumni surveys, and a capstone senior seminar course. This assessment provides the opportunity to improve and enhance the safety degree program and ensure a quality educational experience. In addition, emphasis is placed on career planning and the department works closely with the Southeastern Career and Placement Office in the employment of graduates.

OCCUPATIONAL SAFETY AND HEALTH (58) BACHELOR OF SCIENCE

Major-Minor 58 Semester Hours

CHEM 1315/1114	General Chemistry I or Basic Chemistry I
CHEM 1415/1214	General Chemistry II or Basic Chemistry II
MATH 2143	Brief Calculus with Applications
MNGT 3113	Management and Organizational Behavior
PHYS 1114	General Physics I
SFTY 1313	Introduction to Occupational Safety and Health
SFTY 2003	Introduction to Fire Science
SFTY 3173	Acoustics, Vibrations & Noise Control
SFTY 3553	Construction Safety
SFTY 4003	Systems Approach to Hazard Control
SFTY 4113	Safety Training and Instructional Techniques
SFTY 4143	Safety Program Management

SFTY 4154	Industrial Hygiene
SFTY 4163	Fundamentals of Safety Engineering and Human Factors
SFTY 4173	Legal Liability in Safety and Health Legislation
SFTY 4183	Hazardous Materials and Waste Management
SFTY 4951	Senior Seminar
STAT 2153	Statistical Methods

Major 40 Semester Hours

SFTY 1313	Introduction to Occupational Safety and Health
SFTY 2003	Introduction to Fire Science
SFTY 3133	Drugs in Society
SFTY 3173	Acoustics, Vibrations & Noise Control
SFTY 3553	Construction Safety
SFTY 4003	Systems Approach to Hazard Control
SFTY 4113	Safety Training and Instructional Techniques
SFTY 4143	Safety Program Management
SFTY 4154	Industrial Hygiene
SFTY 4163	Fundamentals of Safety Engineering and Human Factors
SFTY 4173	Legal Liability in Safety and Health Legislation
SFTY 4183	Hazardous Materials and Waste Management
SFTY 4951	Senior Seminar

One course selected from the following (2 hour)

BLAW 3123	Business Law and Ethics
CHEM 1315/1114	General Chemistry I or Basic Chemistry I
MNGT 3113	Management and Organizational Behavior
MNGT 3533	Human Resource Management
MNGT 4253	Organizational Behavior
SFTY 2253	Outdoor Safety
SFTY 3103	General Safety
SFTY 3553	Construction Safety
SFTY 4603	Internship
SFTY 4970	Special Studies
STAT 2153	Statistical Methods
TECH 1093	Introduction to Computer Graphics Applications

NOTE: The major program is just one component of a baccalaureate degree.

For other degree requirements see pages 54-57.

Minor 22 Semester Hours

SFTY 1313	Introduction to Occupational Safety and Health
SFTY 2003	Introduction to Fire Science
SFTY 4143	Safety Program Management
SFTY 4154	Industrial Hygiene
SFTY 4163	Fundamentals of Safety Engineering and Human Factors

Six elective hours approved from major list by the advisor

SOCIAL SCIENCES

Dr. Kenneth L. Chinn, Chair; Ms. Corie A. Delashaw; Dr. J. Brooks Flippen; Mr. M. Richard Hackett; Mr. Bruce A. Johnson; Dr. Alistair Maeer; Dr. Glenn P. Melancon; Dr. Richard M. Pearlstein; Dr. Chunmei Yoe

The mission of the Department of Social Sciences is to provide rigorous academic courses and programs that study social, cultural, political, economic, and historical dimensions of the human experience.

The Department offers a Bachelor of Arts degree with major programs of study in History, Political Science, and Social Studies Education (secondary social studies teachers). The Department also offers minors in History, Political Science, Public Administration and Geography. Students majoring in these fields should consult with a faculty advisor to develop a specific program of study.

HISTORY (22) BACHELOR OF ARTS

Major 40 Semester Hours

- *HIST 1513 United States History to 1876
- *HIST 1523 United States History Since 1876
- HIST 2001 Introduction to Research
- HIST 2713 Early World Civilizations
- HIST 2723 Modern World Civilizations

Nine hours of elective upper-level United States History

Nine hours of elective upper-level European History

Nine hours of electives in any category of upper-level History

HIST 4953 Historical Research and Writing (Capstone)

*One course counts as a General Education requirement.

NOTE: Students planning to attend graduate school should take a foreign language.

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor 21 Semester Hours

- HIST 1513 United States History to 1876
- HIST 1523 United States History since 1876

Fifteen elective hours of history (at least 6 hours must be upper-level courses).

POLITICAL SCIENCE (20) BACHELOR OF ARTS

Major 36 Semester Hours

- POSC 1513 United States Federal Government
- POSC 2513 Introduction to Political Science

Three of the following "United States politics":

- POSC 3353 Political Parties and Politics
- POSC 3523 Local Government and Politics
- POSC 3533 State Government and Politics
- POSC 3573 The Legislative Process
- POSC 3583 United States Presidency
- POSC 4533 Aspects of Oklahoma Government and Politics
- POSC 4543 Electoral Behavior

One of the following "comparative politics":

- POSC 4743 Government and Politics in Western Europe
- POSC 4753 Government and Politics in Asia
- POSC 4763 Government and Politics in Latin America
- POSC 4773 Government and Politics in Transitional Post-Communist Societies

One of the following "global politics":

- POSC 3723 Global Politics
- POSC 4503 United States Foreign Policy
- POSC 4793 Problems in Global Politics

Two of the following "constitutional law, political thought, or public administration.":

- POSC 3503 United States Judicial Process
- POSC 3513 United States Constitutional Law
- POSC 3543 Development of Political Philosophy
- POSC 3563 Introduction to Public Administration
- POSC 4553 United States Political Ideas
- POSC 4563 Public Policy
- POSC 4783 Modern Political Ideology

Three elective upper-level Political Science courses

Students must complete a portfolio containing two papers from upper level courses.

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor 21 Semester Hours

(A maximum of three semester hours of credit used in meeting the requirements in the minor may be used to satisfy the requirements in general education.)

- POSC 1513 United States Federal Government

Three hours in United States politics

Three hours in comparative politics

Three hours in global politics or political thought

Three hours in public administration or constitutional law

Six hours of upper-level elective Political Science

Public Administration/Public**Management Minor 21 Semester Hours**

- ECON 3633 Public Finance
- MNGT 3533 Human Resource Management
- POSC 3523 Local Government and Politics
- POSC 3563 Introduction to Public Administration
- POSC 4563 Public Policy

Two of the following:

- POSC 3533 State Government and Politics
- POSC 3723 Global Politics
- POSC 4533 Aspects of Oklahoma Government and Politics
- POSC 4970 (3 hours) Special Studies (Internship)

SOCIAL STUDIES EDUCATION (48)

BACHELOR OF ARTS

Major-Minor 55 Semester Hours

- HIST 1523 United States History Since 1876
- HIST 2001 Introduction to Research
- HIST 2523 Oklahoma History and Government
- HIST 2713 Early World Civilizations
- HIST 2723 Modern World Civilizations
- ECON 2213 Principles of Microeconomics
- GEOG 2723 Regional Geography of the World
- POSC 3513 United States Constitutional Law
- HIST 4563 Contemporary United States History Since 1945
- HIST 4953 Historical Research and Writing (Capstone)

One upper-level course in United States History (3 hours)

One upper-level course in World History (Europe, Asia, Latin America or Africa) (3 hours)

Three upper-level Political Science courses (9 hours)

Two upper-level Geography courses (6 hours)

Two upper-level courses from one of the following areas : Economics, Geography, Political Science or History (6 hours)

Specified General Education courses

- HIST 1513 United States History to 1876
- PSY 1113 Introduction to Psychology
- ECON 2113 Macroeconomics

NOTE: Students who are majoring in Social Studies Education should take SOST 4133 as the Methods and Media course. Please be advised that each Social Studies candidate must take a foreign language.

In addition to the major-minor program, an education degree requires a professional education component (see page 118 for details). Module III of the Teacher Education Portfolio requirement must include research from

Introduction to Research, a research paper, one paper or assignment from political science or geography, a book critique or review, an artifact from economics, lesson plans from the Methods course, and a peer evaluation from the Methods course. For other degree requirements see pages 54-57

GEOGRAPHY**Minor 21 Semester Hours**

One of the following:

GEOG 1713 Human Geography

GEOG 2723 Regional Geography of the World

Eighteen elective hours of geography (at least six hours must be upper-level)

John Massey School of Business

Dr. Buddy Gaster, Dean

Department/Discipline

Accounting and Finance

Accounting

Finance

Aviation Sciences Institute

Aviation Management

Aviation-Professional Pilot

Management and Marketing,

Management

Marketing

General Business

John Massey School of Business

VISION

Southeastern Oklahoma State University's John Massey School of Business will be recognized as a premiere business program in Southern Oklahoma and Northern Texas, and will be well respected in the region and beyond.

Mission Statement

The mission of the John Massey John Massey School of Business is to be the premier regional business program in southeast Oklahoma and north Texas. We will prepare our business and aerospace students to meet the challenges in a competitive and ever changing economy by providing an excellent and continuously improving learning environment that emphasizes both academic and applied knowledge and research. We will further assist in the economic development of the region by providing effective application of knowledge with small and midsize businesses and Native American Tribes.

Foundation and Principles of the John Massey School of Business

Student centered: Our highest priority is our students. We recognize that our students' future success is the measure of our success.

Learning organization: We recognize the dynamic nature of business. Therefore, the faculty must be active in both teaching and learning. One of the most important goals for faculty is the development of scholarly output that enhances student learning and is validated by peers.

Respect for ideas: We support an environment that encourages open and responsible expression. A commitment to life-long learning begins with a willingness to consider new ideas.

Leadership by example: To prepare students for a competitive global environment, we must set high standards for both students and faculty. The quality of faculty activities is judged by the impact they have on important constituencies, including students, business practitioners and other academics.

Market responsive: Our programs should anticipate and respond to changes in society and the business environment.

Innovation: To respond to change, we must support innovation and intelligent risk taking. We recognize that innovation and creativity require both a period of experimentation and a process of evaluation.

Collaborative efforts: We support collaborative and integrative activities that transcend functional disciplines and address significant issues.

Intellectual leadership: The John Massey School of Business should develop areas of recognized expertise. Academic, aviation and business professionals should look to the John Massey

School of Business for leadership in these areas.

Regional Emphasis: We recognize the unique opportunity that is available through partnerships with the Native American Tribes and related businesses. We believe that our business programs will be enhanced by addressing the needs, concerns and aspirations of these.

Resources: We recognize that programs should drive resources instead of resources driving programs. We recognize the need for the business school to develop resources beyond university budgets.

Diversity: To be effective in an increasingly diverse global environment, our students must learn about and from other points of view and cultures.

Measures of Success

Our measures of success include:

- Development of scholarly output
- Student activities and practical experiences
- Academic and business professionals look to the John Massey School of Business for business and aviation leadership within the region

The John Massey School of Business is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and is in the Accreditation process with the Association to Advance Collegiate Schools of Business (AACSB) to offer the following business degrees:

- The Bachelor of Business Administration (B.B.A.) with majors in Accounting, Finance, General Business, Management and Marketing.
- The Master of Business Administration (M.B.A.)
- The Bachelor of Science for Aviation majors.
- The Master of Science in Aerospace Administration (M.S.)

Accreditation assures students that Southeastern administration and faculty of the John Massey School of Business are dedicated to continuous improvement of business education and the adherence to teaching and learning practices of excellence.

Graduation GPA Requirements: All business degree graduation requirements are covered in detail in the program requirements.

PROGRAMS

- Department of Accounting and Finance
 - Accounting (B.B.A.)
 - Finance (B.B.A.)
- Aviation Sciences Institute
 - Aviation Management (B.S.)
 - Aviation – Professional Pilot (B.S.)
- Department of Management, Marketing and General Business
 - Management (B.B.A.)
 - Marketing (B.B.A.)
 - General Business (B.B.A.)
 - Native American Management Option

ACCOUNTING AND FINANCE

Dr. Theresa Hrcir, Chair; Dr. Daniel C. Benco; Mrs. Deborah Combs; Dr. Larry Prather; Dr. David Romer; Dr. G. Stevenson Smith; Dr. John Topuz.

The primary mission of the Department of Accounting and Finance is to offer baccalaureate programs in the academic disciplines which are designed to provide academic excellence in undergraduate education as well as practical experiences. The department is dedicated to preparing the student to excel and to be successful in a diverse and global environment. Additionally, these programs can stimulate the students to develop an interest in lifelong learning.

The accounting program will prepare graduates to meet the many challenges of today's complex business environment. Accounting professionals play a critical role in a wide variety of public accounting firms, businesses, government organizations, and not for profit institutions. The major goal of this accounting program is to offer a broad based academic background to prepare graduates for entry into the accounting profession.

The finance program will prepare graduates to function in various areas of financial management and analysis. The department places great emphasis on the basic theories and applications of managing the finance functions within a business or other financial entity. Through the study of securities investment, working capital management, capital financial analysis, risk management, and more, the program offers broad preparation for key decision making activities in business today. There is solid demand and the potential for significant monetary reward for well prepared finance graduates who can apply critical thinking skills and analytical techniques in solving complex finance related problems.

Graduation GPA Requirements: The Bachelor of Business Administration program in Accounting and also in Finance requires that students achieve a minimum grade point average (GPA) of 2.0 in all business core classes as well as a 2.0 in the major. The University GPA requirements for graduation are listed elsewhere in the catalog.

ACCOUNTING (01)

BACHELOR OF BUSINESS ADMINISTRATION

Accounting.....69 Semester Hours

Business Core (42 semester hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting
BIM 3183	Business Information Management
BLAW 3123	Legal Environment of Business
ECON 2213	Principles of Microeconomics
ENG 3903	Technical and Professional Writing
BUS 1133	Introduction to Business
BUS 2633	Business Statistics
BUS 3333	Business Ethics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior
MNGT 3243	Production and Operations Management
MNGT 4633	Business Policy

Accounting Major (27 semester hours):

ACCT 3113	Intermediate Accounting I
ACCT 3213	Intermediate Accounting II
ACCT 3313	Income Tax Accounting I
ACCT 3513	Cost Accounting
ACCT 4413	Income Tax Accounting II
ACCT 4713	Accounting Information Systems
ACCT 4813	Auditing

Two of the following:

ACCT 3713	Governmental Accounting
ACCT 4113	Advanced Accounting
ACCT 4950	Internship
ACCT 4980	Seminar
BLAW 3223	Commercial Law

Specified General Education Requirements:

COMM 2213	Business and Professional Speaking
ECON 2113	Principles of Macroeconomics
MATH 1513	College Algebra or math course with college algebra as a prerequisite

NOTE:

A grade of "C" or better is required for all Accounting courses which are a prerequisite for a subsequent Accounting course. The major program is just one component of a baccalaureate degree. For other degree requirements see Baccalaureate Degree Requirements.

Accounting Minor 18 Hours

Required (12 hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting

ACCT 3313	Income Tax Accounting I
ACCT 3513	Cost Accounting
Electives (two of the following courses):	
ACCT 3113	Intermediate Accounting I
ACCT 3713	Governmental Accounting
ACCT 4413	Income Tax Accounting II

FINANCE (96)

BACHELOR OF BUSINESS ADMINISTRATION

Finance 66 Semester Hours

Business Core (42 semester hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting
BIM 3183	Business Information Management
BLAW 3123	Legal Environment of Business
ECON 2213	Principles of Microeconomics
ENG 3903	Technical and Professional Writing
BUS 1133	Introduction to Business
BUS 2633	Business Statistics
BUS 3333	Business Ethics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Principles of Management
MNGT 3243	Production and Operations Management
MNGT 4633	Business Policy

Finance Major (24 semester hours):

FIN 3433	Securities Investments
FIN 3513	Working Capital Management
FIN 3613	Capital Investments
FIN 4213	Financial Analysis
FIN 4633	Risk Management
FIN 4813	Financial Policy and Strategy

Two of the following courses:

ACCT 3113	Intermediate Accounting I
FIN 3523	Financial Institutions and Capital Markets
FIN 4443	International Financial Management
FIN 4950	Internship

Specified General Education Requirements:

COMM 2213	Business and Professional Speaking
ECON 2113	Principles of Macroeconomics
MATH 1513	College Algebra or math course with college algebra as a prerequisite

NOTE:

A grade of "C" or better is required for all Finance courses which are a prerequisite for a subsequent Finance course. See course descriptions for other prerequisite requirements. The major program is just one component of a baccalaureate degree. For other degree requirements see Baccalaureate Degree Requirements.

AVIATION SCIENCES INSTITUTE

Dr. David M. Conway, Director

The primary mission of the Aviation Sciences Institute is to provide its students with the highest quality aviation education and flight training possible. The fundamental belief of the ASI is that the best trained students will be the safest and most successful aviation professionals. The Aviation Sciences Institute will strive to excel as a world leader in Aviation Education. To that end, the Aviation Sciences Institute will provide the students with the most current information, technology, and personalized training available in the aviation profession.

Flight Training Requirements

Major-Minor: Professional Pilot majors must obtain an FAA first class medical certificate issued by a physician designated by the Federal Aviation Administration. All flight students must also be in compliance with all Department of Homeland Security regulations governing flight training for U.S. and non-U.S. citizens.

Aviation Management majors must obtain a third class (or higher) medical certificate if they elect to enroll in flight classes. All flight students must also be in compliance with all Department of Homeland Security regulations governing flight training for U.S. and non-U.S. citizens.

Minor: Aviation minors who elect to take flight courses must obtain a third class (or higher) medical certificate issued by a physician designated by the Federal Aviation Administration. All flight students must also be in compliance with all Department of Homeland Security regulations governing flight training for U.S. and non-U.S. citizens.

Special Charges

Some aviation courses require special deposits and/or in advance of any instruction administered by the Department of Flight. For additional information concerning current rates and charges for instruction please review the ASI web site (aviation.SE.edu).

Aircraft and associated flight costs are a separate expense and not covered under normal tuition and fees. The Office of Financial Aid has different opportunities for the student to earn or receive money. However, the amount received may not be sufficient to cover the full cost of completing the Professional Pilot degree program. Please contact the Office of Financial Aid for detailed information.

Residence Experience Requirements

One-third of all Professional Pilot Major-Minor courses must be accomplished in residence at Southeastern Oklahoma State University. In addition, the Professional Pilot degree requires that at least the last two flight courses, to include

the corresponding ground courses, must be accomplished in residence. In the event a student applying for admission to the aviation program exceeds the two-thirds maximum flight credit hours at the time of application, a special committee may be convened to establish a satisfactory flight curriculum to meet the one-third residency requirement, and, if possible, avoid repetition. It is possible that courses may be repeated. In no case will the requirement to accomplish the last two flight courses in residence be waived. Once a student is admitted to Southeastern's Aviation Sciences Institute, all flight training credit must be completed at SE or through another regionally accredited university aviation program.

Graduation Requirements

A minimum GPA of 2.5 is required in all Professional Pilot and Aviation Management Major-Minor degree requirements including specified general education requirements. In addition, no grade less than C in Professional Pilot ground courses is acceptable.

Advanced Standing Policy

Advance Standing credit may be offered for FAA Airman Certificates and Ratings in accordance with the ASI Advance Standing policy.

DEPARTMENT OF FLIGHT

Mr. George C. Jacox, Chair;
Mr. Kyle Thomas; Mr. John Van Bebber

The academic curriculum of the aviation program is designed to meet the requirements of the Federal Aviation Administration while meeting the needs of various segments in the aviation industry. The department offers one major/minor and one minor.

AVIATION-PROFESSIONAL PILOT (5) BACHELOR OF SCIENCE

Major-Minor: 64 Semester Hours

(Required of all Aviation Major/Minor candidates)

AVIA 3003	Aviation Meteorology
AVIA 3023	Air Traffic Control
AVIA 3113	Aviation Legal Problems
AVIA 3173	Aviation Safety
AVIA 3233	Advanced Aircraft Systems
AVIA 3334	Advanced Aerodynamics
AVIA 4643	Physiology
AVIA 4663	Contemporary Topics in Aviation
AVIA 4674	Crew Resource Management

Professional Pilot.....35 semester hours

AVIA 1004	Primary Ground Instruction
AVIA 1041	Private Flying
AVIA 2083	Commercial Performance & Regulations
AVIA 3123	Commercial Operations
AVIA 3152	Fundamentals of Flight Instruction
AVIA 3164	Commercial Flying
AVIA 3284	Instrument Ground Instruction
AVIA 3321	Instrument Flying
AVIA 3202	Flight Instructor Ground Instruction
AVIA 3241	Flight Instructor Flying
AVIA 3362	Instrument Flight Instructor Ground Instruction
AVIA 3401	Instrument Flight Instructor Flying
AVIA 3451	Introduction to Advanced Technology Aircraft
AVIA 3503	Integration of Flight Mngt Technology& Commercial Ops
AVIA 4562	Multiengine Ground Instruction
AVIA 4601	Multiengine Flying

Specified General Education Requirement (for all options):

COMM 2213	Business & Professional Speaking
MATH 2143	Brief Calculus with Applications
PHYS 1114	General Physics I

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Aviation Minor21 Semester Hours

Core (15 semester hours)

AVIA 3113	Aviation Legal Problems
AVIA 3143	Aviation History
AVIA 3173	Aviation Safety
AVIA 4643	Physiology
AVIA 4663	Contemporary Topics in Aviation

Electives (6 semester hours)

AVIA 1004	Primary Ground Instruction
AVIA 1041	Private Flying
AVIA 2061	General Aviation
AVIA 2113	Aviation Management
AVIA 3133	Aviation Administration
AVIA 3293	Aviation Transportation

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

AVIATION MANAGEMENT

Dr. Stanley J. Alluisi, Chair; Dr. Charles Marshall;
Mr. Richard Russell

The academic curriculum for the aviation management program is designed to meet the requirements of the aviation industry. Business, maintenance, safety, and security are the four areas of specialization in the aviation management degree. Upon completion of the degree requirements, the successful candidate will earn a Bachelor of Science degree in Aviation Management.

BUSINESS OPTION (AM-1)

The aviation management degree specializing in business prepares the student to enter the challenging area of human resources, airfield operations, and general aviation business management. The 21-hour core plus the 30-hour business specialty for the major-minor program augmented with an additional 73 hours of course work combines to meet the 124-hour requirement for the Bachelor of Science degree in Aviation Management.

MAINTENANCE OPTION (AM-2)

The aviation management degree specializing in maintenance is specifically designed for the individual that possesses an FAA mechanics certificate with Airframe and Powerplant ratings.

This degree helps to prepare the student to enter the field of management in maintenance operations. The 21-hour core plus the 30-hour maintenance specialty for the major-minor program, augmented with an additional 73 hours of course work, combines to meet the 124-hour requirement for the Bachelor of Science degree in Aviation Management.

SAFETY (AM-3)

The aviation management degree specializing in safety is designed to prepare the student to enter the challenging and demanding field of aviation safety with special emphasis on aircraft accident prevention. The 21-hour core plus the 31-hour safety specialty for the major-minor program, augmented with an additional 72 hours of course work, combines to meet the 124-hour requirement for the Bachelor of Science degree in Aviation Management.

SECURITY (AM-4)

The aviation management degree specializing in security prepares the student to enter the field of security for airlines, airports, terminals, and physical plants. The 21-hour core plus the 30-hour security specialty for the major-minor program, augmented with an additional 68 hours of course work, combines to meet the 73-hour requirement for the Bachelor of Science degree in Aviation Management.

AVIATION MANAGEMENT (2) BACHELOR OF SCIENCE

Major-Minor: Core Curriculum plus Option AM-1, AM-2, AM-3, or AM-4..... 51-52 Semester Hours
Core Requirements (21 hours):

AVIA 2113	Aviation Management
AVIA 3113	Aviation Legal Problems
AVIA 3133	Aviation Administration
AVIA 3143	Aviation History
AVIA 3173	Aviation Safety
AVIA 3293	Aviation Transportation
AVIA 4663	Contemporary Topics in Aviation

Option AM-1 Business (30 hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting
ENG 3903	Technical & Professional Writing
ECON 2213	Principles of Microeconomics
BUS 2633	Business Statistics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
BLAW 3123	Legal Environment of Business
MNGT 3113	Management and Organizational Behavior
MNGT 3533	Human Resource Management

Option AM-2 Maintenance (30 hours):

21 hours earned by transfer of Airframe and Powerplant classes or FAA classes and advanced standing:

AP 2112	Powerplant Electrical Fundamentals
AP 2152	Airframe and Powerplant Servicing and Inspection
AP 2182	Aircraft Technology
AP 3182	Aircraft Hydraulic Systems
AP 3212	Aircraft Electrical Systems
AP 3241	Powerplant Systems
AP 3272	Physics of Reciprocating Powerplants
AP 3302	Physics of Gas Turbine Powerplants
AP 3332	Fluid Mechanics and Fuel Scheduling
AP 3362	Application of Electrical and Electronic Principles
AP 3422	Special Slide Rule

Plus 9 hours of approved Business electives

Option AM-3 Safety (31 hours):

SFTY 1313	Introduction to Occupational Safety and Health
SFTY 2003	Introduction to Fire Science
SFTY 4183	Hazardous Materials and Waste Management
SFTY 4003	Systems Approach to Hazard

	Control
SFTY 4143	Safety Program Management
SFTY 4154	Industrial Hygiene
SFTY 4163	Fundamentals of Safety Engineering and Human Factors

Plus 9 hours of approved Business electives

Option AM-4 Security (30 hours):

CJ 2533	Introduction to Criminal Justice
CJ 3113	Policing in the U.S.
CJ 3323	Criminal Investigation and Forensics
CJ 3333	Administration of Criminal Justice
CJ 3433	Criminal Law & Procedures
CJ 4253	Contemporary Issues in Policing
SOC 4333	Criminology

Plus 9 hours of approved Business electives

Specified General Education Requirements:

COMM 2213	Business & Professional Speaking
ECON 2113	Principles of Macroeconomics
MATH 2143	Brief Calculus with Applications
PHYS 1114	General Physics I

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

MANAGEMENT AND MARKETING

Dr. Andrew Tiger, Chair; Dr. Kitty Campbell; Dr. Debra Haley; Dr. Jane Hicks; Dr. Jane Licata; Mr. Billy McCurdy; Dr. Lawrence Silver; Dr. Jim Speers; Dr. Robert Stevens; Dr. C.W. VonBergen

The primary mission of the Department of Management and Marketing is to provide baccalaureate programs in Management, Marketing and General Business designed to provide an environment of academic excellence in undergraduate business education, and experiences both academic and applied that prepare students to operate in a diverse and global environment. Through these programs students will develop an interest in lifelong learning.

MANAGEMENT

The management program focuses on the relevant knowledge and skills that underlie effective management practice, irrespective of organization or industry type. Students are expected to master a variety of business communication forms and to develop the basic behavioral competencies necessary to plan, organize, lead, and control the work of others in organizations. Students must also analyze business problems and seek to become adept at using both quantitative and qualitative decision-making techniques. Current and historically important theories of organization and human work behavior are studied so that students understand processes that occur in contemporary organizations. The courses in the management major place an emphasis on learning that should facilitate longterm development as a management professional.

MANAGEMENT (27) BACHELOR OF BUSINESS ADMINISTRATION

Management 66 Semester Hours
Business Core (42 semester hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting
BIM 3183	Business Information Management
BLAW 3123	Business Law and Ethics
ECON 2213	Principles of Microeconomics
ENG 3903	Technical and Professional Writing
BUS 1133	Introduction to Business
BUS 2633	Business Statistics
BUS 3333	Business Ethics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior
MNGT 3243	Production and Operations Management

MNGT 4633 Business Policy

Management Major (18 semester hours):

MNGT 3343 Small Business Management
 MNGT 3443 Supervisory Management
 MNGT 3533 Human Resource Management
 MNGT 4353 Management Science
 MNGT 4653 Contemporary Issues in Management
 MNGT 4663 Entrepreneurship and New Ventures

Electives (6 semester hours):

Electives may be selected from any upper-level ACCT, FIN, MNGT or MKT course. At least one must be at the 4000 level.

Specified General Education Requirements:

COMM 2213 Business and Professional Speaking
 ECON 2113 Principles of Macroeconomics
 MATH 1513 College Algebra or math course with college algebra as a prerequisite

Native American Management Option (18 semester hours):

ACCT 3713 Governmental Acct
 MNGT 3443 Supervisory Management
 BUS 4813 Contemp Iss in Native Amer Lead
 BUS 4123 International Bus & Law
 BUS 4803 Native American Business
 MNGT 4950 Internship

Electives (6 semester hours):

One of the following courses:

MNGT3343 Small Business Management

OR

MNGT 4663 Entrepreneurship and New Ventures

One Native American Seminar (MNGT 4980):

Tribal Resource Management
 Tribal and Community Health Management
 Casino Management
 Entertainment Management
 Native American Economic Development
 Native American Tribal Government

Suggested General Electives

SOC 3823 Native American Cultures
 HIST 3573 Native American History
 ENG 4563 Native American Literatures
 ART 3103 Native American Art
 CHTW 1513 Choctaw Language and Culture I
 CHTW 1613 Choctaw Language and Culture II

Non-Business Courses:

Students majoring in Management must take at least 50 percent (62 credit hours) of their course work in non-business courses. Economics courses are considered non-business courses for this requirement.

Graduation GPA Requirement:

The Bachelor of Business Administration program in Management requires that students achieve a 2.0 GPA in the business core, AND a 2.0 GPA in the area of specialization in addition to the University graduation GPA requirements listed on page 61.

NOTE: Students completing the Business Core plus the Management Major will not be required to complete a minor. This program is equivalent to a major-minor. The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

NOTE: Junior level standing is a prerequisite for enrollment in any 3000 or 4000 level business course.

**Management Minor 18 Hours:
 Required (3 Hours):**

MNGT 3113 Management and Organization Behavior

15 semester hours from the following :

MNGT 3243 Production and Operations Management
 MNGT 3343 Small Business Management
 MNGT 3443 Supervisory Management
 MNGT 3533 Human Resource Management
 MNGT 4653 Contemporary Issues in Management
 MNGT 4663 Entrepreneurship and New Ventures

MARKETING

The major in marketing emphasizes the knowledge, skills, and concepts necessary for effective performance in the various functional areas of marketing. The required courses are designed to demonstrate the interaction of the social, economic, and cultural environments upon the management of an organization's marketing activities. The marketing electives offer an opportunity for students to choose areas of more specialized knowledge according to their interests and career goals.

MARKETING (95)

BACHELOR OF BUSINESS ADMINISTRATION

Marketing 66 Semester Hours

Business Core (42 semester hours):

ACCT 2103 Fundamentals of Financial Accounting
 ACCT 2203 Fundamentals of Managerial Accounting
 BIM 3183 Business Information Management
 BLAW 3123 Business Law and Ethics
 ECON 2213 Principles of Microeconomics

ENG 3903	Technical and Professional Writing
BUS 1133	Introduction to Business
BUS 2633	Business Statistics
BUS 3333	Business Ethics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior
MNGT 3243	Production and Operations Management
MNGT 4633	Business Policy

Marketing Major - required (9 semester hours):

MKT 3633	Consumer Behavior
MKT 4333	Marketing Research
MKT 4643	Marketing Management

Marketing Major - electives (9 semester hours):

MKT 3433	Retailing
MKT 3643	Promotional Strategies
MKT 4243	Sales and Sales Management
MKT 4653	Contemporary Issues in Marketing

Electives (6 semester hours):

Electives may be selected from any upper-level ACCT, FIN, MNGT or MKT course. At least one must be at the 4000 level.

Specified General Education Requirements:

COMM 2213	Business and Professional Speaking
ECON 2113	Principles of Macroeconomics
MATH 1513	College Algebra or math course with college algebra as a prerequisite

Non-Business Courses:

Students majoring in Marketing must take at least 50 percent (62 credit hours) of their course work in non-business courses. Economics courses are considered non-business courses for this requirement.

Graduation GPA Requirement:

The Bachelor of Business Administration program in Marketing requires that students achieve a 2.0 GPA in the business core, AND a 2.0 GPA in the area of specialization in addition to the University graduation GPA requirements listed on page 61.

NOTE: Students completing the Business Core plus the Marketing Major will not be required to complete a minor. This program is equivalent to a major-minor. The major program is just one component of a baccalaureate degree. For other degree requirements see pages 58-61.

NOTE: Junior level standing is a prerequisite for enrollment in any 3000 or 4000 level business course.

**Marketing Minor 18 Hours:
Required (3 hours)**

MKT 3233	Principles of Marketing
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15 semester hours from the following :

MKT 3643	Promotional Strategies
MKT 4643	Marketing Management
MKT 3433	Retailing
MKT 4233	Sales and Sales Management
MKT 4653	Contemporary Issues in Marketing
MKT 4333	Marketing Research

Pre-requisites if MKT 4333 taken (1 of the following)-

BUS 2633	Business Statistics
STAT 2153	Statistical Methods

GENERAL BUSINESS

The General Business program is designed to prepare students for employment in a wide range of administrative positions in private business, government, or not-for-profit businesses. It is an interdepartmental major intended for students who wish to remain generalists rather than specialists in the business field. The curriculum promotes a general understanding of the business environment while providing a strong foundation in the common body of business knowledge. Beyond the business core, upper-level electives include courses within accounting, finance, management and marketing.

GENERAL BUSINESS (105) BACHELOR OF BUSINESS ADMINISTRATION

General Business..... 66 Semester Hours

Business Core (42 semester hours):

ACCT 2103	Fundamentals of Financial Accounting
ACCT 2203	Fundamentals of Managerial Accounting
BIM 3183	Business Information Management
BLAW 3123	Legal Environment of Business
ECON 2213	Principles of Microeconomics
ENG 3903	Technical and Professional Writing
BUS 1133	Introduction to Business
BUS 2633	Business Statistics
BUS 3333	Business Ethics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior
MNGT 3243	Production and Operations Management
MNGT 4633	Business Policy

General Business Major(24 semester hours)

MNGT 3343 Small Business Management

or

MNGT 4643 Entrepreneurship & New Ventures

BUS 4813 International Business & Law

(or any other upper level International Business course)

Plus any 6 courses from ACCT, BUS, FIN, MNGT, BLAW, or MKT at the 3000+ level with no more than three from any one prefix. At least one course must be at the 4000 level. All courses must be approved by your advisor.

Specified General Education Requirements:

COMM 2213	Business and Professional Speaking
ECON 2113	Principles of Macroeconomics
MATH 1513	College Algebra or math course with college algebra as a prerequisite

Non-Business Courses:

Students majoring in General Business must take at least 50 percent (62 credit hours) of their course work in non-business courses. Economics courses are considered non-business courses for this requirement.

Graduation GPA Requirement:

The Bachelor of Business Administration program in General Business requires that students achieve a 2.0 GPA in the business core, AND a 2.0 GPA in the area of specialization in addition to the University graduation GPA requirements listed on page 61.

NOTE:

Students completing the Business Core plus the General Business Major will not be required to complete a minor. This program is equivalent to a major-minor. The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

General Business Minor..... 18 Hours:

Core (9 hours)

ACCT 2103	Fundamentals of Financial Accounting
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior

Electives.....9 hours

chosen from the following:

BUS 1133, ACCT 2203, ECON 2213, and/or any 3000+ ACCT, BLAW, BUS, FIN, MKT or MNGT course

School of Education and Behavioral Sciences

Dr. William Mawer, Dean

Department/Discipline

Behavioral Sciences

Counseling

Criminal Justice

Psychology

Sociology

Educational Instruction and Leadership

Elementary Education

Professional Education

Special Education-Mild/Moderate Disabilities

Health, Physical Education, and Recreation

School of Education and Behavioral Sciences

MISSION STATEMENT

The mission of the School of Education and Behavioral Sciences is to provide an environment of academic excellence that permits students to reach their highest potential as *Professionals for the 21st Century that are Competent, Committed and Ethical*. By having personal access to exemplary teaching, challenging student centered academic programs and extracurricular experiences, students will acquire the knowledge, skills and dispositions that promote values for career preparation in education and the behavioral sciences, responsible citizenship, and lifelong learning.

PROGRAMS

The School of Education and Behavioral Sciences strives to offer programs which prepare students for challenging careers in a rapidly changing world. Designed within the framework of *Professionals for the 21st Century: Competent, Committed, Ethical*, the education degrees in this catalog are accredited by the National Council for Accreditation of Teacher Education and the Oklahoma Commission for Teacher Preparation. These programs also meet the requirements of the Oklahoma State Regents for Higher Education. Students who complete Southeastern's education programs and the required state certification examinations receive educator certification from the Oklahoma State Department of Education. In many cases, reciprocity with the state of Texas is also available.

Bachelor's degree programs are offered in several areas of emphasis within each department and are listed below. Professional Education requirements for all teacher education candidates are listed on page 118. Also visit the Southeastern web pages (www.SE.edu/teacher-education or www.SE.edu/eil) for information concerning teacher education programs.

- **Department of Behavioral Sciences**
Criminal Justice (B.A.)
Psychology (B.A.)
Sociology (B.A.)
- **Department of Educational Instruction and Leadership**
Elementary Education (B.S.)
Special Education - Mild/Moderate Disabilities (B.S.)
- **Department of Health, Physical Education, and Recreation**
Health and Physical Education (B.S.)
Recreation (B.S.)

See the Graduate section starting on page 127 for Master of Education and Master of Behavioral Sciences degree programs.

GOALS

The School of Education and Behavioral Sciences:

- Provides quality education programs in each area of specialization.
- Provides preparation for students to succeed in teaching and nonteaching careers such as those emerging in criminal justice, sociology, recreation, counseling, and psychology.
- Demonstrates professionalism through scholarly activities, assessing teaching effectiveness, and promoting intellectual growth in students and faculty.
- Produces *competent, committed and ethical* education professionals who are prepared to effectively utilize technology in planning and delivering instruction for diverse students while motivating and assessing all students.
- Establishes and maintains quality standards for certification of educators.
- Supports and serves area schools.

BEHAVIORAL SCIENCES

CRIMINAL JUSTICE

Criminal justice is a broad field, closely related to the discipline of criminology. Criminology is the scientific study of crime, criminal behavior, and related institutional responses. The criminal justice system is an institutional response. The Bachelor of Arts criminal justice degree represents a challenging, liberal arts approach to the systematic examination of complex crime issues from legal, political, sociological, and psychological perspectives. The program focuses on six content areas: administration of justice, corrections, criminological theory, law adjudication, law enforcement, and research and analytic methods. The criminal justice degree provides the basic foundation for careers in law enforcement, courts, and corrections, as well as law school and graduate study.

CRIMINAL JUSTICE (59) BACHELOR OF ARTS

Major-Minor 57 Semester Hours

Required (27 semester hours):

CJ 2533	Introduction to Criminal Justice
CJ 3113	Policing the United States
CJ 3123	Law and Legal System
CJ 3133	Introduction to U.S. Corrections
CJ 4333	Capstone in Criminal Justice
SOC 3003	Introduction to Social Research
SOC 3123	Methods of Social Research
SOC 3523	Juvenile Delinquency
SOC 4333	Criminology

Electives (30 semester hours)

15 semester hours selected from the following

courses:	
CJ 3323	Criminal Investigations and Forensics
CJ 3333	Administration of Criminal Justice
CJ 3433	Criminal Law and Procedures
CJ 4253	Contemporary Issues in Policing
CJ 4283	Correctional Law
CJ 4403	Comparative Criminal Justice Systems

CJ 4970 (three hours) Special Studies

POSC 3513 United States Constitutional Law

9 semester hours selected from the following

courses:	
CJ 3343	Victimology
CJ 4543	Advanced Criminological Theory
SOC 2213	Social Problems
SOC 3623	Race, Gender and Ethnic Relations
SFTY 3133	Drugs in Society

3 semester hours selected from the following

courses:	
CJ 4260	Independent Study in Criminal Justice
CJ 4440	Internship in Criminal Justice

3 semester hours selected from the following

courses:

PSY 3373	Psychology of Personality
PSY 4313	Abnormal Psychology
PSY 4973	Forensic Psychology

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see page 58-61.

Major 39 Semester Hours

Required (27 semester hours):

CJ 2533	Introduction to Criminal Justice
CJ 3113	Policing the United States
CJ 3123	Law and Legal System
CJ 3133	Introduction to U.S. Corrections
CJ 4333	Capstone in Criminal Justice
SOC 3003	Introduction to Social Research
SOC 3123	Methods of Social Research
SOC 3523	Juvenile Delinquency
SOC 4333	Criminology

Electives (12 semester hours)

6 semester hours selected from the following

courses:

CJ 3323	Criminal Investigations and Forensics
CJ 3333	Administration of Criminal Justice
CJ 3343	Victimology
CJ 3433	Criminal Law and Procedures
CJ 4253	Contemporary Issues in Policing
CJ 4283	Correctional Law
CJ 4403	Comparative Criminal Justice Systems
CJ 4543	Advanced Criminological Theory
CJ 4970 (three hours)	Special Studies
POSC 3513	United States Constitutional Law
SOC 2213	Social Problems
SOC 3623	Race, Gender and Ethnic Relations
SFTY 3133	Drugs in Society

3 semester hours selected from the following

courses:

CJ 4260	Independent Study in Criminal Justice
CJ 4440	Internship in Criminal Justice

3 semester hours selected from the following

courses:

PSY 3373	Psychology of Personality
PSY 4313	Abnormal Psychology
PSY 4973	Forensic Psychology

Minor 21 Semester Hours

Required (6 semester hours)

CJ 2533	The Criminal Justice System
SOC 4333	Criminology

Electives (6 semester hours selected from the following courses):

- CJ 3113 Policing the United States
- CJ 3123 Law and Legal System
- CJ 3133 Introduction to U.S. Corrections
- SOC 3523 Juvenile Delinquency

Electives (6 semester hours selected from the following courses):

- CJ 3323 Criminal Investigations and Forensics
- CJ 3333 Administration of Criminal Justice
- CJ 3433 Criminal Law and Procedures
- CJ 4253 Contemporary Issues in Policing
- CJ 4283 Correctional Law
- CJ 4403 Comparative Criminal Justice Systems
- CJ 4970 (three hours) Special Studies
- POSC 3513 United States Constitutional Law

Electives (3 semester hours selected from the following courses):

- CJ 3343 Victimology
- CJ 4543 Advanced Criminological Theory
- SOC 2213 Social Problems
- SOC 3623 Race, Gender and Ethnic Relations
- SFTY 3133 Drugs in Society

PSYCHOLOGY

Dr. Reba Criswell; Dr. Kimberly Donovan; Dr. Charla Hall; Dr. Jennifer Hicks; Dr. Jon K. Reid; Dr. Daniel Weigel

Psychology is the scientific study of behavior and mental processes. Psychologists study and perform research which seeks to describe, explain, predict, and control various aspects of human and animal behavior. The baccalaureate program in psychology is designed to enhance students' understanding of themselves and others and offers students the latest psychological information and theoretical applications. The student is also introduced to strategies for living more effectively, for gaining or advancing in employment and for admission to higher levels of education.

The psychology major is designed to serve a variety of career goals through required and elective course offerings. A bachelor's degree is often a prerequisite to specializing as a professional in many fields of psychology. The student majoring in psychology pursuing a broad interest in human nature will probably take a different sequence of electives than a student who is preparing for advanced work in psychology. A minor in psychology complements a number of other fields of study, such as social sciences, communication, business, law, and criminal justice.

All students are encouraged to plan course work carefully. Early and frequent consultation with an advisor is helpful in sequencing course work and in selecting courses which will provide a solid foundation in psychology and a good general education.

Education majors may obtain a teaching endorsement by completing specific course work in psychology and obtaining a passing score on the psychology examination given by the State Department of Education.

At the graduate level the department offers the Master of Behavioral Studies in Community Counseling and the Master of Education in School Counseling (see Graduate section starting on page 127).

**PSYCHOLOGY (42)
BACHELOR OF ARTS**

Major	40 Semester Hours
PSY 1113	Introduction to Psychology
PSY 2333	Introduction to Research and Writing in Psychology
PSY 3313	Psychological Statistics
PSY 3433	Research Methods in Psychology
PSY 4313	Abnormal Psychology
PSY 4353	Psychological Testing
PSY 4393	History and Systems of Psychology
PSY 4980	(one hour) Seminar
One of the following courses:	
PSY 4443	Interviewing Skills
PSY 4453	Advanced Research Methods

One of the following courses:

PSY 4543 Field Experience in Psychology

PSY 4553 Advanced Research Project

Twelve elective hours selected from the following courses:

PSY 2113 Psychology of Adjustment

PSY 3353 Psychology of Learning

PSY 3363 Cognitive Psychology

PSY 3373 Psychology of Personality

PSY 3393 Social Psychology

PSY 3413 Psychology of Human Sexuality

PSY 3513 Health Psychology

PSY 4323 Industrial/Organizational Psychology

PSY 4373 Physiological Psychology

Only one of the following courses may be used for the psychology major:

PSY 2243 Introduction to Human Development

PSY 3123 Child and Adolescent Development for Education Majors

PSY 3213 Psychology of Childhood

PSY 3233 Psychology of Adolescence

Exception: Students with double majors approved by the Department of Behavioral Science will be permitted to waive nine semester hours of electives in psychology.

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor 18 Semester Hours

PSY 1113 Introduction to Psychology

One of the following:

PSY 3353 Psychology of Learning

PSY 3373 Psychology of Personality

PSY 4313 Abnormal Psychology

PSY 4373 Physiological Psychology

Twelve elective hours selected in consultation with an advisor in the Department of Behavioral Science.

SOCIOLOGY

Dr. Jane Elder; Dr. Ken Elder; Dr. James Knapp; Dr. Hallie Stephens; Dr. Steve Verrill

Sociology, as one of the behavioral sciences, has human behavior as its basic unit of study. The Sociology program offers a series of courses which are designed for breadth in education, particularly as they apply to the understanding of human relationships. These courses provide a basic education in human relationships with special emphasis on the structures, functions, patterns, and changes of behavior.

A bachelor's degree in Sociology provides employment opportunities in such fields as business and industry, community relations and development, urban affairs, corrections, law enforcement, civil service, and a large number of public and private agencies. For others, the B.A. in Sociology provides a prerequisite for admission to graduate school to pursue the graduate degree necessary for professional career opportunities.

A **Social Gerontology** minor is available and offers a program with a primary objective of providing preparation for practitioners in the field of aging. This program prepares students for administration of retirement programs, participation in the planning, coordination and administration of public and private programs in aging.

The **Native American Studies (NAS)** minor is an interdisciplinary minor designed to give students an introduction to and an appreciation of the lives of Native Americans. NAS students will be exposed to both pre-Columbian and post-Columbian cultures. This minor is ideal for students who are interested in learning more about the American past as well as those who are interested in the future of Native peoples. The interdisciplinary nature of the minor is well suited for those students who anticipate future employment in a field that will bring them into contact with Native Americans. The study of Native Americans presented in the minor exposes students to a wide array of approaches and perspectives related to the study of Native peoples.

SOCIOLOGY (47) BACHELOR OF ARTS

Major 33 Semester Hours

Required (18 semester hours):

SOC 1113 Principles of Sociology

SOC 2213 Social Problems

SOC 3003 Introduction to Social Research

SOC 3123 Methods of Social Research

SOC 4113 Sociological Theory

One of the following:

SOC 3423 Urban Society

SOC 4533 Population Dynamics

Electives (15 semester hours selected from the following courses, with a maximum of 6 semester hours of SGER courses):

SOC 2353 Physical Anthropology

SOC 2453	Cultural Anthropology
SOC 3113	Analysis of Social Institutions
SOC 3223	Social Psychology
SOC 3323	Collective Behavior and Social Movements
SOC 3523	Juvenile Delinquency
SOC 3623	Race, Gender and Ethnic Relations
SOC 3723	The Family
SOC 3823	Native American Cultures
SOC 3883	Introduction to Social Work
SOC 4333	Criminology
SOC 4383	Stratification and Inequality
SOC 4883	Comparative Cultures
SOC 4960 (three hours)	Directed Readings
SOC 4970 (three hours)	Special Studies
SOC 4980 (three hours)	Seminar
SGER 3343	Medical Sociology
SGER 3443	Introduction to Social Gerontology
SGER 4153	Sociology of Death and Dying
SGER 4243	Psychology of Aging

NOTE: The major program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Minor 18 Semester Hours
Required (six semester hours):

SOC 1113	Principles of Sociology
One of the following:	
SOC 3003	Introduction to Social Research
SOC 4113	Sociological Theory

Electives (12 semester hours selected from the following courses, with a maximum of 6 semester hours of SGER courses):

SGER 3343	Medical Sociology
SGER 3443	Introduction to Social Gerontology
SGER 4153	Sociology of Death and Dying
SGER 4243	Psychology of Aging
SOC 2213	Social Problems
SOC 2353	Physical Anthropology
SOC 2453	Cultural Anthropology
SOC 3113	Analysis of Social Institutions
SOC 3223	Social Psychology
SOC 3323	Collective Behavior and Social Movements
SOC 3423	Urban Society
SOC 3523	Juvenile Delinquency
SOC 3623	Race, Gender and Ethnic Relations
SOC 3723	The Family
SOC 3823	Native American Cultures
SOC 3883	Introduction to Social Work
SOC 4333	Criminology
SOC 4383	Stratification and Inequality
SOC 4533	Population Dynamics
SOC 4883	Comparative Cultures
SOC 4960 (three hours)	Directed Readings
SOC 4970 (three hours)	Special Studies
SOC 4980 (three hours)	Seminar

NATIVE AMERICAN STUDIES MINOR (920)

Minor 18 Semester Hours
Required (choose three, fourth may be taken for elective credit):

SOC 3823	Native American Cultures
HIST 3573	Native American History
ENG 3963	Native American Literatures
ART 3103	Native North American Art

Electives (choose three *):

SOC 2453	Cultural Anthropology
SOC 3623	Race, Gender and Ethnic Relations
SOC 4883	Comparative Cultures
ENG 4763	American Ethnic Literatures
HIST 2523	Oklahoma History and Government
HIST 3533	American West
HIST 3613	Mexico
COMM 4433	Intercultural Communication
ART 2103	Art and World Cultures
CHTW 1513	Choctaw Language and Culture I

*or choose two and substitute one from the Required category

SOCIAL GERONTOLOGY MINOR

Minor 18 hours
Required (9 semester hours):

SGER 3203	Late Life Care Options
SGER 3443	Introduction to Social Gerontology
SGER 4243	The Psychology of Aging

Electives (9 semester hours selected from the following courses):

SOC 3343	Medical Sociology
SOC 4143	Practices and Programs in Aging
SOC 4153	Sociology of Death and Dying
SOC 2213	Social Problems
SOC 3723	The Family
SOC 3883	Introduction to Social Work

EDUCATIONAL INSTRUCTION AND LEADERSHIP

Dr. Muhammad K. Betz, Chair; Dr. Saundra DiPento; Dr. William Fridley; Dr. Vivian C. Guarnera; Dr. Geraldine R. Johnson; Dr. Michael Kallam; Dr. John Love; Dr. Stewart Mayers; Dr. Susan Morrison; Dr. Charles Price; Dr. Toni Stiefer; Dr. Claire Stubblefield; Dr. Charles Weiner

ELEMENTARY EDUCATION

The Educational Instruction and Leadership Department offers degrees in Elementary Education and Special Education. The Elementary Education program prepares teachers for grades 1-8. The Elementary Education program also allows for a teaching certificate in early childhood. The Special Education program prepares teachers for P-12.

See the chapter, "Degrees and Degree Requirements," for general education and other requirements for a Bachelor of Science (B.S.) in Elementary Education.

ELEMENTARY EDUCATION (16) BACHELOR OF SCIENCE

Major: 34 Semester Hours

Elementary Education (Grades 1-8):

ELED 2213	Foundations of Literacy*a
ELED 3223	Social Studies in the Elementary School
ELED 4323	Language Arts in the Elementary School
ELED 4423	Teaching Reading in the Elementary School, Part I*a
ELED 4433	Teaching Reading in the Elementary School, Part II*a
ELED 4444	Diagnosis and Remediation of Reading at the Elementary Level*a*b
ENG 4893	Children's Literature and Story Telling
HPER 3553	Elementary School Program
MATH 4703	Mathematics Methods for Elementary Majors
SCIE 3123	Science in the Elementary School

*a Must be taken in sequence.

*b Must have successfully completed ELED 4423 and ELED 4433.

THTR 4803 Creative Expression in the Elementary School

OR the following two courses:

ART 3503	Art in the Elementary Classroom
MUS 3323	Music Methods and Materials for Classroom Teachers

Teacher Certification Requirements: Elementary Education and Special Education-Mild/Moderate Disabilities majors, beginning the program after September 1, 1997, must be proficient in a foreign language (check with the advisor for details) and must take twelve (12) semester hours from each of the following Liberal Arts and Sciences areas. Most of these courses can be taken within the General Education core:

Language Arts: ENG 1113, 1213; HUM 2113, or 2223, or 2313; COMM 2213

Mathematics: MATH 1303, 1513, 3123, 3133

Social Studies: HIST 1513, 1523; POSC 1513; GEOG 2723

Science: BIOL 1114, PSCI 1114, SCIE 3224

NOTE: In addition to the major program, an education degree requires a professional education component (as listed in this chapter). For other degree requirements see pages 54-57.

This program requires 55 hours of Liberal Arts and Sciences courses.

SPECIAL EDUCATION - MILD/MODERATE DISABILITIES (99) BACHELOR OF SCIENCE

Major: 34 Semester Hours

ELED 2213	Foundations of Literacy
ELED 3423	Teaching Reading in the Elementary School, Part I
ELED 3433	Teaching Reading in the Elementary School, Part II
MATH 4703	Mathematics Methods for Elementary Majors
SPED 3103	Foundations of Special Education
SPED 3313	Assessment
SPED 3322	Adaptive and Assistive Technology
SPED 3402	Early Childhood Special Education
SPED 4203	Vocational/Transitional Education
SPED 4413	Teaching Strategies for Students with Cognitive Disorders
SPED 4423	Teaching Strategies for Students with Affective Disorders
SPED 4443	Diagnosis & Remediation of Reading, Language Arts, Math Disorders

NOTE: In addition to the major program, an education degree requires a professional education component (see below). For other degree requirements see pages 54-57.

PROFESSIONAL EDUCATION

Professional Education prepares people to work effectively in their professional roles in the elementary and secondary school. The Department of Educational Instruction and Leadership provides courses which contribute to the baccalaureate in education and to certification in each particular teaching field. At the graduate level the department provides courses leading to certification in School Administration and Reading Specialist.

All teacher education candidates are required to complete the 33 semester hour block of Professional Education courses listed below. These courses develop general teaching competencies which will be tested on the Oklahoma Professional Teaching Examinations. Beginning Fall 1998, all Teacher Education majors are required to develop a Teacher Candidate Portfolio as they progress through the Professional Education program (see Portfolio Policy statement following professional education core).

PROFESSIONAL EDUCATION..... 33 Semester Hours

To be taken concurrently:

- EDUC 2000 Pre-Student Teaching Field Experiences I
- EDUC 2013 Foundations of Education
- SPED 2123 Introduction to Individuals with Exceptionalities
- EDUC 3313 Technology Integration for the Classroom
- PSY 3123 Child and Adolescent Development for Education Majors

To be taken concurrently:

- EDUC 3002 PreStudent Teaching Field Experiences II*a
- EDUC 3434 Teaching Strategies and Prdgress Monitoring*a

To be taken concurrently:

- EDUC 4000 Pre-Student Teaching Field Experiences III*a

Methods Course in Major Field (3 semester hours)*a

- EDUC 4443 Classroom and Behavior Management*a
- EDUC 4919 Teaching Experiences in Major Program*b

*a Prerequisite: Admission to Teacher Education (see "Academic Information" and Handbook for Teacher Education www.SE.edu/teacher-education/handbook)

*b Prerequisite: Admission to Student Teaching (see "Academic Information" and Handbook for Student Teaching www.SE.edu/teacher-education/handbook)

Portfolio Policy

Teacher candidates in the teacher education program at Southeastern are required to develop an assessment portfolio documenting their growth and professional progress throughout their professional education program. The portfolio process begins when a candidate enrolls in the first introductory teacher education course. All teacher education candidates must present their portfolio at the completion of each module. A self-assessment is completed at the completion of Module II. At the completion of Module IV, teacher candidates will present their completed portfolio for a final assessment by a faculty member.

Transfer teacher candidates must take their portfolio to the Director of Teacher Education to have the portfolio reviewed for professional education artifacts competed at other universities in which portfolio items were developed. In addition, the teacher education candidate should have Module III reviewed by their major program advisor. It is the teacher candidate's responsibility to create missing portfolio items before completing student teaching.

The portfolio is available online at www.SE.edu/teacher-education/handbook.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Ms. Vicki Hudson, Chair; Ms. Sami Jo Cotton-Black; Mr. Scott Courter; Dr. Kay Daigle; Mr. Jordan Dreiling; Mr. Ron Faubion; Mr. Jeff Fitzgerald; Ms. Holly Fred; Mr. Darin Grover; Mr. Joe Jones; Mr. Josh Lamberson; Mr. Mike Metheny; Dr. Mike Reed; Mr. Ray Richards; Mr. Tony Robinson; Mr. Scott Willman

The Bachelor of Science (B.S.) in Health and Physical Education is an approved teacher certification program for grades preschool through twelve. The Bachelor of Science (B.S.) in Recreation is a nonteacher education degree which prepares students for careers in the field of recreation.

HEALTH AND PHYSICAL EDUCATION (21) BACHELOR OF SCIENCE

Major 40 Semester Hours

HPER 1113	Wellness and Positive Life Styles
HPER 2752	First Aid and Safety
HPER 3113	School and Community Health
HPER 3252	Motor Learning
HPER 3352	Measurement in Physical Education
HPER 3442	Kinesiology
HPER 3452	Applied Anatomy
HPER 3462	Adapted Physical Education
HPER 3553	Elementary School Program
HPER 3753	Techniques of Teaching Team Sports and Gymnastics
HPER 3763	Techniques of Teaching Lifetime Activities
HPER 4053	Organization and Administration
HPER 4253	Physiology of Exercise
HPER 4353	Foundations of Physical Education
HPER 4802	Care and Prevention of Athletic Injuries

Two hours of electives in Health, Physical Education, and Recreation

NOTE: In addition to the major program, an education degree requires a professional education component (see page 118 for details). For other degree requirements see pages 54-57.

Minor 18 Semester Hours

HPER 4353	Foundations of Physical Education
HPER 4802	Care and Prevention of Athletic Injuries
One of the following courses:	
HPER 3442	Kinesiology*
HPER 3452	Applied Anatomy*
HPER 3753	Techniques of Teaching Team Sports and Gymnastics
HPER 4053	Organization and Administration
Ten hours of electives in Health and Physical Education	

Ten hours of electives in Health, Physical Education and Recreation.

Eleven hours of electives required if designated () course is selected.

RECREATION (41) BACHELOR OF SCIENCE

Major-Minor 48 Semester Hours

HPER 1113	Wellness and Positive Life Styles
HPER 2752	First Aid and Safety
HPER 3142	Recreation Sports Programs
HPER 3152	Camp Counseling
HPER 3242	Sports/Recreation Facilities Management
HPER 3462	Adapted Physical Education
HPER 3553	Elementary School Program
HPER 3652	Recreational Leadership

HPER 3753	Techniques of Teaching Team Sports and Gymnastics
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OR

HPER 3763	Techniques of Teaching Lifetime Activities
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HPER 3852	Sports Rules and Officiating
HPER 4053	Organization and Administration
HPER 4152	Community Recreation
HPER 4253	Physiology of Exercise
HPER 4363	Foundations of Recreation
HPER 4954	Supervised Recreational Field Work

Two hours of electives in Health, Physical Education and Recreation

Eight hours of non-major field courses selected from the following:

ART 1003	Art and Visual Communication
MNGT 2123	Intro to Leadership
PSY 1113	Intro to Psychology
PSY 2113	Psychology of Adjustment
PSY 3123	Child and Adol Development
PSY 3393	Social Psychology
SFTY 1313	Intro to Occupational Sfty& Health
SFTY 2253	Outdoor Safety
SFTY 3103	General Safety
SFTY 3133	Drugs in Society
SOC 1113	Principles of Sociology
SOC 2213	Social Problems
SOC 3523	Juvenile Delinquency
SOC 3623	Race, Gender & Ethnic Relations
THTR 1113	Introduction to Theatre

NOTE: The major-minor program is just one component of a baccalaureate degree. For other degree requirements see pages 54-57.

Major 40 Semester Hours

HPER 1113	Wellness and Positive Life Styles
HPER 2752	First Aid and Safety
HPER 3142	Recreation Sports Program

HPER 3152 Camp Counseling
 HPER 3242 Sports/Recreation Facilities Mngt
 HPER 3462 Adapted Physical Education
 HPER 3553 Elementary School Program
 HPER 3652 Recreational Leadership

HPER 3753 Techniques of Teaching Team
 Sports and Gymnastics

OR

HPER 3763 Techniques of Teaching Lifetime
 Activities

HPER 3852 Sports Rules and Officiating
 HPER 4053 Organization and Administration
 HPER 4152 Community Recreation
 HPER 4253 Physiology of Exercise
 HPER 4363 Foundations of Recreation
 HPER 4954 Supervised Recreational Field
 Work

Two hours of electives in Health, Physical Education
 and Recreation

NOTE: The major program is just one component of
 a baccalaureate degree. For other degree requirements
 see pages 54-57.

Recreation Minor..... 18 Semester Hours

HPER 3152 Camp Counseling
 HPER 3652 Recreational Leadership
 HPER 4152 Community Recreation

Twelve hours of electives in Health, Physical Education
 and Recreation

Both of these programs require 55 hours of Liberal Arts
 and Science courses.

Preprofessional Studies

Predental Hygiene

Predentistry

Predietetics

Preengineering

Prelaw

Premedicine

Prenursing

Preoccupational Therapy

Preoptometry

Preosteopathic Medicine

Prepharmacy

Prephysical Therapy

Prephysician's Associate Program

Preveterinary Medicine

Pre-professional Studies

If you plan to attend professional schools in fields such as dental hygiene, dentistry, dietetics, engineering, law, medicine, nursing, occupational therapy, optometry, osteopathy, pharmacy, physical therapy, physician's associate, radiology, and veterinary medicine, Southeastern has what you're looking for with respect to pre-professional training.

You'll gain two things from Southeastern's pre-professional programs: (1) a solid background for the professional school of your choice, and (2) the educational option of satisfying the requirements for possible graduation from Southeastern.

To earn an undergraduate degree from Southeastern, you will need to select specific combinations of major, double major, minor, or major-minor programs.

The application requirements of most professional schools include the following: (1) a college transcript showing the completion of certain pre-professional college courses, (2) submission of test scores from a national preadmission test, (3) letters of recommendation, and (4) a personal interview with an admissions committee. The best time to plan for entrance to professional schools is at the beginning, before you begin your work at Southeastern. Check with your campus academic advisor and with the professional school you plan to attend.

PREDENTAL HYGIENE

Most dental hygiene programs require 60 semester hours of prerequisite college coursework before matriculation. These courses can be very specific and students are encouraged to visit with an advisor as soon as possible if they are considering dental hygiene. All required coursework needs to be completed with grade of "C" or better and an overall minimum GPA of 2.5.

Recommended courses at Southeastern typically include the following: English Composition I & II (ENG 1113 & 1213), speech (COMM 1233 or 2133), statistics (STAT 2153), history (HIS 1513 or 1523), general chemistry I with lab (CHEM 1315), human physiology (BIOL 3614), human anatomy (BIOL 3624), microbiology (BIOL 2114), nutrition (BIOL 1133), political science (POSC 1513), psychology (PSY 1113), and sociology (SOC 1113). In addition, three semester hours are needed in each of the following categories: understanding art forms, western civilization and non-western culture. Additional coursework will also be necessary to reach the required total of 60 hours.

Other courses recommended or required by some dental hygiene programs include general chemistry II with lab and mathematics.

Most schools require that all application materials be submitted no later than January 15th of the year within which admission is desired, but earlier applications are encouraged. Scores on the ACT or SAT is also required of some schools. All dental hygiene programs require observation hours. Consult the specific school website for the exact number.

For additional information, contact the Department of Chemistry, Computer and Physical Sciences.

PREDENTISTRY

Basic admission requirements to most dental schools are include a minimum of 90 semester hours of course work. However, the majority of students who are admitted have completed more credit hours and will have received a bachelor's degree.

Course requirements for entrance into most dental schools include the following: English Composition I & II (ENG 1113 & 1213), general chemistry I & II with lab (CHEM 1315 & 1415), organic chemistry I & II with lab (CHEM 3053, 3153, 3062 & 3162), biochemistry (CHEM 4115), physics I & II with lab (PHYS 1114 & 1214), and psychology (PSY 1113). In addition, at least eight semester hours are needed in biological sciences. A minimum grade of "C" is required for each prerequisite course.

Students are required to take the American Dental Association Dental Admission Test (DAT) the year preceding the desired year of dental school admission. The DAT is administered on computer by the Sylvan Learning Centers and students register online. A dental school applicant may retake the test a total of three times and must wait 90 days between testing dates.

Observation hours at a dentist office are required by all dental programs for admission. Some schools require as many as 100 documented hours.

Most dental schools participate in the American Association of Dental Schools Application Service (AADSAS). Candidates are encouraged to apply early online in the fall preceding the year of desired admittance. Strong applicants will be invited for an on campus interview.

For additional information, contact the Department of Chemistry, Computer and Physical Sciences.

PREDIETETICS

Students interested in a career in dietetics (clinical, management or community) may take general education requirements plus pre-professional courses such as general chemistry (two semesters), organic chemistry (one semester), general zoology (one semester) or introductory biology for majors, human physiology (one semester), microbiology (one semester), and nutrition (one semester).

Students who are preparing to enter dietetics should be in contact with a university they wish to attend which has an American Dietetic Association approved program. All course work needs to be planned with the guidance of such a program. For more specific information, contact the Department of Biological Sciences.

PREENGINEERING

If you want a career in engineering, you may complete two years of college at Southeastern before enrolling in an engineering school. The pre-engineering courses are basically the same for all types of engineering programs. It is recommended that you obtain a catalog from the engineering school of your choice before enrollment at Southeastern or during your first

year of college.

The following courses are recommended and transferable to most engineering schools: English (6 semester hours), calculus (10 semester hours), general chemistry (5 semester hours), differential equations (3 semester hours), engineering physics (8 semester hours), American history (3 semester hours), American government (3 semester hours), computer programming (3 semester hours), and social sciences and humanities (10-12 semester hours).

For additional information, contact the Department of Chemistry, Computer, and Physical Sciences.

PRELAW

The education prerequisite for admission to most law schools is a bachelor's degree from an accredited institution. Most law schools do not require any specific prelaw courses. However, the Association of American Law Schools recommends that a prelaw student take undergraduate courses that will best prepare the student to communicate ideas. Some appropriate courses are accounting, business, economics, English, history, logic, mathematics, philosophy, and political science.

The admission requirements for the law schools at the University of Oklahoma, Oklahoma City University, and the University of Tulsa include a bachelor's degree, specified scores on the Law School Admission Test (LSAT) designated by each law school, and a creditable overall gradepoint average. Most law schools consider it desirable that their applicants apply for admission, take the LSAT, and register for the Law School Data Assembly Service (LSDAS) early in the senior year preceding enrollment. All candidates and scholarship applicants in particular are urged to register for the June or September administration of the LSAT.

For additional information, contact either the Department of Social Sciences, P. O. Box 4201, (580) 745-2791, or the Department of Accounting, P. O. Box 4221, (580) 745-2328.

PREMEDICINE

Most colleges of medicine have a prerequisite of three years or 90 semester hours of college course work; however, the majority of students who are admitted will have received their bachelor's degree upon entry. Candidates for the doctor of medicine (M.D.) degree must have and are evaluated for abilities and skills of five varieties: observation; communication; motor; conceptual, integrative and quantitative; and behavioral and social. A broad and liberal educational experience is highly recommended to aid students in attaining and honing these abilities. Students interested in premedicine are encouraged to meet with an advisor as soon as possible to determine a major/minor program. It is important to understand that a student may major in any discipline as long as the minimum requirements for admission are met.

Coursework should include the following: English 3 semesters (ENG 1113, 1213 & 1 other course), general chemistry I & II with lab (CHEM 1315 & 1415), organic chemistry I & II with lab (CHEM 3053, 3153, 3062 & 3162), physics I & II with lab (PHYS 1114 & 1214), and principles of biology I (BIOL 1404). In

addition, at least 1 more semester course is needed in biological sciences and any combination of 3 semester courses are necessary from anthropology, psychology, sociology, philosophy, humanities or a foreign language. A minimum grade of "C" is required for each prerequisite course along with a cumulative GPA of 3.0. Additional study in the social sciences, humanities, mathematic (calculus is recommended), fine arts, computer science, English, biology and chemistry is encouraged.

Applicants are also required to take the Medical College Admission Test (MCAT). This exam is now offered as a computerized exam multiple times during the year between January and September. A student may only take the MCAT a maximum of three times per year and may only register for one exam administration at a time. A minimum score of 21, average of 7.0, is required to be considered for admission.

Observation hours at a doctor's office or in a hospital setting are highly recommended by all medical programs for admission. Some schools require documented hours. The more varied the experiences the better.

Applications for admission are processed through the American Medical College Application Service (AMCAS) at the Association of American Medical Colleges (AAMC) website. Deadline for filing an application is October 15th of the year preceding desired admission. Strong applicants will be invited for an on campus interview.

For additional information, contact the Department of Chemistry, Computer and Physical Sciences or the Department of Biological Sciences.

PRENURSING

There are two nursing programs which lead to certification as a Registered Nurse (R.N.). Consequently, Southeastern offers two pre-nursing programs.

Two-Year Program

The two year program offered by junior colleges provides the graduate with an Associate of Science degree in addition to the opportunity to obtain R.N. certification. Courses which may be taken at Southeastern and applied to the junior college program include English (two semesters), sociology (one semester), psychology (one-two semesters), nutrition (one semester), human anatomy (one semester), human physiology (one semester), and microbiology (one semester).

Four-Year Program

Four year nursing programs offered by senior colleges and universities provide the graduate with a Bachelor of Science degree in addition to the opportunity to obtain R.N. certification. Courses which may be taken at Southeastern during the first two years of prenursing include English (two semesters), American history (one semester), American government (one semester), general chemistry (one-two semesters), nutrition (one semester), general zoology or introductory biology course for majors (one semester), microbiology (one semester), human anatomy (one semester), human physiology (one semester), psychology (one-two semesters), sociology (one semester), statistics (one semester), and other related courses.

For additional information, contact the Department of Biological Sciences.

PREOCCUPATIONAL THERAPY

To be considered for admission to Occupational Therapy programs at most universities, a candidate must (a) have completed 64-90 semester hours of pre-professional collegiate credit with a minimum GPA of 2.75, (b) have a minimum grade of "C" in all prerequisite courses, (c) have documentation of observation experience. In addition, the candidate may be required to take the Allied Health Professions Admissions Test (AHPAT).

The prerequisite courses may include English (two-three semesters), speech (one semester), American history and government (two semesters), statistics (one semester), medical terminology (one semester), psychology (two-four semesters), physics (one-two semesters), human physiology and anatomy (two semesters).

For additional information, contact the Department of Biological Sciences.

PREOPTOMETRY

Most programs recommend a B.S./B.A. in science (chemistry, biology, or interdisciplinary medical sciences degree) for admission. 100% of the entering students at NSU and UT had a B.S./B.A. upon admission. The course work to be completed at time of application to the optometry program include general chemistry with laboratory (CHEM 1315 and CHEM 1415); physics with laboratory (PHYS 1114 or 2015 and PHYS 1214 or 2115); organic chemistry with laboratory (CHEM 3053/3062 and CHEM 3153/3162) (note: CHEM 2014 is not acceptable to fulfill this requirement); biochemistry (CHEM 4115); principles of biology I and II with laboratory (BIOL 1404 and 1504), microbiology (BIOL 2114); English grammar and composition (ENG 1113 and ENG 1213), requires "C" or higher; mathematics (6 semester hours), including college algebra (MATH 1513) and trigonometry (MATH 1613) however calculus (MATH 2215) is required at several optometry programs; statistics (STAT 2153); psychology (PSY 1113). Other courses which are strongly recommended include human anatomy (BIOL 3614) and human physiology (BIOL 3624), social sciences, humanities, public speaking (COMM 2213), analytic geometry (MATH 2113), optics (PHYS 3214), computer science (CIS 1003), accounting (ACCT 2103), and experimental psychology (PSY 3433). The applicant must take the Optometry Admission Test (OAT), and scores must be submitted to the optometry program prior to application. The OAT should be taken the fall semester before you plan to apply. A minimum GPA of 2.5/4.0 or higher is required for all U.S. optometry programs.

The same requirements will generally apply to other schools of optometry, however these specific requirements only address the program at Northeastern Oklahoma State University.

For additional information, contact the Dr. Smith in the Department of Chemistry, Computer, and Physical Sciences and visit the Association of Schools and Colleges of Optometry at www.opted.org and choose "About Optometric Education" for more details about optometry as a career.

PREOSTEOPATHIC MEDICINE

Most colleges of medicine have a prerequisite of three years or 90 semester hours of college course work; however, the majority of students who are admitted will have received their bachelor's degree upon entry. Candidates for the doctor of osteopathic medicine (D.O.) degree must have completed 90 semester hours. Students interested in preosteopathic medicine are encouraged to meet with an advisor as soon as possible to determine a major/minor program. It is important to understand that a student may major in any discipline as long as the minimum requirements for admission are met.

Coursework should include the following: English (ENG 1113 & 1213), general chemistry I & II with lab (CHEM 1315 & 1415), organic chemistry I & II with lab (CHEM 3053, 3153, 3062 & 3162), physics I & II with lab (PHYS 1114 & 1214), and principles of biology I (BIOL 1404). In addition, at least 4 more semester hours are needed in biological sciences and one upper division level science course. Three to five upper division science courses are recommended for a competitive application. A minimum grade of "C" is required for each prerequisite course along with a cumulative GPA of 3.0.

Applicants are also required to take the Medical College Admission Test (MCAT). This exam is now offered as a computerized exam multiple times during the year between January and September. A student may only take the MCAT a maximum of three times per year and may only register for one exam administration at a time. A minimum score of 21, average of 7.0, is required to be considered for admission.

Observation hours at a doctor's office or in a hospital setting are highly recommended by all medical programs for admission. Some schools require documented hours. The more varied the experiences the better.

Applications for admission are processed through the American Association of Colleges of Osteopathic Medicine (AACOM) website. Deadlines vary by school but fall the year preceding desired admission is the best time to apply. Strong applicants will be invited for an on campus interview.

For additional information, contact the Department of Chemistry, Computer and Physical Sciences or the Department of Biological Sciences.

PREPHARMACY

Schools of pharmacy require 58-75 semester hours which should include the following courses: general chemistry (10 semester hours); organic chemistry (8-10 semester hours) (CHEM 2014 is not acceptable to fulfill this requirement); principles of biology (4-8 semester hours); physics (4 semester hours); English and literature (9 semester hours); history and government (9 semester hours); psychology (3 semester hours); calculus (3 semester hours); microbiology (4-5 semester hours); physiology or anatomy (4-8 semester hours); economics (3 semester hours); and computer proficiency (3 semester hours), fine arts (3 semester hours). Applicants should meet the minimum GPA, plan to take the Pharmacy College Admission Test and make application for admission ten months prior to the beginning of

study at a school of pharmacy.

For additional information, contact the Department of Chemistry, Computer & Physical Sciences.

PREPHYSICAL THERAPY

To be considered for admission to Physical Therapy programs at most universities, a candidate must (a) have completed 90 hours of pre-professional collegiate credit, with a grade point average of at least 2.75; (b) have a minimum grade of "C" in all prerequisite courses; (c) have documentation of observation experience. In addition, the candidate may be required to take the Allied Health Professions Admissions Test (AHPAT).

The 90 semester hours should include the following courses: English and Math (four semesters), psychology and/or sociology (three semesters), chemistry (one semester), physics (two semesters), general zoology or introductory biology course for majors (one semester), human physiology (one semester), human anatomy (one semester), medical terminology (one semester) and a science elective (one semester).

For additional information, contact the Department of Biological Sciences.

PREPHYSICIAN'S ASSOCIATE PROGRAM

Requirements for admission to these programs are variable. Therefore, you should obtain information concerning specific Physician's Associate Programs early in your college career.

The minimum requirements for admission to the University of Oklahoma Health Science Center are as follows:

- a. A minimum of 90 semester hours of course work from an accredited college or university with a GPA of 2.75.
- b. Two years of health related experience are highly preferred and may be in a hospital or clinic, in the military, nursing or technical aide roles where patient contact is emphasized.
- c. Prerequisite courses are as follows: English (two semesters), U.S. history and government (two semesters), general chemistry (two semesters), general zoology or introductory biology course for majors (one semester), anatomy and physiology (two semesters), microbiology (one semester) immunology or pathogenic microbiology (one semester), physics (one semester), mathematics (one semester), and psychology (two semesters).

For additional information, contact the Department of Biological Sciences or the Department of Chemistry, Computer & Physical Sciences.

PREVETERINARY MEDICINE

Requirements for admission to veterinary schools are variable; therefore students should obtain information concerning specific veterinary schools early in their college career. Most schools require the minimum of 60-67 semester hours with a minimum GPA of 2.75. This work includes English (Composition I & II and English elective) general chemistry (two semesters), organic chemistry (two semesters), biochemistry, mathematics, physics (two semesters), microbiology, genetics, biology (16 semester hours including general zoology or introductory biology class for majors, microbiology and genetics) and humanities/social sciences (six semester hours). For OSU, which most of Southeastern students enter, there is an animal nutrition requirement which is available by correspondence. The general test and the biology subject test of the Graduate Record Examination (GRE) is also required. The GRE test scores must on file in the veterinary schools by mid-December of the year preceding that of admission.

For additional information, contact the Department of Biological Sciences or the Department of Chemistry, Computer & Physical Sciences.

Graduate Programs

Application for Admission

- Admission to the School of Graduate and University Studies
- Graduate Council
- Graduate Faculty
- Admission and Academic Information
- Application for Admission

Admission Categories and Criteria

- Unconditional Admission to the School of Graduate and University Studies
- Conditional Admission to the School of Graduate and University Studies
- Provisional Admission to the School of Graduate and University Studies
- Non-Degree Seeking Admission
- Concurrent Graduate Study
- Checklist for Graduate Students

Academic Requirements

- Academic Load
- Academic Time Limitations
- Assessment
- Comprehensive Examination
- Correspondence/Advance Standing Courses
- Course Level
- Examinations
- Grades and Grade-Point Calculations
- Grade-Point Average
- Appeal of an Assigned Grade
- Changes & Withdrawals
- Resident Requirements
- Second Master's Degree
- Semester Hours (including pass/fail hours)
- Thesis
- Transfer of Credit

Admission to Candidacy

Retention Policies

Graduation Requirements

- Application for Graduation
- Graduation Checklist

Graduate Programs

Southeastern Oklahoma State University has been authorized by its governing boards, the Board of Regents of Oklahoma Colleges and the Oklahoma State Regents for Higher Education, to grant master's degrees in Aviation, Behavioral Studies, Business Administration, Education, and Technology. The first graduate degree was authorized in 1954 and was called the Master of Teaching degree. In 1969 this degree was changed to Master of Education. To better serve Southeastern's clientele, the Regents, in 1973 approved a graduate program in business which recently became the Master of Business Administration. At the same time the Master of Behavioral Sciences was added to the curriculum. In 1984 the Master of Technology program was added, followed by the Master of Science in Aviation Administration and Logistics program in May 2000.

The Master of Behavioral Sciences degree emphasizes Counseling Psychology and is designed for the graduate student who is interested in counseling outside of the public schools. The Master of Business Administration degree is a professional degree program for those aspiring to responsible positions in business and industry. The Master of Education degree has several options: Elementary Education, Reading, School Counseling, School Administration, Secondary Education, Special Education (currently not taking applications). The Master of Science degree emphasizes the various challenges facing managers in the dynamic aviation environment with prominence placed on safety through technical and managerial education. The Master of Technology degree offers the graduate student basic professional technical education, management skills to encourage a new breed of highly-trained industrial leaders, and other courses in the field of specialization.

In addition to the master's degrees, Southeastern Oklahoma State University also offers several Professional Certification programs, some of which require graduate course work, but do not necessarily culminate in masters degrees. The programs are:

Administration, Elementary Principal–Standard Certificate
Administration, Secondary Principal–Standard Certificate
Administration, Superintendent–Standard Certificate
Reading Specialist–Standard Certificate
School Counselor, PK-12 –Standard Certificate

GRADUATE COUNCIL

The Graduate Council is composed of fourteen members: seven graduate faculty, two graduate students, the Graduate Dean, and the five coordinators/chairs of the coordinating committees of the graduate programs. A faculty chair of this committee will be elected by the current members in September of each academic year. The Graduate Dean will serve in an ex-officio non-voting capacity. The Graduate Council reviews graduate programs, makes recommendations for any needed

policy changes and approves membership on the graduate faculty. The Graduate Council also serves as an appeals committee. Graduate policies are administered by the Graduate Dean.

GRADUATE FACULTY

Graduate courses at Southeastern Oklahoma State University are conducted by members of the graduate faculty. The Graduate Faculty is made up of those members of the faculty who are recognized for their scholarly activities, creativity, and ability to direct graduate research and study. Members of the Graduate Faculty are recommended by the appropriate Department Chairperson to the Graduate Dean for approval by the Graduate Council.

ADMISSION AND ACADEMIC INFORMATION

It is the responsibility of the student to know and follow the graduate policies. Graduate students should study and refer to this catalog frequently. Note especially that graduate admission is a multi-step process. First, applicants are considered for admission to the School of Graduate and University Studies. Second, the student's file is reviewed for admission to a specific graduate program. Third, admission to candidacy becomes important as a student reaches the mid-point of a graduate degree program. Admission to candidacy occurs after the completion of twelve hours of graduate study. A written application for admission to candidacy must be made by the student.

APPLICATION FOR ADMISSION

Admission to the School of Graduate and University Studies

In order to be considered for admission to the School of Graduate and University Studies at Southeastern Oklahoma State University, the applicant must submit the following items to the Graduate Office:

1. A completed application for admission to graduate study.
2. One official transcript from each college or university attended, including graduate and undergraduate work, and documentation of a baccalaureate degree from an accredited institution.
3. Application fee

The Application for Graduate Admission may be obtained by contacting the Graduate Office at Southeastern Oklahoma

State University. Once the completed application and appropriate transcripts have been submitted to the Graduate Office, the applicant will be considered for one of the following five categories of admission (unconditional admission, conditional admission, provisional admission, concurrent graduate study, or non-degree seeking).

Admission to a Specific Graduate Program

In order to be considered for admission to a specific program, the applicant must submit the following items to the Graduate Office:

1. A completed application form for the specific graduate program.
2. Appropriate documents as indicated on the specific graduate program application.

The final decision on admission to a specific graduate program at Southeastern Oklahoma State University will be made by the Dean of the School of Graduate and University Studies after receipt of a recommendation by the Graduate Program Coordinator. Admission to a specific program is contingent upon meeting all departmental prerequisites for the degree. Prerequisites are stated in the next chapter under the listing of each graduate program.

Students for Whom English is a Second Language

Students for whom English is a second language are required to meet the minimum English proficiency requirements designated by the Oklahoma State Regents for Higher Education.

A minimum score of 550 on the Test of English as a Foreign Language (TOEFL) is required for full admission to a state college or university in the state system. An individual not eligible for admission under this standard may be admitted conditionally for one semester, if he/she presents a score of 500 or higher on the TOEFL test and has satisfactorily completed a minimum of 12 weeks at an English Language School (ELS) approved by the Oklahoma State Regents for Higher Education.

ADMISSION CATEGORIES AND CRITERIA

Unconditional Admission to the School of Graduate and University Studies

In order to be considered for admission to the School of Graduate and University Studies at Southeastern Oklahoma State University, the applicant must: (1) have a baccalaureate degree from an accredited institution, (2) be adequately prepared at the undergraduate level to pursue a master's degree in the proposed field of study (see prerequisites specified under

the degree/degree option as listed in the Degree and Degree Requirements chapter of this catalog), and (3) meet one of the following criteria of academic standing:

- A. An overall undergraduate grade-point average of at least 2.75, based on the 4.00 scale, or
- B. An undergraduate grade-point average of at least 3.00 on the last 60 hours of undergraduate course work.

Conditional Admission to the School of Graduate and University Studies

An applicant not eligible to be admitted to a specific graduate program at Southeastern Oklahoma State University may be admitted conditionally provided: (1) he/she has completed requirements for a bachelor's degree at an accredited institution, and (2) has fulfilled one of the following requirements:

- A. Two years experience in the proposed graduate field of study.
- B. Six graduate hours in the proposed field of study or related fields at another accredited institution with at least a 3.00 overall grade-point average based on a 4.00 scale.
- C. Scores on an appropriate nationally recognized battery of tests (Graduate Records Examination [GRE] or a similar test approved by the Graduate Dean) which would place the applicant at or above the twenty-fifth percentile of college graduates.

A student accepted conditionally will be granted Unconditional Admission to the School of Graduate and University Studies at Southeastern after: (1) completing all course or content deficiencies required as prerequisites for admission to the program, and (2) after satisfying one of the following:

- A. Completion of six graduate hours in one summer session with no grade lower than B.
- B. Completion of twelve graduate hours in one regular semester with no grade lower than B.
- C. Completion of eighteen graduate hours with a B average or better.

A student may not enroll in the nineteenth hour while on conditional admission.

Provisional Admission to the School of Graduate and University Studies

An applicant not meeting the requirements for full admission may be given Provisional Admission. The applicant must complete the admission process within thirty (30) days after the beginning of the term. To continue in graduate study, the applicant must be eligible for Unconditional or Conditional Admission by the end of the first term of enrollment.

Non-Degree Seeking Admission

A **non-degree seeking** graduate student who wishes to enroll in a graduate level course should obtain written departmental permission from the department offering the course prior to reporting to the Office of Admissions to request admission to graduate study as a non-degree seeking student at Southeastern Oklahoma State University.

Students should be aware that graduate course work taken through the non-degree seeking admission process (those who have not been admitted to the School of Graduate and University Studies and a specific degree program) may not subsequently be applied to a master's degree program.

Concurrent Graduate Study/Seniors in Graduate Courses

Senior students at Southeastern Oklahoma State University, enrolling in their final semester of undergraduate study, may enroll in graduate courses provided they have fulfilled the following criteria:

1. Have a cumulative overall GPA of 2.75 or a GPA of 3.00 on the last sixty (60) semester hours attempted.
2. Be enrolled in enough undergraduate course work to complete the requirements for the bachelor's degree.
3. Have a total credit hour enrollment no exceeding sixteen semester hours in a regular semester (fall or spring) or eight semester hours in a summer session.
4. Submitted up-to-date transcripts of all college work to the Graduate Office.
5. Obtained permission from the Dean of Graduate Studies, Administration Building, Room 307.

Seniors receiving permission to enroll in graduate courses are provisionally admitted to graduate study.

CHECKLIST FOR STUDENTS ADMITTED TO THE SCHOOL OF GRADUATE AND UNIVERSITY STUDIES

I. Admission

- ___1. Complete application for admission to Southeastern Oklahoma State University School of Graduate and University Studies (A-307).
- ___2. Submit all official transcripts along with application to the Graduate Office (A-307).
- ___3. Submit application to degree program where applicable.
- ___4. Be assigned a graduate advisor by Graduate Office and visit with advisor to discuss degree plan.

II. Master's Degree Plan

- ___5. Complete a Degree Plan (obtain this form from your advisor) and place it on file in the Graduate Office by the end of the first semester of graduate study.

III. Admission to Candidacy (See requirements for Application to Candidacy for specific Master's Degree.)

- ___6. Have a 3.00 GPA in all graduate work completed.
- ___7. Complete application for admission to candidacy and place on file in the Graduate Office. (Must have Degree Plan and all official transcripts on file.)

IV. Graduation (Apply between second and fifth week of semester in which you plan to graduate)

- ___8. Apply for graduation (A-307). You will need to apply for graduation even if you do not plan on attending the commencement.

V. Requirements for Graduation

- ___9. GPA of 3.00 or better (80% of program passed with grade of A or B).
- ___10. Complete a minimum of appropriate graduate hours (depending upon which program you are in).

- ___ 11. Complete all requirements of specific program area.
- ___ 12. Complete at least 50% of all graduate hours in program at 5000 level.
- ___ 13. Complete a minimum 24 hours at SE.
- ___ 14. Hours must be completed within 6 years of graduation.
- ___ 15. Have all official transcripts on file.
- ___ 16. Complete Master's exit survey.

Correspondence/Advance Standing Credit

No graduate credit earned by correspondence or advance standing may be applied toward any master's degree.

Course Level

For students admitted prior to Fall 2007, the student's degree plan may include approved 4000-level courses taught by members of the graduate faculty. However, a minimum of either sixteen hours or one-half of the total required hours, whichever is greater, must be at the 5000-level.

Effective Fall 2007, 3000 and 4000-level courses are no longer approved for graduate credit.

Students who receive permission to enroll in a 4000-level course must complete a **Petition For Graduate Credit** form at the time of enrollment and submit it with the Official Registration Form (Enrollment Card). In these instances, the student will be required to complete additional academic work above and beyond that expected of undergraduate students enrolled in the course. Additionally, the graduate student may be held to higher standards. A petition cannot be withdrawn by the student after it has been approved and processed.

Examinations

The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or similar examinations are **NOT** required for admission to the School of Graduate and University Studies however, individual programs may require test scores as a part of the admission process. (See admission requirements for the Master of Behavioral Sciences, Master of Education and Master of Business Administration programs.) Test scores may also be used as an alternative for admission to the School of Graduate and University Studies.

Grades and Grade-Point Calculations

<u>Grade</u>	<u>Grade Points Per Semester Hour</u>
A Excellent	4
B Good	3
C Average	2
D Below Average	1
F Failure	0
P Passed	*
NP No Pass	*
S Satisfactory	**
U Unsatisfactory	*

* GPA Neutral

**GPA Neutral – used for zero-level courses only

ACADEMIC REQUIREMENTS

Academic Load

A regular term graduate student is classified as full-time if he/she is enrolled in nine (9) or more hours. A summer term graduate student is classified as full-time if he/she is enrolled in five (5) or more hours. Normally, a graduate student may not enroll in more than fourteen (14) semester hours during any regular semester or nine (9) semester hours during any summer session. Overloads (loads in excess of the above) must be approved by the Dean of the School in which the master's program is offered.

Graduate assistants are allowed to teach a maximum of six semester hours each term or perform equivalent services up to 20 hours/week. A full course load for a Graduate Assistant is considered to be six hours, and a maximum load is nine hours. Graduate assistants must enroll in a minimum of three hours/semester (Board of Regents of Oklahoma Colleges Policy).

Academic Time Limitations

The graduate student has a six year window of opportunity to complete their degree program. All course work taken during that six year period will be applied toward the master's degree for acceptable graduate work.

Assessment

To assure that graduate study at Southeastern Oklahoma State University is of the highest quality, each graduate degree program uses appropriate assessment procedures to monitor both the progress of each student and the overall effectiveness of the program itself. As part of this process graduate students are required to participate in a variety of assessment activities in order to improve their learning experiences.

Other Symbols

- I An incomplete may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. To receive an "I", the student should have satisfactorily completed a substantial portion of the course work for the semester but be unable to complete remaining work due to extenuating circumstances. The "I" will become permanent within one year of the date of its posting. An "I" is GPA neutral.

- AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. Enrollment in a course under audit status requires permission of the academic department offering the course. The allowable time to change an enrollment status from audit or from credit to audit is within the first ten class days of a regular semester and within the first five days of the summer term. An "AU" is GPA neutral.

- N Used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" must be replaced by the appropriate letter grade prior to the end of the subsequent semester. An "N" is GPA neutral.

- W Withdrawals transacted during the first two weeks of a regular semester or during the first week of a summer term will not be recorded on the student transcript. A "W" will be recorded on the transcript for all withdrawals occurring during the third through the eighth week in a regular semester or during the second through fourth week in a summer session. Following these deadlines for automatic "W", the student will receive a "W" or an "F" depending upon whether the student was passing or failing the course at the time of withdrawal. No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term. These deadlines are for regularly scheduled, full-term courses. All other courses will have proportional withdrawal timelines. A "W" is GPA neutral.

- AW An administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn for disciplinary or financial reasons or for inadequate attendance. An "AW" is GPA neutral.

- X Indicates that graduate thesis or dissertation is in progress; will be subsequently replaced by appropriate grade. An "X" is GPA neutral.

Grade-Point Average

The student must maintain a 3.00 average or better in all graduate work attempted with at least 80% of the total program passed with a grade of A or B. A grade below a C is not acceptable at the graduate level.

Appeal of an Assigned Grade

The Graduate Council acts upon appeals received in writing from faculty or students who seek to have grades or records altered. The decision of the Graduate Council will be final. The procedure for submitting a grade appeal is as follows:

1. Request an "Application for Graduate Appeal" from the Office of Academic Affairs, Administration Building, Room 307, (580)745-2200.
2. Submit the application form along with a letter stating the reason for the appeal to the Office of Academic Affairs.
3. After the application is received, the Office of Academic Affairs will inform the student in writing of the meeting date. The Graduate Council meets several times during each semester.
4. The student has the option of appearing before the Graduate Council.
5. The final decision of the Graduate Council will be submitted to the student by mail.

Changes and Withdrawals

Students finding it necessary to terminate their work in any class before the last day to drop a class should contact their academic advisor for appropriate forms and instruction concerning withdrawal procedures. Students terminating their entire enrollment should initiate the complete withdrawal with the Office of the Registrar.

Class withdrawals, including complete withdrawals, when transacted as a change of schedule during the first five days of a regular semester or during the first three days of a summer term, will not be recorded on the academic transcript.

Any student who withdraws from a course during the sixth day through the eighth week in a regular semester or the fourth day through the fourth week in a summer session, will receive a grade of "W" in the course.

After the end of the eighth week in a regular semester and the end of the fourth week in a summer session, a student may still withdraw until the twelfth week of the regular term or the sixth week of the summer term. The student will receive a grade of "W" or "F," depending upon the student's standing in the class at the time of withdrawal.

No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term.

It should be noted that the preceding deadlines for class withdrawals are for regularly scheduled, full-term classes. Shorter duration (accelerated) courses—interim courses and intensive courses (length less than sixteen weeks, fall or spring; eight weeks, summer)—will have proportional timelines and refund periods.

Residence Requirement

A minimum of twenty-four semester hours, including the last four hours of the program, must be completed in residence at Southeastern.

Second Master's Degree

Students with a master's degree from an accredited institution may complete a second master's degree at Southeastern Oklahoma State University by completing all requirements (admission, residence, time limitations, etc.) for the second master's degree. The second master's degree plan, in consultation with the Academic Advisor and approval from the Dean of the School of Graduate and University Studies, must contain a minimum of twenty-four graduate hours not applied toward any other master's program.

Semester Hours (Including Pass/Fail Hours)

The master's degree programs at Southeastern Oklahoma State University require the completion of a minimum of thirty-two semester hours of acceptable graduate credit. The maximum number of semester hours of "P" grades acceptable in a master's degree program is nine. **No more than three workshop/seminar hours are allowed.**

Thesis

A thesis option may be undertaken at the recommendation of the department involved. Guidelines for thesis preparation may be obtained in the Graduate Office. The thesis is not an option in the MBA program.

Transfer of Credit

A maximum of nine (9) semester hours of transfer credit may be accepted from another accredited School of Graduate and University Studies toward the master's degree at Southeastern Oklahoma State University (**see residence requirements**). These hours, or any part thereof, may be applied when in the judgment of the Dean of the School of Graduate and University Studies and the student's advisor, they contribute to the planned program of the student. Transfer credit must also meet the time limit regulation.

Admission to Candidacy

Acceptance in a graduate program at Southeastern Oklahoma State University **does not assure** admission to candidacy in that master's degree program. **The student must make application for admission to candidacy in the designated master's degree program.** An approved application must be on file in the Graduate Office the semester prior to graduation.

The applicant must have satisfied the following requirements prior to filing for admission to candidacy.

1. Unconditional admission to the School of Graduate and University Studies and the specific graduate program.
2. An approved plan of study filed with the Graduate Office.
3. A 3.00 grade point average in all graduate course work attempted.

Application forms for admission to candidacy in respective Masters's degree programs, may be obtained from the Graduate Coordinator of the program or the Graduate Office.

Retention Policies

A graduate student is required to maintain a minimum grade point average of 3.00 in all graduate course work attempted in order to be considered in good standing in a graduate program (**see grade point average**). If a student's cumulative graduate GPA falls below a 3.00, the student is automatically placed on probation. A student on probation must accomplish both of the following to remain in good standing in the graduate program:

1. Achieve a minimum of 3.00 each term of enrollment while on probation, and
2. Achieve a cumulative graduate GPA of 3.00 after completion of the next 9 hours of graduate course work from the time at which the probationary status commenced.

Failure to accomplish either of these requirements will result in an automatic suspension from the graduate studies for one semester (Fall, Spring, or Summer). Reinstatement requires re-application for admission to graduate study at Southeastern. A second such suspension results in permanent dismissal of the student from graduate study at Southeastern Oklahoma State University.

GRADUATION REQUIREMENTS

Application for Graduation

Graduate students must apply for graduation within the second and the fifth weeks of the semester in which they plan to graduate. **It is the responsibility of the student to initiate the process for graduation.**

Graduation Check List

The process for the Application for Graduation is a multi-step process and will take about 1 to 1.5 hours to complete. It is highly recommended that you contact your major advisor to schedule an appointment before coming to campus. Complete the following steps in sequential order.

1. Visit the Graduate Office to obtain a Certification for Graduation form. A review of your file will be made at that time to ensure you have completed all requirements for the master's degree program. You will be informed of any deficiencies at that time and if a hold will be placed on your diploma.
2. Go to the Registrar's Office and obtain a faculty-staff copy of your transcript and a copy of your current enrollment.
3. Take the Certification for Graduation form, your transcript, and current enrollment to your advisor for graduation clearance.
4. After your advisor has signed the Certification for Graduation form, return all of the information to the Graduate Office.
5. If you are eligible for graduation, the Graduate Office will approve your graduation and give you a Diploma Order Card and a Graduation Clearance Note.
6. Complete the Diploma Order Card very carefully. Write your name exactly as you want it to appear on your diploma.
7. Take the Graduate Clearance Note to the Financial Aid Office for clearance. (Keep the Diploma Order Card at this time.)
8. After the Financial Aid Office has given you clearance, take the Graduate Clearance Note to the Business Office with your Diploma Order Card. After you pay the graduate fee, the Business Office will issue you a receipt for the Registrar's Office.
9. Take the Business Office receipt and the Diploma Order Card to the Registrar's Office.
10. You will receive a letter from the Registrar's Office informing you of graduation practice, graduation time

and date, and how to purchase a cap and gown.

You will receive your diploma in the mail approximately 8-10 weeks after graduation if you have met all of the requirements for a master's degree program at Southeastern Oklahoma State University. If you have any questions, please contact the Graduate Office at 580-745-2200.

Degrees and Degree Requirements

Behavioral Sciences

- Community Counseling**
- Statement of Objectives**
- Program Admission Requirements**
- Licensed Professional Counselor**
- Course Requirements**

Business Administration

- Statement of Objectives**
- Program Admission Requirements**
- Course Requirements**

Education

- Vision and Mission**
- Program Admission**
- The Writing Sample**
- Comprehensive Examination**
- Course Requirements**
- Elementary Education**
 - General Elementary**
 - Reading Specialist**
 - Special Education**
- Mathematics Specialist**
- School Administration**
- School Counseling**

Science

- Aerospace Administration and Logistics**
- Program Admission Requirements**
- Course Requirements**
- Occupational Safety and Health**
- Program Description**
- Statement of Objectives**
- Course Requirements**
- Admission Requirements**

Technology

- Statement of Objectives**
- Biology**
- Information Technology**
- Program Admission Requirements**
- Course Requirements**

MASTER OF BEHAVIORAL STUDIES

COMMUNITY COUNSELING (78)

Statement of Objectives

The counseling program is designed to provide the appropriate counselor training and perspective necessary for graduates to function effectively in counseling and related areas. The Master of Behavioral Studies Degree (MBS) in Community Counseling is designed to prepare persons for careers in "the professional capacity as a counselor." The program offers an opportunity for the student to specialize in the treatment aspects of counseling. Graduates may work in a variety of settings including university counseling centers, mental health centers, in-patient psychiatric units, alcohol and drug treatment centers, and correctional facilities.

Mission Statement

The graduate program in Community Counseling provides an environment of academic excellence that prepares and empowers students entering the counseling field to be both professional and ethical in the provision of services and act in the best interest and welfare of the clients they serve. By having personal access to excellent teaching and clinical supervision, rigorous academic programs, collaborative experiences, and research opportunities, students will acquire a body of knowledge, professional skills, and cultural competencies which will prepare them for the field of counseling to promote success, responsible citizenship, and lifelong learning.

Student Learner Outcomes

The following student learner outcomes are recommended by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and are expected to be obtained by MBS graduates.

Human Development

The counselor candidate will demonstrate knowledge of and the ability to apply:

Theories and principles of human growth and development that recognize the interactive role of genetic and environmental influences on the developing individual.

Knowledge of the range of nonadaptive influences on human growth from teratogenic influences to incompetent social skills.

A knowledge of learning as an interactive social process.

Social and Cultural Foundations

The counselor candidate will demonstrate knowledge of and/or the ability to apply:

World views, models, and theories of multicultural counseling.

The Helping Relationship

The counselor candidate will demonstrate knowledge of and the ability to apply:

The skills necessary to develop an effective counseling relationship.

Theories, treatment planning, intervention strategies and techniques associated with the counseling process.

A personal theory of counseling.

Group Dynamics, Process, and Counseling

The counselor candidate will demonstrate knowledge of:

Theories, intervention strategies, and techniques associated with group counseling.

Key concepts and fundamental aspects of group process and the ability to apply each to group work.

Ethical standards relevant to group work.

Lifestyle and Career Development

The counselor candidate will demonstrate knowledge of:

Theories, intervention strategies and techniques associated with career guidance, both at individual and program levels.

Various informational systems within the field of career guidance (i.e. Department of Labor publications and computerized guidance systems).

Issues of cultural diversity as applied to career guidance.

Appraisal of the Individual

The counselor candidate will demonstrate knowledge of:

The conceptual, theoretical and ethical issues associated with appraisal.

The issues associated with testing diverse populations.

The assessment process including administration, scoring, interpretation and reporting of results for psychological tests.

The diagnostic process and use of the current Diagnostic and Statistical Manual.

Integration of data across various measurement instruments.

Research and Evaluation

The counselor candidate will be able to:

Critically evaluate counseling research.

Apply conclusions drawn from valid research to problems in clinical treatment.

Professional Orientation

The counselor candidate will demonstrate knowledge of:

The professional associations and licensure entities.

The development and identity of the profession of community counseling including what makes it a unique mental health discipline.

Legal and ethical aspects of counseling.

Assessment

The faculty places a high priority on assessment of student learner outcomes. Assessment procedures include, but are not limited to, standardized testing, surveying, and course evaluation.

Program Admission Requirements

Admission to the Community Counseling program is a two-step process. First, prospective students must make application for admission to the School of Graduate and University Studies. After being successfully admitted to the School of Graduate and University Studies, application must be made to the departmental Community Counseling Coordinating Committee for acceptance into the Community Counseling program. Please note that successful admission to the School of Graduate and University Studies does not guarantee that the prospective student will be admitted to the Community Counseling program. The Community Counseling program admission requirements are as follows:

1. Admission to the School of Graduate and University Studies
2. Program Application Form
3. Three Letters of Recommendation
One of each of the following:
Personal (no relatives)
Academic (outside of the MBS Admissions Committee)
Professional/Work

4. GRE

Normally the successful applicant will have GRE scores of a least 700 combined Verbal and Quantitative; the applicant also must complete the Analytical Writing section, with no required minimum score---FOR ADVISING PURPOSES ONLY. Note that GRE scores are valid for five years.

5. Statement of Personal/Professional Goals

Please identify your career goals and objectives and their relevance to this graduate program. Also address your openness to self-examination and personal and professional self-development.

6. The following undergraduate courses (or their equivalents) are recommended:

Statistics
Research Methods
Psychology of Personality
Abnormal Psychology
Psychological Testing
Diverse Populations

7. Applicants may be conditionally admitted at the discretion of the Community Counseling Coordinating Committee

NOTE: Admission into the MBS Program in Community Counseling does not guarantee graduation. Success in academic coursework is only one component of becoming a successful counseling student. The following nonacademic conditions may result in dismissal if they are observed to impair the student's ability to work with others in class, practicum, or internship settings: 1) personal concerns or psychopathology, 2) interpersonal relationship issues, or 3) personal attitudes or value systems that conflict with effective counseling relationships.

Community Counseling Coordinating Committee

In addition to these academic qualifications, professional qualifications will also be considered by the Community Counseling Coordinating Committee of the Graduate Program in Community Counseling. Factors considered in admitting an individual to the Community Counseling program include emotional and social maturity, the ability to communicate effectively, and other personal attributes believed necessary for success in the counseling profession.

A student who is denied admission to the Community Counseling program may appeal this decision and receive a personal hearing before the Community Counseling Coordinating Committee of the graduate program in Community Counseling. Some of the potential factors considered by the admissions committee include professional experience, emotional maturity, and negative life events such as a death in the family. The committee also makes decisions about other difficult situations presented by graduate students and/or faculty.

When making recommendations, each situation is addressed individually. However, some of the possible recommendations include: a student may continue in the program with no undue restriction; may not continue in the program; may not continue in the program without remediation of some kind, such as personal counseling; should postpone internship; or should reduce course load. Students may appeal committee decisions, however committee decisions stand until repealed, which means that a student may not be allowed to register for an upcoming semester.

Admission to the MBS program in Community Counseling is only one step in the admission and retention process. For example, a student in Community Counseling must earn a grade of "B" or better in Techniques of Counseling to be eligible for Counseling Practicum. Other potential causes for concern by the faculty may become retention issues. For example, if a member of the faculty believes the student is impaired, in any way, and that student may potentially harm clients.

Licensed Professional Counselor

An individual interested in becoming a Licensed Professional Counselor (LPC) should consult a graduate advisor and the state licensing office for current requirements. Requests for application packets may be made to:

Oklahoma State Department of Health
LPC Committee, 1000 N.E. 10th Street
Oklahoma City, OK 73117-1299
405/271-6030
www.health.state.ok.us/program/lpc

In Texas:
Texas State Board of Examiners of Professional
Counselors
1100 West 49th Street
Austin, TX 78756-3183
512/834-6658
www.dshs.state.tx.us

If you have a felony record, or other significant legal issues, you may want to contact the licensing board to which you plan to apply in order to verify your eligibility for licensure after course completion.

Professional Associations

Community Counseling students are strongly encouraged to become student members of the American Counseling Association along with the Oklahoma Counseling Association.

Thesis

With department approval, graduate students whose professional objectives necessitate the development of additional competence in research may elect to write a master's thesis in lieu of three semester hours in the behavioral studies component. However, completion of a thesis is not a mandatory requirement for the master's degree.

Course Requirements

BASIC COUNSELING CORE 24 hours

COUN 5113	Orientation to the Counseling Profession
COUN 5243	Lifespan Development
COUN 5323	Career Guidance Through the Lifespan
COUN 5283	Assessment in Counseling
COUN 5443	Theories of Counseling
COUN 5483	Counseling Diverse Populations
COUN5523	Group Processes
COUN5863	Research in Counseling

SPECIALIZATION9 hours

COUN 5553	Intervention Strategies
COUN 5563	Marriage/Family Counseling
COUN 5373	Psychopathology

ELECTIVE3 hours

COUN 5333	Individual Intelligence Testing
COUN 5343	Personality Assessment OR
Another Elective Approved by Graduate Advisor	

PRACTICUM/INTERNSHIP.....12 hours

COUN 5423	Techniques of Counseling
COUN 5543	Counseling Practicum
COUN 5923	Counseling Internship I*
COUN 5933	Counseling Internship II

TOTAL48 hours

*STUDENTS MUST COMPLETE 4 OF THE FOLLOWING COURSES BEFORE INTERNSHIP:

COUN 5423	Techniques of Counseling
COUN 5443	Theories of Counseling
COUN 5523	Group Processes
COUN 5113	Orientation to the Counseling Profession
COUN 5553	Intervention Strategies
COUN 5543	Counseling Practicum

Professional Liability Insurance

Community Counseling students are required to obtain professional liability insurance prior to enrollment in Counseling Practicum and Counseling Internship I/II. Although students may obtain this insurance from a variety of third parties, common sources include those endorsed by the American Counseling Association or the Oklahoma Counseling Association.

Course Sequence

A recommended sequence of courses is available from your graduate advisor. It is recommended that students follow the recommendations of the course sequence for appropriate professional development. Deviations from the sequence may result in interruptions in the student's professional development and/or delays in graduation.

Optional Courses

Optional courses are offered during each academic year. Individuals who plan to pursue an LPC in Oklahoma need 12 hours in addition to the 48 required for graduation. Some of the offered optional courses are listed below.

COUN 5613	Counseling Children & Adolescents
COUN 5623	Human Sexuality in Counseling
COUN 5913	Counselor Supervision & Consultation

***NOTE:** As a graduation requirement, each student must complete the Counselor Preparation Comprehensive Examination (CPCE) during the last semester of classes. Contact the coordinator of the MBS program in Community Counseling for further information.

MASTER OF BUSINESS ADMINISTRATION

MASTER OF BUSINESS ADMINISTRATION (75)

Mission

The Master of business Administration degree provides a broad-based professional degree program for those aspiring to hold responsible positions in business and industry. The program is designed to develop professional capability in functional areas of business administration and to provide students the knowledge and perspective needed for success in a rapidly changing world of business management.

Accreditation

The Master of business Administration Degree will be granted upon successful completion of the graduate business program curricular requirements. The Southeastern Oklahoma State University administration and the faculty and staff of the John Massey School of Business are dedicated to the continuous improvement of business education. The Master of Business Administration Degree is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The John Massey School of Business and the MBA program has been accepted into the accreditation process with the Association to Advance Collegiate Schools of Business (AACSB).

Goals and Objectives

The goals and objectives of the Master of Business Administration degree are to be reflected in several outcomes. A Student completing the MBA shall be able to demonstrate each of these abilities:

1. The ability to make sound and responsible decisions in their field of business, using a logical, systematic approach.
2. The ability to effectively communicate the rationale of their decisions or recommendations.
3. The ability to effectively apply knowledge of information systems and technology appropriate to their field of business.
4. The ability to effectively work with individuals, as well as groups, in a diversified and changing environment.
5. The ability to adapt to changes required by a global business environment.

Program Admission Requirements

Students will be admitted to the MBA program either to (1) full-standing status, or (2) provisional status.

Full-Standing Status: Full-standing status allows students to immediately enroll in the graduate curriculum and proceed to candidacy. Full-standing admission may be achieved by applying 60 days prior to the first enrollment, by meeting the general admission requirements of the Graduate School and by completing the undergraduate prerequisite required by the John Massey School of Business.

The John Massey School of Business shall require that all applicants to the Masters of Business Administration Degree program meet one of the following admission requirements:

1) GMAT and GPA Admission.

Take the Graduate Management Admission Test (GMAT) and possess an undergraduate Grade Point Average (GPA) to score 950 as provided in the following formula. A score of 950 calculated by adding the applicant's GMAT score and the applicant's undergraduate GPA times 200 (GPA time 200 + GMAT Score = 950 or greater),

OR

2) Portfolio Method for Admission.

The GMAT and GPA requirements may be waived if the MBA applicant possesses a 2.75 average for the last 45 hours of his/her undergraduate degree and submits a portfolio packet which contains the following:

- Three professional letters of recommendation
 - one from a former professor or instructor
 - one from an employer or former employer
 - one from a non-relative who has known the applicant for at least 5 years.
- Current Resume.
- A letter of application which outlines the student's career goals and objectives and how a Master's Degree will enhance them.
- A certified copy of undergraduate transcript.

Portfolios shall be evaluated and ranked by a 3 member graduate faculty committee appointed by the Director of the MBA program. Applicants under both admission standards shall be ranked by the committee. Admissions shall be based upon the committee's ranking(s) for the allowable number of enrollment positions.

Provisional Status: Students not admitted to full-standing status may receive a provisional admission to the MBA program if they have met the general requirements of the Graduate School. Provisional status allows students to enroll and pursue coursework while making an effort to meet the requirements for full-standing admission. Of the total graduate hours accumulated prior to receiving full-standing status, no more than six (6) hours may be applied toward the MBA Program.

Prerequisite Courses

The following are the John Massey School of Business Undergraduate courses that are required as prerequisites to admission to the MBA program or equivalent courses from an accredited undergraduate program of another institution.

ACCT 2203	Fundamentals of Managerial Accounting
BUS 1553	Business Computer Applications
BUS 2633	Business Statistics
ECON 2213	Principles of Microeconomics
FIN 3113	Business Finance
MKT 3233	Principles of Marketing
MNGT 3113	Management and Organizational Behavior
BLAW 3123	Legal Environment of Business

The applicant must have a 3.0 GPA in the prerequisite courses with no grade in any course lower than a C. The applicant may choose to take an advanced standing test in one or all of the eight prerequisites listed above. Applicants should contact the MBA advisor or director concerning the requirements for these tests.

The graduate program director and the John Massey School of Business Dean shall approve any exceptions to the admissions requirements and substitutions/waivers of required courses.

Course Requirements

Nine hours is considered a full load for a graduate student. Students will need permission from the graduate program director and the John Massey School of Business Dean before they will be allowed to enroll in more than nine hours. Six hours is considered part-time in the graduate program. It is recommended that students working full-time take no more than six hours per semester.

Graduate assistants will be required to take nine hours per semester to continue as graduate assistants.

MNGT 5603 Strategic Management is the capstone course and will be taken during the student's last semester in the MBA program. **BUS 5563 Applied Business Projects** will be taken during the student's last or next to the last semester.

Required Courses for Degree 30 Hours

Fall Only Classes:

ACCT 5233	Accounting for Managers
BUS 5113	Research Methods
ECON 5133	Managerial Economics
MNGT 5223	Behavioral Management
BUS 5563	Applied Business Projects

Spring Only Classes:

MKT 5243	Marketing Management
BIM 5793	Management Information Systems
FIN 5213	Financial Management
BUS 5253	Applied Business Projects
BUS 5253	Data Analysis for Managers
MNGT 5503	Strategic Management

Electives 6 Hours

The following are available electives to be selected in consultation with the student's MBA advisor.

MNGT 5773	Principle Centered Leadership
MNGT 5343	Competitive Advantage & Strategy
MNGT 5453	Contemporary Issues in Management
ACCT 5243	Accounting Controls for Managers

Total 36 Hours

MASTER OF EDUCATION

Vision

Southeastern Oklahoma State University will be the leading provider of high quality Master of Education programs in southeastern Oklahoma and northern Texas for the development of educational leaders.

Mission

Southeastern Oklahoma State University Master of Education programs produce graduates who demonstrate academic and practical excellence in their respective fields. Through quality instruction grounded in current research, students will develop the professional competencies necessary to support thoughtful, ethical, and effective practice.

Program Admission Requirements

All applicants to the Master of Education Degree Program must first be admitted to the School of Graduate and University Studies (A-307) before applying for admission to the Master of Education program. Prerequisites may be required in the specialization areas. Students should refer to the specific degree programs in the catalog for a complete list of admission requirements. The Master of Education Admission and Retention Committee (MARC) considers and acts upon all applications for admission to the Master of Education program. MARC meets once during each academic semester (fall, spring, summer) and other times as needed. Complete policy for the Master of Education program is found in Graduate Studies Handbook: Master of Education Degree Programs which is available online at www.SE.edu.

Unconditional admission to the M. Ed. Program requires the following :

1. At least a 2.75 overall undergraduate GPA
2. Application for Admission to the M. Ed. program
3. Three letters of recommendation
4. Successful completion of a writing sample or a minimum score of 4.5 on the analytical writing measure of the GRE
5. GRE: the successful applicant would have a minimum score of 700 (verbal + quantitative) and take the analytical writing measure (no minimum score required; for admission and advising use only)
6. Professional Statement (required for School Counseling majors only)
7. Applicant must also demonstrate evidence of eligibility to hold a teaching certification. Students who are not certified at the time of application have one calendar year to complete necessary requirements for Alternative Placement in the state of Oklahoma.

Conditional admission: An applicant not eligible for unconditional admission to the M. Ed. Program may be conditionally admitted to the M. Ed. Program provided he/she has been admitted to the School of Graduate and University Studies and

- 1. Has at least a 2.75 overall undergraduate GPA; and
- 2. Successfully completed the writing sample.

Students who are admitted conditionally to the M. Ed. program will be given instructions detailing what must be done to ensure unconditional admission and the necessary timeline for securing unconditional admission from the M. Ed. Admissions and Retention Committee.

Students may complete up to 12 hours under conditional admission while completing the requirements for unconditional admission. Students admitted conditionally to the M. Ed. program must maintain a minimum of a 3.00 GPA to remain in the program.

Students who have completed 12 graduate hours, but who have not completed the necessary requirements for unconditional admission to the M. Ed. program will not be allowed to matriculate further in the program until unconditional admission is secured.

Admission to Candidacy

Students must apply for Candidacy in the Master of Education Degree Program upon completion of 12 hours of course work. Students may not enroll for more than 12 hours in the program until they are granted Admission to Candidacy. The qualifications for **Admission to Candidacy** are:

- 1. Maintenance of a 3.0 GPA on related course work prior to Admission to Candidacy, which must include EDUC 5203, Introduction to Educational Research (except for School Counseling majors), **OR**
- 2. Maintenance of a 2.75 GPA on related graduate course work prior to Admission to Candidacy, which must include EDUC 5203, Introduction to Educational Research (except School Counseling majors) and the establishment of a 3.0 GPA on all related graduate course work by the completion of 12 hours. Students not meeting this requirement will forfeit Candidacy and may not enroll for more than 12 hours in the M. Ed. program.

The Writing Sample

Every student who seeks a master of education degree is required to take and pass the Writing Sample as a requirement for admission to graduate study. Students who obtain a score of at least 4.5 on the GRE Analytical Writing Measure are exempt from this requirement. This examination is arranged through the office of the M. Ed. Program Coordinator. The Writing Sample requires the student to select a writing prompt from a provided list and then write a response of at least 200-words address-

ing the prompt within a 90-minute time limit. The prompts are related to general educational issues or current events.

If a student does not pass the writing sample on the first attempt, a second attempt with the student writing to a different prompt than used for the first attempt must be scheduled with the M. Ed. Program Coordinator. If the second attempt is unsuccessful, the student must wait at least one semester before making another attempt. A copy of the application to take the Writing Sample, detail about the Writing Sample examination, and the rubric that is used to score writing samples are available online at www.SE.edu/grad/programs/med.

Comprehensive Examination Requirements

Candidates for the Master of Education Degree must perform satisfactorily on a Comprehensive Examination administered after completion of all but nine hours of their degree program requirements. Further, candidates must have completed at least nine hours in a specialty area of study before taking the Comprehensive Examination. A detailed description of the Comprehensive Examination is provided in the Graduate Studies Handbook available online at www.SE.edu/grad/programs/med.

Course Requirements

The minimum curricular structure, depending on the Master of Education Degree option pursued is as follows:

Research Component.....	3 hours
Professional Education Component	9, 12 or 18 hours*
Specialization Component	12, 18 or 24 hours*
*OPTION – Professional Education or Specialization	6 hours
TOTAL	33 - 39 hours

*Courses comprising the components of the curricular structure of the Master of Education Degree are specified for each option in the succeeding portion of this section.

ELEMENTARY EDUCATION (72) GENERAL ELEMENTARY EDUCATION OPTION (NOT CURRENTLY ACCEPTING APPLICATIONS)

Program Admission Requirements

- I. The applicant must be admitted to the School of Graduate and University Studies (A-307) and to the Master of Education program.
- II. The applicant must be eligible for or hold a standard teaching certificate

Course Requirements

RESEARCH COMPONENT3 hours

Required:

EDUC 5203 Introduction to Educational Research

(Recommended that research course be taken early in the student's graduate program.)

PROFESSIONAL EDUCATION COMPONENT 12 or 18 hours

Required:

EDUC 5113 Fundamentals of Curriculum Development

One of the following:

COUN 5223 Advanced Psychology of Childhood and Adolescence
COUN 5253 Advanced Educational Psychology
COUN 5273 Applied Psychology of Learning

Required:

EDUC 5103 History and Philosophy of Education

One of the following:

EDUC 5153 Teaching Strategies
ELED 5053 Organization and Supervision of Reading Programs

Students choosing 18 hours of professional education will select six hours from the following:

EDAD 5323 Supervision of Teaching
EDAD 5373 Public School Law
EDUC 5213 Educational Measurement
EDUC 5243 Administration of Instructional Media

COUN 5443	Theories and Techniques of Counseling
STAT 5153	Statistical Analysis
SPECIALIZATION COMPONENT 12 or 18 hours	
ELED 5003	Foundations and Survey of Reading, K-8
ELED 5253	Advanced Language Arts
ELED 5263	Advanced Social Studies for Elementary Teachers
EDUC 4753	Curriculum Modification for Individuals with Exceptionalities
EDUC 5493	Precision Teaching
EDUC 5063	Survey of Reading for Children with Exceptionalities
MATH 5273	Topics in Mathematics for the Elementary School
COUN 4513	Behavioral Management and Guidance for Children with Exceptionalities
COUN 5403	Intervention Strategies for Elementary Counselors
SCIE 5903	Science in the Elementary School

TOTAL33 hours

ELEMENTARY EDUCATION (72) READING SPECIALIST OPTION

Program Admission Requirements

- I. The applicant must be admitted to the School of Graduate and University Studies (A-307) and to the Master of Education program.
- II. The applicant must be eligible for or hold a standard teaching certificate in elementary or special education.
- III. For the specialization component, the applicant must have completed the following: a) nine (9) hours of reading methods courses, and b) one course in language arts methods.
- IV. Applicant must have taught in an elementary or special education school setting for a minimum of three (3) years prior to completion of all program requirements.

Course Requirements

RESEARCH COMPONENT3 hours

Required:

EDUC 5203* Introduction to Educational Research

(Recommended that research course be taken early in the student's graduate program.)

PROFESSIONAL EDUCATION COMPONENT .3 hours

Required:

EDUC 5113 Fundamentals of Curriculum
Development

EDUC 5213 Educational Measurement
EDUC 5990 Master's Thesis (Variable Credit
3-6 hours)
STAT 5153 Statistical Analysis

SPECIALIZATION COMPONENT30 hours

ELED 5603 Theories & Research in Language
Arts
ELED 5613 Theories & Research in Reading
ELED 5623 Diagnosis & Correction of Reading
Disabilities I (grades 1-8)
ELED 5633 Diagnosis & Correction of Reading
Disabilities II (grades 9-12)
ELED 5643 Literacy Materials and
Environments
ELED 5653 Content Area Reading
ELED 5663 Older, Struggling Readers &
English Language Learners
ELED 5673 The Role of the Reading
Specialist/Literacy Coach
ELED 5683 Practicum in Reading I (grades
1-8)
ELED 5693 Practicum in Reading II (grades
9-12)

TOTAL36 hours

* Required for Reading Specialist Certificate

ELEMENTARY EDUCATION (72)
SPECIAL EDUCATION
(NOT CURRENTLY ACCEPTING
APPLICATIONS)

Program Admission Requirements

- I. The applicant must be admitted to the School of Graduate and University Studies (A-307) and to the Master of Education program.
- II. The applicant must be eligible for or hold a standard teaching certificate. Certain prerequisite courses may be required in order that upon completion of this degree the applicant will be eligible for a standard certificate in Special Education.

Course Requirements**RESEARCH COMPONENT 6 hours**

Required:

EDUC 5203 Introduction to Educational
Research

(Recommended that research course be taken
early in the student's graduate program.)

One of the following:

PROFESSIONAL EDUCATION COMPONENT .9 hours

Required:

EDUC 5063 Survey of Reading for Children
with Exceptionalities

Two of the following:

COUN 4513 Behavioral Management and
Guidance for Children with
Exceptionalities
COUN 5753 Assessment, Identification, and
Intervention of Individuals with
Exceptionalities

Optional:

COUN 5333 Individual Intelligence Testing

SPECIALIZATION COMPONENT13 hours

Option #1: Mental Retardation

EDUC 4733 Introduction to Mental Retardation
EDUC 4753 Curriculum Modification for
Individuals with Exceptionalities
EDUC 5473 Methodology and Curriculum
Development for Mental
Retardation
EDUC 5580 Practicum in Mental Retardation
(4 hours)

Optional:

HPER 5980 Counseling for the Handicapped
HPER 5803 Adapted Physical Education

Option #2: Learning Disabilities

EDUC 4743 Learning Disabilities
EDUC 4753 Curriculum Modification for
Individuals with Exceptionalities
EDUC 5083 Advanced Learning Disabilities
EDUC 5480 Practicum in Learning Disabilities
EDUC 5493 Precision Teaching

ELECTIVES5 hours

Additional courses selected in consultation with
graduate advisor.

TOTAL32 hours

MATHEMATICS SPECIALIST (108)

To be taught as a cohort group only

Program Admission Requirements

1. The applicant must be admitted to the School of Graduate and University Studies.
2. The applicant must have a Bachelor's Degree and a teaching certificate in elementary, secondary, or special education.
3. Prior to completion of all program requirements, the applicant must expect to complete three years of classroom teaching where teaching mathematics is part of the assignment.
4. The applicant must have completed at least 12 hours of undergraduate mathematics coursework with a GPA of at least 3.0 on a 4-point scale.

Course Requirements

- I. Required Research Component: 3 hours
EDUC 5203 Introduction to Educational Research
- II. Required Professional Education Component: 9 hours
EDUC 5223 Educational Statistics
EDAD 5323 Supervision of Teaching
SPED 5443 Diagnosis and Remediation of Math-Related Deficits
- III. Required Specialization Component: 18 hours
MATH 5513 The Teaching of Algebra and Functions
MATH 5523 The Teaching of Number and Operations
MATH 5533 The Teaching of Geometry and Measurement
MATH 5543 Mathematical Problem Solving for Teachers
MATH 5553 The Teaching of Data Analysis, Statistics, and Probability
MATH 5593 Problems and Issues in Mathematics Education
- IV. Required Field Component: 3 hours
EDUC 5683 Practicum-Math Specialist

Total Hours:33 hours**SCHOOL ADMINISTRATION (73)****Program Admission Requirements**

- I. The applicant must be admitted to the School of Graduate and University Studies (A-307) and to the Master of Education Program.
- II. The applicant must be eligible for or hold a standard teaching certificate.

Course Requirements**RESEARCH COMPONENT3 hours**

EDUC 5203 Introduction to Educational Research

(Recommended that research be taken early in the student's graduate program.)

PROFESSIONAL EDUCATION COMPONENT .9 hours

EDUC 5103 History and Philosophy of Education

EDUC 5153 Teaching Strategies

EDUC 5113 Fundamentals of Curriculum Development

SPECIALIZATION COMPONENT24 hours

EDAD 5303 Public School Administration

EDAD 5313 Public School Relations

EDAD 5323 Supervision of Teaching

EDAD 5373 Public School Law

EDAD 5403 School Operations Management

EDAD 5473 Administration of Special Programs

EDAD 5483 The Principalship: Internship 1

EDAD 5933 Internship II: Capstone Experience for the Principal

TOTAL36 hours

SCHOOL COUNSELING (71)

Statement of Objectives

The Master of Education Degree in School Counseling is designed to prepare individuals with an academic background in education to assume the role of professional school counselor in elementary and secondary schools. The program prepares counselor trainees to facilitate the growth and development of young people through training in school counseling program development, consultation, career development, and intervention strategies in a multicultural context. As such, students will gain curricular experience and knowledge in the following nine areas:

1. The fundamentals of effective counseling and guidance in schools and skills in the coordination, administration, and evaluation of comprehensive developmental school counseling programs.
2. The nature and needs of individual's at all developmental levels as applied to the practice of school counseling.
3. Issues and trends in a multicultural and diverse society and how these issues impact the practice of school counseling.
4. The nature of counseling and consultation relationships by studying the related theories, skills, and practices of school counselors involving classroom instruction and applied practicum experiences.
5. Group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches used by the school counselor.
6. Career development and related life factors as applied to the practice of school counseling.
7. The appraisal process by studying the nature of assessment, appraisal methodology, and specific instruments used by school counselors.
8. Types of research methods, basic statistics, and ethical and legal considerations in research for school counselors.
9. All aspects of the school counseling profession including history, roles, organizational structures, ethics, standards, and credentialing.

Assessment

Faculty members in the Department of Behavioral Sciences place a high priority on the assessment of student learner outcomes. Assessment procedures for the school counseling program include, but are not limited to, standardized testing, comprehensive examination, surveying, and evaluation.

Program Admission Requirements

Admission to the School Counseling M.Ed. Program is a two-step process. First, prospective students must complete an application for admission to the School of Graduate Students. After being successfully admitted to the School of Graduate and University Studies, application must be made to the M.Ed. Program for acceptance into the School Counseling degree program. Please note that successful admission to the School of Graduate and University Studies does not guarantee that the prospective student will be admitted to the School Counseling Program.

The M.Ed. Admissions and Retention Committee (MARC) assesses all applications for admission to the program. MARC meets at least once during each academic semester (spring, summer, and fall) and other times as needed. Following the submission of a complete application, each applicant will receive a letter from MARC informing him or her of the committee's admissions decision and, for those admitted to the program, the name and contact information of the applicant's appointed advisor. MARC may choose to admit students unconditionally (all requirements met at acceptable levels), admit students conditionally (refer to Master of Education section of this Bulletin for specific information regarding conditional admission), or deny admission. Students who are admitted conditionally to the M. Ed. program will be given instructions detailing what must be done to ensure unconditional admission and the necessary timeline for securing unconditional admission from MARC. Students who are denied admission will be provided with conditions for re-application in their denial letter.

Retention and Dismissal Conditions

Due to the critical nature of the school counselor's role, continued enrollment in the program is predicated on the student maintaining an appropriate level of social and emotional maturity, the ability to communicate effectively, and other personal attributes believed by the faculty to be necessary for success in the counseling profession. In addition, students are required to abide by ethical standards of the American Counseling Association, the American School Counselor Association, and other generally accepted standards of the profession. Furthermore, students must earn a grade of "B" or better in Techniques of Counseling class to be eligible to enroll in the Counseling Practicum course.

Note: Admission in the School Counseling Master of Education program does not guarantee graduation. Success in academic coursework is only one component of becoming a successful counseling student. The following nonacademic conditions may result in dismissal, if they are observed to impair the student's ability to work with others in classroom, practicum, or internship settings: (1) personal concerns or psychopathology, (2) interpersonal relationship issues, and (3) personal attitudes or value systems that conflict with effective counseling relationships.

Professional Associations

School counseling students are strongly encouraged to become student members of the American Counseling Association and the American School Counselor Association, along with the Oklahoma affiliates for both of these organizations.

Certification and Licensure

Please see the Certification section of this Bulletin for information regarding School Counseling Certification and LPC licensure.

Thesis

With approval of the Department of Behavioral Sciences, graduate students whose professional objectives necessitate the development of additional competence in counseling research may elect to complete a master's thesis. However, completion of a thesis is not a mandatory requirement of the Master of Education degree in School Counseling.

SCHOOL COUNSELING (71)

Course Requirements

BASIC COUNSELING CORE24 hours

EDUC 5403 Principles and Administration of Guidance Services
COUN 5243 Lifespan Development
COUN 5283 Assessment in Counseling
COUN 5323 Career Guidance through the Life Span
COUN 5443 Theories of Counseling
COUN 5483 Counseling Diverse Populations
COUN 5523 Group Processes
COUN 5863 Research in Counseling

SCHOOL COUNSELING SPECIALIZATION

COMPONENTS.....9 hours

COUN 5383 Advanced Abnormal Psychology
COUN 5583 Developmental School Counseling and Guidance

ELECTIVE (Consult with graduate advisor)

PRACTICUM/INTERNSHIP6 hours

COUN 5423 Techniques of Counseling
COUN 5543 Counseling Practicum

TOTAL 39 hours

Optional Courses

Optional courses are offered during each academic year for individuals who plan to pursue licensure as an LPC. Some of the regularly offered optional courses include:

COUN 5223 Advanced Psychology of Childhood and Adolescence

COUN 5553 Intervention Strategies
COUN 5563 Marriage and Family Counseling
COUN 5613 Counseling Children and Adolescents
COUN 5623 Human Sexuality in Counseling
COUN 5913 Counselor Supervision and Consultation
COUN 5923 Counseling Internship I (COUN 5423 and 5543 required as prerequisites)
COUN 5970 Grief Camp Practicum (COUN 5423 required as a prerequisite)
COUN 5970 Play Therapy
COUN 5973 Assessment and Treatment of Substance Abuse Problems
COUN 5973 Self Care and the Mental Health Professional

Professional Liability Insurance

School counseling students are required to obtain professional liability insurance prior to enrollment in Counseling Practicum or Counseling Internship. Although students may obtain this insurance from a variety of third parties, common sources include those endorsed by the American Counseling Association or the Oklahoma Counseling Association.

Course Sequence

Students are provided with a recommended sequence of courses during their initial advising appointment. It is recommended that students follow the recommendations of the course sequence for appropriate professional development. Deviations from the sequence may result in interruptions in the student's professional development and/or delays in graduation.

Note: As a graduation requirement, students must complete the Counselor Preparation Comprehensive Examination (CPCE) and the Master of Education Comprehensive Examination during their last semester of classes. Contact the coordinator of the School Counseling program for further information regarding this examination.

MASTER OF SCIENCE IN AEROSPACE ADMINISTRATION & LOGISTICS

AEROSPACE ADMINISTRATION & LOGISTICS (79)

(Only accepting applications at Tinker AFB and OCCC
Campuses)

Statement of Objectives

The Master of Science in Aerospace Administration & Logistics is a unique program that provides a broad-based professional degree for those aspiring to positions of responsibility within the aerospace industry. The degree is designed to stress realistic solutions to managerial, scientific, logistic, and administrative challenges in today's aerospace industry. Current issues confronting the aviation industry are studied in-depth within the classroom environment allowing a detailed analysis, incorporating current theories, and using the modern tools and techniques available to managers. The logistics management concentration of the MS degree includes the study of supply chain management and protocols that plan, implement, and control the efficient, effective forward and reverse flow and storage of goods, services and related information between the point of origin and the point of consumption in order to meet customers' requirements.

Thus, the overall goal of the program is to provide the student with the depth and breadth of knowledge in aerospace administration & logistics to be successful in the aviation industry. This course of study also facilitates the investigation of the functional areas of aerospace needed for success in specific areas in the administration of the dynamic aviation industry.

Student Outcomes

The primary objectives of the Master of Science in Aerospace Administration & Logistics degree are reflected in several outcomes. A student completing this degree shall be able to demonstrate:

1. The ability to make sound decisions in the aerospace industry using a logical, scientific approach.
2. A working knowledge of safety systems and programs dedicated to the facilitation of increased safety on the ground and in the air.
3. An understanding of the major issues and economic considerations affecting the aerospace industry in the United States and worldwide.
4. Knowledge of supply chain management integrating key business processes from end user through original suppliers, that provides products, services, and information that add value for customers and other stakeholders.

5. Knowledge of proper accident site management techniques and reports as needed by the various local, state, and federal agencies.
6. Knowledge of the legal and moral concepts that influence developments in national and international air law.

Program Admission Requirements

All applicants must be admitted to the School of Graduate and University Studies (A-307) before enrolling in graduate classes.

COURSE REQUIREMENTS

Required Courses 18 Hours

AVIA 5103	Aerospace Safety Program Development
AVIA 5153	Aircraft Accident Investigation
AVIA 5203	Legal and Ethical Issues in Aerospace
AVIA 5213	Aerospace Economics & Fiscal Management
AVIA 5223	Aerospace Hazard Control & Analysis
AVIA 5233	Logistical Strategies in Aerospace Administration

Electives 15 Hours

AVIA 5303	Management & Administration of Aerospace Contracts
AVIA 5313	Aerospace Finance
AVIA 5323	Airport Operations
AVIA 5333	Aerospace Marketing
AVIA 5343	Implementing Logistics: Acquisition and Program Management
AVIA 5423	Applications in Crew Resource Management
AVIA 5513	Quantitative Analysis of Aero Data for Administrators
AVIA 5523	Research Methods
AVIA 5533	Communications in Aerospace Management
AVIA 5543	Systems Engineering Applications for Logistics
AVIA 5613	The Ethics of Decision Making
AVIA 5950	Graduate Internship in Aerospace
AVIA 5960	Directed Readings in Aerospace
AVIA 5980	Seminar in Aerospace

Total 33 Hours

MASTER OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

OCCUPATIONAL SAFETY AND HEALTH (107)

Program Description

In our ever changing occupational safety world the need for an advanced degree has become of paramount importance as occupational safety professionals seek to improve their skills for certification and promotion. To that end the Southeastern Oklahoma State University Department of Occupational Safety & Health has designed the Master of Science in Occupational Safety & Health in a primarily online format so that safety professionals can benefit from the program regardless of their distance from the university.

Founded in 1989 the Southeastern Oklahoma State University Department of Occupational Safety & Health has grown to 300+ students majoring in occupational safety. We now claim over 600 alumni around the world! Due to popular demand the time has come to extend our program to include graduate study. Applications for admission are now being accepted with coursework beginning the fall semester of 2007.

While not every class will be offered every semester we will offer three to four classes each semester on a rotational basis. More than enough courses will be offered each semester for students to maintain full-time graduate status.

Statement of Objectives

Consistent with Southeastern's mission and regional focus the objectives for the proposed Master of Science in Occupational Safety & Health will prepare the student to:

1. Demonstrate an advanced ability to analyze and interpret data by understanding fundamental mathematical concepts and to apply those concepts to practical situations in industry. Specifically, Southeastern graduates will be able to formulate and compile safety data and statistics necessary for Job Safety Analysis, Industrial and Insurance Hazard Assessments, and Fault Tree Analysis programs in insurance and industry.
2. Anticipate, identify, and evaluate hazardous safety and health conditions and practices through use of JSA, FTA, ISO9000, and OSHA specs programs.
3. Develop safety and health hazard control designs, methods, procedures, and programs including homeland security and emergency program management. Southeastern students should be

able to complete FEMA program development coursework and apply it to real-world situations.

4. Evaluate and utilize appropriate technology and library resources in occupational safety & health situations and training opportunities through extensive use of SE occupational safety & health computer lab programs and OSHA and ASSE training seminars.
5. Manifest oral and written communication skills in presentation of occupational safety and health training situations through advanced courses in management, ergonomics, industrial hygiene, HAZMAT, and systems safety.
6. Work independently in analyzing and solving problems in occupational safety & health through proper instruction, practicum, and internship experience.
7. Obtain an advanced position in occupational safety & health or be admitted to an accredited doctoral school in occupational safety & health or a related discipline.

Course Requirements

Required Courses32 hours

SFTY-5113	Advanced Safety Program Management
SFTY-5123	Crises Preparedness and Occupational Security
SFTY-5143	Legal Liability & Workers Compensation
SFTY-5153	Occupational Safety Statistics
SFTY-5163	Construction Safety II
SFTY-5214	Industrial Hygiene II (with weekend <i>on-campus</i> lab)
SFTY-5223	Toxicology
SFTY-5233	Advanced Ergonomic Engineering
SFTY-5244	HAZMAT II (with weekend <i>on-campus</i> lab)
SFTY-5263	Indoor Air Quality

Electives3 hours

SFTY-5253	Philosophy of Safety Management
SFTY-5273	Food Safety & Sanitation
SFTY-5313	Current Literature in Occupational Safety
SFTY-5323	Internship in Occupational Safety
SFTY-5330	Research in Occupational Safety (thesis track only)

TOTAL35 hours

Successful completion of a capstone *comprehensive exit examination or thesis* (enrollment in SFTY-5330 would be required if the thesis route is selected) would be required for graduation from the program.

Admission Requirements:

All admission, retention, and graduation standards and/or requirements will maintain consistency with the requirements for graduate study as set forth in the Southeastern Oklahoma State University Graduate Catalog. In addition, a second set of requirements must be completed for program admittance.

Program entrance requirements for Master of Science degree program in Occupational Safety & Health

Two step process.

Step one: Graduate School Admission.

- 1) Applicant must meet entrance requirements for the SE graduate school.

Step two: Master of Science Program Admission.

- 1) Applicant must have completed College Algebra or higher math course.
- 2) Applicant must have completed a bachelor of science degree in Occupational Safety & Health or a related field, or
- 3) Applicant must have completed a bachelor's degree and the additional courses Introduction to Occupational Safety & Health, Introduction to Fire Science, Construction Safety, Industrial Hygiene, Ergonomics, and HAZMAT, or their equivalent.*
- 4) Applicant must have attained a minimum of a 2.75 gpa on all undergraduate work completed and 3.0 minimum gpa in all occupational safety courses completed.*
- 5) Applicant must complete an 800 word essay describing anticipated contributions to the profession of occupational safety & health.
- 6) Applicant must complete the GRE with a minimum score of 700 (quantitative + verbal) for entrance into the program. Students may enroll in the first semester (up to 9 hours) of the MS program on a "conditional" basis until the student has completed the GRE exam. The student must still complete the GRE with a minimum score of 700 for a full admittance and must have the score on file with the department before the student may enroll in second semester classes. A request for exception to the GRE requirement may be made to the Occupational Safety Master of Science Degree Committee or department chair if the applicant has five or more years of experience in the occupational safety (or related) profession, a CSP or CIH designation or a graduate degree from a recognized and regionally accredited college or university.

chair reserves the right to waive any program entrance requirements dependent upon an applicant's *formal request* based on prior work experience in the field of occupational safety (five years minimum) or the applicant holding the CSP or CH designations. In such cases, the applicant *may* be admitted to the M.S. program without completing the required undergraduate coursework in occupational safety. The applicant must still hold a bachelor's degree from an accredited college or university and must complete the GRE examination. All other exceptions to the program admissions policy will be handled on a case-by-case basis by the Occupational Safety Advisory Board.

*Applicant may obtain a conditional admission if their undergraduate Occupational Safety degree did not include construction safety or if the applicant maintained a 3.0 GPA on the last 60 hours of undergraduate work completed. Applicant must maintain a 3.0 in all graduate work attempted during the first 12 hours of the M.S. degree to remain in the program. In addition, the department

MASTER OF TECHNOLOGY (76)

Statement of Objectives

The goal of the Master of Technology Degree program is to prepare graduates for successful employment and advancement in science and technology fields which contribute to the economic well-being of southeastern Oklahoma. The program develops a knowledge base through three core courses and provides for an option of specialization. Candidates who would benefit from this program include:

- Local baccalaureate graduates from the School of Science and Technology Arts and Sciences who wish to obtain a master's degree.
- Individuals employed in business/industry who wish to develop and broaden their technological and problem-solving abilities.
- Teachers in science, technology, and mathematics who wish to prepare for a job in industry, develop new technology job skills, or advance within the field of science education.
- Individuals in the region who desire an advanced degree for self-satisfaction or position advancement.

Upon completion of the program, students will be able to demonstrate the following outcomes:

1. A broad, general knowledge about the foundations of science and technology, and in depth knowledge in a specialty area of science or technology.
2. Knowledge and skill needed for functioning in a multicultural and technologically oriented society including but not limited to oral and written communication and interpersonal skills.
3. Skills necessary for successful Professional collaboration
4. Knowledge of information systems and technology, in terms of application and implementation.
5. Effective problem solving skills in situations that require independent, creative thinking.
6. Basic research skills for the design and execution or experiments, surveys, and investigations, as appropriate to one's specialty area.
7. Basic research skills in analyzing, interpreting, and reporting data, as appropriate to one's specialty area.

Program Assessment

The program has an ongoing assessment procedure, involving student surveys and a Master of Technology Advisory Committee that allows continuous modification and improvement of program quality and effectiveness.

Program Admission Requirements

1. The applicant must be admitted to the Graduate School (A-307).
2. The student should select a faculty member or, if required in a specific option, a committee, that consents to serving as the student's advisor or advisory committee. The Coordinator for the Master's of Technology program, can assist the student in finding an advisor or committee. The student must have an advisor or committee by the end of the first semester of graduate study. The advisor or committee members must have or be eligible for graduate faculty status, and apply for approval as regular graduate faculty status if he/she does not have it. This may include adjunct faculty members.
3. The applicant may be required to complete some prerequisite courses depending on specialization area chosen and undergraduate degree.
4. See option for other specific admission requirements if any.

Thesis Option

If the student elects a thesis option (see specific areas below), the student should:

1. Discuss ideas for thesis work with his or her advisor.
2. The student, prior to candidacy, must select two other faculty members, in the area of specialization or a related area, who along with the advisor consent to constituting the student's committee. The faculty members must have or be eligible for graduate faculty status, and apply for approval as regular graduate faculty status if he/she does not have it. This may include adjunct faculty members.
3. The student will prepare a written thesis proposal for review by the committee.
4. The committee will meet with the student to provide advice about how to proceed with the thesis research.
5. The student conducts research as part of the 5000-level research credits earned for the degree.
6. The student prepares a thesis according to guidelines available from the advisor or from the Program Coordinator.
7. The committee reads the thesis draft and the final draft, and meets with the student to discuss any changes that may be necessary.
8. The committee signs a form that approves the thesis.
9. The student provides copies of the thesis, including copies of the form signed by the committee, to the Graduate Office, library, and advisor. The Graduate Office and advisor retain forms with original signatures.

Course Requirements

CORE COURSES.....		9 hours
CS 5003	Information Technologies	
STAT 5153	Statistical Analysis	
TECH 5153	Research Methods	

*Students without a previous course in statistics will be advised by their advisor to take an undergraduate statistics course prior to this graduate-level course.

AREA OF SPECIALIZATION24 hours

Select from Options A or B.

Option A. - Biology

Admission requirements

In addition to admission by the Graduate School, applicants for the Biology option must be approved by the Biological Sciences department. When the applicant is accepted by the Graduate School, the School will forward the student’s application to Biological Sciences for approval.

The applicant must request a committee of three faculty members (see above) who are willing to serve as the applicant’s advisory committee. One of the committee members will be the student’s advisor. The student and advisor will work out a degree plan of courses that will complete the requirements for the option, and this plan must be approved by the committee. The applicant may be required by the committee to complete some prerequisite courses.

Course Requirements

Thesis Option: Eighteen hours approved graduate coursework in Biological and/or Physical Sciences, plus thesis research to constitute six hours of Research (BIOL, BOT, CHEM, SCIE or ZOOL 5990).

Non-thesis option: Twenty-one hours of approved graduate coursework in the Biological Sciences and/or Physical Sciences and three hours of Special Studies (BIOL, BOT, CHEM, SCIE or ZOOL 5970).

Options completion requirements

Each student must pass an exit exam, at a level that is satisfactory to the student’s committee and in accordance with the general standards set by the MT Advisory Committee, in order to graduate. This is an individualized test constructed from a test bank of questions to be developed for this purpose. This test will be tailored to the specific courses that the student has taken. The student may retake the exam twice, and a different exam will be used each time, unless special circumstances require the committee to decide otherwise. This exam must be passed with adequate time (generally near the beginning of the final semester) to allow the student to apply for graduation.

Option B. - Information Technology

The applicant may be required by the advisor to complete some prerequisite courses.

Course Requirements

Core Courses

- One of the following:
 - Thesis Option: Eighteen hours of approved graduate coursework in Computer Information Systems approved by the student’s graduate committee and six hours of Research (CIS 5990).
 - Non-Thesis Option: Twenty-one hours of approved graduate coursework in Computer Information Systems approved by the student’s graduate committee and three hours of Special Studies (CIS 5970).

Total33 hours

CERTIFICATION

LICENSED PROFESSIONAL COUNSELOR

An individual interested in becoming a Licensed Professional Counselor (LPC) should consult a graduate advisor in the Department of Behavioral Sciences and the LPC Committee, Oklahoma Department of Health, for current requirements. Mail request for application packet to: Oklahoma State Department of Health, LPC Committee, 1000 N.E. 10th Street, Oklahoma City, OK, 73117-1299.

Administrative Certification

The requirements for a certificate for superintendent of schools and principal shall include:

Approved Program Certification [HB 1438 effective July 1, 2003]

- Master's degree,
- Passing score on the subject area competency examination,
- Completion of a graduate program in education administration meeting the professional education association standards specific to the profession.
- A minimum of two years' successful teaching, supervisory or administrative experience in public schools.
- Graduate Portfolio

Note: Please see specific graduate program admission requirements.

Reading Specialist Certification

The requirements for a certificate for reading specialist shall include:

Approved Program Certification

- Master's degree,
- Passing score on the subject area competency examination,
- Completion of a graduate program in Reading Specialist meeting the professional education association standards specific to the profession.
- Graduate Portfolio

Note: Please see specific graduate program admission requirements.

SCHOOL COUNSELING CERTIFICATION

The requirements for a certificate for school counseling shall include:

Approved Program Certification

- Master's degree,
- Passing score on the subject area competency examination,
- Completion of a graduate program in school counseling meeting the professional education association standards specific to the profession.
- Graduate Portfolio

Note: Please see specific graduate program admission requirements.

Oklahoma Law requires the OSBI and FBI criminal history records for licensure. The new Oklahoma State Board of Education rule applies to a person who has never held a license or certificate in Oklahoma. An example would be a person transferring certification from out-of-state.

Certificates are issued by the State Board of Education upon application by the individual and with the recommendation of the preparing institution. Southeastern Oklahoma State University's Certification Officer is responsible for making recommendations for certification. Completed applications should be mailed to the following address for recommendation to the State Department of Education:

Certification Officer
Office of Teacher Education Services
SE PMB 4135
Durant OK 74701-0609

Application forms for certification may be obtained from the State Department of Education's website www.sde.state.ok.us or the Office of Teacher Education Services, M106.

Information concerning specific certification programs is available from graduate advisors in the appropriate department, the Coordinator of the Master of Education Program, or the Certification Officer, M106.

The following administrative and specialist certification programs are available at Southeastern Oklahoma State University:

- **Administration, Elementary Principal** – Standard Certificate
- **Administration, Secondary Principal** – Standard Certificate
- **Administration, Superintendent** – Standard Certificate
- **Reading Specialist** – Standard Certificate

- **School Counselor** – Standard Certificate

All of these certificates require completion of a master's degree. For more information about these programs contact the Graduate Program Advisor, the Coordinator of the Master of Education Program, or the University's Certification Officer.

Specialized Programs and Projects

Academic Enrichment Programs

Post-Secondary Education Assistance Program

Post-Secondary Education

Preparatory Programs

Southeastern Oklahoma Enrichment Projects

Community Development Programs

Specialized Programs and Projects

One of the means by which Southeastern Oklahoma State University serves its student body and the region is by offering nontraditional programs that are short-term and long-range in nature. The programs are designed to meet those specific emergent needs in society which cannot be effectively met by traditional programs of education and service. These specialized programs have been developed to enable the University to provide more comprehensive services to its constituency.

The University operates academic enrichment programs, programs in continuing education, college preparatory programs, programs in community development, and projects which focus on the enrichment and economic development of Southeastern Oklahoma. Each of these is briefly described in succeeding paragraphs.

ACADEMIC ENRICHMENT PROGRAMS

Lectureship Programs

E.T. Dunlap Lectureship Program. Southeastern Oklahoma State University, in cooperation with the Oklahoma State Regents for Higher Education, hosts annually a lectureship program focusing on public policy and higher education. The program honors a distinguished scholar or outstanding public figure, who presents a lecture on public policy in higher education. The program is named for Dr. E. T. Dunlap who served as chancellor of Oklahoma higher education from 1961-82 and who received his baccalaureate degree from Southeastern in 1940. The program is financed through private donations and is supervised by a committee comprised of the Chancellor of the Oklahoma State Regents for Higher Education, the State Regents' chairman, and Dr. Dunlap.

Dr. Linnie Ruth Hall Lectureship for Entrepreneurial and Business Issues. This was Southeastern's first endowed lectureship, established in 1987 to honor Dr. Linnie Ruth Hall, an instructor in the School of Business for 27 years. Dr. Hall was deeply loved by the Southeastern family and greatly admired by the business and academic communities of the southwest. The primary intent was to enable Southeastern students and others to learn first-hand from role model individuals who have demonstrated values, ethics, and integrity, through contributions to business disciplines, business acumen and success.

Massey Family Lectureship in Business and Public Policy. Created in 1994 with a gift from John Massey, a 1960 graduate of Southeastern and a Distinguished Alumnus, this lectureship was developed to point out the important alliance which must be forged between business and education. Mr. Massey served four years in the Oklahoma House of Representatives and six years in the State Senate before retiring to a full-time business career. He serves as a member and past chair of the Oklahoma State Regents for Higher Education

Julian J. Rothbaum Distinguished Lecture in Public Affairs. Established in 1999 by Julian J. Rothbaum of Tulsa, Oklahoma, this lectureship will bring to the Southeastern campus recognized authorities to address major issues of public affairs at the national, state, and local level. Lectures may include outstanding figures in government, academia, the media, non-profit organizations, or the private sector.

Don W. Sands Lectureship in Business. This lectureship was established by Mr. Don W. Sand, a native of Durant now residing in Duluth, Georgia. He is the President and CEO emeritus of Gold Kist, Inc. Mr. Sands is a 1949 Southeastern graduate and was honored in 1987 as a Distinguished Alumnus.

Sullivan Family Lectureship in Business. This lectureship was established in 1999 by Mr. Reggie Sullivan to honor his parents, Mr. and Mrs. Wise Sullivan. Mr. Sullivan is a graduate of Southeastern and served as the chair of the 1999 S.A.I.L. Campaign in support of the Southeastern Alumni Association.

Honors Program

The Southeastern Honors Program, built on the foundation of the Parsons Scholars Program, has a long and honorable tradition that goes back to 1978, when David L. Parsons, a 1928 Southeastern alumnus, endowed the Parsons Scholars scholarship.

Today, the Southeastern Honors Program is committed to the ongoing growth and development of a culturally diverse and academically talented group of honors students. With a focus on educational excellence as well as cultural and technological literacy, the program challenges high caliber students with special talents and outstanding academic abilities to develop local and global awareness and to achieve their full potential.

Students selected for the program will receive an academic scholarship to attend Southeastern Oklahoma State University. Honors students take specially designed honors courses and offer their services to the academic and local communities. Honors students enroll in honors sections of liberal arts courses as a part of their general education curriculum, and they may receive honors credit by contract in any of the major fields available at Southeastern. Honors students serve the Honors Program by participating in the Honors Advisory Council and other honors events; they serve the university and the community through volunteer activities throughout the school year.

Scholarship Eligibility Requirements

- ACT composite of 25 or SAT of 1130 or higher, from a National Test Date.

- Letter of recommendation from a high school faculty member or administrator demonstrating knowledge of the student's character, accomplishments, and potential.
- An original, typed, single-spaced, one page letter addressed to the Southeastern Faculty, outlining student qualifications, including academic achievements (GPA, ACT, etc.), leadership activities, and community service. Students will also explain why they will be an asset to the honors community at Southeastern. PLEASE NOTE: Since the letter will be evaluated on its own merit, without supporting documents, it should comprehensively and accurately present all student achievements.
- Approved application for admission to Southeastern Oklahoma State University.
- 7 semester transcript required by Honors Day.
- Participation in interviews and events scheduled for Honors Day.

For additional information, please contact the Honors Program, University Center, Room 221, (580) 745-2771 or e-mail SE_honors@SE.edu.

POSTSECONDARY EDUCATION ASSISTANCE PROGRAMS

Student Support Services

Student Support Services is a federally funded program which provides tutoring, counseling, academic advisement, workshops, cultural experiences, career exploration, graduate school planning and academic accommodations for low-income, first generation students and students with disabilities. Objectives include encouraging and assisting students to reach academic and personal goals by helping students stay in, and graduate from college. All services are free to those who meet the guidelines as specified by the United States Department of Education.

Additional information may be obtained by contacting the Student Support Services main office: Student Union, Suite 204, phone (580) 745-2254, or TDD 745-2704; fax (580) 745-7470; e-mail sdodson@SE.edu or visit the program webpage: www.SE.edu/sss

POSTSECONDARY EDUCATION PREPARTORY PROGRAMS

Texoma Educational Talent Search

Southeastern Oklahoma State University is the sponsoring institution for the United States Department of Education funded Texoma Educational Talent Search Program. Area junior and senior high school students receive assistance each year from educational information counselors who serve those students interested in continuing or reentering the educational process.

Services include career counseling, ACT and/or SAT preparation and registration assistance, information on colleges and technical schools, help with identifying and applying for adequate financial aid, assistance in meeting admission requirements, and individual and group counseling with student and parent. These services are available to public schools, educationally oriented groups, and individual students at no expense to those who meet the economic and academic guidelines of the funding agency.

Additional information may be obtained from the program website: www.SE.edu/talentsearch or the Director, Kris Simpson: phone (580) 745-2420; fax (580) 745-7453; e-mail ksimpson@SE.edu

Educational Opportunity Center (EOC)

The Southeastern Educational Opportunity Center is funded through the United States Department of Education and is one of the programs identified as "TRIO" programs. The EOC Program was first funded at Southeastern in September of 1991. The purpose of the program is to promote postsecondary education by providing information and counseling on educational and career opportunities and available financial aid options to eligible adults in eleven counties.

The EOC staff works out of a central campus-based office and five satellite offices in the target area. The staff helps adults, who wish to continue their education, select and apply to schools suited to their abilities and career interests. They also provide assistance with identifying grants and loans to help pay for educational expenses, and help with the completion of admissions and financial aid applications. Self help and skill building services are also provided.

Additional information may be obtained from the director, Ms. Teriki Hicks: phone (580) 745-2268; fax (580) 745-7403; e-mail thicks@SE.edu or by visiting the program website: www.SE.edu/eoc

Upward Bound

The goal of the Upward Bound program is to encourage more students from under-represented backgrounds to pursue postsecondary education. Students qualify for program

assistance on the basis of economic and/or first-generation educational status. Southeastern is fortunate to have two Upward Bound projects: the SE Upward Bound Project, funded since 1966, and Texoma Upward Bound, funded since 1999. The SE Upward Bound project serves target high schools in Atoka, Bryan, Choctaw, McCurtain, Marshall, and Pushmataha counties. Carter and Love counties in Oklahoma and Grayson county in Texas are now served by the Texoma Upward Bound program at Southeastern Oklahoma State University.

Upward Bound is designated to serve high school freshmen, sophomores, juniors, and seniors. During each summer, a six to eight week education enrichment program is conducted on the Southeastern campus for approximately 150 students. The program focuses on student needs in the academic, social, and cultural areas. A student normally participates in the program during the three summer periods following the completion of the ninth through eleventh grades. Upon graduation from high school, the student can qualify as a "bridge" student and return to the university campus to enroll in eight hours of college courses during the summer term. Academic year follow-ups include activities designed to assist students in their academic studies and help keep students motivated and working toward their educational goals.

The Upward Bound Program is funded by the U.S. Department of Education. Additional information may be obtained from the Director of the program, Mr. Larry Dresser, in Hallie McKinny Hall, Room 108; phone (580) 745-2914; fax (580) 745-7481; e-mail ldresser@SE.edu

Upward Bound Math/Science Center

The SE Upward Bound Math/Science Program is a program funded through the U.S. Department of Education for motivated high school freshmen & sophomores with an interest in pursuing careers in math and science. Students, who meet federal eligibility guidelines, are provided with the opportunity to enhance their education and prepare for college and ultimately a career in math or science through a simulated summer college going experience.

The summer program offers a challenging daily schedule for two to six weeks. All the classes, speakers, activities, mentoring experiences, and field trips are designed to enhance the education, social, and cultural awareness of each participant to better prepare them for the completion of a college degree in a math or science field. The students receive college credit during their fourth year of participation.

The academic year program provides career and academic counseling, tutoring, ACT/SAT preparation, financial aid workshops, social and cultural activities, and campus seminars.

Students are selected for the four-year program from the target area schools in southeastern Oklahoma and north Texas.

The Upward Bound Program is funded by the U.S. Department of Education.

Additional information may be obtained from the Director of the program, Mr. Larry Dresser, in Hallie McKinny Hall, Room 108; phone (580) 745-2914; fax (580) 745-7481; e-mail ldresser@SE.edu

SOUTHEASTERN OKLAHOMA ENRICHMENT PROGRAMS

BioScience Research Area

In 1975, the Corps of Engineers (COE) made a long-term agreement with Southeastern Oklahoma State University to set aside a tract of land for an outdoor classroom. Dr. James Lester in the Department of Biological Sciences negotiated with Otis Higgenbotham and Cliff Hayes at the Texoma Project for a 460-acre tract that was not in the COE grazing program. This area is located between the Johnson Creek Recreational Area and the Roosevelt Bridge adjacent to and north of U.S. Hwy. 70, about 11 miles west of the campus and Durant, Oklahoma. It is surrounded on three sides by Lake Texoma and Hwy. 70 on the south.

The area is covered by a mix of hardwoods and open areas of grasses and forbs typical of Southeastern Oklahoma. Before construction of the lake, part of the area had been cultivated and the vegetation on these areas are typical of old fields. Spring burning is used to remove unwanted plant growth and the spread of woody species.

Since 1975, numerous classroom research projects involving hundreds of students have used the BioScience Area for ecological studies. It is also used by many of the special programs that occur on campus such as the Math and Science Academy and the Oklahoma Academy of Science.

Center for Leadership and Entrepreneurship

The Center for Leadership, Entrepreneurship, and Graduate Studies is a program of the School of Business. The purpose of the Center is to offer academic undergraduate courses in the area of leadership studies that lead to a degree in Leadership. The Center also offers comprehensive leadership opportunities through entrepreneurship and small business consulting. The Center serves as a learning resource and educational outreach program in support of leadership development, entrepreneurship, and graduate studies.

Cooperative Education Program

The Department of Biological Sciences has cooperative agreements with the U.S. Corps of Engineers, Natural Resources Conservation Service, Oklahoma Department of Wildlife Conservation, and U.S. Fish and Wildlife Service. Students selected for the programs are full-time juniors, seniors, and graduates who want to make a career in government service.

Students in the program alternate semesters of full-time work with all regular benefits with semesters of full-time academics. Upon completion of the co-op agreement and graduation, students typically are given full-time employment with the government agency.

Additional information may be obtained from the campus coordinator for co-op programs in the Department of Biological Sciences: Dr. Tim Patton, (580) 745-2284; e-mail tpatton@SE.edu.

Oklahoma Small Business Development Center

Southeastern Oklahoma State University established the Oklahoma Small Business Development Center (OSBDC) in 1984 and serves as the lead school in a consortium of the six regional universities. The office of the State Director is located on the campus of Southeastern with subcenters at Northeastern State University, Northwestern Oklahoma State University, Southwestern Oklahoma State University, East Central University, and the University of Central Oklahoma. Satellite centers are located at Langston University; in Enid, in Lawton, in Poteau, in Tulsa, and in Miami; and a Procurement Specialty Center at Rose State College in Midwest City.

The primary function of the OSBDC is to assist the small business community by providing one-on-one personal counseling and business related workshops, seminars, and conferences. The OSBDC is equipped to advise small businesses through feasibility studies, financial analysis, management audits, market studies, business management consulting and training, as well as specialized services that include international trade services, capital formation advisory services, technical services, and economic and business data analysis services.

The Oklahoma Small Business Development Center is a capable and qualified service available to aid any small business which, in turn, will better the entire small business community.

Southeastern Oklahoma Center for Regional Economic Development

The Southeastern Oklahoma **Center for Regional Economic Development (CRED)** serves as a resource to the business and industry community in southeastern Oklahoma. The **CRED's** focus is retaining businesses in the area by ensuring a trained workforce to meet the changing needs of business within the region. The **CRED** also works with rural communities to provide strategic and community based planning; provide training to community leaders and their constituents; and serves as a link from the communities to higher education.

The Center for Regional Economic Development received a federal grant from the Economic Development Administration (EDA). The EDA University Center Program provides annual funding to higher-education institutions throughout the U.S. to

support local and regional economic development. Our purpose is to improve the economies and economic development capacity throughout the state, with emphasis on economically distressed communities. It leverages staff, students, facilities, research capabilities, and other resources of partnering institutions.

The CRED EDA University Center grant focuses on two primary programs; a student mentoring program focused on aligning our partners in manufacturing and industry with local High Schools; and Phase III of the Texoma Regional Consortium, a two-state regional economic and workforce project. Additional information can be found on the web at www.SE.edu/cred or by contacting the Southeastern Oklahoma Center for Regional Economic Development at P.O. Box 4076, Durant, OK 74701-0609; (580) 745-2046 or fax: (580) 745-7510.

The Herbarium

The Herbarium at Southeastern Oklahoma State University was established by Dr. John Taylor in the fall of 1969. In 1974, it was designated a National Resource Collection. Presently, there are just over 75,000 sheets on deposit in the Herbarium. The main collection is comprised of Oklahoma vascular plant specimens. It also contains specimens from every state of the United States and 20 other countries. The Herbarium contains specimens of the complete Oklahoma flora including rare plants. Southeastern Oklahoma and the Asteraceae Family are best represented. Information on the exchange program and six-month loans may be obtained from Dr. Stan Rice, Department of Biological Sciences, Southeastern Oklahoma State University, Durant, OK 74701-0609; e-mail srice@SE.edu.

Volunteer Internship Program

This program allows students to gain experience by working part-time for one or more of the cooperating government agencies and private foundations participating in the program. The student must be a major or minor in the Biological Sciences and must work at least 40 documented hours for one of the agencies to get one hour of upper-division credit. A maximum of two hours of credit can be obtained in this program, unless approved by Dr. Tim Patton (program coordinator). No more than one hour of credit will be permitted at a job site unless approved in advance by Dr. Patton.

Permission to participate in this program must be obtained from Dr. Tim Patton in the Department of Biological Sciences prior to contact with the cooperating agency. To get upper-division college credit the student must enroll in CONS 4971. Additional information may be obtained by contacting Dr. Tim Patton, (580) 745-2284; e-mail tpatton@SE.edu.

Continuing Education

The Office of Continuing Education strives to meet the learning needs of Southeastern's service community beyond the traditional classroom by providing meaningful, accessible, lifelong learning opportunities through a variety of programs, activities, and seminars.

The Continuing Education program supports the institutional mission of the University by responding to the needs, expectations, and diversity of the University service area constituents through courses, workshops, and personal enrichment seminars. Courses offered are generally non-credit, although opportunities for credit may be facilitated for some programs.

Summer enrichment camps for youth are offered in a significant variety of subject areas, horsemanship, art, aquatics, and Kids' Academy programming. Continuing Education organizes, administers, and operates the summer programming in cooperation with various academic departments on campus as well as area educators.

Professional education opportunities, through the acquisition of continuing education units for counselors, teachers, and other professional groups, are available through Continuing Education programming. Professional skills' training is available for organizations and businesses as well.

Additional information may be obtained by contacting the Office of Continuing Education at (580) 745-2871.

Course Descriptions

Course Descriptions

AIRFRAME AND POWERPLANT (AP)

1002 INTRODUCTION TO A&P TOOLS & EQUIPMENT. General purpose tool usage, basics of precision measurement; aircraft hardware and basic aircraft structures.

1032 PRINCIPLES OF A&P. Aircraft maintenance methods, federal aviation regulations and aircraft records.

1062 AIRCRAFT TECHNOLOGY AND SERVICING. Nomenclature of aircraft, servicing, towing, and mooring of aircraft.

1091 SHEET METAL & METAL FABRICATION. Aircraft welding, basic fabrication of steel structures. Airframe repair principles and selection of sheet metal fasteners and structural materials.

2112 POWERPLANT ELECTRICAL FUNDAMENTALS. Aircraft basic electrical systems, batteries, motors, generators and starters.

2121 AIRFRAME SERVICING & INSPECTION. Aircraft structures, wood and plastic construction and repair, finishing techniques using dopes, lacquers and epoxy materials.

2152 AIRFRAME & POWERPLANT SERVICING & INSPECTION. Preventative maintenance, 100 hour and annual inspection procedures.

2182 AIRCRAFT TECHNOLOGY. Aircraft control systems, aerodynamics, and aircraft drawing interpretation.

3182 AIRCRAFT HYDRAULIC SYSTEMS. Basic hydraulic principles, servicing, inspection and maintenance of hydraulic and pneumatic systems.

3212 AIRCRAFT ELECTRICAL SYSTEMS. Aircraft lighting systems, alternating current systems and power generation and distribution.

3241 POWERPLANT SYSTEMS. Aircraft lubrication systems, theory construction and maintenance of propellers, rotors, induction and exhaust systems.

3272 PHYSICS OF RECIPROCATING POWERPLANTS. Theory, construction and maintenance of aircraft reciprocating engines.

3302 PHYSICS OF GAS TURBINE POWERPLANTS. Inspection and maintenance of gas turbine engines and accessories.

3332 FLUID MECHANICS & FUEL SCHEDULING. Fuel injection systems, float and pressure carburetor operation and construction.

3362 APPLICATION OF ELEC & ELECTRONIC PRINCIPLES. High and low tension ignition systems, magneto, spark plugs, igniters, generator and starter overhaul and testing.

3393 MAINTENANCE SUPERVISOR. A study of FAA repair stations; PMA; STC, including aircraft, engine and supplies purchasing. (Prerequisite: Airframe and Powerplant Certificate or departmental approval)

3422 SPECIAL SLIDE RULE. Weight and balance theory and application, proper run-up procedures and ground handling techniques.

4453 INSPECTION AUTHORIZATION. Requirements for the inspection authorization, aircraft maintenance systems and inspection procedures. (Prerequisite: Airframe and Powerplant Certificate or departmental approval)

4514 TECHNICAL LAB PROBLEMS. Aircraft shop management, airport relations, employee training, self employment, aircraft sales and financing. (Prerequisite: departmental approval)

4980 SEMINAR. Topic announced by department.

ACCOUNTING (ACCT)

2103 FUNDAMENTALS OF FINANCIAL ACCOUNTING. An introduction to financial accounting including developing, analyzing, and interpreting financial statements.

2203 FUNDAMENTALS OF MANAGERIAL ACCOUNTING. An introduction to management accounting and organizational performance measurements such as basic costing and capital budgeting. (Prerequisite: ACCT 2103)

3113 INTERMEDIATE ACCOUNTING I. Financial accounting theory and methodology including the conceptual framework of generally accepted accounting principles. Basic coverage of financial statement structure and detailed coverage of assets (Prerequisite: ACCT 2203)

3213 INTERMEDIATE ACCOUNTING II. Continuation of Intermediate Accounting II. Liabilities, equity, pensions, leases, revenue recognition, earnings per share, disclosure, and other select financial accounting theory and methodology topics. (Prerequisite: ACCT 3113 with a grade of C or better)

3313 INCOME TAX ACCOUNTING I. An introduction to basic income tax law and accounting requirements as they relate to individuals and sole proprietors. This would include income and deduction issues, filing requirements, and research. (Prerequisite: ACCT 2203)

3343 SOFTWARE FOR ACCOUNTANTS. The use of spread sheets, databases, and many specialized software packages are the tools for accountants. This course will teach students the accounting uses of common software such as Excel, Lotus as well as specialized software used in accounting. The course will be team taught. (Prerequisite: ACCT 2203)

3513 COST ACCOUNTING. Cost management theory and practices: product costing, organizational planning and control, performance measurement, cost-volume-profit analysis, and managerial decision making. (Prerequisite: ACCT 2203) Previously listed as MANAGERIAL COST ACCOUNTING

3613 ADVANCED MANAGERIAL ACCOUNTING. Managerial cost control, capital budgeting, organizational performance, joint and process costing, cost analysis techniques, cost management practices. (Prerequisites: ACCT 3513 with a grade of C or better)

3713 GOVERNMENTAL ACCOUNTING. Accounting and financial reporting standards for governmental and not-for-profit organizations including fund accounting for state and local governments. (Prerequisite: ACCT 2203)

4113 ADVANCED ACCOUNTING. Consolidated statements, segments, interim reporting, bankruptcy and reorganization, translation of foreign currency. (Prerequisite: ACCT 3213 with a grade of C or better)

4243 ACCOUNTING RESEARCH. Research is an integral part of the financial, tax, and auditing fields of accounting. This course will introduce students to research methods and resources, including methods of communicating research findings. (Prerequisites: ACCT 2203 and junior standing)

4413 INCOME TAX ACCOUNTING II. A continuation in the study of income tax law with emphasis on business entities. The major topics consist of income tax requirements for corporations, partnerships, and limited liability companies. The course also covers tax research, and a basic introduction to unified estate and gift statutes. (Prerequisites: ACCT 3113 and ACCT 3313 with a grade of C or better) Previously listed as ACCT 3413

4613 FORENSIC ACCOUNTING AND INTERNAL AUDITING. Two major issues for corporate accountants of their auditors are forensic accounting and internal auditing. This course provides a survey of the major subject matters to enhance the student's knowledge of the problems and practices used within corporations. (Prerequisites: Junior standing and ACCT 3113 with a grade of C or better)

4713 ACCOUNTING INFORMATION SYSTEMS. An introduction to AIS design methodology including accounting information flow, the transaction cycles, internal control, and auditing. The course focuses on automated information systems. (Prerequisite: ACCT 3214)

4813 AUDITING. Principles and procedures followed by a certified public accountant to render an opinion concerning fairness of audited financial statements. (Prerequisite: ACCT 3213 and ACCT 4713)

4913 ACCOUNTING THEORY. Theory of accounting, how it has developed, and relationship of accounting theory to accounting and business practice. (Prerequisite: ACCT 3223)

4950 ACCOUNTING INTERNSHIP. Supervised professional-level accounting assignment with a business firm, government agency, or non-profit organization. (Prerequisites: 30 hours in major including business core, permission of department)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor.

4970 SPECIAL STUDIES. Individualized project selected in consultation with professor.

4980 SEMINAR. Small group study of topic announced by department.

4990 RESEARCH. Independent investigation designed in consultation with the professor.

5233 ACCOUNTING FOR MANAGERS. The primary emphasis of this course is on management's use of accounting information to manage the resources of a complex organization. The course focuses on three major areas: fundamentals of cost systems; managerial decision making; and managerial planning and performance evaluation.

5243 ACCOUNTING CONTROLS FOR MANAGERS. Advanced strategies for exploring and establishing general and accounting controls and for accounting related decision making from the perspective

of the auditor, the banker, or the company manager. The course makes extensive use of the case method.

ART (ART)

1003 #ART AND VISUAL COMMUNICATION. A variety of media, techniques, and processes are presented. These are presented in terms of the contribution they make in aesthetic expression. The study of significant people, movements and culturally related ideas is included. Previously listed as Fundamentals of Art

1103 #ART APPRECIATION. The study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places is stressed.

1213 DRAWING I. Perception of line, form and shape, and spatial relationships is developed through work in a variety of monochromatic media. Students will work with still life objects and the human figure with emphasis upon composition of the pictureplane, linear perspective and light effect on mass and space

1413 CERAMICS I. An introduction to clay utilizing basic materials and techniques used in handbuilding and on the potter's wheel.

2013 #2-D DESIGN. Studio instruction in basic design through projects and exercises in fundamental form and space concepts. Control of proportion, scale, and design relationships; development of problem formulation and sound basis for value judgments. Release of student's potential creative capacities is the prime concern.

2023 #3-D DESIGN. A study of basic elements and principles of 3-D design, theory, and their application to specific art problems.

2103 #ART AND WORLD CULTURES. This is an introductory course designed to acquaint the student with the art and architecture of Asia, Africa, Oceania, Islam, and the Americas.

2113 #ART HISTORY SURVEY I. A general survey of painting, sculpture, architecture, and minor arts from prehistoric times through the Renaissance, surveying Western Europe and American painting

2313 PAINTING I. The design elements applied to painting with emphasis on color mixing, formal composition, and execution. Students will work with water-based media to explore the possibilities in painting with different mediums, techniques and styles including transparent watercolor painting. (Prerequisite: ART 1213 or 2013)

2333 COMPUTER GRAPHICS I. A survey course designed to build a foundation in design theories and concepts to foster student creativity. The course will introduce tools in computer graphics, including software, production and reproduction technologies. Discussions will cover both creative and efficient application of digital tools and techniques. Students will complete project assignments utilizing a variety of computer graphic applications. (Prerequisite: ART 1213, ART 2013, CIS 1003 or BIM 1553)

2633 WEB PAGE DESIGN I. An introduction to basic concepts to design a website including content, navigation, graphics, and overall design using current graphical interface software such as Frontpage, Flash, Dreamweaver. Attention will be given to good design elements and principles in laying out effective web pages. Students will be required to maintain a personal website.

2903 DIGITAL IMAGING I. An introduction to the critique and creation of digital images using image editing and/or image manipulation software. Readings will explore issues concerning the digital image and graphic design for the internet as well as printed graphic media. Topics include scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Students will be expected to use graphics software and create WWW pages to complete design assignments. Outside lab hours are required to complete assigned projects. (Prerequisites: Core and CIS 1003 or BIM 1553) Previously listed as DIGITAL PHOTOGRAPHY AND ILLUSTRATION

3013 #COMIC BOOK ART AND AMERICAN CULTURE. This course examines the American comic book and graphic novel as cultural artifact, aesthetic object and as contemporary narrative art form. It will survey the history of serial art and examine how comic book artists use visual forms and literacy elements to create narrative content against the backdrop of contemporary aesthetic theories of the creative process. Students will analyze in depth the formal style, narrative structure and audience demographics of a contemporary graphic novel.

3033 COMPUTER GRAPHICS II. Various aspects of graphic, commercial, and advertising concepts are examined in relation to design foundations presented in ART 1213, 2013, and 2023. Computer graphic application programs are utilized to create graphic designs incorporating lettering, digital imagery, and image manipulation. Outside lab hours are required to complete assigned projects (Prerequisites: Core and CIS 1003 and BIM 1553)

3083 #ISSUES IN AESTHETICS AND CRITICISM. This course addresses the issues of interpretation and evaluation in art by studying a variety of models of inquiry.

3103 #SURVEY OF NATIVE NORTH AMERICAN ART. This course surveys Native North American art from prehistoric artifacts to present day artworks. Major regional areas of study include the arts of the Eastern Woodlands, Great Plains, Northwest Coast, Southwest, and Mexico. Study focuses upon artworks within their historical and social context and the aesthetic, cultural, and symbolic meanings of traditional and contemporary North American Indian art.

3123 #COLOR THEORY. This class is an introduction to basic color theory, its historical background, and its application in two-dimensional design and painting. Students are required to complete studio assignments outside of class. (Prerequisites: ART 1213, ART 2013)

3133 #ART HISTORY SURVEY II. An examination of the art world from the end of the Renaissance to the present, emphasizing the intrinsic qualities of the work as well as the relationship of art to its cultural context

3213 DRAWING II. This course continues the development of a student's understanding of the concepts of drawing with attention given to demonstrating understanding of good composition. Emphasis will be given to use of colored media as students continue to develop skills from a variety of environmental subjects as well as the human figure (Prerequisite: ART 1213)

3313 #HISTORY AND THEORY OF DESIGN. This course explores the historical and theoretical components of design from the Industrial Revolution to the present day. Products, furniture, textiles, packaging, advertising, typography, graphics, communications, and industrial design will be studied in terms of their historical development and their translation and application within contemporary concepts of design in various professional fields.

3323 PAINTING II. A continuation of ART 2313, with emphasis on further refinement and elaboration of painting techniques and skills. (Prerequisite: all core courses)

3423 CERAMICS II. An expansion of ART 1413 with an emphasis on developing additional skills in ceramic design and construction using hand and/or potter's wheel. (Prerequisite: ART 1413)

3433 SCULPTURE I. Introduction to 3-D form in sculpture and to the two concepts of sculpture: free standing and sculpture-in-the-round. (Prerequisite: ART 2023)

3503 ART IN THE ELEMENTARY CLASSROOM. Presents teaching methods and procedures appropriate to the public elementary school. Course is designed to aid future teachers to teach art lessons with confidence and competence in a self-contained public classroom. Previously listed as Arts and Crafts

3523 CERAMICS III. A continuation of ART 3423 in developing a body of work and exploration of more advanced building and firing techniques. Students will present a proposal for an area of concentration and will learn how to and be responsible for firing various types of kilns. (Prerequisite: ART 3423)

3623 CERAMICS IV. A continuation of Ceramics III in developing a body of work and exploration of more advanced building and firing techniques. Students will present a proposal for an area of research and will research and develop glaze formulas as well as firing all kilns (Prerequisite: ART 3523)

3633 WEB PAGE DESIGN II. Continuation of Web Page Design I to create advanced professional web sites/pages using various graphics interface software and hardware. Students will maintain a multi-page website. (Prerequisite: ART 2633)

3903 DIGITAL IMAGING II. Digital Imaging II is a course designed to further explore methods and techniques used in creating and altering digital images. Instruction will be explored through projects and exercises using digital imaging equipment (camera) and digital editing software (Photoshop). This course will cover basic to advanced digital imaging editing skills helping you to create dynamic digital art for the web and print media.

4203 DRAWING III. This course continues the development of students' understanding of the concepts of drawing. While attention is given to the utilization of the concepts of good composition, students will select, in consultation with the instructor, a particular subject matter area they wish to research and pursue. Students will choose suitable media in which to work. (Prerequisite: ART 1213 and 3213) Previously listed as ART 3233

4213 PRINTMAKING I. A variety of printmaking techniques, such as serigraphy, woodcut, and intaglio are explored. (Prerequisite: core courses)

4223 PRINTMAKING II. A continued exploration into the printmaking medium, allowing individuals the opportunity to refine the techniques presented in ART 4213. (Prerequisite: ART 4213)

4333 PAINTING III. A continuation of ART 3323, with emphasis on the human figure. (Prerequisite: ART 3323)

4343 PAINTING IV. A continuation of ART 4333, with emphasis on student experimentation and exploration of selected painting media. (Prerequisite: ART 4333)

4443 SCULPTURE II. Students will continue working with the four primary technical methods for producing sculpture. There will be at least three to four projects using one or more techniques in producing 3-D sculpture. (Prerequisite: ART 3433)

4513 APPLIED GRAPHIC DESIGN (CAPSTONE). More involved problems of design in development of a capstone portfolio for graduating seniors (Prerequisite: all previous major requirements)

4773 METHODS & MEDIA IN ART. Includes comprehensive organizational and instructional techniques, strategies, and materials for development and delivery of art lessons related to appropriate developmental levels K-12. (Will not count toward a major or minor in Art.) (Prerequisite: admission to Teacher Education)

4950 INTERNSHIP. On the job experience in practical applications. Student will be expected to secure a source/location that must be approved by department

4960 DIRECTED READING. Topic is assigned by the Faculty, student and Department Chair.

4970 SPECIAL STUDIES. Content is determined by the Faculty, student and Department Chair to provide additional strength or to remove deficiencies.

4980 SEMINAR. Content is determined by the Faculty, student and Department Chair to provide a specialized learning experience in a group situation.

AVIATION (AVIA)

1004 PRIMARY GROUND INSTRUCTION. A fundamental study of the technical subject matter necessary to operate safely as a Private Pilot. Subject matter includes but is not limited to basic aerodynamics and aircraft performance, aviation regulations, cross-country flight planning, basic meteorology, aeromedical factors, and aeronautical decision-making.

1041 PRIVATE FLYING. A basic flight course that focuses on the knowledge and skills required to exercise the privileges and responsibilities of a Private Pilot. Course content includes but is not limited to airport operations, takeoff and landings, navigation, and slow flight and stalls. Additionally, students will become proficient in night operations, emergency operations, and safety procedures.

2061 GENERAL AVIATION. Individualized, introductory flight course with subject matter to include, but is not limited to; Knowledge of Federal Regulations, aerodynamics, performance calculations, aircraft system operations, navigational techniques and aids, physiological and weather considerations. The level of knowledge will correspond with the students' FAA issued pilot certificate (Permission required)

2083 COMMERCIAL PERFORMANCE & REGULATIONS. An intermediate study of the technical subject matter necessary to safely operate as a Commercial Pilot. Subject matter includes, but is not limited to, a working knowledge of Federal Regulations to include: Parts 1,43,61,71,91,97,103,119,135,141,830; aerodynamics; performance calculations; and aircraft system operations for single engine high performance complex airplanes. (Permission required) Previously listed as Advanced Ground Instruction I

2113 AVIATION MANAGEMENT. An introduction to the techniques of developing a public airport and the study of the major functions of airport management including creation of master plan-

ning documents, economic, and social impact, and environmental concerns or restrictions.

2334 PHYSICS OF AIRCRAFT POWERPLANTS. This course is an introduction to the theory of maintenance and operation of turbine and piston aircraft engines, for pilots. The lab portion will include hands on experience in the operation, disassembly, inspection, overhaul and testing of both piston and turbine engines. In addition theory of aircraft propeller systems will be introduced.

3003 AVIATION METEOROLOGY. A study of the atmosphere and factors affecting weather systems. Also includes pilot weather services, including weather reports, weather forecasts, and weather maps. (Prerequisite AVIA 1004)

3023 AIR TRAFFIC CONTROL. An extensive overview of the Air Traffic Control system within which both pilots and aviation managers will operate including the terminology of the system. (Prerequisite: AVIA 3284)

3103 RESEARCH OF CORPORATE FLIGHT DEPARTMENT. The student will develop insights into the workings of the corporate flight department and how it interfaces with the rest of the corporation. Extensive on-site research and correspondence.

3113 AVIATION LEGAL PROBLEMS. To acquaint students pursuing aviation careers with the complex legal and regulatory responsibilities to be confronted, analyzed and resolved in a rapidly changing environment.

3123 COMMERCIAL OPERATIONS. A continuation of AVIA 2083. A study of the technical subject matter necessary to safely operate as a Commercial Pilot. Subject matter includes, but is not limited to; a working knowledge of navigational planning, to include, dead reckoning, pilotage and navigational aid operations; physiological and weather considerations; Federal Regulations, aerodynamics; performance calculations; and aircraft system operations. (Permission required) Previously listed as Advanced Ground Instruction II

3133 AVIATION ADMINISTRATION. This course exposes the career oriented student to administrative and regulatory requirements and skills necessary to function in industry as mid-level managers. Case studies will be reviewed and analyzed.

3143 AVIATION HISTORY. A study of early aviation pioneers and their achievements and the rapid advancements in aviation technology up to present day achievements.

3152 FUNDAMENTALS OF FLIGHT INSTRUCTION. This course is a study of the fundamentals of flight instruction involving educational principles of the learning and teaching process, communication, teaching methods, critiquing, evaluating, and planning instructional activity. (Block class with current enrollment in AVIA 3202, Permission required)

3164 COMMERCIAL FLYING. An intermediate flight course focusing on the knowledge and skills that are required to exercise the privileges and responsibilities of a Commercial Pilot. Course content includes but is not limited to emergency operations, safety procedures, slow flight and stalls, cross-country training into high-density airspace, and flight training in complex and high performance aircraft. Additionally commercial pilot applicants will become proficient in performance maneuvers such as eights on pylons, lazy eights, and chandelles. (Permission required)

3173 AVIATION SAFETY. A basic mid-curriculum class which will provide students with a working knowledge of airport, aviation flight, and ground safety. This course will enhance leadership potential of current aviation students and provide knowledge in the areas of law, medicine, business, and societal issues dealing with aviation and airport safety.

3202 FLIGHT INSTRUCTOR GROUND INSTRUCTION. Students will plan and present individual oriented instructional activity aimed toward the use of effective teaching learned in AVIA 3152. Key topics include, course of training, blocks of learning, training syllabus, developing and presenting lesson plans. The mastery of the following subjects matter to include, but is not limited to; Federal Regulations, aerodynamics, performance calculations, aircraft system operations, navigational techniques, Private and Commercial flight maneuvers, physiological and weather considerations (Permission required)

3213 CORPORATE INTERNSHIP. Designed to expose the student with workings of the corporate flight department and permit hands-on experience with flight planning, ground transportation, scheduling, catering, dispatching and other duties and responsibilities confronting the corporate pilot or mechanic. Time will be spent on site with various flight departments throughout the country.

3223 ADVANCED TURBINE AIRCRAFT. Puts the student into the cockpit, either simulated or actual, placing added workload and decision-making situations in the path of success. Cockpit Resource Management concepts will be emphasized.

3233 ADVANCED AIRCRAFT SYSTEMS. This course is designed to familiarize the student with advanced aircraft systems of modern turbojet aircraft in the air transport category. Basic knowledge of electrical, hydraulic, pneumatic, and jet engine powerplant systems are covered. Instruction is presented similar to an airline ground-training program, which stresses the operational knowledge required of a pilot. The focus is on a Boeing 737 NG aircraft (Prerequisites: AVIA 1041, AVIA 2083 and AVIA 3123)

3241 FLIGHT INSTRUCTOR FLYING. A comprehensive flight course concentrating on the knowledge and skills required to operate safely as a Certified Flight Instructor. Includes performance and analysis of training procedures and maneuvers such as stalls from various configurations; spin entry and recovery techniques; preparations of lesson plans; evaluations of student flight performance; effective preflight and post flight instruction; analysis and correction of common student pilot flight errors; and flight instructor responsibilities. (Permission required)

3284 INSTRUMENT GROUND INSTRUCTION. A comprehensive study of the technical subject matter necessary to operate safely as an instrument rated pilot within a complex airspace system. In addition to an analysis of departure, en route, and arrival procedures, including both precision and non-precision instrument approach procedures, students will gain insight into technical subjects such as advanced navigation methods, IFR emergency procedures, and aircraft systems related to IFR flight. (Permission required)

3293 AVIATION TRANSPORTATION. A study of the air transportation industry with a thorough knowledge of the organizational matrix, management responsibilities, and functional characteristics of international, major, national, and regional air carriers.

3321 INSTRUMENT FLYING. An advanced flight course focusing on the knowledge and skill that are required to operate safely as an instrument rated pilot. The course offers an extensive training schedule centered on basic attitude flying and navigation. Additionally, flight training includes IFR cross-country procedures that culminate

with ILS, GPS, or a variety of other instrument approach procedures. (Permission required)

3334 ADVANCED AERODYNAMICS. This course is designed to prepare the student to understand and apply aerodynamics principles as they relate to advanced high performance aircraft. (Prereq. MATH 2143 and PHYS 1114)

3362 INSTRUMENT FLIGHT INSTRUCTOR GROUND INSTRUCTION. A comprehensive classroom study of the technical subject matter and teaching methods associated with preparing pilots for the knowledge portion of the instrument rating practical exam. (Permission required)

3401 INSTRUMENT FLIGHT INSTRUCTOR FLYING. A flight course that focuses on the knowledge and skills required to operate safely as Certified Flight Instructor with instrument privileges. The course's focal point is an in-depth study of effective teaching methods associated with instrument flight training and the analysis and correction of common student errors. (Permission required)

3451 INTRODUCTION TO ADVANCED TECHNOLOGY AIRCRAFT. This course is designed to provide the professional pilot majors the necessary knowledge to transfer from legacy technology to current commercial cockpit design. This course will be an overview of advanced technology cockpit design and will incorporate the Garmin G1000 cockpit display.

3503 INTEGRATION OF FLIGHT MGMT TECH & COMMERCIAL OPERATION. This course is designed to provide professional pilot majors with an introduction and working knowledge of commercial flight operations incorporating the Boeing 737 Flight Management Systems. It also provides an in-depth study of FAA 14 CFR parts 121 and 135 commercial operations.

4413 NATIONAL AND INTERNATIONAL OPERATIONS. Prepares students to conduct complex national and international trip planning. (Prerequisite: BIM 1553) (Must be taken in residence)

4444 SECOND OFFICER-FLIGHT ENGINEER WRIT TEST CERTIFICATE I. Sixty (60) hours classroom instruction. Preparation for FAA Flight Engineer Basic written examination.

4485 SECOND OFFICER-FLIGHT ENGINEER WRIT TEST CERT II. One hundred seventy-five (175) hours classroom instruction. Preparation for FAA Flight Engineer Turbojet written examination.

4524 SECOND OFFICER-FLIGHT CERTIFICATE. Ten (10) hours of Boeing 727 loggable F.E. simulator time plus other considerations.

4562 MULTIENGINE GROUND INSTRUCTION. Theory of multiengine airplane operation including the ground instruction necessary for preparation for the FAA multiengine rating. covers transition to multiengine aircraft, multiengine aircraft systems, operational considerations, and emergency procedures. (Permission required)

4601 MULTIENGINE FLYING. An advanced flight course that focuses on the safe operation of high performance multiengine aircraft. A significant portion of this course will center on flight in a failed engine condition by introducing students to Vmc demonstrations and single engine flight in various drag configurations. Additionally, students will be exposed to procedures associated with engine failures during and immediately following takeoff, cruise flight, and during landings. (Permission required)

4613 AVIATION MANAGEMENT INTERNSHIP. A supervised professional level work experience to expose the student to management practices in the aviation industry. (Prerequisite: Junior standing)

4621 MULTIENGINE FLIGHT INSTRUCTOR GROUND INSTRUCTION. Principles and methodology of teaching multiengine flight. Including the ground instruction required to prepare for the FAA Flight Instructor-Airplane Multiengine rating. Covers teaching methods for transition to multiengine aircraft, multiengine aircraft systems, operational considerations, and emergency procedures. (Permission required)

4631 MULTIENGINE FLIGHT INSTRUCTOR FLYING. A flight course intended to prepare the certified flight instructor for the additional responsibilities of teaching in a multiengine aircraft. In addition to the effective performance and analysis of multiengine procedures, this course prepares students to anticipate and avert common training mishaps associated with the idiosyncrasies of multiengine flight training. (Permission required)

4643 PHYSIOLOGY. A study of the physical and mental effects of flight as related to aircrew personnel performance and passenger comfort/behavior.

4651 ADVANCED CREW COORDINATION. Flight instruction emphasizing crew coordination, crew resource management, command-response checklist procedure, and functioning as a flight crew in the corporate flight environment. (Prerequisite: AVIA 4601)

4663 CONTEMPORARY TOPICS IN AVIATION. A detailed analysis of current issues facing management in various segments of the aviation industry. The social and economic impact that the aviation industry has on the U.S. and world economy is investigated in detail. Application of previously learned concepts are applied to real world and time sensitive case studies to develop a deeper understanding of current and forecast problems in aviation. (Prerequisites: Senior standing)

4674 CREW RESOURCE MANAGEMENT. This course is designed to be a senior capstone achievement, which will require the pilot student to utilize all previous training and education to demonstrate good Crew Resource Management (CRM) skills in a commercial two-pilot cockpit environment. Line Oriented Flight Training (LOFT) will allow the student to demonstrate the CRM skills of a captain and co-pilot. Students will research and analyze human performance related to various major accidents. (Prerequisites: permission required)

4703 AIRLINE TRANSPORT PILOT GROUND INSTRUCTION. Seventy-five (75) hours classroom instruction. Preparation for FAA Airline Transport Pilot written examination. (Prerequisite: departmental approval)

4801 AIRLINE TRANSPORT PILOT FLYING. A minimum of 25 hours dual instruction. Preparation for FAA Airline Transport Pilot flight test. (Prerequisite: AVIA 4703)

4970 SPECIAL STUDIES. Individualized project selected in consultation with professor.

4980 SEMINAR. Small group study of topic announced by department.

5103 AEROSPACE SAFETY PROGRAM DEVELOPMENT. This course is designed to provide the essential elements critical to the development, identification, and implementation of an aerospace safety program. Critical measures are discussed and emphasized

as integral elements of a comprehensive safety program with focus on identification and prevention of unique safety problems in aerospace. Interaction between national and state government, corporate, and local regulations will be examined in detail supplemented with pertinent case studies.

5153 AIRCRAFT ACCIDENT INVESTIGATION. This course is designed to examine the critical analysis of selected aircraft accidents and an evaluation of causal factors. Particular emphasis is placed in the study of human factors connected with flight and crew activities in aerospace operations. Interactions and cooperative agreements between international, national and state government, corporate, and local jurisdictions will be examined in detail supplemented with pertinent case studies. Field investigation techniques, laboratory techniques for accident reconstruction, analysis of cockpit voice recorders, flight data recorders, and air traffic control radar and voice tapes will be examined.

5203 LEGAL AND ETHICAL ISSUES IN AEROSPACE. This course addresses legal questions in the field of aviation and ethical factors involved therein. Current issues will be used as the medium for study of the legal and moral concepts that influence developments in both national and international air law. U.S. government and ICAO publication, aviation case reports, air law journals and international aviation treaties will be used as legal support materials. Legal and ethical considerations directly challenging the aviation professional will be addressed through case studies.

5213 AEROSPACE ECONOMICS AND FISCAL CONTROL. The major areas of emphasis of this course are the role of government, union and management relations, airline integration, centralized scheduling, flight and crew operations center structures, and crew management. The course will also examine the integration of all the areas of fiscal impact to include advertising, customer relations, maintenance coordination, compute code share, calculate air seat mile and the impact of the profit/loss.

5223 AEROSPACE HAZARD CONTROL AND ANALYSIS. This course examine the modern aerospace work environment from a safety and health point of view. Hazard control of the various substances used in, on and around the airport property, as well as the substances used and carried on aircraft will be reviewed with respect to the proper handling, disposal and emergency procedures. A comprehensive review and understanding of EPA and OSHA policies and procedures is a fundamental tenet of this course.

5233 LOGISTICAL STRATEGIES IN AEROSPACE ADMINISTRATION. This course is designed to acquaint the student with the modern requirements for application of Logistics as a Strategy for success in Aviation and Aerospace Administration. The course covers the various applications of Logistics in the Department of Defense and the Commercial Aviation sectors. The course focuses on the various strategies for the successful support of Aviation and Aerospace operations in all phases of the logistic process from acquisition through distribution, sustainment, and disposition. Contemporary topics, such as workforce diversity, and the application of lean manufacturing to distribution, logistics, and supply chain management programs are included in the curriculum.

5303 MNGT AND ADMINISTRATION OF AEROSPACE CONTRACTS. The focus of this course is the comprehensive analysis of the procurement process and the various contractual relationships in the aerospace industry. This course also provides a detailed review of the laws and right governing the contractual process from design through product delivery and material maturity.

5313 AEROSPACE FINANCE. A lecture, discussion and hands-on introduction to economic concepts involved in aviation economic decision analysis. Student application will include performing a Benefits-Cost-Analysis, which will develop techniques for defining and measuring relevant economic units for comparison. This course will introduce students to real world cost modeling business applications using Microsoft Excel. Each student team member will also gain practical hands-on experience in financial decision making as a member of the board for a simulated regional airline. Student teams will compete during the semester modifying regional airlines financial obligations and evaluating the results through interpolation of quarterly reports.

5323 AIRPORT OPERATIONS. This course addresses operational requirements, responsibilities, and management approaches relevant to major U.S. and international commercial service airports. Both FAA & ICAO standards and methods will be studied in detail for topics such as airport licensing, air side operations, and land side operations, operational safety, coordination of maintenance and construction, aviation security, and disaster preparedness.

5333 AEROSPACE MARKETING. This course focuses on the fundamental skills of aerospace marketing used by executives in complex, formal organizations. Wherever possible, special emphasis will be placed on the aviation industry. The various functions, aspects and characteristics of aerospace marketing will be reviewed in the context of today's organizational environment and students will be asked to identify the skills that must be applied to planning a marketing strategy that solves the day-to-day challenges in a company or organization.

5343 IMPLEMENTING LOGISTICS: ACQUISITION & PROGRAM MNGT. This course is designed to give the student experience in the practical applications of the implementation of systems acquisition process. The course will cover the various policies and philosophies used by the Department of Defense (DoD) and commercial industry to provide for program management within each phase of the systems acquisition process. This course will utilize a team building concept and require that students participate in case study evaluations of various acquisition strategies.

5423 APPLICATIONS IN CREW RESOURCE MANAGEMENT. This course will focus on problems and solutions in decision making and communication unique to aerospace operations. This course will examine methods to improve effective crew management utilizing the common concepts of Crew Resource Management (CRM) as developed by major air carriers and explore the theoretical basis of such training. Topics such as supervision of crewmembers, counseling, accountability and role management will be studied. Each student will assist in the development of a CRM program.

5513 QUANTITATIVE ANALYSIS OF AEROSPACE DATA FOR ADMIN. This course will introduce the student to concepts, methods and an assortment of quantitative management tools available to the Aerospace Manager. This course emphasizes an applied approach providing a practical understanding of: project management, product design, project control, learning curve theory, critical path analysis and break-even analysis. This course will introduce students to real world statistical business applications using Microsoft Excel.

5523 RESEARCH METHODS IN AEROSPACE. Concepts and methods of the scientific research process within the context of business and management. The course emphasizes an applied approach providing a thorough understanding of the nature and scope of business research. Student application will include developing and presenting a five chapter Graduate Research Study. Study format will include: Chapter One: Introduction; Chapter Two: Review of the Literature; Chapter Three: Procedures; Chapter Four: Findings and Chapter

Five: Summary and Conclusion. This course will introduce students to real world statistical business applications using Microsoft Excel.

5533 COMMUNICATION IN AEROSPACE MANAGEMENT. This course focuses on the fundamental skills of business communications used in complex, formal organizations. Wherever possible, special emphasis will be placed on the aviation industry. The various functions, aspects and characteristics of business communications will be reviewed in the context of today's organizational environment and students will be asked to identify the skills that must be applied to planning a communications strategy that solves the day-to-day challenges in a company or organization. A wide array of teaching methods will be used, including textbook and outside readings, student presentations, instructor presentations, outside speakers, group discussion, case studies, and audio-visuals.

5543 SYSTEMS ENGINEERING APPLICATIONS FOR LOGISTICS. This course will cover the process in Logistics referred to as Systems Engineering (SE). The Systems Engineering processes covered in this course consist of a rigorous and interdisciplinary set of interactive activities that are designed to support the full life cycle of any product. Students will learn the principles and techniques that are involved in the SE processes that fully integrate cost, scheduling, and performance into the rationale and methodologies that support all necessary management decisions, often referred to as process inputs and outputs.

5613 THE ETHICS OF DECISION MAKING-MANAGING CONSEQUENCE. Courses in ethics and ethical-centered decision making exist within most engineering, law, business and medical schools, but very little is done specifically to prepare the aerospace professional for their role in decision-making. This course seeks to create a high awareness on the part of aviation and space professionals with regard to their potential impact on these issues and give them skills to effectively deal with such critical problems.

5950 GRADUATE INTERNSHIP IN AEROSPACE. The graduate internship is an aerospace course that is an academic and professional activity that is coordinated by the university between aerospace related organizations and the student. An internship in aerospace provides the student with an opportunity to extend their academic endeavors through the applications of theories and philosophies studied in the classroom to specific activities.

5960 DIRECTED READINGS IN AEROSPACE. This course provides an opportunity to augment or develop specialized areas in the aerospace curriculum as determined by the instructor. Students may elect to perform a special, directed analysis and or independent study in an area of particular interest. A detailed proposal of the project must be developed and presented to the instructor for approval.

5980 SEMINAR IN AEROSPACE TRENDS. The seminar in aerospace trends is designed to provide individual and group research projects into contemporary issues confronting aerospace administrators. The dynamics of this course require the students present their findings to a group of their peers in a formal academic environment.

BIOLOGY (BIOL)

1114 #GENERAL BIOLOGY. An introduction to the unifying principles of biology. The methods of science will be illustrated in the study of the chemistry of life, cell structure and function, energy, genetics, development, evolution, and ecology. With laboratory.

1133 #BASIC NUTRITION. Fundamental principles of human nutrition for all ages. (Will not satisfy general education requirements in Biological Sciences.)

1143 MEDICAL TERMINOLOGY. Introduction to terms used to describe parts of the body, and to learn the meaning of words used to denote signs and symptoms of diseased conditions, diagnostic and surgical procedures, as well as treatments used. (Cannot be used in a major or minor within the department.) Previously listed as BIOL 2663

1404 #PRINCIPLES OF BIOLOGY I. An introductory course for the biological sciences which covers the scientific method, cell chemistry and metabolism, molecular genetics, and Mendelian genetics. With laboratory

1504 #PRINCIPLES OF BIOLOGY II. An introductory course for the biological sciences which covers the kingdoms of living organisms, plant and animal physiology, population genetics, evolution, and ecology. With laboratory (Prerequisite: BIOL 1404)

2114 #INTRODUCTORY MICROBIOLOGY. The study of microorganisms including their anatomy, metabolism, and genetics. The course will also stress medical microbiology including microbial diseases and the body's response to pathogens. With laboratory. (Prerequisite: BIOL 1404)

2203 #NATURE STUDY. Identification, life histories, ecological relationships of local plants and animals. With laboratory. (For Elementary and Secondary Education majors)(Prerequisite: BIOL 1114 or BIOL 1404)

3404 #GENETICS. Study of basic principles of genetics of bacteria, plants, and animals. With laboratory. (Prerequisites: BIOL 1504 or BOT 2114 and ZOOL 2114) Previously listed as BIOL 3403

3414 #ECOLOGY. The relations of plant and animal populations to themselves and environment. With laboratory. (Prerequisite: BIOL 1504 or BOT 2114 and ZOOL 2114) Previously listed as BIOL 4414

3614 #HUMAN PHYSIOLOGY. A study of the functions of the human organ systems. The biochemical and metabolic processes involved in homeostasis are examined at the cellular, histological, and systemic levels. With laboratory. (Prerequisite: BIOL 1404)

3624 #HUMAN ANATOMY. A study of the structure of the human body at the developmental, cellular, histological and gross levels. With laboratory. (Prerequisite: BIOL 1404)

3702 #HISTORY OF BIOLOGY. Historical development of biological theories, principles, and methods. (Prerequisites: BIOL 1504 or BOT 2114 & ZOOL 2114)

3814 #CELL AND MOLECULAR BIOLOGY. With laboratory. Study of eukaryotic cell structure and function covering the areas of cellular biochemistry, physiology, metabolism, gene regulation, and the cell cycle. (Prerequisites: BIOL 3404) Previously listed as BIOL 3014

3913 BIostatistics. A course designed to familiarize students with statistical tests used by researchers to summarize and analyze biological data, such as Chi2, Paired t, student's t, Regression Analysis, and Analysis of Variance. (Prerequisite: MATH 1513 or higher) Previously listed as BIOL 4914

4115 #MICROBIOLOGY. The study of microorganisms and their interactions with mankind and the environment. With laboratory. (Prerequisite: BIOL 2114) Previously listed as General Microbiology

4124 MOLECULAR GENETICS. A study of gene organization and control of gene expression in prokaryotes and eukaryotes, emphasizing applications in modern biotechnology, and the genetic and biochemical techniques involved in manipulating and assaying gene expression. Integrated lab and lecture format. (Same as CHEM 4124) (Prerequisites: CHEM 3053, CHEM 3062, BIOL 2114, BIOL 3814 and BIOL 3404; recommended co-requisite: CHEM 4115 or departmental approval.)

4193 #METABOLISM. The study of molecular and subcellular events involved in the process of metabolism and bioenergetics. (Same as CHEM 4193) (Prerequisite or Corequisite: CHEM 4115)

4303 #EVOLUTION. Historical development of evolutionary concept; origin of life, species, and higher taxons; evolutionary mechanisms; genetic variation, natural selection, and population genetics. (Prerequisites: BIOL 3404) Previously listed as BIOL 3303

4314 #IMMUNOLOGY. A study of the molecular and cellular mechanisms of immunity. Lab required. (Same as CHEM 4314) (Prerequisite: BIOL 2114)

4423 #DEVELOPMENTAL BIOLOGY. The study of the processes and events involved in differentiation and development from gametogenesis through the embryonic and fetal periods. The human is used as the primary model organism. Developmental disorders are also examined. (Prerequisite or corequisite: BIOL 3624)

4434 #HISTOLOGY. A study of the primary tissues and the cellular and tissue morphology of the human organ systems. Histological alterations in disease states are also examined. With laboratory. (Prerequisite or corequisite: BIOL 3624)

4642 BIOETHICS. This course examines the principles, concepts, and applications of bioethics. Historical, current, and future bioethical issues will be examined. (Prerequisite: BIOL 1114 or BIOL 1404.)

4653 HUMAN DISEASE. The study of diagnostic techniques, basic disease processes, and the pathophysiology of the major organ-related diseases. (Prerequisite: BIOL 2114 and BIOL 3614)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: 20 hours of biological science and permission)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 20 hours of Biological Sciences)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

5113 RECOMBINANT DNA METHODS. Course examines theoretical background in Recombinant DNA Technology and provides opportunities for students to obtain laboratory experience in recombinant DNA technology. (Prerequisites: 30 semester hours of undergraduate biological and/or physical sciences. (Same as CHEM

5113) Previously listed as CHEM 3113

5124 MOLECULAR GENETICS. A study of gene organization and control of gene expression in prokaryotes and eukaryotes, emphasizing applications in modern biotechnology, and the genetic and biochemical techniques involved in manipulating and assaying gene expression. Integrated lab and lecture format. (Prerequisites: CHEM 3053, CHEM 3062, BIOL 2114, BIOL 3814 and BIOL 3404; recommended co-requisite: CHEM 4115 or departmental approval)

5303 EVOLUTION. Historical development of evolutionary theory; genetic variation in populations; natural selection and other evolution mechanisms; origin of life and history of life on Earth; relevance of evolution to medical science and conservation. Includes research paper.

5314 IMMUNOLOGY. A study of the molecular and cellular mechanisms of immunity. Lab required. (Prerequisite: BIOL 2114)

5423 DEVELOPMENTAL BIOLOGY. The study of the processes and events involved in differentiation and development from gametogenesis through the embryonic and fetal periods. The human is used as the primary model organism. Developmental disorders are also examined. (Prerequisite or corequisite: BIOL 3624)

5434 HISTOLOGY. A study of the primary tissues and the cellular and tissue morphology of the human organ systems. Histological alterations in disease states are also examined. With laboratory. (Prerequisite or BIOL 3624)

5553 POPULATION BIOLOGY. Principles and theories of the structure and dynamics of natural populations including their ecological, genetic, and evolutionary organization. (Prerequisite: B.S. or B.A. in Biology, Conservation, or related field)

5653 HUMAN DISEASE. The study of diagnostic techniques, basic disease processes, and the pathophysiology of the major organ-related diseases. (Prerequisite: BIOL 2114, BIOL 3614 and BIOL 3624)

5920 PROBLEMS IN BIOLOGY. (Prerequisite: 15 hours of biological science and permission)

5940 ADVANCED GENERAL BIOLOGY. (Prerequisite: 15 hours of biological science and permission)

5960 DIRECTED READINGS. (Prerequisite: 15 hours of biological science and permission)

5970 SPECIAL STUDIES. (Prerequisite: 15 hours of biological science and permission)

5980 SEMINAR. (Prerequisite: 15 hours of biological science and permission)

5990 RESEARCH. Independent investigation designed in consultation with the professor. Limited to a maximum of six credit hours. (Prerequisite: 20 hours of Biological Sciences and permission)

BOTANY (BOT)

2114 #GENERAL BOTANY. The major concepts of botany, illustrated by the living plant. With laboratory. (Prerequisite: BIOL 1404) Previously listed as BOT 1115

3213 #PLANT DIVERSITY. Designed to familiarize students

with plant terminology, family characteristics, identification skills, and distribution in Oklahoma, and to instill an appreciation for plant diversity and values. (Prerequisite: BOT 2114)

3814 #PLANT MORPHOLOGY. Life cycles, structures, anatomy of representatives of plant kingdom. (Prerequisites: BOT 2114)

4212 #APPLIED SYSTEMATIC BOTANY. Use of dichotomous keys, collection of plants for use as herbarium specimens, plant research utilizing knowledge of plant diversity and evolution, and development of an appreciation for plant values (Prerequisite: BOT 3213)

4214 #SYSTEMATIC BOTANY. Classification and identification of local flowering plants, as herbarium preparation. With laboratory. (Prerequisites: BOT 2114)

4274 FOREST SYSTEMATICS. Identification, taxonomy, and distribution of trees, shrubs, and other important forest species of the United States. (Prerequisites: BOT 2114)

4844 ECOLOGICAL AND RANGE TECHNIQUES. An introduction to field techniques used by ecologist to construct biological inventories for most plant types. To support the measurement techniques used to inventory the vegetation, part of the course will be dedicated to the identification of the local flora and to some statistical techniques used in summarizing ecological data. (Prerequisite: BIOL 2114)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 20 hours of Biological Sciences)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

5214 SYSTEMATIC BOTANY. Classification and identification of local flowering plants, plant collection. Special project required. With laboratory.

5920 PROBLEMS IN BOTANY. Independent study designed in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 15 hours of biological science and permission)

5990 RESEARCH. Independent investigation designed in consultation with the professor. Limited to a maximum of six credit hours.

(Prerequisite: 20 hours of Biological Sciences and permission)

BUSINESS (BUS)

1133 INTRODUCTION TO BUSINESS. Survey of business activities covering principles, problems and practices related to economic enterprises. (Not open to junior and senior business majors.) Previously listed as MNGT 1133

2633 BUSINESS STATISTICS. Applies descriptive and inferential statistics to business and economic problems. Statistical distributions are used to conduct interval estimates and hypothesis tests. Empirical evidence of cause and effect relationships is investigated through simple two variable linear regression and correlation analysis. (Prerequisite: Math ACT 21 or higher or completion of college algebra (MATH 1513)) Previously listed as ECON 2633

3233 BUSINESS COMMUNICATIONS. The essential qualities of business writing. (Prerequisites: ENG 1113 and 1213) Previously listed as BIM 3233

3333 BUSINESS ETHICS. This course explores accounting, business and legal decision-making from an ethical perspective. It focuses on the business person as an ethical decision-maker and on the business as a socially moral agent. Case studies from the core-business disciplines as well as supplemental materials or assignment for the disciplines are used as learning materials (Prerequisites: junior standing and permission)

4123 INTERNATIONAL BUSINESS AND LAW. The course provides the student with an overview of International Business relations and the various legal systems that such relationships will operate within. Public law of international business will be analyzed with special emphasis on commercial sales contracts, various legal systems and disputes resolution, treatise and custom laws, export and foreign licensing, and environmental law. The course will also explore the private law concept of business transactions comparatively with the United States common and statutory law. Present current events happenings will be discussed and how such events will affect unilateral laws such as economic crisis, wars and other social events or upheavals. The course will also contain specific emphasis with the legal system and the business relationships involving Native Americans. (Prerequisites: Senior standing and permission)

4803 NATIVE AMERICAN BUSINESS. This course continues the coverage of management skills such as leadership, motivation, organizational dynamics, personnel, budgeting, community and economic development, strategic planning, program evaluation, and grant writing within a Native American community and sovereign governmental context. (Prerequisite: MNGT 3113)

4813 CONTEMPORARY ISSUES IN NATIVE AMERICAN LEADERSHIP. A study of the fundamental cultural, ethical and philosophical issues which are involved in Native American leadership. The course also includes an examination of the leadership styles of historical tribal leaders. (Prerequisite: MNGT 3113)

5113 RESEARCH METHODS. Concepts and methods of the scientific research process within the context of business and management. The course emphasizes an applied approach providing a thorough understanding of the nature and scope of business research. Previously listed as MNGT 5113

5253 DATA ANALYSIS FOR MANAGERS. Theory and application of statistical and quantitative techniques to various types of

business data. Emphasis is on the interpretation and use of data analysis results from a manager's perspective. Use of statistical computer software is an integral part of course. Both descriptive and inferential statistics are covered. Previously listed as MNGT 5253

5563 APPLIED BUSINESS PROJECTS. The course should be taken during the student's next-to-last or last semester, and is designed to integrate the functional areas of business at the graduate level. Numerous projects will be used to evaluate and develop the skills and competencies deemed important for MBA graduates.

BUSINESS INFORMATION MANAGEMENT (MNGT)

1553 BUSINESS COMPUTER APPLICATIONS. This course introduces the use of the computer in a business setting. Office applications, the use of the Internet, and searching online database are introduced and discussed. Applications included word processing, spreadsheet, database and graphics programs. Students will learn to use the applications to analyze and solve basic business problems

1563 DESKTOP DOCUMENT PRODUCTION. Preparation of documents using desktop publishing software.

2113 CAREER SEARCH. A study and evaluation of contemporary and developing careers in the business world. Students will focus their individual study on one or more specific careers of their interest.

2273 KEYBOARDING LETTERS & REPORTS. Emphasis on improving skills and preparing business-related documents. (Prerequisite: beginning keyboarding course with a minimum grade of C)

2313 DATABASE MANAGEMENT SYSTEMS. Mastery of an electronic database system in a business environment including planning, creating, managing, and manipulating a database.

3133 INTRODUCTION TO COMMUNICATIONS. Grammar and its application to verbal communications.

3173 WORD PROCESSING APPLICATIONS. Emphasis on office simulations which provide opportunity for decision making and setting priorities. (Prerequisite: BUSI 2273 or an intermediate keyboarding course with a minimum grade of C)

3183 BUSINESS INFORMATION MANAGEMENT. Examines business information systems theory and business applications. Topics include components of the life cycle, business information analysis, design and implementation. (Prerequisites: BIM 1553 and junior standing)

3353 INFORMATION RESOURCES MANAGEMENT. Application of systematic analysis and scientific control of business records from their creation through processing, maintenance, protection, and final disposition.

4253 INDUSTRY TRAINING AND DEVELOPMENT. Preparation of trainers to develop, deliver, and evaluate training programs in business and industry and other organizations. Oral and written communication skills and techniques for teaching the adult learner are emphasized.

4653 ORGANIZATIONAL SYSTEMS & TECHNOLOGIES. An overview of office systems within organizational and environmental

contexts. Improvement of productivity is stressed. Major technologies that support information creation, storage, retrieval, manipulation, and distribution are covered.

4763 TELECOMMUNICATIONS FOR MANAGERS. Overview of telecommunications in business information management. Topics include theory and management issues relative to telecommunications methods, data codes, protocols, network architectures, local area networks, communications media, hardware and software, including group systems software. An emphasis will be on the applications of telecommunications to facilitate the interchange of business information in many forms: voice, data, text, and image. (Prerequisites: BIM 3183)

4950 INTERNSHIP. Supervised professional level work assignment with a business firm, government agency, or nonprofit agency. (Prerequisites: ACCT 2203, FIN 3113, MKT 3233, MNGT 3143, and permission of instructor)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor.

4970 SPECIAL STUDIES. Individualized project selected in consultation with professor.

4980 SEMINAR. Small group study of topic announced by department.

4990 RESEARCH. Independent investigation designed in consultation with the professor.

5123 MANAGERIAL COMMUNICATIONS. A study of the procedures and methods of gathering and organizing data, interpreting and presenting decisions, facts and ideas. Written communication, oral communication, and multi-media presentation skills will be presented, as well as principles of negotiation and persuasion at a managerial or executive level.

5193 METHODS FOR TEACHING BUSINESS TECHNOLOGIES. Emphasis on teaching computer applications for the modern office; software packages, instructional units, objectives, standards, evaluation, research.

5293 PRINCIPLES OF VOCATIONAL BUSINESS EDUCATION. Organization and development of vocational programs in business; federally-aided high school programs.

5693 METHODS FOR TEACHING BUSINESS SUBJECTS. Problems, materials, and methods of teaching accounting, business communications, business math, economics, and general business.

5793 MANAGEMENT INFORMATION SYSTEMS. The role of information systems in organizations and managing in an Information Age. Topics include the design of information systems to support the organization's strategic plan, information resource management, structure of a management information system, human-machine information systems, and implementation issues.

5960 DIRECTED READINGS. Supervised reading of significant literature not included in regularly scheduled courses.

5970 SPECIAL STUDIES. Development of instructional materials and plans based on individual and group interests and needs.

5980 SEMINAR. Intensive study of selected problems in business education.

5990 RESEARCH. Intensive study, analysis, and evaluation of research in business education and related fields.

BUSINESS LAW (BLAW)

3123 #LEGAL ENVIRONMENT OF BUSINESS. This course will consist of three main units of instruction. The first unit will cover an introduction to legal theory, legal and deductive reasoning, constitutional law, administrative law, the court system, civil and criminal procedures, alternative dispute resolution, criminal law and the concepts of tort and strict liability. The second unit, will consist of the study of common law contract theory and an introduction of the Uniform Commercial Code. The basis elements of contract will be examined, along with remedies, statute of frauds and third party rights. The final unit will consist of the application of the property, bailments, agency, employment law, business structures, intellectual property, E-commerce, international law, and other topics. The concept of ethics and proper business conduct will be emphasized throughout the course. Previously listed as Basic Business Law

3133 LEADERSHIP ETHICS. A study of leadership in the context of self-governance, responsibility, adherence to principle, integrity, and constancy of purpose. The course specifically addresses how leaders build and maintain organizations which are guided by a sense of purpose, responsibility, and ideals. Two facets of the leader's role are emphasized: the leader as decision-maker, and the leader as an organization builder. (Junior standing required)

3223 COMMERCIAL LAW. This course will consist of the study of the Uniform Commercial Code, with special emphasis on sales of goods, commercial paper and negotiable instruments, secured transactions, bankruptcy and creditors rights, proprietorships, partnerships, corporations, antitrust law, and the laws effecting entrepreneurs. The concepts of ethics and proper business conduct will be emphasized throughout the course. (Prerequisite: BLAW 3123)

CHEMISTRY (CHEM)

1004 #CHEMICAL CONCEPTS. A one-semester course for students with a degree plan such as nursing that has a one-semester chemistry requirement. This course is also recommended for students who need additional preparation before either of the other two tracks of chemistry or for those who wish to use the study of chemistry to satisfy their general education requirement. It includes fundamental knowledge of inorganic chemistry; with laboratory (2hr/wk) (Prerequisite: Elementary high school algebra skills. It may not be used on any major or minor)

1114 #BASIC CHEMISTRY I. The first semester of chemistry for students with a degree plan that requires a broad foundation in chemistry. This course is the ideal entry point for students who will major in Environmental Sciences or Occupational Safety and Health, those who will minor in Chemistry or who need only one year of general chemistry. It includes nomenclature; stoichiometry, atomic structure, chemical bonding; solutions; gas laws and thermochemistry; with laboratory (2hr/wk) This course does NOT satisfy the prerequisite for CHEM 1415 Corequisite: MATH 1303 or higher or two units of high school algebra

1214 #BASIC CHEMISTRY II. The second semester of chemistry for students with a degree plan that requires a broad foundation in chemistry. It is a continuation of CHEM 1114 and includes equilibrium, kinetics, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry and nuclear chemistry; with laboratory. This course can be used as a prerequisite for CHEM 1415, CHEM

3015 or CHEM3025. This course does NOT satisfy the prerequisite for CHEM 3053/3062 or CHEM 3425. (Prerequisite: CHEM 1114)

1315 #GENERAL CHEMISTRY I. This first semester of study for students with a degree plan that requires algebra-based, in-depth of knowledge in chemistry. This course is the entry point for students who will major in Chemistry, Biotechnology, and Medical Science; for all students meeting general chemistry requirements for entrance into programs of advanced healthcare degrees and Chemistry minors. It includes nomenclature, atomic and molecular structure, stoichiometry, bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory (4hr/wk) Corequisite: one year of high school chemistry AND College Algebra, or ACT Math of 19 or better, or high school pre-calculus of equivalent

1415 #GENERAL CHEMISTRY II. The second semester of study for students with a degree plan that requires algebra-based, in-depth of knowledge in chemistry. It is a continuation of CHEM 1315 with emphasis on kinetics, equilibrium, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry, and nuclear chemistry; with laboratory (4hr/wk) This course satisfies the prerequisite for CHEM 3053/3062 and CHEM 3425. (Prerequisite: CHEM 1315)

2014 #ORGANIC CHEMISTRY/BIOCHEMISTRY. Terminal course for students whose major does not require additional chemistry courses, e.g., science education. This course is an introduction to organic chemistry and biochemistry and will not count toward a major or minor in chemistry but will count toward a minor in Chemical Sciences (Prerequisite: CHEM 1214 or 1415) Previously listed as Organic Chemistry

2024 INTRODUCTION TO ANALYTICAL METHODS. This course is designed to introduce the student to classical wet and modern instrumental analytical chemistry. The fundamentals of analytical statistics and its importance to data reliability will be discussed. The course will cover acid/base calculations, titrations, basic chemical equilibrium, atomic and molecular spectroscopic, chromatographic, and electroanalytical methods of analysis. Much of the laboratory experience will focus on modern methods of environmental analysis. This course will count toward a Chemistry or Chemical Sciences minor but will not count toward a Chemistry Major (Prerequisite: CHEM 1214 or 1415)

2112 #INTERMEDIATE INORGANIC CHEMISTRY. Periodic properties of the elements and the structures, properties, and reactions of their compounds. (Prerequisite: CHEM 1214 or 1415 or departmental approval)

3053 #ORGANIC CHEMISTRY I. Introductory course emphasizing structure and reaction mechanisms of aliphatic and aromatic compounds. (Prerequisite: CHEM 1415; corequisite: CHEM 3062)

3062 #ORGANIC CHEMISTRY I LABORATORY. Techniques such as purification/separation, physical characterization, reaction types, and synthesis of organic compounds. (Prerequisite or corequisite: CHEM 3053)

3153 #ORGANIC CHEMISTRY II. Continuation of CHEM 3053 with emphasis on other major classes of organic compounds. (Prerequisite: CHEM 3053; corequisite: CHEM 3162)

3162 #ORGANIC CHEMISTRY II LABORATORY. Multi-step syntheses and identification of organic compounds, including instrumental methods. (Prerequisite or corequisite: CHEM 3153)

3425 #CHEMICAL ANALYSIS. Introductory course including treatment of analytical data; chemical equilibria; volumetric measure-

ments; spectrophotometry; separations and electroanalytical methods, with laboratory. (Prerequisite: CHEM 1415)

3525 #INSTRUMENTAL ANALYSIS. Topics include basic electronics, computer control of chemical instrumentation, spectral, electrochemical and chromatographic methods of analysis, and laboratory automation, with laboratory. (Prerequisite: CHEM 3425)

3612 #RADIOACTIVITY & NUCLEAR MEASUREMENT. Study of nuclear disintegrations and properties of alpha, beta, and gamma radiation; with laboratory. (Prerequisite: PHYS 1214 or 2115 or CHEM 1415) (Same as PHYS 3612)

3644 CHEMICAL TECHNOLOGY. Survey of industrial processes; special experimental problems in technique development; with laboratory. (Prerequisites: CHEM 2014 or 3055, and CHEM 3425)

4055 #ADVANCED ORGANIC CHEMISTRY. Emphasizes recent developments in the field. With laboratory. (Prerequisite: CHEM 3153 and 3162)

4115 #BIOCHEMISTRY. The fundamental principles of chemistry applied to life processes, with laboratory. (Prerequisite: CHEM 2014 or CHEM 3053 and 3062)

4124 MOLECULAR GENETICS. A study of gene organization and control of gene expression in prokaryotes and eukaryotes, emphasizing applications in modern biotechnology, and the genetic and biochemical techniques involved in manipulating and assaying gene expression. Integrated lab and lecture format. (Same as BIOL 4124) (Prerequisites: CHEM 3053, CHEM 3062, BIOL 2114, BIOL 3814 and BIOL 3404; recommended co-requisite: CHEM 4115 or departmental approval.)

4193 #METABOLISM. The study of molecular and subcellular events involved in the process of metabolism and bioenergetics. (Same as BIOL 4193) (Sequel of CHEM 4115)

4215 #ADVANCED ANALYTICAL CHEMISTRY. Emphasizes recent developments in the field; with laboratory. (Prerequisite: CHEM 3425)

4314 #IMMUNOLOGY. A study of the molecular and cellular mechanisms of immunity. Lab required. (Same as BIOL 4314) (Prerequisite: BIOL 2114)

4333 #ADVANCED INORGANIC CHEMISTRY. Bonding models and reactions of inorganic, organometallic and coordination compounds. (Prerequisite: 20 hours of chemistry) Previously listed as CHEM 3333

4553 #PHYSICAL CHEMISTRY I. Introductory course in modern theoretical chemistry (Co-requisites: MATH 2315 or equivalent, and 18 hours of chemistry)

4562 #ADVANCED LABORATORY. Physical and spectroscopic measurement on chemical systems. (Prerequisites: Thirty (30) hours of chemistry or permission of department)

4653 #PHYSICAL CHEMISTRY II. A continuation of CHEM 4553. (Prerequisites: CHEM 4553 and MATH 2315, or department approval) Previously listed as CHEM 4655

4662 THERMODYNAMICS LABORATORY. Laboratory study of ideal gases laws, enthalpy, entropy, calorimetry, and other thermody-

dynamic concepts, including mathematical and instrumental methods.

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: department approval)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: department approval)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: department approval)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: departmental approval)

5113 RECOMBINANT DNA METHODS. Course examines theoretical background in Recombinant DNA Technology and provides opportunities for students to obtain laboratory experience in Recombinant DNA Technology. (Prerequisites: 30 semester hours of undergraduate biological and/or physical sciences. (Same as BIOL 5113) Previously listed as CHEM 3113)

5122 FUND INORGANIC CHEMISTRY. Study of advanced principles of inorganic chemistry.

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: departmental approval)

5970 SPECIAL STUDIES. Individual project selected in consultation with the professor. (Prerequisite: departmental approval)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: departmental approval)

5990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: departmental approval)

CHOCTAW (CHTW)

1513 #CHOCTAW LANGUAGE AND CULTURE. This course provides a basic introduction to Choctaw language and culture

1613 #CHOCTAW LANGUAGE AND CULTURE II. Intermediate Choctaw is a semester Language course intended for students who have successfully completed Choctaw I Beginning course.

1713 #CHOCTAW LANGUAGE AND CULTURE III. This course is a continuation of Choctaw II. Emphasis is on idiomatic language and more complicated syntax. By the end of the semester, students are expected to negotiate the meaning of basic printed materials; produce clear and coherent prose; communicate orally in appropriate language with proper stress and intonation; and analyze and interpret various forms of spoken communication. (Prerequisite: CHTW 1613)

1813 #CHOCTAW IV. A continuation of Choctaw Language and Culture III with special attention to its phonology, morphology, and syntax. Advanced conversational practice, literacy (Choctaw language, reading and writing emphasis), vocabulary building, history and culture of the Choctaw Nation are also emphasized. (Prerequisite: CHTW 1713)

COMMUNICATION (COMM)

1003 VOICE & DICTION. Trains the student to isolate and reproduce each sound in the English language. Uses practical situations to emphasize a more effective speaking voice.

1013 #SURVEY OF COMMUNICATION. This course will provide students the foundational principles that champion the communication studies discipline. More specifically, this course will survey theory and practice in the following areas: intrapersonal, interpersonal, organizational, group, media and ethics, and public communication.

1153 DESKTOP PRESENTATIONS. This course shows students how to combine creative thinking and the latest in electronic publishing devices to create media presentations. Previously listed as COMM 3153

1233 #INTERPERSONAL COMMUNICATION. Gives a thorough introduction to the field of interpersonal communication. Shows the student how to apply these principles to everyday interactions.

1553 #LISTENING. Introduces the student to techniques to be used in improving listening skills.

2113 WRITING FOR MASS COMMUNICATION I. Theory and practice of gathering, writing, and evaluating information for dissemination through mass communication channels, both print and electronic. (Prerequisite: minimal word processing skills)

2213 #BUSINESS & PROFESSIONAL SPEAKING. Students perform a variety of speeches and learn organization, research, structure and delivery techniques. Students learn conference techniques and interviewing skills.

2223 WRITING FOR MASS COMMUNICATION II. A continuation of COMM 2113 with emphasis on in-depth reports, coverage of complex news events and public issues. (Prerequisites: COMM 1013 and 2113, or permission of instructor)

2233 #FUNDAMENTALS OF ORAL INTERPRETATION. Focuses on the ability to transfer the author's meaning from the printed page to the audience's mind. Units on poetry, prose, and dramatic literature are included. (Same as THTR 2233)

2243 PUBLICATION PRODUCTION AND DESIGN. Fundamentals of publication design and layout as they apply to the production and editing of the University's student publications. Previously listed as Yearbook Production

2253 #SURVEY OF MASS MEDIA. An introductory survey of the role and history of mass media in modern society through an examination of the impact of books, magazines, newspapers, movies, radio, television, advertising, public relations, and the world wide web. Previously listed as COMM 3253

2563 #COMMUNICATION LEADERSHIP. This course introduces the communication concepts that are central to effective leadership. Additionally, this course examines competing perspectives concerning how leadership should be enacted in various communication environments. Previously listed as Parliamentary Procedure & Leadership (COMM 2562)

2573 AUDIO PRODUCTION. This is an introductory level course in audio production for both broadcast and non-broadcast applications. This course provides an overview of digital non-linear editing and radio station operations. The theories, tools, techniques, and regulatory controls of audio production are examined. Students are required to complete laboratory activities for this course. Previously listed as Fundamentals of Broadcasting I

2583 PRINCIPLES OF PUBLIC RELATIONS. This is the beginning course in the public relations program and is designed to teach students through the use of media and problem solving techniques to offer solutions to public relations problems.

3113 #COMMUNICATION THEORY. This course surveys basic theories of communication and introduces beginning research methods. (Prerequisites: COMM 1013; or permission of instructor)

3123 #NONVERBAL COMMUNICATION. This course identifies the major areas of nonverbal communication and the current terminology used in the field. Relevant connections of nonverbal to other areas of communication will be presented. Previously listed as COMM 3123

3223 EDITING IN PRINT MEDIA. Theory and practice in editing, copy writing, layout and design of print media publications with emphasis on newspapers. (Prerequisites: COMM 1013 and 2113, or permission of instructor)

3233 FEATURE WRITING. Techniques of feature writing, writing leads and structuring and polishing the feature story of the unusual or dramatic situation, determining news values and writing different types of stories. (Prerequisites: COMM 2113 or permission of instructor)

3243 EDITORIAL WRITING. A study of the entire process of creating an editorial page--from the editorial conference to the letters column where readers have their say. A study of views and open expression to preconceptions and prejudices. (Prerequisites: COMM 2113 or permission of instructor)

3273 HEALTH COMMUNICATION. This course focuses on the role of communication in shaping professional health care messages and public acceptance of these messages. The course provides instruction of the development and use of health-related and care-related messages and media; the goals and strategies of health care promotion; relationships, roles, situations, and social structures within the context of health maintenance and promotion; and applications to disease prevention, health advocacy and communications concerning treatments.

3283 PHOTOJOURNALISM. Study of photography in journalism, practices of newspaper and magazine photojournalism, news value and photos, photo ethics instruction in black and white film use and darkroom techniques, camera and lens selection, available light photography. Previously listed as Principles of Visual Journalism

3313 #GREAT SPEECHES OF THE 20TH CENTURY. A study of 20th Century public discourse on the ideas and issues of politics, gender, culture and history of the United States. This study includes presidential, civil rights, and women's movement rhetoric. This course emphasizes the rhetoric of liberalism and conservatism. Includes a comprehensive study of great American speeches. (Prerequisite: COMM 2213 or permission of instructor) Previously listed as Public Address

3323 #GROUP DISCUSSION. Includes how groups are formed, why they are formed, how leadership develops and what leads to the dissolution of groups. Previously listed as COMM 3473

3453 #POLITICAL COMMUNICATION. An investigation of the processes political candidates and the mass media employ to generate and disseminate political narratives. This course considers the impact of the mass media, especially television, on political power and consciousness in the United States. Particular emphasis on political campaigning. Previously listed as Rhetoric and Politics

3463 #THEORIES OF PERSUASION. This course introduces the theory and practice of persuasive communication. Students will enhance message-construction skills as well as critical thinking skills. This study emphasizes interpersonal influence, group leadership and power, negotiation strategies, political communication and propaganda. (Prerequisite: COMM 2213 or permission of instructor)

3513 #PRINCIPLES OF FAMILY COMMUNICATION. This course is designed to introduce students to the basic concepts and theories regarding communication patterns in family settings, such as power and control, parent-child communication, sibling communication, and communication roles in the family. The course will also examine the history of and changing nature of communication in the family. Students will be challenged to understand, critique, and apply theories of family communication.

3543 #ARGUMENTATION AND ADVOCACY. A study of theory, research and practice in developing and presenting arguments on public policy and legal issues. This course emphasizes reasoning skills and sound communicative strategies. (Prerequisite: COMM 2213 or permission of instructor) Previously listed as Argumentation and Debate

3553 BROADCAST ANNOUNCING. This is a course in both theory and practice of broadcast announcing. Designed to familiarize students with the requirements of a variety of broadcast announcing situations. Students are required to complete laboratory requirements for this course. (Prerequisite: COMM 2573 or permission of instructor) Previously listed as Radio and Television Announcing

3573 VIDEO PRODUCTION. This is an introductory level course in video production for both broadcast and non-broadcast applications. This course provides an overview of digital non-linear editing, video, composition, and field production. Students are required to complete laboratory activities for this course. (Prerequisite: COMM 2573 or permission of the instructor). Previously listed as Fundamentals of Broadcasting

3583 PUBLIC RELATIONS CASE STUDIES. This course shows students how to use the case study approach to offer solutions to public relations problems.

3663 BROADCAST AND CABLE PROGRAMMING. Theories and strategies of program selection, scheduling and evaluation for broadcast stations and cable television systems. Audience psychology and principles of audience analysis. Examination of methods for determining characteristics of greatest program appeal to a desired audience. Examination of program types, ratings, and program selection. (Prerequisites: COMM 2573 and COMM 3573 or permission of the instructor) Previously listed as Programming for Media

3753 #INTRAPERSONAL COMMUNICATION. This course provides students with materials, suggestions, and explorations for using concepts learned about human communication. The student will develop a vocabulary, define own terms, and find those concepts that are real to them. (Prerequisite: COMM 1233 or permission of instructor)

3773 ADVERTISING COPYWRITING AND DESIGN. The student will explore the creative process of copywriting and advertising design. Previously listed as Media Advertising

3783 BROADCAST NEWSWRITING. Introduction to the various styles of writing news and non-news material for presentation on radio, television, and cable. Familiarize students with the structure and function of broadcast journalism. Examines theoretical and practical

aspects of broadcast journalism. Students are required to complete laboratory activities for this course. (Prerequisite: COMM 2573 or permission of instructor)

3883 ORGANIZATIONAL COMMUNICATION. The role of the person in the organization will be emphasized. Understanding the role of communication in the world of work is a high priority in industry today.

3893 COMMUNICATION CAMPAIGNS. This course deals with the various elements involved in the production of a communication campaign from inception to conclusion.

4433 #INTERCULTURAL COMMUNICATION. This course focuses on the key concepts of communication and culture covering such topics as barriers in intercultural communication; dimensions of culture; multiculturalism, women, family and children; and culture's influence on perception. It will help students build communication skills with particular emphasis on crossing cultural barriers through student activities.

4443 #COMMUNICATION CRITICISM. This course introduces the methodologies available to examine communication artifacts. This study emphasizes the critical abilities necessary to describe, explain, analyze, and evaluate speeches, advertising, songs, art, film, and television. Previously listed as Methods of Rhetorical Criticism

4463 #FREEDOM OF SPEECH. Analysis of contemporary debate concerning the First Amendment guarantee of freedom of speech and the proper limits to expression. Major topics include, but are not limited to, artistic expression, hate speech, subversive speech, nonverbal expression, and technology. Previously listed as Persuasion and Symbolic Speech

4533 LANGUAGE DEVELOPMENT & DISORDERS. An introductory course focusing on both language development and barriers to effective communication. Units on cleft palate, stuttering, articulation errors and hearing difficulties are included.

4573 BROADCAST WORKSHOP. This is an advanced level course in both audio and video production for both broadcast and non-broadcast applications. This course will utilize real-world assignments to provide additional development in all aspects of audio and videoproduction. Students are required to complete laboratory activities for this course. (Prerequisite: COMM 2573 and 3573, or permission from the instructor).

4690 #SENIOR CAPSTONE COURSE. This course serves a comprehensive review and practical application for students to utilize and apply their acquired knowledge, expertise, experience, accomplishments, and skills in interpersonal, organizational and strategic communications, for the purpose of pursuing the student's career in professional settings and/or graduate studies.

4773 ELECTRONIC MEDIA MANAGEMENT. Examines the management principles and practices in the broadcasting and cable industry. Examines the legal, financial, and technical aspects of broadcast stations and cable television systems. Theory and practicum. (Prerequisite: COMM2573) Previously listed as COMM 4553 Radio and Television Management

4853 #MEDIA LAW AND ETHICS. Legal and ethical limitations and privileges affecting the mass media. Issues such as First Amendment rights, libel and slander, invasion of privacy, access, copyright, obscenity and indecency, and cyberspace. Previously listed as COMM 3323 Law of Mass Media

4893 ADVERTISING SALES. This course deals with the various theories and advertising skills needed for media sales. Students create and sell advertising on campus and off campus for organizations and businesses.

4920 COMMUNICATION PRACTICUM. An intensive field experience that provides application of theory and principles developed in the classroom in an on-campus position under supervision of a professional. (Repeatable up to a maximum of three hours credit.)

4940 COMMUNICATION INTERNSHIP. The internship is an intensive field experience that provides application of theory and principles developed in the classroom in an off-campus position under supervision of a professional. (Repeatable up to a maximum of three hours credit.)

4950 #RESEARCH IN COMMUNICATION. This course will provide an introduction to research methods and design. It will emphasize research methods that are significant to all types of communication studies (e.g. rhetorical, mass, interpersonal organization). Students will be exposed to the four major kinds of methods: survey, experimental, introduction, and field analysis. The course will be required for all communication majors.

4960 DIRECTED READING. Subject named in title listing. (Prerequisite: permission of the instructor)

4970 SPECIAL STUDIES. Subject named in title listing. (Prerequisite: permission of the instructor)

4980 SEMINAR. Subject named in title listing. (Prerequisite: permission of the instructor)

4990 RESEARCH. Subject named in title listing. (Prerequisite: permission of the instructor)

COMPUTER INFORMATION SYSTEMS (CIS)

1003 COMPUTERS IN SOCIETY. Provides an introduction to the role of computers in today's society. Basic issues concerning computers, such as legal and ethical, will be introduced and discussed. The course will involve a discussion of internet, data communications, and basic applications such as word processors and spreadsheets. (Does not count towards a major or minor in Computer Science or Computer Information Systems) Previously listed as CIS 2433

1613 #COMPUTER INFORMATION SYSTEMS I. This course begins with a computer literacy component followed by an introduction to logic and the concept of computer programming. The practice of critical thinking for problem solving will be introduced and cultivated. Data representation, machine decision making and repetitive tasking will be combined to create simple computer programs. Previously listed as CS 2333 Introductory Business Applications Prog

1623 #COMPUTER INFORMATION SYSTEMS II. This course broadens and deepens the knowledge gained in CIS 1613. Visual object oriented language(s) will be used to write comprehensive computer programs that deal with a variety of realistic business applications. Emphasis on generally accepted principles of software development techniques will include construction of acceptable user interfaces, data handling, report generation and efficient throughput for large amounts of data. (Prerequisite: CIS 1613)

2103 INTERMEDIATE PRODUCTIVITY SOFTWARE. This

course will build on techniques introduced in Computers in Society (CIS 1003). Case-based examples of business and industry problems will be solved by utilizing integrated software packages. Critical thinking, problem analysis, decision making and data representation techniques will be strengthened. (Prerequisite: CIS 1003)

2343 WEB PAGE DESIGN/INTERNET PROGRAMMING. Basic concepts to design a web site. Included are content, navigation, graphics, and interactivity. HTML, internet programming, commercial domain licensing, development software, and effective layout. Students must maintain a web site. Previously listed as TECH 2343 WEB PAGE DESIGN I

2813 #DATA STRUCTURES FOR CIS. Topics include table usage for static and dynamic data representation, sorting, merging, maintenance of sequential, indexed, and relative files. Access method algorithms and file design strategies are also introduced. (Prerequisites: CIS 1623 and MATH 2013)

3103 ADVANCED PRODUCTIVITY SOFTWARE. This course reinforces the ability to solve comprehensive business and industry problems by utilizing advanced features of integrated software packages. Techniques not presented in earlier courses, such as (but not limited to) macro design, pivot and data tables, form design, desktop publishing, web application integration, use of embedded object-oriented programming languages, applications of advanced presentation techniques and scenario management will be covered (Prerequisite: CIS 2103)

3123 INTERMEDIATE DATABASE ANALYSIS. This course introduces the concepts of database structures and accepted methods of storing various collections of data. A commercially available database package accepted by the business community will be utilized as the learning platform. Realistic case studies will be used to illustrate the fundamental theories and reinforce understanding of problem solution and usage of critical thinking skills.

3223 NET-CENTRIC COMPUTING. The study of how data is communicated from one computer to another including such topics as local area networks, network design, distributed processing, and telecommunication management. (Prerequisite: CS 3143) Previously listed as COMPUTER NETWORKING

3323 ADVANCED DATABASE ANALYSIS. Advanced database concepts such as custom reports generated by SQL, relational tables, integration of databases with web site interfaces, and compatibility issues with current internet programming platforms. Several commercially available database systems in use will be utilized for the solution of complex and comprehensive business and industry case studies (Prerequisite: CIS 3123 or CS 2813) Previously listed as Data Files and Data Bases

3533 ADVANCED BUSINESS SOLUTIONS. This course develops advanced topics in business case study using application software to solve managerial problems. The cases present students with managerial decision-making activities, ranging from basic problem-solving situations to more advanced problem-solving situations. Each case encourages use of student's knowledge, creativity and software skills to solve real managerial problems. Case utilize and enhance spreadsheet, database, web page development and integration skills. (Prerequisite CIS 2103)

3543 COMPUTER SECURITY. Protecting computer resources from unauthorized access, establishing control to ensure the reliability of information processing, and auditing information systems to verify the accuracy of information systems. (Prerequisite: CS 2813) Previously

ously listed as Computer Control and Audit

4103 #COMPUTER ETHICS. An overview of the ethical use of computer systems and data for the professional. Topics covered will include privacy, property rights, accountability and Internet issues as well as codes of ethics and professional conduct as published by technical organizations. (Prerequisite: CS 2813 or departmental approval)

4113 DATA COMMUNICATIONS TECHNOLOGY. This course covers principles of signal theory, communications protocols, current software designs, topology and how wireless and other new technologies such as usage of Bluetooth, highly elliptical-orbiting satellites and code multiplexing are changing the industry's adaptation of available technologies. Leading edge communications trends will be addressed, especially those pertaining to internet applications using wire, radio, light and other electromagnetic methods. New developments unknown at the time of this publication will be injected into the subject matter.

4223 DECISION SUPPORT SYSTEMS. An overview of the field of Artificial Intelligence including theories of intelligence, knowledge representation, problem solving, and heuristics. Provides practical experience in the development of Expert Systems. (Prerequisite: STAT2153 and one programming language) Previously listed as Artificial Intelligence and Expert Systems

4343 APPLIED NET-CENTRIC COMPUTING. This course focuses on integrating the class knowledge in computer science and internet technology together and applying those skills in local/wide area networks and virtual private network. Topics include: web technologies, network architecture, protocols, applications, management, and security. In addition, the network hands-on projects for students will include: configuring network services/servers such as DNS, DHCP, NATP, Firewall, TELNET, FTP, SSH, Email, Newsgroup, Database, and Web Servers, implementing the Network File System and Network Information System, sharing resources between Unix/Linux and Windows network systems and developing a Three-tier Database-driven on-line E-Commerce application. (Prerequisite CIS 3223)

4413 SYSTEMS ANALYSIS. Producing quality software on time and under budget that meets all user requirements through the software life cycle techniques. Cost estimation, project management, testing, and maintenance are stressed. (Prerequisite: 90 hours toward a baccalaureate degree) (Same as CS 4413) Previously listed as CIS 3113

4423 SOFTWARE ENGINEERING. Practical application of systems software development using techniques learned in previous courses. Should be taken toward the end of a student's academic training. (Prerequisite: CIS 4413) (Same as CS 4423) Previously listed as CIS 4123

4960 DIRECTED READING. (Prerequisite: permission of the department)

4970 SPECIAL STUDIES. (Prerequisite: permission of the department)

4980 SEMINAR. (Prerequisite: permission of the department)

5103 COMPUTER ETHICS. An overview of the ethical use of computer systems and data for the professional. Topics covered will include privacy, property rights, accountability and Internet issues as well as codes of ethics and professional conduct as published by technical organizations. (Prerequisite: CS 2813 or departmental approval)

5113 DATA COMMUNICATIONS TECHNOLOGY. This course covers principles of signal theory, communications protocols, current software designs, topology and how wireless and other new technologies such as usage of Bluetooth, highly elliptical-orbiting satellites and code multiplexing are changing the industry's adaptation of available technologies. Leading edge communications trends will be addressed, especially those pertaining to internet applications using wire, radio, light and other electromagnetic methods. New developments unknown at the time of this publication will be injected into the subject matter. (Prerequisite: departmental approval)

5343 APPLIED NET CENTRIC COMPUTING. This course focuses on integrating the class knowledge in computer science and internet technology together and applying those skills in local/wide area networks and virtual private network. Topics include: web technologies, network architecture, protocols, applications, management, and security. In addition, the network hands-on projects for students will include: configuring network services/servers such as DNS, DHCP, NATP, Firewall, TELNET, FTP, SSH, Email, Newsgroup, Database, and Web Servers, implementing the Network File System and Network Information System, sharing resources between Unix/Linux and Windows network systems and developing a Three-tier Database-driven on-line E-Commerce application. (Prerequisite CIS 3223)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the student's graduate advisory committee. (Prerequisite: department approval)

5970 SPECIAL STUDIES. Individualized project selected with the advise of the student's graduate advisory committee. (Prerequisite: department approval)

5980 SEMINAR. Small group study of topics related to computer information systems announced by department. (Prerequisite: department approval)

5990 RESEARCH FOR MASTER'S THESIS. Independent investigation designed in consultation with the student's graduate advisory committee. (Prerequisite: department approval)

COMPUTER SCIENCE (CS)

1113 #COMPUTER LITERACY. A study of the basic computer operations, the role of computers in society, and some applications in business, industry, and education. (Does not count toward the Computer Science major or minor.)

1213 #BASIC COMPUTER PROGRAMMING. Conditional transfers; reading; printing; loops; lists; tables; functions; subroutines; strings; conversational programming.

1313 #LOGIC AND PROBLEM SOLVING. This course is the study of sound reasoning and the application of this reasoning to problem solving. In the course we will discuss many approaches to problem solving such as step algorithms, flow charts, set theory, truth tables and Warnier programs. Students will learn techniques to translate real life problems into forms which will enable computer programs to solve them. These techniques or tools should allow students to create and design programs that will be dependable and correct.

1513 #PASCAL PROGRAMMING. Problem solving; programming style and documentation; block structured programming; subprograms; user defined data types. (Prerequisite: CS 1313 or equivalent) Previously listed as Introduction to Computer Science I

1523 #ADVANCED PASCAL PROGRAMMING. Elementary

data structures (linked lists, stacks, queues, binary trees); recursion theory; algorithms (sorting and searching). (Prerequisite: CS 1513) Previously listed as Introduction to Computer Science II

1613 #COMPUTER SCIENCE I. Introduction to computer programming. The entire process of creating software is examined from analysis and design to coding and testing. An emphasis is placed upon problem solving using top-down and bottom-up techniques. Language features include data types, functions, program flow control, and input/output.

1623 #COMPUTER SCIENCE II. Objects and classes are introduced in an examination of inheritance and polymorphism. Project management techniques including makefiles and debugging tools are discussed. Language features explored include dynamic memory management, parameter passing, name overloading and multidimensional arrays. (Prerequisite: CS 1613 with a grade of C or better)

2113 #SCIENTIFIC PROGRAMMING. Arithmetic expression; order of operations; input/output; branching; loops; flow charting and debugging; decision making; format specifications; arrays; subprograms. (Prerequisites: CS 1313 or equivalent, and MATH 1513 or equivalent) Previously listed as Fortran Programming

2123 ANSI C PROGRAMMING. Structured programming using the C language. Special emphasis on structures, unions, pointers, and input/output. (Prerequisite: CS 1313 or equivalent) Previously listed as C Programming

2233 NON-PROCEDURAL AND FOURTH GENERATION LANGUAGES. Computer programming using non-procedural languages such as RPG, ADA, and object oriented programming languages.

2510 #SEMINAR IN PROGRAMMING. An additional computer programming course using the languages specified such as, but not limited to Pascal, Java, Fortran, Visual Basic, and other languages deemed appropriate. Fundamental programming skills are assumed as this course emphasizes the particular aspects of the specified language. This course is repeatable for credit with a different language specification. (Prerequisite: CS 1623 with a grade of C or better)

2733 ASSEMBLY LANGUAGE PROGRAMMING. Introduction to the operational organization of computers, machine codes, and in machine and symbolic assembler language. (Prerequisite: CS 1313 or equivalent)

2813 #DATA STRUCTURES. Computers require information to be organized in a time and space efficient manner. The performance analysis and implementation of common structures including lists, queues, stacks, trees, heaps, and hash tables are the central themes of the course. In addition, students will incorporate existing libraries of structures with their programs. (Prerequisites: CS 1623 and MATH 2013, both courses must be passed with a grade of C or better) Previously listed as CS 3223

3133 COMPUTER GRAPHICS. Computer graphics related hardware and software needs. Two dimensional graphics (scaling the screen; clipping; viewports; transformations; rotations, homogenous coordinates). Analytical Geometry; rectangular coordinates; polar coordinates. Three dimensional graphics: left-hand and right-hand coordinate system transformations, two dimensional images of three dimensional objects, hidden line/surface elimination, animation. (Prerequisites: CS 2813 and MATH 2215)

3143 COMPUTER ARCHITECTURE. A study of computer organization and operation. Includes hardware structure, machine and assembler languages, and software systems. (Prerequisite: CIS

2813 or CS 2813) Previously listed as Computer Organization and Programming

3323 ADVANCED DATABASE ANALYSIS. Advanced database concepts such as custom reports generated by SQL, relational tables, integration of databases with web site interfaces, and compatibility issues with current internet programming platforms. Several commercially available database systems in use will be utilized for the solution of complex and comprehensive business and industry case studies (Prerequisite: CIS 3123 or CS 2813)

3443 #INTRODUCTION TO OPERATIONS RESEARCH. Introduction to operations research, linear programming, transportation problem, integer programming, parametric programming. (Prerequisites: CS 2813, MATH 2215, and STAT 2153)

3513 #NUMERICAL ANALYSIS. Numerical algorithms; power series approximation to functions; roots of equations; systems of equations; numerical integration; curve fitting. (Prerequisites: CS 2813, MATH 2215, and STAT 2153)

3613 #COMPUTER ASSISTED INSTRUCTION. Give prospective teachers of computer science some background in the development of material for computer presentation; study a variety of languages (PILOT, LOGO, etc.); introduce available microcomputer software for education. (Does not count toward the major or minor in computer science.) (Does not count toward the major or minor in Computer Science or Computer Information Systems)

4003 ESSENTIAL HARDWARE AND SOFTWARE ANALYSIS. Fundamental topics in computer hardware, software implementations and electronics. Topics include general troubleshooting, diagnostics, upgrade and repair, peripherals management, installation and uninstallation of software. (Prerequisite CS 1613 or TECH 1263)

4113 #OPERATING SYSTEMS. Batch systems, assemblers, macros, loaders, compilers, advanced operating systems, multiprocessing, multiprocessing. (Prerequisites: CS 3143)

4223 #ALGORITHM ANALYSIS. Advanced programming techniques, algorithm analysis, time and space analysis, special topics, searching, sorting, file processing, peripheral devices. (Prerequisites: CS 2813, MATH 2215 and STAT 2153)

4313 #COMPILER CONSTRUCTION. Translation concepts, arithmetic expressions, models of grammar, parsing, structure of translation trees. (Prerequisite: CS 3143)

4323 #PROGRAMMING LANGUAGES. Advanced features of several programming languages and their associated data structures; run-time stacks; memory management; scope rules; sub-programs; special purpose languages and advanced features of conventional languages. (Prerequisites: CS 3143)

4343 APPLIED NET-CENTRIC COMPUTING. This course focuses on integrating the class knowledge in computer science and internet technology together and applying those skills in local/wide area networks and virtual private network. Topics include: web technologies, network architecture, protocols, applications, management, and security. In addition, the network hands-on projects for students will include: configuring network services/servers such as DNS, DHCP, NATP, Firewall, TELNET, FTP, SSH, Email, Newsgroup, Database, and Web Servers, implementing the Network File System and Network Information System, sharing resources between Unis/Linus and Windows network systems and developing a Three-tier Database-driven on-line E-Commerce application (Prerequisite: CIS 3223)

4413 SYSTEMS ANALYSIS. Producing quality software on time and under budget that meets all user requirements through the software life cycle techniques. Cost estimation, project management, testing, and maintenance are stressed. (Prerequisites: 90 hours toward a baccalaureate degree) (Same as CIS 4413) Previously listed as CS 4123

4423 SOFTWARE ENGINEERING. Practical application of systems software development using techniques learned in previous courses. Should be taken toward the end of a student's academic training. (Prerequisite: CS 4413) (Same as CIS 4423) Previously listed as Software Development Methodologies

4513 SYSTEMS SIMULATION. Basic probability and statistics concepts, population and sampling, use of computers in simulated sampling, modeling, GPSS, CSMP. (Prerequisite: CS 3143, MATH 2215, and STAT 2153)

4523 #DISCRETE STRUCTURES. Set theory, graphs, algebras, and abstract machines. (Prerequisites: MATH 2215 AND MATH 2013)

4623 ADVANCED WEB-BASED APPLICATION DEVELOPMENT. This course is to provide a comprehensive introduction to developing Web applications using the Microsoft .NET platform. Topics include: understanding ASP.NET and the .NET architecture, building Windows and Web applications using rapid applications development techniques, developing Web forms with server controls, displaying dynamic data from a database using ADO.NET, creating Web services and deploying Web applications. In addition, topics on HTTP, XML, SOAP, WSDL and C# or VB.NET will be introduced as well. (Prerequisites: CS 1623, CIS 2343 and CIS 3323)

4633 SENIOR CAPSTONE PROJECT. Students will learn to develop software products from scratch by applying a variety of computing skills that they learned in the curriculum. Topics include: HTML, SML, Scripting Language, CGI, Database design. (Prerequisites: CS 1623, CIS 2343 and CS 3323)

4643 DISTRIBUTED NETWORKS. The purpose of this course is to learn the general concepts of distributed network computing and to realize how those concepts have been applied in computer network technologies. Also, the advantages and disadvantages of those technologies will be discussed. Topics to be covered include: Basic Graph Concept, Distributed Network Computing-Sequential and Distributed algorithms, Network Protocols (TCP/IP, Multicast, and other protocols), Wireless and Multimedia Networks, Network Security, and Network Management (Prerequisite: MATH 2013, CIS 3223, and CS 2813 with grade of C or better)

4903 METHODS & MEDIA: SECONDARY COMPUTER SCIENCE. Survey some of the hardware and software that are candidates for a secondary curriculum. Development of material to be presented in a secondary curriculum. A lab course in which several methods of teaching computer science at the secondary level will be surveyed. (Will not count toward the major or minor in computer science.)

4950 INTERNSHIP. Supervised-site experience in computer science or computer information systems gained through work. Weekly and term reports required. (Prerequisite: Departmental approval)

4960 DIRECTED READING. (Prerequisite: permission of the department)

4970 SPECIAL STUDIES. (Prerequisite: permission of the department)

4980 SEMINAR. (Prerequisite: permission of the department)

5003 INFORMATION TECHNOLOGIES. Overview of emerging computer technologies, their roles in society, and their implications to citizens, business organizations and government. The history and current development of both the Internet and Intranets and their applications in business, education, and science will be discussed. Current topics such as information system architectures, cryptography, copyrights, and personal privacy will be covered in depth. (Prerequisite: CIS 2433 or equivalent)

5103 FOUNDATIONS OF COMPUTER SCIENCE. This course covers the mathematical and theoretical foundations of computer science. Topics include logic, proof techniques, recursion and recurrence relations, analysis of algorithms, combinatorics, basic data models/structures (sets, relations, linear models, trees, and graphs), and introductory computer theory (language theory, regular expressions, computability, NP-completeness, Turing Machines, etc.). CS5103 presents computer science from a mathematical and theoretical point of view, although implementation issues will be discussed. (Prerequisite: CS 1623 or CIS 1623)

5123 COMPUTER SCIENCE FOR TEACHERS I. Survey of computers, computer operations, auxiliary equipment programming in a compiler level language. (Prerequisite: MATH 1513)

5133 OPERATING SYSTEMS. Batch systems, assemblers, macros, loaders, compilers, advanced operating systems, multiprocessing, multiprocessing. (Prerequisites: CS 3143)

5143 PROGRAMMING FOR MANAGEMENT. Applications of computing science techniques and statistical methods to managerial decision making.

5213 ALGORITHM ANALYSIS. Advanced programming techniques, algorithm analysis, time and space analysis, special topics, searching, sorting, file processing, peripheral devices. (Prerequisites: CS 2813, MATH 2215 and STAT 2153)

5313 COMPILER CONSTRUCTION. Translation concepts, arithmetic expressions, models of grammar, parsing, structure of translation trees. (Prerequisite: CS 3143)

5323 PROGRAMMING LANGUAGES. Advanced features of several programming languages and their associated data structures; run-time stacks; memory management; scope rules; sub-programs; special purpose languages and advanced features of conventional languages. (Prerequisites: CS 3143)

5413 SYSTEMS ANALYSIS. Producing quality software on time and under budget that meets all user requirements through the software life cycle techniques. Cost estimation, project management, testing, and maintenance are stressed. (Prerequisite: departmental approval)

5423 SOFTWARE ENGINEERING. Practical application of systems software development using techniques learned in previous courses. (Prerequisite: CS 4413)

5623 ADVANCED WEB BASED APPLICATION DEVELOPMENT. This course is to provide a comprehensive introduction to developing Web applications using the Microsoft .NET platform. Topics include: understanding ASP.NET and the .NET architecture, building Windows and Web applications using rapid applications development techniques, developing Web forms with server controls, displaying dynamic data from a database using ADO.NET, creating Web services and deploying Web application. In addition, topics on

HTTP, XML, SOAP, WSDL, and C# or VB.NET will be introduced as well. (Prerequisites: CS 1623, CIS 2343 and CS 3323)

5643 DISTRIBUTED NETWORKS. The purpose of this course is to learn the general concepts of distributed network computing and to realize how those concepts have been applied in computer network technologies. Also, the advantages and disadvantages of those technologies will be discussed. Topics to be covered include: Basic Graph Concept, Distributed Network Computing-Sequential and Distributed algorithms, Network Protocols (TCP/IP, Multicast, and other protocols), Wireless and Multimedia Networks, Network Security, and Network Management. Graduate students will be required to do extra projects and research reports. (Prerequisite: MATH 2013, CIS 3223, and CS 2813 with grade of C or better)

5960 DIRECTED READINGS.

5970 SPECIAL STUDIES.

5980 SEMINAR.

5990 RESEARCH FOR MASTER'S THESIS. Independent investigation designed in consultation with the student's graduate advisory committee. (Prerequisite: department approval)

CONSERVATION (CONS)

1111 #FISH AND WILDLIFE SCIENCE ORIENTATION. An orientation course for the incoming Fish and Wildlife Science major. A lecture and seminar format that covers skills to succeed as a student and be a competitive job candidate upon graduation.

1124 #CONSERVATION OF NATURAL RESOURCES. The study of the dependence of the human population upon natural resources.

2224 FUNDAMENTALS OF SOIL SCIENCE. Principal and biological properties of soils in relation to plant growth; soil production; and land use. With laboratory. (Prerequisite: CHEM 1315 or CHEM 1114)

2323 WILDLIFE CONSERVATION. Requirements and values of wildlife resources. History of wildlife conservation. (Prerequisites: BOT 2114, CONS 1124, ZOOL 2114)

3623 SOIL MANAGEMENT AND CONSERVATION. Principles of soil management with emphasis on improvement and maintenance of soil productivity. With laboratory. (Prerequisite: CONS 2224)

3924 RANGE MANAGEMENT. Grazing and livestock management on native range lands. With laboratory. (Prerequisite: BOT 4214)

4224 TECHNIQUES IN FISHERIES AND WILDLIFE MANAGEMENT. Techniques used to evaluate fisheries and wildlife resources, as well as methods of habitat assessment. With laboratory. (Prerequisites: CONS 1124, BIOL 3414)

4523 #ENVIRONMENTAL POLICY AND LAW. Examination and analysis of important statutory laws, case laws, and administrative policies relating to the regulation of the environment and wildlife by state and federal agencies. Topics discussed will include pollution control, environmental impact assessment, endangered species, public lands, and wildlife law. (Prerequisite: junior standing)

4534 #LIMNOLOGY. Physical, chemical factors affecting the biology of ponds, reservoirs, streams. With laboratory. (Prerequisites: BIOL 3414)

4634 FISHERIES MANAGEMENT AND CULTURE. Methods of managing exploited wild fish populations and rearing fish under controlled or semicontrolled conditions. With lab. (Prerequisites: BIOL 3414, ZOOL 4334)

4644 COMMERCIAL WILDLIFE PRODUCTION. Methods of breeding, feeding, marketing, and potential uses of wild animals. (Prerequisites: CONS 1124, BIOL 3414)

4723 MANAGEMENT OF FISHERIES AND WILDLIFE RESOURCES. Synthesis course in the management of fisheries and wildlife resources that discusses how the biological basis of conservation is influenced by law, culture, social acceptability, and economic feasibility. (Prerequisites: CONS 1124, BIOL 3414)

4823 ENVIRONMENTAL IMPACT ASSESSMENT. Analysis of the National Environmental Policy Act and the consequences of its implementation; methods used in environmental impact assessment; writing environmental impact statements; assessment of human activity on the abiotic and biotic environment, as well as the cultural, economic, and social dimensions of the environment. (Prerequisite: BOT 2114, ZOOL 2114 and CHEM 1415)

4862 INTRODUCTION TO GIS. An introduction to the Geographic Information Systems (GIS) and their application. Students will learn the history, background, and justification of GIS, and will learn methods and analysis using GIS technology. Classes will consist of lecture and lab exercises that demonstrate mastery of basic GIS skills.

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4970 SPECIAL STUDIES. Study of individual problems in Conservation. (Prerequisite: 20 hours of Biological Sciences and permission)

4980 SEMINAR. Study and discussion of problems in Conservation. (Prerequisite: 20 hours of Biological Sciences)

4990 RESEARCH. Methods of research, current literature, and research in conservation. (Prerequisite: 20 hours of Biological Sciences and permission)

5224 TECHNIQUES IN FISHERIES AND WILDLIFE MANAGEMENT. Techniques used to evaluate fisheries and wildlife resources, as well as methods of habitat assessment. With laboratory. (Prerequisites: CONS 1124, BIOL 3414)

5534 LIMNOLOGY. Physical, chemical and biological factors influencing streams, rivers, lakes, ponds, and watersheds. Lab required. (Prerequisites: BIOL 3414)

5553 POPULATION BIOLOGY. Principles and theories of the structure and dynamics of natural populations including their ecological, genetic, and evolutionary organization. (Prerequisite: B.S. or B.A. in Biology, Conservation, or related field)

5723 MANAGEMENT OF FISHERIES AND WILDLIFE RESOURCES. Synthesis course in the management of fisheries and wildlife resources that discusses how the biological basis of conservation is influenced by law, culture, social acceptability, and economic feasibility. (Prerequisites: CONS 1224, BIOL 3414)

5862 #INTRODUCTION TO GIS. An introduction to the Geographic Information Systems (GIS) and their application. Students will learn the history, background, and justification of GIS, and will learn methods and analysis using GIS technology. Classes will consist of lecture and lab exercises that demonstrate mastery of basic GIS skills. For graduate credit, student is required to write a paper on how they intend to use GIS in their independent research.

5920 PROBLEMS IN CONSERVATION. Independent study designed in consultation with the professor. (Prerequisite: 15 hours of Biological Sciences and permission)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: 15 hours of Biological Sciences and permission)

5970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 15 hours of Biological Sciences and permission)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 15 hours of Biological Sciences and permission)

5990 RESEARCH. Independent investigation designed in consultation with the professor. Limited to a maximum of six credit hours. (Prerequisite: 20 hours of Biological Sciences and permission)

COUNSELING (COUN)

5113 ORIENTATION TO THE COUNSELING PROFESSION. This course is designed to develop familiarity with the specialty of the counseling profession--its professional practices and issues, its basic concepts, its relationship to other specialties and fields within psychology, and its scientific and research bases. The American Counseling Association's Code of Ethics will be introduced. Previously listed as PSY 5113

5223 ADV PSYCHOLOGY OF CHILDHOOD & ADOLESCENCE. This course is an examination of the primary developmental principles of childhood and adolescence with emphasis on the physical, emotional, intellectual, social and moral components, and their interactions in a multi-cultural society. Previously listed as PSY 5223

5243 LIFESPAN DEVELOPMENT. A systematic study of human development over the lifespan; emphasizing physical, cognitive, and psychosocial development. Previously listed as PSY 5243

5253 ADVANCED EDUCATIONAL PSYCHOLOGY. An intensive investigation of learning problems, motivation, measurement, skill development, and individual differences as identified by the experienced teacher. Previously listed as PSY 5253

5273 APPLIED PSYCHOLOGY OF LEARNING. A study of basic applied principles of learning and the conditions under which learning occurs. Previously listed as PSY 5273

5283 ASSESSMENT IN COUNSELING. This course provides an understanding of assessment in counseling through (1) an overview of basic testing concepts, (2) an understanding of test construction, (3) familiarity with instruments, and (4) an overview of using test results. It also provides an overview of typical problems and approaches to individual and group testing in the areas of intelligence, aptitude, achievement, interest, and personality measurement. History, rationale, and ethical issues in the use of testing instruments are included.

5323 CAREER GUIDANCE THROUGH THE LIFE SPAN.

Current trends in career education including a theoretical study of vocational development and the gathering, filing, and using of occupational information. Previously listed as PSY 5323

5333 INDIVIDUAL INTELLIGENCE TESTING.

Directed study and practice in the use of the WISC-WAIS with emphasis on administration, interpretation, and prescriptive techniques. (Prerequisite: COUN 5283, Permission required) Previously listed as PSY 5333

5343 PERSONALITY ASSESSMENT.

A course in psychological and educational measurements which emphasizes the administration of standardized tests of personality development. (Prerequisite: COUN 5283 and Permission required) Previously listed as PSY 5343

5373 PSYCHOPATHOLOGY.

This course will explore etiology, classification, and treatment of major mental disorders. A substantial portion of the class will involve the diagnostic process and the use of the most current Diagnostic and Statistical Manual. Psychopharmacology for the major mental disorders will be discussed. Previously listed as PSY 5373

5383 ADVANCED ABNORMAL PSYCHOLOGY.

A scientific study of the dynamics, etiology, prevention, and treatment of abnormal behavior with a focus on applications and referral skills for counselors in the school, community, and other mental health settings. Previously listed as PSY 5383

5423 TECHNIQUES OF COUNSELING.

Provides application of theories and techniques of counseling through practice and critique of counseling interviews and related activities. Role playing is employed to provide practice in developing skills appropriate for elementary children, adolescents, and adults. (Permission required) Previously listed as PSY 5423

5443 THEORIES OF COUNSELING.

Assist students in gaining an understanding of major counseling theories and techniques used in interviewing and appraisal. (Permission required) Previously listed as PSY 5443

5483 COUNSELING DIVERSE POPULATIONS.

Introduction to multicultural counseling, counselor competencies, cultural counseling models, and counseling strategies for diverse populations. (Permission required) Previously listed as PSY 5483

5523 GROUP PROCESSES.

A study of the theory, techniques, and therapeutic forces of group treatment. Students will also be participating members of a small group of 10 clock hours (Permission required) Previously listed as PSY 5523

5543 COUNSELING PRACTICUM.

Supervised practice in the use of counseling techniques, tests, occupational and educational information with emphasis on the counseling interview. Supervised practice in the use of counseling techniques, including the counseling interview. Students are expected to complete a 100 hour site placement, with 40 of those hours being client contact hours. (Prerequisite: A grade of B or better in COUN 5423, Permission required) Previously listed as PSY 5543

5553 INTERVENTION STRATEGIES.

This course is designed to develop familiarity with various intervention strategies to assist individuals in changing behavior or dealing with specific problems. Students will learn to establish appropriate counseling goals, design intervention strategies, evaluate client outcomes, and successfully terminate the counselor-client relationship. (Permission required) Previously listed as PSY 5553

5563 MARRIAGE AND FAMILY COUNSELING.

A survey of contemporary systems of marital and family counseling; a study of theoretical models of counseling practice, methods, and research. (Permission required) Previously listed as PSY 5563

5583 DEVELOPMENTAL SCHOOL COUNSELING AND GUIDANCE.

This course is the foundation for students planning to enter the school counseling profession. Special attention is given to the foundations and contextual dimensions of school counseling as well as the knowledge and skill requirements such as organization, planning, implementation, management and evaluation of a comprehensive school counseling and guidance program. Previously listed as PSY 5583

5613 COUNSELING CHILDREN AND ADOLESCENTS.

Instruction in the theories and techniques used in counseling children and adolescents. Specific instruction on conceptualization of childhood and adolescent problems with emphasis on appropriate interventions. Focus will be directed towards developmental, as well as, remedial counseling approaches with accompanying skill development. (Prerequisites: A three hour graduate class in developmental psychology and successful completion of COUN 5443. Permission required) Previously listed as PSY 5613

5623 HUMAN SEXUALITY IN COUNSELING.

This course focuses on sexual development and sex education. Major emphases are on becoming comfortable with one's own sexuality, preparation for facilitating the parents as sex educators of their children, the role of the school and the counseling professional in sex education, along with diagnosis and treatment of sexual dysfunction. (Prerequisite: 12 hours of graduate psychology/counseling, permission required.) Previously listed as PSY 5623

5863 RESEARCH IN COUNSELING.

This course is designed to assist the student in becoming a critical consumer of research through learning to conduct an integrative review of research or meta-analysis of a selected topic in counseling. (Prerequisite: permission required) Previously listed as PSY 5863

5913 COUNSELOR SUPERVISION AND CONSULTATION.

A didactic and experiential course for graduate and post-graduate students who wish to assume the role of supervisor of counseling and consultant to schools and agencies. Goals include the assimilation and application of major theoretical/conceptual models and supervision approaches in counseling and human development. (Prerequisite: completion of one semesters of graduate internship, permission required) Previously listed as PSY 5913

5923 COUNSELING INTERNSHIP I.

This course requires 300 hours at an approved internship site. The student is expected to engage in various counseling related activities (e.g. individual/group/family/career counseling, attend workshops, etc.) The student must be supervised by an approved on-site supervisor and will attend a regularly scheduled class. (Prerequisite: COUN 5423 and COUN 5543) Previously listed as PSY 5923

5933 COUNSELING INTERSHIP II.

This course requires 300 hours at an approved internship site. The student is expected to engage in various counseling related activities (e.g. individual/group/family/career counseling, attend workshops, etc.) The student must be supervised by an approved on-site supervisor and will attend a regularly scheduled class. (Prerequisite: COUN 5923 Previously listed as PSY 5933

5960 DIRECTED READINGS.

Individualized literature study in some area of counseling selected in consultation with the supervising

professor. (Permission required) Previously listed as PSY 5960

5970 SPECIAL STUDIES. Individualized or group projects selected in consultation with the professor. (Prerequisite: departmental approval) Previously listed as PSY 5970

5980 SEMINAR. Small group study of topic announced by department. Previously listed as PSY 5980

5990 RESEARCH. Independent investigation designed in consultation with the professor. Previously listed as PSY 5990

CRIMINAL JUSTICE (CJ)

2533 INTRODUCTION TO CRIMINAL JUSTICE. An examination of the historical development and contemporary practices related to the major components of the criminal justice system; law enforcement, the courts, and corrections.

3113 POLICING IN THE UNITED STATES. This course is a critical overview of policing and current issues that relate to the law enforcement in the U.S. (Prerequisite: CJ 2533)

3123 LAW AND THE LEGAL SYSTEM. This course is an introduction to the current legal system, both criminal and civil. The course will focus on the historical development of the U.S. legal system and introduce students to the legal requirements of our system of justice. (Prerequisite: CJ 2533)

3133 INTRODUCTION TO US CORRECTIONS. This course is a study of the historical development of the correctional system and a complete analysis of the system. Topics included are the prison community, effects of incarceration, rehabilitative efforts and community treatment strategies. (Prerequisite: CJ 2533)

3323 CRIMINAL INVESTIGATIONS AND FORENSICS. Criminal investigation procedures including case preparation, specific techniques for specific offenses and crime science. (Prerequisite: CJ 2533)

3333 ADMINISTRATION OF CRIMINAL JUSTICE. This course is the study of administration and organization of the major components of the criminal justice system: law enforcement, corrections, juvenile justice, and the courts. (Prerequisite: CJ 2533)

3343 VICTIMOLOGY. A historical and contemporary examination of crime and how victims are treated in contemporary society. (Prerequisite: CJ 2533)

3433 CRIMINAL LAW AND PROCEDURES. This course is an examination of statutory criminal law and its application to law enforcement and the criminal courts in the United States. (Prerequisite: CJ 2533)

4253 CONTEMPORARY ISSUES IN POLICING. An examination of current issues in policing. Topics include areas of selection and recruitment of officers, philosophies and strategies of policing, management and operations of police departments, and misconduct and accountability of police. (Prerequisite: CJ 2533)

4260 INDEPENDENT STUDY IN CRIMINAL JUSTICE. A current review of scientific literature in one of the areas of criminal justice; policing, legal systems, corrections of juvenile justice. (Prerequisites: CJ 2533, SOC 4333) (Variable hours 1-4) (instructor permission required)

4283 CORRECTIONAL LAW. An examination of the laws governing the field of corrections from both the inmates and correctional employees point of view. (Prerequisite: CJ 2533)

4333 CAPSTONE IN CRIMINAL JUSTICE. This course is an in-depth, comprehensive research project designed to provide students the accumulation of the criminal justice program. (Prerequisites: CJ 2533, SOC 4333, CJ 3113, CJ 3123, CJ 3133, SOC 3523, SOC 3033, SOC 3123, 9 elective hours)

4403 COMPARATIVE CRIMINAL JUSTICE SYSTEMS. This course is an analysis of differing criminal justice systems across nation-states. (Prerequisite: CJ 2533)

4440 INTERNSHIP IN CRIMINAL JUSTICE. Work experience in a criminal justice setting with a focus on connecting criminal justice theory to actual work experience. (Variable hours 1-4; 40 hrs of work for each hour of credit) (Prerequisites: CJ 2533, SOC 4333) (Instructor permission required)

4543 ADVANCED CRIMINOLOGICAL THEORY. An in-depth examination of contemporary criminological theory with hands-on statistical analysis. (Prerequisites: CJ 2533, SOC 4333)

4970 SPECIAL STUDIES. Special study of selected sociological topics. (Prerequisite: consent of instructor)

ECONOMICS (ECON)

2113 #PRINCIPLES OF MACROECONOMICS. Examines the nature of market economies and the roles of private and public institutions and organizations in facilitating the efficient production, exchange, consumption, and accumulation of wealth. Overall performance concerns with inflation, unemployment, and growth are examined in the light of a variety of theoretical policy perspectives. May be taken before ECON 2213.

2213 #PRINCIPLES OF MICROECONOMICS. Introduces the roles of the market price system in managing the use of society's resources and in rationing available supplies. The efficiency of resource management is examined in the light of a variety of more or less competitive market environments. Conclusions are inferred from the rational behavior of optimizing decision-makers. May be taken before ECON 2113.

3633 #PUBLIC FINANCE. Investigates the economic and institutional justification for government spending and its financing through taxation and debt creation. (Prerequisites: ECON 2113 or 2213)

5133 MANAGERIAL ECONOMICS. An application of microeconomic principles to business decision-making. Economic theory and quantitative methods are applied to managerial decisions about pricing, production, profit maximization, and government restraints. It is presumed the student has an understanding of preliminary calculus.

EDUCATION (EDUC)

2000 PRE-STUDENT TEACHING FIELD EXPERIENCES I. An on-site orientation to the role of the teacher in the public school including observation in the classroom and assisting the teacher in various duties. Requires a minimum of fifteen clock hours in the public

school. (Prerequisite: thirty (30) semester hours)

2013 FOUNDATIONS OF EDUCATION. An introduction to the historical and philosophical foundations of education. Other topics include: insights into the teaching profession and the school in today's multicultural society, its purposes, organization and operation.

3002 PRE-STUDENT TEACHING FIELD EXPERIENCES II. This course is designed to advance the student's awareness and skills of classroom activities by serving in the role of a paraprofessional for a minimum of seventy-five hours in the public school. This course should be taken concurrently with EDUC 3334 Teaching Strategies, Adaptations, and Modification in Education. (Prerequisites: Pre-Student Teaching Field Experience I and admission to Teacher Education)

3113 EDUCATIONAL MEASUREMENT, ASSESSMENT, & EVALUATION. The unit ensures that teacher candidates acquire principles and methods of measurement and evaluation in the schools by including the administration, scoring, and interpretation of standardized tests and construction of teacher-made tests and learn to apply the professional and pedagogical knowledge and skills to become competent to work with all students. (Prerequisite: admission to Teacher Education)

3313 TECHNOLOGY INTEGRATION FOR THE CLASSROOM. This course focuses on the integration of technology into the PK-12 curricula. A hands-on approach gives students experience in planning and developing technology-based products and activities that address state academic standards and national educational technology standards. (Prerequisites: CIS 1003 or BIM 1553 with a grade of C or better)

3334 TEACHING STRATEGIES, ADAPT. & MODIF. IN EDUCATION. The intent of this course is to provide the teacher education candidate with the knowledge, wisdom, and a repertoire into the variety of instructional perspectives that are available to be utilized for successful teaching in the classroom. (Prerequisites: EDUC 3313 and admission to Teacher Education)

3434 TEACHING STRATEGIES AND PROGRESS MONITORING. This course seeks to prepare the Teacher Candidate to plan, develop, and implement instructional practices used with a variety of students and to assess the effectiveness of those practices using informal and formal assessment practices to monitor progress.

4000 PRE-STUDENT TEACHING FIELD EXPERIENCES III. This course is designed to continue to advance skills and knowledge in application of techniques and principles relating to instruction in the student's area of specialization. Requires a minimum of fifteen clock hours in the public school and completion of ETS Major Field Achievement Test in Education. (Prerequisites: Pre-Student Teaching Field Experience II and admission to Teacher Education)

4443 CLASSROOM AND BEHAVIOR MANAGEMENT. This course will develop knowledge and skills regarding the best practices related to motivation and behavior to create learning environments that encourage positive social interaction, self-motivation, and active engagement in learning; thus, providing opportunities for success. (Prerequisite Admission to Teacher Education)

4910 TEACHING EXPERIENCES IN MAJOR PROGRAM. Observation, participation, and supervised teaching in the public schools. Nine credit hours are required by the Oklahoma State Department of Education. This will be split for double majors. (Prerequisite: admission to Student Teaching) Previously listed as Teaching Experiences in Secondary Schools

4960 DIRECTED READING. Individualized literature study in some area of education selected in consultation with the professor. (Prerequisite: departmental approval)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: departmental approval)

4980 SEMINAR. Small group study of topic announced by department.

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: departmental approval)

5103 HISTORY AND PHILOSOPHY OF EDUCATION. To equip and motivate educators and administrators to understand, critically appraise, and apply the historical and philosophical foundations of education in developing their educational theory and practice. Attention will be given to such issues as the nature and purpose of education, professional ethics and moral education, diversity in American society and multicultural education.

5113 FUNDAMENTALS OF CURRICULUM DEVELOPMENT. The examination of the curriculum worker's task of helping teachers to attain and maintain a desirable learning and teaching situation for both elementary and secondary school students.

5153 TEACHING STRATEGIES. An investigation of contemporary problems of classroom instruction and related educational and social concerns. Additional strategies for coping with these problems are examined.

5203 INTRODUCTION TO EDUCATIONAL RESEARCH. A study of research methodology and literature related to solving educational problems and improving the learning process.

5213 EDUCATIONAL MEASUREMENT. An introduction to the field of educational and psychological testing, emphasizing standardized tests.

5223 EDUCATIONAL STATISTICS. Calculating statistics and interpreting the results in solving problems in education. (Prerequisite: EDUC 5203)

5403 PRIN & ADMIN OF GUIDANCE SERVICES. This course is designed to develop familiarity with the counseling profession-its professional practices and issues, its basic concepts, and its relationship to other human service providers. Counseling history, professional associations, credentialing, licensure, and advocacy for the profession will be explored. Major emphasis will be placed on ethical and legal issues for the profession.

5683 PRACTICUM-MATH SPECIALIST. Supervised experience under the direction of university faculty in cooperation with local and state educational personnel. Experiences are designed to prepare teachers to assume the duties and responsibilities of a Mathematics Specialist. (Prerequisite: passing score on comprehensive exam)

5960 DIRECTED READINGS. Individualized literature study in some area of education selected in consultation with the professor. (Prerequisite: departmental approval)

5970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: departmental approval)

5980 SEMINAR. Small group study of topic announced by department.

5990 RESEARCH FOR MASTER'S THESIS.**EDUCATION ADMINISTRATION
(EDAD)**

5303 PUBLIC SCHOOL ADMINISTRATION. Basic principles and practices in modern school administration.

5313 PUBLIC SCHOOL RELATIONS. The rationalization and need for presenting factual information and communication utilizing the most effective instruments employed in our society.

5323 SUPERVISION OF TEACHING. The examination of theory, research, and evolving concepts which have practical implications for supervision in the public schools.

5333 PUBLIC SCHOOL FINANCE. Sources of school finance, control of expenditures, and general principles of financial administration.

5343 ELEM SCHOOL PRINCIPALSHIP. The essential duties and practices required of successful elementary school principals. (Prerequisite: departmental approval)

5353 SECONDARY SCHOOL PRINCIPALSHIP. The essential duties and practices required of successful secondary school principals. (Prerequisite: departmental approval)

5363 SCHOOL FACILITY PLANNING. Planning, designing, utilizing, and maintaining public school buildings. (Prerequisite: departmental approval)

5373 PUBLIC SCHOOL LAW. Legal regulations as they relate to the administration of public schools. (Prerequisite: departmental approval)

5383 THEORY TO PRACTICE IN SCHOOL ADMINISTRATION. The examination of modern theories and issues of education and their application to today's schools. (Prerequisite: departmental approval)

5393 THE SCHOOL SUPERINTENDENCY. This course will be an overview of practical day to day responsibilities of a school superintendent.

5403 SCHOOL OPERATIONS MANAGEMENT. This course will address facilities, finance, resource allocations, resource management, and technology for the principal.

5413 MANAGEMENT OF SCHOOL AUXILIARY SERVICES. Overview of auxiliary services for public school districts including: transportation, food service management, maintenance, custodial services, purchasing, and other related support services to the management of a school district.

5423 PRACTICUM IN SCHOOL BUSINESS ADMINISTRATION. A practical hands on application under the supervision of a school superintendent or the business manager of a school district. Covering those areas germane to the business aspects of a school district.

5453 EDUCATION AND COMMUNITY RELATIONS. Public school community relations from the perspective of the central office.

5463 LEGAL ASPECTS FOR STUDENTS WITH DISABILI-

TIES. This course provides the graduate student with a knowledge of special education, the implications of special education, the laws that govern special education, and the court cases that define special education.

5473 ADMINISTRATION OF SPECIAL PROGRAMS. Administrative and legal issues of working with special populations in schools such as special education, bilingual education, ESL, gifted & talented, and federal programs.

5483 THE PRINCIPALSHIP:INTERNSHIP I. This course uses the framework of a school improvement plan to provide opportunities for candidates to demonstrate and apply the knowledge, abilities, and disposition necessary to administer, develop, evaluate, implement, communicate, and plan for the responsibilities of school leadership. (Prerequisite: departmental approval)

5543 SPECIAL PROGRAMS IN EDUCATION. A look at those programs such as: federal entitlement programs and grants, special education, grants, vocational technical education, Johnson-O'Malley, and other related programs that impact educational services in a school district.

5553 SPECIAL TOPICS IN EDUCATION LAW. An extension of public school law dealing with state and federal regulations, statutes, and cases most affecting the management of school boards and central office personnel.

5933 INTERNSHIP II:CAPSTONE EXPERIENCE FOR PRINCIPALSHIP. This course provides opportunities for candidates to demonstrate and apply the knowledge, abilities, and dispositions necessary to administer, develop, evaluate, implement, communicate, and plan for the responsibilities of school leadership (Prerequisite: departmental approval)

5943 INTERNSHIP FOR THE SCHOOL SUPERINTENDENT I. A two-semester (6 hours) commitment of hands-on experience for the prospective superintendent under the direct supervision of a practicing school superintendent or assistant superintendent.

5953 INTERNSHIP FOR THE SCHOOL SUPERINTENDENT II. A two-semester (6 hours) commitment of hands-on experience for the prospective superintendent under the direct supervision of a practicing school superintendent or assistant superintendent.

5960 DIRECTED READING IN EDUCATION ADMINISTRATION. Directed Readings in the field of educational administration

ELECTRONICS (EET)

1053 SURVEY OF ELECTRONICS. A broad general view of electricity and electronics. Fundamental concepts are emphasized with an introduction to various electronic systems.

2083 DC CIRCUIT ANALYSIS. A study of DC circuit analysis methods in series, parallel, and series-parallel circuits. The study includes: Ohm's law, Thevenin's and Norton's Theorems, mesh current and node voltage analysis, with an introduction to DC instrumentation. (Prerequisite: MATH 1513)

2113 DIGITAL LOGIC. Course covers both TTL and CMOS techniques including: logic gates, flip-flops, counters, monostable and astable multivibrators, shift registers, MSI and LSI solutions, and interfacing techniques. (Prerequisite: EET 1053 or 2083)

2173 AC CIRCUIT ANALYSIS. The analysis of RLC passive networks in response to single and multiple sinusoidal, ramp, and pulse sources. Complex numbers are used in conjunction with Thevenin's and Norton's Theorems, mesh current and nodal analysis, and other theorems. This study also includes passive RLC filters, transformers, and an introduction to AC instrumentation. (Prerequisite: EET 2083 and MATH 2215)

3203 ELECTRONIC INSTRUMENTATION. Instrumentation circuit theory and application. Instruments studied include: bridges, voltmeters, oscilloscopes, signal generators, and signal analyzers. Additional topics are noise reduction techniques, transducer interfacing, and digital instrumentation circuitry. (Prerequisite: EET 2173 and corequisite: EET 3233)

3213 AVIONICS. Aircraft communication and navigation systems including VHF omnirange, area navigation, instrument landing systems, automatic direction finders, LORAN-C (long-range navigation), distance measuring equipment, and transponders. (Prerequisite: EET 1053 or 2083)

3233 BASIC SEMICONDUCTORS. This course covers elementary semiconductor physics, the design and analysis of small signal bipolar transistor and field-effect transistor amplifiers, h and y parameters, frequency response of single stage amplifiers, and an introduction to multistage amplifiers. (Prerequisite: EET 2173)

3263 ELECTRONIC EQUIPMENT FABRICATION. Processes for manufacturing electronic equipment, including computer-aided drafting, computer-aided circuit board design, component selection, tools, hardware, connectors, and packaging techniques. (Prerequisites: EET 3203 and 3233)

3283 RF AND MICROWAVE THEORY. A study of RF design techniques and phenomena including: transmission lines, the Smith Chart, RF and microwave measurements, coaxial cables and waveguides, impedance measurement and matching, RF and microwave sources and components, and antenna fundamentals. (Prerequisites: EET 3203 and 3233)

3293 INTRODUCTION TO MICROCONTROLLERS. An in-depth study of the PIC16C84 microcontroller. Topics include assembly programming, basic programming, EEPROM memory programming, hardware configurations, interfacing, and embedded applications. (Prerequisite: EET 2113) Previously listed as Introduction to Microprocessors

3343 SEMICONDUCTOR FABRICATION. Introductory course which includes device design and layout, crystal growth, wafer preparation, contamination control/clean room procedures, and wafer fabrication process. (Prerequisites: EET 3203 and EET 3233)

3353 LINEAR INTEGRATED CIRCUITS. Design and analysis of circuits using operational amplifiers, Norton amplifiers, waveform generators, and integrated circuit regulators. Circuits include amplifiers, summers and difference amplifiers, waveshaping and waveform generators, active filters, and linear power supplies. (Prerequisite: EET 3233)

3403 COMPUTER ARCHITECTURE. Description of computer systems; arithmetic algorithms including number systems, addition and subtraction, multiplication and division, and other functions of the ALU; central processors and their applications in micro and mini computers; memory management; applications of microprogramming; and input-output. (Prerequisite: EET 3293)

3523 MICROCOMPUTER INTERFACING. A study of the tech-

niques used to connect microcomputers to the analog world. Topics discussed are: port decoding schemes; hardware and software requirements for microcomputer input and output; theory, operation, and programming of the 8255 PPI; A/D and D/A conversion techniques; and electronic power devices. Research project required. (Prerequisites: EET 3293 and 3233)

4153 ANTENNA DESIGN. A study of theory, design and fabrication of antennas from longwave to microwave. Software includes MININEC, NEC1, Thinwire, and YAGI-VDA optimization techniques. (Prerequisites: EET 3203 and EET 3283)

4163 ELECTRONIC CONTROL SYSTEMS. A study of the elements of process control, signal conditioning, thermal, mechanical, and optical transducers, discrete-state process control, analog and digital controllers, and control loop characteristics. (Prerequisites: EET 3203 and 3353) Previously listed as Process Control Systems

4223 OPTOELECTRONICS. Includes theory and design of circuits using optoelectronic devices and optical components. Topics include: properties and theory of light propagation, light sources and detectors, fiber optic systems and applications, lasers, photometry and radiometry, and safety procedures. A research project is required. (Prerequisites: EET 3203 and 3353)

4413 DIGITAL SIGNAL PROCESSING. A study of digital signal processing and programming. Topics include discrete time signals, digital signaling processing hardware, the fast fourier transform, digital filter synthesis including infinite impulse response, finite impulse response, and wave lengths. (Prerequisite: EET 3523) Previously listed as Digital Data Communications

4443 ELECTRONIC COMMUNICATIONS. Radio transmission and reception techniques including: noise, broadband amplifiers, oscillators, receivers, transmitters, transmission lines, antennas, and radio-wave propagation. Modulation methods studied include: amplitude, single-sideband, frequency, and digital. (Prerequisites: EET 3203 and 3353)

4473 TROUBLESHOOTING TECHNIQUES. Discrete and integrated electronic circuits are studied from the standpoint of failure analysis and repair. Circuits used include: power supplies, AF and RF amplifiers, digital systems, and microcomputers. Theory and use of specialized AF, RF, and digital test equipment is covered. (Prerequisite: EET 3523)

4503 ROBOTICS. The theory application, and design of robotic devices. Subject matter includes an introduction to robotics, operating robots, robot coordinate systems, teach pendant programming, off-line programming, mechanics and power systems, and robot interfacing. A robotic project is required. (Prerequisite: EET 3523)

4513 ELECTRONIC CIRCUIT DESIGN. Advanced topics include: linear and switching supply regulation techniques; amplifier biasing; differential amplifiers; stability of feedback amplifiers; and DC, AF, and RF amplifier design. Computer-aided circuit analysis is used throughout. (Prerequisites: EET 3203 and 3353)

4970 PROBLEMS IN ELECTRONICS. Assignment of advanced electronics circuit and application problems for research, design, testing and application. (Prerequisite: 18 hours of electronics and permission of the Department Chair)

4980 SEMINAR. Subject announced by department. (Permission required)

4990 SENIOR RESEARCH. Research project involves proposal,

time scheduling, research, design, prototyping, final design, testing, and final report on electronic problem of special interest to the student. Permission required. (Prerequisites: EET 4533 and 4553)

ELEMENTARY EDUCATION (ELED)

2213 FOUNDATIONS OF LITERACY. Designed specifically for the undergraduate elementary teacher candidate. The focus of this course is emergent literacy.

3223 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL. Study of and experience with knowledges and processes appropriate for teaching social studies at the elementary and middle school level. (Prerequisite: completion of 50 hours of general education including the American Studies section)

3423 TEACHING READING IN ELEMENTARY SCHOOL, PART I. To prepare the elementary education major to be functional in techniques of teaching the reading process. (Prerequisite: completion of 50 hours of general education courses, ELED 2213 with a grade of C or better)

3433 TEACHING READING IN ELEM SCH, PART II. To prepare the elementary education major to be functional in techniques of teaching vocabulary development, comprehension skills, and content area reading skills. (Prerequisite: ELED 3423 with a grade of C or better)

4323 LANGUAGE ARTS IN THE ELEMENTARY SCHOOL. Creative integration of listening, speaking, written expression, and handwriting in traditional and innovative school programs. (Prerequisites: ELED 3423 and ELED 3433 with a grade of C or better) Previously listed as ELED 3323

4444 DIAGNOSIS & REMEDIATION OF READING AT ELEM LEVEL. Includes assessment procedures, class profiles, referral techniques, as well as development of instructional programs using instructional objectives, and diagnosis and tutoring of struggling readers. (Prerequisites: ELED 3423 and ELED 3433 with a grade of C or better) Students must obtain a grade of C or better in this class to continue.

4523 SURVEY OF EARLY CHILDHOOD EDUCATION. A study of the history, philosophy, methods, and theories for educating the young child from three through eight years.

4623 EARLY CHILDHOOD EDUC CURRICULUM I. A realistic, functional approach to the development of an early childhood curriculum with concentration on actual student made materials and demonstrations. The content areas included are creative arts (music and art), motor skills, and language development. (Prerequisite: ELED 4523)

4723 EARLY CHILDHOOD EDUC CURRICULUM II. A realistic, functional approach to the development of an early childhood curriculum with concentration on actual student made materials and demonstrations. The content areas included are health, nutrition, social studies, science, and mathematics. (Prerequisite: ELED 4523 and 4623)

4803 METHODS OF INSTRUCTION FOR ELEMENTARY TEACHERS. Includes comprehensive organizational, and instructional techniques using a variety of strategies for teaching all curriculum areas at the elementary level. (Prerequisite: admission to Teacher Education)

4923 TEACHING EARLY CHILDHOOD EDUC. To provide a study of children's developmentally appropriate learning environment and those varied materials which challenge and stimulate new interests and make the child aware of his own creative abilities. (Prerequisite: ELED 4523, 4623 and 4723)

4960 DIRECTED READING. Individualized study in elementary education selected in consultation with the professor. (Departmental permission required)

4970 SPECIAL STUDIES. Individualized project in elementary education selected in consultation with the professor. (Departmental permission required)

4980 SEMINAR. Small group study of topic in elementary education announced by department. (Departmental permission required)

4990 RESEARCH. Independent investigation in elementary education designed in consultation with the professor. (Departmental permission required)

5003 FOUND AND SURVEY OF READING--K-8. Current approaches to teaching reading at the elementary level based on theoretical as well as practical classroom techniques.

5013 FOUND & SURVEY OF READING AT THE ADV LEVEL. Reading process analysis, methods, materials, and construction of learning units applicable at the advanced levels of reading.

5023 DIAG & CORRECTION OF READING DISABIL I. Informal diagnosis of reading problems; orientation to clinical diagnosis, case studies, developmental and remedial practices. (Prerequisite: ELED 5003)

5033 DIAGNOSIS AND CORRECTION OF READ DISAB II. Clinical diagnosis, diagnostic procedures, administration of individual clinical tests, and work with clinical cases. (Prerequisite: ELED 5023)

5040 PRACTICUM IN READING I. Classroom application of diagnostic and prescriptive procedures with a small group of children who have severe reading problems. (Prerequisite: ELED 5023 and 5033)

5053 ORG & SUPERV OF READING PROGRAMS. Reading processes grades 1-12; reading specialist's role; planning school-wide reading programs; supervision techniques; in-service training.

5060 PRACTICUM IN READING II. Clinical application of diagnostic and prescriptive procedures with individuals who have severe reading problems. Exit reports and conferences with parents and teachers. (Prerequisite: ELED 5023 and ELED 5033)

5253 ADVANCED LANGUAGE ARTS. Field oriented, in-depth study of contemporary programs in language arts instruction.

5263 ADVANCED SOC STUD FOR ELEM TEACHERS. Knowledge, skills, and attitudes needed to become effective teachers of social studies at the elementary school level using interdisciplinary sources. Emphasis will be placed on understanding social knowledge which will enable the teacher to conceptualize, plan, and teach elementary social studies curricula based on higher-level thinking skills.

5603 THEORIES & RESEARCH IN LANGUAGE ARTS. This course investigates theories and research in language arts so that candidates can explain, compare, contrast, and critique the theories and research. This course, along with ELED 5613, lays the theoretical

cal and research foundation for the remainder of the ELED courses required for a M.Ed Reading Specialist

5613 THEORIES & RESEARCH IN READING. This course investigates theories and research in reading so that candidates can explain, compare, contrast, and critique the theories and research. This course, along with ELED 5603, lays the theoretical and research foundation for the remainder of the ELED courses required for a M.Ed Reading Specialist/Literacy Coach

5623 DIAGNOSIS & CORRECTION OF READING DISABILITIES I. Formal and informal diagnosis of reading problems, orientation to clinical diagnosis, case studies, developmental and remedial practices. (Prerequisites: ELED 5603 and ELED 5613)

5633 DIAGNOSIS & CORRECTION OF READING DISABILITIES II. Formal and informal diagnosis of reading problems, orientation to clinical diagnosis, case studies, developmental and remedial practices. (Prerequisites: ELED 5603 and ELED 5613)

5643 LITERACY MATERIALS AND ENVIRONMENTS. Characteristics of appropriate literacy materials and environment for grades 1-12. How literacy materials and environments affect learning to read and write, developing effective reading and writing strategies, and enhancing the desire to read and write. (Prerequisites: ELED 5623 and ELED 5633)

5653 CONTENT AREA READING. This course concentrates on reading in the content areas of the curriculum. Current theories and research will be applied as candidates examine and evaluate content area textbooks and resource materials, collaborate with content area teachers, and construct content area learning units. (Prerequisites: ELED 5623 and ELED 5633)

5663 OLDER, STRUGGLING READERS & ENGLISH LANGUAGE LEARNERS. This course deals with research regarding older struggling readers and English language learners, the difficulties faced by these readers and their teachers, and strategies to enhance these students' literacy development. (Prerequisites: ELED 5643 and ELED 5653)

5673 THE ROLE OF THE READING SPECIALIST/LITERACY COACH. Reading process grades 1-12; reading specialist's/literacy coach's role; planning school wide reading programs; supervision techniques; in-service training. (Prerequisites: ELED 5643 and ELED 5653)

5683 PRACTICUM IN READING I (GRADES PK-8). Clinical application of diagnostic and prescriptive procedures with individuals and small groups of students who have severe reading problems. This teaching will be completed under the direct supervision of the course instructor. (Prerequisites: ELED 5663 and ELED 5673)

5693 PRACTICUM IN READING II (GRADES 9-12). Clinical application of diagnostic and prescriptive procedures with individuals and small groups of students who have severe reading problems. This teaching will be completed under the direct supervision of the course instructor. (Prerequisites: ELED 5663 and ELED 5673)

5960 DIRECTED READINGS. Individualized study in elementary education selected in consultation with the professor. Graduate level.

5970 SPECIAL STUDIES. Individualized project in elementary education selected in consultation with professor. Graduate level.

5980 SEMINAR. Small group study of topic in elementary edu-

cation announced by department. Graduate level.

5990 RESEARCH FOR MASTER'S THESIS.

ENGLISH (ENG)

0123 PRE-COLLEGE ENGLISH. A study of composition, grammar and usage. (Required of students who lack high school credits in English and those who do not pass entrance examination; does not fulfill general education requirement in grammar and composition.)

1113 #COMPOSITION I. Practice of the fundamentals of the writing process in personal and expository writing. Emphasis is on supporting a thesis with specific detail, writing for a particular audience, sentence structure, and revising and editing. (Fulfills three hours of general education requirement in grammar and composition.) Previously listed as Grammar and Composition

1213 #COMPOSITION II. (Second Half). Academic writing, with emphasis on technique and style. Includes a research component and refining of skills. (Prerequisite: ENG 1113; fulfills three hours of general education requirements in grammar and composition.) Previously listed as Grammar and Composition

2313 #INTRODUCTION TO LITERATURE. Study of selected literary works, with emphasis on both understanding literary forms and grasping literature as commentary on life. (Same as HUM 2313)

2413 #CRITICAL APPROACHES TO LITERATURE. Introduction to literary analysis and criticism, including a survey of critical approaches, and the writing of short papers from different critical points of view. (Prerequisite: ENG 1113, ENG 1213) Previously listed as Fundamentals of Literature

2873 #LANGUAGE AND CULTURE. Analysis of the basic elements of language, language use, and culture; analysis of the relationship between language and culture. (Prerequisites: ENG 1113 and ENG 1213)

3543 #ENGLISH LITERATURE TO 1800. Works of major authors from the beginning to the Romantic Period. (Prerequisite: ENG 2413 for English majors; permission required for others)

3653 #ENGLISH LITERATURE SINCE 1800. Works of major authors from the Romantic Period to the present. (Prerequisite: ENG 2413 for English major; permission required for others)

3773 #AMERICAN LITERATURE TO 1865. Selections of literature from the Colonial Period through most of the Romantic Era. (Prerequisite: ENG 2413 for English majors. permission required for others.) Previously listed as American Literature to Whitman

3883 #AMERICAN LITERATURE SINCE 1865. Selections of literature from 1865 to the present. (Prerequisite: ENG 2413 for English majors. permission required for others) Previously listed as American Literature Since Whitman

3893 #WORLD LITERATURE IN TRANSLATION. A study of selected works from the great authors of Greece, Rome, Spain, Russia, France, Germany, Asia, and Latin America. (Prerequisite: ENG 1213)

3903 #TECHNICAL & PROFESSIONAL WRITING. Study and practice in academic writing and writing of reports, proposals, memoranda, and other kinds of prose used in the fields of academia, business, and industry. (Prerequisite: ENG 1113 and ENG 1213)

4103 #CREATIVE WRITING. A study of literary technique, practice in using a variety of devices, and production of complete imaginative compositions. (Prerequisite: ENG 1113, 1213)

4113 #SHAKESPEARE. A close study of selected plays and Shakespeare's times. (Prerequisite: ENG 2413)

4133 #HISTORY OF THE NOVEL. This course will trace the historical development of the novel in English from the 18th century to the postmodern period. (Prerequisite: ENG 2413 for English majors; permission required for others)

4203 NON-FICTION WRITING. This course will focus on the study and practice of different forms of non-fiction writing such as the personal essay, memoir, nature writing, travel writing, writing for emerging technologies, and other forms related to a chosen theme or genre. (Prerequisite: ENG 1213)

4233 #MODERN WORLD LITERATURE. The study of selected writers not necessarily in the same genre nor of the same nationality. Topics might include Existentialism, Post-War Japanese fiction, Latin American Magical Realism, etc. (Course may be repeated) (Prerequisite: ENG 2413 for English majors; permission required for others)

4253 #WORLD LITERATURE. The study of selected writers of different nationalities, genres, and periods. (Prerequisite: ENG 2413 for English majors, permission required for others)

4303 FICTION WRITING. This course will focus on the study and practice of narrative development as it leads to the creation of character and the invention of plot in short works of fiction. (Prerequisite: ENG 1213)

4323 #SELECTED BRITISH AUTHORS. A study of one or a selected group of writers not necessarily in the same literary genre. (Course may be repeated) (Prerequisite: ENG 2413 for English major, permission required for others)

4343 #SELECTED AMERICAN AUTHORS. A study of the selected works of a single author or of a group of related authors, not necessarily in the same genre. (Course may be repeated) (Prerequisite: ENG 2413 for English majors, permission required for others)

4383 #ADVANCED COMPOSITION. Expository composition with emphasis on technique, style, and audience. (Prerequisites: ENG 1113, 1213)

4403 WRITING AND VISUAL MEDIA. This course will focus on the study and practice of different forms of writing and visual media such as film, the internet, emerging technologies and other forms related to a chosen theme or genre. (Prerequisite: ENG 1213)

4433 #NINETEENTH & TWENTIETH CENTURY WOMEN AUTHORS. An in-depth study of nineteenth- and twentieth-century women writers; includes the fiction, poetry, drama, and non-fiction prose of a variety of authors. (Prerequisite: ENG 2413 for English majors, permission required for others)

4463 #AMERICAN ETHNIC LITERATURES. An investigation of the literature, art, and philosophy that tells of the encounters between "Western" and "non-Western" cultures by focusing on issues of national immigration and migration. (Prerequisite: ENG 2413 for English majors, permission required for others)

4563 #NATIVE AMERICAN LITERATURES. This course is a survey of literature written by Native Americans. It may include works

of fiction, non-fiction, poetry, drama, and literary criticism. (Prerequisites: ENG 1113 and ENG 1213)

4663 #LITERARY THEORY AND CRITICISM. A study of selected literary critics, criticism, and critical theory from Aristotle to the present (Prerequisite: ENG 2413 for English majors, permission required for others)

4783 #ENGLISH GRAMMAR. An intensive study of accounts of English structure and standards of usage. (Prerequisites: ENG 1113 and ENG 1213) Previously listed as Advanced English Grammar

4853 #GREAT BOOKS OF THE WESTERN WORLD. Central literary, historical, and philosophical works of the Western tradition from the ancient world to the Enlightenment. (Prerequisite: ENG 2413 for majors; permission required for others.)

4863 COMPOSITION THEORY AND PRACTICE. Expository composition with emphasis on theory, technique, style, and audience, and the application of these to teaching. (Prerequisites: ENG 1113 and ENG 1213)

4883 #HISTORY OF THE ENGLISH LANGUAGE. Historical development of sounds, vocabulary, inflections and syntax of the English language. (Prerequisites: ENG 1113 and ENG 1213)

4893 #CHILDREN'S LITERATURE AND STORY TELLING. A study of the various types of literature appropriate for children, pre-school through middle school. (Prerequisite: ENG 1213)

4903 METHODS & MEDIA IN SECONDARY ENGLISH. An intensive study of pedagogical theories and their applications in Middle School and High School English classes. (Prerequisite: admission to Teacher Education. This course fulfills a professional education requirement.)

4923 #MYTHOLOGY. A study of the origin and elements of myth. (Prerequisites: ENG 2143 for English majors, permission required for others)

4943 #MIDDLE SCHOOL & HIGH SCHOOL LITERATURE. Middle and high school literature with emphasis on the modern period. Will also address "classic" literature for adolescents. (Prerequisite: ENG 2413 for English majors, permission required for others) Previously listed as Advanced Children's Literature

4960 DIRECTED READING. Supervised reading in an area selected in consultation with professor directing.

4970 SPECIAL STUDIES. Supervised research or project selected with advice of professor.

4980 SEMINAR. Research or reading seminar on subject announced by department. (Prerequisite ENG 1213)

4990 RESEARCH. Supervised research on a topic selected in consultation with professor (permission required)

5103 STUDIES IN AMERICAN LITERATURE. Advanced studies in American literature relating to such subjects as an author, a work, a genre, an idea, a critical principle, or an aesthetic theory. Topics to be announced by department. (May be repeated)

5113 RHETORIC FOR WRITTEN ENGLISH. Study and application of rhetorical principles on an advanced level.

5203 STUDIES IN BRITISH LITERATURE. Advanced studies

in British literature relating to such subjects as an author, a work, a genre, an idea, a critical principle, or an aesthetic theory. Topics to be announced by department. (May be repeated)

5323 STRUCTURE & USE OF ENGLISH LANGUAGE. Advanced study of the structure of English sentences and their use in writing and speaking.

5403 STUDIES IN WORLD LITERATURE. Advanced studies in world literature relating to such subjects as an author, a genre, an idea, a critical principle, or an aesthetic theory. Topics to be announced by department. (May be repeated)

5533 STUDY AND APPLIC OF LITERARY THEORIES. An intensive study of selected works of major literary critics from Aristotle to the present with practice in the application of literary theory to reading.

5960 DIRECTED READINGS. Supervised reading in an area selected in consultation with professor directing.

5970 SPECIAL STUDIES. Supervised research or project selected with advice of professor.

5980 SEMINAR. Research or reading seminar on subject announced by department.

5990 RESEARCH. Supervised research on a topic selected with advice of professor.

FINANCE (FIN)

2633 PERSONAL FINANCE. Personal finance is designated to provide students with opportunities to develop skills for solving real world problems. It focuses on areas of study that address problems and applications in personal finance including financial planning, personal investing, budgeting, tax planning, real estate financing, credit management, insurance protection, and retirement and estate planning. Previously listed as Personal Finance

2733 PRINCIPLES OF REAL ESTATE. Introduces the history of organized real estate and Oklahoma license laws including rules, regulations, and professional standards. This course meets the minimum requirements necessary to qualify the student for licensure examination for an associate license in real estate. Previously listed as FIN 3123

3113 BUSINESS FINANCE. In this course considers the basic financial decisions within a business. Topics include setting financial goals, measuring risk and return, time value of money, fundamentals of capital structure, fundamentals of dividend policy, sourcing funds, fundamentals of capital budgeting, fundamentals of stock and bonds and their valuation. (Prerequisites: ACCT2103, ECON 2113, BUS 2633) Previously listed as FIN 3813

3253 REAL ESTATE FINANCE. An in-depth analysis of financial concepts needed to make decisions to borrow, lend, or invest in real property.

3433 SECURITIES INVESTMENT. We consider investment theories and their applications in financial securities like stocks, bonds, mutual funds, real estate investment trusts, and venture capital funds. We also consider risk and the basics of modern portfolio theory. (Prerequisite: FIN 3113 with a grade of C or better) Previously listed as Investment and Portfolio Theory

3513 WORKING CAPITAL MANAGEMENT. This course considers how businesses can and should manage their short-term assets and liabilities. Topics include financial forecasting, controlling cash, managing accounts receivable and inventory, short-term lease evaluation, using the bank relationship, and sources of short-term funds. (Prerequisite: FIN 3113 with a grade of C or better for finance majors)

3523 FINANCIAL INSTITUTIONS AND CAPITAL MARKETS. This course investigates the nature and characteristics of institutions, financial instruments, and markets that have evolved in the course of the domestic and global allocation of money capital. Topics include the importance of financial markets such as stock, bond, mortgage, futures, options, and money markets. Additionally, the role and functioning of the Fed and major depository and non-depository financial institutions are covered. The role of markets and government regulation in directing and efficient use of money capital and the use of derivative securities to reduce risks is emphasized. (Prerequisite: FIN 3113 with grade of C or better) Previously listed as was FIN 3933

3613 CAPITAL INVESTMENT. This course considers how businesses can and should decide on proposed investments in long-term capital assets. Topics include cash flow estimation, measuring cost of capital, capital investment analysis, long-term lease analysis, capital rationing, and risk analysis. (Prerequisite: FIN 3113 with grade of C or better for finance majors)

4223 FINANCIAL ANALYSIS AND CONTROL. This course examines the processes and methods of financial analysis and control. The course emphasizes the objectives of different users of financial statements and describes analytical tools and techniques to meet those objectives. Analytical methods range from the computation of ratio and cash flow measures to forecasting earnings for equity valuation. Topics include cash flow analysis, profitability analysis, short-term and long-term forecasting analysis, credit analysis, and equity analysis and valuation. (Prerequisite: FIN 3113 with grade of C or better and ACCT 2203)

4443 INTERNATIONAL FINANCIAL MANAGEMENT. This course focuses on the financial aspects of managing multinational firms. Topics include foreign trade flows, foreign capital flows, determines of currency exchange rates, forecasting currency exchange rates, arbitrage, the use of derivative to manage exchange rate risk, and raising and investing long term funds internationally. (Prerequisite: FIN 3113 with grade of C or better for finance majors) Previously listed as International Trade and Finance

4523 BANK ADMINISTRATION. This course investigates the daily operations, problems, and issues that confront bank managers. Case studies and computer simulation games are used to simulate the actual banking environment (Prerequisite: FIN 3523 with grade of C or better)

4633 RISK MANAGEMENT. This course analyzes how businesses should manage risk. The course addresses how firms can use self-insurance and commercial insurance to insure against property, liability, and personnel risk. (Prerequisite: FIN 3113 with grade of C or better)

4813 FINANCIAL POLICY AND STRATEGY. This is the capstone course in finance. As such, the course integrates and synthesizes financial theories and applications considered elsewhere. The course focuses on the executive level where managers make policy and strategic decisions that have lasting effects on the business. The course relies on spreadsheet analysis, internet-based simulations and case studies. (Prerequisite: FIN 3433, FIN 3513, FIN 3613, FIN 4223 and Senior Standing) Previously listed as Advanced Business Finance

4950 INTERNSHIP. This course allows credit for approval internships under School of Business guidelines.

4970 SPECIAL STUDIES. This course permits individual finance students to work with a finance professor on an approved topic in finance. (Prerequisite: FIN 3113 with grade of C or better and permission of department chair and the instructor)

4980 SEMINAR. A small group study of a topic announced by department. (Prerequisite: FIN 3113 with grade C or better and permission of the instructor)

5213 FINANCIAL MANAGEMENT. This course covers the practice and theory of managers making financial decisions for the firm. The basis for all decisions builds from the premise of maximizing shareholder wealth. Topics include risk and return tradeoffs, valuing stock and bonds, evaluating choices among sources of capital and capital structure, evaluating dividend policy, evaluating the selecting expansion projects, using derivative securities to managing risk, firm valuation, and short-term cash management. (Prerequisite: FIN 3113 and BUS 2633)

FRENCH (FREN)

1113 #ELEMENTARY FRENCH I. Basic skills for either oral or written communication; grammar; written drills; reading of short selections, and audio-visual aids. Offered occasionally.

1223 #ELEMENTARY FRENCH II. A continuation of FREN 1113; standard French grammar, reading of short French texts, and emphasis on oral participation. (Prerequisite: FREN 1113 or approval of instructor)

GEOGRAPHY (GEOG)

1713 #HUMAN GEOGRAPHY. An introduction to the major concepts of human geography examining geographic behavior in terms of spatial organization of the earth's surface and of the development of regional systems. Previously listed as GEOG 1113

2713 #PHYSICAL GEOGRAPHY. A survey of physical geography and the relationship between man and his environment. Previously listed as GEOG 2243

2723 #WORLD REGIONAL GEOGRAPHY. A comparative study of the cultural regions of the world. Previously listed as GEOG 2253

3523 #GEOGRAPHY OF ANGLO-AMERICA. A cultural and economic study of the United States and Canada on a regional basis. Previously listed as GEOG 3613

3533 #HISTORICAL GEOGRAPHY OF THE UNITED STATES. A study of the interaction of geography and history in the United States. Previously listed as GEOG 3633

3543 #GEOGRAPHY OF OKLAHOMA. A survey of the physical and cultural environment of Oklahoma. Previously listed as GEOG 3813

3713 #PRINCIPLES OF ECONOMIC GEOGRAPHY. A survey of the natural resources and the development of the resources by man. Previously listed as GEOG 3123

3723 #WEATHER, CLIMATE, AND METEOROLOGY. A study of

weather and the climatic elements with special study in meteorology. Previously listed as GEOG 3243

3733 CONSERVATION OF NATURAL RESOURCES. A study of the methods of conservation and the importance to our natural resources. Previously listed as GEOG 3253

3753 #WORLD POLITICAL GEOGRAPHY. A study of the world's critical areas where geographical and political factors interconnect. Previously listed as GEOG 3513

4643 #GEOGRAPHY OF LATIN AMERICA. A study of the economic and cultural factors of the countries of Latin America. Previously listed as GEOG 3743

4713 #GEOGRAPHY OF EUROPE. A cultural and economic study of the countries of Europe. Previously listed as GEOG 4533

4723 #GEOGRAPHY OF ASIA. A comparative study of the cultural and economic factors of the countries of Asia. Previously listed as GEOG 4773

4733 #GEOGRAPHY OF THE MIDDLE EAST AND AFRICA. A study of the cultural, economic, and physical geography of the Middle East and Africa. Previously listed as GEOG 4873 Geography of the Middle East

4744 FIELD STUDIES. A two-to-three week summer tour of a specific region of the world.

4960 DIRECTED READING. Supervised readings in an area selected in consultation with professor directing.

4970 SPECIAL STUDIES. Supervised research with professor directing.

4980 SEMINAR. A study of specific topics in geography announced in By department.

4990 RESEARCH. A micro-study of specific topics in geography.

5960 DIRECTED READINGS. Individual readings in geography determined by the professor.

5970 SPECIAL STUDIES. An intensive study of a particular aspect of geography.

5980 SEMINAR. Subject announced by department.

5990 RESEARCH FOR MASTER'S THESIS.

GERMAN (GERM)

1113 #ELEMENTARY GERMAN I. Beginning course of basic linguistic skills with practice in listening, speaking, reading, and writing, pronunciation, phonetics and comprehension. Offered occasionally.

1223 #ELEMENTARY GERMAN II. This course will provide further practice in listening, speaking, reading, and writing, with stress on mastery of lexical and structural items of German.

GIFTED EDUCATION (GTED)

5423 CHARAC & IDENTIF OF THE GIFTED. Introductory concepts, characteristics, techniques, and strategies for providing

differentiated educational programs and experiences for the Gifted and Talented. Implementation of state and federal legislation and other identification systems will be explored.

5433 TEACHING THE GIFTED. The course will emphasize subject and skill related learning facilitation which is process oriented and doing centered. The role of the teacher as facilitator, counselor, and non-directive change agent will be explored. The development of individualized educational plans, independent studies, tutoring, clustering, mentors, learning centers, resource centers, mainstreaming acceleration, and enrichment will be examined. The specific S.O.I., Piagetian Opulious, Bloom's Taxonomy, thinking skills, and Torrance's creativity. (Same as EDUC 5433)

5443 CREATIVE THINKING AND PROBLEM SOLVING. The primary purpose of the course is to make the student more creative and to share methods and techniques by which they can make others more creative.

5453 PRACTICUM IN GIFTED EDUCATION. Participation in the planning for and the teaching of gifted students.

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPER)

ACTIVITY COURSES

1001 MEN'S TEAM SPORTS. Basic skills in soccer, speedball, touch football, basketball, and volleyball.

1021 AEROBICS. Personal fitness course based on aerobic concepts. Exercises designed for cardiovascular wellness as well as for basic muscle toning.

1032 AEROBIC JOGGING. Principles of conditioning with involvement in jogging program.

1121 WOMEN'S TEAM SPORTS. Basic skills in basketball, volleyball, and softball.

1141 SOCIAL AND SQUARE DANCE. American folk dance activities; basic steps, terminology, and decorum of square, round and couple dancing.

1201 MEN'S ELEMENTARY GYMNASTICS. Basic skills in tumbling, vaulting, parallel bars, horizontal bar, and trampoline.

1221 WOMEN'S ELEMENTARY GYMNASTICS. Basic skills, teaching progressions, safety procedures, free exercise and use of gymnastic equipment.

1401 GOLF. Basic skills of golf.

1501 ELEMENTARY TENNIS. Basic skills of tennis.

1601 INTERMEDIATE TENNIS. Continued practice in basic skills with introduction to more advanced strokes and strategy. (Prerequisite: HPER 1501 or permission from instructor)

1701 ELEMENTARY SWIMMING. Levels I, II, and III. American Red Cross. No previous skill required.

1801 INTERMEDIATE SWIMMING. Review of Levels I-III, continuing through Level VII. American Red Cross. (Prerequisite: HPER 1701 or equivalent skills)

1902 LIFEGUARD TRAINING. American Red Cross certification course including CPR. (Prerequisite: HPER 1801 or equivalent and be able to pass pre-skills test)

1921 WATER SAFETY INSTRUCTOR. Knowledge, skills, and techniques for becoming certified to teach American Red Cross progression courses and water safety courses. (Prerequisite: HPER 1801 or equivalent and be able to pass pre-skills test)

1931 LIFEGUARD TRAINING INSTRUCTOR. Knowledge, skills, and techniques for becoming certified to teach American Red Cross water safety courses and Lifeguarding Today. (Prerequisite: Lifeguarding Certificate)

1941 SCUBA DIVING. Training in skills of SCUBA (self contained underwater breathing apparatus) leading to certification. (Prerequisite: permission of instructor)

1951 MODERN DANCE. Basic technique class in modern dance, floor, center work, basic rhythm and movement combinations.

2001 INTERCOLLEGIATE FOOTBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2101 INTERCOLLEGIATE BASKETBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2111 INTERCOLLEGIATE WOMEN'S BASKETBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours.)

2201 INTERCOLLEGIATE BASEBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2301 INTERCOLLEGIATE TRACK. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2401 INTERCOLLEGIATE TENNIS. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2411 INTERCOLLEGIATE WOMEN'S TENNIS. Varsity participation. (Five days a week in season. Maximum credit of four hours.)

2501 INTERCOLLEGIATE GOLF. Varsity participation. (Five days a week in season. Maximum credit of four hours)

2601 WEIGHT TRAINING AND CONDITIONING. Physical conditioning program consisting of weights and jogging.

2651 SPECIALIZED RECREATIONAL ACTIVITIES. (Subject named in title listing. Course may be repeated under a different subject.)

2701 INTERCOLLEGIATE WOMEN'S CROSS COUNTRY. Varsity participation. (Five days a week in season. Maximum credit of four hours.)

2801 INTERCOLLEGIATE WOMEN'S SOFTBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours.)

2901 INTERCOLLEGIATE WOMEN'S VOLLEYBALL. Varsity participation. (Five days a week in season. Maximum credit of four hours.)

PROFESSIONAL COURSES

1113 #WELLNESS AND POSITIVE LIFE STYLES. A study involving the integration of principles of health and wellness that expand one's potential to make informed choices about life styles. Lectures with corresponding laboratory experiences are designed to aid students in personal fitness and wellness development.

2752 FIRST AID AND SAFETY. American Red Cross Standard First Aid and adult CPR certification.

3113 SCHOOL AND COMMUNITY HEALTH. A study of procedures leading to the solution of health problems found in the school and community.

3142 RECREATION SPORTS PROGRAMS. This course is designed to study the objectives and principles in administering recreational sports programs in schools and in the community. The course offers an exploration and examination of theoretical foundations and basic sport programming skills, methods, and techniques necessary to deliver recreational sports activities within a variety of settings, agencies and/or organizations

3152 CAMP COUNSELING. Organization and administration of camping experiences and the study of counseling techniques.

3242 SPORTS/RECREATION FACILITIES MANAGEMENT. The course is designed to present information regarding management of recreation facilities in the public and private sectors. The course will focus on the facility manager's role and responsibilities.

3252 MOTOR LEARNING. The nature and principles of skill acquisition.

3352 MEASUREMENT IN PHYSICAL EDUCATION. Evaluation techniques applicable to school physical education.

3442 #KINESIOLOGY. An in-depth study of the human musculoskeletal system; examining each joint, the associated muscles, and the movements produced. Emphasis is given to the application to human movement, to athletic performance, and to injury prevention

3452 #APPLIED ANATOMY. Anatomical considerations of skeletal, muscular, circulatory, and respiratory systems.

3462 ADAPTED PHYSICAL EDUCATION. Overview of exceptional children and the role of adapted physical education programs in meeting their needs.

3553 ELEMENTARY SCHOOL PROGRAM. Methods and teaching techniques in preparation for teaching physical education to elementary school students.

3652 RECREATIONAL LEADERSHIP. Techniques of group leadership; interpretation of leadership; analysis of problems at various levels; and examination of methods of leadership.

3753 TECHNIQUES OF TEACHING TEAM SPORTS AND GYMNASTICS. Teaching and performance techniques of team sports and gymnastics. Includes but not limited to volleyball, soccer, flag football, softball, track and field, and gymnastics. Previously listed as Techniques of Fundamental Skills

3763 TECHNIQUES OF TEACHING LIFETIME ACTIVITIES. Teaching and performance techniques of lifetime activities. Includes but not limited to tennis, golf, dance, camping, backpacking and hiking.

3852 SPORTS RULES AND OFFICIATING. Techniques of of-

ficiating football, basketball and baseball. Laboratory work required.

3903 BEGINNING EQUESTRIAN RECREATIONAL ACTIVITIES.

3913 INTERMEDIATE EQUESTRIAN RECREATIONAL ACTIVITIES. (Prerequisite: HPER 3903)

3923 ADVANCED EQUESTRIAN RECREATIONAL ACTIVITIES. (Prerequisite: HPER 3913)

4053 ORGANIZATION AND ADMINISTRATION. Administrative techniques and sound management principles utilized in physical education, intramurals, intercollegiate, and health education programs.

4152 COMMUNITY RECREATION. Study of the scope of recreation, activities appropriate for a community wide program, survey of facilities and opportunities, and planning.

4253 #PHYSIOLOGY OF EXERCISE. Physiological considerations of the human organism in response to physical activity.

4353 #FOUNDATIONS OF PHYSICAL EDUCATION. Brief history of health and physical education; scientific and philosophic foundations for modern program construction.

4363 #FOUNDATIONS OF RECREATION. This course is planned to provide a thorough description of the current scope and organizational practices as well as the historical, sociological, psychological, philosophical and economic aspects of recreation and leisure.

4402 PRINCIPLES OF ATHLETIC COACHING. This course is designed to introduce the coaching/teacher candidate to the basic knowledge needed to be successful in the coaching field. The various responsibilities and roles of head coaches and assistant coaches will be examined.

4412 PRINCIPLES OF STRENGTH AND CONDITIONING COACHING. This course will include basic information to gain a working knowledge of organizing and conducting an off-season strength and conditioning program. Emphasis will be placed on acquiring appropriate knowledge, attitudes, and practices related to strength and conditioning programs.

4502 COACHING FOOTBALL. Basic fundamentals and techniques in coaching the three major areas of football--offense, defense, and the kicking games as well as practice, organization, and game situations.

4512 COACHING BASKETBALL. Methods of coaching individual and team offensive and defensive skills as well as practice, organization, and game situations.

4602 COACHING BASEBALL. Theory of coaching offensive and defensive fundamentals, practice, organization, and game situations.

4612 COACHING TRACK. Basic fundamentals and techniques in coaching all running and field events.

4622 COACHING WOMEN'S TEAM SPORTS. Techniques and experiences in planning and coaching women's basketball, softball and volleyball. Participation required.

4722 COACHING INDIVIDUAL SPORTS. Techniques and experiences in planning and teaching archery, badminton and tennis.

Participation required.

4802 CARE AND PREVENTION OF ATHLETIC INJURIES. Diagnostic, prevention, and treatment skills for common athletic injuries. (Lab fee)

4813 NUTRITION AND WEIGHT MANAGEMENT. This course will explore some of the aspects of weight control; why individuals gain weight, why some individuals need to lose weight, how individuals can lose weight, and how weight loss can be maintained. Also, metabolism, good consumption, and exercise, as related to weight control, will be considered and discussed.

4822 NUTRITION IN SPORTS. Course is designed to introduce the basic principles of nutrition for athletes. Essential information will include nutrition care, diet plans, training considerations, and event planning.

4833 STRESS MANAGEMENT. This course is designed to introduce various stress management techniques. The course will include information about stress, coping skills, relaxation techniques, and managing anger.

4842 #PSYCHOLOGY OF SPORT. This course is designed to introduce the history and evolution of sports psychology. The course will identify various personality traits and the impact these traits have on sport performance. Specific traits of aggression, confidence, and anxiety will be investigated. The course also addresses the dynamics of a team and the coach's role in shaping a team.

4852 FITNESS FOR LIFE. The course is designed to investigate nutrition, weight training, and aerobic activities as components of a healthy lifestyle. The intent of the course is to persuade students to engage in healthy living for a lifetime.

4903 METHODS AND MEDIA IN PHYSICAL EDUCATION. A theory and practice course focusing on organizational and instructional techniques, discipline strategies, and class management. (Will not count toward a major or minor in Physical Education.) (Prerequisite: admission to Teacher Education)

4954 SUPERVISED RECREATIONAL FIELD WORK. Work experiences in recreational programs. (Departmental permission required)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Departmental permission required.)

4980 SEMINAR. (Departmental permission required)

4990 RESEARCH. Independent research designed in consultation with the professor. (Departmental permission required)

5003 SPORT AND SOCIETY. Review and analysis of sociological phenomena related to sport.

5103 ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS. Problems, policies, and procedures involved in the administration of interscholastic athletics.

5203 ADVANCED MEASUREMENT IN PHYSICAL EDUCATION. Study of standardized tests, construction of tests, and a survey of research studies.

5303 CONTEMPORARY ISSUES IN PHYSICAL EDUCATION. Study of current issues involving philosophical, curricular, and administrative problems in physical education.

5403 SCIENTIFIC BASIS OF MOTOR SKILLS. Research implications relating to the application of learning theories to the teaching of motor skills.

5503 MOVEMENT EDUCATION. History, overview, and program planning. Emphasizes movement as the basis for learning.

5603 LEGAL ASPECTS OF PHYS EDUC. Legal implications relating to tort liability in conducting physical education and recreation programs.

5703 PROBLEMS IN HEALTH EDUCATION. A survey of current health education problems with indepth coverage of major topics.

5803 ADAPTED PHYS EDUC. Overview of exceptional children, the role of adapted physical education programs in meeting their needs.

5853 BIOMECHANICS OF SPORT TECHNIQUES. Applies the principles and mechanics of motion to a variety of physical activities. Fundamental movements necessary for the successful execution of a variety of techniques.

5903 ADV THEORY OF COACHING FOOTBALL. Advanced offensive and defensive techniques and game strategies in football.

5953 ADV THEORY OF COACHING BASKETBALL. Individual skills and their incorporation into game strategy. Comparative examination of offenses and defenses.

5970 INDIVIDUAL STUDY IN PHYSICAL EDUCATION.

5980 SEMINAR IN HEALTH AND PHYSICAL EDUCATION.

HISTORY (HIST)

UNITED STATES HISTORY

1513 #UNITED STATES HISTORY TO 1876. Survey of United States history from discovery to 1876. Previously listed as HIST 1113 American History to 1876

1523 #UNITED STATES HISTORY SINCE 1876. Survey of United States history from 1876 to present. Previously listed as HIST 1213 American History Since 1876

2523 #OKLAHOMA HISTORY AND GOVERNMENT. Survey course in the formation of Oklahoma and Indian Territories and the coming of statehood. Previously listed as HIST 3223

3513 #UNITED STATES SOCIAL AND CULTURAL HISTORY. Development of institutions and culture in the United States from the colonial era to the present, with particular emphasis on intellectual history and the role of women in the United States. Previously listed as HIST 3293 American Social and Cultural History

3523 #ECONOMIC HISTORY OF THE UNITED STATES. The history of the economic development in the United States. Previously listed as HIST 3663

3533 #AMERICAN WEST. Study of the exploration, conquest, and development of the American West in the 19th century. Previously listed as HIST 3973

3563 #AFRICAN-AMERICAN HISTORY. Detailed survey of the contributions of African-Americans from the colonial era to the present, with particular emphasis on the development and nature of slavery,

and the struggle for equal rights. Previously listed as HIST 4193

3583 #AMERICAN ENVIRONMENTAL HISTORY. This course explores the role of the natural world in the formation and development of American society, culture, and politics. Emphasis is given to the importance of natural resources and the evolution of national perceptions and policies regarding the environment.

4513 #COLONIAL AMERICAS, 1492-1763. An analysis of the formative period of colonial history in North America until the eve of the American Independence movement, encompassing: Exploration and Discovery, Settlement, and colonial society, culture, and politics until the conclusion of the French and Indian War. Previously listed as HIST 3123

4523 #FOUNDING FATHERS AND THE COMMON MAN, 1763-1848. An examination of the political and cultural history of the United States from the struggle for Independence, the formation of a strong Federal Government, until Jacksonian Democracy. Previously listed as HIST 3153

4533 #CIVIL WAR AND RECONSTRUCTION, 1848-1877. Background, conduct, and consequences of the Civil War, and an analysis of the problems of Reconstruction. Previously listed as HIST 4123

4543 #GOSPELS OF NATIONALISM AND IMPERIALISM, 1877-1919. Society and culture from 1877 to 1919, with investigation of causes and results of imperialism. Previously listed as HIST 4133 American Nationalism and Imperialism

4553 #FLAPPERS, THE GREAT DEPRESSION, & WWII, 1919-1945. Politics, culture, and economics of the United States between the wars. Special attention given to the Great Depression and coming of WWII. Previously listed as HIST 4143 Recent America 1919-45

4563 #CONTEMPORARY U.S. HISTORY, 1945-PRESENT. Detailed analysis of most outstanding characteristics of contemporary society. Previously listed as HIST 4153 Contemporary America Since 1945

4593 #UNITED STATES DIPLOMATIC HISTORY. History of foreign policy of United States from revolutionary period to the present. Previously listed as HIST 4263 American Diplomatic History

4793 #GLOBAL HISTORY. A study of major governmental, economic, cultural, religious and military trends, from prehistory to the present, using primary sources. Previously listed as HIST 4303 and Advanced Global History

EUROPEAN HISTORY

3713 #ANCIENT WORLD. Study of the social, political, and cultural life of the ancient Near East, Greece, and Rome. Previously listed as HIST 3833

3723 #ENGLAND TO 1689. Political, economic, cultural, and constitutional development of England from earliest times to 1689. Previously listed as HIST 3343

3733 #ENGLAND SINCE 1689. Political, constitutional, economic and social development of England from the reign of William and Mary to the present. Previously listed as HIST 3443

3753 #RUSSIA SINCE 1815. Russian civilization from 1815 to the present. Emphasis upon the corruption of imperial social institutions, the Revolutions of 1917, and the rise and fall of the Soviet Union.

Previously listed as HIST3463 Russia Since 1861

4713 #BARBARIANS, CRUSADERS, AND PLAGUE:EUROPE 500-1300. The disintegration of the Medieval forms of life in Europe, and the transformation of intellectual and institutional ideas to 1300. Previously listed as HIST3933

4723 #MONARCHS, MINISTERS, & MERCHANTS:EUROPE 1300-1600. An examination of the economic, political, and socio-cultural developments in Europe during the 14th, 15th, 16th and early 17th centuries--emphasizing Renaissance and Reformation thought, the rise of Nation-states, and the birth of the Scientific Revolution. Previously listed as HIST3943

4743 #KINGS, PEASANTS, AND REVOLTS:EUROPE 1660-1815. An examination of the intellectual, political, and socio-cultural developments in Europe during the Age of Reason and Enlightenment--emphasizing Absolutism, the Enlightenment, and revolutionary and Napoleonic France. Previously listed as HIST 4113 French Revolution and Napoleon

4753 #GOD, GUNS AND GLORY:EUROPE, 1815-1919. An examination of the domestic and international ramifications of Europe's transition from a traditional to a modern society. Previously listed as HIST 3573

4763 #BLOOD AND FREEDOM: THE STRUGGLE FOR MODERN EUROPE. An analysis of modern Europe's maturation and the roles totalitarianism, democracy and hyper-nationalism played in two world wars, a Cold War and European Unification. Previously listed as HIST 3583

4773 #PIRACY AND EMPIRE: ATLANTIC WORLD, 1400-1715. An examination of the economic, political and socio-cultural developments of the competition for the Atlantic World at sea--emphasizing the rise of trade, piracy, and conflict between English, Dutch, Portuguese, and Spanish maritime empires.

LATIN AMERICAN HISTORY

3613 #MEXICO. Survey course from discovery and conquest of Mexico to present. Previously listed as HIST 3493

3623 #ARGENTINA, BRAZIL, & CHILE. Survey of three of the most important of South American nations from discovery and conquest through present. Previously listed as HIST 3503

4613 #LATIN AMERICA-COLONIAL PERIOD. Latin American history from discovery and exploration to national revolutions. Previously listed as HIST 3473

4623 #LATIN AMERICA-NATIONAL PERIOD. Latin American history from the national revolutions to the present. Previously listed as HIST 3483

NATIVE AMERICAN HISTORY

3573 #NATIVE AMERICAN HISTORY. A study of pre-Columbian to present day Native American history.

AFRICAN HISTORY

3813 #HISTORY OF AFRICA. This course serves as a concentrated survey of African history from the dawn of civilization to the present, excluding only Ancient Egypt.

ASIAN HISTORY

3013 #MODERN EAST ASIA. Survey of the rise, decline, and development of modern Chinese and Japanese civilizations. Previously listed as HIST 4063 East Asia

WORLD HISTORY

2713 #EARLY WORLD CIVILIZATIONS. Ancient civilizations in their cultural, political and economic aspects. Previously listed as HIST 2113

2723 #MODERN WORLD CIVILIZATIONS. A survey of transitions of world societies from traditional to modern institutions. Previously listed as HIST 2213

INDEPENDENT STUDIES

2001 INTRODUCTION TO RESEARCH. A survey of the rudimentary search tools, forms of style, and logical developments of historical research and writing. Previously listed as SOST 2001

2980 #HISTORICAL SITE STUDIES. An integrated academic and experiential study of the culture, institutions, and people of selected historical sites. (3 credit hour maximum)

4953 HISTORICAL RESEARCH AND WRITING (CAPSTONE). The senior capstone experience is required of all Social Studies majors. This research seminar, normally taken in the last year of enrollment, has been approved by the Oklahoma State Regents for Higher Education as a part of Southeastern Oklahoma State University's assessment plan. In the capstone, emphasis is placed on the principles of historical research, the organization of materials, and the discussion of various writing styles. Previously listed as HIST 4950

4960 DIRECTED READING. Supervised reading in area selected in consultation with professor directing.

4970 SPECIAL STUDIES. Supervised research or project selected with advice of professor.

4980 SEMINAR. Research or reading seminar on topic announced in By department each semester.

5960 DIRECTED READINGS. Individual studies in history determined by the professor.

5970 SPECIAL STUDIES. An intensive study of a particular aspect of history determined by the needs of the student as identified by the professor.

5990 HISTORICAL RESEARCH, WRITING, AND/OR THESIS. Historical research, writing, and/or thesis.

HUMANITIES (HUM)

2113 #HUMANITIES. Unity of philosophy and the arts in the ancient and medieval world. Emphasis on relevance to present life.

2223 #HUMANITIES. Philosophy and the arts as human responses to the challenges of the modern world.

2313 #INTRODUCTION TO LITERATURE. Study of selected literary works, with emphasis on both understanding literary forms and grasping literature as commentary on life. (Same as ENG 2313)

2453 #PHILOSOPHY IN LIFE. Informal examination of the range of philosophic efforts to clarify the dilemmas of life.

4980 SEMINAR. Content varies according to the time and need.

5113 ADVANCED HUMANITIES STUDY. Intensive study of selected areas of the cultural achievements of mankind.

5980 SEMINAR. Content varies according to the time and need.

LANGUAGE (LANG)

1113 #INTRODUCTION TO EUROPEAN LANGUAGES. This course presents an overview of the structure and phonology of five major Western European languages: Latin, French, German, Italian, and Spanish.

4903 METHODS & MEDIA IN FOREIGN LANGUAGE TEACHING. This class is designed to help students understand the history of language teaching and the range of approaches and methods available to them. It also introduces current and historical understandings of the language acquisition process and the ways in which psychological and educational theory has influenced language teaching methodology. Students will research and practice different methods and will experience these from the perspective of both teacher and student. Classroom management, teaching objectives, testing, assessment of textbooks, development of instructional materials, and other aspects of language teaching as a profession are all features of the course. The course will cover the teaching of listening, speaking, reading, and writing, as well as the culture-learning aspects of language acquisition. (Prerequisite: admission to Teacher Education) Previously listed as Methods and Media in Secondary Foreign Language

LEADERSHIP (LEAD)

4950 LEADERSHIP INTERNSHIP. Supervised professional-level leadership assignment with a business firm, government agency, or non-profit organization. (Prerequisite: department approval)

4980 SEMINAR. Small group study of topic announced in the "Schedule of Classes".

4990 RESEARCH PRACTICUM. Independent investigation designed in consultation with the professor.

MANAGEMENT (MNGT)

2123 #INTRODUCTION TO LEADERSHIP. An introduction to the nature of leadership, with a focus on the history and origins of leadership, theoretical approaches to leadership, and the essence of contemporary leadership. Application of these concepts to life experiences will be addressed.

3113 #MANAGEMENT AND ORGANIZATIONAL BEHAVIOR. The study of planning, leading, organizing, and controlling to effectively manage organizations in a dynamic environment. Includes a heavy emphasis on human behavior in organizations.

3123 #CIVIC LEADERSHIP. A study of leadership development and skills necessary for the citizen-leader. The course examines leadership in local civic organizations, school systems, and local, state, and national government. International leadership issues are also

examined.(Junior standing required)

3133 ORGANIZATIONAL LEADERSHIP. A survey of theory and research on leadership in formal organizations. The primary focus of the course is on managerial leadership as opposed to parliamentary leadership, leadership of social movements, or informal leadership in peer groups.(Junior standing required)

3143 #PRINCIPLES OF MANAGEMENT. The study of planning, organizing, leading, and controlling with emphasis on the behavioral approach.

3243 PRODUCTION AND OPERATIONS MANAGEMENT. This course is intended to be a survey of operating practices and models in both manufacturing and service firms. It provides managers with sufficient knowledge to make informed "total business decisions" and to introduce standard terms and concepts for communications with operating personnel.In such a course, it should be recognized that breadth of subject matter, not depth of topic, will be the goal. Emphasis is on skills for operating/controlling systems and less emphasis on design. Topics that are covered are forecasting quality control; inventory and supply chain management; aggregate/capacity planning and scheduling; and project management. (Prerequisites: BUS 2633 and MNGT 3113)

3343 SMALL BUSINESS MANAGEMENT. Starting and managing a small business. (Prerequisite: MNGT 3113)

3443 SUPERVISORY MANAGEMENT. A study of the problems involved between the supervisor and the employee including union involvement. (Prerequisite: MNGT 3113)

3533 HUMAN RESOURCE MANAGEMENT. To acquaint the student with EEO regulations and with modern methods of selection, appraising, training, and solving various personnel problems. (Prerequisite: MNGT 3113 OR POSC 3563 for Public Administration minors)

4113 CONTEMPORARY ISSUES IN LEADERSHIP. A study of the fundamental cultural, ethical, and philosophical issues which are involved in leadership. This course, the capstone requirement for the leadership program, addresses these issues in the context of a required community project. Students will be challenged through these projects to become catalysts for positive change and leadership in their communities. Students will prepare presentations outlining course projects and present them before a panel of professors and community members.(Junior standing required)

4243 QUALITY MANAGEMENT. History, philosophy, and theory of total quality management as presented by authors such as W. Edwards Deming, Joseph Juran, Philip Crosby and others. The focus will be on continuous quality improvement, total quality control, competitive advantage, problem solving, and statistical process control. (Prerequisite: MNGT 3113)

4253 ORGANIZATIONAL BEHAVIOR. Perspectives on modern theories regarding human behavior in organizations. Attention focused on theories and realities of leadership, power, motivation, work-satisfaction, group dynamics, decision-making, and organizational change. (Prerequisite: MNGT 3113)

4353 MANAGEMENT SCIENCE. The course provides students with the proficiency to build mathematical models of complex practical problems and to solve them using tools they learn in class. Topics covered will be linear programming; integer programming; nonlinear programming; Monte Carlo simulation; and decision analysis.Emphasis is on problem formulation and computer-solving techniques. Most

applications will be from operations, finance, and marketing (Prerequisite: BUS 2633 and MNGT 3113) Previously listed as MNGT 3353

4443 INTERNATIONAL BUSINESS. This course reflects the sensitivity to economic, political, and cross-cultural differences of the global market in relation to planning, pricing, promotion, distribution, and the need to remain competitive. (Prerequisite: MNGT 3113 and MKT 3233)

4543 PURCHASING & MATERIALS MANAGEMENT. A study of purchasing and materials management activities in a business environment to include organization, source selection, negotiations, time phased ordering and receipt of material, and evaluation of vendors and manufacturing control. (Prerequisite: MNGT 3113)

4633 BUSINESS POLICY. A capstone course designed to integrate the functional areas of business for corporate and business level strategic decision making. This course is usually taken during the student's last semester of study. (Prerequisites: MKT 3233, FIN 3113, MNGT 3113, and permission)

4653 CONTEMPORARY ISSUES IN MANAGEMENT. Analysis of current events and issues in the field of management. Topics will vary as contemporary issues change. (Prerequisite: MNGT 3113)

4663 ENTREPREURSHIP AND NEW VENTURES. The entrepreneurial process is examined from conception of a business idea to the actual start up of the venture. Topics include environmental scanning for new opportunities, evaluating practical commercial potential, developing a business plan, and securing financing. (Prerequisite: MNGT 3113)

4753 BUSINESS CONSULTING. Business consulting is a practical, hands-on course which involves student teams consulting and writing case reports on area businesses and industries. Open to juniors, seniors, and graduate students, the course is sponsored through the Small Business Institute program of the United States Small Business Administration.

4950 MANAGEMENT INTERNSHIP. Supervised professional-level management assignment with a business firm, government agency, or non-profit organization. (Prerequisite: departmental approval)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor.

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor.

4980 SEMINAR. Small group study of topic announced by department.

4990 RESEARCH. Independent investigation designed in consultation with the professor.

5223 BEHAVIORAL MANAGEMENT. The study of human behavior in organizations and its effect on establishing and attaining organizational goals in an effective and efficient manner.

5343 COMPETITIVE ADVANTAGE AND STRATEGY. The concepts and tools needed to create a competitive advantage in cost or differentiation are presented through value-chain analysis. A study of the techniques for analyzing industries and competitors with a focus on the development of competitive strategy and strategic decisions.

5453 CONTEMPORARY ISSUES IN MANAGEMENT. This course has been designed to enable graduate students to explore selected leading-edge issues in global business and organizational environments. It provides an opportunity to relate state-of-the-art management concepts to practical situations. The graduate student will gain a greater understanding of the applications of current management practices and techniques to contemporary business issues.

5603 STRATEGIC MANAGEMENT. A capstone course for graduate students in the last stage of their course work toward an MBA degree. It covers the integration of the skill and functions of management to develop long range plans and to implement and manage the efforts directed toward the accomplishment of organizational objectives.

5773 PRINCIPLE-CENTERED LEADERSHIP. A study of the basic principles of effective organizational leadership with a focus on the master principles of management and leadership. Principle-centered leadership is investigated at the personal, interpersonal, managerial, and organizational levels. Previously listed as BIM 5773

5960 DIRECTED READINGS.

5970 SPECIAL STUDIES.

5980 SEMINAR.

5990 RESEARCH.

MARKETING (MKT)

3233 PRINCIPLES OF MARKETING. A study of the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods, and services that satisfy individual and organizational objectives.

3433 RETAILING. Methods and procedures used in retail store management. Emphasis is on automation in its various forms, the role of the retail executive, the shift in store locations, and the physical distribution of merchandise. (Prerequisite: MKT 3233)

3533 PRINCIPLES OF ADVERTISING. The study of advertising principles and practices from the business manager's perspective with an emphasis on marketing communications decision-making. The course includes an integrated approach to promotions management, budget considerations, target marketing, media alternatives and agency operations. (Prerequisite: MKT 3233)

3633 CONSUMER BEHAVIOR. An integrative strategic marketing approach to consumer behavior which provides the student with a comprehensive framework for analyzing consumers. (Prerequisite: MKT 3233)

3643 PROMOTIONAL STRATEGIES. Focuses on the management of promotional programs which include elements of advertising, personal selling, sales promotion, and public relations. Emphasis on creating, executing, and evaluating promotional programs. (Prerequisites: MKT 3233)

4243 SALES AND SALES MANAGEMENT. Focuses on interpersonal communications between buyers and sellers and the management of the sales force. Topics covered include personal sales presentations and hiring, training, motivating, supervising, and evaluating sales representatives. (Prerequisite: MKT 3233)

4333 MARKETING RESEARCH. The role of research in the marketing management decision-making process. This project based course examines various methods of data gathering techniques along with quantitative and qualitative methods of data analysis. (Prerequisites: ECON 2633 and MKT 3233)

4453 MARKETING LOGISTICS. Integrates the activities of order processing, information flow, materials management, distribution, marketing, and finance. Views the management of logistics from a marketing perspective. (Prerequisites: MNGT 3113 and MKT 3233)

4643 MARKETING MANAGEMENT. Analysis of the appropriate management of marketing program objectives. Integrates product, promotion, pricing, and distribution concepts into marketing strategy development, implementation, and control. (Prerequisites: MKT 3233, MKT 4333)

4653 CONTEMPORARY ISSUES IN MARKETING. Analysis of current issues and trends in the field of marketing. Topics selected for emphasis will vary as contemporary issues change. (Prerequisite: MKT 3233)

4950 MARKETING INTERNSHIP. Supervised professional-level marketing assignment with a business firm, government agency, or non-profit organization. (Prerequisite: departmental approval)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor.

4970 SPECIAL STUDIES. Individualized project selected in consultation with professor.

4980 SEMINAR. Small group study of topic announced by department.

4990 RESEARCH. Independent investigation designed in consultation with the professor.

5243 MARKETING MANAGEMENT. An integrative course utilizing the comprehensive case study method to develop experiences in effective application of marketing strategies to create competitive advantages. Emphasis is on the relationship of the marketing function in a multinational context.

MATHEMATICS (MATH)

0114 ELEMENTARY ALGEBRA. A course for students with little or no previous algebra background. Topics include arithmetic review, real number operations, linear equations and inequalities, polynomial operations, rational expressions, and square roots. (No college credit.)

0123 INTERMEDIATE ALGEBRA. A course for students who need to review algebra skills. Topics include real number operations, linear equations and inequalities, polynomial operations, rational expressions, and radical expressions. (No college credit.) Previously listed as Fundamentals of Algebra

1103 MATH FOR ELEMENTARY MAJORS I. Structure of the rational number system. (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.)

1203 MATH FOR ELEMENTARY MAJORS II. Applications of the structure of the rational number system to algorithms. (Will not

count toward a major or minor in mathematics or a certificate to teach mathematics.)

1213 #ALGEBRA FOR COLLEGE STUDENTS. Real number system, linear equations, polynomials, inequalities, systems of equations.

1303 #MATHEMATICS IN THE LIBERAL ARTS. Set theory, logic, finite systems, number sequences, counting techniques, algebra, geometry. [Prerequisite: Either (a) Math ACT of at least 19, (b) a passing score on the Math CPT exam, or (c) MATH 0114 or MATH 0123.]

1403 APPLIED TRIGONOMETRY. A course designed for the technical/occupational student, with emphasis on the application of trigonometry in developing basic concepts and computational aspects of plane and solid geometry and complex numbers.

1513 #COLLEGE ALGEBRA. The study of functions, systems of equations, theory of equations, sequences and series, matrices and determinants, combinatorics. (Prerequisite: MATH ACT of at least 19 or a passing score on the departmental placement exam or MATH 0123.)

1543 #ALGEBRA FOR THE SCIENCES. An introduction to critical thinking and algebra skills necessary for the natural sciences. Emphasis is on applications. [Prerequisite: Either (a) Math ACT of at least 19, (b) a passing score on the departmental placement exam, or (c) MATH 0114, or (d) MATH 0123]

1613 #TRIGONOMETRY. Trigonometric and inverse functions, vectors, identities, complex numbers, exponential and logarithmic functions and applications. (Prerequisite: MATH 1513 or equivalent)

2003 TECHNOLOGY FOR MATHEMATICS. An introduction to some of the technology used in the practice and teaching of mathematics. Topics covered include graphing calculators, computer algebra systems, mathematics on the World Wide Web, and other appropriate software applications. (Prerequisite or Corequisite: MATH 1613 or equivalent)

2013 #INTRODUCTION TO DISCRETE MATH. Mathematical induction, relations, functions, combinatorics, graph theory, trees, and finite state automata. (Prerequisite: CS 1313)

2113 #ANALYTIC GEOMETRY. Cartesian coordinate system, conics, parametric equations, transformation of axes, introduction to solid analytic geometry. (Prerequisite: MATH 1613 or departmental approval)

2133 BUSINESS MATH. Decimals, percentage, marketing and accounting mathematics, interest, depreciation, taxes.

2143 #BRIEF CALCULUS WITH APPLICATIONS. An introduction to the calculus of elementary functions, with an emphasis on applications in Business and the Life Sciences. (Prerequisite: MATH 1513 or MATH 1543 or equivalent) (Will not count towards a major in mathematics or mathematics education.)

2215 #CALCULUS I. Functions, limits, derivatives, integrals, differentiation and integration of transcendental functions, applications. (Prerequisite: MATH 1613 or MATH 2113 or departmental approval)

2283 #INTRODUCTION TO LOGIC. Study of the syllogism, fallacies, symbolic logic, and developments in logic in the 20th century. (NOTE: This is an Honors class and permission is required.)

2315 #CALCULUS II. Techniques of integration, improper integrals, infinite series, parametric equations, vector functions, partial differentiation, multiple integration, line and surface integrals, applications. (Prerequisites: MATH 2215)

3023 METHODS IN MATHEMATICS AT THE PRIMARY LEVEL. Study of mathematical concepts for the primary grades and methods of teaching these concepts. (Prerequisite: MATH 1303) (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.)

3033 METHODS IN MATHEMATICS AT THE INTERMEDIATE LEVEL. Study of mathematical concepts for the intermediate grades and methods of teaching these concepts. (Prerequisite: MATH 1303) (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.)

3113 #MULTIVARIATE CALCULUS. Partial differentiation, multiple integration, topics from vector calculus, introduction to first and second order differential equations. (Prerequisite: MATH 2315)

3123 #FINITE MATHEMATICS FOR ELEMENTARY MAJORS. Study of number theory, probability, and statistics for elementary education majors. (Prerequisites: MATH 1303, one of MATH 1513 or MATH 1543.) (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.)

3133 #GEOMETRY FOR ELEMENTARY MAJORS. Study of geometry concepts such as measurement, congruence, constructions, lines and circles for elementary education majors. (Prerequisites: MATH 1303, one of MATH 1513 or MATH 1543) (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.)

3213 #DIFFERENTIAL EQUATIONS. Introduction to the theory of ordinary differential equations. (Prerequisite: MATH 2315)

3283 #FOUNDATIONS OF MATHEMATICS. Proof techniques, functions, relations, countable and uncountable sets. (Prerequisite: MATH 2315 or departmental approval)

3323 #COLLEGE GEOMETRY. Elementary concepts of Euclidean geometry, introduction to non-Euclidean geometries. (Prerequisites: MATH 2315)

3343 #NUMBER THEORY. Divisibility of integers, congruences, quadratic residues, mathematical induction, distribution of primes, Diophantine equations, numerical functions, continued fractions. (Prerequisite: MATH 3283)

4113 #REAL ANALYSIS. Functions, sequences, limits, continuity, differentiation, integration. (Prerequisite: MATH 3283)

4133 #LINEAR ALGEBRA. An introduction to matrices, vector spaces, linear transformations, and eigenvalues. (Prerequisite: MATH 2215)

4213 #COMPLEX VARIABLES. Complex numbers, analytic functions, elementary functions, integrals, series, residues, conformal mappings. (Prerequisite: MATH 3283)

4223 #POINT SET TOPOLOGY. Introductory topics in point set topology. (Prerequisite: MATH 3283)

4233 #ABSTRACT ALGEBRA I. Sets, mappings, groups, rings, integral domains, fields. (Prerequisite: MATH 3283) Previously listed as MATH 3233

4333 #ABSTRACT ALGEBRA II. A continuation of Abstract Algebra I. (Prerequisite: MATH 4233)

4523 #COMBINATORICS. Permutations and combinations, enumeration, generating functions, systems of distinct representatives, algorithms, graph theory, design theory, Ramsey theory. (Prerequisite: MATH 2013 or MATH 2215)

4543 MATHEMATICS OF FINANCE. Interest, annuities, amortization, sinking funds, perpetuities, bonds, depreciation, insurance.

4653 #HISTORY OF MATHEMATICS. Origins, philosophy, and chronological development of the mathematical sciences. (Prerequisite: MATH 2215)

4703 MATHEMATICS METHODS FOR ELEMENTARY MAJORS. Study of methods of teaching concepts encountered in the elementary school curriculum. (Prerequisites: MATH 3123 and 3133) (Will not count toward a major or minor in mathematics or a certificate to teach mathematics.) Previously listed as Mathematics for Elementary Teachers

4903 METHODS & MEDIA IN SECONDARY MATHEMATICS. Development of secondary mathematics in the United States, general aspects of the teaching of mathematics, study of teaching various high school math courses. (Will not count toward a major or minor in mathematics. Prerequisite: admission to Teacher Education)

4960 DIRECTED READING.

4970 SPECIAL STUDIES.

4980 SEMINAR.

4990 RESEARCH.

5113 PRINCIPLES OF MATHEMATICS. Sets, real number properties, intuitive geometry, measurement, and other topics appropriate for teachers of Elementary School Mathematics. (Will not count toward the M.Ed. in Secondary Education)

5133 THEORY OF INFERENCES. Topics in logic with emphasis on applications of principles of valid reasoning to problems encountered in various disciplines.

5223 MATHEMATICAL STRUCTURES I. Topics from modern and classical algebra with emphasis on the structure of the real number system.

5273 TOPICS IN MATH FOR THE ELEM SCHOOL. Geometry, number theory, problem solving techniques, curriculum development. (Will not count toward the M.Ed. in Secondary Education).

5323 MATHEMATICAL STRUCTURES II. Study of mathematical systems: groups, rings, integrals, domains, fields.

5343 GEOMETRICAL STRUCTURES I. Euclidean geometry as a mathematical system and as a source of mathematical models.

5443 GEOMETRICAL STRUCTURES II. Theory of incidence geometries, introduction to projective and affine geometrics.

5513 THE TEACHING OF ALGEBRA AND FUNCTIONS. Learning and teaching concepts of algebra in a problem-based, student-centered environment, incorporating technology and manipulatives where appropriate. Participants will develop a deeper

understanding of key ideas through discussion and evaluation of solution methods of peers and analysis of student work.

5523 THE TEACHING OF NUMBER AND OPERATIONS. Learning and teaching number and operations in a problem-based, student-centered environment, incorporating technology and manipulatives where appropriate. Participants will develop a deeper understanding of key ideas through discussion and evaluation of solution methods of peers and analysis of student work.

5533 THE TEACHING OF GEOMETRY AND MEASUREMENT. Learning and teaching geometry and measurement in a problem-based, student-centered environment, incorporating technology and manipulatives where appropriate. Participants will develop a deeper understanding of key ideas through discussion and evaluation of solution methods of peers and analysis of student work.

5543 MATHEMATICAL PROBLEM SOLVING FOR TEACHERS. An introduction to mathematical problem solving through a series of exploratory problems designed to give teachers an insight into problem solving.

5553 TEACHING OF DATA ANALYSIS, STATISTICS, & PROBABILITY. Learning and teaching data collection and analysis, statistics, and probability in a problem-based, student-centered environment, incorporating technology and manipulatives where appropriate. Participants will develop a deeper understanding of key ideas through discussion and evaluation of solution methods of peers and analysis of student work.

5593 PROBLEMS AND ISSUES IN MATHEMATICS EDUCATION. Current problems and issues in mathematics education. Possible topics include: planning mathematics curriculum; assessing student learning; accountability and high-stakes testing; managing instruction; and providing for individual student needs.

5623 ANALYSIS. Functions, sequences, limits, continuity and other topics from elementary real analysis.

5960 DIRECTED READINGS.

5970 SPECIAL STUDIES.

5980 SEMINAR.

5990 RESEARCH FOR MASTER'S THESIS.

MUSIC (MUS)

1101 #MUSIC THEORY & LIT I AURAL LAB. Development of basic aural skills related to sight singing, rhythmic dictation, and keyboard harmony, using examples from all major stylistic periods. Concurrent with MUS 1203.

1113 #MUSIC IN AMERICAN SOCIETY. A listening survey of popular styles in America, such as folk, jazz, rock, or country-western.

1123 #MUSIC LITERATURE AND APPRECIATION. A listening survey of the music of Western civilization from the Romantic and 20th century periods.

1203 #MUS THEORY & LIT I, INTRO TO MUS STUDY. Study of basic concepts of musical language, forms and concepts, using examples of literature from all major stylistic periods.

1213 #FUNDAMENTALS OF MUSIC. The rudiments of music, functional notation, and acoustic principles in historical context for beginners in music study. (Not for music majors)

1231 #MUSIC THEORY & LIT II AURAL LAB. Aural analysis and skills including: beginning music reading, dictation, keyboard harmony and aural analysis of standard works. Continuation of MUS 1101. (Prerequisite: MUS 1101 or permission of instructor. Concurrent with MUS 1243)

1243 #MUS THEORY & LIT II, ELEM WRITING & ANALYSIS. Basic compositional procedures and analytical systems; melodic study, two-part compositions and analysis of literature. (Prerequisite: MUS 1203 or permission of instructor)

1302 INTRODUCTION TO MUSIC EDUCATION. An overview of the music education profession, emphasizing the history, philosophy, and standard practices of the public school music classroom.

1400 RECITAL ATTENDANCE. Opportunities to hear performances of diverse literature. (Required for all music majors)

1411 CHORAL UNION. A vocal ensemble of mixed voices that performs large scale works such as cantatas, masses and oratorios; open to both university students and members of the community. (May be repeated for credit)

1420 SOUTHEASTERN CHORALE. A vocal ensemble of mixed voices that performs choral music from all style periods in regular campus and off-campus concerts and tours; open to all university students by audition. (May be repeated, and taken for 1 or 2 hours credit)

1430 UNIVERSITY BAND. Open to all university students upon audition and acceptance by the conductor. Marching band during football season, concert band during remainder of year. (May be repeated, and taken for 1 or 2 hours credit)

1451 MEN'S GLEE CLUB. A variety of music will be performed from the literature composed expressly for men's voices. (Open to all men, may be repeated for credit)

1460 WOMEN'S CHORUS. A variety of music will be performed from the literature composed expressly for women's voices. (Open to all women, may be repeated for credit) Previously listed as MUS 1461 WOMEN'S GLEE CLUB

1470 JAZZ ENSEMBLE STAGE BAND. Open to all university students. Audition and permission required. Study and performance of swing, jazz and popular music of the 20th Century. (May be repeated, and taken for one or two hours credit.)

1510 LOWER-DIVISION SECONDARY APPLIED MUSIC. Individual instruction in voice, keyboard, or orchestral instrument. (Field of study is course title. May be repeated for credit.)

2141 BEGINNING CLASS PIANO. Class instruction in the fundamentals of keyboard technique for beginning piano students.

2201 #MUSIC THEORY & LIT III AURAL LAB. Continuation of MUS 1231. Aural analysis and sight reading of diatonic melodies, contrapuntal dictation in two parts and harmonic dictation using all diatonic triads. (Prerequisite: MUS 1231. Concurrent with MUS 2213)

2213 #MUS THEORY & LIT III, INTERM WRIT & ANALYS. Continuation of MUS 1243. Two- and three-part compositions and

analysis of monothematic and strophic forms, diatonic triads, seventh chords and modulation. (Prerequisite: MUS 1243)

2231 #MUSIC THEORY & LIT IV AURAL LAB. Continuation of MUS 2201. Aural analysis; harmonic dictation of chromatic harmony; sight reading of modulation melodies. (Prerequisite: MUS 2201. Concurrent with MUS 2243)

2243 #MUS THEORY & LIT IV, ADV WRIT & ANALYS. Continuation of MUS 2213. Four-part writing and analysis, smaller homophonic forms, chromatic harmony and advanced modulation. (Prerequisite: MUS 2213)

2301 PIANO ACCOMPANYING. Required of all piano Bachelor of Music Performance degree students. Students will accompany a vocal ensemble and be assigned to accompany students in solo and chamber music performances.

2341 ELEMENTARY CLASS PIANO I. First semester of piano study in the sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Class instruction in the development of a basic functional knowledge of the piano.

2361 CHILD/ADOLESCENT VOICE DEVELOPMENT. Study of the physiological development of the adolescent, pubertal, and high school singing voice. Students will explore age-appropriate vocalises designed to improve singing skills among adolescent singers.

2402 ELEMENTARY BRASS CLASS. Brass pedagogy involved in teaching Trumpet, Horn, Trombone, Euphonium and Tuba in public schools; to acquire the ability to play simple melodies and scales. (Semiprivate) Previously listed as MUS 2401

2412 ELEM WOODWIND CLASS. Woodwind pedagogy involved in teaching Flute, Oboe, Clarinet, and Bassoon in public schools; to acquire the ability to play simple melodies and scales. (Semiprivate) Previously listed as MUS 2411

2421 ELEM STRING CLASS. Class instruction in the fundamentals of string technique for beginning string students. (Semiprivate)

2431 ELEM PERCUSSION CLASS. Class instruction in the fundamentals of percussion technique for beginning percussion students. (Semiprivate)

2441 ELEMENTARY CLASS PIANO II. Class instruction in the fundamentals of keyboard technique for beginning piano students. (Semiprivate; may be repeated for credit) Second semester of study in sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Continuation of MUS 2341

2451 ELEM VOICE CLASS. Elementary instruction in basic vocal technique combined with an elementary survey of appropriate vocal literature. (Semiprivate; may be repeated for credit)

2461 ELEM GUITAR CLASS. A recreational course for personal and general education enrichment. (Semiprivate; may be repeated for credit)

2472 LYRIC DICTION. A study of the phonetics of singing in English, Italian, German, French and Spanish.

2510 LOWER-DIVISION MAJOR APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

2541 INTERMEDIATE CLASS PIANO I. Third semester of piano study in the sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Demonstration of ability to successfully complete any four of the seven proficiency skills. The four will be chosen from: sight-reading, harmonization, transposition, 1 hymn & 3 patriotic songs, all major/minor scales, chords and arpeggios (all two octaves), accompaniment, and open score. (Prerequisite: MUS 2441)

2641 INTERMEDIATE CLASS PIANO II. Fourth semester of piano study in the sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Demonstration of ability to successfully complete the remaining two or three proficiency skills listed for MUS 2541 depending on the degree sought. (Prerequisite: MUS 2541)

3102 BRASS LITERATURE. A survey of literature for the various instruments in the brass family, taken from all historical style periods.

3113 #HISTORY OF MUSIC I. A study of the evolution of musical styles and forms from antiquity through the Baroque era.

3123 #HISTORY OF MUSIC II. A continuation of MUS 3113. Study of styles and forms from the Classic period to the present.

3142 PERCUSSION LITERATURE. A survey of literature for the various instruments in the percussion family, taken from all historical style periods.

3152 PIANO LITERATURE. A survey of piano literature from all style periods.

3162 VOCAL LITERATURE. A survey of solo vocal literature for all voice types, from all historical style periods.

3172 WOODWIND LITERATURE. A survey of solo literature for the various instruments in the woodwind family, taken from all historical style periods.

3201 #MUSIC THEORY & LIT V AURAL LAB. Continuation of MUS 2231. Aural analysis; advanced music reading problems including contemporary music. Concurrent with MUS 3213. (Prerequisite: MUS 2231)

3213 #MUS THEORY & LIT V, CONTRP WRIT & ANALYS. Continuation of MUS 2243. Composition and analysis of contrapuntal forms (invention, fugue, choral prelude); advanced chromatic harmony. (Prerequisite: MUS 2243)

3231 #MUSIC THEORY & LIT VI AURAL LAB. Continuation of MUS 3201. Aural analysis, advanced problems in sight singing, dictation and keyboard harmony. Concurrent with MUS 3243. (Prerequisite: MUS 3201)

3243 #MUS TH & LIT VI CONT WRITING & ANALY. Continuation of MUS 3213. Composition and analysis in contemporary forms and systems. (Prerequisite: MUS 3213)

3302 BRASS PEDAGOGY. A study of teaching methods appropriate for brass instruments.

3323 MUSIC METHODS & MATERIALS FOR CLASSROOM TEACHERS. Materials and methods of teaching music at the elementary school level. (Not for music majors)

3332 MARCHING BAND TECHNIQUES. Techniques of planning shows and drills for marching band and adjunct marching units, emphasizing perspectives and performance techniques.

3342 PERCUSSION PEDAGOGY. A study of teaching methods appropriate for percussion instruments.

3352 PIANO PEDAGOGY. A study of teaching methods appropriate for the piano.

3362 VOCAL PEDAGOGY. A study of teaching methods appropriate for the various voice types.

3372 WOODWIND PEDAGOGY. A study of teaching methods appropriate for woodwind instruments.

3383 #MUSIC TECHNOLOGY AND INTEGRATION. This course will provide opportunities for students to investigate the various ways music technology is utilized in society. Concepts related to sound reproduction, recording hardware and software, music sequencing, and notational software will be important components for course presentations.

3401 INTERMEDIATE BRASS CLASS. Continuation of MUS 2401; to acquire knowledge concerning intonation problems, basic acoustics, etc., while developing a playing ability equivalent to an intermediate method book. (Prerequisite: MUS 2401 or permission of instructor. Semiprivate)

3411 INTERMEDIATE WOODWIND CLASS. Continuation of MUS 2411; to acquire knowledge concerning intonation problems, basic acoustics, etc., while developing a playing ability equivalent to an intermediate method book. (Prerequisite: MUS 2411 or permission of instructor. Semiprivate)

3421 INTERMEDIATE STRING CLASS. Continuation of MUS 2421. (Prerequisite: MUS 2421 or permission of instructor. Semiprivate)

3441 ADVANCED CLASS PIANO I. Fifth semester of study in sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Additional study in literature, sight-reading, open score, transposition, ensemble, and harmonization skills. Continuation of MUS 2441. (Prerequisite: MUS 2641 or permission of instructor, Semiprivate; may be repeated for credit)

3451 INTERMEDIATE VOICE CLASS. Continuation of MUS 2451. (Prerequisite: MUS 2451 or permission of instructor. Semiprivate; may be repeated for credit)

3461 INTERMEDIATE GUITAR CLASS. Continuation of MUS 2461. (Prerequisite: MUS 2461 or permission of instructor. Semiprivate)

3471 PRINCIPLES OF CONDUCTING. Introduction to the principles of conducting; baton techniques; beat patterns; rehearsal procedures; development of physical coordination through actual participation in class.

3481 INSTRUMENTAL CONDUCTING. Study and application of the principles of conducting relative to instrumental ensemble literature; comparative examination of conducting and rehearsal techniques, score reading, terminology and actual ensemble conducting experience. (Prerequisite: MUS 3471)

3491 CHORAL CONDUCTING. Study and application of the

principles of conducting in relation to vocal ensemble literature with attention to choral tone, diction, score study, style and interpretation with actual ensemble conducting experience. (Prerequisite: MUS3471)

3510 UPPER-DIVISION SECONDARY APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

3541 ADVANCED CLASS PIANO II. Sixth semester of piano study in the sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Continuation of MUS 3441

3641 ADVANCED CLASS PIANO III. Seventh semester of piano study in the sequence of piano curriculum for music majors. Music majors must pass with a grade of "C" or better. Continuation of MUS 3541.

4202 ORCHESTRATION. Study of tonal resources and capabilities of all orchestral instruments. Opportunities are provided to score existing and original compositions in an orchestral texture. (Prerequisite: MUS 2213)

4212 INSTRUMENTATION. Demonstration of the instruments of the band and a study of basic transpositions and ranges; transcriptions for ensembles and full band. (Prerequisite: MUS 2213)

4220 RECITAL PERFORMANCE. Performance of degree or non-degree student recitals. All student recitals are subject to faculty hearings. Preparation for student degree recitals. Coaching, accompanying, program note preparation, and recording.

4232 ADVANCED COMPOSITION. Advanced study of 20th-century literature; advanced analytical problems; directed opportunities to utilize traditional and contemporary compositional techniques. (Prerequisite: MUS 3243 or permission of instructor)

4303 METHODS & MATERIALS IN ELEMENTARY MUSIC. Resources, materials, and techniques for the elementary school music specialist. For all music education majors. (Will not count toward a major or minor in music. Prerequisite: admission to Teacher Education)

4313 METHODS & MATERIALS IN INSTRUMENTAL MUSIC. Resources, materials and techniques for the instrumental music specialist. For instrumental and combined music education majors only. (Will not count on a major or minor in music. Prerequisite: admission to Teacher Education)

4323 METHODS & MATERIALS IN VOCAL MUSIC. Resources, materials and techniques for the vocal music specialist. For vocal and combined music education majors only. (Will not count toward a major or minor in music. Prerequisite: admission to Teacher Education)

4332 COMPARATIVE PIANO METHODS & MEDIA. A critical study of available piano courses and methods. Principles of a sound pedagogical approach for individual and group study of piano.

4401 INSTRUMENTAL ENSEMBLE. Performance and study of smaller ensemble music according to class listing, performances of student projects; discussion of styles and ideas in performance. Offerings include Brass, Woodwind, and Percussion ensembles. (Prerequisite: permission of instructor; may be repeated for credit)

4410 VOCAL ENSEMBLE. Open to all university students by audition according to class listing. Offerings include Opera Workshop, and Chamber Singers. (May be repeated for credit) Previously listed as MUS 4411

4510 UPPER-DIVISION MAJOR APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: permission of instructor)

4970 SPECIAL STUDIES. Individualized project selected with the advice of the professor. (Prerequisite: permission of instructor)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: permission of instructor)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: permission of instructor)

5203 ADV CONDUCTING & SCORE READING. Conducting problems in both choral and instrumental literature of all periods; open choral score and instrumental score reading at the piano.

5303 ADV METHODS & MEDIA IN ELEM SCHOOL MUSIC. Advanced methods and media in elementary school music including exploration of new materials and ideas in elementary music and their presentation.

5313 ADVANCED METHODS & MEDIA IN INSTRUMENTAL MUSIC. The organization and administration of the entire instrumental program; plans and techniques of class instruction in instruments; rehearsal routine; methods and materials.

5323 ADV METHODS & MEDIA IN VOCAL MUSIC. A survey of solutions to problems in teaching vocal music/and an examination of current materials.

5510 GRADUATE APPLIED MUSIC. Graduate applied music. (Field of study is course title)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor.

5970 SPECIAL STUDIES. Individualized project selected with the advice of the professor.

5980 SEMINAR. Small group study of topic announced by department.

5990 RESEARCH FOR MASTER'S THESIS. Independent investigation designed in consultation with the professor.

UNDERGRADUATE COURSES IN APPLIED MUSIC

1510 LOWERDIVISION SECONDARY APPLIED MUSIC. Individual instruction in voice, keyboard, or orchestral instrument. (Field of study is course title. May be repeated for credit.)

2510 LOWERDIVISION MAJOR APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

3510 UPPERDIVISION SECONDARY APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

4510 UPPERDIVISION MAJOR APPLIED MUSIC. Individual instruction in voice, keyboard, and orchestral instruments. (Field of study is course title. May be repeated for credit.)

ORGANIZATIONAL LEADERSHIP (ORGL)

3113 FOUNDATIONS OF ORGAN LEADSHIP&PERSONAL DEVELOPMENT. This course is an introduction to the Organizational Leadership Bachelor of Science Program. Essential components will include: overview of program expectations; principles of adult learning; resources for success including library, campus, online resources and mentoring relationships; personal wellness/stress and time management techniques; study and test-taking skills; and basic computer skills for working in an online environment

3223 PROFESSIONAL COMMUNICATION. A study of communication in the workplace within a framework of organizational ethics. Essential components and course content include: listening, verbal and nonverbal communication, written expression, and professional presentation methods.

3333 DATA ANALYSIS AND INTERPRETATION. This course will enable the student to develop an understanding of the application and interpretation of basic data analysis. Essential components and course content will include basic data analysis from a user perspective. Hands-on exercises will enable students to utilize Excel to solve problems and interpret results.

3443 SURVEY OF FISCAL MANAGEMENT. A managerial overview of fiscal management within organizations. Essential components and coursework content will include: understanding the components and articulation of financial statements, knowledge and application of financial ratios leading to an understanding of organizational performance across time and in comparison to industry standards, utilization of financial information in the acquisition of capital and budgeting decisions, and rudimentary understanding of cash flows.

4113 ETHICS AND ORGANIZATIONS. This course is designed to examine the dynamics of workplace and personal ethics through the study of basic philosophical theories. Essential components and course content will include: leadership in the context of self-governance, responsibility, adherence to principles, integrity and constancy of purpose. Current case studies will be used to apply ethical theories.

4223 THE INDIVIDUAL, THE ORGANIZATION AND SOCIETY. An examination of contemporary issues that affect organizations. Essential topics include environmental stewardship, social responsibility of the organization, effects and implications of globalization, the status of individual freedom within the organization, diversity, and the ramifications of technological change. This seminar course will be organized around student discussion and topical papers.

4333 LEADING AND MANAGING. This course is a study of theories that influence leadership and management with application to a variety of work situations. Essential components and coursework content will include: basic leadership and behavior styles, negotiation, critical thinking, change, conflict resolution, ethics and social responsibility and diversity in the workplace. Assessment of personal leadership abilities and personality traits will be included.

4443 MARKETS AND STAKEHOLDERS. This course introduces the student to the concept of markets and stakeholders. Essential components and course content will include: an overview of competitive markets, buyer behavior, development of new markets

and products, marketing communication, distribution channels, pricing and marketing mix strategies. It will include a discussion of external environmental factors and stakeholder analysis. Students will be able to evaluate market needs, select target markets and develop an appropriate market mix.

4553 CAPSTONE. This course provides the student the opportunity to integrate concepts and theories covered in the core with their area of focus. Students will design and implement a capstone project related to their area of focus culminating in a written and oral presentation. This course must be taken in the student's final enrollment period.

4993 INTERNSHIP IN ORGANIZATIONAL LEADERSHIP. Supervised professional-level assignment with an organization, firm government agency, or not-for-profit entity within the selected area of focus. Prerequisites: All courses except for ORGL 4553 Capstone. Permission of instructor

ORIENTATION (ORIE)

1002 #COLLEGE SUCCESS. An overview of academic skills and personal life management concepts that promote success in college.

1012 STUDY SKILLS.

PHILOSOPHY (PHIL)

2113 #INTRODUCTION TO PHILOSOPHY. A study of philosophical thought as an approach to daily living and survey of major value systems.

2213 #LOGIC. A study of the basic principles of logical thought and its application to daily living.

2223 #ETHICS. An analysis of the chief ethical theories and their relevance to actual behavior of human beings in contemporary society.

4980 #SEMINAR. In-depth study of specific topics in World philosophies. Topics announced by department. (May be repeated)

5980 SEMINAR. In-depth study of specific topics in World philosophies. Topics announced by department. (May be repeated)

PHYSICAL SCIENCE (PSCI)

1114 #GENERAL PHYSICAL SCIENCE. Introduction to physical science including physics, chemistry, astronomy, geology, and meteorology; with laboratory.

1214 #EARTH SCIENCE. An introduction to meteorology, the solar system and historical geology; with emphasis on principles and vocabulary of physical geology; with laboratory.

3114 #GENERAL ASTRONOMY. (Sp) An introduction to the concepts of modern astronomy. The solar system, the sun and stars, the Milky Way and other galaxies, current theories of the origin, evolution and fate of the universe; with laboratory. (Same as PHYS 3114)

5503 THEORETICAL FOUNDATIONS OF SCIENCE & TECH. Methods of inquiry and problem solving; impact of science and technology on civilizations, creativity, innovation, and future trends.

PHYSICS (PHYS)

1114 #GENERAL PHYSICS I. An algebra-based course. Fundamental principles of mechanics, heat and sound; with laboratory.

1214 #GENERAL PHYSICS II. Fundamental principles of electricity, magnetism, optics, and modern physics; with laboratory. (Prerequisite: PHYS 1114 or department approval)

2014 #ENGINEERING PHYSICS I. Fundamental principles of mechanics, heat, and sound; with laboratory. (Prerequisite: MATH 2215)

2114 #ENGINEERING PHYSICS II. Fundamental principles of electricity, magnetism, optics and modern physics; with laboratory. (Prerequisite: PHYS 2015 or department approval)

3014 #MECHANICS. Statics and dynamics of particles and rigid bodies with analytical and computational methods. Hamiltonian and Lagrangian dynamics. (Prerequisites: PHYS 1214 or 2115 and MATH 2315)

3114 #GENERAL ASTRONOMY. (Sp) An introduction to the concepts of modern astronomy. The solar system, the sun and stars, the Milky Way and other galaxies, current theories of the origin, evolution and fate of the universe; with laboratory. (Same as PSCI 3114) (Prerequisite: departmental approval)

3214 #OPTICS. Geometric, physical, and introductory wave optics with traditional and computational laboratories. (Prerequisites: PHYS 1214 or 2115, and MATH 2215)

3612 #RADIOACTIVITY & NUCLEAR PHYSICS. Study of nuclear disintegrations and properties of alpha, beta and gamma radiation; with laboratory. (Prerequisite: PHYS 1214 or 2115 or CHEM 1415) (Same as CHEM 3612)

3713 #MODERN PHYSICS. Special relativity, quantum theory, atomic theory, nuclear structure and reactions, elementary particles, cosmology, molecular and solid-state physics. (Prerequisite: PHYS 1214 or 2115) Previously listed as Modern Physics I

4012 #EXPERIMENTAL PROBLEMS IN PHYSICS. Topics include technical writing, data analysis, electronics, computer control of instrumentation, experiments in modern physics, and an introduction to computational physics. (Prerequisite: department approval)

4114 #ELECTRICITY & MAGNETISM. Theory of static and dynamic electric and magnetic fields. (Prerequisites: PHYS 1214 or 2115, and MATH 2315) Previously listed as PHYS 4115

4314 #THERMODYNAMICS. Heat, thermodynamics, kinetic theory and statistical mechanics. (Prerequisites: PHYS 1214 or 2115, and MATH 2315)

4662 THERMODYNAMICS LABORATORY. Laboratory study of ideal gases laws, enthalpy, entropy, calorimetry, and other thermodynamic concepts, including mathematical and instrumental methods.

4813 #QUANTUM MECHANICS. Development of wave mechanics; the Schrodinger equation with application to simple systems, the hydrogen atom, and the harmonic oscillator; the formal structure of quantum mechanics and approximation methods. (Prerequisites: PHYS 3713 and MATH 2315) Previously listed as Modern Physics II

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: department approval)

4970 SPECIAL STUDIES. Individualized project selected with the advice of the professor. (Prerequisite: department approval)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: department approval)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: department approval)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: department approval)

5970 SPECIAL STUDIES. Individualized project selected with the advice of the professor. (Prerequisite: department approval)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: department approval)

5990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: department approval)

POLITICAL SCIENCE (POSC)

1513 #UNITED STATES FEDERAL GOVERNMENT. A survey of the structures and functions of the United States federal government and the political process. Previously listed as POSC 1113 American Federal Government

2513 #INTRODUCTION TO POLITICAL SCIENCE. This course introduces students to political science by presenting the principal approaches, concerns, methods, and conclusions of the discipline. Previously listed as POSC 2113

3353 #POLITICAL PARTIES AND POLITICS. An analysis of United States political parties and their relationships to the electorate and the institutions of government.

3503 #UNITED STATES JUDICIAL PROCESS. An analysis of the United States judiciary and legal process from a political perspective. Special attention will be given to such topics as the functions of the police and powers of the legal profession, and the contribution of judges and juries to the administration of justice. Previously listed as POSC 3143 American Judicial Process

3513 #UNITED STATES CONSTITUTIONAL LAW. An analysis of principal doctrines and cases in the development of constitutional law. Previously listed as POSC 3233 U.S. Constitutional Law

3523 #LOCAL GOVERNMENT AND POLITICS. An analysis of the governmental and political systems of local communities with emphasis upon their problems and policymaking processes. Previously listed as POSC 3333

3533 #STATE GOVERNMENT AND POLITICS. An analysis of state political systems, focusing upon their structures, functions and policy outputs. Previously listed as POSC 3613

3543 #DEVELOPMENT OF POLITICAL PHILOSOPHY. A study

of the development of political philosophy from Plato through Rousseau. Previously listed as POSC 3543

3563 #INTRODUCTION TO PUBLIC ADMINISTRATION. An analysis of the principles and processes of public administration. Previously listed as POSC 4323

3573 #THE LEGISLATIVE PROCESS. An analysis of the powers, roles and decision-making processes of legislatures with special attention on the Congress. Previously listed as POSC 3713

3583 #UNITED STATES PRESIDENCY. An analysis of the powers, roles, decision-making processes, and institutional development of the United States Presidency. Previously listed as POSC 3363 American Presidency

3723 #GLOBAL POLITICS. An analysis of the fundamentals of global politics, law and organization. Previously listed as POSC 3223 International Relations

4503 #UNITED STATES FOREIGN POLICY. An analysis of the major problems, concepts, instruments and conduct of United States foreign policy since WWII. Previously listed as POSC 3123 American Foreign Policy

4533 #ASPECTS OF OKLAHOMA GOVERNMENT AND POLITICS. A general survey and study of Oklahoma state politics as operative in the American federal system.

4543 #ELECTORAL BEHAVIOR. An analysis of the United States electoral process as influenced by political socialization and group and partisan attachments. Previously listed as POSC 4413

4553 #UNITED STATES POLITICAL IDEAS. A study of the major political philosophies and ideas important in the development of the United States political system. Previously listed as American Political Ideas

4563 #PUBLIC POLICY. An analysis of the decision-making processes by which public policies are reached for important national issues. Previously listed as POSC 4423

4743 #GOVERNMENT & POLITICS IN WESTERN EUROPE. An analysis of the major political and governmental systems of Western Europe. Previously listed as POSC 4113

4753 #GOVERNMENT & POLITICS IN ASIA. An analysis of the major political and governmental systems in Asia. Previously listed as POSC 4213

4763 #GOVERNMENT & POLITICS IN LATIN AMERICA. An analysis of the major political and governmental systems in Latin America. Previously listed as POSC 4233

4773 #GOV'T & POLITICS IN TRANSITIONAL POST-COMM SOCIETY. An analysis of the major political and governmental systems of current and post-communist states. Previously listed as GOV'T & POLITICS IN TRANSITIONAL COMM SOCPOSC 4243

4783 #MODERN POLITICAL IDEOLOGY. A study of major political ideologies such as Liberalism, Communism, and Fascism. Previously listed as POSC 4573

4793 #PROBLEMS IN GLOBAL POLITICS. An analysis of selected topics in global politics such as: the role and interplay of nation-states, intergovernmental organizations, and nongovernmental

political organizations. Previously listed as POSC 4713

4960 DIRECTED READING. Supervised reading and study in areas selected in consultation with the directing professor.

4970 SPECIAL STUDIES. A special study of selected topics under a directing professor.

4980 SEMINAR. A research or reading seminar on topic announced in the University's Schedule of Classes each semester.

4990 RESEARCH. Directed research into advanced topics.

5960 DIRECTED READING. Supervised reading in an area selected in consultation with the directing professor.

5970 SPECIAL STUDIES. Supervised research or project selected with advice of professor.

5990 RESEARCH. Directed research into advanced topics.

PSYCHOLOGY (PSY)

1113 #INTRODUCTION TO PSYCHOLOGY. A survey of the subfields of psychology including physiological, perception, motivation, learning, personality, abnormal and social, to enable the student to recognize bases for behavior and to develop an understanding of human behavior and experience.

2113 #PSYCHOLOGY OF ADJUSTMENT. A study of adjustment problems and their effect on the lives, behavior, and personalities of individuals.

2243 #INTRODUCTION TO HUMAN DEVELOPMENT. A systematic study of human development over the lifespan, with an emphasis on physical, cognitive, and psychosocial development. (Prerequisite: PSY 1113)

2333 INTRODUCTION TO RESEARCH AND WRITING IN PSYCHOLOGY. This course is a broad-based introduction to the methods used in behavioral research, including how to search the literature of the discipline of psychology, reading and writing research papers, and using American Psychological Association (APA) writing style. (Prerequisite: PSY 1113)

3123 #CHILD & ADOLESC DEVELOPMENT FOR EDUCATION MAJORS. This course focuses on the study of the physical, emotional, cognitive, and social aspects of children's and adolescents' development from the prenatal period through adolescence with the emphasis on the development of personality, learning capabilities, and interactive effects of heredity, environment, and maturation.

3213 #PSYCHOLOGY OF CHILDHOOD. A study of the physical, emotional, cognitive and social aspects of a child's development from the prenatal period to adolescence; with emphasis on development of personality, learning capacities, and interaction of heredity, environment, and maturation. (Prerequisite: PSY 1113)

3233 #PSYCHOLOGY OF ADOLESCENCE. The psychological development of the adolescent in relationship to self, family, peer group, school, and society. (Prerequisite: PSY 1113)

3313 PSYCHOLOGICAL STATISTICS. Calculating statistics and interpreting the results in solving problems in psychology. (Prerequisite: PSY 1113 and 2333)

3353 #PSYCHOLOGY OF LEARNING. A survey of basic theories and concepts related to the learning process. (Prerequisite: PSY 1113)

3363 #COGNITIVE PSYCHOLOGY. This course is intended to introduce the college student to the tenets of cognitive psychology including, but not necessarily limited to a history of cognitive psychology, models of cognitive psychology, an examination of the basic principles and theories pertinent to the study of cognition including an exploration of perception, attention, memory, linguistics, neurocognition, thinking and intelligence, and information processing. (Prerequisite: PSY 1113)

3373 #PSYCHOLOGY OF PERSONALITY. A comprehensive survey of contemporary and classical theories of personality, personality development, and concepts used in understanding personality. (Prerequisite: PSY 1113)

3393 #SOCIAL PSYCHOLOGY. An analysis of social influences on behavior, the nature of attitudes and values, social interaction, group dynamics, conformity, and leadership. (Prerequisite: PSY 1113)

3413 #PSYCHOLOGY OF HUMAN SEXUALITY. An examination of the biological and psychological determinants of human sexual behavior. The course focuses on sexual development and sex education. Current research findings serve as a basis for study. Major consideration is given to the biological bases of sexuality, sexual attitudes and behaviors, sexual diversity, sexual dysfunctions, and becoming comfortable with one's own sexuality. (Prerequisite: PSY 1113)

3433 #RESEARCH METHODS IN PSYCHOLOGY. A survey of research methods used in the study of psychology, with student preparation in planning and research study of a selected topic. (Prerequisites: PSY 1113, 2333, and 3313)

3513 #HEALTH PSYCHOLOGY. Health and human behavior are closely related. This course reviews the numerous studies linking human behaviors and psychological variables to health status. Health and illness can be influenced by exercise, diet, stress, social relationships, coping behaviors, and psychological variables such as hardiness. In addition to behavior influencing health, health can also influence behavior. Health status may influence whether you go jogging, stay in bed, or even choose a particular career. In short, this course will examine the science that connects behavior to health and health to behavior. (Prerequisite: PSY 1113; in addition, six (6) hours of psychology are recommended)

4313 #ABNORMAL PSYCHOLOGY. A study of the dynamics, etiology, prevention and treatment of abnormal behavior, including the anxiety and psychosomatic disorders, depressive disorders, social and interpersonal disorders, psychoses, substance abuse disorders, and other abnormal personality patterns. (Prerequisites: PSY 1113 and three additional upper division hours of psychology.)

4323 INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY. The study of human behavior as it occurs in business and industrial settings, including the psychological effect of management decisions. (Prerequisite: PSY 1113)

4353 PSYCHOLOGICAL TESTING. An introduction to standardized psychological tests in various applied areas, administration, scoring and interpretation of established tests and study of ethical standards applied to the development and administration of tests. (Prerequisites: PSY 1113 and 3313)

4373 #PHYSIOLOGICAL PSYCHOLOGY. An introduction to the structure and functions of the nervous and endocrine systems and their effect and control upon behavior. (Prerequisite: PSY 1113. BIOL 1114 or equivalent recommended.)

4393 #HISTORY AND SYSTEMS OF PSYCHOLOGY. A survey of historical periods and influential theories and concepts related to contemporary psychology with emphasis upon the evolution of scientific method. (Prerequisite: 15 hours of Psychology or departmental approval)

4443 INTERVIEWING SKILLS. An introduction to the philosophy and core processes of the helping interview. (Prerequisites: permission required; senior standing)

4453 ADVANCED RESEARCH METHODS. This course requires the development of a research proposal involving the investigation of psychological phenomena, which will be carried out the following semester, while enrolled in PSY 4553. (Prerequisite: PSY 3433)

4513 BEHAV MNGT & GUID FOR CHILDREN W/EXCEPTIONALITIES. Development of competency applied behavioral analysis procedures and methods for parent counseling regarding exceptional children.

4543 FIELD EXPERIENCE IN PSYCHOLOGY. Practical applications of psychology under professional supervision in a field setting. (Prerequisite: Senior standing; PSY 4443 and 4980) Previously listed as PSY 4544

4553 ADVANCED RESEARCH PROJECT. This course follows the successful completion of PSY 4453 and involves conducting the research proposed in the previous course. Thus, this course requires the collection of data, write-up of findings, and submission of completed manuscript for presentation or publication, while under the guidance of a faculty member (Prerequisite: PSY 4453)

4960 DIRECTED READING. Individualized literature study in some area of psychology selected in consultation with the professor. (Prerequisite: departmental approval)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: Departmental Approval)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: permission required)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: departmental approval)

READING (READ)

0123 DEVELOPMENTAL READING. Instruction in understanding implicit and explicit details, drawing appropriate inferences from the written message and making reasoned qualitative judgments from passages. Covers a variety of topics and disciplines. (Req. of students who lack high school credits in history; does not fulfill general education requirements.)

RELIGION (REL)

1001 #VARYING SUBJECT MATTER. Varying subject matter as announced by department.

1102 THE LIFE OF CHRIST. A study of the life and teachings of Jesus as recorded in the four Gospels with application to his teachings to practical life.

4970 SPECIAL STUDIES. Individualized project selected with advice of professor.

SAFETY (SFTY)

1313 INTRODUCTION TO OCCUPATIONAL SAFETY & HEALTH. Overview of occupational safety and health in business and industry. Includes Program Organization, Hazard Information, and Program Implementation.

2003 INTRODUCTION TO FIRE SCIENCE. Principles of fire protection and fire prevention as they apply to business and industry.

2253 OUTDOOR SAFETY. An in-depth study of gun safety, hunter safety, archery safety and other outdoor hazards.

3103 GENERAL SAFETY. Provides students with information related to numerous safety disciplines and how to relate this information to living safely in today's complex society. The curriculum is designed to familiarize the student with general knowledge about school, traffic, community, personal, environmental, and occupational safety.

3113 DRIVER & TRAFFIC SAFETY EDUCATION I. An introductory course to prepare teachers of Driver Education in the secondary school.

3133 #DRUGS IN SOCIETY. A study of drugs and their effects. This course examines physiological, psychological, and societal effects of drug misuse and abuse in our society. In addition, the historical development of behavior altering substances from the early Chinese to the modern drug culture is studied.

3173 ACOUSTICS, VIBRATIONS, & NOISE CONTROL. Fundamentals of sound, vibration, and acoustics. Physical and psychological effects of noise on individuals; measurement and analysis of noise. Control of noise through the application of engineering principles and acoustics. Personal equipment for protection against noise; legal and medical aspects of noise control; effective noise control management.

3553 CONSTRUCTION SAFETY. Fundamentals of safety on construction sites (commercial and industrial) will be discussed. Practical application on a simulated construction site will be included.

3653 EMERGENCY MANAGEMENT. The course will provide an introduction to the field of emergency management. Additionally, this course will include discussions on the disciplines of emergency management which includes mitigation, response, recovery, preparedness, and communications. Finally, this course will include discussions on the current and future of the emergency management professions in the wake of 9/11, and the war on terrorism.

4003 SYSTEMS APPROACH TO HAZARD CONTROL. Concept and methods of systems safety. Included are: failure mode and effect, management oversight risk tree (MORT), and cost-benefit analysis, statistical probability, and process safety. (Prerequisite: SFTY 1313)

4113 SAFETY TRAINING AND INSTRUCTIONAL TECH-

NIQUES. This course covers basic safety and health training concepts, instructional methods and program development with emphasis on the adult learner.

4123 DRIVER & TRAFFIC SAFETY EDUC II. Advanced course to prepare teachers of Driver Education. (Prerequisite: SFTY 3113)

4143 SAFETY PROGRAM MANAGEMENT. This course addresses safety program organization, administration and management.

4154 INDUSTRIAL HYGIENE. Application of industrial hygiene methods to the recognition, evaluation, and control of work place health hazards. Includes laboratory use of instrumentation.

4163 FUNDAMENTALS SFTY ENGINEER&HUMAN FACTORS/ERGONOMIC. An overview of current engineering principles including facility and work status, material handling, work place exposures and protection, and production operations. Emphasis on human and ergonomic factors. (Prerequisite: SFTY 1313)

4173 LEGAL LIABILITY IN SAFETY & HEALTH LEGISLATION. This course addresses safety and health legal liability, regulatory compliance, and workers compensation.

4183 HAZARDOUS MATERIALS & WASTE MANAGEMENT. A study of hazardous materials and waste management to include legislation, handling, storage, transportation and emergency response. Previously listed as SFTY 3153

4243 MOTOR VEHICLE LAW. The study of traffic laws with application to Oklahoma Law Enforcement and Safety Professionals.

4413 PHILOSOPHY OF SAFETY EDUC. An exploration of the various philosophies of safety.

4600 INTERNSHIP. Supervised on-site experience in safety gained through work. Term report required. (Prerequisites: 15 semester hours of safety and approval of advisor) Previously listed as SFTY 4603

4951 SENIOR SEMINAR. Required for all seniors. Emphasis on career planning and program assessment. (Prerequisite: advisor permission required)

4970 SPECIAL STUDIES. Individualized project selected in consultation with professor. (Permission Required)

4980 SEMINAR. Subject announced by department. (Permission Required)

5103 SAFETY PROGRAM MANAGEMENT (ADVANCED PRACTICUM). Using current industry leadership, this course involves analysis of safety program organization, supervision and management.

5123 CRISIS PREPAREDNESS AND OCCUPATIONAL SECURITY. Studies will include homeland security, on-site safety, terrorist prevention, and threat reduction

5143 LEGAL LIABILITY AND WORKERS COMPENSATION. Advanced study of safety and health legal liability, regulatory compliance, ADA and workers compensation requirements

5153 OCCUPATIONAL SAFETY STATISTICS. The study of occupational safety statistics and probability in industrial and regulatory sampling. Course will cover hypothesis evaluation and distribution

sets.

5163 CONSTRUCTION SAFETY II. Designed to aid students in identifying and solving advanced construction safety problems. Will include loss control and preventing techniques, training, and worker education unique to the construction industry.

5214 INDUSTRIAL HYGIENE II. Advanced analysis of industrial hygiene methods to facilitate recognition, evaluation and control of industrial and workplace hazards. Lab component is required.

5223 TOXICOLOGY. Advanced study of poisons and other toxic substances found in industrial and workplace settings

5233 ADVANCED ERGONOMIC ENGINEERING. Designed to allow students to apply ergonomic applications to industrial and commercial settings

5244 HAZMAT II. Advanced application and mitigation of hazardous material in the industrial, commercial and municipal environment

5253 PHILOSOPHY OF SAFETY MANAGEMENT. An exploration of various philosophies pertaining to occupational safety and their impact on past and current occupational safety initiatives

5263 INDOOR AIR QUALITY. An in-depth look at the hazards and causes of indoor air pollution as it relates to the effects on human health, property values, sales and litigation. The curriculum would include methods of recognition, evaluation, and controls of the various aspects which, after implementing, will lead to better indoor air quality for human occupants.

5273 FOOD SAFETY AND SANITATION. An in-depth study of safe practices for the food processing industry. Course looks at proper construction, Hazard Critical Control Points (HCCP), and proper sanitation (cleaning and pest control) in food processing as it relates to providing a safe commodity for consumers. The course addresses legal liability and regulatory compliance within the food processing industry.

5313 CURRENT LITERATURE IN OCCUPATIONAL SAFETY. A survey of current literature in occupational safety and health to include hazmat, management, systems safety, ergonomics, and homeland security.

5323 INTERNSHIP IN OCCUPATIONAL SAFETY. Supervised practicum in an occupational safety setting

5330 RESEARCH IN OCCUPATIONAL SAFETY. Research and study in occupational safety to explore ideas and reach solutions to current and future problems and challenges in the field.

SCIENCE (SCIE)

0124 CONCEPTS IN SCIENCE. Secondary level concepts in Physics, Chemistry, and the Biological Sciences, with laboratory. (Prerequisite: department approval)

3123 SCIENCE IN THE ELEMENTARY SCHOOL. Methods and materials in presentation of elementary science. (Prerequisites: BIOL 1114 and PSCI 1114)

3224 EARTH, SPACE, & ENVIRONMENTAL SCIENCE FOR

ELEM MAJ. An introduction to geology, astronomy, meteorology, and environmental science with laboratory for elementary majors. This course will also discuss the interrelationship between biotic and abiotic components of the environment and the influence human activities have on the environment. This course cannot count toward any major or minor in the departments of biological or physical sciences. (Prerequisites: BIOL 1114 and PSCI 1114)

4243 FIELD GEOLOGY. Geological field sites in southern Oklahoma will be visited for observation and collection of rock, mineral, and fossil samples. (Prerequisite: PSCI 1214)

4903 METHODS AND MEDIA IN SCIENCE. Survey of curriculum content and teaching materials and methods for mid-level and secondary science instruction. (Will not count toward a major or minor in Biology, Chemistry, and Physics.) (Prerequisite: departmental approval) Previously listed as BIOL 4903 Methods and Media in Biology

4951 #SCIENTIFIC THOUGHT. The history and philosophy of science presented from the structure of paradigm shifts and scientific revolutions. (Prerequisites: Junior status in the Honors Program OR permission of the program)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: department approval)

4970 SPECIAL STUDIES. Individualized project selected with the advice of the professor. (Prerequisite: department approval)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: department approval)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: department approval)

5403 SCIENCE IN THE SECONDARY SCHOOL. An incorporation of scientific principles and concepts into modern innovative curricula.

5903 SCIENCE IN THE ELEMENTARY SCHOOL. Introduction to modern science teaching techniques and curricula.

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: department approval)

5970 SPECIAL STUDIES. Individualized project selected with the advice of the professor. (Prerequisite: department approval)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: department approval)

5990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: department approval)

SOCIAL GERONTOLOGY (SGER)

3203 LATE LIFE CARE OPTIONS. An analysis of the problems faced by the oldest old or frail elderly in American society and the care choices available to them.

3443 #INTRODUCTION TO SOCIAL GERONTOLOGY. An introduction to gerontology as a field of study and professional service.

4143 PRACTICES AND PROGRAMS IN AGING. A review of current social service programs in aging, and an examination of practices involved in the provision of services to the elderly.

4243 #THE PSYCHOLOGY OF AGING. An examination of the physiological changes that accompany aging with emphasis on specific psychological factors that affect longevity.

4843 FIELD EXPERIENCE IN SOCIAL GERONTOLOGY. Professionally supervised experience in a facility for older people. (Prerequisite: consent of instructor)

SOCIAL STUDIES (SOST)

4133 METHODS & MEDIA IN SECONDARY SOCIAL STUDIES. (Required for social studies majors. Will not count on a major or minor in Social Studies. Prerequisite: admission to Teacher Education)

SOCIOLOGY (SOC)

1113 #PRINCIPLES OF SOCIOLOGY. A survey course to introduce students to the science of human behavior. (A prerequisite for all other sociology courses)

2213 #SOCIAL PROBLEMS. An examination of the major social problems found in our changing social environment. (Prerequisite: SOC 1113)

2353 #PHYSICAL ANTHROPOLOGY. A study of the theories and methods of anthropology with emphasis on man's biological development. (Prerequisite: SOC 1113)

2453 #CULTURAL ANTHROPOLOGY. A study of the differences, similarities, and effects of material and nonmaterial culture on social organization. (Prerequisite: SOC 1113)

3003 INTRODUCTION TO SOCIAL RESEARCH. An introduction to the empirical approaches and techniques in Sociology, including the study of both descriptive and inferential statistics.

3113 #ANALYSIS OF SOCIAL INSTITUTIONS. An analysis of society in terms of the major social institutions; family, religion, education, economics, and government.

3123 METHODS OF SOCIAL RESEARCH. An examination of the philosophy and methods related to sociological research. (Prerequisite: SOC 1113 and 3003)

3223 #SOCIAL PSYCHOLOGY. An examination of the effects of social experiences and groups on the development of personality.

3323 #COLLECTIVE BEHAVIOR AND SOCIAL MOVEMENTS. Analysis of basic forms of collective behavior and their institutional and social psychological consequences.

3343 #MEDICAL SOCIOLOGY. A study of the various factors associated with good health with an emphasis on factors more directly related to the aging process.

3423 #URBAN SOCIETY. Description and interpretation of historical and contemporary trends in the urbanization process.

3523 #JUVENILE DELINQUENCY. Analysis of research and theory related to the causes, extent, and correction of delinquency.

3623 #RACE, GENDER AND ETHNIC RELATIONS. Historical and contemporary analysis of the social processes related to minority groups.

3723 #THE FAMILY. A sociological and anthropological analysis of the family in social context.

3823 #NATIVE AMERICAN CULTURES. An examination of the historical and cultural development of selected tribes.

3883 INTRODUCTION TO SOCIAL WORK. An introduction to social work methods, programs, and private and public welfare agency settings.

3950 FIELD EXPERIENCE IN SOCIAL WORK. Practical application of social work techniques. (Prerequisite: SOC 1113 and 3883)

4113 #SOCIOLOGICAL THEORY. A historical survey of the development of sociological theory in Europe and America.

4153 #SOCIOLOGY OF DEATH AND DYING. An examination of attitudes and practices related to death and dying in a cross-cultural perspective. Topics include funeral practices, the ethics of euthanasia, a child's view of death, and the problems of widowhood.

4333 #CRIMINOLOGY. Summary of sociological research on crime, theories of criminal behavior, and trends in criminal law and correction.

4383 #STRATIFICATION AND INEQUALITY. A survey of the theory and research related to rank structures in social systems.

4533 #POPULATION DYNAMICS. An examination of the major variables related to demographic change and their relationship to social values and structures.

4883 #COMPARATIVE CULTURES. A comparison of the cultural environments of selected literate and preliterate societies.

4960 DIRECTED READING. Individualized readings in a variety of sociological topics. (Prerequisite: consent of instructor)

4970 SPECIAL STUDIES. Special study of selected sociological topics. (Prerequisite: consent of instructor)

4980 SEMINAR. Small group study of selected sociological areas of study. (Prerequisite: consent of instructor)

4990 RESEARCH. Applied research on selected sociological topics. (Prerequisite: consent of instructor)

5960 DIRECTED READINGS. Individualized readings in a variety of sociological topics. (Prerequisite: consent of instructor)

5970 SPECIAL STUDIES. Special study of selected sociological topics. (Prerequisite: consent of instructor)

5980 SEMINAR. Small group study of selected sociological areas of study. (Prerequisite: consent of instructor)

5990 RESEARCH FOR MASTER'S THESIS. Applied research on selected sociological topics. (Prerequisite: consent of instructor)

SPANISH (SPAN)

1113 #ELEMENTARY SPANISH. This course is recommended for students with one year or less of high school Spanish. Topics include introductions, numbers, telling time, colors, family members, clothing, and the simple present tense. (Satisfactory completion of this course meets state foreign language proficiency requirements for Education majors and may be used to help meet Humanities component of General Education requirements. It cannot be used toward a major or minor in Spanish.)

1223 #PRINCIPLES OF SPANISH. This course is recommended for those with 1-2 years of high school Spanish, or one semester of college-level Spanish. Beginning with a review of basic Spanish concepts, this course expands basic vocabulary and grammatical structures by introducing reflexive, progressive and past tense verb forms (This is the lowest level course included in requirements for a major or minor in Spanish.)

2113 #INTERMEDIATE SPANISH I. A continuation of grammar and communicative strategies. Emphasis on increasing fluency and familiarity with Hispanic cultures. (Prerequisite: SPAN 1223, appropriate CLEP score, or instructor's permission.)

2223 #INTERMEDIATE SPANISH II. Concluding presentation of key grammatical structures in Spanish. Further development of communicative strategies and knowledge of Hispanic cultures. (Prerequisite: SPAN 2113, appropriate CLEP score, or instructor's permission.)

2333 #SPANISH VOCABULARY BUILDING. Development and expansion of Spanish language skills by building a personal lexicon based on topical vocabulary, thematic conversation, and the study of common prefixes, suffixes, and conjugate patterns. (Prerequisite: SPAN 2113 or instructor's permission.)

3113 #INTERMEDIATE SPANISH GRAMMAR AND COMPOSITION. This course develops the skills needed to write with clarity, precision and style. Taught entirely in Spanish, the material emphasizes the proper use of accents and the correct use of grammar. Class discussion and practice is aimed at overcoming general grammatical and stylistic problems while individual attention will be given to specific problems through student compositions, their correction and revision. Students will expand their vocabulary and use more sophisticated grammatical structures and stylistic techniques to achieve greater ease, fluency and correctness in written expression. (Prerequisite: SPAN 2223 or permission of instructor)

3123 #INTERMEDIATE SPANISH CONVERSATION. Designed to increase proficiency in the spoken Spanish of students who have had little or no extra-academic experience in that language, the course bridges the gap between the study of the language in the classroom and its actual usage by means of discussions, presentations and practical applications of selected topics. (Prerequisite: SPAN 2223 or permission of instructor)

3133 #INTRODUCTION TO HISPANIC LITERATURE. Survey of major literary figures in Peninsular and Latin American literature. Coverage of the major genres: narrative, poetry, essay and drama. Taught entirely in Spanish, the selections will help students develop their reading and interpretive abilities in Spanish. (Prerequisite: SPAN 2223 or permission of instructor)

3143 #HISPANIC CIVILIZATION AND CULTURE. Taught entirely in Spanish, this is a basic survey of Spain and Latin America with emphasis on their history and cultural patterns. The politics, social structures and traditions of the Hispanic world from the twelfth century until today will be studied with a special focus on contempo-

rary life in order to build a foundation for a more in-depth study of the life, literature and culture of Spain and Latin America. (Prerequisite: SPAN 2114 or permission of the instructor) Previously listed as SPAN 4223 Hispanic Civilization

4113 #SPANISH PENINSULAR LITERATURE. Readings, lectures and discussions dealing with a panorama of Spanish literature from early works, the Golden Age, the Neoclassic period and Romanticism, ending with some of Spain's more contemporary writers. Provides an overall historical view of the principal literary figures and their works, as well as the artistic and philosophical background of their era. Taught entirely in Spanish, it will enhance the student's appreciation of Spanish masterpieces through analysis, interpretation, discussion and evaluation, including comparisons in relation to epoch, movement or literary technique. (Prerequisite: SPAN 3133 or permission of the instructor) Previously listed as SPAN 3223 Major Spanish Writers

4133 #ADVANCED SPANISH GRAMMAR AND COMPOSITION. Spanish language, syntax and grammar taught entirely in Spanish. The student will achieve a working knowledge of such aspects of Spanish as the subjunctive, imperfect-preterite contrasts and a concept of Spanish grammar as a coherent system. Practice in writing with emphasis on sentence and paragraph structure, and compositions to effectively convey meanings and ideas. Attention given to narrative, descriptive, expository prose and dialogue, as well as letters and other forms of written communication. (Prerequisite: SPAN 3113 or permission of instructor)

4143 #ADVANCED SPANISH CONVERSATION. Develops Spanish oral proficiency through discussion of contemporary issues in the Hispanic world. Special attention paid to fluency in spontaneous situations and to developing oral skills. Students will improve their ability to communicate orally in Spanish at an advanced level, a process during which they will also acquire a better command of the fundamental aspects of syntax, grammar, and vocabulary through individual and group activities. (Prerequisite: SPAN 3123 or permission of instructor)

4160 SPECIAL PROJECTS. By special arrangement with a professor, the student or students will be able to take on individual or group study on a topic pertinent to their special interests. (Variable credit: one to three hours)

4183 #STUDY ABROAD IN SPANISH. An opportunity for students of Spanish to earn credit for their academic field experiences in Spanish-speaking countries. Currently enrolled students must seek pre-approval of Spanish faculty. Transfer students will have their cases evaluated individually. Pass/Fail only

4223 #LATIN AMERICAN LITERATURE. Readings, lectures and discussions dealing with the panorama of Spanish American literature, including consideration of Spanish and indigenous influences. The course will show how this literature has developed from the Spanish Conquest to the late twentieth century. This course also provides a historical view of the principal literary figures and their works, as well as the artistic and philosophical background of their era. Taught entirely in Spanish. (Prerequisite: SPAN 3133 or permission of instructor.)

4303 #SPANISH PHONETICS AND DIALECTS. A detailed study and practice of Spanish pronunciation for advanced students. This course introduces the study of the mechanics of speech production (articulatory phonetics); the relationship of spelling and speech in Spanish; some essential concepts of phonological theory;

and dialectal variation. Extensive practice in listening to, analyzing, transcribing, and producing the sounds of Spanish. (Prerequisite: SPAN 3113 or permission of instructor)

SPEECH (SPCH)

5123 ARGUMENTATION THEORY. This course is a basic study of argumentation theory from Aristotle's Syllogisms to Toulmin's model of argumentation. Students will be required to apply these constructs to modern debatable propositions.

5133 ADV HIGH SCHOOL FORENSICS. Students will learn advanced theory and activities to promote each of the secondary speaking and interpretative events.

5960 DIRECTED READINGS. Subject named in title listing. (Prerequisite: permission of the instructor)

5970 SPECIAL STUDIES. Subject named in the title listing. (Prerequisite: permission of the instructor)

5980 SEMINAR. Subject named in title listing. (Prerequisite: permission of instructor)

5990 RESEARCH. Subject named in title listing. (Prerequisite: permission of instructor)

SPECIAL EDUCATION (SPED)

2123 INTRODUCTION TO INDIVIDUALS WITH EXCEPTIONALITIES. A study of the etiology and concepts relating to exceptional individuals and their inclusion in the public schools. (Prerequisite to enrollment in advanced special education courses. No concurrent enrollment)

3103 FOUNDATIONS OF SPECIAL EDUCATION. Philosophical, historical, and legal foundations of special education. Introduction to roles and responsibilities of the special educator, and legal and ethical requirements of the profession. Theoretical perspectives related to the nature and needs of persons with disabilities.

3313 ASSESSMENT. Introduction to measurement, assessment, and formative progress monitoring related to processes used with exceptional learners. Overview of norm-referenced assessment, interpretation, and the development of individual education programs. (Prerequisite: SPED 2123)

3322 ADAPTIVE AND ASSISTIVE TECHNOLOGY. Introduction to the laws related to adaptive and assistive technology use, as well as the items, equipment, and product systems, whether acquired commercially, modified, or customized that are used to increase, maintain, or improve the capabilities of individuals with disabilities over a life span. Principles of Universal Design are included.

3402 EARLY CHILDHOOD SPECIAL EDUCATION. Introduction to the issues, practices, and legal and ethical requirements associated with the provision of early childhood special education services. Field experience required.

3512 PLANNING & MANAGING LEARNING FOR MILD/MOD DISAB. This course will focus on the strategies and techniques required to provide successful learning environments for students with mild/moderate disabilities. Previously listed as SPED 4512

3613 BEHAVIOR MANAGEMENT. Managing individual and group behavior in classroom, school, home, and community environ-

ments in a range of special education contexts, use of technology as an organizational tool, Includes Applied Behavior Analysis. (Prerequisite: SPED 2123) Previously listed as SPED 4612

4203 VOCATIONAL/TRANSITIONAL EDUCATION. An introduction and overview of programs and services for youth with disabilities that focus on career, vocational and transition services, including employment, personal and social skill development, and community living. The focus is on techniques, resources and models at all levels of service delivery. A conceptual framework for comprehensive transition planning and establishing the need for evidenced-based practices in transition planning will be highlighted. Other major issues explored: (a) federal legislation and initiatives relating to career education, vocational-technical education, and transition planning; (b) strategies for collaboration among the spectrum of professional roles that are central to the transition development and planning of students with disabilities; and (c) the role of cultural background in family orientation to transition planning.

4413 TEACHING STRAT FOR STUDENTS W/COGNITIVE DISORDERS. Strategies for teaching children and adolescents with cognitive disabilities. Emphasis on accessing the general education curriculum through inclusion strategies and through individualized interventions and modifications including use of technology. (Prerequisite: SPED 2123) Previously listed as SPED 3413

4423 TEACHING STRAT FOR STUDENTS W/AFFECTIVE DISORDERS. Strategies for changing behavior and teaching social skills curricula using scientifically-based decision making. Includes functional behavior analysis, behavior intervention plans, and positive behavioral supports. Includes nature and needs of students with emotional/behavioral disorders and issues related to the affective education of cognitively disabled students. (Prerequisite: SPED 2123) Previously listed as SPED 3423

4443 DIAG & REMED OF READING, LANG ARTS, MATH DISORDERS. Structured, sequential, multisensory instruction for students with reading, written expressions and/or mathematics disabilities (pre-Kindergarten through post-12). Focus on explicit, intensive teaching of decoding skills, phonemic awareness, sequencing, and attention strategies for students with dysnomia, dyslexia, dysgraphia, dyscalculia, and other learning disabilities.

4712 COMM & COLLAB PARTNERSHIPS OF MILD/MOD DISABILITY. Students will develop a variety of communication and collaborative skills. Emphasis will be placed on problem identification and problem solving, conflict management and resolution, and verbal and nonverbal communication strategies for effective interactions with professionals, paraprofessionals, and parents. Previously listed as SPED 4713

4803 METHODS OF INSTRUCT FOR STUD WITH MILD/MOD DISABIL. This course includes comprehensive organizational, and instructional techniques using a variety of strategies for teaching all curriculum areas for students with mild/moderate disabilities at the preschool through high school level.

4903 SEMINAR IN SPECIAL EDUCATION TOPICS. Designed to provide advanced students theoretical and practical exposure to topical information that is emerging, changes in laws, and/or practical guidance in applied organizational and instructional techniques and areas associated with the student teaching process with students with mild/moderate disabilities at the preschool through high school levels

5443 DIAGNOSIS AND REMEDIATION OF MATH-RELATED

DEFICITS. Focus on cognitive math-related deficits in processing, sequencing, and memory and the mathematics specialist's role in preassessment. Curriculum-based assessment and teacher-administered measures will be utilized to determine their role in formulating multiple remediation strategies. Technology use as an aid to remediation will be demonstrated.

STATISTICS (STAT)

2153 STATISTICAL METHODS. Fundamental concepts of probability, random variables and basic distributions, sample means and variances, statistical inference for means including both large sample theory and small sample theory, linear regression and correlation, use of commercial software statistical packages. (Prerequisite: MATH 1513)

3363 #PROBABILITY THEORY. Sets, probability in finite and infinite spaces, counting methods, random variables, probability distributions, game theory. (Prerequisite: MATH 2215)

4353 #MATHEMATICAL STATISTICS. Design of experiments and investigations, statistical inference, probability and combinatorial methods, discrete and continuous distributions, expected values, sampling, point estimation. (Prerequisite: MATH 2215)

4463 #PROBABILITY THEORY II. Probability distributions, jointly distributed random variables, multinomial probability laws, moment-generating functions, limit theorems, stochastic processes. (Prerequisite: STAT 3363 or STAT 4353)

4970 SPECIAL STUDIES.

4980 SEMINAR.

5153 STATISTICAL ANALYSIS. Study of various statistical procedures and routines utilized in data analysis and hypothesis testing including simple and multiple regression analysis and nonparametric statistics. (Prerequisite: STAT 2153 or equivalent)

5970 SPECIAL STUDIES.

5980 SEMINAR.

TECHNOLOGY (TECH)

1093 INTRODUCTION TO COMPUTER GRAPHICS APPLICATIONS. A study of basic computer graphic applications to include scanners, digital video, digital cameras, related computer hardware, color and laser printers, image formats, storage media, internet imaging, NetMeeting, and photographic images. Software for image enhancement and Office graphics. Power Point graphics assignments.

1263 COMPUTER SYSTEMS MAINTENANCE. Introductory course emphasizing computer purchasing, repair, installation, upgrades, and maintenance.

2023 #BASIC PHOTOGRAPHY. Use of the camera to capture visual images. Composition, camera and its accessories, applications including portraiture, landscapes, people, commercial, school, and documentary. How photographic images shape and are shaped by the culture in which they are used. Digital camera fundamental and computer photo editing. Students will have experiences with film and darkroom but must provide a digital camera. Term album of liberal arts theme required.

2113 MATERIALS & PROCESSES I. A fundamental course emphasizing the mechanical and physical properties of materials which must be considered in the selective process such as stress, elasticity, erosion, heat transfer, compatibility, and availability. A study of the broad spectrum of technological process on the elementary applications of forming, joining and shaping materials using both hand and machine tools.

2123 CONSTRUCTION BLUEPRINT ANALYSIS. Study of construction blueprint fundamentals, procedures, and estimating. Emphasis on residential and commercial facilities.

2383 COMPUTER AIDED DRAFTING AND DESIGN I. A beginning graphics course introducing Computer Aided Drafting and Design (CADD). Drafting fundamental. AutoCAD emphasis. (Previously listed as TECH 3383).

3053 GRAPHIC DESIGN AND DIGITAL IMAGERY. An intensive experience with computer graphics applications. Topics include image manipulation, three dimensional graphics, animation and streaming techniques. Portfolio required. (Prerequisite: TECH 1093)

3063 COMPUTER AIDED DRAFTING AND DESIGN II. Continuation of TECH 2383. Mastery of CADD commands to assure speed and accuracy. AutoCAD emphasis. Advanced concepts to include paper space, XREF, auxiliary views, multi-views, geometric tolerancing, English metric conversions, and maintaining a CAD computer station. 2-D isometric and 3-D drawings. Portfolio required. (Prerequisite: TECH 2383) (Previously listed as TECH 4453)

3193 COMPUTER GRAPHIC IMAGING. Continuation of TECH 1093. Computer generation and manipulation of images using Adobe and Corel Draw suite. Advanced Powerpoint assignments including animation and sound. Optimizing images for the internet. Portfolio required with CD-R assignments. (Prerequisite: TECH 1093)

3213 ARCHITECTURAL DRAWING. Preparation of a complete set of house plans meeting minimum property standards including plot plans, foundation plans, floor plans, elevations, construction details, and interior details and specifications sheet. (Prerequisite: TECH 3063)

3363 NUMERICAL CONTROL PROGRAMMING. Computer numerical control (CNC) of industrial manufacturing processes such as of lathes, milling machines, and robotics. Training in writing and use of computer programs to increase industrial production with precise tolerance. (Prerequisite: TECH 2113 and TECH 2383)

3403 COMPUTER AIDED MANUFACTURING. Computer Aided Manufacturing (CAM), Computer Aided Design (CAD), off-station programming, machine codes, and programming language. (Prerequisite: TECH 2383)

4263 DIGITAL VIDEO TECHNOLOGY. Essential tools for multimedia video production. Experiences in recording, editing and utilizing digital video and accompanying audio. (Prerequisite: TECH 1093)

4303 ELECTRONIC DRAFTING. Device symbols, production drawings, block elementary and schematic diagrams, miniaturization, industrial controls and automation, drawings for electrical power and architectural plans. Includes computer generated graphics. (Prerequisites: EET 2083)

4343 WEB PAGE DESIGN II. Continuation of TECH 2143. Hands on design and creation of web sites using current technologies including HTML and development applications. Students must

maintain a web site. (Prerequisite: TECH 1093 and TECH 2343)

4553 PROBLEM SOLVING IN TECHNOLOGY. Capstone course to provide management-level problem solving experiences from the technology fields of power technology, drafting and design, manufacturing and electronics. (Prerequisite: Departmental permission)

4700 INTERNSHIP. Supervised on-site experience in Technology gained through work. Term report required. (Prerequisite: 15 semester hours in Technology and advisor approval)

4951 SENIOR SEMINAR. Capstone course required for all seniors in Option C. Topics include career planning. Program assessment, research paper and presentation. (Prerequisite: senior standing)

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisites: 18 hours of Technology and permission of the Department Chair)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisites: 18 hours of Technology and permission of the Department Chair)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 18 hours of Technology and permission of the Department Chair)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisites: 25 hours of Technology and permission of the Department Chair)

5153 RESEARCH METHODS. Techniques of experimental design (factor analysis, etc.) for conducting research projects, and in the various methods used to communicate research findings to the scientific and technological community.

5213 INDIVIDUAL PRODUCTIVITY IN TECHNOLOGY. Personal goal-setting and time management; study of personality, temperament, behavior, and personal motivation; contemporary concepts of excellence and quality in organizations; negotiations in the work-place.

5223 PRODUCTION SYSTEMS DESIGN. Facility location, layout, and design, materials and cost controls, maintenance, processing systems, and safety engineering.

5333 PRODUCTION SYSTEMS CONTROL. Production budgeting and planning cycles, purchasing, production planning, scheduling, expediting, inventory, forecasting, and quality control.

5443 PRACTICUM. Cooperative internship. On-the-job experiences in practical applications and solutions to special problems.

5970 INDIVIDUAL STUDY IN TECHNOLOGY. Individualized projects selected in consultation with faculty member. (Permission required)

5980 SEMINAR IN TECHNOLOGY. Small group study of topic announced by department.

5990 RESEARCH FOR MASTER'S THESIS. Independent investigation designed in consultation with the professor. (Prerequisite: department approval) Maximum of 6 hours credit.

THEATRE (THTR)

1113 #INTRODUCTION TO THEATRE. Gives students a broad based survey of theatre arts; instills an appreciation of theatre; explores professional aspects of the theatre.

1123 PROFESSIONAL THEATRE TRAINING WORKSHOP. Designed for the beginning professional theatre trainee in total repertory instruction ranging from acting classes, technical theatre, lecture and laboratory instruction. Students participate in all productions in a repertory situation. (Summer Term Only)

1133 INTRODUCTION TO TECHNICAL THEATRE. This course will introduce the student to a basic understanding of principles of scenic design, lighting design, and other technical aspects of the theatre. (Prerequisite: THTR 1113 or permission of instructor)

1143 #THEATRE APPRECIATION: FROM MASKS TO MUSICAL. In this course theatrical performance will be examined and compared in various forms, including script, taped performance, commercial films, and live performances by theatre groups in the region. This course will develop appreciation and awareness of the effect that theatre artists and technicians have on drama and develop aesthetic standards for evaluation of theatrical presentations. Previously listed as Theatre in Live Performance

1183 #FILM APPRECIATION. In this course students will explore basic and cultural trends through a close study of a variety of important films throughout the medium's history. The course will establish critical criteria for evaluating films and expose students to the basic technical elements of the film artist's process

1213 #INTRODUCTION TO ACTING. This beginning course introduces the beginning student to acting. It begins by developing concentration, characterization, physical agility, and creativity through the use of improvisation, pantomime, monologues and directing.

1221 IMPROVISATION CHILDREN'S THEATRE. Extensive study and practice of the improvisational theatre medium. Using children's stories as the script and adapting them to modern terminology and action, the craft becomes centered on fast and creative thinking and action within a group performance. (Prerequisite: permission of instructor; may be repeated up to four hours credit)

1232 ACTING-IMPROVISATION. To provide the beginning and advanced actor the opportunity to experiment with the playfulness that leads to creativity.

1271 POINTE I. This course is an introduction to pointe technique with a strong emphasis on vocabulary. The class will consist of learning body alignment, leg/foot strengthening exercises and basic precautions to take care for the feet once pointework has begun. Performance opportunities will not be provided. The curriculum will accommodate the introductory pointe student.

1312 #CHARACTER ANALYSIS. This course, reflecting the disciplines of theatre, history, psychology and art, includes research into the psychological and sociological motivations of characters as well as a survey of historical periods in dramatic literature from Greece to the present time. Approximately ten (10) representative plays reflecting ten (10) genres or periods are selectively chosen, studied, and presented in an acting format as well as in written analysis with the inclusion of costume and scenic demands represented. By the end of the term the student should have a broad general knowledge of period styles as well as an overview of character analysis. (Prerequisites: THTR 1113 and 1213 or permission of instructor)

1510 MUSICAL THEATRE VOICE I. Individual instruction in voice, keyboard and orchestral instruments. (May be repeated for

credit)

1552 STAGE MAKEUP. In this course, the student will understand the basic techniques of stage makeup and develop a basic understanding through hands-on training with a variety of makeup types.

1660 THEATRE PRACTICUM. This course allows the student work in all areas of theatre practicum during an instructed work call. It may be in set building, painting, costumes, props, publicity and-or box office for a certain number of hours each week so that a practical knowledge of the working theatre may be obtained. (Repeatable up to a maximum of four credit hours.)

2152 DANCE III. This course is an intermediate to advanced beginner level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of combining steps resulting in a specific dance construction. Performing will be required. The curriculum will accommodate the intermediate to advanced beginner student.

2162 DANCE IV. This course is an advanced beginner to beginner intermediate level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of combining more complicated steps resulting in a specific rhythmic and/or dance construction. Performing will be required. The curriculum will accommodate the advanced beginner to beginner intermediate student.

2163 DANCE II. This course is a beginner level of basic tap and ballet technique with a strong emphasis on vocabulary. The class will consist of reinforcing and expanding fundamental philosophies, body alignment, arm positions and basic foundations of the two disciplines. Performing opportunities may be provided. The curriculum will accommodate the beginning student

2172 DANCE WORKSHOP. This course is an intermediate level of dance technique in a discipline to be determined by the instructor.

2183 #FILM GENRES. Students will explore various film genres (the western, the gangster movie, film noir, etc.) and film theories (auteurism and viewer identification theory) and will acquire a critical vocabulary appropriate to the art form.

2203 MOVEMENT FOR THE THEATRE ARTIST. This is an introductory level of movement course in varying disciplines to be determined by the instructor.

2233 #FUNDAMENTALS OF ORAL INTERPRETATION. Focuses on the ability to transfer the author's meaning from the printed page to the audience's mind. Units on poetry, prose, and dramatic literature are included. (Same as COMM 2233)

2271 POINTE II. This course is a beginner level of basic pointe technique with a strong emphasis on vocabulary. The class will consist of reinforcing and expanding fundamental philosophies, body alignment, arm positions and basic foundations of pointe. Performing opportunities will not be provided. The curriculum will accommodate the beginning student.

2553 DANCE I. This course is an introduction to basic tap and ballet technique with a strong emphasis on vocabulary. The class will consist of learning fundamental philosophies, body alignment, arm positions and basic positions of the feet. Performance opportunities will not be provided. The curriculum will accommodate the introduc-

tory student.

2753 FUNDAMENTALS OF THEATER DESIGN. Students will execute class projects in costume, scenery, lighting, makeup, sound, properties and special effects. (Prerequisite: THTR 1133 or permission of instructor)

3013 MUSICAL THEATRE PERFORMANCE I. The practical application of acting, singing, and movement techniques to various styles of period and contemporary musical theatre works. (Prerequisites: THTR 1113, 1213, 1312, MUS1213, or permission of instructor.)

3023 #HISTORY OF MUSICAL THEATRE. This course will be a chronological study of major periods from nineteenth century English music halls to the present time as it relates to musical theatre. It will include, but not be limited to, operettas, cabarets, follies, and traditional musicals. (Prerequisites: THTR 1113, 1213.)

3033 MUSICAL THEATRE PERFORMANCE II. Advanced application of acting, singing, and movement techniques to the various styles of period and contemporary music theatre works. Includes staging and choreography of scenes, culminating in a live performance. (Prerequisite: THTR 1113, 1213, 1312, MUS 1213 or permission of instructor)

3043 MUSICAL THEATRE AUDITION. Course emphasizes creating a resume, types of interviews, obtaining an agent, personal appearance, and dress as well as work on audition material, ranging from musicals to stock productions. (Prerequisite: THTR 1113, 1213, 1312, MUS 1213, or permission of instructor.)

3152 DANCE V. This course is a beginner intermediate level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of combining longer, more complicated elements demonstrating rhythmic accuracy and qualitative understanding of musical nuances by moving on the beat and anticipating it when required. Performing and interpreting will be required. The curriculum will accommodate beginner intermediate to intermediate level student.

3162 DANCE VI. This course is an intermediate to advanced intermediate level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of combining longer, more complicated elements giving the students a grasp of classroom exercises and combinations. Performing and interpreting will be required. The curriculum will accommodate the intermediate to advanced intermediate student.

3172 CHOREOGRAPHY. This course is an intermediate/advanced level of differing dance techniques and how the fundamentals can be made into choreography. References will also be made to facilitate the teaching of choreography. The curriculum will accommodate the intermediate to advanced student and those students interested in becoming instructors and/or choreographers.

3183 #FILM AND CULTURE. Students will explore the principles of film appreciation and analysis through lecture, readings, and viewing of films and film excerpts from the American experience in the medium. Students will also examine advanced film analysis, including the principles of montage, camera movement, lighting, sound, directing, acting and how these have been influenced by American artists and the Hollywood industry.

3271 POINTE III. This course is an intermediate level of pointe technique with a strong emphasis on vocabulary. The class will consist of combining steps resulting in a specific dance construction. Performing will be suggested. The curriculum will accommodate the

intermediate student.

3333 STAGE MANAGEMENT. This course will examine the different responsibilities and problems of a stage manager's job for commercial, community and educational theatre. Stage management will contain both lecture and hands-on training. (Prerequisites: THTR 1113 and 1133, or permission of instructor)

3342 COSTUMING. In this course, the students will learn basic costume construction techniques, fundamental costume design techniques, and apply these techniques in building and designing costumes for theatrical productions.

3423 SCENE DESIGN. The class will examine the advantages, problems and practices for designing scenery for the thrust, proscenium and arena stages. The student will practice the fundamental aspects of drafting for the stage as well as the study of the use of advanced stagecraft techniques. (Prerequisites: THTR 1113 and 1133, or permission of instructor)

3432 DIRECTING. This course provides intensive study of text with repeating exercises to illustrate; projects given in which blocking plans are selected with and without live actors; critiques both written and oral; and final project of direction and prompt book for a ten minute scene. (Prerequisites: THTR 1113, 1213, 1133, and 3423, or permission of instructor)

3453 LIGHTING DESIGN. This class is designed to help the student understand the variety of different types of lighting equipment and control boards available today; to help him understand the basic elements of lighting design as it applies to stage composition, color and other aspects related to a specific show; to give the student practical experience working with a lighting design; and to enable the student to do a basic lighting design for a specific show. (Prerequisites: THTR 1113 and 1133; or permission of instructor)

3510 MUSICAL THEATRE VOICE II. Individual instruction in voice, keyboard and orchestral instruments. (May be repeated for a maximum of 8 credit hours)

3513 #HISTORY OF THEATRE TO 1700. This course will be a chronological study of major periods from beginnings of theatrical expression to 1700 as it relates to theatre.

3613 #HISTORY OF THEATRE: 1700 TO PRESENT. This course will be a chronological study of major periods from 1700 to the present time as it relates to theatre.

3783 THEATRE PUBLICITY & PROMOTION. This course introduces the student to the all important areas of publicity and promotion by the task of developing a publicity schedule of stories, pictures, radio and perhaps video tapes, manning the box office, working with special sales with various groups, writing stories, taking or facilitating taking and dispersal of pictures and stories to many newspapers, radio stations, etc. The student will also work with reservations and house management. (Prerequisite: THTR 1113 or permission of instructor)

3883 CHILDREN'S THEATRE & CREATIVE DRAMA. A beginning study of children's theatre forms--improvisation, theatre games, creative dramatics--with performance skills and communication in mind.

3942 ACTING WORKSHOP: AUDITION. To provide the student with the practical solutions to the problems of auditioning. (Prerequisites: THTR 1113, 1213, and 1312, or permission of instructor)

3963 #ACTING WORKSHOP: PERIOD STYLES. This course

includes a survey of acting styles for the theatre from Greece to contemporary America as reflected through theory and criticism, architecture, costume, furniture, and acting. At least eight major characters from representative plays are studied and presented. (Prerequisite: THTR 1113, 1312 or permission of instructor.)

4013 MUSICAL THEATRE WORKSHOP. Students will explore contemporary music theatre production through research, rehearsal and performance for the public of a smaller musical theatre work. (Prerequisite: THTR 1133, 1552, 3013 and/or permission of instructor.)

4152 DANCE VII. This course is an advanced intermediate to beginner advanced level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of giving the student a refined sense of initiation and articulation of movement through combining complex steps resulting in across the floor progressions and/or dance construction. Performing, composing and interpreting will be required. References will also be made to facilitate the teaching of tap and ballet technique. The curriculum will accommodate the advanced intermediate to beginner advanced student.

4162 DANCE VIII. This course is a beginner advanced to intermediate advanced level of tap and ballet technique with a strong emphasis on vocabulary. The class will consist of giving the student a refined sense of the body in relation to itself and to the space through combining complex steps resulting in across the floor progressions and/or dance construction. Performing, composing and interpreting will be required. References will also be made to facilitate the teaching of tap and ballet technique. The curriculum will accommodate the beginner advanced to intermediate advanced student and those students interested in becoming instructors of tap or ballet.

4172 DANCE AUDITION. This course is an advanced level course in auditioning. The class will consist of combining steps resulting in a specific combination and/or dance construction. Performing, composing and interpreting will be required. References will also be made to facilitate the art of teaching technique. The curriculum will accommodate the advanced student and those students interested in becoming instructors, performers, and/or choreographers.

4222 STAGE DIALECTS. This course gives the actor and/or director practical understanding of several dialects common to stage use such as: British, Cockney, Southern, Southwestern, Massachusetts, New Jersey, German, French, Spanish. (Prerequisites: COMM 1003 and 1213, or permission of instructor)

4232 ADVANCED PERFORMANCE. This course allows the advanced actor a chance for a recital which will include monologues, scenes, pantomimes, songs, and dances from several periods or styles. The thrust will be to show the best of his craft in public performance.

4250 DANCE COMPANY. This course is an advanced level of many different techniques for a strong emphasis on performance. Open to all University students by audition.

4271 POINTE IV. This course is an intermediate level of pointe technique with a strong emphasis on vocabulary. The class will consist of combining steps resulting in a specific dance construction. Performing will be suggested. The curriculum will accommodate the intermediate student.

4313 THEATRE ADMINISTRATION & MANAGEMENT. The course will examine several principles and practices of theatre management for commercial, university, community and educational theatre. (Prerequisite: THTR 1113 or permission of instructor)

4332 ADVANCED LIGHTING DESIGN. A course for the advanced lighting design student. The student will put into application the principles of lighting design in a practical project. (Prerequisite: THTR 3453 or permission of instructor)

4342 DESIGN INTERNSHIP. A course for the advanced design student. Students will design a show from start to finish for an actual performance. (Prerequisites: THTR 3423 and 3453, or permission of instructor)

4382 ADVANCED SCENE DESIGN. A course for the advanced design student in a further study of contemporary designers, culminating in a class project. (Prerequisite: THTR 3423 or permission of instructor)

4412 DIRECTING WORKSHOP. This course trains the student to explore the productional planning process, see to its execution, and realize a full product in the form of a one-act play. (Prerequisite: THTR 3432 or permission of instructor)

4422 DIRECTING INTERNSHIP. In this course, the directing student gets practical experience in directing a full length play, including selection, casting, blocking, interpretation and post production analysis. (Prerequisite: THTR 3432, 4412, and permission of instructor)

4430 CHORVETTES. Open to all university students by audition. A group of student entertainers specializing in popular music. (May be repeated and taken for one or two hours credit)

4572 ADVANCED COSTUME DESIGN. A course for the advanced costume design student in a further study of a special design period culminating in a project. (Prerequisites: THTR 3343 or permission of instructor)

4673 #THEORY AND CRITICISM OF DRAMATIC LITERATURE. This course will acquaint the student with a representative dramatic literature as it reflects the critical theories of the time.

4683 CHILDREN'S THEATRE WORKSHOP. A practicum-oriented study of children's theatre forms as they apply to working with children in workshop and production. (Summer Term Only)

4752 ACTING WORKSHOP: THE METHOD. An intensive study of the various elements of sense and emotional memory in the Stanislavsky system of acting as they relate to various monologues and scenes selected for audition and/or study. (Prerequisite: THTR 1113, 1213 and 1312 or permission of instructor.)

4772 PATTERN DEVELOPMENT. The student will learn flat patterning, draping, cutting, advanced construction techniques and fitting for period and contemporary stage costumes. (Prerequisites: THTR 2122 or permission of instructor.)

4803 CREATIVE EXPRESSION IN THE ELEMENTARY SCHOOL. This course will provide elementary teachers with skills and games to promote oral activities, creative dramatics, movement, and dance in elementary age children.

4960 DIRECTED READING. Subject named in title listing. (Prerequisite: permission of instructor)

4970 SPECIAL STUDIES. Subject named in title listing. (Prerequisite: permission of instructor)

4980 SEMINAR. Subject named in title listing. (Prerequisite: permission of instructor)

4990 RESEARCH. Subject named in title listing. (Prerequisite: permission of instructor)

5113 PRODUCING THE HIGH SCHOOL PLAY. A comprehensive study of theatrical productions in high schools dealing exclusively with live theatre. Descriptions of various branches of the profession and how they are currently structured, and a study of principles to strengthen theatre practice both economically and artistically.

5223 CLASSICAL THEATRE. An aggregate study of place of performance, style of acting, conventions of setting, movement in costume, occupations, manners, dance, and music from Greek through Restoration theatre.

5960 DIRECTED READINGS. Subject named in title listing. (Prerequisite: permission of instructor)

5970 SPECIAL STUDIES. Subject named in title listing. (Prerequisite: permission of instructor)

5980 SEMINAR. Subject named in title listing. (Prerequisite: permission of instructor)

5990 RESEARCH. Subject named in title listing. (Prerequisite: permission of instructor)

ZOOLOGY (ZOO)

2114 #GENERAL ZOOLOGY. The major concepts of zoology, as illustrated by animal life. With laboratory. (Prerequisite: BIOL 1404) Previously listed as ZOO 1115

3134 #FIELD ZOOLOGY. Identification, taxonomy, life histories, and ecology of the vertebrates. With laboratory. (Prerequisites: ZOO 2114)

3643 #WILDLIFE DISEASES. The cause, nature, mode of transmission, and prevention of common bacterial, viral, parasitic, and other types of diseases of wild animals. Emphasis will be on how diseases impact individuals and populations of wild vertebrates. (Prerequisites: ZOO 2114)

4134 #AQUATIC INVERTEBRATE TAXONOMY. A field and laboratory study of aquatic invertebrate phyla including immature insects. With laboratory. (Prerequisites: ZOO 2114 and BIOL 3414) Previously listed as ZOO 3934

4234 #ENTOMOLOGY. Fundamental principles of insect life; classification, life histories, and ecologic relations. With laboratory. (Prerequisites: ZOO 2114 and BIOL 3414) Previously listed as ZOO 3234 General Entomology

4334 #ICHTHYOLOGY. Taxonomy, distribution, natural history, and economic importance of fishes. With laboratory. (Prerequisites: ZOO 2114 and BIOL 3414)

4433 #ANIMAL BEHAVIOR. Analysis of the organization, function, and causation of animal behavior. Adaptiveness of behavior of vertebrates, techniques used to study behavior, and use of behavior to clarify evolutionary relationships will be emphasized. (Prerequisites: ZOO 2114 and BIOL 3414)

4524 #HERPETOLOGY. Life histories, distributions, ecology, behavior, evolution, systematics, and techniques of collection and preservation of reptiles and amphibians of North America. With laboratory. (Prerequisites: ZOO 2114 and BIOL 3414) Previously

listed as ZOOL 3434

4534 #ORNITHOLOGY. Classification, distribution, economic value, identification, life histories, morphology, preparation of specimens. With laboratory. (Prerequisites: ZOOL 2114 and BIOL 3414) Previously listed as ZOOL 3534

4634 #MAMMALOGY. Classification, distribution, life histories, economic importance, techniques of field study. With laboratory. (Prerequisites: ZOOL 2114 and BIOL 3414) Previously listed as ZOOL 3334

4960 DIRECTED READING. Individualized literature study selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

4980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 20 hours of Biological Sciences)

4990 RESEARCH. Independent investigation designed in consultation with the professor. (Prerequisite: 20 hours of Biological Sciences and permission)

5334 ICHTHYOLOGY. Taxonomy, distribution, natural history, and economic importance of fishes. With laboratory. (Prerequisites: ZOOL 2114 and BIOL 3414)

5524 HERPETOLOGY. Life histories, distributions, ecology, behavior, evolution, systematics, and techniques of collection and preservation of reptiles and amphibians of North America. With laboratory. (Prerequisites: ZOOL 2114 and BIOL 3414)

5920 PROBLEMS IN ZOOLOGY. Independent study designed in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5960 DIRECTED READINGS. Individualized literature study selected in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5970 SPECIAL STUDIES. Individualized project selected in consultation with the professor. (Prerequisite: 15 hours of biological science and permission)

5980 SEMINAR. Small group study of topic announced by department. (Prerequisite: 15 hours of biological science and permission)

5990 RESEARCH. Independent investigation designed in consultation with the professor. Limited to a maximum of six credit hours. (Prerequisite: 20 hours of Biological Sciences and permission)